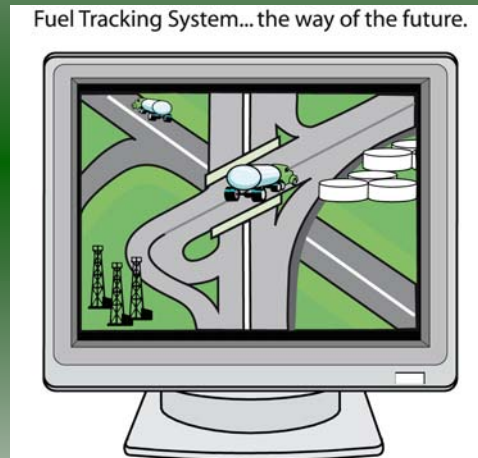


MOTOR FUEL TRACKING SYSTEM



COMPLETING THE GAS-1200 RETURN

Gas-1200 Nonprofit Organizations



The screenshot shows the North Carolina Department of Revenue website. The header includes the logo and navigation tabs: About Us, What's New, Electronic Services, Tax Forms, and Search. A red arrow points to the 'Businesses' link in the 'Electronic Services' dropdown menu. The main content area is divided into three columns: Headlines, Quick Links, and Electronic Services. The 'Headlines' section contains three items: 'Important Notice - Decrease in sales and use tax rate effective Dec. 1, 2006', 'Important Notice - Individual Income Tax Deductions Scheduled to Expire are Restored for Tax Year 2006', and 'Tax Law Changes - Learn about the 2006 tax law changes'. The 'Quick Links' section lists: 'Armed Forces', 'Hot Topics', 'Property Auctions', 'Reports and Statistics', 'Settlement Initiative', 'Tax Debtor's List', and 'Tax Fraud Alert'. The 'Electronic Services' section lists: 'Where's My Refund?', 'E-File Options', 'Electronic Services for Individuals and Businesses', and 'E-Alerts'. The footer contains links for Site Map, Español, Links, Privacy Policy, Disclaimer, and NC Gov Portal, along with a small logo for the North Carolina Department of Revenue.

North Carolina
Department of Revenue

NCOR

About Us What's New Electronic Services Tax Forms Search go

Headlines

- **Important Notice** - Decrease in sales and use tax rate effective Dec. 1, 2006
- **Important Notice** - Individual Income Tax Deductions Scheduled to Expire are Restored for Tax Year 2006
- **Tax Law Changes** - Learn about the 2006 tax law changes

Quick Links

- **Armed Forces**
- **Hot Topics**
- **Property Auctions**
- **Reports and Statistics**
- **Settlement Initiative**
- **Tax Debtor's List**
- **Tax Fraud Alert**

Information for
Individuals

Information for
Businesses

Information for
Tax Professionals

Electronic Services

- **Where's My Refund?** - Check the status of your current year income tax refund
- **E-File Options** - For Individuals
- **Electronic Services for Individuals and Businesses** - File returns and pay taxes online
- **E-Alerts** - Join our email list

Contact Us

- **Tax Assistance**
- **Web Site Survey**
- **Web Site Suggestions**

Site Map Español Links Privacy Policy Disclaimer NC Gov Portal

Log into the Department of Revenue's website at www.dornc.com. Click on **Electronic Services** and then **Businesses**.

Gas-1200 Nonprofit Organizations

Businesses	
<p>E-500 Sales and Use E-File – File your E-500 tax return and the accompanying schedules, E-543 and E-536 and pay your tax electronically.</p>	<p>CD-429 Corporate Estimated Income Tax – Pay your corporate estimated payments online.</p>
<p>NC-5 and NC-5P Withholding E-File – File your NC-5 tax return or NC-5P and pay your tax electronically.</p>	<p>CD-419 Application for Extension for Franchise and Corporate Income Tax – File your corporate and franchise tax extension and pay the tax electronically.</p>
<p>Motor Fuels IFTA/Intrastate E-File – Filing your tax return and ordering credentials electronically.</p>	<p>CD-V, Franchise Tax and Corporate Income Tax Payment Vouchers - Pay your current year franchise and corporate income tax.</p>
<p>Motor Fuels EDI Implementation Guide and Trading Partner Agreement – Click here to access the Motor Fuels EDI mapping for Motor Fuels Suppliers, Terminal Operators & Carriers and also to access the Trading Partner Agreement.</p>	<p>CD-V Amended, Amended Franchise Tax and Corporate Income Tax Payment Vouchers - Pay the tax on your franchise and corporate amended income tax.</p>
<p>Motor Fuels E-File – File your Motor Fuels Tax returns (Excludes IFTA)</p>	<p>E-Alerts – Click here to join our Tax Updates Mailing List. Mailings through this list will include bulletins, directives, and other important notices about law changes and related tax matters.</p>
<p>Bills and Notices – Make a payment on a bill or notice that you received from the Department of Revenue.</p>	<p>Web Site Survey – Help us make improvements to our web site by completing a short survey.</p>
<p>EFT – Electronic Funds Transfer via ACH Debit or ACH Credit.</p>	

Click on [Motor Fuels E-File – File your Motor Fuels Tax returns \(Excludes IFTA\)](#) (fifth hyperlink down in the left column).

