Instructions For Handwritten Forms

Guidelines

- Do not use red ink. Use blue or black ink.
- Do not use dollar signs, commas, or other punctuation marks.

Before Sending

- Do not submit photocopies of returns. Submit originals only.
- Do not mix form types.

Printing

- Set page scaling to “none.” The Auto-Rotate and Center checkbox should be unchecked.
- Do not select “print on both sides of paper.”
Motor Fuel Terminal Operator Return

GAS-1204

Terminal Operator returns are due by the 22nd day after the end of each month.

1. Beginning physical inventory
   (From prior month’s ending physical inventory)

2. Total receipts
   (From GAS-1204RS, Schedule 15A)

3. Total gallons available for removal
   (Add Lines 1 and 2)

4. Low sulfur dyed diesel disbursements
   (From GAS-1204DS, Schedule 15B)

5. Total of other fuel disbursements
   (From GAS-1204DS, Schedule 15B)

6. Gallons available less disbursements
   (Line 3 minus Lines 4 and 5)

7. Stock (gain)/loss
   (Line 6 minus Line 8)

8. Ending physical inventory
   (Should be next month's beginning physical inventory)

9. Late filing penalty
   (Enter $50.00 per day if filed late, maximum of $1,000)

10. Electronic filing penalty
    (Enter $200.00 if not filed electronically)

11. Total penalties
    (Add Lines 9 and 10)

Fill in applicable circles:

- Address has changed since prior return
- Amended return
- Final return for closed business

Return for Month of

(Month) (Year)

FEIN or SSN

ACCOUNT NUMBER

Signature:

I certify that, to the best of my knowledge, this return is accurate and complete.

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