



# **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: <https://motorfuels.ky.gov/fuelweb/login>

## 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".

The screenshot shows the login page for the Motor Fuel Tax Reporting system. At the top, there is a blue header with the text "Ky.gov An Official Website of the Commonwealth of Kentucky" and the "REVENUE" logo. Below the header, the page title is "Fuel Taxes" and the subtitle is "Distributor Reporting Internet and EDI". The page content includes instructions on how to contact the Kentucky Department of Revenue's Motor Fuels Section for assistance. On the right side, there is a login form with fields for "User Name" (containing "User ID") and "Password", and a "LOGIN" button. There are also links for "HOW DO I?" and "INSTRUCTIONS".

### 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:



Home

PAGE HELP HOW DO I? INSTRUCTIONS

Account Settings

Your password was reset by Kentucky Department of Revenue. You must create a new password before continuing. Enter the password given to you by Kentucky Department of Revenue in the Current Password field.

Current Password

New Password

Confirm New Password

HOME SAVE NEW PASSWORD

## 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.

Home / Validate Contact and Address

PAGE HELP HOW DO I? INSTRUCTIONS

Validate Contact and Address

Please take a moment and validate your Mailing Address and Primary Contact and make any necessary changes. Press the Contact and Address Validated button to continue.

Primary Tax Payer Contact

Contact Name

Department

Phone Number

Fax Number

Email Address

Mailing Address

Address Line 1

Address Line 2

Zip Code

Begin typing to search...

Zip Plus 4

City

Postal Code

Country

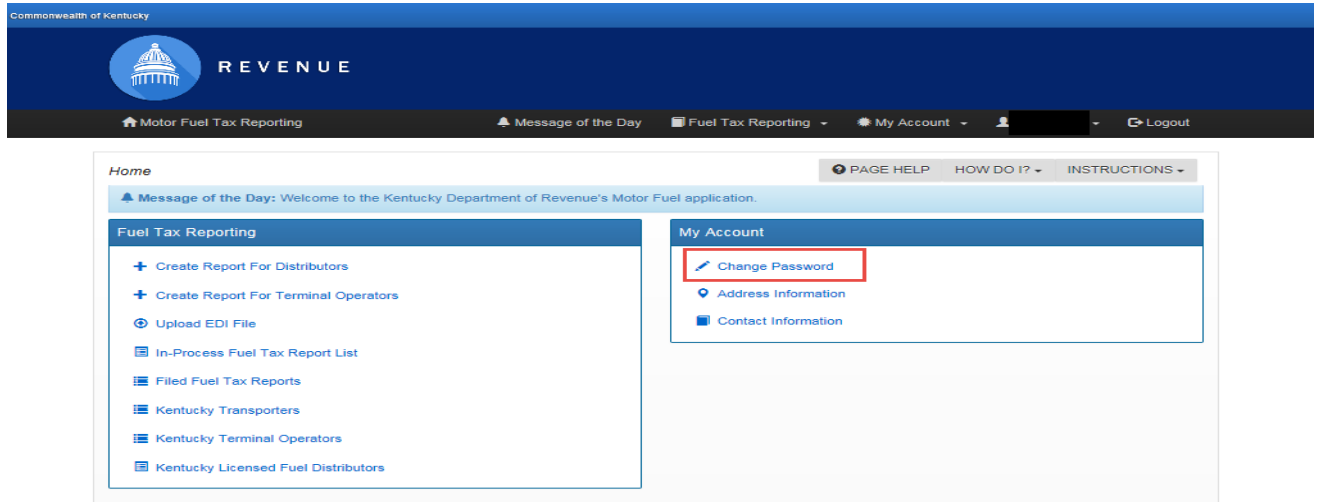
CONTACT AND ADDRESS VALIDATED

## 2. Dashboard

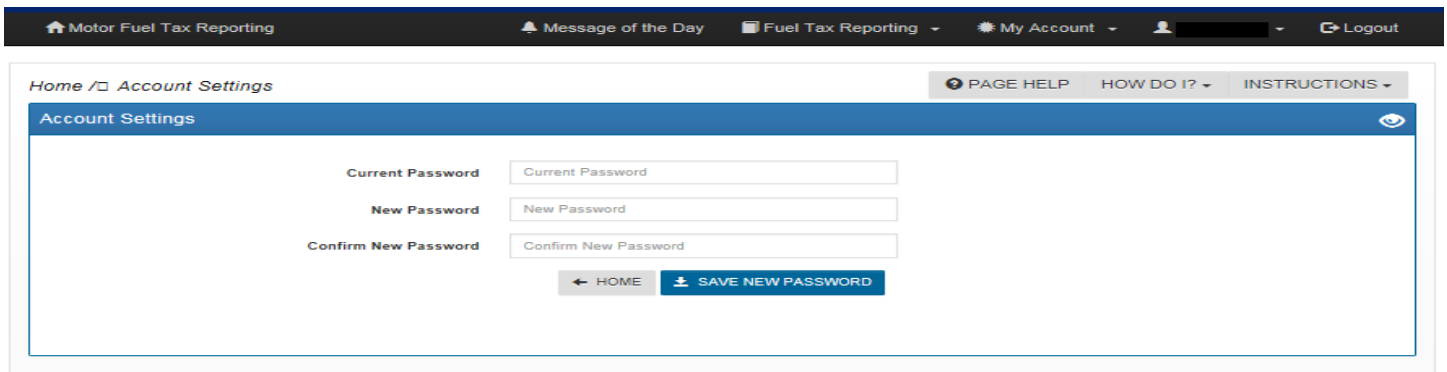
- Message of the Day displays important messages from DOR.

- Fuel Tax Reporting provides a menu to create new tax reports, upload EDI files, view your in-process 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.

## 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.



## 2.2 Address Information

Commonwealth of Kentucky



REVENUE

Motor Fuel Tax Reporting Message of the Day Fuel Tax Reporting My Account Logout

Home PAGE HELP HOW DO I? INSTRUCTIONS

Message of the Day: Welcome to the Kentucky Department of Revenue's Motor Fuel application.

### Fuel Tax Reporting

- 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
- Kentucky Licensed Fuel Distributors

### My Account

- Change Password
- Address Information**
- Contact Information

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

Motor Fuel Tax Reporting Message of the Day Fuel Tax Reporting My Account Logout

Home / Address Information PAGE HELP HOW DO I? INSTRUCTIONS

### Address Information

RESET

Type	Line 1	Line 2	City	Stt	Zip	+4	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LEGAL	[REDACTED]		HOUSTON	TX	77077		USA
MAILING	[REDACTED]	[REDACTED]	HOUSTON	TX	77210	4889	USA

+ ADD ADDRESS EDIT ADDRESS

Loading Current Account Balances...

### 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**

Address Type: - Please Select -

Address Line 1: ADDRESS LINE 1

Address Line 2: ADDRESS LINE 2

Zip Code: [Begin typing to search...]

