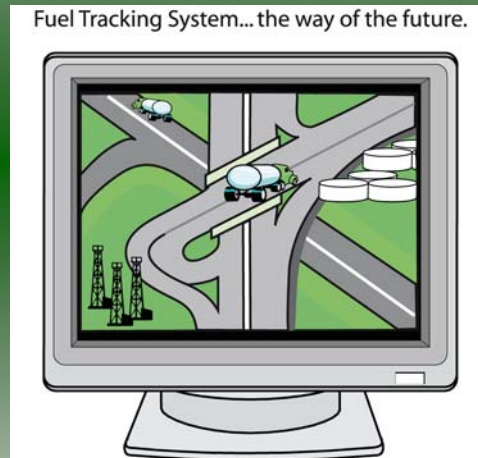


MOTOR FUEL TRACKING SYSTEM



COMPLETING THE GAS-1206 RETURN
(EXEMPT ENTITIES)

Gas-1206 Exempt Entities - Exempt Entity



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 dropdown menu is open under 'Electronic Services', showing options for 'Individuals' and 'Businesses'. A red arrow points to the 'Businesses' option. The main content area is divided into three columns: 'Headlines' with three items, 'Quick Links' with seven items, and 'Electronic Services' with three items. The 'Businesses' section is highlighted in the dropdown menu.

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**

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**

Information for **Individuals**

Information for **Businesses**

Information for **Tax Professionals**

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-1206 Exempt Entities - Exempt Entity

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-1206 Exempt Entities - Exempt Entity



North Carolina
Department of Revenue

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

> [Electronic Services](#)

