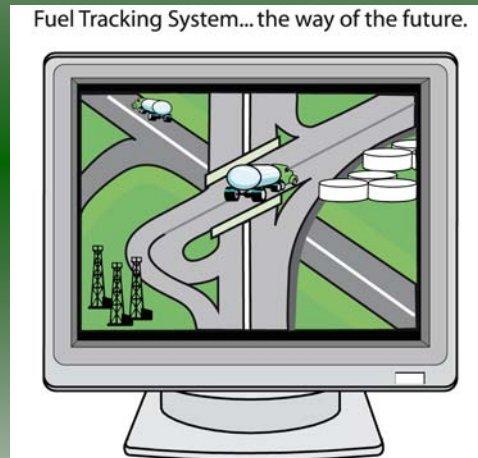


# MOTOR FUEL TRACKING SYSTEM



COMPLETING THE GAS-1204 TERMINAL  
OPERATOR RETURN

# Gas-1204 Terminal Operator Return



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 several sections: Headlines, Quick Links, Electronic Services, and Contact Us. The 'Electronic Services' section is highlighted, showing options for Individuals, Businesses, and Tax Professionals.

**North Carolina Department of Revenue**

Navigation: About Us | What's New | **Electronic Services** | Tax Forms | Search

**Electronic Services**

- Individuals
- Businesses**
- Tax Professionals

**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

**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

Footer: Site Map | Español | Links | Privacy Policy | Disclaimer | NC Gov Portal

Log into the Department of Revenue's website at [www.dornc.com](http://www.dornc.com). Click on **Electronic Services** and then **Businesses**.

# Gas-1204 Terminal Operator Return

Businesses	
<p><a href="#">E-500 Sales and Use E-File</a> – File your E-500 tax return and the accompanying schedules, E-543 and E-536 and pay your tax electronically.</p>	<p><a href="#">CD-429 Corporate Estimated Income Tax</a> – Pay your corporate estimated payments online.</p>
<p><a href="#">NC-5 and NC-5P Withholding E-File</a> – File your NC-5 tax return or NC-5P and pay your tax electronically.</p>	<p><a href="#">CD-419 Application for Extension for Franchise and Corporate Income Tax</a> – File your corporate and franchise tax extension and pay the tax electronically.</p>
<p><a href="#">Motor Fuels IFTA/Intrastate E-File</a> – Filing your tax return and ordering credentials electronically.</p>	<p><a href="#">CD-V, Franchise Tax and Corporate Income Tax Payment Vouchers</a> - Pay your current year franchise and corporate income tax.</p>
<p><a href="#">Motor Fuels EDI Implementation Guide and Trading Partner Agreement</a> – Click here to access the Motor Fuels EDI mapping for Motor Fuels Suppliers, Terminal Operators &amp; Carriers and also to access the Trading Partner Agreement.</p>	<p><a href="#">CD-V Amended, Amended Franchise Tax and Corporate Income Tax Payment Vouchers</a> - Pay the tax on your franchise and corporate amended income tax.</p>
<p><a href="#">Motor Fuels E-File – File your Motor Fuels Tax returns (Excludes IFTA)</a></p>	<p><a href="#">E-Alerts</a> – 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><a href="#">Bills and Notices</a> – Make a payment on a bill or notice that you received from the Department of Revenue.</p>	<p><a href="#">Web Site Survey</a> – Help us make improvements to our web site by completing a short survey.</p>
<p><a href="#">EFT</a> – 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-1204 Terminal Operator Return



North Carolina  
Department of Revenue

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

> [Electronic Services](#)

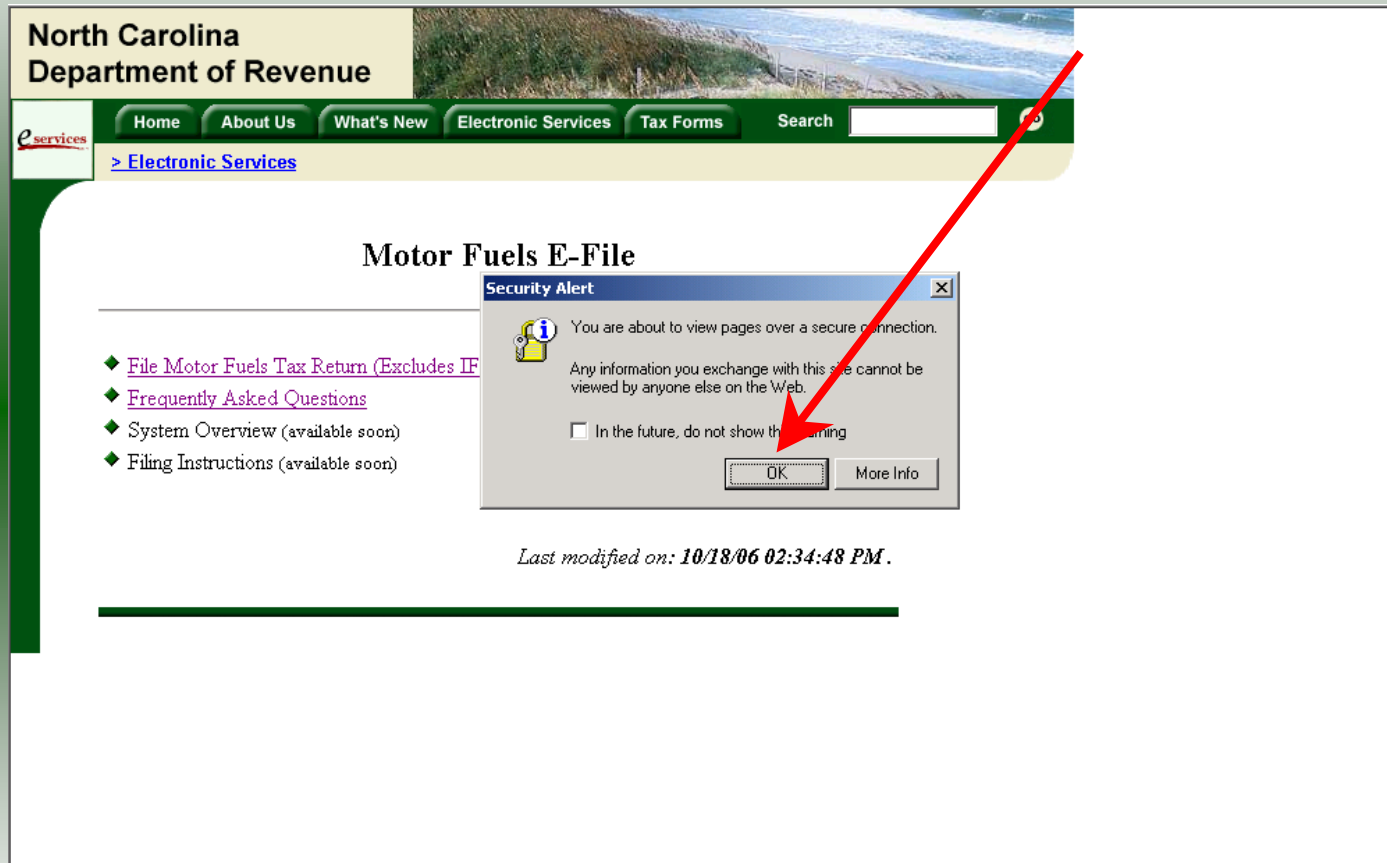
## Motor Fuels E-File

- ◆ [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-1204 Terminal Operator Return



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 Search. A search bar is also present. Below the navigation, there is a link to 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." There is a checkbox for "In the future, do not show this warning" and buttons for "OK" and "More Info". A red arrow points from the top right of the page to 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-1204 Terminal Operator Return

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-1204 Terminal Operator Return

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, and Tax Forms. A search bar is also present. Below the navigation, there 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-1204 Terminal Operator Return

North Carolina  
Department of Revenue

e services 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:

