

Kentucky Department of Revenue Motor Fuels Taxes User Guide

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Welcome: Internet filers have a new look and feel to your fuel tax reporting.

Get started by navigating to: <u>https://motorfuels.ky.gov/fuelweb/login</u>

1. Login

- To perform any processing on the system, enter your company's Federal tax id # and the password issued to you by the KY Department of Revenue (DOR).
- Select "Login".

Ky.gov An Official Website of the Com	monwealth of Kentucky	
RE	VENUE	
Motor Fuel Tax Rep	orting	
Fuel Tax	es cky Department of Revenue	HOW DO 1? • INSTRUCTIONS • Please log in
Distributor Internet ar	Reporting Id EDI	User Name User ID
Please call Kentucky I reset a login and pass tax report by either en	Department of Revenue's Motor Fuels Section at 502-564-3853 to receive or word. After receiving your login credentials, login to file your monthly fuel tering information directly on the website, or by submitting an EDI file.	Password
Only those EDI files us Call 502-564-3853 or 6	sing nationally accepted standards will be accepted. e-mail KRC.WEBResponseMotorFuels@ky.gov for assistance.	LOGIN
	The Kentucky Department of Revenue cond under the authority of the <u>Finance and Administr</u>	lucts work ration Cabinet

1.1 Reset Password

- Your first log-in will require you to reset your password (between 8-36 characters).
- Enter new password and confirm the new password.
- Select "Save New Password" Button to continue.
- "Save Successful" message will display in top right corner before going to the following screen:

A Motor Fuel Tax Reporting	A Message of the Day	Fuel Tax Reporting 👻	🗮 Му Ассои	nt 👻 👤 31092	25929 🗸 🕞 Logout
Home			PAGE HELP	HOW DO I? -	INSTRUCTIONS -
Account Settings					٩
Your password was reset by Kentucky Departme Kentucky Department of Revenue in the Current Current Passwor	ent of Revenue. You must creat Password field. d	te a new password before co	ontinuing. Enter th	e password given	to you by
Your password was reset by Kentucky Departme Kentucky Department of Revenue in the Current Current Passwor	ent of Revenue. You must creat Password field. d l New Password	te a new password before co	ontinuing. Enter th	e password given	i to you by
Your password was reset by Kentucky Departme Kentucky Department of Revenue in the Current Current Passwor New Passwor Confirm New Passwor	ent of Revenue. You must creat Password field. d I d New Password d Confirm New Password	te a new password before co	ontinuing. Enter th	e password given	to you by

1.2 Validate Address Information

- Verify that all information is correct. Please make any changes and then validate information by pressing "Contact and Address Validated" button.
- "Save Successful" message will display in top right corner before going to the next screen.

alidate Contact an	d Address				•
Please take a mome ntinue.	ent and validate your Mailing Address a	nd Primary Contact and make any necessary	changes. Press the Co	ntact and Addres	s Validated button to
Primary Tax Payer	Contact	Mailing Address			
Contact Name		Address Line 1			
Department	DEPARTMENT	Address Line 2	ADDRESS LINE 2		
Phone Number		Zip Code			
Fax Number	FAX NUMBER	Zip Plus 4	ZIP PLUS 4		
Email Address		City			
		Postal Code		~	
		Country	UNITED STATES		

2. Dashboard

• Message of the Day displays important messages from DOR.

- Fuel Tax Reporting provides a menu to create new tax reports, upload EDI files, view your inprocess tax reports, view your filed tax reports, and view licensed Kentucky distributors, terminal operators, and transporters.
- My Account is used to view your tax balance summary, account activity, manage your address, and manage your contacts.

of Kentucky		
REVENUE		
A Motor Fuel Tax Reporting	A Message of the Day	🗐 Fuel Tax Reporting 👻 🗮 My Account 👻 💄 🚽 🕞 Logout
Home		PAGE HELP HOW DO 1? + INSTRUCTIONS +
A Message of the Day: Welcome to the Kentucky	Department of Revenue's Motor	Fuel application.
Fuel Tax Reporting		My Account
+ Create Report For Distributors		Change Password
+ Create Report For Terminal Operators		Address Information
Upload EDI File		Contact Information
In-Process Fuel Tax Report List		
Filed Fuel Tax Reports		
Kentucky Transporters		
Kentucky Terminal Operators		

2.1 Change Password

- Your new password cannot be the same as your existing password.
- Your new password must be 6 to 30 characters long.
- Contact DOR if you cannot log on after changing your password.
- Enter your Current Password.
- Enter your New Password.
- Re-Enter your new password in the Confirm New Password field.
- Press Save New Password.

✿ Motor Fuel Tax Reporting	A Message of the Day) 🚽 🕷 My Accour	nt 👻 👤	← C+ Logout
Home / Account Settings		PAGE HELP	HOW DO I? -	INSTRUCTIONS -
Account Settings				
Current Password	Current Password			
New Password	New Password			
Confirm New Password	Confirm New Password			
	← HOME ± SAVE NEW PASSWORD			

2.2 Address Information

REVENUE		
♠ Motor Fuel Tax Reporting	A Message of the Day	🗑 Fuel Tax Reporting 👻 🗰 My Account 👻 👤 🔹 Co Logout
Home	epartment of Revenue's Motor F	PAGE HELP HOW DO I? - INSTRUCTIONS -
Fuel Tax Reporting		My Account

• Click on Address Information link to View, update, and create your physical and mailing address.

me /	Address Infor	mation				PAGE H	IELP H	OW DO I? 👻	INSTRUCTIONS -
ddre	ss Information								
Ø RE	SET								
	Туре	Line 1	Line 2	City	Stt	Zip	+4	Country	
									•
	LEGAL			HOUSTON	тх	77077		USA	
	MAILING			HOUSTON	тх	77210	4689	USA	

2.1.1 Add Address

- Click the Add Address button.
- The Edit Address screen will display.
- Select the Address Type and fill in the address details.
- Click Save Address to save your address information.

Edit Address			ж
Address Type	- Please Select -		
Address Line 1	ADDRESS LINE 1		
Address Line 2	ADDRESS LINE 2		
Zip Code			
7in Plus 4	ZIP PLUS 4	n	
City	CITY		
Postal Code	- Please Select -		
Country	- Please Select -		
o HE			
0112			

2.1.2 Edit Address

- Select an existing address from the Address grid. The Edit Address button will enable.
- Click the Edit Address button.
- The Edit Address Screen will display.
- Select the Address Type and fill in the address details
- Click Save Address to save your address information.
- You must have at least a mailing address on your account.
- Addresses you submit in your EDI file will update your address information.

2.2 Contact Information

A Motor Fuel Tax Reporting	A Message of the Day	Fuel Tax Reporting	- 🕷 My Accou	nt 🗕 👤	→ C→ Logout
Home			PAGE HELP	HOW DO I? +	INSTRUCTIONS -
A Message of the Day: Welcome to the Kentucky	Department of Revenue's Motor	Fuel application.			
Fuel Tax Reporting		My Account			
+ Create Report For Distributors		🖍 Change Passwo	rd		
+ Create Report For Terminal Operators		Address Information	tion		
Upload EDI File		Contact Informat	ion		
In-Process Fuel Tax Report List					
E Filed Fuel Tax Reports					
Kentucky Transporters					
Kentucky Terminal Operators					

e /□ Contact	Information		PAGE HELP	P HOW DO I?	 INSTRUCTIO
ntact Informat	tion				
RESET					
Туре	Contact	Department	Phone	Fax Er	nail
	v				
EDI					
EDI				j	
EDI				i	
EDI	~			İ	
501		+ ADD CONT			

2.2.1 Add Contact

- Click the Add Contact button.
- The Edit Contact screen will display. •
- Enter the Contact Name
- Select the Contact Type. Enter Department, Phone, Fax, and Email.Click Save Contact to save your contact information.

