Kentucky FAQ's Sheet

Listed here are the frequently asked questions Client Analysts at ACS are receiving from the Kentucky Filers.

1. Question: Can a filer include combined submissions of returns for Terminal Operator and Distributor in an X12 electronic filing and does this require a separate ST – SE Loop?

Answer: The submission of returns can be combined in the same file. The Terminal Operator return requires a separate ST – SE Loop when the License number changes.

2. Question: Should a LPG filer report their own non-highway usage of propane or sales of LPG for non-highway purposes?

Answer: No. They should only report sales or their own use of propane for propelling licensed motor vehicles.

3. Question: Can LPG be filed using the X12 electronic file format?

Answer: LPG returns cannot be sent in an X12 electronic file format. Filers can file LPG returns in an ASCII electronic file format or enter them manually through the Web Application.

4. Question: Is there a file naming requirement for ASCII or X12 files for electronic filing?

Answer: No. There is a limit of 30 characters and should not include special characters.

5. Question: Can amendment returns be filed with original returns in an X12 electronic file?

Answer: Yes they can as long as there aren't any original and amended returns for the same return period and tax type.

6. Question: This is an X12 Question: Is the ST03 (the ST03 is the Version Number in the Transaction Set Header) mandatory?

Answer: Filers should include this value in the X12 file. You can find the current value in the 813 EDI guide posted on the Commonwealth of Kentucky's Motor Fuels webpage.

7. Question: This is an X12 Question: Is the Transaction Set – Summary information required in the 813 EDI file transmitted to the Commonwealth?

Answer: No, the Transaction Set Summary information is not transmitted in the X12 file. This information is entered onto the return after the filer has transferred their data file to the system and it has passed EDI review. An example is the Accountable Loss reported on the face of the gasoline or special fuel returns.

8. Question: This is an X12 Question: If you cannot enter Summary information into the X12 electronic filing, how does the filer report that information?

Answer: See answer to question 7 above.

9. Question: Can the X12 electronic file format be a continuous string? Can it have a line feed and carriage return after each line?

Answer: The X12 electronic file format can have either a continuous string or a carriage return line feed after each line.

10. Question: In the ISA08 Exchange Interchange, Receiver ID references a number "614553816T" which is the same number we have referenced in the X12 V4030 Implementation Guide for Mississippi?

Answer: This number is considered a "Receiver ID" which is ACS and should not be a problem for the electronic filing.

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11. Question: Can filers submit multiple licenses in the ASCII formatted files in the same physical file?

Answer: Yes.

12. Question: How does the filer identify the separate returns when multiple licenses/returns are submitted in the same physical file when they only receive one confirmation number?

Answer: In the Tax Return Queue, the user will see their confirmation number that includes a sequential number at the end for each return. The license number is displayed on the screen as well so the filer can identify the return they wish to review.

13. Question: What are the different options the filers have to submit returns and how should they decide which one is best for them?

Answer: The filers have the options of data entry on the Website, the spreadsheet that will be distributed to the user community, the ASCII text file and the X12 V4030 file.

14. Question: How do the filers submit a Petroleum Storage Tank Environmental Assurance Fee Report?

Answer: The report is automatically generated. It is not created until the GD or SF returns are completed. The filer needs to review the report and submit it.

15. Question: When amending returns what is the process?

Answer: You can only amend one tax type at a time if you are licensed in gasoline and special fuels. This is because of the auto creation of the environmental assurance fee (EP) return. If you submit a combined filing (as an ASCII or ANSI X-12) for amended returns, the system will process the gasoline return first. You will then need to complete the process on the amended gasoline and environmental assurance fee return. Completing the process of the return means you must click on the RAM button (See question 16). Once this is completed the EDI process will then run your special fuels return. Then you would need to review the special fuels and the EP return and complete the process on them.

16. Question: If a return is in the status complete, do I need to do anything else?

Answer: Yes, the status of complete means that your return has been signed but you must go the RAM screen to finish the process. If a zero tax amount is due you would click on the button for Finish Filing. If you have a credit balance the button would say Request Credit. If you have a tax amount due, the button would be Payment.

17. Question: Where do I locate the terminal control numbers (TCN) that are required on my filing?

Answer: The TCN numbers are provided by the IRS. The Kentucky DOR has a link to the IRS TCN site at under the heading important links http://revenue.ky.gov/business/motorfuels.htm

18. Question: As a Transporter do I provide the Seller or Buyer information?

Answer: Since we only have one schedule for the Transporter return we are looking for the Buyer (Consignee) information. The ASCII layout requests both the Seller and Buyer information but when it is loaded only the buyer information will show on your return.

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19. Question: When I go into the RAM screen the payment button is not active and I cannot finish filing or paying my return, why?

Answer: If you are a gasoline or special fuels dealer the environmental assurance fee return comes up first and that is the one the RAM screen is on first. However, you must pay your gasoline and special fuels returns first. Move in the RAM screen until you are on the gasoline line and the payment button will now be active.

20. Question: When I need to add or delete items the button is not active, why?

Answer: If you are in the view mode you can not make any changes. You have to be in Update mode, then the add and delete buttons would be available.