WASHINGTON STATE DEPARTMENT OF LICENSING

Terminal Operator Report

Name and address ☐ New address			
Account number	Terminal code	Reporting period Month _____ Year _____	Postmark date
Report type ☐ No operations ☐ Amended report ☐ Cancel license (date effective): _____			

	Net gallons		
Transactions for the month	**Motor fuel**	**Special fuel**	**Aircraft**
Schedule 15C—Beginning inventory (Column 3)			
Schedule 15A—Total receipts (Column 8)			
Total gallons available			
Schedule 15B—Total disbursements (Column 9)			
Total gallons availwable			
Schedule 15C—Stock gains & losses (temp. adjust) (Column 6)			
Schedule 15C—Actual ending inventory (Column 7)			

Contact information

Printed name of person signing		Contact name (if different from person signing)
Contact 10-digit phone number	Contact 10-digit fax number	Contact email (if available)

Certification

I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

Date and place (city or county) signed

X _____
Signature

Submit your report and supporting documents:

Online: E Services - https://secure.dol.wa.gov/home/

Mail: Washington State Department of Licensing
Fuel Tax Unit
PO Box 9228
Olympia, WA 98507-9228

Washington Fuel Tax Compliance Manual

For a copy of our compliance manual, visit dol.wa.gov/media/pdf/1594/fuel-tax-compliance-guidepdf.

Questions

Contact us at 360-664-1852. For more information, visit our website at dol.wa.gov.

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Terminal Operator Report Instructions

This form provides the state with accountable fuel products moving through a terminal. It is used to verify transactions reported by Fuel Tax licensees. Terminal operators who operate more than one terminal must file a separate report for each terminal monthly.

Definitions

Motor Fuel: any liquids commonly or commercially known, produced, exchanged, or sold as gasoline or defined as gasoline in statute. Ethanol and ethanol blends are included in this category.

Special Fuel: any liquids commonly or commercially known, produced, exchanged, sold or used as a fuel in diesel engines. Biodiesel, biodiesel blends, and renewable diesel, are included in this category.

Aircraft Fuel: any liquid commonly or commercially known, produced, exchanged, sold or used as fuel in aircraft reciprocating engines, aircraft turbojet and turboprop engines. Aviation gasoline and Jet fuel are included in this category.

Required Attachments

- Receipts schedule: Complete one for each product code.
- Disbursements schedule: Complete one for each product code.
- Inventory schedule: Complete one for each fuel type.

All forms must comply with the Department of Licensing (DOL) reporting requirements, use a minimum of 10 point font, and include all necessary data elements listed on the approved DOL forms.

Changes in name, entity, or ownership require a new application.

Return type (check each box that applies)

- **No Operations:** You must file a tax return even if you had no activity for that reporting period. If you do not file monthly, your license will be revoked.
- **Amended Return:** To report changes for a previous filing
  - Prepare schedules with changes, entering corrected information only. Show removed loads as negatives. Do not inlcude supporting schedules for lines that have not changed.
  - Complete a new report showing corrected figures.
- **Cancel license–date effective:** The date is the day you stopped business operations. Tax returns must be filed through this date and taxes paid on remaining inventory.

Due Date

Your report, plus supporting schedules, is due on or before the 25th of the month following the reporting period.

- **Beginning Inventory**–Enter beginning inventory of all petroleum products handled at the terminal in the appropriate column. This amount should carry over from column 3 on schedule 15C. Beginning inventory equals the prior month's reported actual ending inventory.
- **Total Receipts**–Enter total receipts of all petroleum products received into the terminal from supporting schedule 15A, column 8.
- **Total Gallons**–line 1 plus line 2.
- **Total Disbursements**–Enter total of all petroleum products disbursed from the terminal from supporting schedule 15B, column 9.
- **Gallons Available**–line 3 minus line 4.
- **Stock Gains and Losses**–Enter total of all stock gains or losses from supporting schedule 15C, column 5.
- **Actual Ending Inventory**–Enter actual measured physical inventory of all petroleum products in the appropriate columns. This figure should cross match what was entered on schedule 15C, column 7.

Signature required

Sign, date, and complete contact information for the person authorized to sign the tax return.

Records

Records must be kept for five years for all fuel received, sold, distributed, or used for own consumption. Information may be disclosed to the Internal Revenue Service.