Edit Contact	×
Contact Name	1
Contact Type	- Please Select -
Department	DEPARTMENT
Phone Number	PHONE NUMBER
Fax Number	FAX NUMBER
Email Address	EMAIL ADDRESS
	LP
under the outh	arily of the Disease and Administration Onlines

2.2.2 Edit Contact

- Select an existing contact from the Contact grid. The Edit Contact button will enable.
- Click the Edit Contact button.
- The Edit Contact screen will display.
- Enter the Contact Name
- Select the Contact Type. Enter Department, Phone, Fax, and Email.
- Click Save Contact to save your contact information.
- You must have at least one Taxpayer contact on your account.
- Contacts you submit in your EDI file will update your contact information

3. Create Report for Distributors

• Click on the Create Report for Distributor to start new report.

Kentucky					
REVENUE					
A Motor Fuel Tax Reporting	A Message of the Day	Fuel Tax Reporting 🔸	🔸 🗮 My Accou	nt - 👤	- 🕞 Logout
Home			PAGE HELP	HOW DO I? +	INSTRUCTIONS +
A Message of the Day: Welcome to the Kentuch	ky Department of Revenue's Motor F	Fuel application.			
Fuel Tax Reporting		My Account			
+ Create Report For Distributors		Change Passwor	rd		
Create Report For Distributors Create Report For Terminal Operators		 Change Passwor Address Information 	rd tion		
Create Report For Distributors Create Report For Terminal Operators Upload EDI File		Change Passwor Address Informat Contact Informati	rd tion		
Create Report For Distributors Create Report For Terminal Operators Upload EDI File In-Process Fuel Tax Report List		Change Passwor Address Informat Contact Informati	rd tion ion		
Create Report For Distributors Create Report For Terminal Operators Upload EDI File In-Process Fuel Tax Report List Filed Fuel Tax Reports		Change Passwor Address Informat Contact Informati	d tion ion		
Create Report For Distributors Create Report For Terminal Operators Upload EDI File In-Process Fuel Tax Report List Filed Fuel Tax Reports Kentucky Transporters		Change Passwor Address Informat Contact Informati	d tion		
Create Report For Distributors Create Report For Terminal Operators Upload EDI File In-Process Fuel Tax Report List Filed Fuel Tax Reports Kentucky Transporters Kentucky Terminal Operators		Change Passwor Address Informat Contact Informati	d lion		

• You will see the below screen:

In-Process Fuel Tax Report				•
Select the Fuel Tax Report	Period. The Return Type will be fille	d in for you automatically. Press Start	Fuel Tax Report to start adding	Schedule information.
Report Period	Postmark	Filing Type	Return Typ	e
- Please Select -	v	INTERNET	- Please Sel	ect -
Filer Type	No Activity?			
- Please Select -				
GASOLINE Credit	ENVIRONMENTAL FEE Cre	dit LIQUEFIED PETROLE	UM GAS Credit SPECIAL F	UEL Credit
\$0.00	\$0.00	\$0.00	\$0.00	
	+ FUEL REP	ORT LIST 🛃 START FUEL TAX REPO	DRT	

4. No Activity Report

- Select your Report Period, Return Type, Filer type and check the No Activity Box.
- The Postmark and Filing type will auto-populate.

				e
Report Period	Postmark	Filing Type	Return Type	
Filer Type DISTRIBUTOR	No Activity?			
ertification By clicking the box I declare, und	er penalties of perjury, that this return (including any schedules) has bee	n examined by me and to the best of my k	nowledge
ertification By clicking the box I declare, und and belief is true, correct, and co	er penalties of perjury, that this return (mplete.	including any schedules) has bee	n examined by me and to the best of my k	knowledge
By clicking the box I declare, und and belief is true, correct, and co GASOLINE Credit \$0.00	er penalties of perjury, that this return (mplete. ENVIRONMENTAL FEE Credit	including any schedules) has bee LIQUEFIED PETROLEUM \$0.00	n examined by me and to the best of my k GAS Credit SPECIAL FUEL Credit \$0.00	knowledge

• Click the Certification box to confirm that your return is ready to be submitted. The following message will display to confirm your certification:

CONFIRM Certification		×
By certifying this file you are indicating that it is ready to be continue?	submitted to the Kentucky Department of Revenue. Do you wan	it to
	NO, CANCEL CERTIFICATION REQUEST	TINUE

- Complete your certification by clicking "Yes, Continue" button.
- The "Save Successful" message will display in the top right corner.
- You may "Un-Certify" your return at any time prior to the 11:59 P.M. on the due date to modify your "original" return. Any return not certified by 11:59 P.M. on the due date will not be considered as filed.

5. Create a Distributor Report with Activity

- Enter the Report Period.
- The Return Type will auto-fill once the Report Period is selected for Original return.
- Select the Filer Type.
- (DELETED)
- Click the Start Fuel Tax Report button.

After you have entered the report period, filer type, return type, and clicked the Start Fuel Tax Report button you are ready to add schedule (bill of lading) information to your report in the Schedules panel.

Incess Fuel Fax Report				©
Report Period 201710	Postmark	Filing Type	Return Type	
Filer Type DISTRIBUTOR	No Activity?			
ertification By clicking the box I declare, ur and belief is true, correct, and c	ider penalties of perjury, that this retur omplete.	rn (including any schedules) has been	examined by me and to the best of	my knowledge
ertification By clicking the box I declare, ur and belief is true, correct, and c GASOLINE Credit	Ider penalties of perjury, that this retur omplete. ENVIRONMENTAL FEE Credit	rn (including any schedules) has been LIQUEFIED PETROLEUM G	examined by me and to the best of AS Credit SPECIAL FUEL Cre	^r my knowledge dit
ertification By clicking the box I declare, ur and belief is true, correct, and c GASOLINE Credit \$0.00	Inder penalties of perjury, that this return complete. ENVIRONMENTAL FEE Credit \$0.00	rn (including any schedules) has been LIQUEFIED PETROLEUM G \$0.00	examined by me and to the best of AS Credit SPECIAL FUEL Cre \$0.00	^r my knowledge dit

6. Schedules

• The Schedules panel is used to create, update and view bill of lading schedules and product on the fuel tax report. This panel shows the existing BOL data grouped by Schedule, Product, and Mode.

Categories											
Schedule					Product				Mode		
- Please Select -					- Please Select	-		Ŧ	Truck	\sim	
									+ ADD SC	CHEDULE	
EXPAND A SHOW ERR	ORS Code	Origin City	State	Seller Na	ame	Seller Tax	Buyer Name		+ ADD SC	. Net Gallons	
EXPAND A SHOW ERR	ORS Code	Origin City	State	Seller Na	ame	Seller Tax	Buyer Name		+ ADD SC	. Net Gallons	
EXPAND A SHOW ERR Origin	ORS Code	Origin City	State	Seller Na	ame	Seller Tax	Buyer Name		+ ADD SC	. Net Gallons	

- Select the Category.
- Select the Schedule you want to add, the Product and the Mode.
- Use the drop down box to display the schedule and fuel type (product codes) options shown below
- Click the Add Schedule button.



7. Bill of Lading Information

• This page is used to view, create, and edit Distributor fuel activity report BOLs. This page groups fuel activity by Schedule, Product, and Mode. Origins for this group are entered on this page. For each Origin, the BOL details are managed

7.1 Origin

- The Schedule, Product, and Mode are carried from the Fuel Report Edit page Schedule panel. The Bill of Lading page is used to enter BOLs for an Origin Terminal.
- 1. There are many rules regarding the Origin, Seller, Buyer, and BOL entries on this page. The schedule selected will determine which fields are visible. The page will show you any errors with these fields when you click Save Bill of Lading.
- 2. Enter the Origin. The Origin Terminal field is an autocomplete. Start typing the terminal ID or terminal city in the field. A list of possible matches will display. Select an Origin from the list to auto-fill the Origin City, Origin State, and Facility. Otherwise, enter the Origin Terminal, Origin City, and Origin State manually.
- 3. For some schedules, the Seller Name will be pre-filled with your name. If the Schedule requires a Seller Name enter it. The Seller Name field is an autocomplete. Start typing the seller name or tax ID (if visible) to see a list of possible matches. When selecting the Seller Name from the list, the Seller Tax ID will auto fill. Otherwise, manually enter the Seller Name and Seller Tax ID.
- 4. If the Schedule requires a Buyer Name, manually enter the Buyer Name and Buyer Tax ID.

	uel Tax Report / Schedule	ə Edit		PAGE HELP HOW	DO I? - INSTRUCTIONS -
I of Lading Informa	tion				Q
EMPORARY Report					
ing Type	Report Period	Return Type	Filer Type	Account Number	Postmark
TERNET	201711	ORIGINAL	PD		
hedule			Product		Mode
6 GALLONS RECEIV	ED TAX UNPAID AND GALLC	INS DELIVERED TO	065 GASOLINE		Truck
Origin City	Q Begin typing to search		Origin State	- Please Select -	¥
Seller Name	Q Begin typing to search				
Seller Name	Q Begin typing to search Q Begin typing to search				

7.2 BOL Lines

+ ADD ROW (CTRL+A)	ADD 10 BLANK ROWS (CTR	RL+T) 🔰 COPY ROW (CTI	RL+R)	OELETE ROW	(CTRL+D) 土	SAVE (CTRL+S)		
#	Destination Terminal	Destination City	State	Date	BOL Number	Net Gallons	Gross Gallons	Billed Gallons
	•	•	•					
1				11/01/2017		0	0	0

7.2.1 Add Single Row (Add Row CTRL+A)

- 1. Click the Add Row button or press Control-A
- 2. A single BOL row will be added to the grid.