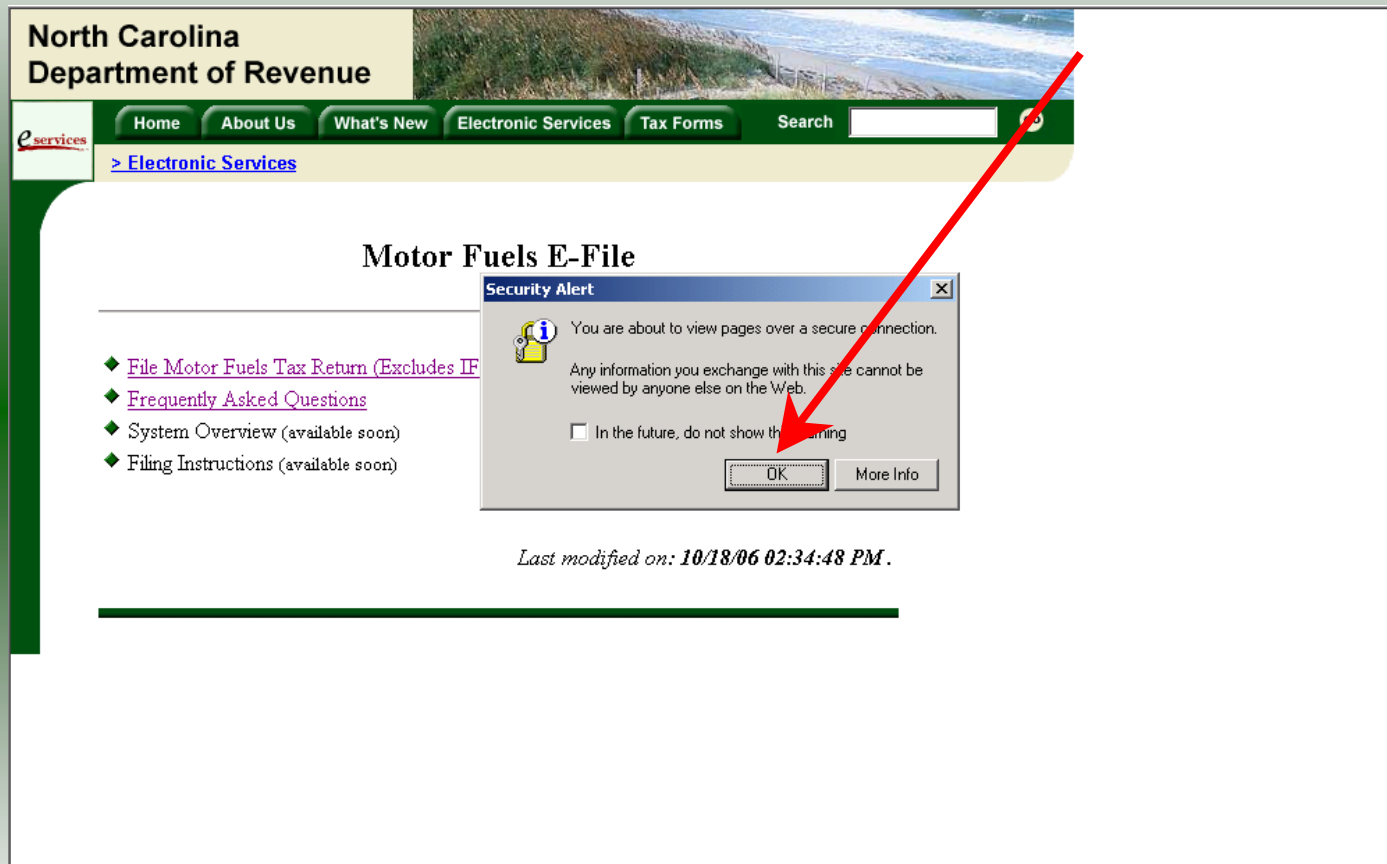
Motor Fuels E-File

- ◆ [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-1206 Exempt Entities - Exempt Entity



North Carolina
Department of Revenue

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

> [Electronic Services](#)

Motor Fuels E-File

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

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

Security Alert

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.

In the future, do not show this warning

OK More Info

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

Gas-1206 Exempt Entities - Exempt Entity

North Carolina
Department of Revenue

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](#)

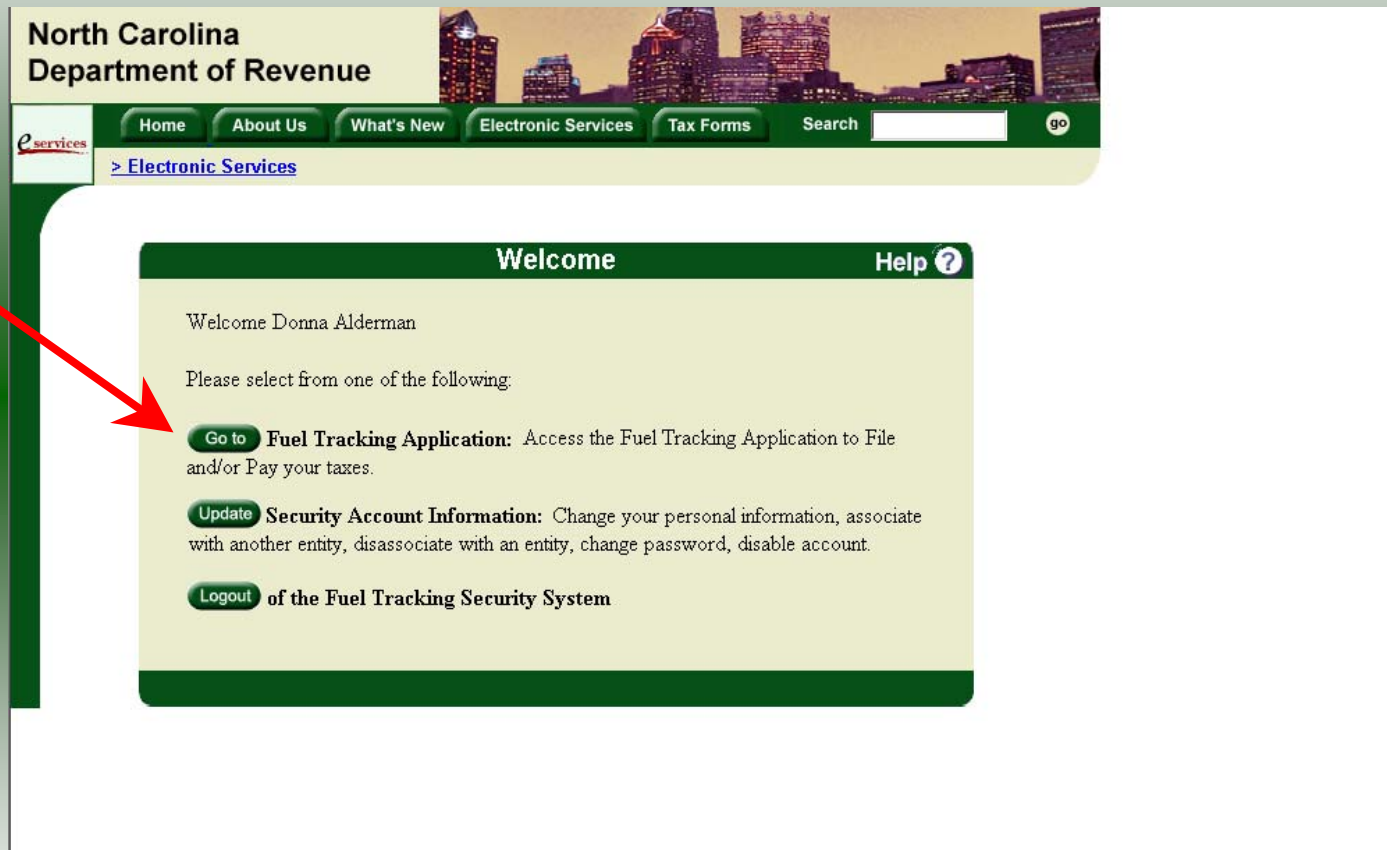
User ID:

Password:

[Forgot your password?](#)

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

Gas-1206 Exempt Entities - Exempt Entity



North Carolina
Department of Revenue

e-services

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

> [Electronic Services](#)

Welcome [Help ?](#)

Welcome Donna Alderman

Please select from one of the following:

- 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.
- Logout of the Fuel Tracking Security System**

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

Gas-1206 Exempt Entities - Exempt Entity

North Carolina
Department of Revenue

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

> [Electronic Services](#)

Choose Entity Help ?

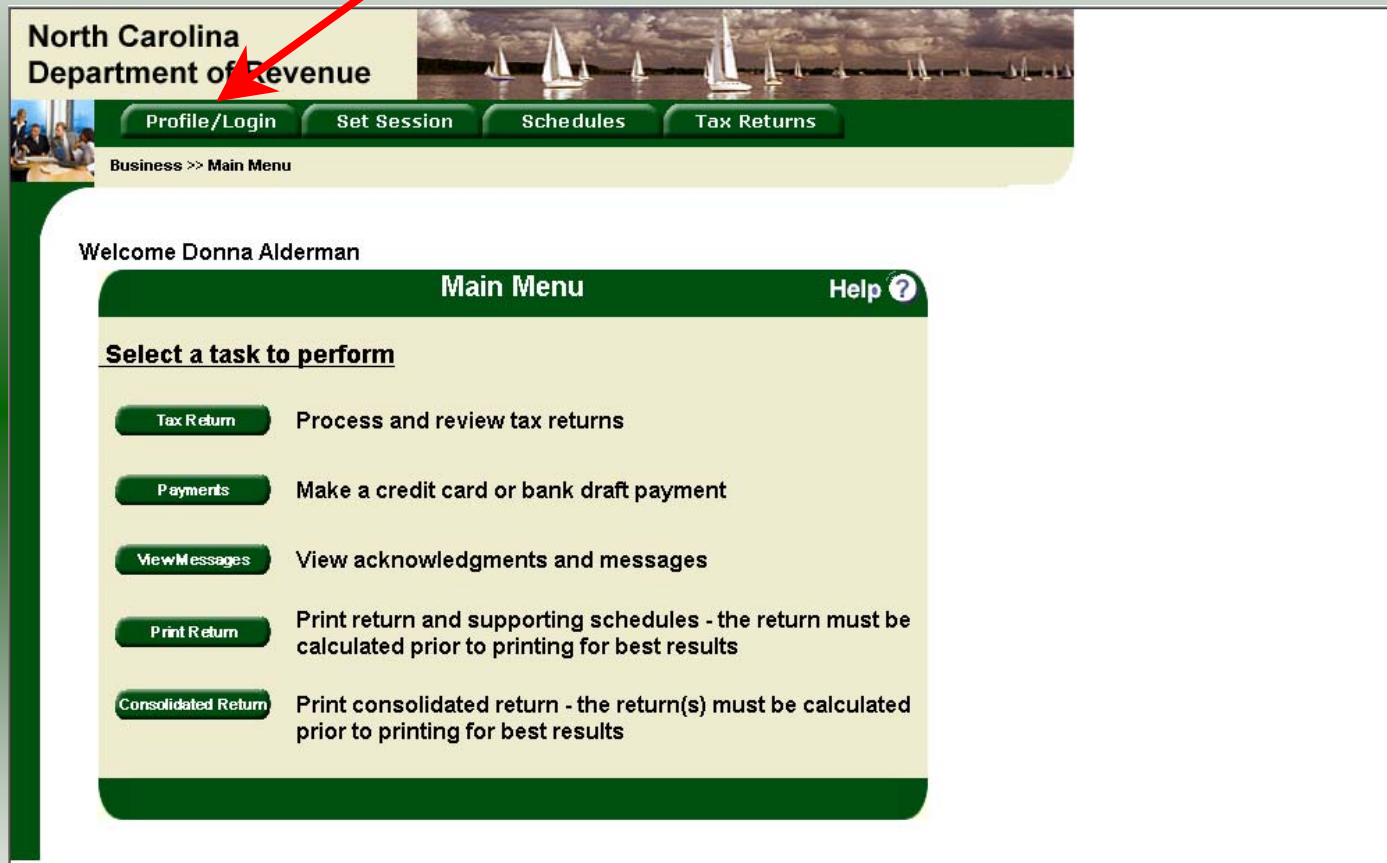
Please select an entity to work with in the Fuel Tracking Application:

FEIN: 987654321 - TRAINING 2

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-1206 Exempt Entities - Exempt Entity

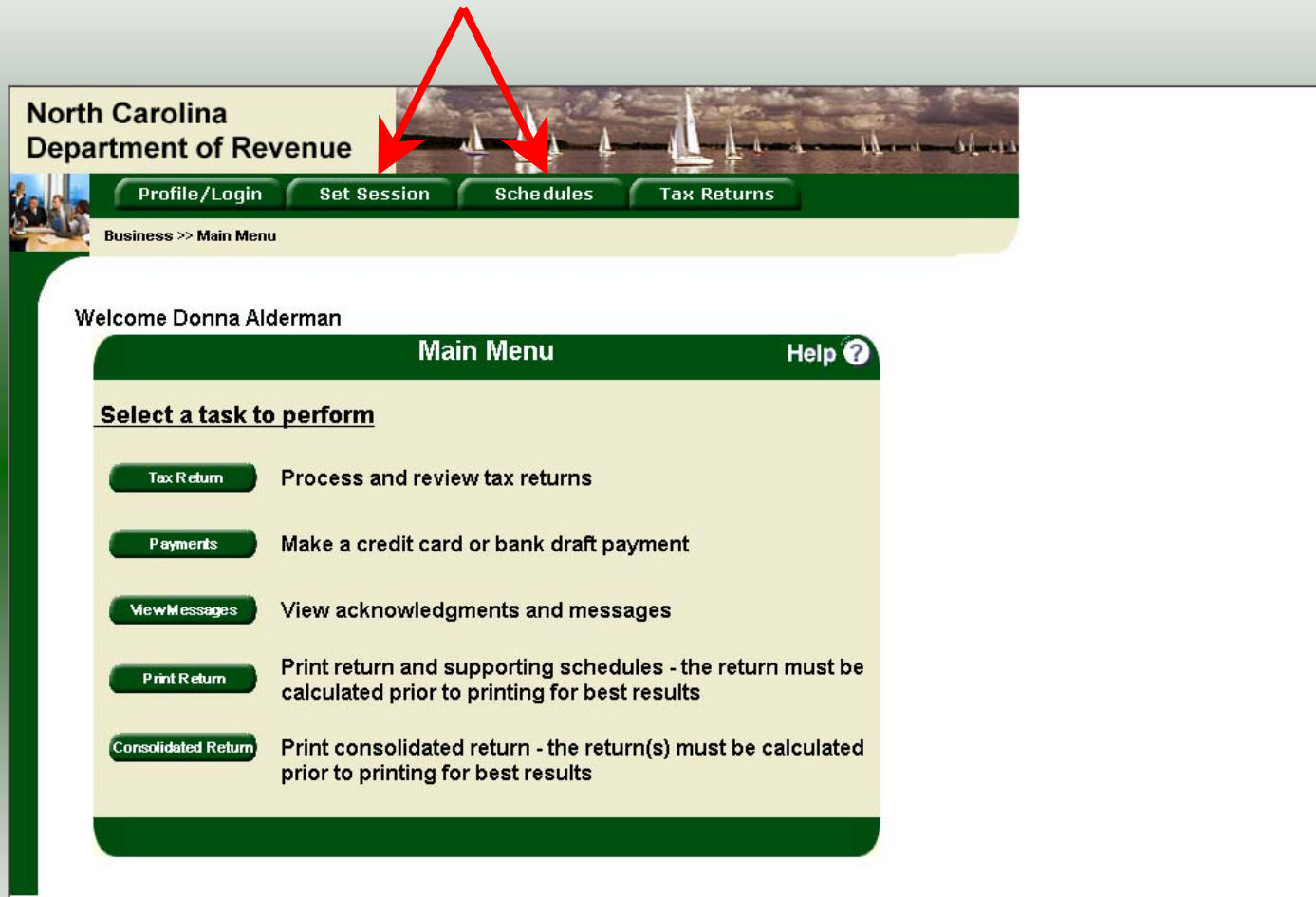


The screenshot displays the North Carolina Department of Revenue website interface. At the top left, the text "North Carolina Department of Revenue" is visible. Below this, a navigation bar contains four tabs: "Profile/Login", "Set Session", "Schedules", and "Tax Returns". A red arrow points to the "Profile/Login" 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 titled, with a "Help ?" link on the right. Under the heading "Select a task to perform", there are five 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-1206 Exempt Entities - Exempt Entity