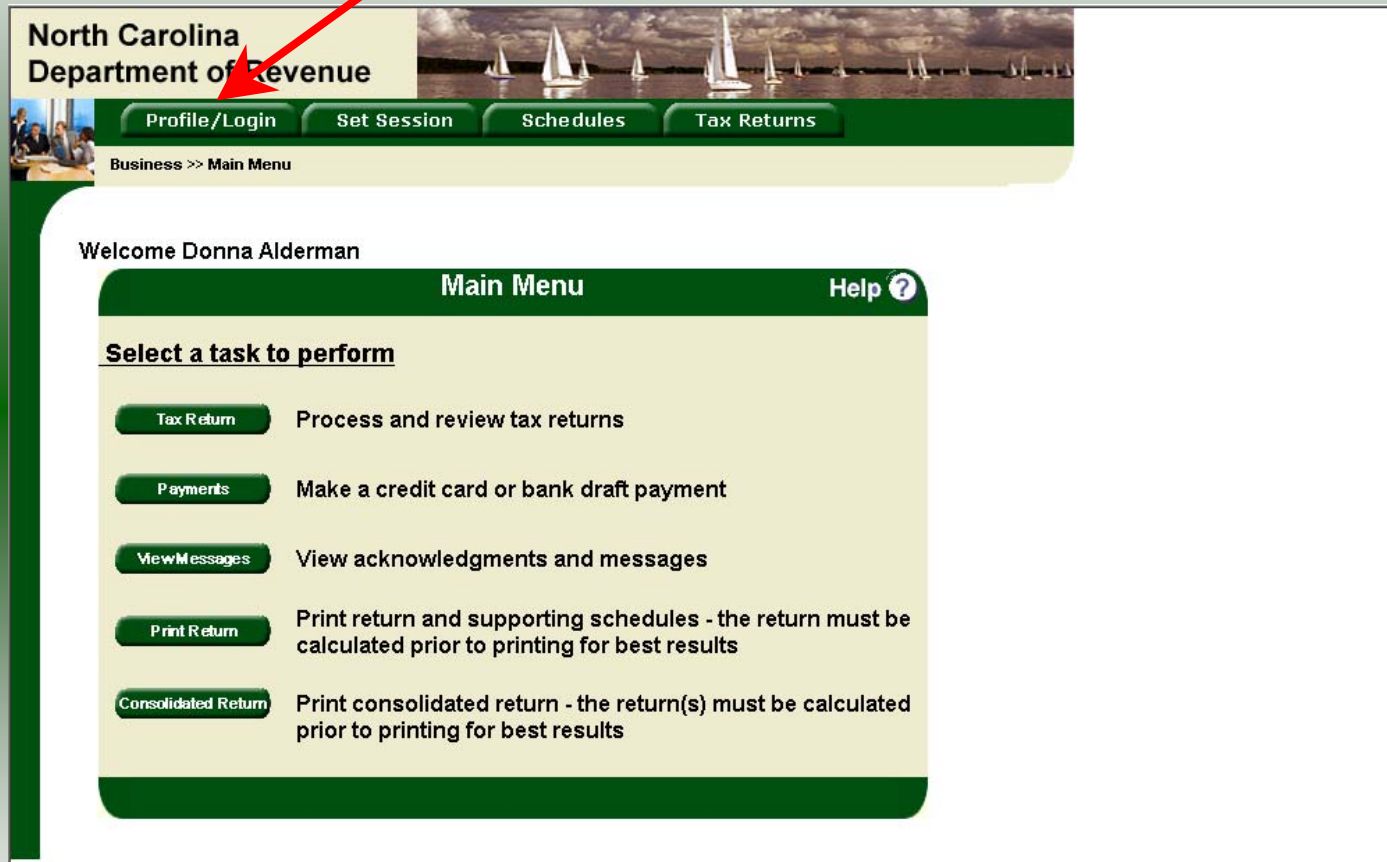
FEIN: 123456789 - TRAINING 1

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-1204 Terminal Operator Return

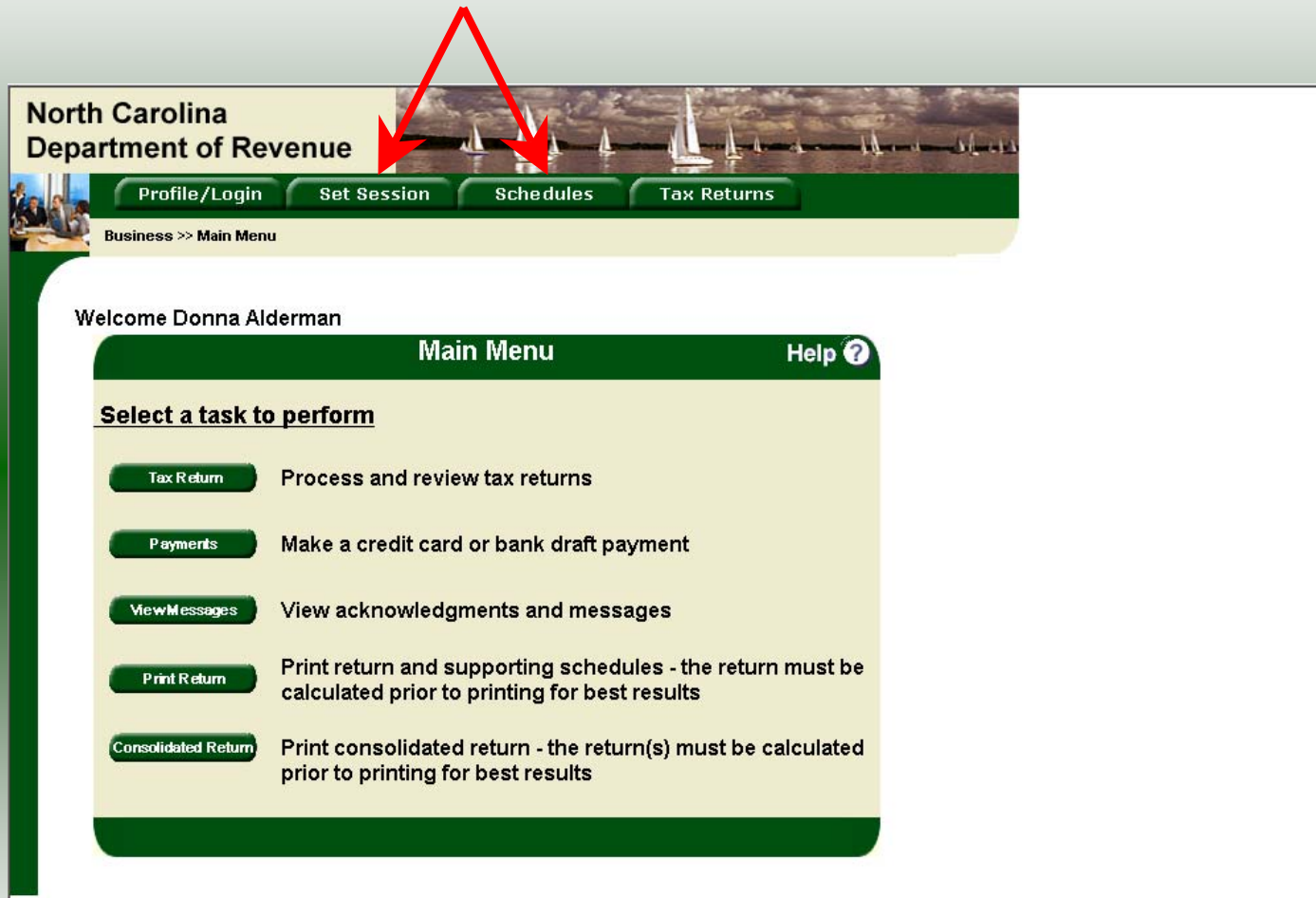


The screenshot shows the North Carolina Department of Revenue website interface. At the top left, the text "North Carolina Department of Revenue" is displayed. To the right is a banner image of sailboats on water. Below the banner is a navigation bar with four tabs: "Profile/Login", "Set Session", "Schedules", and "Tax Returns". A red arrow points to the "Profile/Login" tab. Below the navigation bar, the text "Business >> Main Menu" is visible. The main content area is titled "Main Menu" and includes a "Help ?" link. Under the heading "Select a task to perform", there are five task options, 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-1204 Terminal Operator Return



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 from the top center of the page down to the "Set Session" and "Schedules" tabs. Below the navigation bar, the text "Business >> Main Menu" is displayed. The main content area features a "Main Menu" header with a "Help ?" link. Underneath, the heading "Select a task to perform" is followed by five task options, 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

**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.

# Gas-1204 Terminal Operator Return

The screenshot displays the North Carolina Department of Revenue website interface. 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 "Tax Return" button in the main menu. Below the navigation bar, the text "Business >> Main Menu" is visible. The main content area is titled "Welcome Donna Alderman" and "Main Menu". A "Help ?" link is located in the top right corner of the main menu. The main menu is titled "Select a task to perform" and contains five buttons with descriptions:

- 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 "Tax Return" 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-1204 Terminal Operator Return

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**

<b>Tax Return</b>	Process and review tax returns
<b>Payments</b>	Make a credit card or bank draft payment
<b>View Messages</b>	View acknowledgments and messages
<b>Print Return</b>	Print return and supporting schedules - the return must be calculated prior to printing for best results
<b>Consolidated Return</b>	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-1204 Terminal Operator Return

North Carolina  
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu

Welcome Donna Alderman

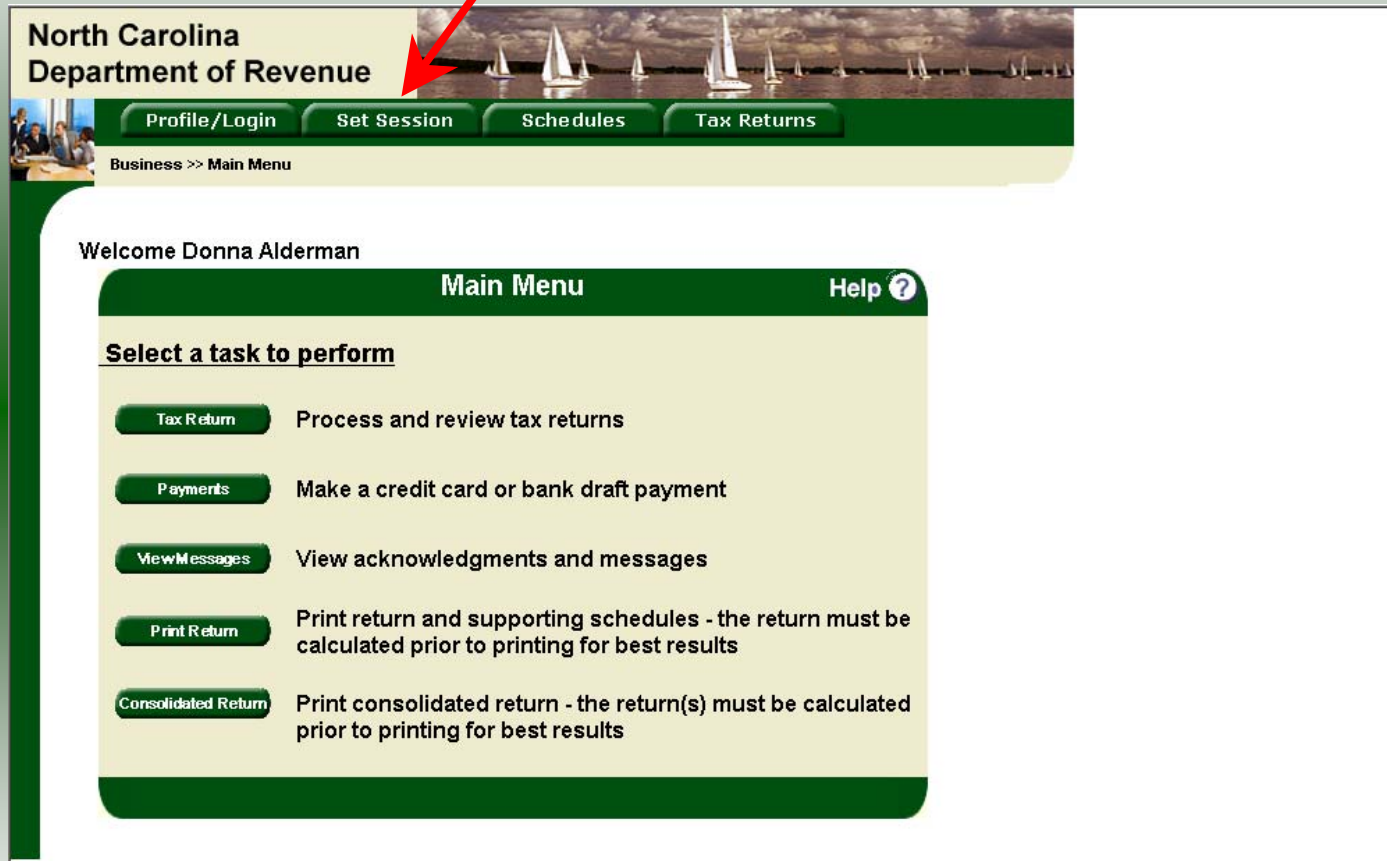
Main Menu Help ?