Zip Plus 4: ZIP PLUS 4

City: CITY

Postal Code: - Please Select -

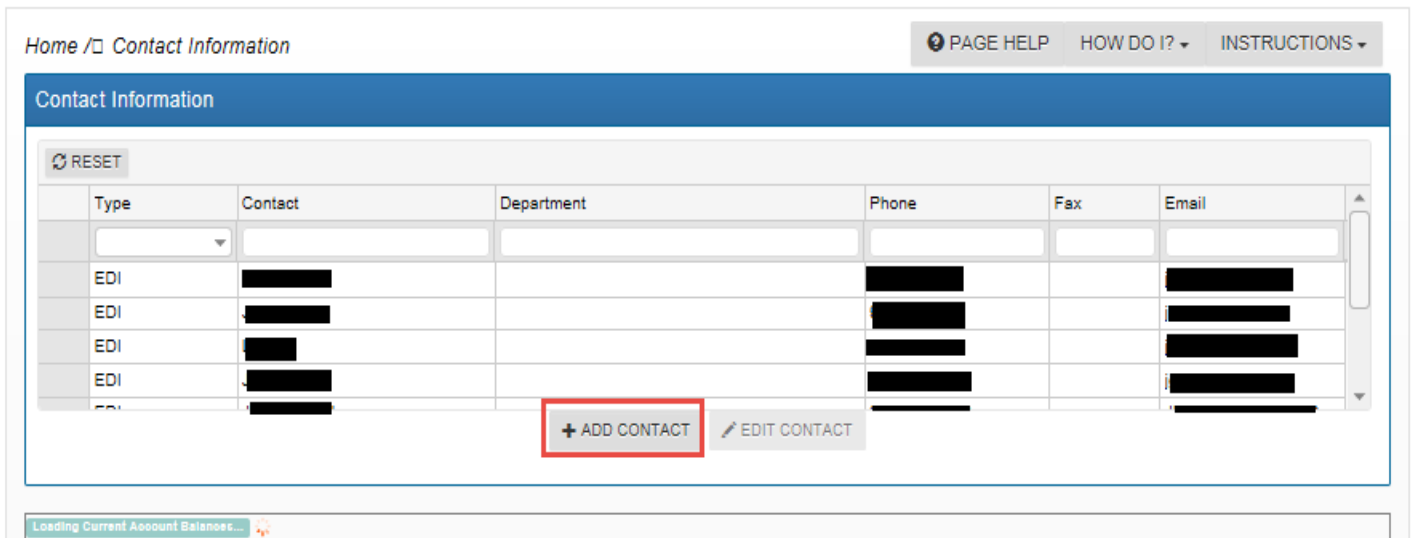
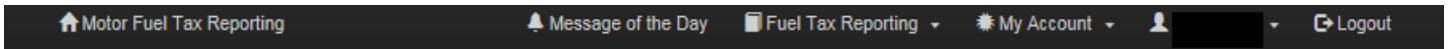
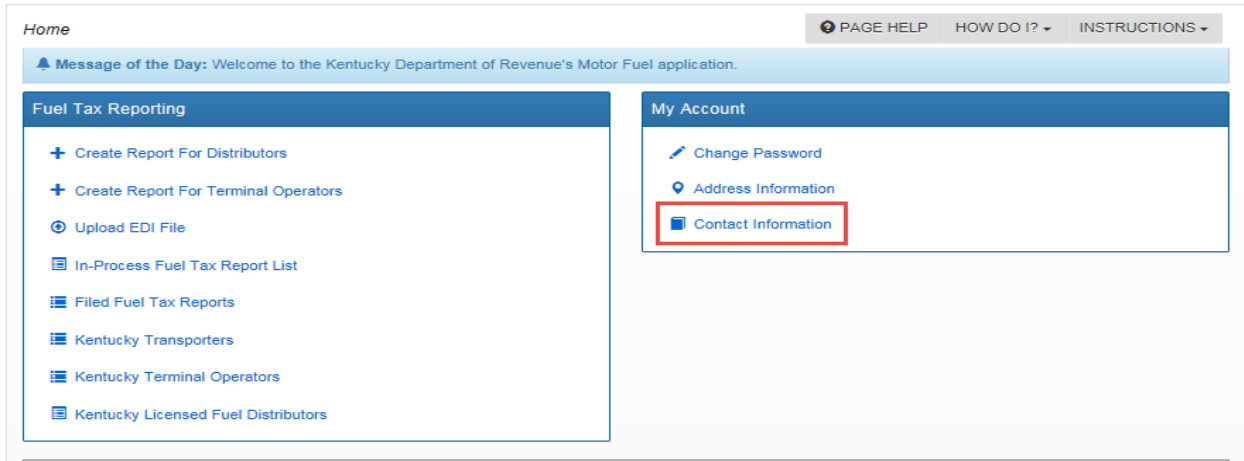
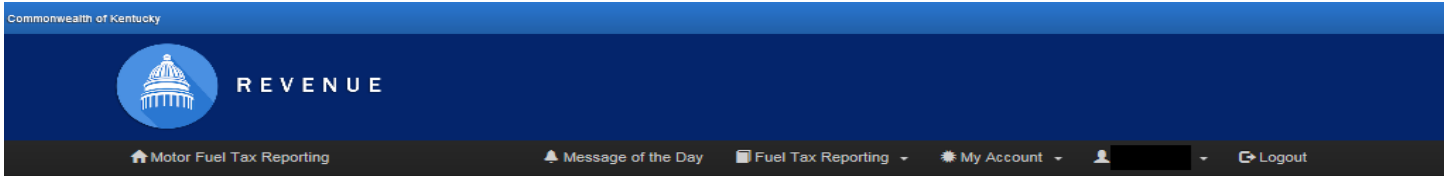
Country: - Please Select -