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-1206 Exempt Entities - Exempt Entity

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 "Main Menu" section below. The "Main Menu" section is titled "Main Menu" and includes a "Help ?" link. Under the heading "Select a task to perform", there are five buttons with corresponding 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-1206 Exempt Entities - Exempt Entity

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-1206 Exempt Entities - Exempt Entity

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu

Welcome Donna Alderman

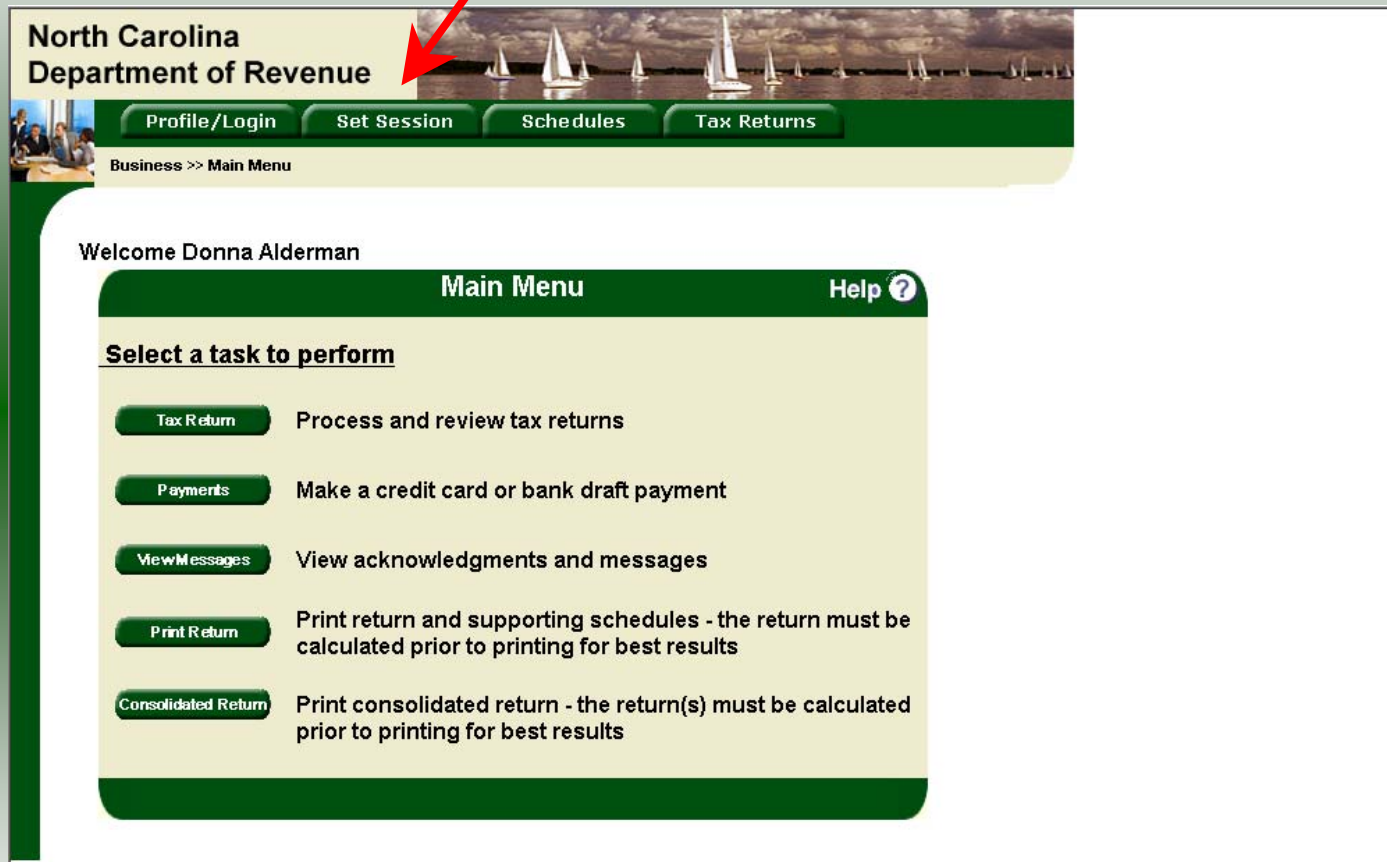
Main Menu Help ?

