

Instructions For Form B&L: MFT-TOM
Motor Fuel Terminal Operator Monthly Return

General Information

The Terminal Operator Monthly Report must be filed by those licensees who operate an IRS approved terminal located in Alabama. Terminal operators who operate more than one terminal must file a separate return for each terminal. There is no tax due on this report. Terminal operators must also file a Terminal Operator Annual Report (B&L: MFT-TOA) due by the last day of January following the close of the calendar year.

This report provides information on the movement of fuel at the terminal and identifies inventory fluctuations on a monthly basis. The monthly report must be filed by the last day of the month following the end of the report period. If the report is not submitted timely, then a delinquent penalty of \$50 will be assessed. If the last day of the month falls on a weekend or state holiday, then the report must be filed by the next business day.

Instructions

Report the motor fuels in the appropriate columns based on product type. Please enter whole gallon amounts.

Enter the Terminal Control Number in the Terminal Code Number line.

Line 1 – In the appropriate column, report the beginning physical inventory of the motor fuels which is from Schedule 15C. The figures should agree with the prior month's ending inventory. Submit a statement of explanation if they do not agree.

Line 2 – In the appropriate column, report the number of net gallons received during the month which is from Schedule 15A.

Line 3 – Add Line 1 and Line 2 and enter the sum in the appropriate column.

Line 4 – In the appropriate column, report the number of net gallons of disbursements for the month – which is from Schedule 15B.

Line 5 – Subtract Line 4 from Line 3 which will calculate the net gallons available less disbursements.

Line 6 – Enter the net total of stock gains and losses which is from Schedule 15C. The Motor Fuels Section must be notified in writing of any extraordinary losses during the month that the loss occurred. Documentation may be required to support the loss.

Line 7 – Enter the ending physical inventory which is from Schedule 15C.