7.2.2 Add 10 Blank Rows (CTRL+T)

- 1. Click the Add 10 Blank Rows button or press Control-T
- 2. 10 BOL rows will be added to the grid if the page does not have more than 10 unsaved rows.

7.2.3 Delete Current BOL Row

- 1. Focus in row column and click the Delete Row (CTRL+D) button.
- 2. The row will be removed from the grid. Be sure to save to permanently delete

7.2.4 Save the Bill of lading

1. Press Save Bill of Lading or Save (CTRL+S) to save the page.

▲ SAVE BILL OF LADING

ling Type	Report Period	Return Type		Filer Type		Account Nun	nber	Postmark
ITERNET	201710	ORIGINAL						
chedule				Product				Mode
GALLONS RECE	IVED TAX UNPAID			D65 PERCE	INTAGE OF	BIODIESEL - D	YED	Rail
Origin Terminal								
	Q Begin typing to sea	arch						
Origin City				Origin Stat	Ð			*
Seller Name	C Begin typing to sea	arch						
	Q Begin typing to sea	arch						
Buyer Name								
	Q Begin typing to sea	arch						
	← FUEL REPO	RT 🛞 CANCEL	SOPY SC	HEDULE × C	ELETE 👱	SAVE BILL OF L	ADING	
+ ADD ROW (CTRI	L+A) O ADD 10 BLANK ROWS (C	TRL+T) 🔏 COPY ROV	V (CTRL+R)	B DELETE ROW	(CTRL+D) 👱	SAVE (CTRL+S)		
#	Destination Terminal	Destination City	State	Date	BOL Number	Net Gallons	Gross Gallons	Billed Gallons

7.3 Copy Schedule

• You have the option to Copy Schedule by clicking Copy Schedule button.

Filing Type	Report Period 201710	Return Type ORIGINAL		Filer Type		Account Num	ber	Postmark
Schedule				Product				Mode
2 GALLONS RECEIVE	D TAX UNPAID			D65 PERC	ENTAGE OF E	BIODIESEL - D	YED	Rail
Origin Terminal								
	Q Begin typing to sea	rch			D			
				KENTON A				
Origin City				Origin Sta	te			*
	Q Begin typing to sea	rch						
Seller Name		1						
	Q Begin typing to sea	rch						
Buyer Name								
	Q Begin typing to sea	rch						
	+ FUEL REPOR	RT 🙁 CANCEL 🦼	COPY SC	HEDULE X	DELETE	SAVE BILL OF LA	DING	
+ ADD ROW (CTRL+A	ADD 10 BLANK ROWS (CT	(RL+T) 🔏 COPY ROW	CTRL+R)	OELETE ROW	(CTRL+D) 👱	SAVE (CTRL+S)		
#	Destination Terminal	Destination City	State	Date	BOL Number	Net Gallons	Gross Gallons	Billed Gallons
	-							
			line	10/01/2017	40044	5 000	7.000	7.000

• Make sure you change Origin City, Seller Name & Buyer Name

7.4 Fuel Report

- When you finished adding the BOL's click Save and wait for the "Save Successful" message.
- Next, click Fuel Report and scroll down to see the summary of each schedule.

TERNET 201710 ORIGINAL PD 1479 edule Product Product Mode FALLONS RECEIVED TAX UNPAID 065 GASOLINE Truck Origin Terminal T61KY3276 - MPLX PADUCAH MPLX Paducah - T61KY3276 Gegin typing to search MPLX Paducah - T61KY3276 Origin City PADUCAH MPLX Paducah, KY 42003 Origin City PADUCAH Origin State Buyer Name C E TAYLOR OL INC Gegin typing to search G Begin typing to search		Report Period	Return Type		Filer Type		Account Num	nber	Postmark
nedule Produt Mode SALLONS RECEIVED TAX UNPAID 065 GA SOLINE Truck Origin Terminal T61KY3276 - MPLX PADUCAH MPLX Paducah - T61KY3276 Begin typing to search MPLX Paducah - T61KY3276 Origin City PADUCAH Origin State Begin typing to search Origin State Buyer Name C E TAYLOR OIL INC Begin typing to search Begin typing to search	ERNET	201710	ORIGINAL		PD		1479		
GALLONS RECEIVED TAX UNPAID 065 GA SOLINE Truck Origin Terminal T61KY3276 - MPLX PADUCAH MPLX Paducah - T61KY3276 Highway 62 & MAPLLC Road Paducah, KY 42003 Origin City PADUCAH Origin State Q Begin typing to search Origin State Seller Name BOB BUKY EXCAVATING Q Begin typing to search Ge Begin typing to search Buyer Name C E TAYLOR OIL INC Q Begin typing to search Ge Begin typing to search	edule				Product				Mode
Origin Terminal T61KY3276 - MPLX PADUCAH MPLX Paducah - T61KY3276 Q Begin typing to search Highway 62 & MAPLLC Road Origin City PADUCAH Origin State Q Begin typing to search Origin State KY - KENTUCKY Seller Name BOB BUKY EXCAVATING Image: C E TAYLOR OIL INC Q Begin typing to search Image: C E TAYLOR OIL INC Image: C E TAYLOR OIL INC	ALLONS RECEIVED	TAX UNPAID			065 GASO	INE			Truck
Origin Terminal T61KY3276 - MPLX PADUCAH MPLX Paducah - T61KY3276 Q Begin typing to search Highway 62 & MAPLLC Road Origin City PADUCAH Origin State Q Begin typing to search Origin State KY - KENTUCKY Seller Name BOB BUKY EXCAVATING Origin State Buyer Name C E TAYLOR OIL INC Origin typing to search									
Q Begin typing to search Origin City PADUCAH Q Begin typing to search Seller Name BUyer Name C E TAYLOR OLL INC Q Begin typing to search	Origin Terminal	T61KY3276 - MPLX	PADUCAH		MPLX Pad	ucah - T61KY	3276		
Origin City PADUCAH Origin State KY - KENTUCKY Q. Begin typing to search Seller Name Q. Begin typing to search Buyer Name C. E TAYLOR OIL INC Q. Begin typing to search		Q Begin typing to search			Highway 62 & MAPLLC Road Paducab KY 42003				
Origin City PADUCAH Origin State KY - KENTUCKY Q. Begin typing to search Seller Name Q. Begin typing to search Buyer Name C. E TAYLOR OIL INC Q. Begin typing to search					Pauucali, M	1 42003			
Q Begin typing to search Seller Name BOB BUKY EXCAVATING Q Begin typing to search Buyer Name C E TAYLOR OIL INC Q Begin typing to search	Origin City	PADUCAH			Origin Stat	e	KY - KENTU	JCKY	v
Seller Name BOB BUKY EXCAVATING C Begin typing to search Buyer Name C E TAYLOR OIL INC C G Begin typing to search		Q Begin typing to sear	ch						
Buyer Name C E TAYLOR OIL INC Q. Begin typing to search									
Buyer Name C E TAYLOR OIL INC Q. Begin typing to search	Seller Name	BOB BUKY EXCAVA	TING						
Begin typing to search	Seller Name	BOB BUKY EXCAVA	rting						
	Seller Name Buyer Name	BOB BUKY EXCAVA Begin typing to sear C E TAYLOR OIL IN	xTING rch C						
	Seller Name Buyer Name	BOB BUKY EXCAVA Q Begin typing to sear C E TAYLOR OIL IN Q Begin typing to sear	ттис ch C ch						
← FUEL REPORT ③ CANCEL 🧏 COPY SCHEDULE 🗶 DELETE ± SAVE BILL OF LADING	Seller Name Buyer Name	BOB BUKY EXCAVA Q Begin typing to sear C E TAYLOR OIL IN Q Begin typing to sear + FUEL REPOR	ITING ch ch rt ③ CANCEL	S COPY SC	CHEDULE ¥ (DELETE ±	SAVE BILL OF LA	ADING	
	Seller Name Buyer Name	BOB BUKY EXCAVA G Begin typing to sear C E TAYLOR OIL IN G Begin typing to sear FUEL REPOR ADD 10 BLANK ROWS (CT	ITING ch ch rt ③ CANCEL RL+T) 场 COPY ROW	ع COPY SC / (CTRL+R)	CHEDULE × (Ø DELETE ROW	DELETE ± S	SAVE BILL OF LA	ADING	
← FUEL REPORT ③ CANCEL ④ COPY SCHEDULE X DELETE ± SAVE BILL OF LADING + ADD ROW (CTRL+A) ● ADD 10 BLANK ROWS (CTRL+T) ④ COPY ROW (CTRL+R) ◎ DELETE ROW (CTRL+D) ± SAVE (CTRL+S) * Destination Terminal Destination City State Date BOL Number Net Gallons Gross Gallons Billed Gallons	Seller Name Buyer Name ADD ROW (CTRL+A)	BOB BUKY EXCAVA G Begin typing to sear C E TAYLOR OIL IN G Begin typing to sear FUEL REPOR ADD 10 BLANK ROWS (CT Destination Terminal	TING ch c ch T @ CANCEL T RL+T) & COPY ROW Destination City	COPY SC (CTRL+R) State	Delete Row	CTRL+D) 🛃 S BOL Number	GAVE BILL OF LA AVE (CTRL+S) Net Gallons	ADING Gross Gallons	Billed Gallons
← FUEL REPORT ③ CANCEL ③ COPY SCHEDULE ¥ DELETE ± SAVE BILL OF LADING ADD ROW (CTRL+A) ④ ADD 10 BLANK ROWS (CTRL+T) ⑤ COPY ROW (CTRL+R) ④ DELETE ROW (CTRL+D) ± SAVE (CTRL+S) Destination Terminal Destination City State Date BOL Number Net Gallons Gross Gallons Billed Gallons ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	Seller Name Buyer Name ADD ROW (CTRL+A)	BOB BUKY EXCAVA G Begin typing to sear C E TAYLOR OIL IN G Begin typing to sear FUEL REPOR ADD 10 BLANK ROWS (CT Destination Terminal	ITING ch c ch T ③ CANCEL RL+T) ③ COPY ROW Destination City	COPY SC (CTRL+R) State	© DELETE ROW	CTRL+D) 🛃 S BOL Number	GAVE BILL OF LA AVE (CTRL+S) Net Gallons	ADING Gross Gallons	Billed Gallons