Gas-1200 Nonprofit Organizations



North Carolina
Department of Revenue

Home About Us What's New Electronic Services Tax Forms Search go

> [Electronic Services](#)

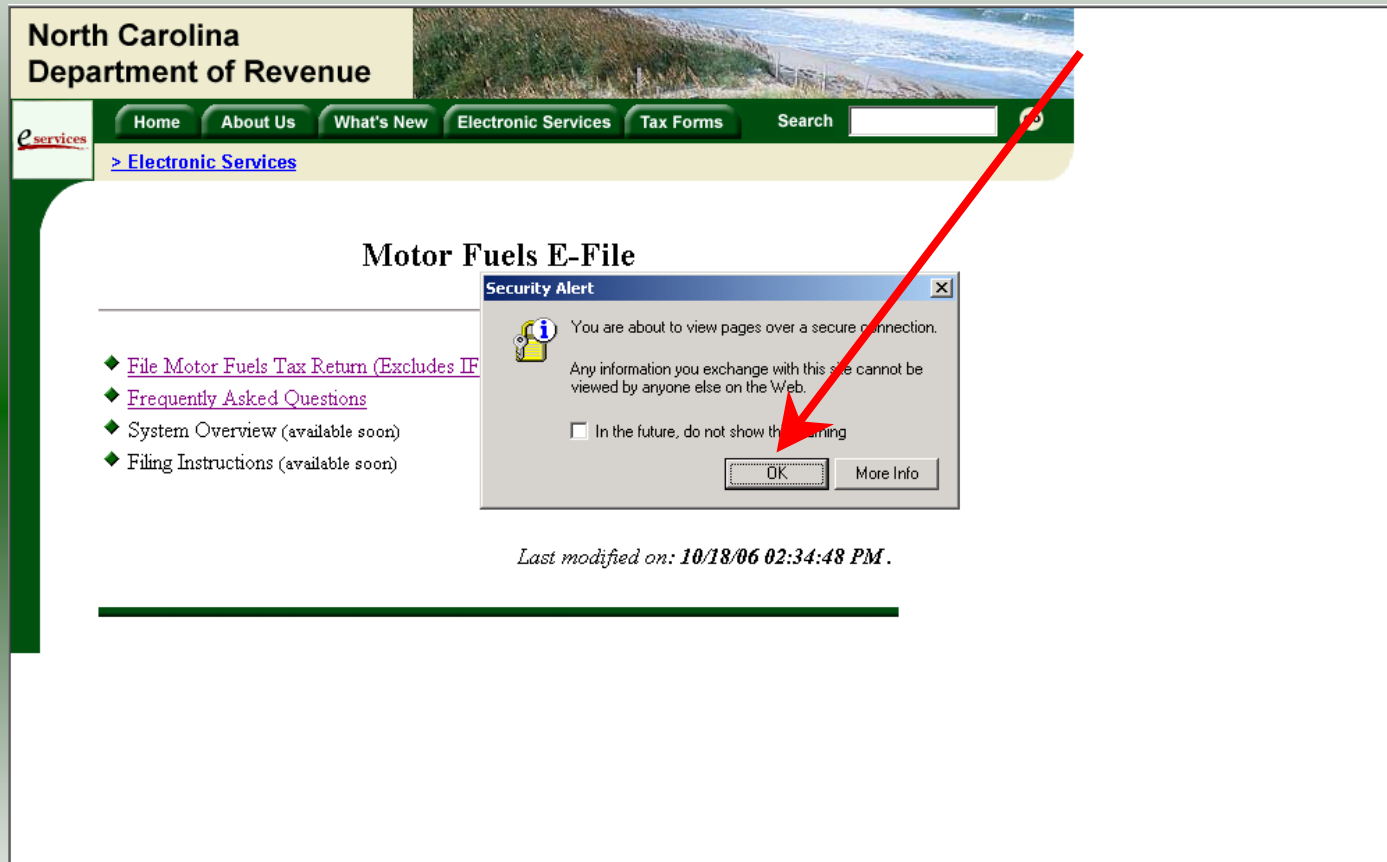
Motor Fuels E-File

- ◆ [File Motor Fuels Tax Return \(Excludes IFTA\)](#)
- ◆ [Frequently Asked Questions](#)
- ◆ System Overview (available soon)
- ◆ Filing Instructions (available soon)

Last modified on: 10/18/06 02:34:48 PM.

Click on [File Motor Fuels Tax Returns \(Excludes IFTA\)](#).

Gas-1200 Nonprofit Organizations



The screenshot shows the North Carolina Department of Revenue website. The header includes the text "North Carolina Department of Revenue" and a navigation menu with buttons for "Home", "About Us", "What's New", "Electronic Services", "Tax Forms", and "Search". Below the navigation is a link for "> Electronic Services". The main content area is titled "Motor Fuels E-File" and contains a list of links: "File Motor Fuels Tax Return (Excludes IF)", "Frequently Asked Questions", "System Overview (available soon)", and "Filing Instructions (available soon)". A "Security Alert" dialog box is overlaid on the page, displaying the message: "You are about to view pages over a secure connection. Any information you exchange with this site cannot be viewed by anyone else on the Web." Below the message is a checkbox labeled "In the future, do not show this warning" and two buttons: "OK" and "More Info". A red arrow points from the top right of the page towards the "OK" button in the dialog box. At the bottom of the page, it says "Last modified on: 10/18/06 02:34:48 PM."

A message will display stating "You are about to view pages over a secure connection."
Click **OK**.

Gas-1200 Nonprofit Organizations

North Carolina
Department of Revenue

e-services Home About Us What's New Electronic Services Tax Forms Search go

> [Electronic Services](#)

Login Help ?

Please enter your Login User ID and Password. The User ID and Password is case sensitive. If you are a new user, please select [First Time User](#)

User ID:

Password:

[Forgot your password?](#)

[login](#) [clear](#) [cancel](#)

Enter your User ID and password as established during the **Set-up Your Account** procedures. Click **Login**.

Gas-1200 Nonprofit Organizations

The screenshot shows the North Carolina Department of Revenue website. The header includes the department name and a navigation menu with buttons for Home, About Us, What's New, Electronic Services, Tax Forms, and a Search box. Below the navigation is a breadcrumb trail: > [Electronic Services](#). The main content area is titled 'Welcome' and includes a 'Help ?' link. The text reads: 'Welcome Donna Alderman' and 'Please select from one of the following:'. There are three options, each with a button: 'Go to Fuel Tracking Application: Access the Fuel Tracking Application to File and/or Pay your taxes.', 'Update Security Account Information: Change your personal information, associate with another entity, disassociate with an entity, change password, disable account.', and 'Logout of the Fuel Tracking Security System'. A red arrow points to the 'Go to' button for the Fuel Tracking Application.

