

Instructions for Terminal Operator Schedule of Disbursements

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

Schedule Code
15B

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 (15A) and disbursement (15B) schedules. List on the disbursement schedule indicating the “book adjustment” code (from the table below) where the product is being disbursed to column 2 (Delivering Position Holder TIN), and list on the receipts schedule the “book adjustment” code where the product is being received from in column 2 (Position Holder TIN). The mode of transportation is always BA. Complete other fields as required.

Enter appropriate code:

Seller FEIN	Product Group
00000065	Gasoline
00000126	Propane
00000145	Kerosene
00000161	Clear Diesel
00000226	High Sulfur Dyed Diesel
00000227	Low Sulfur Dyed Diesel
00000999	Other Products

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

Column Instructions

- Column 1 **Required** – Enter the name of the person transporting the fuel.
- Column 2 **Required** – Enter the TIN (FEIN/SSN) of the person transporting the fuel.
- Column 3 **Required** – Enter the name of the delivering position holder.
- Column 4 **Required** – Enter the delivering position holder TIN (FEIN/SSN).
- Column 5 **Required** – Enter the destination TCN or city and state
- Column 6 **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 7 **Required** – Enter the date shipped.
- Column 8 **Required** – Enter the document number identifying the fuel.
- Column 9 **Required** – Enter the **net** gallons.
- Column 10 **Required** – Enter the **gross** gallons (tax is based upon gross gallons).