



Department of Revenue Commonwealth of Kentucky
Motor Fuel Electronic Tax Filing System



Kentucky Department of Revenue Motor Fuels Excise Tax ASCII FILE FORMAT Terminal Informational Report

VERSION: 1.0
DATE: JUNE 2007



A: INSTRUCTIONS:

Using this file layout provides the ability to meet data requirements for the tax type of TO. It is important to understand that this file layout is used to define two types of record formats:

1. Schedule of Receipts/Disbursements Format:

Terminal Operator receipts: Schedule 15A

Terminal Operator disbursements: Schedule 15B

2. Zero Activity Report Format:

If no load/gallon activity was performed for a specific month, the filer must submit a zero activity record to indicate NO ACTIVITY for that particular tax type.

If licensed in Kentucky as a Terminal Operator you must always submit either a Zero Activity Record (item 2 above) or Schedule of Receipts (item 1 above).

B: FILE LAYOUT:

Provide all data in **FIXED WIDTH** format. Use space (ASCII character=32) to fill any missing information except as noted otherwise.

Use any product you wish to generate the ASCII file.

Use the following table to determine the number of field elements, expected length, and format of expected data.

FIELD REQUIREMENT Definitions: M – Mandatory, P – Provide if available, N – Not a Data Requirement of this Report, X – Conditional

| Col No. | Record Position | | Data Element | Data Type | Size | Format | Field Requirement | Fta Schedule Definition | Explanation |
|---------|-----------------|-----|------------------------------------|-----------|------|---------------|-------------------|-------------------------------|---|
| | Begin | End | | | | | | | |
| 1 | 1 | 2 | Jurisdiction Code | Text | 2 | State Abbrev. | M | Not Defined | Jurisdiction data identifier Example - KY |
| 2 | 3 | 3 | Data Mode | Text | 1 | A | M | Not Defined | ACS Required Field. A - ASCII |
| 3 | 4 | 5 | Return Type | Text | 2 | O | M | | O – Original, A - Amendment |
| 4 | 6 | 7 | Tax Type¹ | Text | 2 | | M | State Tax Type Definitions | TO – Terminal Operator |
| 5 | 8 | 15 | Period End Date² | Text | 8 | MMDDCCYY | M | Month Day Year | DD – Use last day of Period, i.e. 01312007 |



| Col No. | Record Position | | Data Element | Data Type | Size | Format | Field Requirement | Fta Schedule Definition | Explanation |
|---------|-----------------|-----|---------------------------|-----------|------|----------------------|-------------------|-------------------------------|---|
| | Begin | End | | | | | | | |
| 6 | 16 | 18 | Schedule Type | Text | 3 | | M | Schedule Types | Contain one of the following choices: Schedule Type associated with the Tax Report/Tax Return Types (15A , 15B) |
| 7 | 19 | 21 | Product Type ³ | Text | 3 | Fill/Add a Leading 0 | M | Product Types | This field will contain one of the choices below: 1. Product Code: 065, 124, etc. 2. The value "000" for Zero Activity records. |
| 8 | 22 | 23 | Export State | Text | 2 | State Abbrev. | N | Export State | Not used for this report but must provide spaces |
| 9 | 24 | 34 | Filer FEIN Identifier | Text | 11 | | M | FEIN/SSN | FEIN |
| 10 | 35 | 45 | Filer License Number | Text | 11 | | M | State issued License Number. | State issued License Number. |
| 11 | 46 | 56 | Location Code | Text | 11 | T##KY#### | M | Terminal Control Number | Federally issued terminal control number |
| 12 | 57 | 91 | Position Holder Name | Text | 35 | | M | Position Holder/Supplier Name | Enter Receiving Exchange Party Name |
| 13 | 92 | 102 | Position Holder FEIN | Text | 11 | | M | Position Holder/Supplier FEIN | Enter Receiving Exchange Party FEIN |
| 14 | 103 | 137 | Purchaser's Name | Text | 35 | | M | Buyer Name | Purchaser Source |
| 15 | 138 | 148 | Purchaser's FEIN | Text | 11 | | M | Buyer FEIN | Purchaser Source |
| 16 | 149 | 183 | Carrier's Name | Text | 35 | | M | Carrier Name | Carrier Name |
| 17 | 184 | 194 | Carrier's FEIN | Text | 11 | | M | Carrier FEIN | Carrier FEIN |



