

b.



# Texas Automotive Oil Fee Report

a. ■ 69100

c. Fee payer number

d. Filing period

e.

f. Due date

g. Name and mailing address (Make any necessary name or address changes below.)

h. **IMPORTANT**  
 Black out this box if your mailing address has changed. Show changes by the preprinted information. → 1.   
 Black out this box if you are no longer in business and write in the date you went out of business. → 2.   
 Month Day Year

## Instructions for Completing Texas Automotive Oil Fee Report

### Who must file -

Every person (sole owner, partnership, corporation or other organization) who is responsible for collection and payment of the Texas Automotive Oil Fee must file this report. Complete and detailed records must be kept of all automotive oil sold or imported to be sold. Failure to file this return and pay applicable tax may result in collection action as prescribed by Title 2 of the Tax Code.

### When to file -

Returns must be filed on or before the 25th day of the month following each calendar quarter. If the due date falls on a Saturday, Sunday or legal holiday, the next business day will be the due date. A report must be filed for every quarter even if no fee amount is due.

### Whom to contact for assistance -

For Automotive Oil Fee assistance, contact the Texas Comptroller's office at **1-800-252-5555** or **512-463-4600**. Additional information is also available online at [www.comptroller.texas.gov/](http://www.comptroller.texas.gov/).

### General Instructions -

- If any preprinted information is not correct, mark out the item and write in the correct information.
- Type or print.

### Specific Information -

**Item 5 - Penalty:** If you file the report or pay the fee after the due date, enter penalty. If 1-30 days late, enter 5% of Item 4. If more than 30 days late, enter 10% of Item 4.

**Item 6 - Interest:** If any fee due is unpaid 61 days after the due date, enter interest on the amount in Item 4 at the rate published on Pub. 98-304, online at [www.comptroller.texas.gov/](http://www.comptroller.texas.gov/) or by phone at 1-877-447-2834.



Electronic reporting and payment options are available 24 hours a day, 7 days a week. Have this form available when you log on.

<https://www.comptroller.texas.gov/taxes/file-pay/>

*Calculate the amount of fee due. Report dollars and cents.*

1. Total quarts of automotive oil sold during this reporting period (Enter whole quarts only) ..... 1. ■ \_\_\_\_\_

2. Oil fee at 1 cent per quart (Multiply Item 1 by .01) ..... 2. ■ \_\_\_\_\_

3. Fee payer's discount (Multiply Item 2 by .01) ..... 3. ■ \_\_\_\_\_

4. Net fee due (Item 2 minus Item 3) ..... 4. ■ \_\_\_\_\_

5. Penalty due (See instructions) ..... 5. \_\_\_\_\_

6. Interest due (See instructions) ..... 6. \_\_\_\_\_

7. TOTAL AMOUNT DUE AND PAYABLE (Item 4 plus Item 5 and Item 6) ..... 7. ■ \_\_\_\_\_

k.  l.

Taxpayer name \_\_\_\_\_

■ T Code    ■ Taxpayer number    ■ Period

Make the amount in Item 7 payable to State Comptroller

Mail to: Comptroller of Public Accounts  
 P.O. Box 149360  
 Austin, TX 78714-9360

I declare that the information in this document and any attachments is true and correct to the best of my knowledge and belief.

Fee payer or duly authorized agent

**sign here** ▶

Business phone \_\_\_\_\_ Date \_\_\_\_\_