

Motor Oil Sales & Purchases Assessment Fee Return Instructions

Company name – enter your company’s name here.

Contact person – enter the name of the person within your company who has knowledge of motor oil gallonage purchased and/or manufactured.

Mailing address – enter your company’s mailing address including city, state, and zip code.

First Time Applicant – check this box if you have not previously filed a motor oil assessment fee return.

Established Applicant – check this box if you have previously filed a motor oil assessment fee return under the same business name.

For Quarter Ending – Enter the quarter ending date (i.e., 3/31/10).

Check Box – Check the box if your company’s mailing address on this return changed since the last return submitted.

Gallons Imported, Purchased or Manufactured – enter the number of gallons of motor oil purchased or manufactured by your company during each month of the reporting quarter. **This should not be a negative number.**

Gallons with Fee Paid to Supplier – enter the number of gallons of motor oil your company purchased where the supplier charged you the motor oil assessment fee and included it on the invoice. **This number should not be greater than the number in column A.**

Fee Assessable Gallons – this is the number of gallons of motor oil purchased or manufactured minus the number of gallons of motor oil where the fee was paid to your company’s supplier. **This should not be a negative number.**

Total Assessable Gallons Subject to Fee – this is the sum of the gallonage contained in column (C) Fee Assessable Gallons.

The Total Assessable Gallons Subject to Fee is multiplied by three cents (\$0.03) to arrive at the amount owed for the past quarter. If the fee is not paid and postmarked within 30 days after the end of the quarter, a 10% penalty must be added.

Please print the authorized representative’s name, include their title and telephone number. Sign and date the return and mail it with the proper remittance to the Department of Food and Agriculture at the address on the form.