

MF-010M INSTRUCTIONS: SCHEDULE 010M – TERMINAL OPERATOR’S SCHEDULE OF METER READINGS

GENERAL INSTRUCTIONS

Terminal and refinery operators must complete and file this schedule each month.

DUE DATE

The Terminal Operator’s Schedule of Meter Readings is due on or before the last day of the month following the month being reported. To be timely filed, the report must be transmitted to the department on or before the due date of the report.

Reports not timely filed are subject to a mandatory \$10 late filing fee.

FILING METHOD

Terminal and refinery operators must file their reports electronically through *My Tax Account* (MTA).

FORM COMPLETION

IMPORTANT: ENTER GROSS GALLONS IN SECTIONS 1 AND 2 (U. S. standard liquid gallon = 231 cubic inches).

SECTION 1 - METER READINGS AND WITHDRAWALS

Each meter located at the terminal must be listed in its own column. A Meter Number (column 1) may appear more than once if more than one type of product goes through the meter during the month. The meter readings you enter for a specific meter may only pertain to the Product Type on line 2.

Meter Number: Enter the Meter Number assigned to the meter through which the product type being reported passed.

Product Type: Enter the Product Type of the fuel passing through this meter. Enter only one of the product codes listed on page 2 of this form per column.

End Date: Enter the date of the meter reading. This should be the last day of the month. Format for date is mm/dd/yyyy.

End Reading: Enter the meter reading taken on the End Date from above. This reading must be taken at the close of business on the last day of the month.

Meter Rollover: Enter gallons as required for a meter rollover.

Begin Date: The begin date should equal the end date from the previous month. Format is mm/dd/yyyy.

Begin Reading: This entry should equal the reading taken at the end of the previous month for this meter.

Meter Withdrawals: This is based on the difference between the Beginning Meter Reading and Ending Meter Reading. The difference represents the gallons that have

been withdrawn from the terminal during the month. Be sure to take into account any meter “turnovers” that occurred during the month.

Meter Testing: Meter test withdrawals must be documented in your records via a manifest or bill of lading, including the destination of the product (e.g., sloop tank, returned to terminal storage).

Net Meter Withdrawals: This is Meter Withdrawals minus Meter Testing.

Other Meter Adjustments: Enter other adjustments that affected this meter and product type, for example: meter repairs, meter slips. These adjustments may increase or decrease the net gallons withdrawn.

Total Meter Withdrawals: This represents the gallons withdrawn via this meter during the month for the fuel type entered. Other Meter Adjustments are subtracted or added to Net Meter Withdrawals to get this total.

SECTION 2 - WITHDRAWALS BY PRODUCT TYPE

Break down the gross gallons reported in Section 1 by product type disregarding meter numbers. The total gallons of Section 2 must agree with the total meter withdrawals from Section 1, as well as the total gross gallons you detail by XML or My Tax Account on your Terminal Operator Disbursement Schedule TD.

RECORDS

Keep a copy of your report and all records used in preparing this report for a minimum of four years. Keep these records in a place and manner easily accessible for review by department personnel.

ASSISTANCE

You can access the department’s website 24 hours a day, 7 days a week at revenue.wi.gov. From this website, you can:

- Access *My Tax Account* (MTA)
- Complete electronic fill-in forms
- Download forms, schedules, instructions, and publications
- View answers to common questions
- Email us for assistance

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