

## Instructions For Form B&amp;L: MFT-TOA

## Motor Fuel Terminal Operator Annual Report

## General Information

The Terminal Operator Annual 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 report for each terminal. Terminal operators must also file a Terminal Operator Monthly Report (B&L: MFT-TOM) due by the last day of the month following the month covering the report.

Any unaccounted for loss of fuel in excess of the allowance are subject to the fuel tax.

The annual report must be filed and the payment must be made by the last day of January following the calendar year covered. If the report is not filed timely, then a delinquent penalty of 10% of the tax due or \$50, whichever is greater, will be assessed. If the payment is not submitted timely, then a delinquent penalty of 1% per month will be assessed. If the last day of the January falls on a weekend or state holiday, then the report and payment are due 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, enter the number of net gallons from the beginning physical inventory of the motor fuels for the reporting period.

Line 2 – In the appropriate column, report the total number of net gallons received during the reporting period. This schedule summarizes the receipts reported on the Terminal Operator Monthly Reports during the reporting period.

Line 3 – Add lines 1 and 2.

Line 4 – In the appropriate column, report the total number of net gallons of disbursements during the reporting period. This schedule summarizes the disbursements reported on the Terminal Operator Monthly Reports during the reporting period.

Line 5 – In the appropriate column, report the ending physical inventory. This should be the physical inventory at the end of the calendar year.

Line 6 – Add lines 4 and 5.

Line 7 – Subtract line 6 from line 3 to calculate the total loss and enter the amount in the appropriate columns. If line 7 is equal to or less than zero, then enter zero in the column and do not complete lines 8 through 11.

Line 8 – Multiply line 4 by .005 and enter the amount in the appropriate columns. Code of Alabama 1975, Section 40-17-327 provides a loss allowance of  $\frac{1}{2}$  of 1% of all net gallons removed.

Line 9 – Subtract line 8 from line 7 to calculate the taxable unaccounted for loss and enter the amounts in the appropriate columns.

Line 10 – Tax rates by fuel type.

Line 11 – Multiply line 9 by line 10.

Line 12 – If the report is not filed by the last day of January following the calendar year covered, then calculate the late file penalty at the rate of 10% of the tax due (Line 11) or \$50, whichever is greater. If the total tax due for all taxes is over \$500, then use the 10% penalty rate for the tax due in each column. If the total tax due is under \$500, then add the \$50 penalty in Column A only.

Line 13 – If the payment is not submitted by the last day of January following the calendar year covered, then determine the number of months or fraction thereof that the return has been delinquent. Multiply that number by 1% to determine the percentage for the failure to timely pay penalty (not to exceed 25%). Multiply line 11 by the percentage to calculate the failure to timely pay penalty and enter the amount in the appropriate column.

Line 14 – Enter the applicable interest based on the tax due.

Line 15 – Add lines 11, 12, 13, and 14 to calculate the total tax due for each column.

Line 16 – Add the totals for each column from line 15 to calculate the total tax due for all the tax types. Pay this amount. Payments over \$750 must be paid electronically.