The Welcome Screen is displayed. Click the **Go To** button to access the Fuel Tracking System (FTS).

Gas-1200 Nonprofit Organizations

North Carolina
Department of Revenue

Home About Us What's New Electronic Services Tax Forms Search go

> [Electronic Services](#)

Choose Entity Help ?

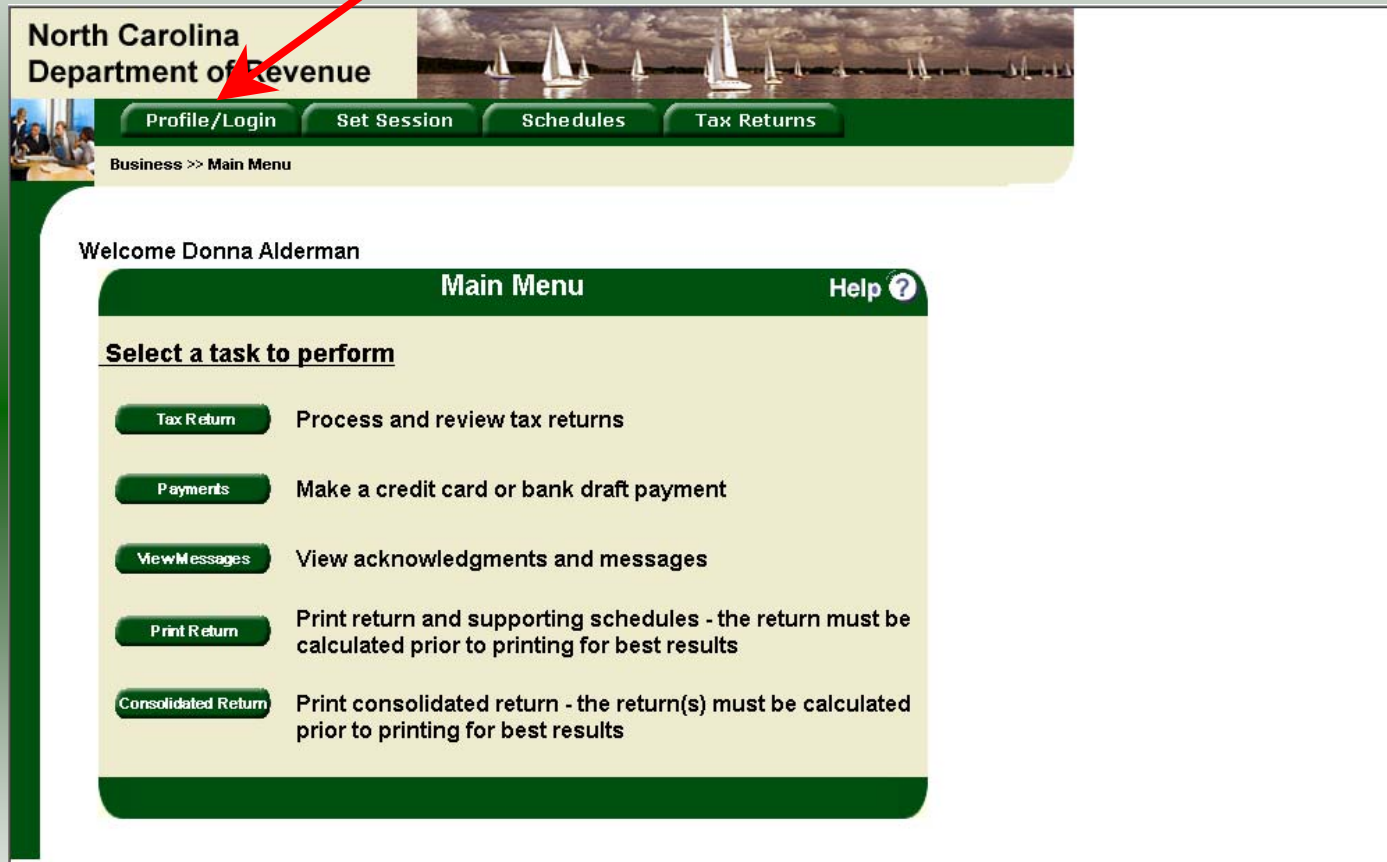
Please select an entity to work with in the Fuel Tracking Application:

FEIN: 123456789 - TRAINING 1

back next cancel

The **Choose Entity** screen will display. The user may only access entities which they have been given access, usually the access is for the displayed account only. Select the entity and click **Next**.

Gas-1200 Nonprofit Organizations



The screenshot displays the North Carolina Department of Revenue website interface. At the top left, the text "North Carolina Department of Revenue" is visible. Below this, a navigation bar contains four tabs: "Profile/Login", "Set Session", "Schedules", and "Tax Returns". A red arrow points to the "Profile/Login" tab. Below the navigation bar, the text "Business >> Main Menu" is displayed. The main content area shows a "Welcome Donna Alderman" message. Below this, a "Main Menu" section is displayed, featuring a "Help ?" link. The "Main Menu" section is titled "Select a task to perform" and lists five tasks, each with a button and a description:

- Tax Return**: Process and review tax returns
- Payments**: Make a credit card or bank draft payment
- View Messages**: View acknowledgments and messages
- Print Return**: Print return and supporting schedules - the return must be calculated prior to printing for best results
- Consolidated Return**: Print consolidated return - the return(s) must be calculated prior to printing for best results

The **Main Menu** screen is displayed. An explanation for the buttons on the left of the screen and the tabs at the top of the screen are given on the next pages. **Profile/Login** tab returns the user to the **Welcome** screen to exit the FTS.

Gas-1200 Nonprofit Organizations

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu

Welcome Donna Alderman

Main Menu Help ?

Select a task to perform

- Tax Return** Process and review tax returns
- Payments** Make a credit card or bank draft payment
- View Messages** View acknowledgments and messages
- Print Return** Print return and supporting schedules - the return must be calculated prior to printing for best results
- Consolidated Return** Print consolidated return - the return(s) must be calculated prior to printing for best results

Set Session tab allows the user to identify the account type and return period for viewing or filing returns. **Schedules** tab allows the user to enter schedule data information. This tab is not used for this refund return.

