

Petroleum Products Carrier Report

DUE DATE
30th day of the month following
the month covered by this report

MAIL YOUR REPORT AND SCHEDULES TO:
Wisconsin Department of Revenue
Mail Stop 5-107
PO Box 8900
Madison WI 53708-8900



Please print or type and use BLACK ink.

Type of change <input type="checkbox"/> Ownership <input type="checkbox"/> Name <input type="checkbox"/> Address	Date of change (MM DD CCYY)	Report for month ending (MM DD CCYY)
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Carrier Report

NO ACTIVITY

Fuel Transported (Schedule PD)	Column 1 Gasoline	Column 2 Undyed Diesel	Column 3 Other Fuels
1 Enter total product transported in Gross Gallons 1			
2 Enter total product transported in Net Gallons 2			

Instructions

WHO MUST FILE THIS REPORT

All persons registered with the Wisconsin Department of Revenue who transport motor vehicle fuel, general aviation fuel, or alternate fuels in Wisconsin are required to complete and file this report with the department each month. In addition, pipeline, rail, ship, and barge carriers who transport fuel in Wisconsin are required to file monthly reports with the department even though such carriers are not required to register with the department. A report must be filed even if a fuel carrier does not transport any petroleum products in Wisconsin during the month.

Fuel carriers that are also licensed with the department as a "restricted supplier" of motor vehicle fuel **must** itemize fuel shipments that are imported from their out-of-state bulk plant or exported from their Wisconsin bulk plant. Such carriers should also itemize shipments from pipeline terminals which cross state lines.

WHEN REPORT IS DUE

Your report and supporting schedules are due on or before the 30th day of the month following the month covered by your report. To be timely filed, your report must be postmarked by a United States Post Office on or before its due date and received by the department within five days of the due date.

Late-filed reports. Reports not timely filed are subject to a mandatory \$10 late-filing fee. Transporters that repeatedly file late may have their privilege to do business in Wisconsin revoked by the Secretary of Revenue.

(Instructions continued on next page.)

DECLARATION: I declare that this is an accurate and true report of motor vehicle fuel, general aviation fuel, and alternate fuels transported in Wisconsin and that the provisions of sec. 78.77, Wis. Stats. have been complied with regarding the maintenance and retention of records.

Signature (do not print or type)	Contact Person (please print clearly)	Telephone Number ()	Date
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Instructions (Cont'd.)

ASSISTANCE AND FORMS

Information, forms, and assistance are available at our Madison office:

2135 Rimrock Rd
Madison, Wisconsin

(608) 266-3223
(608) 266-0064

Fax: (608) 261-7049

or write to: PO Box 8900
Madison WI 53708-8900

Email: excise@revenue.wi.gov

INTERNET ADDRESS

You can access the department's web site at www.revenue.wi.gov. From this web site, you can:

- Complete electronic fill-in forms
- Download forms, schedules, instructions, and publications
- View answers to frequently asked questions
- E-mail for assistance

RECORD KEEPING

You must keep a complete copy of your report, including all supporting schedules and all records used in preparing the report, for at least four years. You must keep them in a place and manner easily accessible for review by department personnel.

WHERE TO FILE YOUR REPORT

Send your monthly report to the address above.

AMENDED REPORTS

If you want to change a previously filed report, send us a letter and detail the change(s). Do NOT file an amended report or reflect the adjustments on your current month's report. Send your letter to us at address above.

MANIFEST CORRECTIONS

The manifest which a petroleum products carrier receives at the refinery or pipeline terminal covering a withdrawal must show the destination state of the fuel shipment. If the destination state or any other information on the manifest is not correct, the carrier is required to notify the terminal operator, shipper, and affected state before leaving the terminal grounds. If the correct destination state is not noted on the manifest, the Wisconsin State Patrol has authority to seize and sell the product and transport truck.

FUEL DIVERSIONS

All interstate fuel diversions affecting Wisconsin must be reported using the Fuel Trac web site at www.trac3.net.

COMPLETING YOUR REPORT

The Petroleum Products Carrier Report consists of this form (MF-008) and the supporting delivery schedule (MF-002T). Report fuel deliveries/shipments for motor vehicle fuel products (gasoline and diesel), general aviation fuel, and alternate fuels.

Name/Address. Print or type your name, address, and transporter number in the area provided.

Federal Employer Identification Number (FEIN) or Social Security Number (SSN). Enter your number in the space provided.

Report for month ending. Enter the month, last day of the month, and year covered by your report (MM DD CCYY).

LINE INSTRUCTIONS

Line 1. Enter the total product transported in Gross Gallons in each of the columns 1, 2, and 3. This information should be retrieved from Schedule PD.

Line 2. Enter the total product transported in Net Gallons in each of the columns 1, 2, and 3. This information should be retrieved from Schedule PD.

Sign and date your report and indicate your telephone number.

COMPUTER PREPARED LISTINGS

The department will accept computer prepared listings of fuel deliveries on Form MF-002T. For computer prepared listings, you must do all the following:

1. Use the same format as Form MF-002T.
2. Clearly label the schedule, including the type of fuel reported on the schedule.
3. Use paper measuring 8-1/2 x 11 inches.
4. Print fuel deliveries on one side of the schedule.
5. Burst computer listings.