



# Quarterly Inventory Report by Retail Service Stations and Fixed Base Operators

Do not attach this report to your sales tax return or use it to report sales or to remit sales tax due. This is an information report, not a sales tax return.

Sales tax vendor identification number	Business telephone number ( )		<b>Change of Business Information</b> If your mailing address is incorrect on the label and you have not previously notified us, enter your correct mailing address next to your preprinted address. If your mail is forwarded to a paid preparer or you have any other change (name, ID#, physical address or owned/officer responsible person information) complete Form DTF-95.1s found in the quarterly or part-quarterly sales tax return, or Form DTF-95, <i>Change of Business Information</i> . To request Form DTF-95, call the Business Tax Information Center (see telephone number listed on back of form).
Legal name			
DBA			
Street			
City	State	ZIP code	

Use labeled form and return envelope for filing your report.

For the period September 1, 1998, through November 30, 1998 (due December 25, 1998).

- This information report must be filed quarterly by every retail vendor purchasing, selling or using motor fuel or diesel motor fuel. This form should be used to report the requested information for all business locations for which you file sales tax returns under the sales tax identification number indicated above. You must file a separate report, Form FT-943, for each location having a separate sales tax identification number.
- This inventory report must be used to account for motor fuel or diesel motor fuel held at retail service stations (including fixed bases) and is to be filed in addition to any other inventory report required as a result of your other business activities.
- Failing to file this report or willfully filing a false report is a misdemeanor.
- This report must be filed within 25 days of the end of the quarter covered by this report.

Please read the instructions for each part before completing this report.

### Part I - Business Description

Check the box(es) that describe(s) your motor fuel or diesel motor fuel business. You may check more than one box.

- 1. Service station operator
- 2. Motor fuel or diesel motor fuel wholesaler or jobber
- 3. Registered distributor of motor fuel #M — \_\_\_\_\_
- 4. Registered distributor of diesel motor fuel #D — \_\_\_\_\_
- 5. Registered distributor of kero-jet fuel #K — \_\_\_\_\_

### Part II - Inventory Reconciliation (report by type of fuel)

For lines 1-5, add amounts in columns A, B, and C and enter totals in column D. Enter figures for diesel motor fuel in column E (for kero-jet fuel, preface the number of gallons with a capital "K").

- Line 1** — Indicate by gallons and type of fuel, the retail service station or fixed-base inventory on hand at the beginning of the quarter being reported. The opening inventory should be the same as the previous quarter's closing inventory; attach an explanation if these figures do not correspond.
- Line 2** — Enter by type, the number of gallons of motor fuel or diesel motor fuel purchased during the quarter or transferred from your non-retail marketing locations to your retail service stations (or fixed bases).
- Line 3** — Add lines 1 and 2 to determine the amount of motor fuel or diesel motor fuel available for sale.
- Line 4** — Enter by type, the number of gallons of motor fuel or diesel motor fuel sold or used during the quarter.
- Line 5** — Subtract line 4 from line 3. The amount entered on line 5 is your closing inventory for the quarter being reported and should also be your opening inventory for the next quarter.

		Motor Fuel			E	
		A	B	C	D	E
		Regular Unleaded*	Mid-grade Unleaded	Premium Unleaded**	Total (A + B + C)	Diesel Motor Fuel***
1	Opening inventory .....	gal.	gal.	gal.	gal.	gal.
2	Additions to inventory (see instruction above) .....	gal.	gal.	gal.	gal.	gal.
3	Fuel available for sale (add lines 1 and 2) .....	gal.	gal.	gal.	gal.	gal.
4	Fuel sold or used .....	gal.	gal.	gal.	gal.	gal.
5	Closing inventory (subtract line 4 from line 3) .....	gal.	gal.	gal.	gal.	gal.

\* Unleaded fuel includes kerosene compounds and propane.  
 \*\* Premium fuel includes unleaded premium and aviation gasoline.  
 \*\*\* Diesel motor fuel is kerosene (including kero-jet), crude oil and middle distillates or motor fuels suitable for use in the operation of an engine of the diesel type.

**Part III - Summary of Motor Fuel and Diesel Motor Fuel Purchases**

Retail vendors must report motor fuel (if not registered as a motor fuel distributor) and diesel motor fuel purchases (if not registered as a diesel motor fuel or kero jet fuel distributor). Complete Columns A through D for appropriate fuels purchased this quarter.

