

## Motor Fuel Tax Return CSV File Specification

### What are the CSV formatting rules?

The file you upload needs to be a Comma Delimited file (i.e. CSV format) and contain 13 columns in the order displayed using the data format specified below.

|                                |   |
|--------------------------------|---|
| A. Product Type:               | Three digit code for product type (Example 1)   |
| B. Schedule Type:              | Code for schedule type (Example 2)  |
| C. Carrier Name:               | Name of carrier   |
| D. Carrier EIN:                | Federal EIN of Carrier  |
|                                | <b>NOTE:</b> This must be a 9 character numeric field. No spaces or other characters allowed              |
| E. Mode of Transport:          | Code value for mode of transport (Example 3)  |
| F. Origin City and State:      | Point of origin city & state  |
| G. Destination City and State: | Point of destination city & state   |
| H. Terminal Code:              | Federal terminal code number assigned by IRS (Not required for receipt schedules)                         |
| I. Acquired From/Sold To:      | Name of company acquired from for Receipt Schedules<br>Name of company sold to for Disbursement Schedules |
| J. Seller/Purchaser EIN:       | Federal EIN of seller for receipts, or purchaser for disbursements  |
|                                | <b>NOTE:</b> This must be a 9 character numeric field. No spaces or other characters allowed              |
| K. Date Shipped:               | Date shipped using one of the following formats:<br>MM/DD/YY<br>MM-DD-YY                                  |
| L. Document Number:            | Document number (Bill Of Lading (BOL) if possible)  |
| M. Gallons Reported:           | Gallons reported  |

#### Example 1: Liquid Fuels and Fuels Product Codes

|     |                            |
|-----|----------------------------|
| 065 | Gasoline                   |
| 073 | Low Sulfur Kerosene (Dyed) |
| 123 | Ethanol                    |
| 124 | Gasohol                    |
| 125 | Aviation Gasoline          |
| 130 | Jet Fuel                   |
| 142 | Kerosene                   |
| 160 | Low Sulfur Diesel (Clear)  |
| 227 | Low Sulfur Diesel (Dyed)   |
| 170 | Bio-Diesel                 |

#### Example 2: Liquid Fuels and Fuels Schedule Type

|    |  |
|----|--|
| 1  | Gallons Received PA Tax Paid and Placed in Inventory         |
| 1F | Gallons Received PA Tax Paid and Direct Shipped to Customers |
| 2  | Gallons Received Tax Free (Resales) and Placed in Inventory  |
| 2F | Gallons Received Tax Free and Direct Shipped to Customers    |
| 3  | Gallons Imported & Direct Shipped to PA Customers            |
| 4  | Gallons Imported into Tax Free Storage in PA                 |
| 5  | Gallons Delivered Tax Collected (Taxable Sales)              |
| 5Q | Taxable Use  |
| 6  | Gallons Delivered Tax Free to PA Distributors                |
| 7  | Gallons Exported   |
| 8  | Gallons Delivered Tax Exempt to U.S. Gov't                   |
| 9  | Gallons Delivered Tax Exempt to PA & Political Subs          |
| 10 | Gallons Delivered Tax Exempt to Other Exempt Entities        |

#### Example 3: Liquid Fuels and Fuels Mode Codes

|    |                           |
|----|---------------------------|
| B  | Barge                     |
| BA | Book Adjustment           |
| GS | Gas Station (Retail Pump) |
| J  | Truck                     |
| PL | Pipeline                  |
| R  | Rail                      |
| S  | Ship                      |
| ST | Stationary Transfer       |