

## Receipts Schedule - Fuel Tax

**If payment is enclosed, send this completed form and supporting documents to:** Prorate and Fuel Tax, Department of Licensing, PO Box 9048, Olympia, WA 98507-9048

**If payment is not enclosed, send this completed form and supporting documents to:** Fuel Tax Unit, Department of Licensing, PO Box 9228, Olympia, WA 98507-9228 or fax to (360) 570-7842

Company name \_\_\_\_\_ License number \_\_\_\_\_ FEIN \_\_\_\_\_ Reporting period \_\_\_\_\_

**Schedule type (check one):**

- R1 Tax-paid gallons received
- R2a Imported gallons received direct to customer from state/province of \_\_\_\_\_
- R2b Imported gallons received direct to licensed terminal from state/province of \_\_\_\_\_
- R3 Non taxed gallons received or produced
- R4 Non-taxed gallons of blend stock received

- R5 Other gains:  
*Use a separate schedule for each category.*
  - from bulk storage
  - temperature adjustments
  - transportation
- R6 Dyed special fuel produced
- R7 Dyed special fuel imported

**Product codes (check one):**

- 65 Gasoline
- 72 Dyed kerosene
- 92 Undefined products
- 122 Misc. blending products
- 125 Aviation gasoline
- 130 Jet fuel
- 167 Diesel
- 228 Dyed diesel
- 241 Ethanol
- 243 Methanol
- 284 Biodiesel (B00)
- 290 Dyed biodiesel (D00)
- 142 Kerosene

Carrier's name	Carrier's FEIN	M o d e	Point of origin		Point of destination		Seller's name	Seller's FEIN	Date received	Bill of Lading number	Billed gallons
			City/State	Terminal code	City/State	Terminal code					

## General instructions

Use this form to show fuel received as listed on your Washington Motor Vehicle and Special Fuel Supplier, Exporter, Importer, and Blender fuel tax returns.

- Fill out a separate Receipts Schedule for each schedule type, product code, and state or province.
- Use a separate schedule for each fuel type when reporting biodiesel or ethanol blends.  
*Example:* 100 gallons of B20 (80% diesel + 20% biodiesel), use one Receipts Schedule to report the 80 gallons of diesel and another Receipts Schedule reporting the 20 gallons of biodiesel.
- Fuel is considered received when ownership changes. This does not require physical movement of the fuel.
- Use billed gallons consistently, whether gross or net, throughout your return.
- Records must be kept for five years for all fuel received, produced, sold, distributed, or used by the taxpayer. Records include invoices, bills of lading, and other documents used to record sales of fuel.
- Information may be shared with the Internal Revenue Service.

<b>Company name</b>	Same as it appears on your license
<b>License number</b>	Five-digit number that appears on your fuel tax license
<b>FEIN</b>	Federal Employer Identification Number
<b>Reporting period</b>	Month and year of the tax period you are reporting
<b>Schedule type</b>	Check the appropriate box for the type of receipt. When checking "other gains" box, you must also mark the category.
<b>Product codes</b>	Indicate the fuel you have received
<b>Carrier's name</b>	Name of the company transporting the fuel
<b>Carrier's FEIN</b>	Federal Employer Identification Number
<b>Mode</b>	Use one of the following codes for the applicable transport: <b>J</b> = Truck <b>R</b> = Rail <b>S</b> = Ship <b>B</b> = Barge <b>ST</b> = Stock transfer <b>PL</b> = Pipeline
<b>Point of origin</b>	
<b>City/State or Province</b>	Location where the fuel was removed
<b>Terminal code</b>	Code of the terminal where the fuel was removed
<b>Point of destination</b>	
<b>City/State or Province</b>	Location where the fuel was delivered
<b>Terminal code</b>	Code of the terminal where the fuel was delivered
<b>Seller's name</b>	Name of the company selling the fuel
<b>Seller's FEIN</b>	Federal Employer Identification Number
<b>Date received</b>	Date the fuel was received
<b>Bill of lading number</b>	Number issued on the Bill of Lading (do not use invoice numbers)
<b>Billed gallons</b>	Number of gallons billed