

## Motor Oil Fee Return Form 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, imported, 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 fee return.

**Motor Oil Dealer Permit Number**- Division of Measurement Standards assigns this number.

**For Quarter Ending** – Enter the quarter ending date (e.g., 3/31/13).

**Annual Return Filing** - check here if you are producing, importing, or selling quantities less than or equal to 5000 gallons per year and wish to apply for authorization to file an annual return. Your reporting period will be established for the fiscal year (e.g., July 1, to June 30) in which your application is accepted.

**Gallons Imported, Purchased or Manufactured** – enter the number of gallons of motor oil purchased, imported, 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, imported, or manufactured where the supplier charged you the motor oil 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, imported, 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.

**Calculating the Correct Fee Amount to Remit** –The Total Assessable Gallons Subject to Fee is multiplied by four cents (\$0.04) 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.

**Sign and Return** – Make sure the authorized representative’s name, title and telephone number is printed on the Return Form. Sign and date the form and mail it with the proper remittance to the California Department of Food and Agriculture at the address on the form.