



# Instructions

## Distributor Report - Schedule(s) of Disbursements

### General Instructions

This schedule(s) provide detail in support of the amount(s) shown as disbursements on the Distributor Report. Each disbursement of product should be listed on a separate line.

### Identifying Information

Company Name, FEIN and License Number - Enter the name and numbers for the distributor shown on the Distributor Report.

Schedule Type and Product Type - Circle one of each.

### Column Instructions

- Column (1) & (2)            Carrier - Enter the name and FEIN of the company that transports the product.
- Column (3):                Mode of Transportation - Enter the mode of transportation. Use one of the following:
- J - Truck
  - P - Pipeline
  - B - Barge
  - R - Rail
  - S - Ship (Great Lakes or ocean marine vessels)
- Column (4):                Point of Origin/Destination - Enter the location the product was transported from/to.
- Column (5):                Terminal Code - Use the IRS Terminal Control Code.
- Column (6) & (7):        Sold To - Enter the name and FEIN of the company the product was sold to.
- Column (8):                Date Shipped - Enter the date the product was shipped.
- Column (9):                Bill of Lading Number - Enter the identifying number from the bill of lading.
- Column (10):              Net Gallons - Enter the net amount of gallons disbursed.
- Column(11):                Gross Gallons - Enter the gross amount of gallons disbursed.
- Column (12):              Billed Gallons (use only if required by reporting state) - Enter the number of gallons billed to the customer (should equal either net or gross gallons).

Provide a grand total for columns 10, 11 and 12 on the last page of each schedule type for that schedule. Carry the total forward (gross as required by the reporting state) to the appropriate disbursements line on the Distributor Report.