**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-1204 Terminal Operator Return

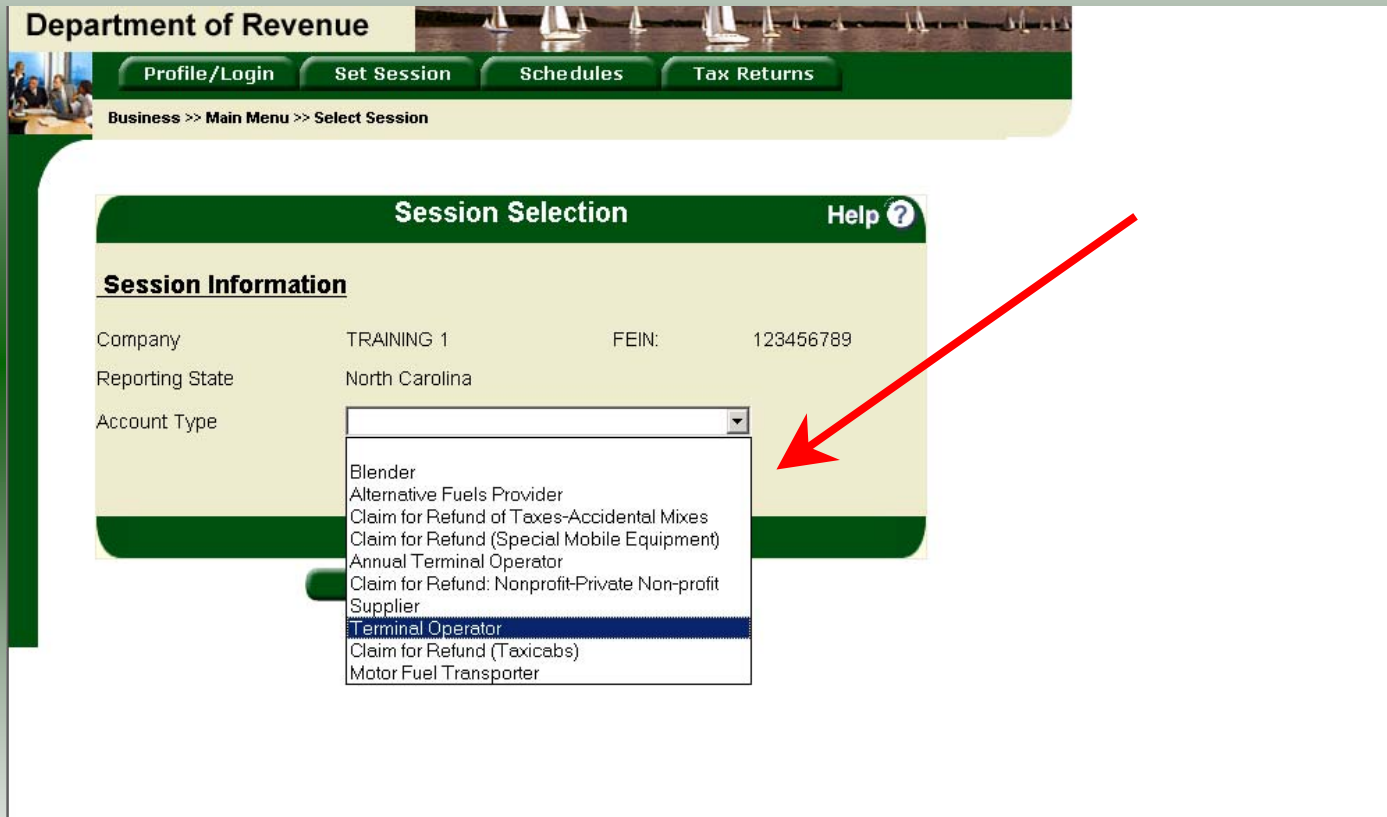


The screenshot displays the North Carolina Department of Revenue website interface. At the top left, the text "North Carolina Department of Revenue" is visible. Below this, a navigation bar contains four tabs: "Profile/Login", "Set Session", "Schedules", and "Tax Returns". A red arrow points to the "Set Session" tab. Below the navigation bar, the text "Business >> Main Menu" is displayed. The main content area features a "Main Menu" header with a "Help ?" link. Underneath, the instruction "Select a task to perform" is followed by five task options, each with a button and a description:

- Tax Return**: Process and review tax returns
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- 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

You must set the tax return session before proceeding. Click on the **Set Session** tab across the top of the screen.

# Gas-1204 Terminal Operator Return



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"><li>Blender</li><li>Alternative Fuels Provider</li><li>Claim for Refund of Taxes-Accidental Mixes</li><li>Claim for Refund (Special Mobile Equipment)</li><li>Annual Terminal Operator</li><li>Claim for Refund: Nonprofit-Private Non-profit Supplier</li><li><b>Terminal Operator</b></li><li>Claim for Refund (Taxicabs)</li><li>Motor Fuel Transporter</li></ul>		

The Session Selection screen is displayed. Click on **Account Type** and then scroll down the returns list until the **Terminal Operator** is highlighted. Left click.

# Gas-1204 Terminal Operator Return

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	Terminal Operator		
Reporting Period	[Month] / [Year]		
Terminal Control Number	[Dropdown]		

Existing Session Session List NewSession Amendment

Back Exit Cancel

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



# Gas-1204 Terminal Operator Return

Department of Revenue

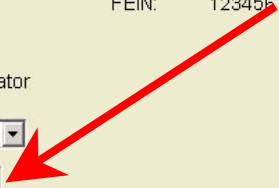
Profile/Login Set Session Schedules Tax Returns

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

### Session Selection Help ?

**Session Information**

Company	TRAINING 1	FEIN:	123456789
Reporting State	North Carolina		
Account Type	Terminal Operator		
Reporting Period	12	/	2006
Terminal Control Number	<input type="text" value="T56NC9999"/>		



Click the drop down arrow for **Terminal Control Number**.

# Gas-1204 Terminal Operator Return

**Department of Revenue**

Profile/Login Set Session Schedules Tax Returns

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

### Session Selection Help ?

**Session Information**

Company	TRAINING 1	FEIN:	123456789
Reporting State	North Carolina		
Account Type	Terminal Operator		
Reporting Period	12 / 2006		
Terminal Control Number	T56NC9999		

Verify the return period and terminal control number. Click **New Session** to start entering the return information.

# Gas-1204 Terminal Operator Return

Department of Revenue

Profile/Login Set Session Schedules Tax Returns

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

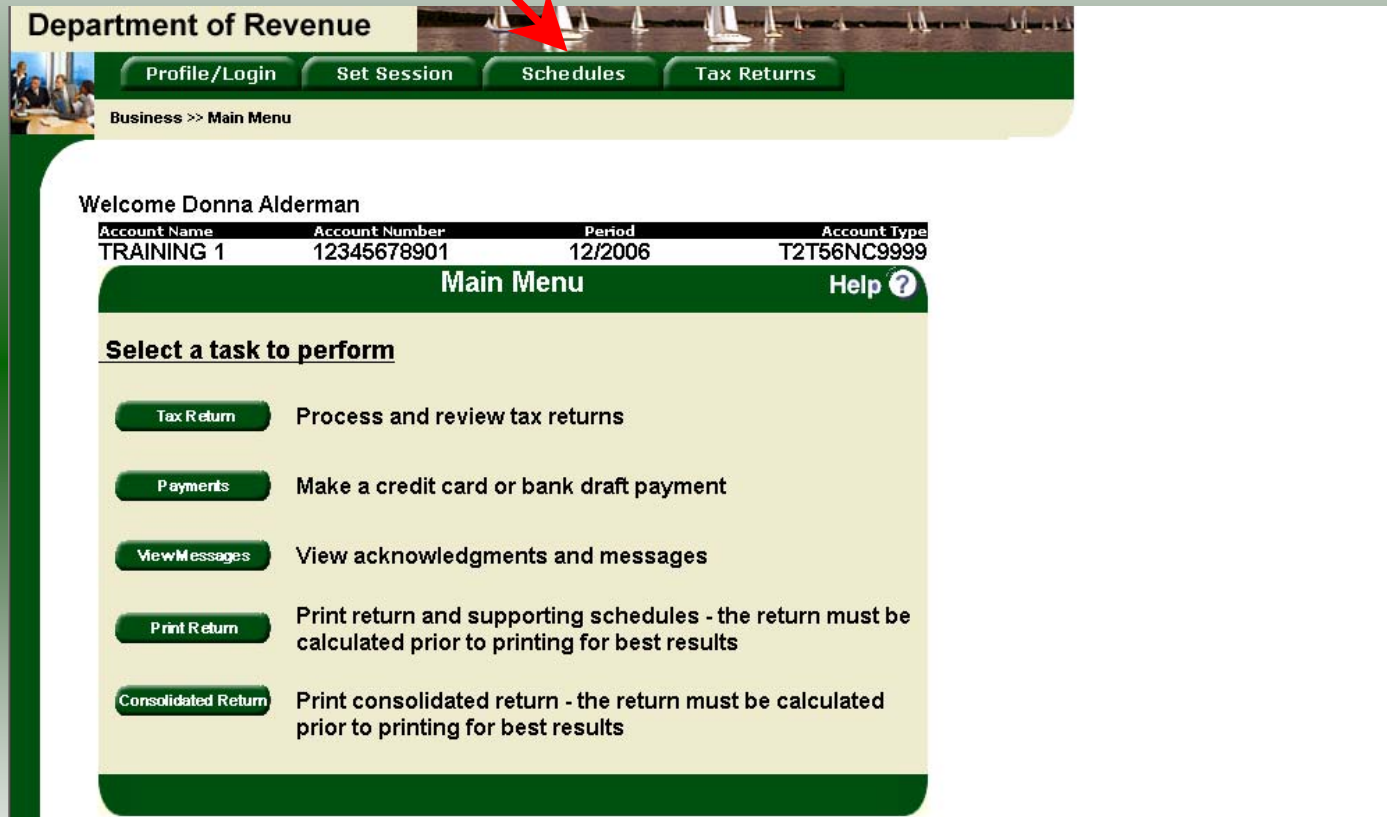
### Session Selection Help ?