HELP CANCEL SAVE ADDRESS

### 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



### 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.



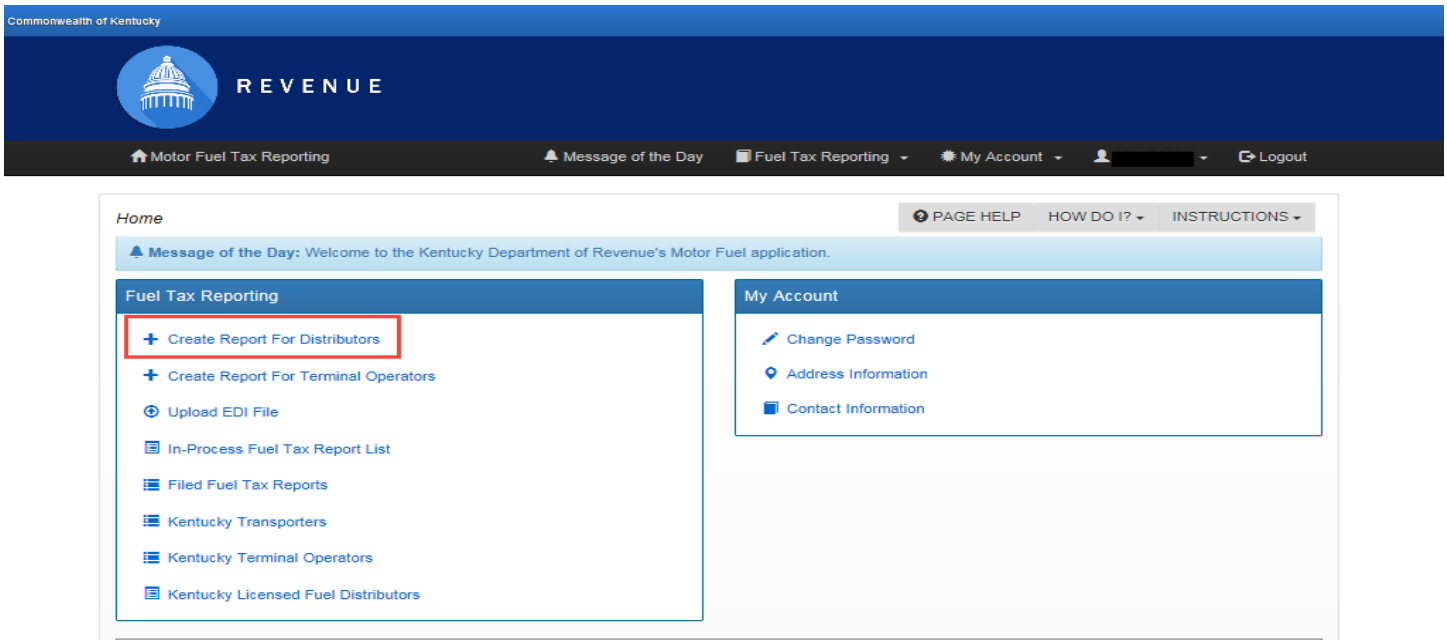
under the authority of the Finance and Administration Cabinet

### 2.2.2 Edit Contact

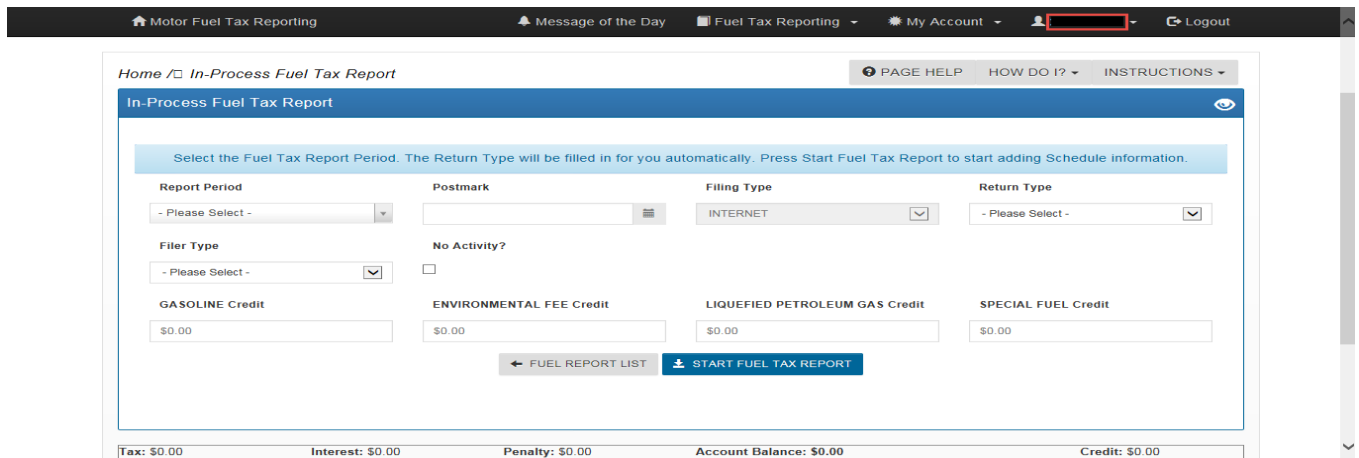
- Select an existing contact from the Contact grid. The Edit Contact button will enable.
- Click the Edit Contact button.
- The Edit Contact screen will display.
- Enter the Contact Name
- Select the Contact Type. Enter Department, Phone, Fax, and Email.
- Click Save Contact to save your contact information.
- 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.



- You will see the below screen:



### 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.

Home / In-Process Fuel Tax Report

PAGE HELP HOW DO I? INSTRUCTIONS

### In-Process Fuel Tax Report

Report Period: 201710

Postmark: [ ]

Filing Type: INTERNET

Return Type: ORIGINAL

Filer Type: DISTRIBUTOR

No Activity?

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.

GASOLINE Credit: \$0.00

ENVIRONMENTAL FEE Credit: \$0.00

LIQUEFIED PETROLEUM GAS Credit: \$0.00

SPECIAL FUEL Credit: \$0.00

← FUEL REPORT LIST SHOW REPORT SUMMARY PRINT PERIOD SCHEDULES **DELETE FUEL TAX REPORT** SAVE FUEL TAX REPORT

- 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 submitted to the Kentucky Department of Revenue. Do you want to continue?

NO, CANCEL CERTIFICATION REQUEST **YES, CONTINUE**

- 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.

## 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.

- 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.

Schedule	Product
<input type="text" value="1-GALLONS RECEIVED TAX PAID"/> Choose.. <b>1-GALLONS RECEIVED TAX PAID</b> 10I-GALLONS SOLD TO AGRICULTURAL REFUND PERMIT HOLDER TAX UNPAID 2-GALLONS RECEIVED TAX UNPAID 2+6-GALLONS RECEIVED TAX UNPAID AND GALLONS DELIVERED TO SOLD TO KENTUCKY LICENSED DEALERS TAX UNPAID	<input type="text" value="- Please Select -"/> Choose.. 061-NATURAL GASOLINE 065-GASOLINE 071-GASOLINE MTBE 092-UNDERFINED PRODUCTS (TRANSMIX) 122-BLENDING COMPONENTS 123-ALCOHOL

## 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.
- 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.
  - 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.
  - 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.
  - If the Schedule requires a Buyer Name, manually enter the Buyer Name and Buyer Tax ID.

