

CRUDE OIL LEASE REPORT / PRIOR PERIOD ADJUSTMENT INSTRUCTIONS

Monthly filings only

NEW:

1. This form can now be used by either the Purchaser or the Operator, not both at the same time.
 - a. There is a checkbox to indicate who is filing the return
2. This form can be used to file an original return or an adjustment return. **THIS FORM CANNOT BE USED TO REPORT BOTH R(REPORT) & A(ADJUSTMENT)** rather it has been used to solely Report and or Adjustment.
 - a. There is a checkbox to indicate if filing an adjustment.

Taxpayer name and mailing address: Name and mailing address used to register your account.

Preparers Phone Number

Registrants ID No: a four or five digit number used by the department of revenue to identify your account.

Purchaser or Operator: Check the appropriate box. Only one box can be checked.

If Filing an Adjustment Check the Box. An original report or adjustment cannot be filed on the same form.

Reporting Period - Month/Year: Production period for which the report is being filed. Example: 05/2009

Indicate the Number of Pages Submitting – Forms can be either faxed or mailing to the number and / or address listed on the front of return.

ORIGINAL FILING INSTRUCTIONS

Column 1 LEASE / WELL CODE:	Unique number assigned by Kansas Department of Revenue to identify each lease / well.
Column 2 LEASE / WELL NAME:	Name in which lease / well is registered with county appraiser.
Column 3 GROSS BARRELS:	Oil purchased from the well identified in Column 1 for the reporting period. Must be rounded to nearest hundredth.
Column 4 GROSS VALUE:	Dollar value of the purchased production reported in Column 3. Round this number to the nearest cent. Leave Blank. Only report what you are responsible for.
Column 5 KCC ASSESSMENT:	Total volume in Column 3 multiplied by Kansas Corporation Commission rate. That rate for oil is currently .091 per barrel (eff. 12/31/06). Fee rate is subject to change.
Column 6 EXEMPT BARRELS:	Volume from Column 3 that is exempt from severance tax. Must not be greater than column 3. Must be rounded to nearest hundredth.
Column 7 EXEMPTION CERTIFICATE #:	Record the certificate number from the Exemption Certificate, either form MT-7 or MT-7a.
Column 8 TAXABLE BARRELS:	Column 3 minus Column 7. Must be rounded to nearest hundredth.
Column 9 TAXABLE VALUE:	Dollar value of the production reported in Column 9. Round this number to the nearest cent.
Column 10 SEVERANCE TAX LIABILITY:	Column 10 times the severance tax rate of .0433%. Must be rounded to nearest cent. Tax rates are subject to change.

AMENDED FILING INSTRUCTIONS - **Note:** For all volume and value adjustments, put brackets around all negative numbers. Use “-“sign for electronic filings.

Column 1 LEASE / WELL CODE:	Unique number assigned by Kansas Department of Revenue to identify each lease / well. This should be the same number that was used on the original report.
Column 2 LEASE / WELL NAME:	Name of lease / well.
Column 3 GROSS MCF's:	The adjusted variance from the Gross Barrels that were originally reported. Must be carried to two decimal places.
Column 4 GROSS VALUE:	The adjusted variance from the Gross Value that was originally reported. Round this number to the nearest cent.
Column 5 REMITTER:	Leave Blank.
Column 6 KCC ASSESSMENT:	The adjusted variance from the originally reported KCC Assessment.
Column 7 EXEMPT MCF'S:	The adjusted variance from the Exempt Barrels that were originally reported. Must be carried to two decimal places.
Column 8 EXEMPTION CERTIFICATE #:	Use the certificate number that corresponds with the Lease/Well code in column1 and is valid for the date in column 12. If none, leave blank.
Column 9 TAXABLE MCF's:	The adjusted variance from the Taxable Barrels that were originally reported. Must be carried to two decimal places.
Column 10 TAXABLE VALUE:	The adjusted variance from the Taxable Value that was originally reported. Round this number to the nearest cent.
Column 11 SEVERANCE TAX LIABILITY:	The adjusted variance from the Tax Liability that was originally reported. Round this number to the nearest cent.
Column 12 MONTH & YEAR OF ADJUSTMENT:	In MM/YYYY format, this date should correspond with the production period of the original entry that is being amended.