	Origin Code	Origin City	State	Seller Name	Seller Tax	Buyer Name	Buyer Tax	Net Gallon
		•	-					
(2) GALL(Net(4,00	ONS RECEIVED TAX UNPAIL 0) Gross(5,000)	D (065) GASOLINE via	Truck					
(2) GALL(Net(5,00	ONS RECEIVED TAX UNPAIL 0) Gross(7,000)	D (D65) PERCENTAGI	E OF BIODIESEL	- DYED via Rail				

- •
- Click "Expand" to see the detail you entered. You may edit your information any time before the due date by clicking the EDIT. •

	engin eede	Origin City	State	Seller Name	Seller Tax	Buyer Name	Buyer Tax	Net Gallon
		v						
(2) GAL Net(4,0	LONS RECEIVED TAX UNPA 000) Gross(5,000)	ID (065) GASOLINE via	Truck					
🖸 EDIT	T T61KY3276	PADUCAH	KY	BOB BUKY EXCAVAT	610865573	C E TAYLOR OIL INC	351599245	4,000
(2) GAL Net(5,0	LONS RECEIVED TAX UNPA 000) Gross(7,000)	ID (D65) PERCENTAG	E OF BIODIESEL	- DYED via Rail				
C EDI	Г	KENTON	AR	ARBUCKLE FARMS	611077432	C E TAYLOR OIL INC	351599245	5,000

7.5 Fuel Summary Report

• Fuel Report brings you back to the first page of the current report. Click on Show Report Summary to check your totals

tome / In-Process Fuel Tax Report List / Schedule Edit / In-Process Fuel Tax Report 🛛 PAGE HELP HOW DO 1? • INSTRUCTIONS •									
In-Process Fuel Tax Report					6				
Report Period 201710 v	Postmark	Filing Type	\checkmark	Return Type ORIGINAL					
Filer Type DISTRIBUTOR	No Activity?								
Certification By clicking the box I declare, under and belief is true, correct, and com 	penalties of perjury, that this retur plete.	n (including any schedules) has be	en examined by me	e and to the best o	f my knowledge				
GASOLINE Credit	ENVIRONMENTAL FEE Credit			SPECIAL FUEL Cre	edit				
\$0.00	\$0.00			\$0.00					
← FUEL REPORT LIST	IOW REPORT SUMMARY	PERIOD SCHEDULES X DELETE	FUEL TAX REPORT	▲ SAVE FUEL T	AX REPORT				

Certification

By clicking the box I declare, under penalties of perjury, that this return (including any schedules) has been examined by me and to the best of my knowledge and belief is true, correct, and complete.

- 201710
201110

Sec	ction I						Section II				
	Item		SPECIAL FUEL	LIQUEFIED PETROLEUM GAS no license	ENVIRONMENTAL		Item	GASOLINE	SPECIAL FUEL	LIQUEFIED PETROLEUM GAS no license	ENVIRONMENTAL FEE
1	Total Gallons Subject to Tax	4,000	5,000	0	9,000	1	Schedule 2 Receipts	4,000	5,000	0	9,000
2	Gross Tax Liability	\$984.00	\$1,080.00	\$0.00	\$126.00	2	Schedule 2A	0	0	0	0
3	Tax Rate Adj for	\$0.00	\$0.00	\$0.00	\$0.00		Receipts				
	gallons in inventory					3	Schedule 2B	0	0	0	0
4	Schedule 9	\$0.00	\$0.00	\$0.00	\$0.00		Receipts				
5	Schedule 10A	\$0.00	\$0.00	\$0.00	\$0.00	4	Schedule 3 Receipts	0	0	0	0
6	Schedule 10G	\$0.00	\$0.00	\$0.00	\$0.00	5	Schedule 5	0	0	0	0
7	Schedule 10I	\$0.00	\$0.00	\$0.00	\$0.00		Receipts				
8	Schedule 10J	\$0.00	\$0.00	\$0.00	\$0.00	6	Schedule 5D Receipts	0	0	0	0
9	Total Non-Highway Credits	\$0.00	\$0.00	\$0.00	\$0.00	7	Total Receipts	4,000	5,000	0	9,000
10	Tax Due After Tax Rate Adj & Credits	\$984.00	\$1,080.00	\$0.00	\$126.00	8	Schedule 6 Deductions	0	0	0	0
11	Dealers	\$22.14	\$24.30	\$0.00	\$0.00	9	Schedule 7	0	0	0	0

• Click "Fuel Report Summary" to view a PDF version of your tax report.