| Col No. | Record Position | | Data Element | Data Type | Size | Format | Field Requirement | Fta Schedule Definition | Explanation |
|---------|-----------------|-----|---|-----------|------|---------------|-------------------|--------------------------------------|---|
| | Begin | End | | | | | | | |
| 18 | 195 | 224 | Document Number | Text | 30 | | M | Document No | Document No, BOL |
| 19 | 225 | 232 | Date Received/Shipped | Text | 8 | MMDDCCYY | M | Date Received/Shipped | i.e. 01222007 |
| 20 | 233 | 234 | Transportation Mode ⁴ | Text | 2 | | M | FTA Standard Transportation Codes. | "R_" – Rail " PL" – Pipeline, "B_" – Barge "J_" – Truck, etc. |
| 21 | 235 | 245 | Pt Origin Terminal Code ⁶ | Text | 11 | T##KY#### | M | Point of Origin Terminal Code | Terminal Code or Storage EPA Code. Example: T93KY1111 (No separators) |
| 22 | 246 | 275 | Pt Origin Address | Text | 30 | | P | Point of Origin | |
| 23 | 276 | 295 | Pt Origin City | Text | 20 | | M | Point of Origin | Mandatory if Point of Origin Terminal Code is not supplied. |
| 24 | 296 | 297 | Pt Origin State | Text | 2 | State Abbrev. | M | Point of Origin | Mandatory if Point of Origin Terminal Code is not supplied. |
| 25 | 298 | 306 | Pt Origin Zip | Text | 9 | | P | Point of Origin | |
| 26 | 307 | 308 | Pt Origin Country Code | Text | 2 | | P | Point of Origin | |
| 27 | 309 | 343 | Pt Destination Name | Text | 35 | | N | Destination Name / Delivered To Name | Not used for this report but must provide spaces. |
| 28 | 344 | 354 | Pt Destination FEIN | Text | 11 | | N | Destination Name / Delivered To FEIN | Not used for this report but must provide spaces |
| 29 | 355 | 365 | Pt Destination Terminal Code ⁵ | Text | 11 | T##KY#### | M | Point of Delivery Terminal Code | Terminal Code or Storage EPA Code. |
| 30 | 366 | 395 | Pt Destination Address | Text | 30 | | P | Point of Delivery | |
| 31 | 396 | 415 | Pt Destination City | Text | 20 | | M | Point of Delivery | Mandatory if Point of Destination Terminal Code is not supplied. |
| 32 | 416 | 417 | Pt Destination State | Text | 2 | State Abbrev. | M | | Mandatory if Point of Destination Terminal Code is not supplied. |
| 33 | 418 | 426 | Pt Destination Zip | Text | 9 | | P | Point of Delivery | |
| 34 | 427 | 428 | Pt Destination Country Code | Text | 2 | | P | Point of Country Delivery | |



| Col No. | Record Position | | Data Element | Data Type | Size | Format | Field Requirement | Fta Schedule Definition | Explanation |
|---------|-----------------|-----|--------------------------|-----------|------|--------|-------------------|-------------------------|---|
| | Begin | End | | | | | | | |
| 35 | 429 | 442 | Net Gallons ⁶ | Text | 14 | | M | Net | Mandatory. Enter negative values as "-345" |
| 36 | 443 | 456 | Gross Gallons | Text | 14 | | N | Gross | Not used in Kentucky. However, if reported it will be stored. |
| 37 | 457 | 470 | Billed Gallons | Text | 14 | | N | Billed | Not used in Kentucky. However, if reported it will be stored. |

1. Tax Type Code – Is a 2 character code that identifies the type of return, TO – Terminal Operator.
2. Period End Date – Must be in "MMDDCCYY" format which conforms to ANSI X.12 813 transaction set standards.
3. Product Type – Must consist of three digits, left padded with zeroes i.e. "065" not " 65" for gasoline.
4. Transportation Mode – A suffixed underscore character, "_", is required for all single character codes i.e. Truck mode code must be reported as "J_".
5. Terminal Code – Can contain a federally assigned Terminal Code or (Federal/Jurisdiction Registry) number of an approved and licensed bulk storage site. If the Terminal Code is not supplied then the City and State must be supplied.
6. Net Gallons must be reported. Gross and Billed Gallons are not used. For negative values prefix with a "-" hyphen or minus sign i.e. "-3424", all other values will be assumed positive.

Note:

Do not provide column headings. Use field delimiter "space", ASCII value 32.

Only schedule detail information can be sent in the ASCII file format. Any summary information must be entered on the web fillable forms. (I.E. Line 1 and Line 7 must be entered directly on the total page using the web forms.)



C. SCHEDULE TYPE CODES: Terminal Report

For up to date Schedule Codes please reference the Kentucky Department of Revenue website <http://revenue.ky.gov/business/motorfuels.htm>.