Gas-1200 Nonprofit Organizations

The screenshot displays the North Carolina Department of Revenue website. At the top left, the text reads "North Carolina Department of Revenue". To the right is a banner image of sailboats on a lake. Below the banner is a navigation bar with four tabs: "Profile/Login", "Set Session", "Schedules", and "Tax Returns". A red arrow points from the "Tax Returns" tab to the "Main Menu" section below. The "Main Menu" section is titled "Main Menu" and includes a "Help ?" link. Underneath, it says "Select a task to perform" and lists five tasks, each with a button and a description:

- Tax Return**: Process and review tax returns
- Payments**: Make a credit card or bank draft payment
- View Messages**: View acknowledgments and messages
- Print Return**: Print return and supporting schedules - the return must be calculated prior to printing for best results
- Consolidated Return**: Print consolidated return - the return(s) must be calculated prior to printing for best results

A red arrow points from the left side of the screen to the "Payments" button.

Tax Returns tab and button allows the user to process and view their tax returns.
Payments button allows the user to submit a payment without a return.

Gas-1200 Nonprofit Organizations

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu

Welcome Donna Alderman

Main Menu Help ?

Select a task to perform

- Tax Return** Process and review tax returns
- Payments** Make a credit card or bank draft payment
- View Messages** View acknowledgments and messages
- Print Return** Print return and supporting schedules - the return must be calculated prior to printing for best results
- Consolidated Return** Print consolidated return - the return(s) must be calculated prior to printing for best results

View Messages button allows the user to view return and payment confirmation screens. **Print Return** button allows the user to print any return submitted to the Division.

Gas-1200 Nonprofit Organizations

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu

Welcome Donna Alderman

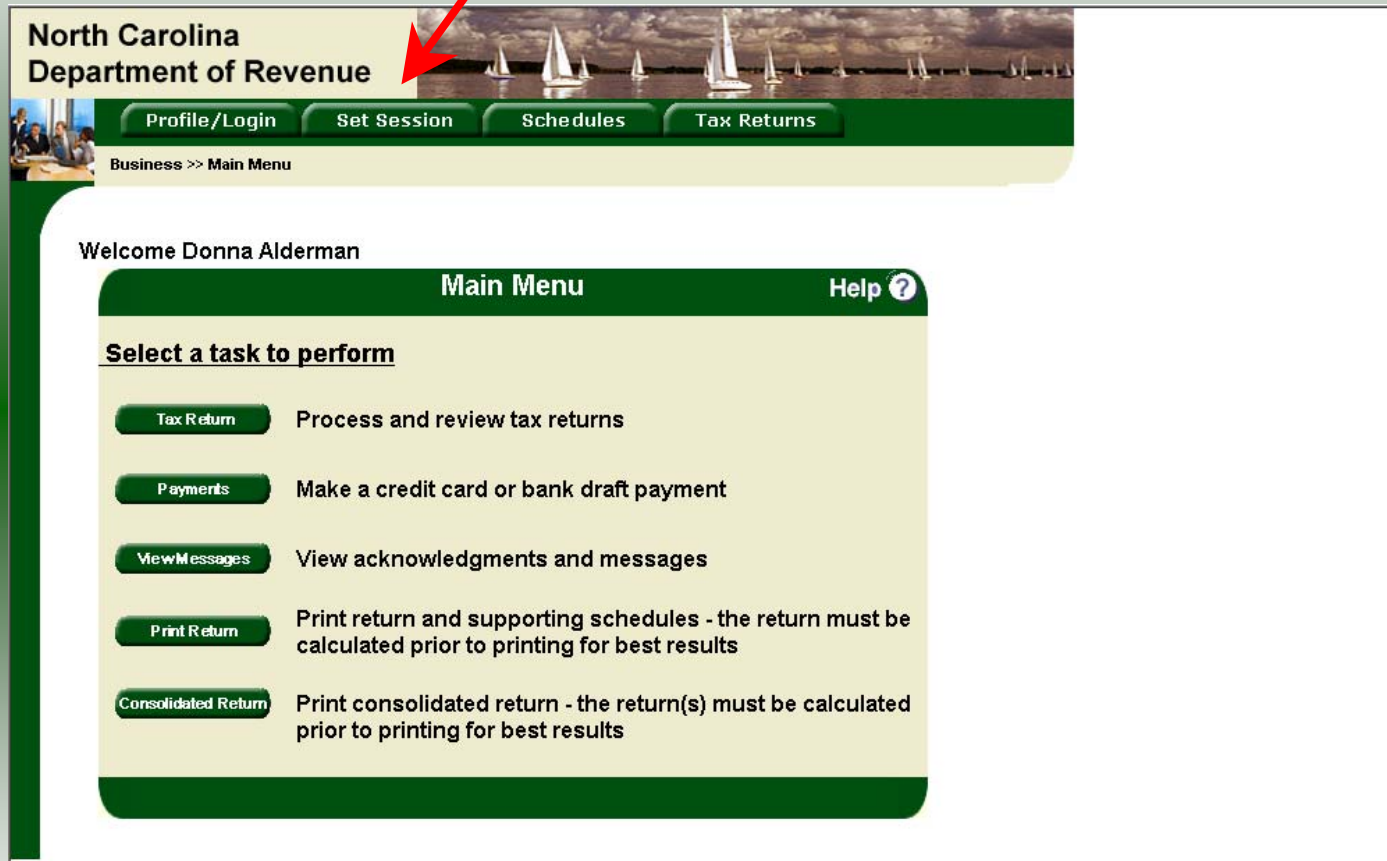
Main Menu Help ?

Select a task to perform

- Tax Return** Process and review tax returns
- Payments** Make a credit card or bank draft payment
- View Messages** View acknowledgments and messages
- Print Return** Print return and supporting schedules - the return must be calculated prior to printing for best results
- Consolidated Return** Print consolidated return - the return(s) must be calculated prior to printing for best results

Consolidated button allows the users to print one return displaying the original filed return and all amended returns that were processed for the filing period session.