**Session Information**

Company	TRAINING 1	FEIN:	123456789
Reporting State	North Carolina		
Reporting Period	12 / 2006		
Account Type	Terminal Operator		
Terminal Control Number	T56NC9999		
Account ID	12345678901		
Return Type	Original	Sequence	0
Status	Open		

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

# Gas-1204 Terminal Operator Return



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	12345678901	12/2006	T2T56NC9999

**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 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 **Schedules** tab at the top of the screen.

# Gas-1204 Terminal Operator Return

Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Schedule Transactions

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678901	12/2006	72T56NC9999

### Schedule Transaction List

Help ?

Select	Sched Code	Product Code	Origin	Destination	Document Date	Document #	Billed Gallons
No schedule entries found							

No Activity Return New

Select a schedule

Back Print Exit Cancel

The **Schedules Transaction List** screen is displayed. To file a “No Activity Return” click the **No Activity Return** button. To enter schedule data click **New**.

# Gas-1204 Terminal Operator Return

Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Schedule Transactions >> Select Schedule

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678901	12/2006	T2T56NC9999

**Schedule Selection** Help

**Select Schedule**

Schedule

- 15A-Terminal Operator Schedule of Receipts
- 15B-Terminal Operator Schedule of Disbursements

Select Schedule from List

Back Exit Cancel

The **Schedules Selection** screen is displayed. Click the down arrow and select the applicable schedule.

# Gas-1204 Terminal Operator Return

**Department of Revenue**

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Schedule Transactions >> Select Schedule >> Schedule Maintenance

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678901	12/2006	T2T56NC9999

**Enter Schedule Information** Help ?

Schedule 15A-Terminal Operator Schedule of Receipts

\*Product Type 065-Gasoline

\*Carrier Name AAA Transportation

\*Carrier Account Number 561234567

\*Mode Pipeline

\*Position Holder Name Training 1

\*Position Holder Account Number 2345678901

\*Date Received 12/02/2006 mm/dd/ccyy

\*Document Number 54-6857

\*Net Gallons 210000

\*Gross Gallons 210000

\* Required Fields

Add Next Add New Schedule Tax Return

Add a schedule

Back Clear Print Exit Cancel

Enter information as requested on this screen. Please note: All information is required  
You must enter the date as follows: mm/dd/ccyy.

# Gas-1204 Terminal Operator Return

Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Schedule Transactions >> Select Schedule >> Schedule Maintenance

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678901	12/2006	T2T56NC9999

**Enter Schedule Information** Help ?

Schedule 15A-Terminal Operator Schedule of Receipts

\*Product Type 065-Gasoline

\*Carrier Name AAA Transportation

\*Carrier Account Number 561234567

\*Mode Pipeline

\*Position Holder Name Training 1

\*Position Holder Account Number 2345678901

\*Date Received 12/02/2006 mm/dd/yyyy

\*Document Number 54-6857

\*Net Gallons 210000

\*Gross Gallons 210000

\* Required Fields

Add Next Add + New Schedule Tax Return

Add a schedule

Back Clear Print Exit Cancel

If more entries need to be added for the schedule click **Add Next**. Once all entries have been added for the schedule and additional schedules are to be reported click **Add + New Schedule**.



# Gas-1204 Terminal Operator Return

Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Schedule Transactions >> Select Schedule >> Schedule Maintenance >> Select Schedule

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678901	12/2006	T2T56NC9999

**Schedule Selection** Help

**Select Schedule**

Schedule

15A-Terminal Operator Schedule of Receipts  
15B-Terminal Operator Schedule of Disbursements

Add a schedule

Back Exit Cancel

The **Schedules Selection** screen is displayed. Click the down arrow and select the applicable schedule.

# Gas-1204 Terminal Operator Return

**Department of Revenue**

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Schedule Transactions >> Select Schedule >> Schedule Maintenance >> Select Schedule >> Schedule Maintenance

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678901	12/2006	T2T56NC9999

**Enter Schedule Information** Help ?

Schedule 15B-Terminal Operator Schedule of Disbursements

\*Product Type 065-Gasoline

\*Carrier Name CCC Carrier

\*Carrier Account Number 561234567

\*Mode Truck

\*Destination City Raleigh

\*Destination State NORTH CAROLINA

\*Position Holder Name Training 1

\*Position Holder Account Number 2345678901

\*Date Shipped 12/15/2006 mm/dd/yyyy

\*Document Number 1215200601

\*Net Gallons 208000

\*Gross Gallons 209000

\* Required Fields

Add Next Add New Schedule Tax Return

Enter information as requested on this screen. Enter information on this screen using the same instructions as on Page 23.

# Gas-1204 Terminal Operator Return

**Department of Revenue**

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Schedule Transactions >> Select Schedule >> Schedule Maintenance >> Select Schedule >> Schedule Maintenance

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678901	12/2006	T2T56NC9999

**Enter Schedule Information** [Help ?](#)

Schedule: 15B-Terminal Operator Schedule of Disbursements

\*Product Type: 065-Gasoline

\*Carrier Name: CCC Carrier

\*Carrier Account Number: 561234567

\*Mode: Truck

\*Destination City: Raleigh

\*Destination State: NORTH CAROLINA

\*Position Holder Name: Training\_1

\*Position Holder Account Number: 2345678901

\*Date Shipped: 12/15/2006 mm/dd/yyyy

\*Document Number: 1215200601

\*Net Gallons: 208000

\*Gross Gallons: 209000

\* Required Fields

**Add Next** **Add New Schedule** **Tax Return**

If more entries need to be added for the schedule click **Add Next**. Once all schedules have been added click **Tax Return**.

# Gas-1204 Terminal Operator Return

Trade Name of Terminal  
**TRAINING 1**

City and State Address of Terminal  
**RALEIGH NC**

Mailing Address

Terminal Code  
**T56NC9999**

12345678901

Return for Month of **12** - **2006**

Name of Contact Person  
**Preparer's Name**

City State Zip Code (First 5 digits)  
**(919)733-3409 (919)733-8654**

Address has changed since prior return  
 Amended return  
 First return for closed business

**Fuel Accountability**

	Gasoline	Undyed Diesel	Dyed Diesel	Undyed Kerosene	Dyed Kerosene	Jet Fuel	Aviation Gasoline
1. Beginning inventory (From prior month's ending inventory)	2,000	2,000	2,000	2,000	2,000	2,000	2,000
2. Total receipts (From Gas-1204RS, Schedule 15A)	210,000	0	0	0	0	0	0
3. Total gallons available for removal (Add Lines 1 and 2)	212,000	2,000	2,000	2,000	2,000	2,000	2,000
4. Low sulfur dyed diesel disbursements (From Gas-1204DS, Schedule 15B)			0				
5. Total of other fuel disbursements (From Gas-1204DS, Schedule 15B)	208,000	0	0	0	0	0	0
6. Gallons available less disbursements (Line 3 minus Lines 4 and 5)	4,000	2,000	2,000	2,000	2,000	2,000	2,000
7. Stock <gain>/loss (Line 6 minus Line 8)	4,000	2,000	2,000	2,000	2,000	2,000	2,000
8. Actual ending inventory (Should be next month's beginning inventory)	1500	0	0	0	0	0	0
9. Late Filing Penalty (Enter \$50.00 if filed after the due date of the return)							50.00

Signature: \_\_\_\_\_ Title: **Preparer's Title** Date: **3/17/07**

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

Terminal Operator returns are due by the 25th of each month.

MAIL TO: North Carolina Department of Revenue  
Motor Fuels Tax Division  
Post Office Box 25000  
Raleigh, North Carolina 27640-0950

QUESTIONS: Contact the Motor Fuels Tax Division at:  
Telephone Number (919) 733-3409  
Toll Free Number (877) 308-9092  
Fax Number (919) 733-8654

**Submit Calculate Recalc Penalty**

Enter the **Contact Name** located to the right of the address information and then moving to the check boxes in the upper right-hand corner of the return. Enter the **Ending Inventory, Title, and Date**. Click **Calculate**.

# Gas-1204 Terminal Operator Return

**TRAINING 1**

Trade Name of Terminal  
**TRAINING 1**

City and State Address of Terminal  
**RALEIGH NC** Terminal Code  
**T56NC9999**

Mailing Address  
City State Zip Code (First 5 digits)

Fill in applicable circles:  
 Address has changed since prior return  
 Amended return  
 Final return for closed business

Account Number  
**12345678901**

Return for Month of **12** - **2006**  
(Month) (Year)

FOR OFFICE USE ONLY

Name of Contact Person  
**PREPARER'S NAME**

Phone Number  
**(919)733-3409** Fax Number  
**(919)733-8654**

	Gasoline	Undyed Diesel	Dyed Diesel	Undyed Kerosene	Dyed Kerosene	Jet Fuel	Aviation Gasoline
1. Beginning inventory (From prior month's ending inventory)	2,000	2,000	2,000	2,000	2,000	2,000	2,000
2. Total receipts (From Gas-1204RS, Schedule 15A)	210,000	0	0	0	0	0	0
3. Total gallons available for removal (Add Lines 1 and 2)	212,000	2,000	2,000	2,000	2,000	2,000	2,000
4. Low sulfur dyed diesel disbursements (From Gas-1204DS, Schedule 15B)			0				
5. Total of other fuel disbursements (From Gas-1204DS, Schedule 15B)	208,000	0	0	0	0	0	0
6. Gallons available less disbursements (Line 3 minus Lines 4 and 5)	4,000	2,000	2,000	2,000	2,000	2,000	2,000
7. Stock <gain>/loss (Line 6 minus Line 8)	2,500	2,000	2,000	2,000	2,000	2,000	2,000
8. Actual ending inventory (Should be next month's beginning inventory)	1,500	0	0	0	0	0	0
9. Late Filing Penalty (Enter \$50.00 if filed after the due date of the return)							50.00

Signature: \_\_\_\_\_ Title: **PREPARER'S TITLE** Date: **03/17/2007**

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

Terminal Operator returns are due by the 25th of each month.

