



## Disbursement Schedule Instructions

Use this form to show fuel disbursed as listed on your Washington Supplier, Distributor, and Blender tax returns.

- Fill out separate Disbursement Schedule for *each*: Schedule type, State or Province (jurisdiction), Product code
- Fuel is considered received when ownership changes. This does not require physical movement.

**Company Name and FEIN:** The legal name associated with the Federal Employers Identification Number (FEIN) listed on the Fuel License application.

**Account Number:** The 9-digit alpha-numeric number listed on your license.

**Reporting Period:** Time period relating to the tax return, month and year.

**Schedule Type (enter one type):**

|    |  |     |  |     |   |     |  |
|----|--|-----|--|-----|---|-----|--|
| 6A | Gallons sold tax-exempt to a licensed distributor for export | 7   | Gallons exported   | 10F | Gallons delivered to tax-exempt storage at a Washington terminal        | 13X | Gallons of biodiesel rebranded to dyed |
| 6D | Gallons sold tax-exempt to licensed suppliers                | 8   | Gallons delivered tax-exempt to U.S. government                          | 10G | Gallons of other authorized tax-exempt sales                            |     |  |
| 6F | Gallons sold tax-exempt to IFTA authorized carriers          | 10C | Gallons sold tax-exempt to urban passenger transportation systems        | 12A | Gallons of tax-paid product sold or used below the terminal rack        |     |  |
| 6Z | Gallons sold for racing                                      | 10D | Credit card sales to tax-exempt foreign diplomatic and consular missions | 12C | Gallons of ending physical inventory of product below the terminal rack |     |  |

**Product Code:** A code identifying the fuel type (only one per schedule) see Compliance Guide on our website at: [www.dol.wa.gov](http://www.dol.wa.gov).

**Mode:** Mode of transport using one of the following:  
**J** = Truck      **R** = Rail      **S** = Ship      **B** = Barge      **ST** = Stock Transfer      **PL** = Pipeline      **CE** = Summary

**Point of Origin:** Location where the fuel was *removed* including terminal code.

**Point of Destination:** Location where the fuel was *delivered*. *If delivered to a terminal, use the terminal code.*

**Terminal:** A fuel storage and distribution facility supplied by pipeline or vessel where liquid products may be removed.

**Terminal Code:** An identifying number issued by the Internal Revenue Service. A list of codes can be found at: [http://www.irs.gov/pub/irs-utl/tcn\\_db.pdf](http://www.irs.gov/pub/irs-utl/tcn_db.pdf).

**Document Number:** A document listing receipt of goods for shipment, such as Bill of Lading (BOL) or weigh bill.

**Gallon Columns:** Billed gallons are required. See Compliance Guide for further instructions.

**Submit your return, supporting documents, and payment**

**Online:** Via Taxpayer Access Point (TAP) at: [https://wadolprft.gentax.com/TAP/ /](https://wadolprft.gentax.com/TAP/)

**By mail,** make checks payable to Department of Licensing.

**with payment enclosed,** mail to:

Department of Licensing  
Prorate and Fuel Tax  
PO Box 3777  
Seattle, WA 98124-3777

**without payment enclosed,** mail to:

Department of Licensing  
Fuel Tax Unit  
PO Box 9228  
Olympia, WA 98507-9228

**Questions**

Contact us at (360) 664-1852. For more information, visit our website at [www.dol.wa.gov](http://www.dol.wa.gov).