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.

Printing

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

Before Sending

- Do not submit photocopies of returns. Submit originals only.
- Do not mix form types.
### Supplier 10 Day Notification

**Supplier Name** (First 35 Characters) (USE CAPITAL LETTERS FOR YOUR NAME AND ADDRESS)

- **Mailing Address**
- **City**
- **State**
- **Zip Code**
- **Phone Number**
- **Fax Number**

#### Product Type

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Licensed Distributor Name</th>
<th>Product Type</th>
<th>Taxable Gallons</th>
<th>Amount Paid</th>
<th>Date Paid</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>065</td>
<td>Gasoline</td>
<td>123  Fuel Alcohol</td>
<td>130 Jet Fuel</td>
<td>170 Biodiesel - Undyed</td>
<td>227 Diesel - Low Sulfur Dyed</td>
<td></td>
</tr>
<tr>
<td>072</td>
<td>Kerosene - Dyed</td>
<td>124  Gasohol</td>
<td>142 Kerosene - Undyed</td>
<td>171 Biodiesel - Dyed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>122</td>
<td>Blending Component(s)</td>
<td>125 Aviatio Gasoline</td>
<td>160 Diesel - Undyed</td>
<td>226 Diesel - High Sulfur Dyed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This is to certify that this report has been examined by me and is, to the best of my knowledge and belief, a true and complete report made in good faith covering the month named and that same is in accordance with the books and records of the reporting trustee.

**Signature:** ___________________________  **Title:** ___________________________  **Date:** ___________________________

**MAIL TO:** North Carolina Department of Revenue, Excise Tax Division, Post Office Box 25000, Raleigh, North Carolina 27640-0950

**QUESTIONS:** Contact the Excise Tax Division at: Telephone Number (919) 707-7500, Toll-free Number (877) 308-9092, Fax Number (919) 250-7898