

TERMINAL OPERATOR MONTHLY RETURN**General Information**

The Terminal Operator Monthly Return 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. There is no tax due on this return. Terminal operators must also file a Terminal Operator Annual Report (R-5385) due by the last day of February following the close of the calendar year.

This return provides information on the movement of fuel at the terminal and identifies inventory fluctuations on a monthly basis. The monthly return must be filed by the 20th day of the month following the end of the report period. If the return is not submitted timely, a delinquent penalty of \$100 will be assessed. If the 20th falls on a weekend or legal holiday, the return must be filed by the next business day.

Indicate any changes to the company name and address by providing the correct information. Provide the Federal Employer Identification Number (FEIN) and the IRS Terminal Control Number (TCN). A separate return and schedule must be completed for each terminal.

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, report the actual beginning inventory of gasohol, gasoline (including alcohol, ethanol, methanol, etc.), undyed diesel fuels (including diesel, biodiesel, kerosene, etc.), dyed diesel fuels, aviation fuels (aviation gasoline, aviation jet fuel, etc.) and any other fuels not meeting the definition of those already listed with an attached explanation of the fuel. The figures should agree with the prior month's ending inventory. Attach a statement of explanation if they do not agree. Complete and attach Schedule H (Form R-5394).
- Line 2 In the respective columns, report the number of net gallons received during the month. Complete and attach Schedule I (Form R-5395) with one product type per page.
- Line 3 Add Line 1 and Line 2 and enter the sum in the respective columns.
- Line 4 In the respective columns, enter the number of gallons previously reported as lost to the Louisiana Department of Revenue during the reporting period. The Department should be 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 5 In the respective columns, report the number of net gallons removed from the terminal during the month. Complete and attach Schedule J (Form R-5396) with one product type per page.
- Line 6 Subtract Line 4 and Line 5 from Line 3 and enter the total in the respective columns.
- Line 7 In the respective columns, report the number of net gallons in inventory at the end of the month. This figure should agree with the next month's beginning inventory. Attach a statement of explanation if they do not agree.
- Line 8 If Line 7 is greater than Line 6, subtract Line 6 from Line 7 and enter the difference as a stock gain. Otherwise, proceed to Line 9.
- Line 9 If Line 6 is greater than Line 7, subtract Line 7 from Line 6 and enter the difference as a stock loss.
- Line 10 Failure to file this return within 30 days of the due date shall result in a penalty of \$100 and may result in the revocation of the license. If the return is not filed within 30 days of the due date, enter the \$100 penalty on Line 10. Make payment to the Louisiana Department of Revenue. **Do not send cash.**