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-1206 Exempt Entities - Exempt Entity



The screenshot shows the North Carolina Department of Revenue website. At the top left, the text reads "North Carolina Department of Revenue". To the right of this text 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 to the "Set Session" 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 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

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

Gas-1206 Exempt Entities - Exempt Entity

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu >> Select Session

Session Selection Help ?

Session Information

Company	TRAINING 2	FEIN:	987654321
Reporting State	North Carolina		
Account Type	<input type="text" value=""/> Fuel Alcohol and Biodiesel Provider Backup Tax Bulk Plant Exporter Claim for Refund: U S Government Claim for Refund: State Agencies Claim for Refund: School Boards Claim for Refund: Charter Schools Claim for Refund: Credit Cards Claim for Refund: Community Colleges Claim for Refund: Counties and Municipal Corps.		

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

Gas-1206 Exempt Entities - Exempt Entity

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 2	FEIN:	987654321
Reporting State	North Carolina		
Account Type	Claim for Refund School Boards		
Reporting Period	<input type="text" value="1"/> / <input type="text" value="1"/>		
Account ID	98765432153		

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

Gas-1206 Exempt Entities - Exempt Entity

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 2	FEIN:	987654321
Reporting State	North Carolina		
Account Type	Claim for Refund: School Boards		
Reporting Period	7	/	2006
Account ID	98765432153		

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

Gas-1206 Exempt Entities - Exempt Entity

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 2	FEIN:	987654321
Reporting State	North Carolina		
Reporting Period	7 / 2006		
Account Type	Claim for Refund: School Boards		
Account ID	98765432153		
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-1206 Exempt Entities - Exempt Entity

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 2	98765432155	7/2006	E3

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-1206 Exempt Entities - Exempt Entity

GAS-1206
Web
1-04

**Motor Fuel Claim for Refund
Exempt Entities**
North Carolina Department of Revenue

MFD

Legal Name (First 30 Characters) (USE CAPITAL LETTERS FOR YOUR NAME AND ADDRESS)
TRAINING 2

Trade Name
TRAINING 2

Street Address _____ County _____

Mailing Address _____

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

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

Preparer's Name

IN or **SSN** - (No dashes) OFFICE USE ONLY
98765432153

Return for Month of
7 - **2006**
(Month) (Year)

Fill in applicable circles:
 Address has changed since prior refund claim
 First refund claim
 Amended refund claim
 Final refund claim for closed business

IMPORTANT: Use a separate Gas-1206 for each type of exempt entity for which a refund is requested. You must complete all applicable Lines and Parts on this claim to receive a refund. Include motor fuel invoices with this claim that show the North Carolina road tax. Invoices for fuel, such as fuel oil or dyed diesel fuel, that include sales tax are not eligible for refund and should not be submitted. The applicable tax rate used to calculate the refund due is published on the Department's website at: www.dor.state.nc.us.

Type of Exempt Entity - Fill in applicable circle
 U.S. Government N.C. County or Municipal Corporation N.C. Charter School
 State of North Carolina N.C. Local Board of Education N.C. Community College

Part 1. Distributor or Other Vendor

	Motor Fuel that includes N.C. Road Tax	Office Use Only
1. Gallons of motor fuel sold to the exempt entity (Attach invoices and adding machine tape)	1. <u>0</u>	
2. Gallons on which tare allowance received (Licensed Distributors and Licensed Importers multiply Line 1 0.01 otherwise enter 0)	2. <u>0</u>	
3. Net gallons subject to refund (Line 1 minus Line 2)	3. <u>0</u>	
4. Total Refund Due (Multiply Line 3 by the applicable tax rate)	4. <u>0.00</u>	

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.

