

KANSAS DEPARTMENT OF REVENUE  
**MOTOR FUEL RETAILERS' INFORMATIONAL RETURN**

License #

FEIN:

For Month/Year of:

GASOLINE	GASOHOL %	GASOHOL E85	CLEAR DIESEL	DYED DIESEL
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<b>1. Beginning Physical Inventory:</b> (must agree with prior ending inventory)					
<b>2. Receipts:</b> (from Schedule of Receipts MF-90A)					
<b>3. Sales:</b> (from Schedule of Totalizer Readings MF-90B)					
<b>4. Transfers:</b> (see instructions on reverse side)					
<b>5. Ending Physical Inventory</b> (actual tank measurement)					
<b>6. Gain/(Loss)</b> (see instructions on reverse side)					

I certify that this is a true, complete and accurate return for the period stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

**KEEP A COPY OF THIS RETURN FOR YOUR RECORDS**

**SEE INSTRUCTIONS ON REVERSE SIDE**

## INSTRUCTIONS FOR MOTOR FUEL RETAILERS' INFORMATIONAL RETURN (MF-90)

All registered Motor Fuel Retailer's are required to file a Motor Fuel Retailers' Informational return.

This report must be prepared for each calendar month and is due on or before the 25<sup>th</sup> of the following month. If you have no receipts during the month, a return is required to be filed with all applicable information included. Failure to report as specified may cause this license to be revoked as provided by law.

1. **BEGINNING PHYSICAL INVENTORY:** Fuel you have in storage at the end of the previous month. *(If you have more than one facility, and are filing a consolidated report be sure to use the Consolidated Inventory Report, Form MF-90C, to determine the totals for line 1.)*
2. **RECEIPTS:** Total of fuel received for the month. (Attach Schedule of Receipts, Form MF-90A for fuel type.)
3. **SALES:** Total of all fuel sold for the month. (Attach Schedule of Totalizer, Form MF-90B readings.)
4. **TRANSFERS:** Fuel transferred from one product to another, fuel transferred between locations, or any other adjustments to inventory that is not a receipt or sale. (Attach information for product change.)
5. **ENDING PHYSICAL INVENTORY:** Actual Tank Measurement. *(If you have more than one facility, and are filing a consolidated report be sure to use the Consolidated Inventory Report, Form MF-90C, to determine the totals by fuel type for line 5.)*
6. **GAIN/(LOSS):** Add lines 1 & 2, subtract line 3 and add or subtract line 4 accordingly (subtract a reduction in inventory; add an increase in inventory) for each fuel type to arrive at your book inventory. Then subtract book inventory from physical inventory to get gain/(loss) for the month.

(Book inventories larger than physical inventory equals a loss and should be shown as a negative or in parenthesis.)

(Physical inventories larger than book inventory equals a gain and should be shown as a positive figure.)

<b>Example:</b>	Line 1 (Beginning Physical Inventory)	1000		1000
	Line 2 (Receipts)	8000	plus	<u>8000</u>
			equals	9000
	Line 3 (Sales)	5500	minus	<u>5500</u>
			equals	3500
	Line 4 (Transfer)	-500	minus	<u>500</u>
			equals	3000 Book inventory
	Line 5 (Ending Physical Inventory)	2580		
	Line 6 (Gain/(Loss))	-420	minus	<u>2580 Physical Inventory</u>
			equals	<u>3000 Book Inventory</u>
				(420) Gain/(Loss)

KANSAS DEPARTMENT OF REVENUE  
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Go to [ksrevenue.org](http://ksrevenue.org) to set up an appointment at the Topeka or Overland Park office by using the Appointment Scheduler.