MAIL TO: North Carolina Department of Revenue  
Motor Fuels Tax Division  
Post Office Box 25000  
Raleigh, North Carolina 27640-0950

QUESTIONS: Contact the Motor Fuels Tax Division at:  
Telephone Number (919) 733-3409  
Toll Free Number (877) 308-9092  
Fax Number (919) 733-8654

**Submit** **Calculate** **Recalc Penalty**

Please note Line 9. Penalty is calculated if the return is filed late. Click **Submit**.

# Gas-1204 Terminal Operator Return

Business >> Main Menu >> Schedule Transactions >> Select Schedule >> Schedule Maintenance >> Select Schedule >> Schedule Maintenance >> Tax Return >> Payment Menu

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678901	12/2006	T2T56NC9999

## Payment Menu Help ?

Please Select a Payment Method:

**Credit / Debit Card**

A convenience fee is charged if you pay by credit/debit card. The fee is calculated as \$2.00 for every \$100.00 increment of your tax payment, and is nonrefundable. You will need the following information for a credit/debit card payment:

- MasterCard or Visa card number
- Billing address
- Expiration date

**Bank Draft (ACH)**

Authorizes the North Carolina Department of Revenue to draft your bank account for the payment of your tax liability. You will need the following information for a bank draft payment:

- Bank routing number
- Bank account number

Select a payment method

**Back** **Exit** **Cancel**

If the return is filed late and a penalty is due the **Payment Menu** will be displayed. Instructions will be provided for paying by Credit/Debit Card and Bank Draft. To pay by Credit/Debit Card select **Credit/Debit Card**.

# Gas-1204 Terminal Operator Return

North Carolina  
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Tax Return >> Payment Menu >> Card Payment Entry

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678901	12/2006	T2T56NC9999

Payment by Credit/Debit Card [Help ?](#)

\*Credit/Debit Card Type

\*Card Account Number

\*Card Expiration (Month/Year)

\*Zip Code (Verification)

Payment Amount \$50.00

Convenience Fee \$2.00

Total Amount \$52.00

Zip Code: Please enter your five digit zip code as it appears on your credit/debit card statement. The zip code is used for credit/debit card verification.

Enter the **Card Type**, **Card Account Number**, **Card Expiration Date**, and the **Zip Code** of the address where the credit card statement is mailed. For all Credit/Debit payments a \$2.00 per \$100.00 increment is charged.

# Gas-1204 Terminal Operator Return

Total Amount \$52.00

---

Zip Code: Please enter your five digit zip code as it appears on your credit/debit card statement. The zip code is used for credit/debit card verification.

A convenience fee is charged if you pay by credit/debit card. This fee will be calculated for you when you enter the payment amount and added to the payment amount for the total to be charged to your credit/debit card account. The convenience fee is \$2.00 for every \$100.00 increment and is nonrefundable.

Example:

\$2.00 for payment amounts of \$.01 to \$100.00

\$4.00 for payment amounts of \$100.01 to \$200.00

\$6.00 for payment amounts of \$200.01 to \$300.00 etc.

I understand that reversing this charge may subject me to penalties, interest and other fees imposed by the Department of Revenue for nonpayment or late payment of the tax.

The Department of Revenue will issue a refund check for tax overpayment.

The convenience fee is nonrefundable.

\* Required Fields

**Submit**

Card Payment Entry

Back Clear Exit Cancel

After entering the credit card information scroll to the bottom of the page and click **Submit**.



# Gas-1204 Terminal Operator Return

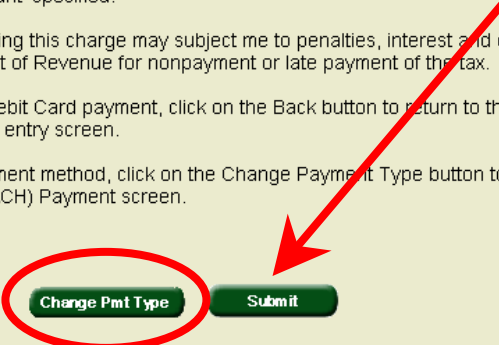
*Credit/Debit Card Type	Mastercard
*Card Account Number	5454545454545454
*Card Expiration (Month/Year)	02 / 2010
*Zip Code (Verification)	00004
Payment Amount	\$ 50.00
Convenience Fee	\$ 2.00
Total Amount	\$52.00

By submitting this form I hereby:

- 1) Certify the information is complete and correct
- 2) Authorize the North Carolina Department of Revenue to charge the above credit/debit card account for the 'Total Amount' specified.
- 3) I understand that reversing this charge may subject me to penalties, interest and other fees imposed by the Department of Revenue for nonpayment or late payment of the tax.
- 4) To change this Credit/Debit Card payment, click on the Back button to return to the Credit/Debit Card Payment entry screen.
- 5) To choose another payment method, click on the Change Payment Type button to be routed to the Bank Draft (ACH) Payment screen.

\* Required Fields

[Change Pmt Type](#) [Submit](#)



The **Payment Verification** screen is displayed. There are two options: **Change Payment Type** or **Submit** the payment using the credit/debit card. Click **Submit** to complete the payment and display the **Return Confirmation** screen.

# Gas-1204 Terminal Operator Return

The screenshot shows the North Carolina Department of Revenue website interface. At the top, there is a navigation bar with buttons for 'Profile/Login', 'Set Session', 'Schedules', and 'Tax Returns'. Below this is a breadcrumb trail: 'Business >> Main Menu >> Tax Return >> Payment Menu >> Card Payment Entry >> Card Payment Finalize >> View Messages'. The main content area is titled 'View Messages' and contains a table with the following information:

Company Name	TRAINING 1
Account ID	12345678901
Return Confirmation Number	4710207000002
Return Received	04/12/2007 09:46 EDT
Filing Period	12/2006 - Original
Account Type	Terminal Operator - T56NC9999

Below the table, it says 'Page 1 of 4' and has a 'Next' button highlighted with a red arrow. At the bottom of the window, there are three buttons: 'Print', 'Exit', and 'Cancel'. A footer message says 'Please print for your records'.

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

# Gas-1204 Terminal Operator Return

North Carolina  
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Tax Return >> Payment Menu >> Card Payment Entry >> Card Payment Finalize >> View Messages

### View Messages Help ?

Company Name	TRAINING 1
Account ID	12345678901
Payment Confirmation Number	1710223000001
Credit/Debit Card Number (Last 4)	*****5454
Payment Date/Time	04/12/2007 09:46 EDT
Settlement Date	04/13/2007
Filing Period	12/2006 - Original
Payment Amount	50.00
Fee Amount	2.00
Total Payment Amount	52.00
Taxpayer Type	Terminal Operator

Previous Page 2 of 4 Next

View messages

Print Exit Cancel

A red arrow points to the 'Print' button.

The **Payment Confirmation Message** will display. Click the **Print** button to print this message for your records. Click **Cancel** to return to the Main Menu to process another return. Click **Exit** to leave the Electronic Filing System.

# Gas-1204 Terminal Operator Return

Business >> Main Menu >> Payment Menu

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678901	12/2006	T2T56NC9999

### Payment Menu Help ?

Please Select a Payment Method:

**Credit / Debit Card**

A convenience fee is charged if you pay by credit/debit card. The fee is calculated as \$2.00 for every \$100.00 increment of your tax payment, and is nonrefundable. You will need the following information for a credit/debit card payment:

- MasterCard or Visa card number
- Billing address
- Expiration date

**Bank Draft (ACH)**

Authorizes the North Carolina Department of Revenue to draft your bank account for the payment of your tax liability. You will need the following information for a bank draft payment:

- Bank routing number
- Bank account number

Select a payment method

**Back** **Exit** **Cancel**

To pay by bank draft select the **Bank Draft** button.

# Gas-1204 Terminal Operator Return

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678901	12/2006	T2T56NC9999

### Payment by Bank Draft (ACH) Help ?

\* Required Fields

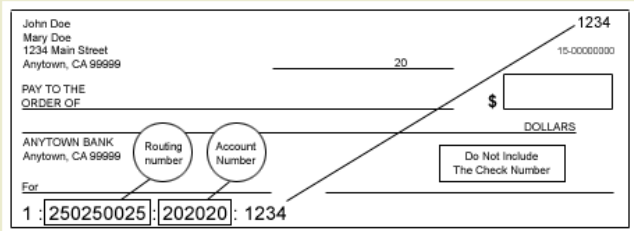
\*Account Type

\*Bank Routing Number

\*Bank Account Number

Payment Amount \$50.00

The sample check below will help you locate the information needed to complete this form.



**Do not use a deposit slip to determine the bank numbers.**  
A deposit slip may not contain the needed information. Contact your financial institution if you are unsure which numbers to use.

Enter the **Account Type**, **Bank Routing Number**, and **Bank Account Number**. There is no fee for payment by bank draft. Instructions are provided on the screen to identify the Bank Routing Number and the Account Number as displayed on the check.

# Gas-1204 Terminal Operator Return

Payment Amount \$50.00

The sample check below will help you locate the information needed to complete this form.

A sample check form for ANYTOWN BANK. The check is dated 20\_\_\_\_ and payable to the order of \$\_\_\_\_ DOLLARS. The check number is 1234. The routing number is 250250025 and the account number is 202020. A red arrow points to the Submit button below the check.

John Doe  
Mary Doe  
1234 Main Street  
Anytown, CA 99999

1234  
15-00000000

20

PAY TO THE ORDER OF \$ \_\_\_\_\_ DOLLARS

ANYTOWN BANK  
Anytown, CA 99999

Routing number: 250250025  
Account Number: 202020

For 1 : 250250025 : 202020 : 1234

Do Not Include The Check Number

**Do not use a deposit slip to determine the bank numbers.**

A deposit slip may not contain the needed information. Contact your financial institution if you are unsure which numbers to use.

