



## RECEIPT SCHEDULE INSTRUCTIONS

Receipt schedules require detailed information regarding your company's receipts. Submit a separate schedule for each product type. Each receipt of product should be listed on a separate line. Purchases from suppliers must be grouped together, and a gallonage subtotal, by supplier, must be provided.

### Identifying Information

Distributor's Name and FEIN (License Number): Enter the name and license number as shown on monthly Liquid Fuels and Fuels Tax Report (REV-1096A). Circle a product code for each schedule prepared and indicate the appropriate schedule type as follows:

#### **Schedule Type:**

- 1 PA Tax-Paid Gallons Received and Placed in Inventory
- 1F PA Tax-Paid Gallons Received and Direct Shipped to Customers
- 2 Tax-Free Gallons Received (Resales) and Placed in Inventory
- 2F Tax-Free Gallons Received and Direct Shipped to Customers
- 3 Gallons Imported & Direct-Shipped to PA Customers
- 4 Gallons Imported into Tax-Free Storage in Pennsylvania

### Column Instructions

- Columns 1 & 2: **Carrier** - Enter the name and FEIN of the company that transports the product.
- Column 3: **Mode of Transport** - Enter the mode of transport. Use one of the following:  
J = Truck B = Barge R = Rail PL = Pipeline BA = Book Adj.  
S = Ship (Great Lakes or Ocean Vessel) GS = Gas Station CE = Summary  
ST = Stationary Transfer
- Column 4: **Point of Origin/Destination** - Enter the city/state the product was transported from/to. When received into or from a licensed IRS terminal, use the terminal code number (TCN).
- Column 5 & 6: **Acquired From** - Enter the name and FEIN of the company from which the product was acquired.
- Column 7: **Date Received** - Enter the date the product was received.
- Column 8: **Document Number** - If using your own equipment or a contract carrier, enter the identifying number from the bill of lading (BOL) issued at the terminal when product is removed from the rack. If using a common carrier, enter the carrier's BOL number. In the case of pipeline or barge movements, indicate the pipeline or barge ticket number.
- Column 9: **Net Gallons** - Enter the net number of gallons received.
- Column 10: **Gross Gallons** - Enter the gross number of gallons received.

NOTE: Distributors must report ALL transactions in either net or gross gallons.

**Provide a total for Column 9 or 10 on the last page of each schedule. Transfer the total to the appropriate receipt line on REV-1096B, Section I.**