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# Texas Schedule of Gallons Sold Tax-Free to Exempt Entities (Item 18)

You have certain rights under Chapters 552 and 559, Government Code, to review, request and correct information we have on file about you. Contact us at the address or phone number listed on this form.

#### Who Must File

All fuels tax license holders must report their tax-free sales of gasoline or diesel fuel to exempt entities on this schedule. Failure to file this schedule may result in collection action as prescribed by Title 2 of the Tax Code.

### For Assistance

For assistance with any Texas fuels tax questions, please contact the Texas State Comptroller's office at 800-252-1383.

#### **General Instructions**

- TYPE or PRINT all information
- Complete all applicable items that are not preprinted.
- If any preprinted information is not correct, mark out the incorrect item and write in the correct information.
- ROUND ALL GALLONAGE FIGURES TO WHOLE GALLONS.

## **Specific Instructions**

Item 1 -	Enter the name of the transporter	ſ.
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- Item 2 Enter the 11-digit taxpayer number of the transporter of the fuel.
- Item 3 Enter the name of the purchaser.
- Item 4 Enter the 11-digit taxpayer number of the purchaser of the fuel.
- **Item 5 -** Exempt Type
  - 0 Other
    - 1 US Government
    - 2 TX Public School or Commercial Transportation Company
    - 3 Non-Profit Electric/Telephone Cooperative
    - 4 Texas Volunteer Fire Department
    - 5 Non-Profit Emergency Medical Service
    - 6 Texas Nonprofit Food Bank (effective 9-1-2023)
- Item 6 Enter the three-digit product type.

   065 Gasoline
   072 Dyed Kerosene

   228 Dyed Diesel Fuel
   125 Aviation Gasoline

   160 Clear Diesel Fuel
   130 Jet Fuel
- Item 7 Enter a valid character for mode of transportation. Use one of the following:

J = Iruck	S = Ship		
R = Rail	BA = Book Adjustment		

- B = Barge ST = Stationary Transfer
- PL = Pipeline
- Item 8 Enter the date, MM/DD/YY, as it appears on the Shipping Document/Bill of Lading. This is the date the fuel was PHYSICALLY REMOVED from a terminal or bulk plant.
- **Item 9** Enter the Shipping Document/Bill of Lading number. This is the identifying number from the document issued at the terminal or bulk plant when the product is removed. In the case of pipeline or barge movements, enter the pipeline or barge ticket number. Do NOT report the summary of multiple transactions. List all transactions individually.
- Item 10 Enter invoiced gallons.

#### Item 11 - Check the box if state motor fuels tax was previously paid on the motor fuel sold to an exempt entity.