

**TERMINAL OPERATOR ANNUAL REPORT****General Information**

The Terminal Operator Annual Report must be filed by those licensees who operate an IRS approved terminal located in Louisiana. Terminal operators who operate more than one terminal must file a separate return for each terminal. Terminal operators must also file a Terminal Operator Monthly Return (R-5393) that is due the 20th day of the month following the reporting period.

Any unaccounted for loss of fuel in excess of the allowance are subject to fuel tax and inspection fee.

This report is due on or before the last day of February and becomes delinquent the first day thereafter. If the due date falls on a weekend or legal holiday, the report and any payment are due the next business day and become delinquent the first day thereafter.

**Instructions**

Report fuels as defined in Louisiana Revised Statute 47:818.2 in the appropriate columns. Please enter whole gallon and dollar amounts.

- Line 1 In the respective columns, enter the number of net gallons from the actual physical inventory as of the beginning of the report period.
- Line 2 In the respective columns, enter the total number of net gallons of fuel received during the reporting period as shown on the Reconciliation Schedule of Receipts (Schedule K – Form R-5386). This schedule summarizes the receipts reported on the Terminal Operator Monthly Reports during the reporting period.
- Line 3 In the respective columns, enter the stock gains reported during the period as shown on the Reconciliation Schedule of Stock Gain/Loss (Schedule L – Form R-5387). This schedule summarizes the Stock Gains and Stock Losses reported on the Terminal Operator Monthly Reports during the reporting period.
- Line 4 Add Lines 1, 2 and 3 and enter the sum in the respective columns.
- Line 5 In the respective columns, enter the total number of net gallons of fuel removed from the bulk terminal/transfer system at the rack during the reporting period as shown on the Reconciliation Schedule of Disbursements (Schedule M – Form R-5388). The information for this schedule should be taken from Schedule J (Form R-5396), which is filed with the Terminal Operator Monthly Return.
- Line 6 In the respective columns, enter the total number of net gallons of fuel removed from the terminal as a bulk transfer during the reporting period as shown on the Reconciliation Schedule of Disbursements (Schedule M – Form R-5388). The information for this schedule should be taken from Schedule J (Form R-5396), which is filed with the Terminal Operator Monthly Return.
- Line 7 In the respective columns, enter the total number of net gallons previously reported as lost to the Department of Revenue during the monthly reporting periods as shown on the Reconciliation Schedule of Accounted For Losses (Schedule N – Form R-5389). The Department must have been notified within 48 hours of any fuel lost due to a sudden and unexpected casualty. The notification should be made on Form R-5351 – Notification of Loss of Motor Fuel.
- Line 8 In the respective columns, enter the stock losses reported during the period as shown on the Reconciliation Schedule of Stock Gain/Loss (Schedule L – Form R-5387). This schedule summarizes the Stock Gains and Stock Losses reported on the Terminal Operator Monthly Reports during the reporting period.
- Line 9 Add Lines 5, 6, 7, and 8 and enter the sum in the respective columns.
- Line 10 Subtract Line 9 from Line 4 and enter the difference in the respective columns.
- Line 11 In the respective columns, enter the number of net gallons representing the actual physical inventory reported at the end of the reporting period. This should be the inventory at the end of the calendar year.
- Line 12 Compare the amounts on Line 11 to the amounts on Line 10. If Line 11 is greater than Line 10, enter zero (0) in the respective columns. If Line 10 is larger than Line 11, subtract Line 11 from Line 10 and enter the difference in the respective columns. This amount represents an unaccounted for loss of fuel.
- Line 13 Multiply Line 9 by .005 and enter the amount in the respective columns. Louisiana Revised Statute 47:818.16(A)(1) provides a loss allowance of 1/2 of 1% of all net gallons removed.
- Line 14 Compare the amounts on Line 13 to the amounts on Line 12. If Line 13 is greater than Line 12, enter zero (0) in the respective columns. If Line 12 is greater than Line 13, subtract Line 13 from Line 12 and enter the difference in the respective columns. This amount represents product unaccounted for and presumed subject to the fuel tax and inspection fee.
- Line 15 Multiply the amounts in the applicable columns on Line 14 by \$.20 per gallon fuel tax rate and enter the total in the respective columns.
- Line 16 Multiply the amounts in the applicable columns on Line 14 by \$.00125 per gallon inspection fee and enter the total in the respective columns.
- Line 17 Add Lines 15 and 16 and enter the sum in the respective columns.
- Line 18 Add the amounts in Columns A through E on Line 17 and enter the total.
- Line 19 If the report is being filed late, calculate the penalty at the rate of 5% of the total amount due for each 30 days, or fraction thereof, from the due date to the date the return is filed, not to exceed 25% in the aggregate.
- Line 20 If the tax is not paid by the last day of February following the reporting period, interest will accrue at the rate determined in accordance with R.S. 47:1601. The current rate information, R-1111, is available on the Department's website at [www.revenue.louisiana.gov](http://www.revenue.louisiana.gov).
- Line 21 For the total amount due, add Lines 18, 19, and 20 and enter the total. Make payment to the Louisiana Department of Revenue. **Do not send cash.**

