



# Instructions for Common and Contract Carriers Report

## Schedule of Deliveries

This schedule provides detail of each delivery included on the Common and Contract Petroleum Products Carrier Report. Prior to recording the information requested in columns 1 through 12, you should organize your records as follows:

**Schedule 1 A** Total all deliveries of fuel from in-state locations to outside Ohio (exports).

**Schedule 2 A** Total all deliveries of fuel from out-of-state locations to locations inside Ohio (imports).

**Schedule 3 A** Total all deliveries of fuel between points in Ohio (intra-state).

Each delivery of fuel must be listed on a separate line.

Insert in the appropriate box your company name, FEIN and month and year of the report.

### Schedule Type

Insert the **schedule type** number (from the face of the schedule) in the appropriate box. A separate schedule must be submitted for each schedule type.

### Product Type

On the face of the schedule, place a check mark next to the **product type** being reported on the schedule. IMPORTANT – All No. 1 distillate products that are “**dyed**,” regardless of their name, are to be reported under product code No. 226 (high sulfur diesel-dyed) or No. 227 (low sulfur diesel-dyed). All No. 1 distillate products that are “**undyed**” (this includes **AVJET** fuel), regardless of their name, are to be reported under product code 142 (kerosene). You must file a separate schedule for each product type.

## Column Instructions

- Column 1** Enter the name of the company hiring the carrier.
- Column 2** Enter the FEIN of the company hiring the carrier.
- Column 5** Enter the mode of transport. Use one of the following letters: **J**=Truck; **R**=Rail; **B**=Barge; **P**=Pipeline; **S**=Ship
- Column 6** Enter the city and state (or country) shown on the delivery document (bill of lading, manifest or other loading document issued by the terminal operator or bulk plant) where the product was loaded for each delivery. If the product was loaded at a terminal, enter the uniform terminal code assigned to the terminal.
- Column 7** Enter the name of the person receiving the fuel.
- Column 8** Enter the person's address where the fuel was delivered.
- Column 9** Enter the FEIN of the person receiving the fuel.
- Column 10** Enter the date the product was delivered.
- Column 11** Enter the document number identifying from the document issued at the terminal or bulk plant when product is removed over the rack. In the case of pipeline or barge movements, enter the pipeline or barge ticket number.
- Column 12** Enter the number of gross gallons delivered.