Gas-1200 Nonprofit Organizations



North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu

Welcome Donna Alderman

Main Menu Help ?

Select a task to perform

- Tax Return** Process and review tax returns
- Payments** Make a credit card or bank draft payment
- View Messages** View acknowledgments and messages
- Print Return** Print return and supporting schedules - the return must be calculated prior to printing for best results
- Consolidated Return** Print consolidated return - the return(s) must be calculated prior to printing for best results

To file your refund you must set the tax return session before proceeding. Click on the **Set Session** tab across the top of the screen.

Gas-1200 Nonprofit Organizations

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Select Session

Session Selection Help ?

Session Information

Company	TRAINING 1	FEIN:	123456789
Reporting State	North Carolina		
Account Type	<ul style="list-style-type: none">BlenderAlternative Fuels ProviderClaim for Refund of Taxes-Accidental MixesClaim for Refund (Special Mobile Equipment)Annual Terminal OperatorClaim for Refund: Nonprofit-Private Non-profitSupplierTerminal OperatorClaim for Refund (Taxicabs)Motor Fuel Transporter		

The Session Selection screen is displayed. Click on **Account Type** and then scroll down the returns list until the **Claim for Refund (Nonprofit)** is highlighted. Left click.

Gas-1200 Nonprofit Organizations

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Select Session >> Session Continued

Session Selection Help ?

Session Information

Company	TRAINING 1	FEIN:	123456789
Reporting State	North Carolina		
Account Type	Claimant Return	Nonprofit-Private Non-profit	
Reporting Period	<input type="text"/> / <input type="text"/>		
Account ID	12345678910		

The **Session Selection** screen is displayed. Click the drop down arrow for **Month** and **Year** for the Reporting Period.

Gas-1200 Nonprofit Organizations

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Select Session >> Session Continued

Session Selection Help ?

Session Information

Company	TRAINING 1	FEIN:	123456789
Reporting State	North Carolina		
Account Type	Claim for Refund: Nonprofit-Private Non-profit		
Reporting Period	9 /	2006	
Account ID	12345678910		

Verify the return period and click **New Session** to start entering the refund return information.

Gas-1200 Nonprofit Organizations

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Select Session >> Session Continued >> Session Finalize

Session Selection Help ?

Session Information

Company	TRAINING 1	FEIN:	123456789
Reporting State	North Carolina		
Reporting Period	9 / 2006		
Account Type	Claim for Refund: Nonprofit-Private Non-profit		
Account ID	12345678910		
Return Type	Original	Sequence	0
Status	Open		

Confirm

Select session

Back Exit Cancel

The **Session Information** screen is displayed. Review the Reporting Period and Account Type to ensure that the correct session was set. Click **Confirm**.

Gas-1200 Nonprofit Organizations

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu

Welcome Donna Alderman

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678910	9/2006	N8

Main Menu Help ?

Select a task to perform

- Tax Return** Process and review tax returns
- Payments** Make a credit card or bank draft payment
- View Messages** View acknowledgments and messages
- Print Return** Print return and supporting schedules - the return must be calculated prior to printing for best results
- Consolidated Return** Print consolidated return - the return(s) must be calculated prior to printing for best results

The **Main Menu** screen is displayed. Your Account Name, Account Number, Reporting Period, and Account Type are displayed above the Main Menu bar. Click on **Tax Return** button on the left side of the screen or the tab at the top of the screen.

Gas-1200 Nonprofit Organizations

GAS-1200
7-06

**Motor Fuels Claim for Refund
Nonprofit Organizations**
North Carolina Department of Revenue

MFD

Legal Name (First 30 Characters) (USE CAPITAL LETTERS FOR YOUR NAME AND ADDRESS)
TRAINING 1

Trade Name
TRAINING 1

Location _____ County _____

Mailing Address _____

City _____ State _____ Zip Code (First 5 digits) _____

Name of Contact Person _____ Phone Number (919)733-3409 Fax Number (919)733-8654

Preparer's Name

Applicable circles:
 Address has changed since prior refund claim
 First time filing Gas-1200 refund claim
 Amended refund claim
 Final refund claim for organization

FEIN or SSN OFFICE USE ONLY
12345678910

Refund for Quarter Ending
12/31/2006

Type of organization claiming refund:
 Volunteer Fire Department
 Volunteer Rescue Squad
 Sheltered Workshop
 Private, nonprofit organization transporting passengers under contract

Number of vehicles using motor fuel for which a refund is requested on Line 4: **5**

Number of paid fire fighters employed with the volunteer fire department: **0**

Part 1. Gallonage Accountability - This claim applies to tax-paid motor fuel. It does not apply to dyed diesel fuel and dyed kerosene on which sales tax was paid.

	Motor Fuel that includes N.C. road tax
1. Beginning inventory of tax-paid motor fuel on hand at first day of quarter	1. 500
2. Total gallons of tax-paid motor fuel purchased during quarter	2. 2000
3. Total gallons of tax-paid motor fuel to be accounted for (Add Lines 1 and 2) (Must equal Line 7)	3. 0
4. Total gallons of tax-paid motor fuel for which refund is requested	4. 1700
5. Total gallons of tax-paid motor fuel used for which no refund is requested	5. 200
6. Ending inventory of tax-paid motor fuel on hand at end of quarter	6. 600

Enter the Contact Name located under the address information and then moving to the check boxes in the upper right-hand corner of the return. Next, enter the vehicles and fire fighters information. Enter Lines 1, 2, 4, 5, and 6.