**Bill of Lading Information**

**TEMPORARY Report**

Filing Type	Report Period	Return Type	Filer Type	Account Number	Postmark
INTERNET	201711	ORIGINAL	PD		
Schedule	Product		Mode		
<b>2+6 GALLONS RECEIVED TAX UNPAID AND GALLONS DELIVERED TO SOLD TO KENTUCKY LICENSED DEALERS TAX UNPAID</b>	<b>065 GASOLINE</b>		<b>Truck</b>		

Origin Terminal

Origin City  Origin State

Seller Name

Buyer Name

## 7.2 BOL Lines

#	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.

Filing Type INTERNET	Report Period 201710	Return Type ORIGINAL	Filer Type	Account Number	Postmark
Schedule <b>2 GALLONS RECEIVED TAX UNPAID</b>			Product <b>D65 PERCENTAGE OF BIODIESEL - DYED</b>		Mode <b>Rail</b>

Origin Terminal	<input type="text" value="Begin typing to search..."/>	Origin State	<input type="text" value=""/>
Origin City	<input type="text" value=""/>		
Seller Name	<input type="text" value="Begin typing to search..."/>		
Buyer Name	<input type="text" value="Begin typing to search..."/>		

<input type="button" value="+ ADD ROW (CTRL+A)"/> <input type="button" value="➕ ADD 10 BLANK ROWS (CTRL+T)"/> <input type="button" value="📄 COPY ROW (CTRL+R)"/> <input type="button" value="⊗ DELETE ROW (CTRL+D)"/> <input type="button" value="💾 SAVE (CTRL+S)"/>									
#	Destination Terminal	Destination City	State	Date	BOL Number	Net Gallons	Gross Gallons	Billed Gallons	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 7.3 Copy Schedule

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

Filing Type INTERNET	Report Period 201710	Return Type ORIGINAL	Filer Type	Account Number	Postmark
Schedule <b>2 GALLONS RECEIVED TAX UNPAID</b>			Product <b>D65 PERCENTAGE OF BIODIESEL - DYED</b>		Mode <b>Rail</b>

Origin Terminal	<input type="text" value="Begin typing to search..."/>	KENTON AR
Origin City	<input type="text" value=""/>	Origin State
Seller Name	<input type="text" value="Begin typing to search..."/>	
Buyer Name	<input type="text" value="Begin typing to search..."/>	

<input type="button" value="+ ADD ROW (CTRL+A)"/> <input type="button" value="➕ ADD 10 BLANK ROWS (CTRL+T)"/> <input type="button" value="📄 COPY ROW (CTRL+R)"/> <input type="button" value="⊗ DELETE ROW (CTRL+D)"/> <input type="button" value="💾 SAVE (CTRL+S)"/>									
#	Destination Terminal	Destination City	State	Date	BOL Number	Net Gallons	Gross Gallons	Billed Gallons	
1			KY	10/01/2017	12344	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.

Filing Type	Report Period	Return Type	Filer Type	Account Number	Postmark
INTERNET	201710	ORIGINAL	PD	1479	
Schedule	Product		Mode		
<b>2 GALLONS RECEIVED TAX UNPAID</b>	<b>065 GASOLINE</b>		<b>Truck</b>		

Origin Terminal	T61KY3276 - MPLX PADUCAH <a href="#">Begin typing to search...</a>	<b>MPLX Paducah - T61KY3276</b> Highway 62 & MAPLLC Road Paducah, KY 42003
Origin City	PADUCAH <a href="#">Begin typing to search...</a>	Origin State
Seller Name	BOB BUKY EXCAVATING <a href="#">Begin typing to search...</a>	KY - KENTUCKY
Buyer Name	C E TAYLOR OIL INC <a href="#">Begin typing to search...</a>	

<input type="button" value="+ ADD ROW (CTRL+A)"/> <input type="button" value="⊕ ADD 10 BLANK ROWS (CTRL+T)"/> <input type="button" value="📄 COPY ROW (CTRL+R)"/> <input type="button" value="⊗ DELETE ROW (CTRL+D)"/> <input type="button" value="📄 SAVE (CTRL+S)"/>								
#	Destination Terminal	Destination City	State	Date	BOL Number	Net Gallons	Gross Gallons	Billed Gallons
1		LOUISVILLE	KY	10/01/2017	23455	4,000	5,000	8,000

	Origin Code	Origin City	State	Seller Name	Seller Tax...	Buyer Name	Buyer Tax...	Net Gallons
▶								
<b>(2) GALLONS RECEIVED TAX UNPAID (065) GASOLINE via Truck</b> Net(4,000) Gross(5,000)								
<b>(2) GALLONS RECEIVED TAX UNPAID (D65) PERCENTAGE OF BIODIESEL - DYED via Rail</b> Net(5,000) Gross(7,000)								

Go to page:  Show rows:  1-2 of 2

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



EXPAND		SHOW ERRORS		Origin Code	Origin City	State	Seller Name	Seller Tax...	Buyer Name	Buyer Tax...	Net Gallons
(2) GALLONS RECEIVED TAX UNPAID (065) GASOLINE via <b>Truck</b> Net(4,000) Gross(5,000)											
EDIT	T61KY3276	PADUCAH	KY	BOB BUKY EXCAVAT...	610865573	C E TAYLOR OIL INC	351599245	4,000			
(2) GALLONS RECEIVED TAX UNPAID (065) PERCENTAGE OF BIODIESEL - DYED via <b>Rail</b> Net(5,000) Gross(7,000)											
EDIT		KENTON	AR	ARBUCKLE FARMS	611077432	C E TAYLOR OIL INC	351599245	5,000			

Go to page: 1 Show rows: 10 1-2 of 2

## 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

Home / In-Process Fuel Tax Report List / Schedule Edit / In-Process Fuel Tax Report

PAGE HELP HOW DO I? INSTRUCTIONS

### In-Process Fuel Tax Report

Report Period: 201710 Postmark: Filing Type: INTERNET Return Type: ORIGINAL

Filer Type: DISTRIBUTOR No Activity?

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.

GASOLINE Credit: \$0.00 ENVIRONMENTAL FEE Credit: \$0.00 SPECIAL FUEL Credit: \$0.00

[← FUEL REPORT LIST](#)
[SHOW REPORT SUMMARY](#)
[PRINT PERIOD SCHEDULES](#)
[DELETE FUEL TAX REPORT](#)
[SAVE FUEL TAX 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.

ORIGINAL - 201710

Section I

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

Section II

Item	GASOLINE	SPECIAL FUEL	LIQUEFIED PETROLEUM GAS no license	ENVIRONMENTAL FEE
1 Schedule 2 Receipts	4,000	5,000	0	9,000
2 Schedule 2A Receipts	0	0	0	0
3 Schedule 2B Receipts	0	0	0	0
4 Schedule 3 Receipts	0	0	0	0
5 Schedule 5 Receipts	0	0	0	0
6 Schedule 5D Receipts	0	0	0	0
7 Total Receipts	4,000	5,000	0	9,000
8 Schedule 6 Deductions	0	0	0	0
9 Schedule 7 Deductions	0	0	0	0

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

Dealers Compensation				
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

Credit Amount: \$0.00  
 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



Commonwealth of Kentucky  
 Department of Revenue / Division of Miscellaneous  
 Motor Fuels Report

Customer: EF TEST

FEIN/SSN: [REDACTED]  
 Return Type: ORIGINAL

Period:  
 10/2017  
 Postmark Date:  
 10/27/17 12:39 PM

Section I - Tax Computation	Gasoline	Special Fuel	Liquified Petroleum Gas	Environmental Fee
	[REDACTED]	[REDACTED]	No license	[REDACTED]
Total Gallons Subject to	10000	0	0	10000
Gross Tax Liability	2460	0	0	140
Tax Rate Adj for gallons in	0	0	0	0
SCHEDULE 9	0	0	0	0
SCHEDULE 10A	0	0	0	0
SCHEDULE 10G	0	0	0	0
SCHEDULE 10 I	0	0	0	0
SCHEDULE 10J	0	0	0	0
Total Non Highway	0	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.

