

**AVIATION GAS/JET FUEL
SCHEDULE OF RECEIPTS INSTRUCTIONS**

Complete a separate form for each type of schedule and product code. Prepare in duplicate and retain a copy for your file.

Schedules

Schedule 1 Report receipts on which Maryland tax has been paid.

Schedule 2 Report receipts from locations within Maryland on which Maryland tax has **NOT** been paid.

Schedule 3 Report direct shipments from another state to customers on which Maryland tax has **NOT** been paid.

Schedule 4 Report gallons imported from another state into tax-free storage on which Maryland tax has **NOT** been paid.

Column Instructions

Column 1 & 2: **Carrier**

Enter the name and FEIN of the company that transports the product.

Column 3: **Mode of Transport**

Enter the mode of transport. Use one of the following:

B=Barge

PL=Pipeline

R=Rail

S=Ship (ocean marine vessel)

TR=Truck

Column 4: **Point of Origin/Destination**

Enter the location the product was transported from and to. When received into or from a terminal, use the IRS Terminal Control#.

Column 5 & 6: **Acquired From**

Enter the name and license number of the company the product was acquired from.

Column 7: **Date Received**

Enter the date the product was received.

Column 8: **Document Number**

Enter the identifying number from the document issued at the terminal when product is removed over the rack. In case of pipeline or large movement, it is the pipeline or barge ticket number.

Column 9: **Billed Gallons**

Enter the amount of gallons received

Column 10: **Other Gallons**

Enter the gross amount of gallons received, if different from billed gallons.

Remember!

You **must** report monthly totals by customer, by product.

You **must** file a separate schedule for each product and include product code with schedule number. (ex. 1-125, Tax paid Aviation Gas receipts.)

Computer tab runs may be used as backup detail if preapproved by the **Motor Fuel Tax office**.

For more information

Visit our Web site at **www.marylandtaxes.com** or call Taxpayer Service at 410-260-7980 in Central Maryland or 1-800-638-2937 from elsewhere. For the hearing impaired: Maryland Relay Service 711.

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