Gas-1200 Nonprofit Organizations

2. Total gallons of tax-paid motor fuel purchased during quarter	▶ 2.	<input type="text" value="2000"/>
3. Total gallons of tax-paid motor fuel to be accounted for <i>(Add Lines 1 and 2) (Must equal Line 7)</i>	3.	<input type="text" value="0"/>
4. Total gallons of tax-paid motor fuel for which refund is requested	▶ 4.	<input type="text" value="1700"/>
5. Total gallons of tax-paid motor fuel used for which no refund is requested	▶ 5.	<input type="text" value="200"/>
6. Ending inventory of tax-paid motor fuel on hand at end of quarter	▶ 6.	<input type="text" value="600"/>
7. Total gallons of motor fuel accounted for <i>(Add Lines 4, 5, and 6) (Must equal Line 3)</i>	7.	<input type="text" value="0"/>

Part 2. Computation of Refund

8. Refund Due <i>(Multiply Line 4 by 0.2890)</i>	8.	\$	<input type="text" value="0.00"/>
---	----	----	-----------------------------------

Signature: _____ Title: Date:

I certify that, to the best of my knowledge, this claim is accurate and complete.

Claims for Refund are due the last day of the month following the close of the quarter.
MAIL TO:
North Carolina Department of Revenue, Motor Fuels Tax Division, Post Office Box 20000, Raleigh, North Carolina 27640-0950

Please set print orientation to PORTRAIT

Please enter the tax form information

Tab down to enter Title and Date. Click **Calculate**.

Gas-1200 Nonprofit Organizations

Part 1. Gallonage Accountability - dyed kerosene on which sales tax was paid.

	Motor Fuel that includes N.C. road tax
1. Beginning inventory of tax-paid motor fuel on hand at first day of quarter	1. <input type="text" value="500"/>
2. Total gallons of tax-paid motor fuel purchased during quarter	2. <input type="text" value="2,000"/>
3. Total gallons of tax-paid motor fuel to be accounted for <i>(Add Lines 1 and 2) (Must equal Line 7)</i>	3. <input type="text" value="2,500"/>
4. Total gallons of tax-paid motor fuel for which refund is requested	4. <input type="text" value="1,700"/>
5. Total gallons of tax-paid motor fuel used for which no refund is requested	5. <input type="text" value="200"/>
6. Ending inventory of tax-paid motor fuel on hand at end of quarter	6. <input type="text" value="600"/>
7. Total gallons of motor fuel accounted for <i>(Add Lines 4, 5, and 6) (Must equal Line 3)</i>	7. <input type="text" value="2,500"/>

Part 2. Computation of Refund

8. Refund Due <i>(Multiply Line 4 by 0.2890)</i>	8. \$ <input type="text" value="491.30"/>
---	---

Signature: _____ Title: Date:

I certify that, to the best of my knowledge, this claim is accurate and complete.

Claims for Refund are due the last day of the month following the close of the quarter.
MAIL TO:
North Carolina Department of Revenue, Motor Fuels Tax Division, Post Office Box 25000, Raleigh, North Carolina 27640-0950

Please set print orientation to PORTRAIT

The calculated refund return will display for review. Verify Parts 1 & 2 figures and then click **Submit**.

Gas-1200 Nonprofit Organizations

The screenshot shows the North Carolina Department of Revenue website. The header includes the department name and a navigation menu with buttons for 'Profile/Login', 'Set Session', 'Schedules', and 'Tax Returns'. Below the navigation is a breadcrumb trail: 'Business >> Main Menu >> Tax Return >> Payment Menu >> View Messages'. The main content area is a 'View Messages' window with a 'Help ?' link. The window displays the following information:

Company Name	TRAINING 1
Account ID	12345678910
Return Confirmation Number	4626507000001
Return Received	09/22/2006 08:11 EDT
Filing Period	09/2006 - Original
Account Type	Claim for Refund: Nonprofit-Private Non-profit

Below the table, there is a message: 'Please print for your records'. At the bottom of the window are three buttons: 'Print', 'Exit', and 'Cancel'. A red arrow points to the 'Print' button.

The **Return Confirmation Message** will display. Click the **Print** button to print this message for your records.

Gas-1200 Nonprofit Organizations

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu

Welcome Donna Alderman

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678910	9/2006	N8

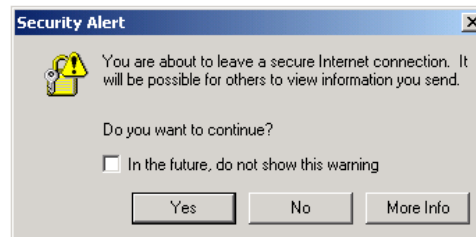
Main Menu Help ?

Select a task to perform

- Tax Return** Process and review tax returns
- Payments** Make a credit card or bank draft payment
- View Messages** View acknowledgments and messages
- Print Return** Print return and supporting schedules - the return must be calculated prior to printing for best results
- Consolidated Return** Print consolidated return - the return(s) must be calculated prior to printing for best results

If **Cancel** is selected the Main screen is displayed. A new session must be set to continue processing returns.

Gas-1200 Nonprofit Organizations



If **Exit** is selected a dialog box will display asking if you want to leave the secure internet connection. Click **YES**.

Gas-1200 Nonprofit Organizations

The screenshot shows the main page of the North Carolina Department of Revenue website. At the top left, the text reads "North Carolina Department of Revenue" next to a city skyline image. Below this is a green navigation bar with buttons for "About Us", "What's New", "Electronic Services", "Tax Forms", and a search box with a "go" button. The main content area has a "Welcome" message and three columns for "Individual", "Business", and "Practitioner" with corresponding images. A central banner promotes "E-FILE FREE & EASY" with a laptop icon. Below this are icons for "Settlement Initiative", "Property Auctions", "Where's My Refund?", "Armed Forces", and "Web Site Survey". The footer contains links for "Site Map", "Español", "Privacy Policy", "Disclaimer", and "NC @ your service", along with a small logo for "MAZ-H&C".

The Department of Revenue website Main screen is displayed. You have successfully filed your **Gas-1200 Claim for Refund – Nonprofit Organization** return.

Gas-1200 Nonprofit Organizations

Session Selection Help ?