If the financial institution you designate cannot process the payment transaction, you will be responsible for the tax payment and any applicable penalties and interest. The Department of Revenue will contact you if the transaction is returned by the bank.

If the transaction is returned for "insufficient funds" or "unable to locate account", you will be subject to a "Penalty For Bad Electronic Funds Transfer". The penalty is 10% of the payment (minimum \$1.00; maximum \$1,000.00).

Submit

Payment by Bank Draft

Back

Clear

Exit

Cancel

After entering the bank account information scroll to the bottom of the page and click **Submit**.

# Gas-1204 Terminal Operator Return

North Carolina  
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Payment Menu >> ACH Payment Entry >> ACH Payment Verify

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678901	12/2006	T2T56NC9999

Payment by Bank Draft (ACH) Help ?

\* Required Fields

Bank Routing Number 053,00494

\*Please Reenter Bank Account Number 9999888877766665

Change Pmt Type Submit

Re-enter bank account number to verify

Back Exit Cancel

The **Payment Verification** screen is displayed. Re-enter the **Bank Account Number**. There are now two options: **Change Payment Type** or **Submit** the payment using the bank draft. Click **Submit** to continue the bank draft payment.

# Gas-1204 Terminal Operator Return

Business >> Main Menu >> Payment Menu >> ACH Payment Entry >> ACH Payment Verify >> ACH Payment Finalize

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678901	12/2006	T2T56NC9999

**Payment by Bank Draft (ACH)** [Help ?](#)

Payment Type: Bank Draft (ACH)  
Account Type: Business/Corporate Checking  
Routing Number: 053100494  
Account Number: 99998888777766665  
Total Payment Amount: \$50.00

If the financial institution you designate cannot process the payment transaction, you will be responsible for the tax payment and any applicable penalties and interest. The Department of Revenue will contact you if the transaction is returned by the bank.

If the transaction is returned for "insufficient funds" or "unable to locate account", you will be subject to a "Penalty For Bad Electronic Funds Transfer". The penalty is 10% of the payment (minimum \$1.00; maximum \$1,000.00).

Submit ACH Payment for processing

The **Payment Verification** screen is displayed. Click **Submit** to complete the payment and display the **Return Confirmation** screen.



# Gas-1204 Terminal Operator Return

The screenshot shows the North Carolina Department of Revenue website interface. At the top, there is a navigation bar with buttons for 'Profile/Login', 'Set Session', 'Schedules', and 'Tax Returns'. Below this is a breadcrumb trail: 'Business >> Main Menu >> Payment Menu >> ACH Payment Entry >> ACH Payment Verify >> ACH Payment Finalize >> View Messages'. The main content area is titled 'View Messages' and contains a table with the following information:

Company Name	TRAINING 1
Account ID	12345678901
Return Confirmation Number	4710207000003
Return Received	04/12/2007 09:52 EDT
Filing Period	12/2006 - Original
Account Type	Terminal Operator - T56NC9999

Below the table, it says 'Page 1 of 7' and a 'Next' button is highlighted with a red arrow. At the bottom of the window, there are three buttons: 'Print', 'Exit', and 'Cancel'. A footer message reads 'Please print for your records'.

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

# Gas-1204 Terminal Operator Return

The screenshot shows the North Carolina Department of Revenue website. The main navigation bar includes buttons for 'Profile/Login', 'Set Session', 'Schedules', and 'Tax Returns'. Below this is a breadcrumb trail: 'Business >> Main Menu >> Payment Menu >> ACH Payment Entry >> ACH Payment Verify >> ACH Payment Finalize >> View Messages'. The 'View Messages' window displays the following information:

Company Name	TRAINING 1
Account ID	12345678901
Payment Confirmation Number	1710223000002
Bank Routing Number	053100494
Bank Account Number	9999888877766665
Payment Date/Time	04/12/2007 09:52 EDT
Settlement Date	2007-04-13
Filing Period	12/2006 - Original
Taxpayer Type	Terminal Operator
Taxpayer Account Number	12345678901
Payment Amount	50.00

Navigation buttons include 'Previous', 'Page 3 of 7', and 'Next'. At the bottom of the window are 'View messages', 'Print', 'Exit', and 'Cancel' buttons. A red arrow points to the 'Print' button.

The **Payment Confirmation Message** will display. Click the **Print** button to print this message for your records. Click **Cancel** to return to the Main Menu to process another return. Click **Exit** to leave the Electronic Filing System.

# Gas-1204 Terminal Operator Return

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	12345678901	12/2006	T2T56NC9999

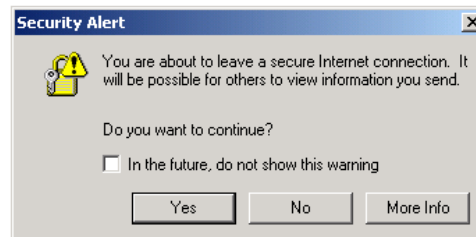
Main Menu Help ?

**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 must be calculated prior to printing for best results

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

# Gas-1204 Terminal Operator Return



Click **Exit** to exit the Fuel Tracking System. A dialog box will display asking if you want to leave the secure internet connection. Click **YES**.

# Gas-1204 Terminal Operator Return

The screenshot shows the main page of the North Carolina Department of Revenue website. At the top left, the text "North Carolina Department of Revenue" is displayed above a city skyline image. A navigation bar contains links for "About Us", "What's New", "Electronic Services", and "Tax Forms", along with a search box and a "go" button. A "Welcome" message follows, stating the site's purpose and providing a link to the "Summary of Financial Condition". Three main categories are highlighted: "Individual" (with a photo of a man), "Business" (with a photo of a meeting), and "Practitioner" (with a photo of a man at a desk). Below these is the "NCDOR" logo and a prominent "E-FILE FREE & EASY" banner. A "Settlement Initiative" link is on the left, and four service icons are on the right: "Property Auctions", "Where's My Refund?", "Armed Forces", and "Web Site Survey". The footer includes "Site Map", "Español", "Privacy Policy", "Disclaimer", "NC @ your service", and a small "NCDOR" logo.

The Department of Revenue website Main screen is displayed. You have successfully filed your **Gas-1204 Terminal Operator** return.

# Gas-1204 Terminal Operator Return

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	Terminal Operator		
Reporting Period	/		
Terminal Control Number	T56NC9999		

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-1204 Terminal Operator Return

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	Terminal Operator		
Reporting Period	12 / 2006		
Terminal Control Number	T56NC9999		

**Existing Session** Session List NewSession Amendment

Back Exit Cancel

To 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-1204 Terminal Operator Return

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	12 / 2006		
Account Type	Terminal Operator		
Terminal Control Number	T56NC9999		
Account ID	12345678901		
Return Type	Original	Sequence	0
Status	Filed		

**Confirm**

Confirm

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-1204 Terminal Operator Return

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	12345678901	12/2006	T2T56NC9999

**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 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**

# Gas-1204 Terminal Operator Return

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	Terminal Operator		
Reporting Period	[ ] / [ ]		
Terminal Control Number	T56NC9999		

Existing Session **Session List** NewSession Amendment

Session List

Back Exit Cancel

From the **Set Session** screen, to view a list of all returns click the drop down arrow for **Terminal Control Number** then click **Session List**. No reporting period is required.

# Gas-1204 Terminal Operator Return

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678901	N/A	T2T56NC9999

Session Selection List						Help ?
Select a Session						
Select	Month	Year	Original / Amendment		Status	
<input type="radio"/>	12	2006	Original	0	Filed	
<input type="radio"/>	11	2006	Original	0	Open	
<input type="radio"/>	10	2006	Original	0	Open	
<input type="radio"/>	9	2006	Original	0	Open	
<input type="radio"/>	8	2006	Original	0	Filed	
<input type="radio"/>	7	2006	Original	0	Open	
<input type="radio"/>	6	2006	Original	0	Filed	
<input type="radio"/>	5	2006	Original	0	Filed	
<input type="radio"/>	4	2006	Original	0	Filed	
<input type="radio"/>	3	2006	Original	0	Filed	
<input type="radio"/>	2	2006	Original	0	Filed	
<input type="radio"/>	1	2006	Original	0	Filed	
<input type="radio"/>	12	2005	Original	0	Open	

\* Government session: view only

Select session

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

# Gas-1204 Terminal Operator Return

North Carolina  
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	12 / 2006		
Account Type	Terminal Operator		
Terminal Control Number	T56NC9999		
Account ID	12345678901		
Return Type	Original	Sequence	0
Status	Filed		

**Confirm**

Confirm

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-1204 Terminal Operator Return