**CONFIRM Certification** x

---

By certifying this file you are indicating that it is ready to be submitted to the Kentucky Department of Revenue. Do you want to continue?

NO, CANCEL CERTIFICATION REQUEST
YES, CONTINUE

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

Home / In-Process Fuel Tax Report List / In-Process Fuel Tax Report

PAGE HELP HOW DO I? INSTRUCTIONS

### In-Process Fuel Tax Report

Report Period: 201710

Postmark:

Filing Type: INTERNET

Return Type: ORIGINAL

Filer Type: DISTRIBUTOR

No Activity?

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.

GASOLINE Credit: \$0.00

ENVIRONMENTAL FEE Credit: \$0.00

SPECIAL FUEL Credit: \$0.00

← FUEL REPORT LIST SHOW REPORT SUMMARY PRINT PERIOD SCHEDULES DELETE FUEL TAX REPORT SAVE FUEL TAX REPORT

## 8. In- Process Report

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

Home / Schedule Edit / In-Process Fuel Tax Report

PAGE HELP HOW DO I? INSTRUCTIONS

### In-Process Fuel Tax Report

Report Period: 201710

Postmark:

Filing Type: INTERNET

Return Type: ORIGINAL

Filer Type: DISTRIBUTOR

No Activity?

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.

GASOLINE Credit: \$-2,616.02

ENVIRONMENTAL FEE Credit: \$-124.58

SPECIAL FUEL Credit: \$0.00

← FUEL REPORT LIST SHOW REPORT SUMMARY PRINT PERIOD SCHEDULES DELETE FUEL TAX REPORT SAVE FUEL TAX REPORT

- The following screen will display

Home / In-Process Fuel Tax Report List PAGE HELP HOW DO I? INSTRUCTIONS

### In-Process Fuel Tax Report List

RESET

Filer Account	Period	Type	File Type	Filer Type	Postmark	Tax	Credit	Tax Due	Errors?	EF Credit	EF Gallons
									<input type="checkbox"/>		
	201710	ORIGINAL	INTERNET	DISTRIB...		\$1,272.33	\$0.00	\$1,272.33	<input type="checkbox"/>		5,000

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

Home / In-Process Fuel Tax Report List / In-Process Fuel Tax Report PAGE HELP HOW DO I? INSTRUCTIONS

### In-Process Fuel Tax Report

Report Period: 201710 | Postmark: | Filing Type: INTERNET | Return Type: ORIGINAL

Filer Type: DISTRIBUTOR | No Activity?:

**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.

GASOLINE Credit: \$0.00 | ENVIRONMENTAL Fee Credit: \$0.00 | SPECIAL FUEL Credit: \$0.00

[FUEL REPORT LIST](#) | 
 [SHOW REPORT SUMMARY](#) | 
 [PRINT PERIOD SCHEDULES](#) | 
 [DELETE FUEL TAX REPORT](#) | 
 [SAVE FUEL TAX REPORT](#)

### Schedules

Categories: - Please Select -

Schedule: - Please Select - | Product: - Please Select - | Mode: Truck

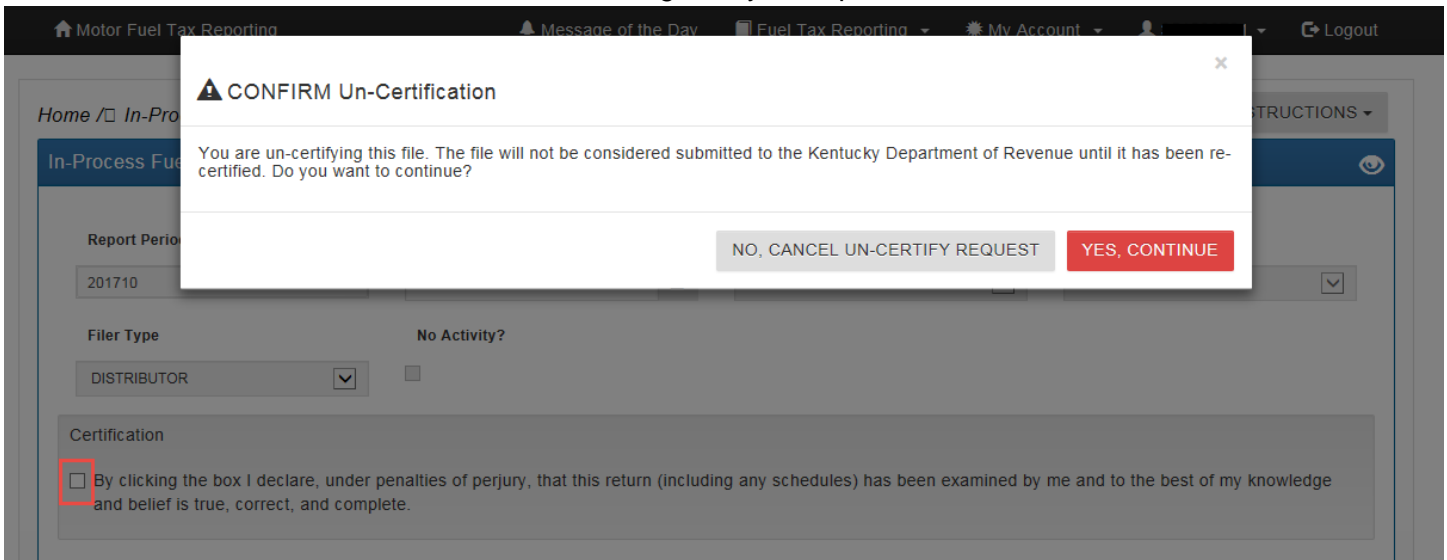
[+ ADD SCHEDULE](#)

EXPAND SHOW ERRORS

Origin Code	Origin City	State	Seller Name	Seller Tax...	Buyer Name	Buyer Tax...	Net Gallons
(2) GALLONS RECEIVED TAX UNPAID (086) GASOLINE via Truck Net(5,000) Gross(5,000)							

- 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.



- 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.

