

Instructions for Exporter's Schedule of Disbursement

EX 2-2
Rev. 12/15

This schedule provides detail in support of the amount(s) shown as disbursements on the exporter's reconciliation reports. Insert in the appropriate box your company name, TIN (FEIN/SSN), Ohio account number and period (MM/YYYY) of the return.

Schedule Codes

Check the box for appropriate schedule type. Please note new schedule codes. Complete a separate schedule for each schedule type and state of export.

7A = Gallons exported, destination state tax paid

7D = Gallons exported in bulk, destination state tax NOT paid

Product Type

Check the box for the appropriate product type. **IMPORTANT** – All No. 1 distillate products that are “**dyed**,” regardless of their name, are to be reported under product type **LD (Low Sulfur Dyed Diesel)** or **HD (High Sulfur Dyed Diesel)**. All No. 1 distillate products that are “**undyed**” (this includes **AVJET** fuel), regardless of their name, are to be reported under product type **KO (Kerosene)**. Biodiesel products – regardless of blends – are to be reported under product type **CD (Clear Diesel)**. Ethanol is to be reported product type **GA (Gasoline)**. A separate schedule for each product type is required to be completed and filed.

Each receipt of fuel **must** be listed on a separate line.

Column Instructions

- Column 1 **Required** – Enter the name of the person you are purchasing the fuel from.
- Column 2 **Required** – Enter the TIN (FEIN/SSN) of the person you are purchasing the fuel from.
- Column 3 **Optional** – Enter the name of the company that transports the fuel.
- Column 4 **Optional** – Enter the TIN (FEIN/SSN) of the company that transports the fuel.
- Column 5 **Required** – Origin TCN (Terminal Control Number) or city and state.
- Column 6 **Required** – Destination TCN (Terminal Control Number) or city and state.
- Column 7 **Required** – Enter the date the fuel was received (use mm/dd/yy format).
- Column 8 **Required** – Enter the document number identifying the fuel. In the case of the fuel being received from a terminal, use the bill of lading (shipping document) number. For fuel received from a bulk plant, use the invoice number.
- Column 9 **Required** – Enter the mode of transport. Use one of the following letters: **J** = Truck, **R** = Rail, **B** = Barge, **S** = Ship, **PL** = Pipeline, **BA** = Book Adjustment, **GS** = Gas Station, **PR** = Production.
- Column 10 **Optional** – Enter the **net** gallons received.
- Column 11 **Required** – Enter the **gross** gallons received.
- Column 12 **Optional** – Enter the **billed** gallons received