	Dealers Compensation	0001.00	01,000.10	00.00	
13	Credits for Previous payments and authorized credits	\$0.00	\$0.00	\$0.00	
14	Total Tax Due	\$961.86	\$1,055.70	\$0.00	\$126.00
15	Penalty	\$0.00	\$0.00	\$0.00	\$0.00
16	Interest	\$0.00	\$0.00	\$0.00	\$0.00
17	Total Amount Due	\$961.86	\$1,055.70	\$0.00	\$126.00
		Ci Total	redit Amount: :	\$0.00 \$2.143.56	

Total Amount Due: \$2,143.56						
Postmarked:						
Late Filing Penalty: \$0.00						
🚔 FUEL REPORT SUMMARY						

	Deductions				
11	Schedule 10 Deductions	0	0	0	0
12	Schedule 10Y Deductions	0	0	0	0
13	Accountable Loss	0	0	0	0
14	Schedule 10M Deductions	0	0	0	0
15	Total Deductions	0	0	0	0
16	Total Gallons Subject to Tax	4,000	5,000	0	9,000
17	Inventory subject to tax rate adjustment	0	0	0	0
18	Schedule 9	0	0	0	0
19	Schedule 10A	0	0	0	0
20	Schedule 10G	0	0	0	0
21	Schedule 10I	0	0	0	0
22	Schedule 10J	0	0	0	0
23	Total Credits	0	0	0	0
24	Schedule 1 Tax Paid Receipts	0	0	0	0
25	Fuel-grade alcohol blended	400	0	0	0

• PDF Version of the Fuel Tax Report

REVENUE Customer:	Departmen EF TEST	Commonwealth at of Revenue / Divis Motor Fuels	Period: 10/ 2017 Postmark Date: 10/27/17 12:39 PM		
Section I - Tax	Computation	Gasoline	Special Fuel	Liquified Petroleum Gas No license	Environmental Fee
Total Gallons S Gross Tax Lial Tax Rate Adj f SCHEDULE 9 SCHEDULE 10 SCHEDULE 10 SCHEDULE 10	Subject to bility for gallons in 0A 0G 0 I	10000 2460 0 0 0 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0	10000 140 0 0 0 0 0 0
SCHEDULE 11 Total Non High	UJ	n	0	0	0

- If you are finished with your return, you may certify it at any time. Or if you leave it for another day to complete it will be In-Process until it is certified.
- Click the Certification box to confirm that your return is ready to be submitted.

Certification

By clicking the box I declare, under penalties of perjury, that this return (including any schedules) has been examined by me and to the best of my knowledge and belief is true, correct, and complete.

- The following message will display to confirm your certification.
- Complete your certification by pressing "Yes, Continue" button.

a rooman		
CONFIRM Certification		×
By certifying this file you are indicating that it is ready to be su continue?	ubmitted to the Kentucky Department of Revenu	ie. Do you want to
	NO, CANCEL CERTIFICATION REQUEST	YES, CONTINUE

• Notice that the "Postmark" date displays upon certification. Until the due date, your return is considered "In-Process".

me /□ In-Process Fuel Tax	Report List	PAGE H	IELP HOW DO	I? ▼ INSTRUCTIONS			
-Process Fuel Tax Report							
Report Period	Y	Postmark	1	Filing Typ	e	Return Typ ORIGINAL	e
Filer Type DISTRIBUTOR		No Activity?					
Certification By clicking the box I declare and belief is true, correct, a	e, under pena nd complete.	Ities of perjury, tha	t this return (includ	ing any sched	ules) has been examined	by me and to the	best of my knowledge
GASOLINE Credit		ENVIRONMENTAL F	EE Credit			SPECIAL F	UEL Credit
\$0.00		\$0.00				\$0.00	
← FUEL REPORT LIST	SHOW R	EPORT SUMMARY	PRINT PERIOD	SCHEDULES	X DELETE FUEL TAX RE	PORT ± SAVE	FUEL TAX REPORT

8. In- Process Report

• To view your In-Process tax report(s) click on "Fuel Report List" button.

me /□ Schedule Edit /□ In-P	rocess Fuel Tax Report		PAGE HELP	HOW DO I? -	INSTRUCTIONS -
-Process Fuel Tax Report					•
Report Period	Postmark	Filing Type	V	Return Type	×
Filer Type DISTRIBUTOR	No Activity?				
Certification By clicking the box I declare, and belief is true, correct, and	under penalties of perjury, that this re d complete.	turn (including any schedules) ha	as been examined by me	and to the best o	f my knowledge
GASOLINE Credit	S-124.58	,it		SPECIAL FUEL CR	aut
← FUEL REPORT LIST	SHOW REPORT SUMMARY		LETE FUEL TAX REPORT	SAVE FUEL T	AX REPORT

• The following screen will display

Home /□ In-Process Fuel Tax Report List							PAGE HELP	HOW	/ DO I? 👻 I	NSTRUCTIONS -		
In-F	In-Process Fuel Tax Report List											
C RI	Ø RESET											
	Filer Account	Period	Туре	File Type	Filer Type	Postmark	Tax	Cred	t Tax Due	Errors?	EF Crea	lit EF Gallons
ß	Ø 201710 ORIGINAL INTERNET DISTRIB \$1,272.33 \$0.00 \$1,272.33 5,000											

• To review any In-Process tax reports, click on Pencil Icon.

TUCESS FUEL IAX								
	Report							
Report Period		Postmark		Filing Typ			Return Type	
201710	Ŧ		1	INTERNET	r	×	ORIGINAL	
Filer Type		No Activity?						
DISTRIBUTOR								
ertification								
By clicking the box and belief is true, o	: I declare, under p correct, and compl	penalties of perjury, the lete.	it this return (in	cluding any sched	lules) has been ex	amined by me	and to the best of	of my knowledge
GASOLINE Credit		ENVIRONMENTAL P	EE Credit				SPECIAL FUEL Cr	edit
\$0.00		\$0.00				[\$0.00	
+ FUEL REPO	AT LIST 🙆 SHO	W REPORT SUMMARY		100 SCHEDULES	X DELETE FUEL	TAX REPORT	± SAVE FUEL 1	TAX REPORT
Categories - Piesse Select - S Schedule - Piesse Select -	2		×	Produc	t Select -		Nod * Tru	is ik V
Categories - Please Select - S Schedule - Please Select -				Produc • Please	t Select -		True	te ck V LEO SCHEOULE
Categories - Plesse Select - S Schedule - Plesse Select -	ERRORS Mgin Code	Origin City	State	Produc • Please Beller Name	t Select - Beller Tax	Buyer Name	True * True * A	r Tax Net Galic
Categories Please Select - S Schedule Please Select - C C C C C C C C C C C C C	ERRORS Vigin Code ElVED TAX UNPA	v Origin City v D (066) GABOLINE via	State Truok	Produc • Please Beller Name	s Select - Beller Tax	Buyer Name	True	r Tax Net Gallo

- From this page you can:
 - Click Show Report Summary Button to view summary
 - > Click Print Period Schedules to print filed schedules
 - > Click Delete Fuel Report to delete the report
 - > Select Categories, Schedules, Product and Mode to add more schedules
 - Click Fuel Report List to view the In Process report list
 - > Click on Certification to certify the return

• Uncheck the certification box to make changes to your report.

A Motor Fuel Ta	x Reportina	A Message of the Da	v 🔲 Fuel Tax Reporting 👻	🗮 Mv Account 👻		🔸 🕒 Logout
łome /□ In-Pro		Certification			×	
In-Process Fue	You are un-certifying th certified. Do you want to	is file. The file will not be considered su o continue?	ubmitted to the Kentucky Departr	nent of Revenue until	it has been re-	۲
Report Perio			NO, CANCEL UN-CERTIFY	REQUEST YES		
Filer Type		No Activity?				
DISTRIBUTOR						
Certification						

• Re-certify your report after changes have been made. A new postmark date will be applied. Your report is available for Un-Certification until the due date. After that date an amended report is required to make changes.

9. Filed Report

• This page is used to view all the filed fuel tax reports.