Home /> Filed Fuel Tax Reports

FILED FUEL TAX REPORTS

	Filer A...	Period	Type	File Type	Filer Type	Postmark	Tax	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	<input checked="" type="checkbox"/>		6,000	
▼	██████	201709	ORIGINAL	INTERNET	DISTRIBU...	10/21/2017	\$1,017.86	\$0.00	\$1,017.86	<input type="checkbox"/>		4,000	
▼	██████	201708	ORIGINAL	INTERNET	DISTRIBU...	9/18/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>		0	
▼	██████	201707	ORIGINAL	INTERNET	DISTRIBU...	8/22/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>		275	
▼	██████	201706	ORIGINAL	INTERNET	DISTRIBU...	7/18/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>		719	
▼	██████	201705	ORIGINAL	INTERNET	DISTRIBU...	6/14/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>		500	
▼	██████	201704	ORIGINAL	INTERNET	DISTRIBU...	5/18/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>		191	
▼	██████	201703	ORIGINAL	INTERNET	DISTRIBU...	4/21/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>		436	
▼	██████	201702	ORIGINAL	INTERNET	DISTRIBU...	3/13/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>		0	

- Click On the drop down to View summary or Amend report

Home /> Filed Fuel Tax Reports

FILED FUEL TAX REPORTS

	Filer A...	Period	Type	File Type	Filer Type	Postmark	Tax	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	<input checked="" type="checkbox"/>		6,000	
▼	██████	201709	ORIGINAL	INTERNET	DISTRIBU...	10/21/2017	\$1,017.86	\$0.00	\$1,017.86	<input type="checkbox"/>		4,000	
▼	██████	201708	ORIGINAL	INTERNET	DISTRIBU...	9/18/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>		0	
▼	██████	201707	ORIGINAL	INTERNET	DISTRIBU...	8/22/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>		275	
▼	██████	201706	ORIGINAL	INTERNET	DISTRIBU...	7/18/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>		719	
▼	██████	201705	ORIGINAL	INTERNET	DISTRIBU...	6/14/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>		500	
▼	██████	201704	ORIGINAL	INTERNET	DISTRIBU...	5/18/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>		191	
▼	██████	201703	ORIGINAL	INTERNET	DISTRIBU...	4/21/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>		436	
▼	██████	201702	ORIGINAL	INTERNET	DISTRIBU...	3/13/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>		0	

View Summary  
Create Amended Report

## 9.1 View Summary

Filed Fuel Tax Report				
Filing Type	Report Period	Return Type	Postmark	<a href="#">PRINT PERIOD SCHEDULES</a>
INTERNET	201709	ORIGINAL	10/21/2017	
ORIGINAL - 201709				
Section I				
Item	GASOLINE	SPECIAL FUEL	LIQUEFIED PETROLEUM GAS no license	ENVIRONMENTAL FEE
1 Total Gallons Subject to Tax	4,000	0	0	4,000
2 Gross Tax Liability	\$984.00	\$0.00	\$0.00	\$56.00
3 Tax Rate Adj for gallons in inventory	\$0.00	\$0.00	\$0.00	\$0.00
4 Schedule 9	\$0.00	\$0.00	\$0.00	\$0.00
5 Schedule 10A	\$0.00	\$0.00	\$0.00	\$0.00
6 Schedule 10G	\$0.00	\$0.00	\$0.00	\$0.00
7 Schedule 10I	\$0.00	\$0.00	\$0.00	\$0.00
8 Schedule 10J	\$0.00	\$0.00	\$0.00	\$0.00
9 Total Non-Highway Credits	\$0.00	\$0.00	\$0.00	\$0.00
10 Tax Due After Tax Rate Adj & Credits	\$984.00	\$0.00	\$0.00	\$56.00
11 Dealers	\$22.14	\$0.00	\$0.00	\$0.00
Section II				
Item	GASOLINE	SPECIAL FUEL	LIQUEFIED PETROLEUM GAS no license	ENVIRONMENTAL FEE
1 Schedule 2 Receipts	4,000	0	0	4,000
2 Schedule 2A Receipts	0	0	0	0
3 Schedule 2B Receipts	0	0	0	0
4 Schedule 3 Receipts	0	0	0	0
5 Schedule 5 Receipts	0	0	0	0
6 Schedule 5D Receipts	0	0	0	0
7 Total Receipts	4,000	0	0	4,000
8 Schedule 6 Deductions	0	0	0	0
9 Schedule 7	0	0	0	0

## 9.2 Create Amended Return

Filed Fuel Tax Reports												
Filer A...	Period	Type	File Type	Filer Type	Postmark	Tax	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	<input type="checkbox"/>		6,000	
▼				INTERNET DISTRIBU...	10/21/2017	\$1,017.86	\$0.00	\$1,017.86	<input type="checkbox"/>		4,000	
▼				INTERNET DISTRIBU...	9/18/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>		0	
▼				INTERNET DISTRIBU...	8/22/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>		275	
▼	██████	201706	ORIGINAL	INTERNET DISTRIBU...	7/18/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>		719	
▼	██████	201705	ORIGINAL	INTERNET DISTRIBU...	6/14/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>		500	
▼	██████	201704	ORIGINAL	INTERNET DISTRIBU...	5/18/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>		191	
▼	██████	201703	ORIGINAL	INTERNET DISTRIBU...	4/21/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>		436	
▼	██████	201702	ORIGINAL	INTERNET DISTRIBU...	3/13/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>		0	
▼	██████	201701	ORIGINAL	INTERNET DISTRIBU...	2/28/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>		0	

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

Home / [Filed Fuel Tax Reports](#) / [In-Process Fuel Tax Report](#) PAGE HELP HOW DO I? INSTRUCTIONS

### In-Process Fuel Tax Report

Select the Fuel Tax Report Period. The Return Type will be filled in for you automatically. Press Start Fuel Tax Report to start adding Schedule information.

<b>Report Period</b> <input type="text" value="201708"/>	<b>Postmark</b> <input type="text"/>	<b>Filing Type</b> <input type="text" value="INTERNET"/>	<b>Return Type</b> <input type="text" value="AMENDED"/>
<b>Filer Type</b> <input type="text" value="PD"/>	<b>No Activity?</b> <input type="checkbox"/>		
<b>GASOLINE Credit</b> <input type="text" value="\$0.00"/>	<b>ENVIRONMENTAL FEE Credit</b> <input type="text" value="\$0.00"/>	<b>LIQUEFIED PETROLEUM GAS Credit</b> <input type="text" value="\$0.00"/>	<b>SPECIAL FUEL Credit</b> <input type="text" value="\$0.00"/>

[← FUEL REPORT LIST](#)   [START FUEL TAX REPORT](#)

## 10. Create Report for Terminal Operator

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

Home PAGE HELP HOW DO I? INSTRUCTIONS

**Message of the Day:** Welcome to the Kentucky Department of Revenue's Motor Fuel application.

Fuel Tax Reporting	My Account
<ul style="list-style-type: none"> <li><a href="#">+ Create Report For Distributors</a></li> <li style="border: 2px solid red; padding: 2px;"><a href="#">+ Create Report For Terminal Operators</a></li> <li><a href="#">Upload EDI File</a></li> <li><a href="#">In-Process Fuel Tax Report List</a></li> <li><a href="#">Filed Fuel Tax Reports</a></li> <li><a href="#">Kentucky Transporters</a></li> <li><a href="#">Kentucky Terminal Operators</a></li> <li><a href="#">Kentucky Licensed Fuel Distributors</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Fuel Tax Balance Summary</a></li> <li><a href="#">Change Password</a></li> <li><a href="#">Address Information</a></li> <li><a href="#">Contact Information</a></li> </ul>

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



In-Process Fuel Tax Report

Select the Fuel Tax Report Period. The Return Type will be filled in for you automatically. Press Start Fuel Tax Report to start adding Schedule information.

