

Instructions for Exporter's Schedule of Receipts

This schedule provides detail in support of the amount(s) shown as receipts 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.

1B = Gallons received for export, destination state tax paid

2E = Gallons received for export, 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.