



## Aircraft Receipts Schedule Instructions

Use this form to show fuel receipts listed on your Washington Aircraft tax returns.

- Fill out separate Aircraft Receipts 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):**

**1** Gallons received tax-paid

**2A** Gallons received tax-exempt from Washington distributors

**3** Gallons imported below terminal

**4** Gallons imported to terminal by truck/rail

**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

**Point of Origin:** Location where the fuel was *removed* including terminal code (if applicable).

**Point of Destination:** Location where the fuel was *delivered* including terminal code (if applicable).

**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).