

LIQUID FUEL CARRIER PETROLEUM PRODUCTS REPORT - SCHEDULE OF DELIVERIES - INSTRUCTIONS

SCHEDULE ____ A

GENERAL INSTRUCTIONS

Schedule A provides detail information of each delivery included on the Common and Contract Petroleum Products Carrier Report. Prior to recording the information requested in columns (1) through (10), you should organize your records as follows:

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

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

Schedule 3A - Total all deliveries of fuel between points in the state (intrastate)

COLUMN INSTRUCTIONS

Column (1) & (2)

Person Hiring the Carrier - Enter the name and federal employer identification number of the company that hired you.

Column (3) & (4)

Seller - Enter the name and federal employer identification number of the company from whose account the fuel was withdrawn at the terminal.

Column (5)

Mode of Transport - Enter one of the following:

J = Truck

R = Rail

B = Barge

PL = Pipeline

S = Ship (Great Lakes or ocean marine vessel)

Column (6)

Origin - Enter the city and/or state or country shown on the delivery document (bill of lading, manifest or other loading document issued by the terminal operator) where the petroleum product was loaded for each delivery. If the product was loaded at a terminal, enter the uniform terminal code assigned to such terminal.

Column (7), (8), & (9)

Delivered to - Enter the name, address and federal employer identification number of the final delivery point. If delivered to a terminal, enter the terminal code for that terminal.

Column (10)

Date delivered - Enter the date the petroleum product was delivered for each delivery. (MM DD YY)

Column (11)

Document number - Enter the identifying number from the bill of lading issued at the terminal when product is removed over the rack. In the case of pipeline or barge movements, enter the pipeline or barge ticket number.

Column (12) & (13)

Gallons - Enter the number of gross and net gallons and product code for each delivery.