Hon	ne /□ File	ed Fuel	Tax Report	s						PAG	E HELP H	IOW DO I? -	INSTRUCTIONS	s -
File	ed Fuel T	ax Rep	orts											
	Filer A	Period	Туре	File Type	Filer Type	Postmark	Tax	Credit	Tax Due	No Act?	EF Cred	lit EF Gallon	s GD Credit	-
~		201709	AMENDED	INTERNET	DISTRIBU	10/21/2017	\$1,526.79	\$0.00	\$1,526.79			6,00	0	
~		201709	ORIGINAL	INTERNET	DISTRIBU	10/21/2017	\$1,017.86	\$0.00	\$1,017.86			4,00	D	
~		201708	ORIGINAL	INTERNET	DISTRIBU	9/18/2017	\$0.00	\$0.00	\$0.00				D	
~		201707	ORIGINAL	INTERNET	DISTRIBU	8/22/2017	\$0.00	\$0.00	\$0.00			27	5	
~		201706	ORIGINAL	INTERNET	DISTRIBU	7/18/2017	\$0.00	\$0.00	\$0.00			71	9	
~		201705	ORIGINAL	INTERNET	DISTRIBU	6/14/2017	\$0.00	\$0.00	\$0.00			50	0	
~		201704	ORIGINAL	INTERNET	DISTRIBU	5/18/2017	\$0.00	\$0.00	\$0.00			19	1	
~		201703	ORIGINAL	INTERNET	DISTRIBU	4/21/2017	\$0.00	\$0.00	\$0.00			43	6	
~		201702	ORIGINAL	INTERNET	DISTRIBU	3/13/2017	\$0.00	\$0.00	\$0.00				0	
110	_	204704		LINTERNET,	- uprozouoj	2,000 (20 f 7	<u> </u>	160.00						

Click On the drop down to View summary or Amend report

)n	ne /□ File	ed Fuel	Tax Report	s						PAG	E HELP HO)W DO I? ▼	INSTRUCTIONS	•
le	ed Fuel 1	Fax Rep	orts											
Ī														ī
	Filer A	Period	Туре	File Type	Filer Type	Postmark	Tax	Credit	Tax Due	No Act?	EF Credit	EF Gallon:	GD Credit	
		201709	AMENDED	INTERNET	DISTRIBU	10/21/2017	\$1,526.79	\$0.00	\$1,526.79			6,000)	
	View Su	mmary	L	INTERNET	DISTRIBU	10/21/2017	\$1,017.86	\$0.00	\$1,017.86			4,000)	
	Create A	Amended	Report L	INTERNET	DISTRIBU	9/18/2017	\$0.00	\$0.00	\$0.00			()	
_		201101	or constant	INTERNET	DISTRIBU	8/22/2017	\$0.00	\$0.00	\$0.00			27	5	
		201706	ORIGINAL	INTERNET	DISTRIBU	7/18/2017	\$0.00	\$0.00	\$0.00			719	9	
		201705	ORIGINAL	INTERNET	DISTRIBU	6/14/2017	\$0.00	\$0.00	\$0.00			500)	
		201704	ORIGINAL	INTERNET	DISTRIBU	5/18/2017	\$0.00	\$0.00	\$0.00			19	I	
	1	201703	ORIGINAL	INTERNET	DISTRIBU	4/21/2017	\$0.00	\$0.00	\$0.00			436	3	
		201702	ORIGINAL	INTERNET	DISTRIBU	3/13/2017	\$0.00	\$0.00	\$0.00	0		()	
		004704	ODIONIAI	INTERNET	DIOTDIDU	2/20/2047	60.00	60.00	60.00	0				

9.1 View Summary

Hon	ne / Filed Fuel	Tax Re	ports /□ File	d Fuel Tax Repo	rt			8 PA	GE HELP	HOW DO I? -	INSTRUCTIONS -
Fil	ed Fuel Tax Repo	ort									
Fili IN	ng Type FERNET DRIGINAL - 2017	R 2 709	Report Period 01709	Retur	n Type GINAL	Po 10	stmark /21/2017	é	PRINT PER	RIOD SCHEDULES	
Sec	tion I					Se	ction II				
	Item	GASOL	SPECIAL INE FUEL	LIQUEFIED PETROLEUM GAS no license	ENVIRONMENTAL		Item	GASOLINE	SPECIAL FUEL	LIQUEFIED PETROLEUM GAS no license	ENVIRONMENTAL
1	Total Gallons Subject to Tax	4,000	0	0	4,000	1	Schedule 2 Receipts	4,000	0	0	4,000
2	Gross Tax Liability	\$984.00	\$0.00	\$0.00	\$56.00	2	Schedule 2A	0	0	0	D
3	Tax Rate Adj for gallons in inventory	\$0.00	\$0.00	\$0.00	\$0.00	3	Schedule 2B	0	0	0	0
4	Schedule 9	\$0.00	\$0.00	\$0.00	\$0.00	_	Receipts			-	
5	Schedule 10A	\$0.00	\$0.00	\$0.00	\$0.00	4	Schedule 3 Receipts	0	0	U	U
6	Schedule 10G	\$0.00	\$0.00	\$0.00	\$0.00	5	Schedule 5	0	0	0	0
7	Schedule 10I	\$0.00	\$0.00	\$0.00	\$0.00		Receipts				
8	Schedule 10J	\$0.00	\$0.00	\$0.00	\$0.00	6	Schedule 5D Receipts	0	0	0	0
9	Total Non-Highway Credits	\$0.00	\$0.00	\$0.00	\$0.00	7	Total Receipts	4,000	0	0	4,000
10	Tax Due After Tax Rate Adj & Credits	\$984.00	\$0.00	\$0.00	\$56.00	8	Schedule 6 Deductions	0	0	0	0
11	Dealers	\$22.14	\$0.00	\$0.00	\$0.00	9	Schedule 7	0	0	0	0

9.2 Create Amended Return

Cil	od Euol Tay Don	orte										
		0115										
	Filer A Period	Туре	File Type	Filer Type	Postmark	Тах	Credit	Tax Due	No Act?	EF Credit	EF Gallons	GD Credit
~	201709	AMENDED	INTERNET	DISTRIBU	10/21/2017	\$1,526.79	\$0.00	\$1,526.79			6,000	
~	View Summary	۱L.	INTERNET	DISTRIBU	10/21/2017	\$1,017.86	\$0.00	\$1,017.86			4,000	
~	Create Amended	Report	INTERNET	DISTRIBU	9/18/2017	\$0.00	\$0.00	\$0.00			0	
~		or control	INTERNET	DISTRIBU	8/22/2017	\$0.00	\$0.00	\$0.00			275	
~	201706	ORIGINAL	INTERNET	DISTRIBU	7/18/2017	\$0.00	\$0.00	\$0.00			719	
~	201705	ORIGINAL	INTERNET	DISTRIBU	6/14/2017	\$0.00	\$0.00	\$0.00			500	
~	201704	ORIGINAL	INTERNET	DISTRIBU	5/18/2017	\$0.00	\$0.00	\$0.00			191	
*	201703	ORIGINAL	INTERNET	DISTRIBU	4/21/2017	\$0.00	\$0.00	\$0.00			436	
*	201702	ORIGINAL	INTERNET	DISTRIBU	3/13/2017	\$0.00	\$0.00	\$0.00			0	

- Click on Create Amended Report to create an amended return
- Report Period, Return Type and Filer Type is auto populated

rocess Fuel Tax Report			¢
Select the Fuel Tax Report Pe	riod. The Return Type will be filled in for you	u automatically. Press Start Fuel Tax Report	to start adding Schedule information.
Report Period	Postmark	Filing Type	Return Type
201708	× 🗎	INTERNET	AMENDED
Filer Type	No Activity?		
PD			
GASOLINE Credit	ENVIRONMENTAL FEE Credit	LIQUEFIED PETROLEUM GAS Credit	SPECIAL FUEL Credit
\$0.00	\$0.00	\$0.00	\$0.00

10. Create Report for Terminal Operator

• Click on Create Report for Terminal Operator to file a new Terminal Operator report.