D. FIELD LAYOUT: WITH DIVISORS (do NOT include divisors in submitted file – used for readability only)

Blank areas in the example fields contain spaces but are shown separated for readability. Example data is left justified within the fields. True example is shown at the bottom of the page.

| | | | | | | | | | | | |
|-------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|-------------|--|
| Column Number: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| Record Position: | 12 | 3 | 45 | 67 | 89012345 | 678 | 901 | 23 | 45678901234 | 56789012345 | |
| Example: | KY | A | O | TO | 10312007 | 1 | 065 | | 223355668 | 22335566800 | |

| | | | | |
|-------------------------|-------------|-------------------------------------|-------------|--|
| Column Number: | 11 | 12 | 13 | |
| Record Position: | 67890123456 | 78901234567890123456789012345678901 | 23456789012 | |
| Example: | T61KY5623 | BRADFORD FUEL DEPOT | 778855331 | |

| | | | | |
|-------------------------|-------------------------------------|-------------|-------------------------------------|--|
| Column Number: | 14 | 15 | 16 | |
| Record Position: | 34567890123456789012345678901234567 | 89012345678 | 90123456789012345678901234567890123 | |
| Example: | BRADFORD FUEL DEPOT | 778855331 | FLANNIGAN OIL SERVICE | |

| | | | | | | |
|-------------------------|-------------|--------------------------------|-----------|-----------|-------------|--|
| Column Number: | 17 | 18 | 19 | 20 | 21 | |
| Record Position: | 45678901234 | 567890123456789012345678901234 | 56789012 | 34 | 56789012345 | |
| Example: | 335599112 | 1158254 | 10142007 | J_ | T24KY6512 | |

| | | | | | | |
|-------------------------|--------------------------------|----------------------|-----------|-----------|-----------|--|
| Column Number: | 22 | 23 | 24 | 25 | 26 | |
| Record Position: | 678901234567890123456789012345 | 67890123456789012345 | 67 | 890123456 | 78 | |
| Example: | 1300 E MAIN ST | LYNDELL | KY | 392253225 | US | |

| | | | | |
|-------------------------|-------------------------------------|-------------|-------------|--|
| Column Number: | 27 | 28 | 29 | |
| Record Position: | 90123456789012345678901234567890123 | 45678901234 | 56789012345 | |
| Example: | | | T24KY2144 | |

| | | | | | |
|-------------------------|--------------------------------|----------------------|-----------|-----------|--|
| Column Number: | 30 | 31 | 32 | 33 | |
| Record Position: | 678901234567890123456789012345 | 67890123456789012345 | 67 | 890123456 | |
| Example: | 2451 S 42ND AVENUE | HATTIESBURG | KY | 394060211 | |



Terminal Operator Report Example: Zero Activity Record

This first example is what the final product should look like for a Zero Activity Report.

KYAO TO04302007 000 222333555 00001223 T61KY2345

0 0 0

This next example is what the final product looks like with a period holding the place of each space of the blank fields to better understand the layout of the record. When submitting a Zero Activity Report do not fill in the spaces with any other characters, they should remain spaces.

KYAO.TO04302007...000..222333555..00001223...T61KY2345.....
.....
.....0.....0.....0.....

F. ASCII File Submission Example:

This example represents the form Terminal Operator Report. It shows receipt activity using the 15A schedule code and disbursement activity with schedule code 15B. The purpose of this example is to show how an expected ASCII file should look when sent. It focuses on:

- 1. A single Tax Type TO.
2. Receipt activity with schedule 15A and Disbursement activity with schedule 15B
3. Ensure a one to one association of Tax Type to Postmark date. Records with varying postmark dates are considered to be separate filing submissions.

KYAO TO0731200715A065 112233445 11223344500T61KY1125 SAMS FUEL COMPANY INC. 222444555 BOBS GAS STATION
333555777 CALS FUEL CARRIERS 888444333 125448 07132007PLT61KY2332
LOUISVILLE KY
LEXINGTON KY 11500
KYAO TO0731200715A160 112233445 11223344500T61KY1125 SAMS FUEL COMPANY INC 222444555 BOBS GAS STATION
333555777 CALS FUEL CARRIERS 888444333 125441 07282007PLT61KY2332
HENDERSON KY
PADUCAH KY 9500
KYAO TO0731200715B160 112233445 11223344500T61KY1125 SAMS FUEL COMPANY INC 222444555 BOBS GAS STATION
333555777 CALS FUEL CARRIERS 888444333 122548 07162007PLT61KY1125
HENDERSON KY
PADUCAH KY 6500