

## **Special Fuel Exporter Tax Return Instructions**

Tax returns are due on or before the 25th day of the month following the end of the reporting period. The postmark on the mailing envelope is used as the receipt date. Returns postmarked after the due date will be assessed a penalty of 10% of the tax due. If postmarked after the end of the month, interest accumulates at 1% per month.

### **Required attachments**

- Fuel Tax Receipts Schedule (Form FT-441-846), fill one out for each schedule type and product code.
- Fuel Tax Disbursements Schedule (Form FT-441-841), fill one out for each schedule type and product code.

*Computer generated forms will be accepted as long as the format is identical to ours.*

### **Step 1:**

A. Enter reporting period year, month, and your Special Fuel Exporter license number.

B. Place an "X" in each box that applies:

**No Operations:** Even if you had no activity for that reporting period, you must file a return to avoid revocation of your license. If you do not file monthly, your license will be revoked.

**Late Returns:** When filing a late return, you must include the penalty and interest.

**Amended Return:** Report changes for a previous tax period with an amended tax return. Mark "Amended Return" in Section B. Record any payments made with the original tax return on line 10 and continue filling out the return. Attach supporting documentation of changes with your amended return.

**Name Change:** Provide your current business name. If you purchased or incorporated your business, a new application for license must be completed.

**New Address:** Provide physical and mailing addresses.

**Cancel License and Effective Date:** The effective date is the date you stopped business operations. Tax returns must be filed through this date and taxes paid on remaining inventory.

C. **Name and Address:** Type or print your business name and address.

**Step 2:** Turn to page 2 of the tax return – Round all reported fuel to the nearest whole gallon and convert liters to gallons at the rate of 3.785 liters per gallon. Do not use negative figures on the Receipt schedule or the Disbursement schedule.

### **Receipts Schedule Non-Dyed**

The Receipts Schedule (Form FT-441-846) documents all fuel received and produced.

### **Disbursement schedule**

The Disbursement Schedule (Form FT-441-841) records all tax exempt fuel sold and exported.

### **Dyed Special Fuel**

Do not include rebranded fuel in this section.

**Step 3:** Return to page 1

**Line 1.** Enter your non-dyed exported fuel received total from the Receipts schedule on page 2 of the tax return below R5.

**Line 2.** Enter tax exempt gallons distributed. The total is on the Disbursement schedule on page 2 of the tax return below D9.

**Line 3.** List your non-dyed tax paid purchases that is listed on the Receipts schedule on page 2 line R1.

**Line 4.** Line 1 minus line 2 minus line 3. This is your taxable gallons.

**Line 5.** The amount listed on line 4 will be multiplied by the tax. List this total on line 5.

**Line 6.** To compute your penalty, multiply line 5 by 10% and enter this amount on line 6. See example on Line 8.

**Line 7.** Add line 5 to line 6.

**Line 8.** If you are paying after the first of the month, following the due date, you owe interest. To get your total, multiply the amount owing each month by 1%. This is your compounded interest amount.

*Example: You owe \$100 and your payment is two months late, you incur a 10% penalty*

*\$100 x 10% = \$110 (penalty plus tax)*

*\$110 x 1% = \$111.10 (tax, penalty, and interest for the 1st month)*

*\$111.10 x 1% = \$112.21 (tax, penalty, and interest for the 1st month, and interest for the 2nd month) total due.*

**Line 9.** Add line 7 to line 8.

**Line 10.** If you are filing an amended return, enter all payments you have made for this reporting period.

**Line 11.** If line 9 minus line 10 is greater than zero, this is the amount owed.

**Line 12.** If line 9 minus line 10 is less than zero, this is the refund amount.

### **Signature required**

Sign, date, include title, and phone number of the person authorized to sign the tax return.

### **Payments**

- Make checks payable to Department of Licensing in U.S. funds.
- All payments of \$50,000 or greater must be made in electronic funds (EFT). If you are using this method, place an "X" in the EFT box and payment must be made on or before the 26th of the month. If the 26th falls on a weekend or legal holiday pay by the next business day.

### **Questions**

Contact us at (360) 664-1852

### **Records**

Records must be kept for five years for all special fuel received, produced, sold, distributed, or used for own consumption. These include invoices, bills of lading, and other papers. Information may be disclosed to the Internal Revenue Service.