North Carolina  
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

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

### Session Selection Help ?

**Session Information**

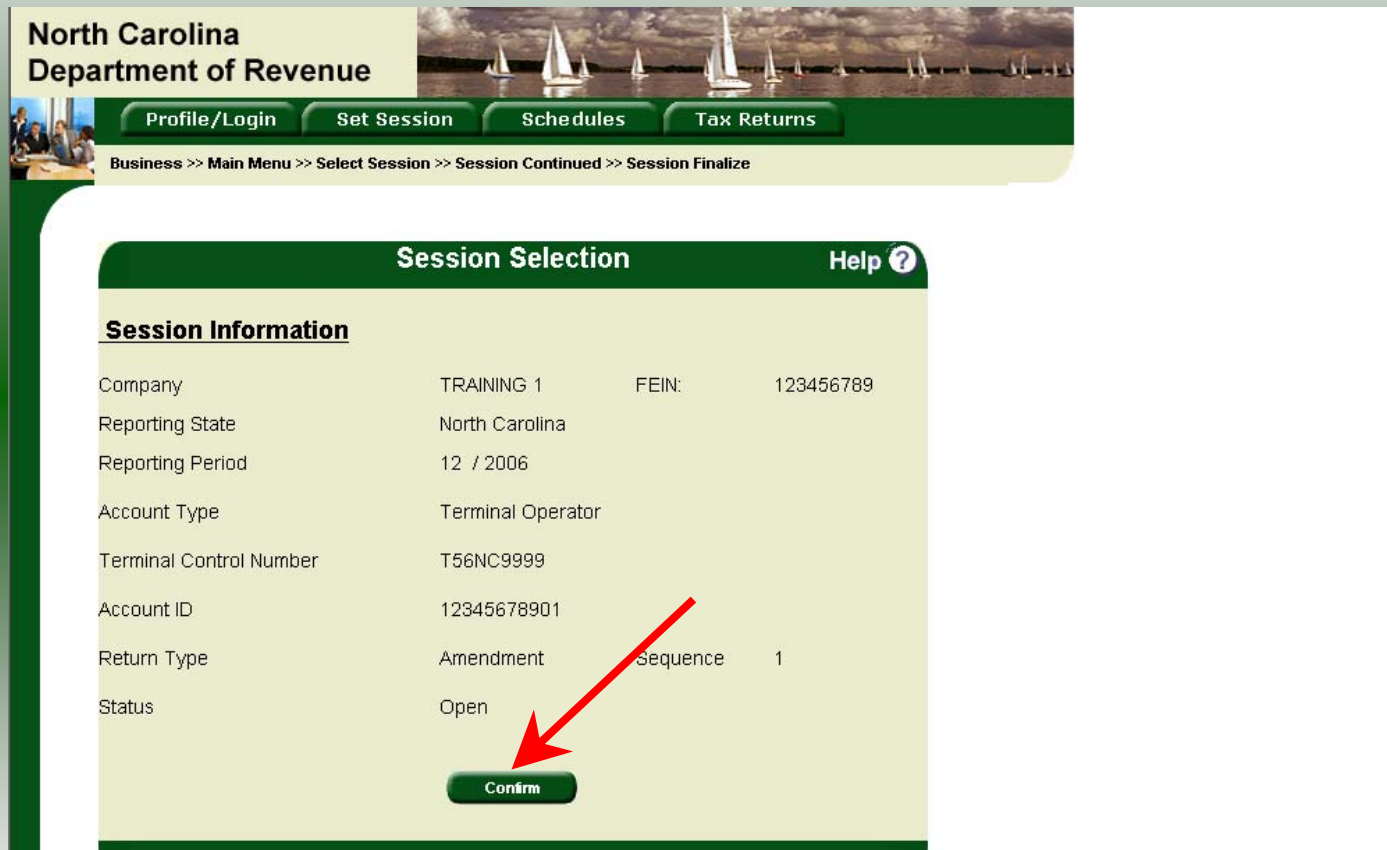
Company	TRAINING 1	FEIN:	123456789
Reporting State	North Carolina		
Account Type	Terminal Operator		
Reporting Period	12 / 2006		
Terminal Control Number	T56NC9999		

Existing Session Session List NewSession **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 and the **Terminal Control Number**. Click **Amendment**.

# Gas-1204 Terminal Operator Return



North Carolina  
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

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

### Session Selection Help ?

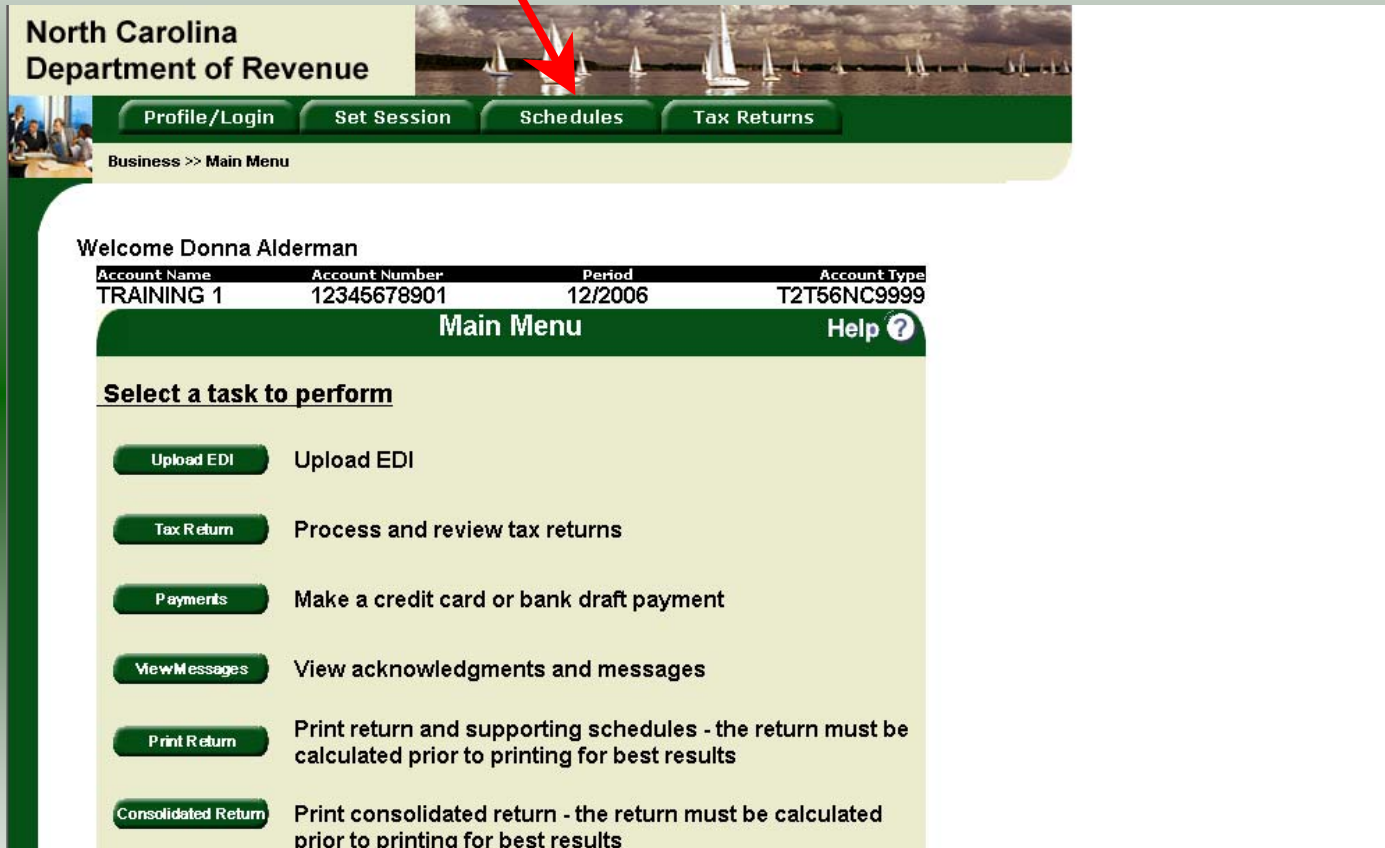
#### Session Information

Company	TRAINING 1	FEIN:	123456789
Reporting State	North Carolina		
Reporting Period	12 / 2006		
Account Type	Terminal Operator		
Terminal Control Number	T56NC9999		
Account ID	12345678901		
Return Type	Amendment	Sequence	1
Status	Open		

**Confirm**

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-1204 Terminal Operator Return



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	12345678901	12/2006	T2T56NC9999

**Main Menu** Help ?

**Select a task to perform**

- Upload EDI** Upload EDI
- 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 must be calculated prior to printing for best results

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

# Gas-1204 Terminal Operator Return

North Carolina  
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Schedule Transactions

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678901	12/2006	12T56NC9999

### Schedule Transaction List

Help ?

Select	Sched Code	Product Code	Origin	Destination	Document Date	Document #	Billed Gallons
No schedule entries found							

No Activity Return **New**

Select a schedule

Back Print Exit Cancel

The **Schedule Transaction List** screen is displayed. To enter schedule data click **New**.



# Gas-1204 Terminal Operator Return

North Carolina  
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Schedule Transactions >> Select Schedule

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678901	12/2006	T2T56NC9999

**Schedule Selection** Help

**Select Schedule**

Schedule

15A-Terminal Operator Schedule of Receipts  
15B-Terminal Operator Schedule of Disbursements

Select Schedule from List

Back Exit Cancel

The **Schedules Selection** screen is displayed. Click the down arrow and select the applicable schedule.

# Gas-1204 Terminal Operator Return

**North Carolina Department of Revenue**

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Schedule Transactions >> Select Schedule >> Schedule Maintenance

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678901	12/2006	T2T56NC9999

### Enter Schedule Information Help ?

Schedule: 15A-Terminal Operator Schedule of Receipts

\*Product Type: 130-Jet Fuel

\*Carrier Name: AAAA Pipeline

\*Carrier Account Number: 761234567

\*Mode: Pipeline

\*Position Holder Name: CCC Supplier

\*Position Holder Account Number: 12345678901

\*Date Received: 12/29/2006 mm/dd/yyyy

\*Document Number: DCFE1425

\*Net Gallons: 420000

\*Gross Gallons: 420000

\* Required Fields

Add Next Add+NewSchedule Tax Return

Add a schedule

Back Close Print Exit Cancel

Enter information as requested on this screen. Please note: To remove an entry that was included on the original return, re-enter the data that needs to be deleted and place a minus (-) in front of the gallons.

# Gas-1204 Terminal Operator Return

North Carolina  
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Schedule Transactions >> Select Schedule >> Schedule Maintenance

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678901	12/2006	T2T56NC9999

### Enter Schedule Information Help ?

Schedule 15A-Terminal Operator Schedule of Receipts

\*Product Type 130-Jet Fuel

\*Carrier Name AAAA Pipeline

\*Carrier Account Number 761234567

\*Mode Pipeline

\*Position Holder Name CCC Supplier

\*Position Holder Account Number 12345678901

\*Date Received 12/29/2006 mm/dd/yyyy

\*Document Number LCFE1425

\*Net Gallons 420000

\*Gross Gallons 420000

\* Required Fields

**Add Next** **Add + New Schedule** **Tax Return**

Add a schedule

Back Close Print Exit Cancel

If more entries need to be added for the schedule click **Add Next**. To save this record and enter data for a different schedule click **Add + New Schedule**.

# Gas-1204 Terminal Operator Return

North Carolina  
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Schedule Transactions >> Select Schedule >> Schedule Maintenance >> Select Schedule

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678901	12/2006	T2T56NC9999

**Schedule Selection** Help

**Select Schedule**

Schedule

- 15A-Terminal Operator Schedule of Receipts
- 15B-Terminal Operator Schedule of Disbursements

Add a schedule

Back Exit Cancel

The **Schedules Selection** screen is displayed. Click the down arrow and select the applicable schedule.