Home	
A Message of the Day: Welcome to the Kentucky Department of Revenue's Moto	r Fuel application.
Fuel Tax Reporting	My Account
+ Create Report For Distributors	Fuel Tax Balance Summary
+ Create Report For Terminal Operators	Change Password
Upload EDI File	• Address Information
In-Process Fuel Tax Report List	Contact Information
Filed Fuel Tax Reports	
Kentucky Transporters	
Kentucky Terminal Operators	
Kentucky Licensed Fuel Distributors	

- Select Report Period, Return Type, Filer Type, Account Number
- Enter Beginning and Ending Inventory Information as necessary

Home / In-Process Fuel Tax Report		•	PAGE HELP	HOW DO I? -	INSTRUCTIONS -
In-Process Fuel Tax Report					\odot
Select the Fuel Tax Report Period. 1	The Return Type will be filled in for you au	tomatically. Press Start Fuel	Tax Report to s	start adding Schedu	ile information.
Report Period	Postmark	Filing Type	Г	Return Type	
- Please Select -	Ĩ	INTERNET	\checkmark	- Please Select -	~
Filer Type	Accounts	No Activity?			
ТО	- Please Select -				
Start Inventory Gasoline	End Inventory Gasoline	Start Inventory Special Fue	el	End Inventory Spe	cial Fuel
0	0	0		0	
GASOLINE Credit	ENVIRONMENTAL FEE Credit	LIQUEFIED PETROLEUM G	AS Credit	SPECIAL FUEL Cre	edit
\$0.00	\$0.00	\$0.00		\$0.00	
	← FUEL REPORT LIST	START FUEL TAX REPORT			

• Select the schedule

Report Period		Postmark		Filing Type		Return Type	
201710	Ŧ		Ħ	INTERNET	\checkmark	ORIGINAL	\checkmark
Filer Type		Accounts		No Activity?			
то	\checkmark		~				
Start Inventory Gasoline		End Inventory Gaso	line	Start Inventory Special Fuel		End Inventory Special Fu	el
1000		9000		10000		9000	
Certification							
By clicking the box I declare, and belief is true, correct, an	, under pen id complete	nalties of perjury, tha e.	it this return (includi	ing any schedules) has been e	xamined by m	e and to the best of my k	nowledge
GA SOLINE Credit		ENVIRONMENTAL F	EE Credit			SPECIAL FUEL Credit	
GA SOLINE Credit \$0.00		S0.00	EE Credit			SPECIAL FUEL Credit	
GASOLINE Credit \$0.00 ← FUEL REPORT LIST	SHOW	S0.00 REPORT SUMMARY	EE Credit	SCHEDULES * DELETE FUE	L TAX REPORT	SPECIAL FUEL Credit	PORT
GASOLINE Credit S0.00 ← FUEL REPORT LIST	SHOW	ENVIRONMENTAL F S0.00 REPORT SUMMARY	EE Credit	SCHEDULES * DELETE FUE	L TAX REPORT	SPECIAL FUEL Credit	PORT
GASOLINE Credit S0.00 ← FUEL REPORT LIST Schedules	⊖ SHOW	ENVIRONMENTAL F	EE Credit	SCHEDULES × DELETE FUE	L TAX REPORT	SPECIAL FUEL Credit	PORT
GASOLINE Credit S0.00 ← FUEL REPORT LIST Schedules GD Schedule	■ SHOW	ENVIRONMENTAL F	EE Credit	SCHEDULES × DELETE FUE	L TAX REPORT	SPECIAL FUEL Credit	PORT

+ ADD SCHEDULE

• Enter the BOL information (See Section 7 for additional information)

Filing Type	Report Period	Return Type		Filer Type		Account Num	iber	Postmark
INTERNET	201710	ORIGINAL		то				
Schedule				Product				Mode
15A TOTAL RECEIPT	IS NET GALLONS			065 GASO	LINE			Truck
							I	
Origin Terminal								
	Q Begin typing to search	1						
Origin City				Origin Stat	e	KY - KENTU	JCKY	Ψ
	Q Begin typing to search	n						
Seller Name								
	Q Begin typing to search	ı						
Buyer Name								
	Q Begin typing to search	n						
	← FUEL REPORT	🙁 CANCEL 🛛 😫 C	OPY SC	HEDULE 🗶 🛛	DELETE 👱 🤹	SAVE BILL OF LA	ADING	
+ ADD ROW (CTRL+/	A) O ADD 10 BLANK ROWS (CTR	L+T) 🔏 COPY ROW (CT	RL+R)	O DELETE ROW	(CTRL+D) 👱 S	AVE (CTRL+S)		
#	Destination Terminal	Destination City	State	Date	BOL Number	Net Gallons	Gross Gallons	Billed Gallons
	•		-					
1		PADUCA	KY	10/01/2017	1233	4,000	4,000	4,000

• To view the summary click on Show Report Summary.

Start Inventory Gasoline	End Inventory	Gasoline	s	tart Inventory Special Fuel		End Inve	entory Special Fuel
1000	1000		C	I		0	
rtification By clicking the box I declare, under and belief is true, correct, and com	r penalties of perjur plete.	y, that this return (inclu	ding ar	ny schedules) has been ex	amined by m	e and to t	he best of my knowledge
• ORIGINAL - 201709							
ction I			Sec	ction II			
Item	GASOLINE 88031	SPECIAL FUEL 88031		Item	GASOLINE	88031	SPECIAL FUEL 88031
Beginning Inventory	1,000	0	1	Schedule 15A Receipts	8,000		0
Total Receipts (Schedule 15A)	8,000	0	2	Schedule 15B Deductions	0		0
Total Gallons Available	9,000	0					
Total Disbursements (Schedule 15B)	0	0					
Gallons Available (Less Disbursements)	9,000	0					
Stock (Gains) and Losses	8,000	0					
Actual Ending Inventory	1,000	0					
Allowance for Actual Loss	67	0					
Excessive Actual Loss not allowed	7,933	٥					
Credit A Total Am Por Late Filin	amount: \$0.00 bunt Due: \$0.00 stmarked: g Penalty: \$0.00 PORT SUMMARY						

• If you change the start inventory and end inventory to update on the summary report click save fuel tax report

• Click on the Fuel Report Summary to Print the summary report

REVENUE	Commonwealth o Department of Revenue / Divisi Motor Fue Frankfort, KY	f Kentucky ion of Miscellaneous Is 40620 KRC.WEBF	Motor Fuels Tax Section Station 63 PO Box 1303 Frankfort, KY 40602-1303 Ph: (502)-564-3853 esponseMotorFuels@ky.gov		
Customer:		FEIN/SSN:			
Return Type:	Month/Year:	Pos	tmark Date:		
ORIGINAL	09 / 2017	null			
		Gasoline	Special Fuel		
		88031	88031		
Begin Inventory		1000	0		
Total Receipts (Schedule	15A)	8000	0		
Total Gallons Available		9000	0		
Total Disbursements (Sch	edule 15B)	0	0		
Gallons Available (Less		9000	0		
Stock (Gains) and Losses		8000	0		
Actual Ending Inventory		1000	0		
Allowance for Actual Loss		67	0		
Excessive Actual Loss not	allowed	7933	0		
		Gasoline	Special Fuel		
Schedule 15A Receipts		8000	0		
Schedule 15B Deductions		0	0		

- Click on the pencil sign to view In Process report
- Select a Terminal Operator Account number
- Click on Create Amended Report to create an amended return
- Report Period, Return Type and Filer Type is auto populated

Hon	me / Filed Fuel Tax Reports INSTRUCTIONS - INSTRUCTIONS -													
File	iled Fuel Tax Reports													
	Filer A	Period	Туре	File Type	Filer Type	Postmark	Тах	Credit	Tax Due	No Act?	EF Cr	edit EF Gallor	ns GD Credit	
*		201708	ORIGINAL	EDI	TERMINA	9/22/2017	\$0.00	\$0.00	\$0.00					
~	View Sur	nmary	٩L	EDI	DISTRIBU	9/22/2017	\$0.00	\$0.00	\$0.00				0	
~	Create A	mended I	Report AL	EDI	TERMINA	8/22/2017	\$0.00	\$0.00	\$0.00					
*		201707	URIGINAL	EDI	DISTRIBU	8/22/2017	\$0.00	\$0.00	\$0.00				0	
*		201706	ORIGINAL	EDI	DISTRIBU	7/25/2017	\$0.00	\$0.00	\$0.00				0	
*		201706	ORIGINAL	EDI	TERMINA	7/25/2017	\$0.00	\$0.00	\$0.00					

11. Create a Transporter Report

• Click on Create Report for Transporter link to file a new Transporter report.