Gas-1206 Exempt Entities - Exempt Entity

Type of Exempt Entity (Check all that apply):

- U.S. Government
- N.C. County or Municipal Corporation
- N.C. Charter School
- State of North Carolina
- N.C. Local Board of Education
- N.C. Community College

Part 1. Distributor or Other Vendor

	Motor Fuel that includes N.C. Road Tax	Office Use Only
1. Gallons of motor fuel sold to the exempt entity (Attach invoices and adding machine tape)	1. 0	
2. Gallons on which tare allowance received (Licensed Distributors and Licensed Importers multiply Line 1 by 0.04 - otherwise enter 0)	2. 0	
3. Net gallons subject to refund (Line 1 minus Line 2)	3. 0	
4. Total Refund Due (Multiply Line 3 by the applicable tax rate)	4. 0.00	

Part 2. Credit Card Company

5. Gallons of motor fuel purchased by the exempt entity (Attach invoices and adding machine tape)	5. 0	
6. Total Refund Due (Multiply Line 5 by the applicable tax rate)	6. 0.00	

Part 3. Exempt Entity

7. Gallons of motor fuel purchased by the exempt entity (Attach invoices and adding machine tape)	7. 20000	
8. Total Refund Due (Multiply Line 7 by the applicable tax rate)	8. 0.00	

Signature: _____ Title: **Finance Officer** Date: **10/9/2006**

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

Submit **Calculate**

Please set print orientation to **PORTRAIT**

Please enter the tax form information

Back **Reset** **Print Preview** **Cancel** **Exit**

Tab down and enter gallons on Line 7. **Part 3** may be used by **Exempt Entities only**. Enter **Title** and **Date**. Click **Calculate**.

Gas-1206 Exempt Entities - Exempt Entity

IMPORTANT: Use a separate Gas-1206 for each type of exempt entity for which a refund is requested. You must complete all applicable Lines and Parts on this claim to receive a refund. Include motor fuel invoices with this claim that show the North Carolina road tax. Invoices for fuel, such as fuel oil or dyed diesel fuel, that include sales tax are not eligible for refund and should not be submitted. The applicable tax rate used to calculate the refund due is published on the Department's website at: www.dor.state.nc.us.

Type of Exempt Entity - Fill in applicable circle

U.S. Government N.C. County or Municipal Corporation N.C. Charter School
 State of North Carolina N.C. Local Board of Education N.C. Community College

Part 1. Distributor or Other Vendor

	Motor Fuel that includes N.C. Road Tax	Office Use Only
1. Gallons of motor fuel sold to the exempt entity <i>(Attach invoices and adding machine tape)</i>	1. <input type="text" value="0"/>	<input type="text"/>
2. Gallons on which tare allowance received <i>(Licensed Distributors and Licensed Importers multiply Line 1 0.01 otherwise enter 0)</i>	2. <input type="text" value="0"/>	<input type="text"/>
3. Net gallons subject to refund <i>(Line 1 minus Line 2)</i>	3. <input type="text" value="0"/>	<input type="text"/>
4. Total Refund Due <i>(Multiply Line 3 by the applicable tax rate)</i>	4. <input type="text" value="0.00"/>	<input type="text"/>

Part 2. Credit Card Company

5. Gallons of motor fuel purchased by the exempt entity <i>(Attach invoices and adding machine tape)</i>	5. <input type="text" value="0"/>	<input type="text"/>
6. Total Refund Due <i>(Multiply Line 5 by the applicable tax rate)</i>	6. <input type="text" value="0.00"/>	<input type="text"/>

Part 3. Exempt Entity

7. Gallons of motor fuel purchased by the exempt entity <i>(Attach invoices and adding machine tape)</i>	7. <input type="text" value="20,000"/>	<input type="text"/>
8. Total Refund Due <i>(Multiply Line 7 by the applicable tax rate)</i>	8. <input type="text" value="5,980.00"/>	<input type="text"/>

Signature: _____ Title: Date:

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

Please set print orientation to PORTRAIT

The calculated refund return will display for review. Verify Part 3 figures and then click **Submit**.

Gas-1206 Exempt Entities - Exempt Entity

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 titled 'View Messages' and contains a table with the following information:

Company Name	TRAINING 2
Account ID	98765432153
Return Confirmation Number	4628207000002
Return Received	10/09/2006 09:53 EDT
Filing Period	07/2006 - Original
Account Type	Claim for Refund: School Boards

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-1206 Exempt Entities - Exempt Entity

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 2	98765432153	7/2006	E3

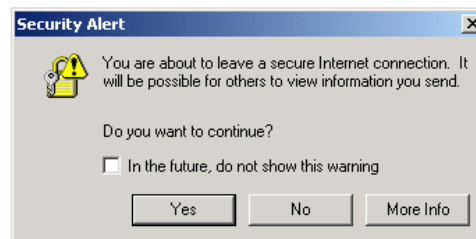
Main Menu Help ?