<b>Report Period</b> - Please Select -	<b>Postmark</b> 	<b>Filing Type</b> INTERNET	<b>Return Type</b> - Please Select -
<b>Filer Type</b> TO	<b>Accounts</b> - Please Select -	<b>No Activity?</b> <input type="checkbox"/>	
<b>Start Inventory Gasoline</b> 0	<b>End Inventory Gasoline</b> 0	<b>Start Inventory Special Fuel</b> 0	<b>End Inventory Special Fuel</b> 0
<b>GASOLINE Credit</b> \$0.00	<b>ENVIRONMENTAL FEE Credit</b> \$0.00	<b>LIQUEFIED PETROLEUM GAS Credit</b> \$0.00	<b>SPECIAL FUEL Credit</b> \$0.00

[← FUEL REPORT LIST](#) [START FUEL TAX REPORT](#)

- Select the schedule

<b>Report Period</b> 201710	<b>Postmark</b> 	<b>Filing Type</b> INTERNET	<b>Return Type</b> ORIGINAL
<b>Filer Type</b> TO	<b>Accounts</b> [REDACTED]	<b>No Activity?</b> <input type="checkbox"/>	
<b>Start Inventory Gasoline</b> 1000	<b>End Inventory Gasoline</b> 9000	<b>Start Inventory Special Fuel</b> 10000	<b>End Inventory Special Fuel</b> 9000

**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.

<b>GASOLINE Credit</b> \$0.00	<b>ENVIRONMENTAL FEE Credit</b> \$0.00	<b>SPECIAL FUEL Credit</b> \$0.00
----------------------------------	---	--------------------------------------

[← FUEL REPORT LIST](#) [SHOW REPORT SUMMARY](#) [PRINT PERIOD SCHEDULES](#) [DELETE FUEL TAX REPORT](#) [SAVE FUEL TAX REPORT](#)

Schedules

<b>Categories</b> GD	<b>Schedule</b> 15A-TOTAL RECEIPTS NET GALLONS	<b>Product</b> 071-GASOLINE MTBE	<b>Mode</b> Truck
-------------------------	---	-------------------------------------	----------------------

[+ ADD SCHEDULE](#)

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

Filing Type INTERNET	Report Period 201710	Return Type ORIGINAL	Filer Type TO	Account Number [REDACTED]	Postmark
Schedule 15A TOTAL RECEIPTS NET GALLONS			Product 065 GASOLINE		Mode Truck

Origin Terminal	[REDACTED]	[REDACTED]
Origin City	[REDACTED]	Origin State KY - KENTUCKY
Seller Name	[REDACTED]	
Buyer Name	[REDACTED]	

[← FUEL REPORT](#)
[⊞ CANCEL](#)
[📄 COPY SCHEDULE](#)
[✖ DELETE](#)
[📄 SAVE BILL OF LADING](#)

#	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 1000	End Inventory Gasoline 1000	Start Inventory Special Fuel 0	End Inventory Special Fuel 0
----------------------------------	--------------------------------	-----------------------------------	---------------------------------

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.

ORIGINAL - 201709

Section I			Section II		
Item	GASOLINE 88031	SPECIAL FUEL 88031	Item	GASOLINE 88031	SPECIAL FUEL 88031
1 Beginning Inventory	1,000	0	1 Schedule 15A Receipts	8,000	0
2 Total Receipts (Schedule 15A)	8,000	0	2 Schedule 15B Deductions	0	0
3 Total Gallons Available	9,000	0			
4 Total Disbursements (Schedule 15B)	0	0			
5 Gallons Available (Less Disbursements)	9,000	0			
6 Stock (Gains) and Losses	8,000	0			
7 Actual Ending Inventory	1,000	0			
8 Allowance for Actual Loss	67	0			
9 Excessive Actual Loss not allowed	7,933	0			


Credit Amount: \$0.00  
Total Amount Due: \$0.00  
Postmarked:  
Late Filing Penalty: \$0.00

[📄 FUEL REPORT SUMMARY](#)

[← FUEL REPORT LIST](#)
[⊞ HIDE REPORT SUMMARY](#)
[📄 PRINT PERIOD SCHEDULES](#)
[✖ DELETE FUEL TAX REPORT](#)
[📄 SAVE FUEL TAX REPORT](#)

- 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



**Commonwealth of Kentucky**  
 Department of Revenue / Division of Miscellaneous  
 Motor Fuels  
 Frankfort, KY 40620

**Motor Fuels Tax Section**  
 Station 63  
 PO Box 1303  
 Frankfort, KY 40602-1303  
 Ph: (502)-564-3853  
 KRC.WEBResponseMotorFuels@ky.gov

**Customer:**  
XXXXXXXXXX

**Return Type:**  
 ORIGINAL

**Month/Year:**  
 09 / 2017

**FEIN/SSN:**  
XXXXXXXXXX

**Postmark Date:**  
 null

	Gasoline 88031	Special Fuel 88031
Begin Inventory	1000	0
Total Receipts (Schedule 15A)	8000	0
Total Gallons Available	9000	0
Total Disbursements (Schedule 15B)	0	0
Gallons Available ( Less Stock (Gains) and Losses	9000	0
Actual Ending Inventory	8000	0
Allowance for Actual Loss	1000	0
Excessive Actual Loss not allowed	67	0
	7933	0
	<b>Gasoline</b>	<b>Special Fuel</b>
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

Home / [Filed Fuel Tax Reports](#) PAGE HELP HOW DO I? INSTRUCTIONS

Filed Fuel Tax Reports

	Filer A...	Period	Type	File Type	Filer Type	Postmark	Tax	Credit	Tax Due	No Act?	EF Credit	EF Gallons	GD Credit
▼	██████	201708	ORIGINAL	EDI	TERMINA...	9/22/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>			
▼				AL	DISTRIBU...	9/22/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>		0	
▼				AL	TERMINA...	8/22/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>			
▼	██████	201707	ORIGINAL	EDI	DISTRIBU...	8/22/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>		0	
▼	██████	201706	ORIGINAL	EDI	DISTRIBU...	7/25/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>		0	
▼	██████	201706	ORIGINAL	EDI	TERMINA...	7/25/2017	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>			

## 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 ▾

**Message of the Day:** Welcome to the Kentucky Department of Revenue's Motor Fuel application.

### Fuel Tax Reporting

- + Create Report For Transporters**
- Upload EDI File
- In-Process Fuel Tax Report List
- Filed Fuel Tax Reports
- Kentucky Transporters
- Kentucky Terminal Operators

### My Account

- Change Password
- Address Information
- Contact Information

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

Select the Fuel Tax Report Period. The Return Type will be filled in for you automatically. Press Start Fuel Tax Report to start adding Schedule information.

