

Receipts Schedule Instructions

A separate receipts schedule form **MF-R** must be completed for each product code and attached to the appropriate tax return.

Complete a separate form for each schedule required. Prepare in duplicate and retain a copy for your file.

- Schedule 1 Report all purchases state excise tax paid from sources within Connecticut.
- Schedule 2 Report all purchases state excise tax unpaid from sources within Connecticut.
- Schedule 3 Report shipments from another state direct to customers in this state.
- Schedule 4 Report gallons imported from another state into Connecticut storage.

Column Instructions

- Column (1) & (2): **Carrier** - Enter the name and FEIN of the company that transports the product.
- Column (3): **Mode of Transportation** - Enter the mode of transport. Use one of the following:
TR = truck **R** = rail **B** = barge
PL = pipeline **S** = ship (ocean marine vessel)
- 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 Number.
- Column (5) : **Acquired From** - Enter the name and license number of the company the product was acquired from.
- Column (6): **Seller's FEIN** - Enter the FEIN of the company the product was acquired from.
- Column (7): **Date Received** - Enter the date the product was received for bulk transactions. Rack purchases may be consolidated by supplier for the month.
- Column (8): **Document Number** - Rack purchases, if not consolidated, must enter the identifying number from the document issued at the terminal. In case of pipeline or barge movements, it is the pipeline or barge ticket number.
- Column (9): **Billed Whole Gallons** - Enter the amount of gallons sold. Round off to the nearest whole gallon.

General Instructions

Diesel fuel, # 2 oil, propane, natural gas, jet fuel and kerosene are reported on **Form OP-216, Diesel Tax Return**. Gasoline, aviation gas, ethanol and ethanol based gasoline that consists of a blend of gasoline and a minimum of 10% (.10) by volume of ethanol are reported on **Form O-MF1, Motor Vehicle Fuels Tax Return**.

You *must* report monthly gallon subtotals by supplier, by product. All gallons must be rounded to the nearest whole gallon.

You *must* file a separate schedule for each product and include product code with schedule number.

Computer tab runs may be used as backup detail if preapproved by the **Excise Taxes Unit**. For further information on the motor vehicle fuels tax, please call the Excise Taxes Unit at **860-541-3224**, Monday through Friday, 8:00 a.m. to 5:00 p.m.