

This form is issued under authority of P.A. 403 of 2000, as amended. Filing is mandatory.

# Terminal Operator Monthly Report

This report is due

▶ 1. Company Name and Mailing Address

▶ 2. Account Number (FEIN or TR)	▶ 2A. License Number	▶ 3. Report Period (MM/YYYY)
4. Contact Person Name		
5. Telephone Number		6. Fax Number
7. E-mail Address		
▶ 8. Terminal Control Number (TCN)		9. Location of Terminal (City and State)

This report must be filed by all terminal operators. A separate report and schedules must be filed for each IRS-approved terminal.

**See page 2 for instructions.**

### Net Gallons - Report Whole Gallons Only

	Gasoline	Ethanol Blends E70 - E99	Aviation Gasoline	Jet Fuel	Undyed Petroleum Diesel	Undyed Biodiesel B05 or higher	Dyed Diesel Fuel	Other Products
10. Beginning Inventory (Michigan terminals only). ▶								
11. Total Receipts (Schedule 15A) (Michigan terminals only). ▶								
12. Total Gallons Available. (Michigan terminals only) Add lines 10 and 11. ▶								
13. Total Disbursements (Schedule 15B). ▶								
14. Computed Ending Inventory (Michigan terminals only). Subtract line 13 from line 12. ▶								
15. Actual Physical Ending Inventory (Michigan terminals only). ▶								
16. Gains & Losses. (Losses need to be reported with parenthesis around the loss) (Michigan terminals only) Subtract line 14 from line 15. ▶								

I declare, under penalty of perjury, that the information in this report and attachments is true and complete to the best of my knowledge.

▶ <input type="checkbox"/> I authorize Treasury to discuss my return and attachments with my preparer.		<input type="checkbox"/> Do not discuss my return with my preparer.	
▶ Authorized Signature		Signature of Preparer	Preparer FEIN
Printed Name	Date	Printed Name	Date
Title	Telephone Number	Address	Telephone Number

**MAIL REPORT TO:** Michigan Department of Treasury, P.O. Box 30474, Lansing, Michigan 48909-7974. Questions ? - Please call (517) 636-4600

## Instructions for Form 3716, *Terminal Operator Monthly Report*

This report must be filed by the 20th day of the month following the end of the report period by all terminals in Michigan and out-of-state terminals who disburse fuel with a Michigan destination. A separate report must be filed for each terminal.

### **LINE INSTRUCTIONS** (*Lines not listed below are explained on the form.*)

For terminals located outside of Michigan, enter only disbursements made with a Michigan destination (Line 13).

**Line 1.** Indicate changes to the company name and address by crossing out incorrect information and entering correct information.

**Line 2.** Enter taxpayer Federal Identification Number (FEIN or TR).

**Line 2A.** Enter taxpayer's 8-digit license number.

**Line 3.** Enter the report period (example 06/2001 or June 2001).

**Lines 4-7.** Enter the name, phone number, fax number, and e-mail address of the individual who may be contacted for questions.

**Line 8.** Enter the Terminal Control Number (TCN). A separate report and schedules must be completed for each terminal.

**Line 9.** Enter the city and state of the physical location of the terminal.

**Lines 10-16.** Enter the inventory amounts for each column in **NET GALLONS**.

Products not identified in **Columns 1 through 7 must be reported in Column 8, Other Products.**

**Line 10: Beginning Inventory.** Enter the Actual Physical Ending Inventory from line 15 of the previous month's report.

**Line 11: Total Receipts.** Enter the total from all schedules 15A by Product Type.

**Line 13: Total Disbursements.** Enter the total from all schedules 15B by Product Type.

**Line 15: Actual Physical Ending Inventory (Michigan Terminals Only).** Enter the physical inventory taken at the terminal at the end of the reporting period.

### **Column 8, Other Products**

When reporting "Other Products" not identified in Columns 1-7 on Page 1, enter the combined total of all schedules for "Other Products".

### **Product Codes**

Enter the appropriate code on Schedules 15A and 15B. See attached list of product codes.

## Michigan Fuel Product Codes

### Gasoline

Natural Gasoline .....	061
Gasoline .....	065
Gasoline MTBE .....	071
Transmix .....	100
Blending Components .....	122
Napthas .....	126
Toluene .....	199
Raffinates .....	223
Liquid Natural Gas .....	225

### Ethanol and Ethanol Blends

Product Codes for Ethanol and Ethanol blends will now be reported according to the blend percentage. The prefix will be “E” plus the percentage. Example: A blend of 10% Ethanol and 90% Gasoline will be reported as E10. Ethanol (100%) will be reported as E00. All ethanol and ethanol blends will be taxed as gasoline at the 19 cents tax rate.

### Undyed Diesel

Kerosene - undyed .....	142
Low Sulfur Kerosene - undyed .....	145
High Sulfur Kerosene - undyed .....	147
No. 1 Fuel Oil - undyed .....	150
Heating Oil .....	152
Diesel Fuel #4 - undyed .....	154
Diesel Fuel - undyed .....	160
Low Sulfur diesel # 1 - undyed .....	161
Low Sulfur diesel # 2 - undyed .....	167
Mineral Oils .....	281
# 1 High Sulfur Diesel - undyed .....	282
# 2 High Sulfur Diesel - undyed .....	283

### Undyed BioDiesel and BioDiesel Blends

Product Codes for biodiesel and biodiesel blends will now be reported according to the blend percentage. The prefix will be “B” plus the percentage. Example: A blend of 20% biodiesel and 80% Diesel will be reported as B20. Biodiesel (B100) will be reported as B00. All undyed biodiesel and undyed biodiesel blends will be taxed as diesel fuel at the 15 cents tax rate.

### Dyed Diesel

Kerosene - dye added .....	072
Low Sulfur Kerosene - dye added .....	073
High Sulfur Kerosene - dye added .....	074
Diesel Fuel #4 - dye added .....	153
High Sulfur Diesel - dye added .....	226
Low Sulfur Diesel - dye added .....	227
Diesel Fuel - dye added .....	228
No 1 Diesel - dye added .....	231

### Dyed Biodiesel and Dyed Biodiesel Blends

Product Codes for dyed biodiesel and dyed biodiesel blends will now be reported according to the blend percentage. The prefix will be “D” plus the percentage. Example: A blend of 20% dyed biodiesel and 80% dyed diesel will be reported as D20. Dyed biodiesel (100% Bio) will be reported as D00.

### Aviation

Aviation Gas .....	125
Jet Fuel .....	130

### Other

Ethane .....	052
Propane .....	054
Butane .....	055
Isobutane .....	058
Pentanes .....	059
Propylene .....	075
Xylene .....	076
Excluded Liquid (Mineral Oil) .....	077
Additive Miscellaneous .....	090
Waste Oil .....	091
Undefined products .....	092
MTBE .....	093
TAME .....	121
Residual Fuel Oil .....	175
Ethylene .....	196
Butylene .....	198
CNG .....	224
Methanol .....	243
Benzene .....	248
ETBE .....	249
Methane .....	265
Marine Diesel Oil .....	279
Soy Oil (unprocessed) .....	285
Organic Oils (food) .....	960