Home	PAGE HELP HOW DO I? ▼ INSTRUCTIONS ▼
A Message of the Day: Welcome to the Kentucky Department of Revenue's Mot	tor Fuel application.
Fuel Tax Reporting	My Account
+ Create Report For Transporters	Change Password
Upload EDI File	Address Information
In-Process Fuel Tax Report List	Contact Information
E Filed Fuel Tax Reports	
Kentucky Transporters	
E Kentucky Terminal Operators	
Tax: \$0.00 Interest: \$0.00 Penalty: \$0.00	Account Balance: \$0.00 Credit: \$0.00

• Select the report period, return type, filer type, account number and click on start fuel tax report

Home / In-Process Fuel Tax Report			PAGE HELP	HOW DO I? -	INSTRUCTIONS -
In-Process Fuel Tax Report					0
Select the Fuel Tax Report Period. Th	ne Return Type will be filled in for you	automatically. Press Start Fi	uel Tax Report to s	tart adding Schedi	ule information.
Report Period	Postmark	Filing Type		Return Type	
201709 🔻	Ĩ	INTERNET	\checkmark	ORIGINAL	\checkmark
Filer Type	Accounts	No Activity?			
TR	- Please Select -				
	← FUEL REPORT LIST	▲ START FUEL TAX REPORT			

• Select the schedule

Categorie	s							
Schedule				Product			Mode	
14-TRANS	PORTER DELIVERY SCH	EDULES	v	065-GASO	LINE	¥	Truck	~
L							+ ADD SC	HEDULE
EXPAND	SHOW ERRORS							
EXPAND	SHOW ERRORS	Origin City	State	Seller Name	Seller Tax	Buver Name	Buver Tax	Net Ga

• Enter the BOL information and save the BOL information (See Section 7 for additional information)

TEMPORARY Report								
Filing Type	Report Period	Return Type		Filer Type		Account Num	iber	Postmark
INTERNET	201710	ORIGINAL		TR				
Schedule				Product				Mode
14 TRANSPORTER DE	LIVERY SCHEDULES			065 GASOL	INE			Truck
Origin Terminal								
	Q Begin typing to searc	:h						
Origin City				Origin State	l.	- Please Se	lect -	v
	Q Begin typing to searc	:h						
Seller Name								
	Q Begin typing to searc	:h						
Buyer Name								
	Q Begin typing to searc	:h						
	← FUEL REPORT	r 🙁 CANCEL 🙏	COPY SCH	IEDULE 🗙 D	ELETE 👱	SAVE BILL OF LA	ADING	
+ ADD ROW (CTRL+A)	O ADD 10 BLANK ROWS (CTR	RL+T) 🎝 COPY ROW (CTRL+R) 6	DELETE ROW (CTRL+D) 🛓 S	SAVE (CTRL+S)		
#	Destination Terminal	Destination City	State	Date	BOL Number	Net Gallons	Gross Gallons	Billed Gallons
			• •					

• Below is the report summary Click on Fuel report \rightarrow show report summary.

ne /□ Schedule Edit /□ In-	Process Fuel Tax I	Report			PAGE HELP	HOW DO I? +	INSTRUCTIONS
Process Fuel Tax Report							(
Report Period	Postmar	rk		Filing Type		Return Type	
201710	v		i	INTERNET	\checkmark	ORIGINAL	~
Filer Type	Account	ts		No Activity?			
TRANSPORTER			\checkmark				
Certification							
By clicking the box I declare and belief is true, correct, a	e, under penalties of nd complete.	perjury, that this return	n (includin	g any schedules) has b	een examined by m	e and to the best o	of my knowledge
 By clicking the box I declare and belief is true, correct, a ORIGINAL - 201710 	e, under penalties of j nd complete.	perjury, that this return	n (includin	g any schedules) has b	een examined by m	e and to the best o	of my knowledge
By clicking the box I declare and belief is true, correct, a ORIGINAL - 201710 Section I	e, under penalties of j nd complete.	perjury, that this return	n (includin	g any schedules) has b Section II	een examined by m	e and to the best o	of my knowledge
By clicking the box I declar and belief is true, correct, a ORIGINAL - 201710 Section I Item	e, under penalties of p nd complete. GASOLINE 30010	perjury, that this return special FUEL 30010	n (includin	g any schedules) has b Section II Item	een examined by m GASOLINE 30	e and to the best o	of my knowledge L FUEL 30010
By clicking the box I declar and belief is true, correct, a CRIGINAL - 201710 Section I Item 1 Total Gallons Transported	e, under penalties of p nd complete. GA SOLINE 30010 8,000	SPECIAL FUEL 30010	n (includin	g any schedules) has b Section II Item 1 Schedule 14 Receipts	GA SOLINE 30 8,000	e and to the best of 0010 SPECIAL 0	of my knowledge L FUEL 30010
By clicking the box I declar and belief is true, correct, a CORIGINAL - 201710 Section I Item 1 Total Gallions Transported	e, under penalties of p nd complete. GA SOLINE 30010 8,000 Credit Amount: \$0.00 Postmarked: Late Filing Penalty: \$0.00 :UEL REPORT SUMMAR	SPECIAL FUEL 30010 0	n (includin	g any schedules) has b Section II Item 1 Schedule 14 Receipts	GA SOLINE 30 8,000	e and to the best of 0010 SPECIAI 0	of my knowledge
By clicking the box I declar and belief is true, correct, a Correct, a Correct	GA SOLINE 30010 8,000 Credit Amount: \$0.00 Postmarked: Jule Filing Penalty: \$0.00 UEL REPORT SUMMAR	SPECIAL FUEL 30010 0 RY	PERIOD SC	g any schedules) has b Section II Item 1 Schedule 14 Receipts HEDULES X DELET	GA SOLINE 30 S.000	e and to the best of 0010 SPECIAI 0 * SAVE FUEL T	of my knowledge

12. Upload EDI file

• Click to upload the file

A Motor Fuel Tax Reporting	A Message of the Day	Fuel Tax Reporting	🔸 🗮 Му Ассои	nt 🚽 👤	- 🕞 Logout
Home A Message of the Day: Welcome to the Kentucky Department	nent of Revenue's Motor F	Fuel application.	O PAGE HELP	HOW DO I? +	INSTRUCTIONS +
Fuel Tax Reporting Create Report For Distributors Create Report For Terminal Operators Upload EDI File		My Account Change Passwor Address Informat Contact Informat	rd iion		
 In-Process Fuel Tax Report List Filed Fuel Tax Reports Kentucky Transporters Kentucky Terminal Operators 					
Kentucky Licensed Fuel Distributors Loading Current Account Belance					

- To upload EDI files containing fuel tax report data, choose the EDI file and click the Save EDI File button.
 - Click Choose File to find the EDI file. The file must be a text file (*.txt) or EDI (*.EDI) or (*.dat).
 - Browse for the EDI file.
 - Click Save EDI File.
 - The EDI file will be uploaded. If errors are encountered during the upload and parsing process, a message will be displayed.
 - > The EDI fuel tax report will automatically certify if there are no errors.
 - > You must fix any errors and certify your EDI file before it will be sent to DOR.
 - > To edit the fuel tax report, use the In-Process Fuel Tax Report List.

Home /□ Upload an EDI File	PAGE HELP	HOW DO I? +	INSTRUCTIONS -
Upload an EDI File			0
EDI File Browse			
Loading Current Account Balances			

• Click Save EDI File - pop up message "Please wait while the EDI file is uploaded"

A Motor Fuel Tax Reporting	A Message of the Day	Fuel Tax Reporting	🗸 🛛 🗮 My Accour	nt 👻 👤 23304	5458 🚽 🕒 Logout
Home /□ Upload an EDI File			PAGE HELP	HOW DO I? +	INSTRUCTIONS -
Upload an EDI File					0
EDI File	← HOME ±	Browse			
Loading Current Account Balances 🙀					

• If the system encounters any errors during upload error message will be displayed on the screen. Please see example below.

Home /� Upload an EDI File			PAGE HELP	HOW DO I? -	INSTRUCTIONS -
Upload an EDI File					0
Uploaded EDI file have invalid Taxld					
	EDI File	C:\Users\reve223\Deskt Browse			
		+ HOME ± SAVE EDI FILE			