Session Information

Company	TRAINING 1	FEIN:	123456789
Reporting State	North Carolina		
Account Type	Claim for Refund: Nonprofit-Private Non-profit		
Reporting Period	[] / []		
Account ID	12345678910		

Existing Session **Session List** **NewSession** **Amendment**

Session List

Back **Exit** **Cancel**

In the previous screens, instructions were provided to set a new session and complete a return. The Session Selection Screen allows access to view open or filed sessions as well as create an amended session. The options available are listed below.

- 1. View an Existing Session**
- 2. View a List of All Sessions**
- 3. Create an Amended Session**

The following screens provide instructions for each of these functions.

Gas-1200 Nonprofit Organizations

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Select Session >> Session Continued

Session Selection Help ?

Session Information

Company	TRAINING 1	FEIN:	123456789
Reporting State	North Carolina		
Account Type	Claim for Refund Nonprofit-Private Non-profit		
Reporting Period	9 / 2006		
Account ID	12345678910		

Existing Session Session List NewSession Amendment

Existing Session

Back Exit Cancel

View an existing session: At the **Session Selection** screen click the drop down arrow for **Month** and **Year** for the Reporting Period. Click **Existing Session**.

Gas-1200 Nonprofit Organizations

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Select Session >> Session Continued >> Session Finalize

Session Selection Help ?

Session Information

Company	TRAINING 1	FEIN:	123456789
Reporting State	North Carolina		
Reporting Period	9 / 2006		
Account Type	Claim for Refund: Nonprofit-Private Non-profit		
Account ID	12345678910		
Return Type	Original	Sequence	0
Status	Filed		

Confirm

Select session

Back Exit Cancel

The **Session Selection Information** screen is displayed. Please note the **Status**. If this is Filed you may only view the information. If the status is Open you may modify the information. Click **Confirm**.

Gas-1200 Nonprofit Organizations

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu

Welcome Donna Alderman

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678910	9/2006	N8

Main Menu Help ?

Select a task to perform

- Tax Return** Process and review tax returns
- Payments** Make a credit card or bank draft payment
- View Messages** View acknowledgments and messages
- Print Return** Print return and supporting schedules - the return must be calculated prior to printing for best results
- Consolidated Return** Print consolidated return - the return(s) must be calculated prior to printing for best results

The **Main Menu** screen is displayed. You may view your return by clicking **Tax Return**, make a payment by clicking **Payment**, view messages by clicking **View Messages**, print the return by clicking **Print Return**, or view a consolidated return by clicking **Consolidated Return**.

Gas-1200 Nonprofit Organizations

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Select Session >> Session Continued

Session Selection Help ?

Session Information

Company	TRAINING 1	FEIN:	123456789
Reporting State	North Carolina		
Account Type	Claim for Refund: Nonprofit-Private Non-profit		
Reporting Period	<input type="text"/> / <input type="text"/>		
Account ID	12345678910		

From the **Set Session** screen, to view a list of all returns click **Session List**. No reporting period is required.

Gas-1200 Nonprofit Organizations

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Select Session >> Session Continued >> Session List

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678910	N/A	N8

Session Selection List

Help ?

Select a Session

Select	Month	Year	Original / Amendment	Status
<input type="radio"/>	9	2006	Original	0 Filed
<input type="radio"/>	6	2006	Original	0 Filed

Government session: view only

Select

Select session

Back Print Exit Cancel

Click the radio button next to the return that you want to view. Click **Select**. Please note that the return highlighted in grey was processed by the Motor Fuels Tax Division. The return not highlighted was submitted online by the taxpayer.

Gas-1200 Nonprofit Organizations

Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Select Session >> Session Continued >> Session List >> Session Finalize

Session Selection Help ?

Session Information

Company	TRAINING 1	FEIN:	123456789
Reporting State	North Carolina		
Reporting Period	9 / 2006		
Account Type	Claim for Refund: Nonprofit-Private Non-profit		
Account ID	12345678910		
Return Type	Original	Sequence	0
Status	Filed		

Confirm

Select session

Back Exit Cancel

The **Session Information** screen is displayed. Review the Reporting Period and Account Type to ensure that the correct session was set. Click **Confirm** to view the return.

Gas-1200 Nonprofit Organizations

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Select Session >> Session Continued >> Session List >> Session Finalize >> Session List >> Session Continued

Session Selection Help ?

Session Information

Company	TRAINING 1	FEIN:	123456789
Reporting State	North Carolina		
Account Type	Claim for Refund	Nonprofit-Private Non-profit	
Reporting Period	9 / 2006		
Account ID	12345678910		

Existing Session Session List NewSession **Amendment**

Create Amendment

Back Exit Cancel

Amend a previously filed return: At the **Session Selection** screen click the drop down arrow for **Month** and **Year** for the Reporting Period. Click **Amendment**.

Gas-1200 Nonprofit Organizations

Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Select Session >> Session Continued >> Session List >> Session Finalize >> Session List
>> Session Continued >> Session Finalize

Session Selection Help ?

Session Information

Company	TRAINING 1	FEIN:	123456789
Reporting State	North Carolina		
Reporting Period	9 / 2006		
Account Type	Claim for Refund: Nonprofit-Private Non-profit		
Account ID	12345678910		
Return Type	Amendment	Sequence	1
Status	Open		

Confirm

Select session

Back Exit Cancel

The **Session Information** screen is displayed. Review the Reporting Period and Account Type to ensure that the correct session was set. **Note: The sequence is 1 indicating an amended return.** Click **Confirm** to amend the return.

Gas-1200 Nonprofit Organizations

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu

Welcome Donna Alderman

Account Name	Account Number	Period	Account Type
TRAINING 1	1234567890	9/2006	N8

Main Menu Help ?

Select a task to perform

- Tax Return** Process and review tax returns
- Payments** Make a credit card or bank draft payment
- View Messages** View acknowledgments and messages
- Print Return** Print return and supporting schedules - the return must be calculated prior to printing for best results
- Consolidated Return** Print consolidated return - the return(s) must be calculated prior to printing for best results

The **Main Menu** screen is displayed. Amend your return by clicking **Tax Return**.

