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been withdrawn from the terminal during the month.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., slop 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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Wisconsin Department of Revenue
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Madison WI 53708-8900

MF-010M (R. 5-14) Wisconsin Department of Revenue

Schedule 010M – Terminal Operator's Schedule of Meter Readings

Legal Name		Business Name (if different)	Account Number FEIN or SSN				
Mailing Address				Phone Nu	ımber	IRS Terminal Code Number	
City				State	Zip	For Month / Year Ending (MM/DD/YYYY)	
	Additives and Others 122 Blending Components 123 Alcohol 241 Ethanol - Alcohol 243 Methanol medule of Meter Readings and Withdrawals (gross gal		Aviation Fuels 125 Aviation Gas 130 Jet Fuel	145 Kerd 147 Kerd 150 No. 161 High	Type (Undyed Diesel) osene Low Sulfur osene High Sulfur 1 Fuel Oil n Sulfur Diesel #1 Sulfur Diesel #2	Product Type (Dyed Diesel) 073 Kerosene Low Sulfur 074 Kerosene High Sulfur 175 Residual Fuel Oil 226 High Sulfur Diesel 227 Low Sulfur Diesel 231 No. 1 Fuel Oil	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
Meter	Product	END I	ID Meter Readings BEGIN Meter Readings		Metered	Meter	Net Meter	Other Meter	Total	
Number	Type	Date	Reading	Date	Reading	Withdrawals	Testing	Withdrawals	Adjustments	Withdrawals
TOTAL O	TOTAL OF COLUMNS 7 THRU 11 (Total gallons in col. 11 must agree with total of Sec. 2)									

SECTION 2 - Reconciliation of Withdrawals By Product Type (gross gallons)

Column 1		Column 2		Product Type Column 3	}	Product Type Column 4	
Product Type	Gallons	Product Type	Gallons	(Undyed Diesel)	Gallons	(Dyed Diesel)	Gallons
065 Gasoline		122 Blending Components		145 Kerosene Low Sulfur		073 Kerosene Low Sulfur	
123 Alcohol		243 Methanol		147 Kerosene High Sulfur		074 Kerosene High Sulfur	
124 Gasohol				150 No. 1 Fuel Oil		175 Residual Fuel Oil	
241 Ethanol - Alcohol		125 Aviation Gas		161 Low Sulfur Diesel #1		226 High Sulfur Diesel	
		130 Jet Fuel		167 Low Sulfur Diesel #2		227 Low Sulfur Diesel	
						231 No. 1 Fuel Oil	
Gallons SUBTOTAL	0	Gallons SUBTOTAL	0	Gallons SUBTOTAL	0	Gallons SUBTOTAL	
-	TOTAL GALLON	NS OF ALL PRODUCTS (Ad	dd subtotals of colum	ns 1, 2, 3, and 4. This total mu	ust agree with total of	of column 11, Section 1) ▶	