

## Instructions for Licensed Dealer Schedule of Receipts

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

### 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.

### **Book Adjustment Codes**

Transfers within a bulk plant from one product type to another product type must be accounted for on the receipt (2) and disbursement (6) schedules. List on the disbursement schedule indicating the “book adjustment” code (from the table below) where the product is being disbursed to column 1 (seller FEIN), and list on the receipts schedule the “book adjustment” code where the product is being received from in column 1 (buyer FEIN). The mode of transportation is always BA. Complete other fields as required.

Enter appropriate code:

Seller	Product Group
000000065	Gasoline
000000126	Propane
000000145	Kerosene
000000161	Clear Diesel
000000226	High Sulfur Dyed Diesel
000000227	Low Sulfur Dyed Diesel
000000999	Other Products

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

### **Column Instructions**

- Column 1 **Required** – Enter the name of the Ohio licensed dealer you acquired the fuel from. If you imported the fuel into Ohio yourself, list your own name.
- Column 2 **Required** – Enter the TIN (FEIN/SSN) of the Ohio licensed dealer you acquired the fuel from. If you imported the fuel into Ohio yourself, list your own TIN (FEIN/SSN).
- Column 3 **Required** – Enter the name of the person that transports the fuel.
- Column 4 **Required** – Enter the TIN (FEIN/SSN) of the company that transports the fuel.
- Column 5 **TCN (Terminal Control Number)** – Required if no city and state listed in column 6.
- Column 6 **City and State** – Required if **no** TCN number is listed in column 5.
- 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.