# Gas-1204 Terminal Operator Return

**North Carolina Department of Revenue**

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Schedule Transactions >> Select Schedule >> Schedule Maintenance >> Select Schedule >> Schedule Maintenance

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678901	12/2006	T2T56NC9999

### Enter Schedule Information [Help ?](#)

Schedule: 15B-Terminal Operator Schedule of Disbursements

\*Product Type: 160-Diesel Fuel - undyed

\*Carrier Name: AAAA Transportation

\*Carrier Account Number: 561234567

\*Mode: Truck

\*Destination City: Rock Hill

\*Destination State: SOUTH CAROLINA

\*Position Holder Name: CCCC Supplier

\*Position Holder Account Number: 12345678901

\*Date Shipped: 12/31/2006 mm/dd/yyyy

\*Document Number: 123852

\*Net Gallons: 88498

\*Gross Gallons: 8794

\* Required Fields

[Add Next](#) [Add+NewSchedule](#) [Tax Return](#)

Enter information as requested on this screen. Please note: To remove an entry that was included on the original return, re-enter the data that needs to be deleted and place a minus (-) in front of the gallons.

# Gas-1204 Terminal Operator Return

North Carolina  
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Schedule Transactions >> Select Schedule >> Schedule Maintenance >> Select Schedule >> Schedule Maintenance

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678901	12/2006	T2T56NC9999

**Enter Schedule Information** [Help ?](#)

Schedule 15B-Terminal Operator Schedule of Disbursements

\*Product Type 160-Diesel Fuel - undyed

\*Carrier Name AAAA Transportation

\*Carrier Account Number 561234567

\*Mode Truck

\*Destination City Rock Hill

\*Destination State SOUTH CAROLINA

\*Position Holder Name CCCC Supplier

\*Position Holder Account Number 12345678901

\*Date Shipped 12/31/2006 mAdd/ocyy

\*Document Number 123852

\*Net Gallons 88498

\*Gross Gallons 8794

\* Required Fields

**Add Next** **Add+NewSchedule** **Tax Return**

If more entries need to be added for the schedule click **Add Next**. Once all information is added for all schedules click **Tax Return**.

# Gas-1204 Terminal Operator Return

**TRAINING 1**

City and State Address of Terminal: **RALEIGH NC** Terminal Code: **T56NC9999**

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code (First 5 digits): \_\_\_\_\_

Preparer's Name: \_\_\_\_\_

Phone Number: **(919)733-3409** Fax Number: **(919)733-8654**

Return for Month of: **12** - **2006**  
(Month) (Year)

Amended return  
 Final return for closed business

Fuel Accountability	Gasoline	Undyed Diesel	Dyed Diesel	Undyed Kerosene	Dyed Kerosene	Jet Fuel	Aviation Gasoline
1. Beginning inventory <i>(From prior month's ending inventory)</i>	0	0	0	0	0	0	0
2. Total receipts <i>(From Gas-1204RS, Schedule 15A)</i>	210,000	0	0	0	0	420,000	0
3. Total gallons available for removal <i>(Add Lines 1 and 2)</i>	210,000	0	0	0	0	420,000	0
4. Low sulfur dyed diesel disbursements <i>(From Gas-1204DS, Schedule 15B)</i>			0				
5. Total of other fuel disbursements <i>(From Gas-1204DS, Schedule 15B)</i>	208,000	0	0	0	0	88,498	0
6. Gallons available less disbursements <i>(Line 3 minus Lines 4 and 5)</i>	2,000	0	0	0	0	331,502	0
7. Stock <gain>/loss <i>(Line 6 minus Line 8)</i>	500	0	0	0	0	331,502	0
8. Actual ending inventory <i>(Should be next month's beginning inventory)</i>	1,500	0	0	0	0	340,000	0
9. Late Filing Penalty <i>(Enter \$50.00 if filed after the due date of the return)</i>							50.00

Signature: \_\_\_\_\_ Title: **Preparer's Title** Date: **03/17/2007**

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

Terminal Operator returns are due by the 25th of each month.

MAIL TO: North Carolina Department of Revenue  
Motor Fuels Tax Division  
Post Office Box 25000  
Raleigh, North Carolina 27640-0950

QUESTIONS: Contact the Motor Fuels Tax Division at:  
Telephone Number (919) 733-3409  
Toll Free Number (877) 308-9092  
Fax Number (919) 733-8654

**Submit** **Calculate** **View Delta**

Please set print orientation to LANDSCAPE

The calculated amended return will be displayed. This will include the original return and the amended return. Enter the **Contact Person** and **Title**. To display the updated ending inventory click **Calculate**.

# Gas-1204 Terminal Operator Return

**TRAINING 1**

City and State Address of Terminal: **RALEIGH NC** Terminal Code: **T56NC9999**

Amended return  
 Final return for closed business

Return for Month of **12** - **2006**  
(Month) (Year)

Mailing Address: \_\_\_\_\_ Name of Contact Person: **Preparer's Name**

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code (First 5 digits): \_\_\_\_\_ Phone Number: **(919)733-3409** Fax Number: **(919)733-8654**

Fuel Accountability		Gasoline	Undyed Diesel	Dyed Diesel	Undyed Kerosene	Dyed Kerosene	Jet Fuel	Aviation Gasoline
1. Beginning inventory <small>(From prior month's ending inventory)</small>	1.	0	0	0	0	0	0	0
2. Total receipts <small>(From Gas-1204RS, Schedule 15A)</small>	2.	210,000	0	0	0	0	420,000	0
3. Total gallons available for removal <small>(Add Lines 1 and 2)</small>	3.	210,000	0	0	0	0	420,000	0
4. Low sulfur dyed diesel disbursements <small>(From Gas-1204DS, Schedule 15B)</small>	4.			0				
5. Total of other fuel disbursements <small>(From Gas-1204DS, Schedule 15B)</small>	5.	208,000	0	0	0	0	88,498	0
6. Gallons available less disbursements <small>(Line 3 minus Lines 4 and 5)</small>	6.	2,000	0	0	0	0	331,502	0
7. Stock <gain>/loss <small>(Line 6 minus Line 8)</small>	7.	500	0	0	0	0	-8,498	0
8. Actual ending inventory <small>(Should be next month's beginning inventory)</small>	8.	1,500	0	0	0	0	340,000	0
9. Late Filing Penalty <small>(Enter \$50.00 if filed after the due date of the return)</small>	9.							50.00

Signature: \_\_\_\_\_ Title: **Preparer's Title** Date: **03/17/2007**

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

Terminal Operator returns are due by the 25th of each month.

**MAIL TO:** North Carolina Department of Revenue  
 Motor Fuels Tax Division  
 Post Office Box 25000  
 Raleigh, North Carolina 27640-0950

**QUESTIONS:** Contact the Motor Fuels Tax Division at:  
 Telephone Number (919) 733-3409  
 Toll Free Number (877) 308-9052  
 Fax Number (919) 733-8654

**Submit** **Calculate** **View Delta**

Please set print orientation to LANDSCAPE

To view only the changes made on the amended return click **View Delta**.



# Gas-1204 Terminal Operator Return

**TRAINING 1**

City and State Address of Terminal: **RALEIGH NC** Terminal Code: **T56HC9999**

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code (First 5-digits): \_\_\_\_\_

Address has changed since prior return:  Amended return  
 Final return for closed business

12345678901

Return for Month of **12** - **2006**  
 (Month) (Year)

Name of Contact Person: \_\_\_\_\_

**PREPARER'S NAME**

Phone Number: **(919)733-3409** Fax Number: **(919)733-8654**

Fuel Accountability		Gasoline	Undyed Diesel	Dyed Diesel	Undyed Kerosene	Dyed Kerosene	Jet Fuel	Aviation Gasoline	
1. Beginning inventory <i>(From prior month's ending inventory)</i>	1.	0	0	0	0	0	0	0	
2. Total receipts <i>(From Gas-1204RS, Schedule 15A)</i>	2.	0	0	0	0	0	420,000	0	
3. Total gallons available for removal <i>(Add Lines 1 and 2)</i>	3.	0	0	0	0	0	420,000	0	
4. Low sulfur dyed diesel disbursements <i>(From Gas-1204DS, Schedule 15B)</i>	4.								
5. Total of other fuel disbursements <i>(From Gas-1204DS, Schedule 15B)</i>	5.	0	0	0	0	0	88,498	0	
6. Gallons available less disbursements <i>(Line 3 minus Lines 4 and 5)</i>	6.	0	0	0	0	0	331,502	0	
7. Stock <gain>/loss <i>(Line 6 minus Line 8)</i>	7.	0	0	0	0	0	-8,498	0	
8. Actual ending inventory <i>(Should be next month's beginning inventory)</i>	8.	0	0	0	0	0	340,000	0	
9. Late Filing Penalty <i>(Enter \$50.00 if filed after the due date of the return)</i>	9.								0.00

Signature: \_\_\_\_\_ Title: **PREPARER'S TITLE** Date: **03/17/2007**

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

Terminal Operator returns are due by the 25th of each month.

**Submit** **Calculate** **View Consolidated**

**MAIL TO:** North Carolina Department of Revenue  
 Motor Fuels Tax Division  
 Post Office Box 25000  
 Raleigh, North Carolina 27640-0950

**QUESTIONS:** Contact the Motor Fuels Tax Division at:  
 Telephone Number (919) 733-3409  
 Toll Free Number (877) 308-9092  
 Fax Number (919) 733-8654

After verifying the gallons click **Submit**.

# Gas-1204 Terminal Operator Return

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	12345678901
Return Confirmation Number	4710207000004
Return Received	04/19/2007 10:44 EDT
Filing Period	12/2006 - Amendment 1
Account Type	Terminal Operator - TSBNC9999

Please print for your records

Print Exit Cancel

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

# Gas-1204 Terminal Operator Return

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	12345678901
Return Confirmation Number	4710207000004
Return Received	04/12/2007 16:41 EDT
Filing Period	12/2006 - Amendment 1
Account Type	Terminal Operator - T56NC9999

Please print for your records

Print Exit Cancel

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.