Gas-1200 Nonprofit Organizations

Part 1. Gallonage Accountability - This claim applies to tax-paid motor fuel. It does not apply to dyed diesel fuel and dyed kerosene on which sales tax was paid.

	Motor Fuel that includes N.C. road tax
1. Beginning inventory of tax-paid motor fuel on hand at first day of quarter	1. 500
2. Total gallons of tax-paid motor fuel purchased during quarter	2. 2500
3. Total gallons of tax-paid motor fuel to be accounted for <i>(Add Lines 1 and 2) (Must equal Line 7)</i>	3. 2,500
4. Total gallons of tax-paid motor fuel for which refund is requested	4. 2200
5. Total gallons of tax-paid motor fuel used for which no refund is requested	5. 200
6. Ending inventory of tax-paid motor fuel on hand at end of quarter	6. 600
7. Total gallons of motor fuel accounted for <i>(Add Lines 4, 5, and 6) (Must equal Line 3)</i>	7. 2,500

Part 2. Computation of Refund

8. Refund Due <i>(Multiply Line 4 by 0.289)</i>	8. \$ 491.30
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Signature: _____ Title: **FINANCE OFFICER** Date: **09/22/2006**
I certify that, to the best of my knowledge, this claim is accurate and complete.

Claims for Refund are due the last day of the month following the close of the quarter.
MAIL TO:
North Carolina Department of Revenue, Motor Fuels Tax Division, Post Office Box 25000, Raleigh, North Carolina 27640-0950

Submit Calculate View Delta

A preview of the originally filed return is displayed. Enter the **Contact Person** and then scroll down to enter the total gallons that should be reported. This will be the original gallons plus any additional gallons to be reported. Click **Calculate**.

Gas-1200 Nonprofit Organizations

	Motor Fuel that includes N.C. road tax
1. Beginning inventory of tax-paid motor fuel on hand at first day of quarter	1. <input type="text" value="500"/>
2. Total gallons of tax-paid motor fuel purchased during quarter	2. <input type="text" value="2,500"/>
3. Total gallons of tax-paid motor fuel to be accounted for <i>(Add Lines 1 and 2) (Must equal Line 7)</i>	3. <input type="text" value="3,000"/>
4. Total gallons of tax-paid motor fuel for which refund is requested	4. <input type="text" value="2,200"/>
5. Total gallons of tax-paid motor fuel used for which no refund is requested	5. <input type="text" value="200"/>
6. Ending inventory of tax-paid motor fuel on hand at end of quarter	6. <input type="text" value="600"/>
7. Total gallons of motor fuel accounted for <i>(Add Lines 4, 5, and 6) (Must equal Line 3)</i>	7. <input type="text" value="3,000"/>

Part 2. Computation of Refund

8. Refund Due <i>(Multiply Line 4 by 0.289)</i>	8. \$ <input type="text" value="635.80"/>
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Signature: _____ Title: Date:

I certify that, to the best of my knowledge, this claim is accurate and complete.

Claims for Refund are due the last day of the month following the close of the quarter.
MAIL TO:
North Carolina Department of Revenue, Motor Fuels Tax Division, Post Office Box 25000, Raleigh, North Carolina 27640-0950

Please set print orientation to PORTRAIT

The calculated amended return will be displayed. To view only the changes made on the amended return click **View Delta**.

Gas-1200 Nonprofit Organizations

		Motor Fuel that Includes N.C. road tax
1. Beginning inventory of tax-paid motor fuel on hand at first day of quarter	▶ 1.	<input type="text" value="0"/>
2. Total gallons of tax-paid motor fuel purchased during quarter	▶ 2.	<input type="text" value="500"/>
3. Total gallons of tax-paid motor fuel to be accounted for <i>(Add Lines 1 and 2) (Must equal Line 7)</i>	3.	<input type="text" value="500"/>
4. Total gallons of tax-paid motor fuel for which refund is requested	▶ 4.	<input type="text" value="500"/>
5. Total gallons of tax-paid motor fuel used for which no refund is requested	▶ 5.	<input type="text" value="0"/>
6. Ending inventory of tax-paid motor fuel on hand at end of quarter	▶ 6.	<input type="text" value="0"/>
7. Total gallons of motor fuel accounted for <i>(Add Lines 4, 5, and 6) (Must equal Line 3)</i>	7.	<input type="text" value="500"/>

Part 2. Computation of Refund

8. Refund Due <i>(Multiply Line 4 by 0.289)</i>	8.	\$	<input type="text" value="144.50"/>
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Signature: _____ Title: Date:

I certify that, to the best of my knowledge, this claim is accurate and complete.

Claims for Refund are due the last day of the month following the close of the quarter.
MAIL TO:
North Carolina Department of Revenue, Motor Fuels Tax Division, Post Office Box 25000, Raleigh, North Carolina 27640-0950

Please set print orientation to PORTRAIT

After verifying the gallons click **Submit**.

Gas-1200 Nonprofit Organizations

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Tax Return >> Payment Menu >> View Messages

View Messages Help ?

Company Name	TRAINING 1
Account ID	12345678910
Return Confirmation Number	4628207000004
Return Received	10/00/2006 16:44 EDT
Filing Period	09/2006 - Amendment 1
Account Type	Claim for Refund, Nonprofit-Private Non-profit

Please print for your records

Print Exit Cancel

The **View Messages** screen is displayed. **Note:** The **Filing Period** reflects **Amendment 1**.

Gas-1200 Nonprofit Organizations

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Tax Return >> Payment Menu >> View Messages

View Messages Help ?

Company Name	TRAINING 1
Account ID	12345678910
Return Confirmation Number	4628207000004
Return Received	10/09/2006 15:41 EDT
Filing Period	09/2006 - Amendment 1
Account Type	Claim for Refund: Nonprofit-Private Non-profit

Please print for your records

Print Exit Cancel

A red arrow points to the 'Exit' button.

If you are finished using the web application click **Exit**. A security dialog box will display. Click **Yes**. Your system will be redirected to the Department's website home page.