**Column A — For motor fuel purchases:**

Enter the name and identification number of the supplier from whom the fuel was purchased as it appears on either Form FT-935, *Certification of Prepayment of Sales Tax and Payment of Motor Fuel Tax and the Petroleum Business Tax*, or other document given to you certifying that the taxes were paid. List all suppliers from whom you purchase motor fuel.

If you are a wholesaler, jobber, etc., and reported a transfer of motor fuel from your non-retail marketing locations to your retail service station in Part III of Form FT-945/1045, *Report of Sales Tax Prepayment on Motor Fuel/Diesel Motor Fuel*, enter **self** in column A and complete the information requested in columns C and D for that fuel.

**For diesel motor fuel purchases:**

Enter the name and identification number of the supplier from whom the fuel was purchased as it appears on either Form FT-1000, *Certification of Prepayment or Payment of Sales Tax and Payment of the Diesel Motor Fuel Tax and the Petroleum Business Tax*, or other document given to you certifying that the taxes were paid. List all suppliers from whom you purchase diesel motor fuel.

**Column B** — Enter the street and city address of each supplier listed in column A.

**Column C** — Indicate the type of fuel purchased by entering **U** (regular unleaded), **M** (mid-grade unleaded), **P** (premium unleaded), **D** (diesel) or **K** (kero-jet).

**Column D** — Enter the total number of gallons for each type of fuel purchased during the quarter from that supplier.

Enter the information requested in columns A through D for those purchases of automotive fuel made in New York State.

A Name and ID Number of Supplier	B Address of Supplier	C Type of Fuel	D Total Gallons Purchased
(Name) ..... (ID number)	.....		
.....	.....		
.....	.....		
.....	.....		
.....	.....		
.....	.....		

Attach additional sheets, if necessary, to report all suppliers for the reporting period.

Number of locations — Indicate the number of locations in New York State at which you make retail sales of motor fuel or diesel motor fuel and that are covered by this report.

**Need Help?**

**Telephone Assistance** is available from 8:30 a.m. to 4:25 p.m. (eastern time), Monday through Friday. For business tax information and forms, call the Business Tax Information Center at 1 800 972-1233. For general information, call toll free 1 800 225-5829. To order forms and publications, call toll free 1 800 462-8100. From areas outside the U.S. and outside Canada, call (518) 485-6800.

**Fax-on-Demand Forms Ordering System** - Most forms are available by fax 24 hours a day, 7 days a week. Call toll free from the U.S. and Canada 1 800 748-3676. You must use a Touch Tone phone to order by fax. A fax code is used to identify each form.

**Internet Access** - <http://www.tax.state.ny.us>  
Access our website for forms, publications, and information.

**Hotline for the Hearing and Speech Impaired** - If you have access to a telecommunications device for the deaf (TDD), you can get answers to your New York State tax questions by calling toll free from the U.S. and Canada 1 800 634-2110. Assistance is available from 8:30 a.m. to 4:15 p.m. (eastern time), Monday through Friday. If you do not own a TDD, check with independent living centers or community action programs to find out where machines are available for public use.

**Persons with Disabilities** - In compliance with the Americans with Disabilities Act, we will ensure that our lobbies, offices, meeting rooms, and other facilities are accessible to persons with disabilities. If you have questions about special accommodations for persons with disabilities, please call the information numbers listed above.

**Mailing Address** - If you need to write, address your letter to: NYS Tax Department, Taxpayer Assistance Bureau, W A Harriman Campus, Albany NY 12227.

Signature of owner or authorized representative		
Title	Telephone number ( )	Date
Signature of preparer (if other than vendor)	Telephone number ( )	Date

Mail to: **NYS TAX DEPARTMENT, PETROLEUM TRACKING UNIT, PO BOX 5500, ALBANY NY 12205-0500.**

If you are using any private delivery service, address your report to: **NYS DEPT. OF TAXATION & FINANCE, PETROLEUM TRACKING UNIT, BLDG #8-855, ALBANY NY 12227.** (Designated Private Delivery Services are listed in Publication 55. See **Need Help?** above for information on ordering forms and publications.)