<b>Report Period</b> 201709 ▾	<b>Postmark</b> <input type="text"/>	<b>Filing Type</b> INTERNET ▾	<b>Return Type</b> ORIGINAL ▾
<b>Filer Type</b> TR ▾	<b>Accounts</b> - Please Select - ▾	<b>No Activity?</b> <input type="checkbox"/>	

[← FUEL REPORT LIST](#)   [START FUEL TAX REPORT](#)

- Select the schedule

## Schedules

### Categories

GD

### Schedule

14-TRANSPORTER DELIVERY SCHEDULES

### Product

065-GASOLINE

### Mode

Truck

+ ADD SCHEDULE

EXPAND SHOW ERRORS

	Origin Code	Origin City	State	Seller Name	Seller Tax...	Buyer Name	Buyer Tax...	Net Gallons

- 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 Number	Postmark
INTERNET	201710	ORIGINAL	TR		
Schedule			Product		Mode
<b>14 TRANSPORTER DELIVERY SCHEDULES</b>			<b>065 GASOLINE</b>		<b>Truck</b>

Origin Terminal

Origin City

Seller Name

Buyer Name

Origin State

← FUEL REPORT

⊖ CANCEL

📄 COPY SCHEDULE

✖ DELETE

📄 SAVE BILL OF LADING

+ ADD ROW (CTRL+A) + ADD 10 BLANK ROWS (CTRL+T) 📄 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

- Below is the report summary Click on Fuel report → show report summary.

Home / Schedule Edit / In-Process Fuel Tax Report PAGE HELP HOW DO I? INSTRUCTIONS

### In-Process Fuel Tax Report

**Report Period**  
201710

**Postmark**  
[Empty]

**Filing Type**  
INTERNET

**Return Type**  
ORIGINAL

**Filer Type**  
TRANSPORTER

**Accounts**  
[Redacted]

**No Activity?**

**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.

ORIGINAL - 201710

**Section I**

Item	GA SOLINE 30010	SPECIAL FUEL 30010
1 Total Gallons Transported	8,000	0

**Section II**

Item	GA SOLINE 30010	SPECIAL FUEL 30010
1 Schedule 14 Receipts	8,000	0

Credit Amount: \$0.00  
 Total Amount Due: \$0.00  
 Postmarked:  
 Late Filing Penalty: \$0.00

[FUEL REPORT SUMMARY](#)

[← FUEL REPORT LIST](#)
[HIDE REPORT SUMMARY](#)
[PRINT PERIOD SCHEDULES](#)
[✕ DELETE FUEL TAX REPORT](#)
[↓ SAVE FUEL TAX REPORT](#)

## 12. Upload EDI file

- Click to upload the file

Motor Fuel Tax Reporting Message of the Day Fuel Tax Reporting My Account [Redacted] Logout

Home PAGE HELP HOW DO I? INSTRUCTIONS

**Message of the Day:** Welcome to the Kentucky Department of Revenue's Motor Fuel application.

**Fuel Tax Reporting**

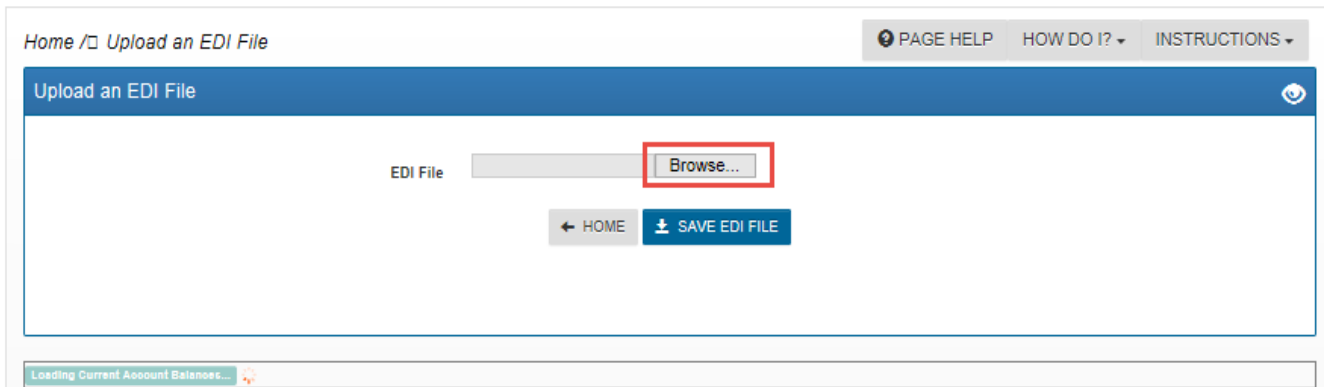
- [+ Create Report For Distributors](#)
- [+ Create Report For Terminal Operators](#)
- [📄 Upload EDI File](#)
- [📄 In-Process Fuel Tax Report List](#)
- [📄 Filed Fuel Tax Reports](#)
- [📄 Kentucky Transporters](#)
- [📄 Kentucky Terminal Operators](#)
- [📄 Kentucky Licensed Fuel Distributors](#)

**My Account**

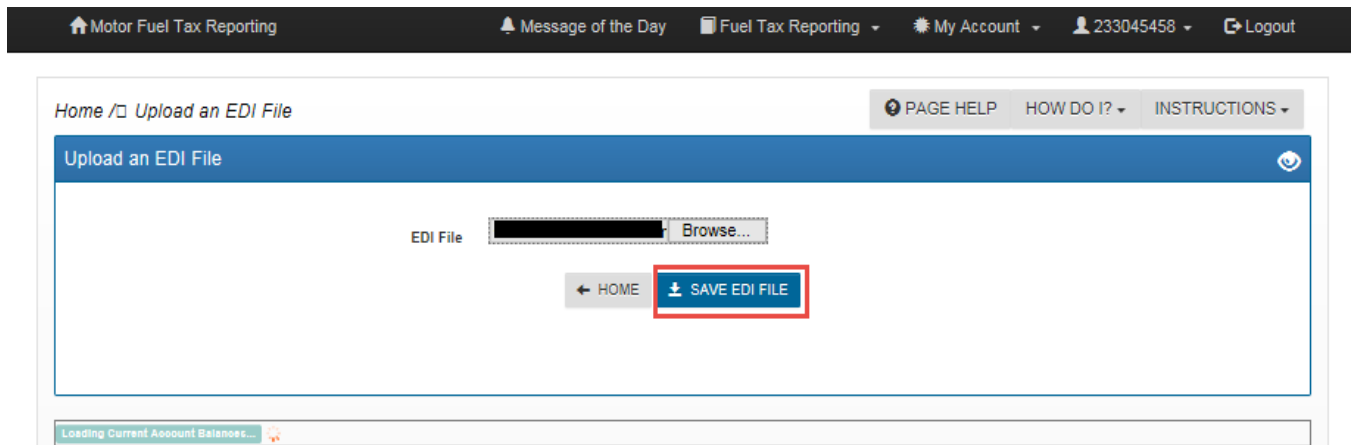
- [✎ Change Password](#)
- [📍 Address Information](#)
- [📄 Contact Information](#)

Loading Current Account Balance...

- 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.



- Click Save EDI File – pop up message “Please wait while the EDI file is uploaded”



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

Upload an EDI File

Uploaded EDI file have invalid Taxid

EDI File C:\Users\reve223\Desktop Browse...

← HOME

SAVE EDI FILE