

Aircraft Disbursement Schedule Instructions

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

- Fill out separate Aircraft 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):

6D Gallons sold tax-exempt to licensed distributors	7F Gallons sold tax-exempt to unlicensed exporters	10 Gallons sold tax-exempt to WA certified users	10G Gallons sold tax-exempt to emergency medical air transport
7 Gallons exported	8 Gallons sold tax-exempt to U.S. government	10F Gallons delivered to tax-exempt storage, Washington terminal	10K Gallons delivered to exempt aircraft
			12C Ending physical inventory below terminal

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

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

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: https://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/>

By mail, make checks payable to Department of Licensing.

with payment enclosed, mail to:

Department of Licensing
Prorate and Fuel Tax
PO Box 9048
Olympia, WA 98507-9048

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.