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

From the **View Messages screen** click **Cancel** to return to the Main Menu to process another return. The Main screen is displayed. A new session must be set to continue processing returns.

Gas-1206 Exempt Entities - Exempt Entity



From the **View Messages** screen 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-1206 Exempt Entities - Exempt Entity

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-HR NCAG 1.0".

The Department of Revenue website Main screen is displayed. You have successfully filed your **Gas-1206 Claim for Refund – Exempt Entity** return.

Gas-1206 Exempt Entities - Exempt Entity

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 2	FEIN:	987654321
Reporting State	North Carolina		
Account Type	Claim for Refund: School Boards		
Reporting Period	7 / 2006		
Account ID	98765432153		

Existing Session Session List NewSession Amendment

Existing Session

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-1206 Exempt Entities - Exempt Entity

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 2	FEIN:	987654321
Reporting State	North Carolina		
Account Type	Claim for Refund School Boards		
Reporting Period	7 / 2006		
Account ID	98765432153		

Existing Session Session List NewSession Amendment

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-1206 Exempt Entities - Exempt Entity

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 2	FEIN:	987654321
Reporting State	North Carolina		
Reporting Period	7 / 2006		
Account Type	Claim for Refund: School Boards		
Account ID	98765432153		
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-1206 Exempt Entities - Exempt Entity

Department of Revenue

Profile/Login Set Session Schedules Tax Returns

Business >> Main Menu

Welcome Donna Alderman

Account Name	Account Number	Period	Account Type
TRAINING 2	98765432153	7/2006	E3

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-1206 Exempt Entities - Exempt Entity

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 2	FEIN:	987654321
Reporting State	North Carolina		
Account Type	Claim for Refund: School Boards		
Reporting Period	<input type="text"/> / <input type="text"/>		
Account ID	98765432153		

[Existing Session](#) [Session List](#) [NewSession](#) [Amendment](#)

[Back](#) [Exit](#) [Cancel](#)

View a list of all returns file: To view a list of all returns click **Session List**. No reporting period is required.

Gas-1206 Exempt Entities - Exempt Entity

North Carolina Department of Revenue

Profile/Login Set Session Schedules Tax Returns

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

Account Name	Account Number	Period	Account Type
TRAINING 2	98765432153	N/A	E3

Session Selection List

Help ?

Select a Session

Select	Month	Year	Original / Amendment	Status
<input type="radio"/>	8	2006	Original	0 Filed
<input type="radio"/>	7	2006	Original	0 Filed

Government session: view only

Select

Select session

Back Print Exit Cancel

Print

Click the radio button next to the return that you want to view. Click **Submit**. 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-1206 Exempt Entities - Exempt Entity

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

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

Session Selection Help ?

Session Information

Company	TRAINING 2	FEIN:	987654321
Reporting State	North Carolina		
Reporting Period	7 / 2006		
Account Type	Claim for Refund: School Boards		
Account ID	98765432153		
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-1206 Exempt Entities - Exempt Entity

North Carolina
Department of Revenue

Profile/Login Set Session Schedules Tax Returns

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

Session Selection Help ?

Session Information

Company	TRAINING 2	FEIN:	987654321
Reporting State	North Carolina		
Account Type	Claim for Refund School Boards		
Reporting Period	7 / 2006		
Account ID	98765432153		

Existing Session Session List NewSession **Amendment**

Back Exit Cancel

Create Amendment

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-1206 Exempt Entities - Exempt Entity

Department of Revenue

Profile/Login Set Session Schedules Tax Returns

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

Session Selection Help ?

Session Information

Company	TRAINING 2	FEIN:	987654321
Reporting State	North Carolina		
Reporting Period	7 / 2006		
Account Type	Claim for Refund: School Boards		
Account ID	98765432153		
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-1206 Exempt Entities - Exempt Entity

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 2	98765432156	7/2006	E3

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-1206 Exempt Entities - Exempt Entity

Preparer's Name (919)733-3409 (919)733-8654 (Month) (Year)

IMPORTANT: Use a separate Gas-1206 for each type of exempt entity for which a refund is requested. You must complete all applicable Lines and Parts on this claim to receive a refund. Include motor fuel invoices with this claim that show the North Carolina road tax. Invoices for fuel, such as fuel oil or dyed diesel fuel, that include sales tax are not eligible for refund and should not be submitted. The applicable tax rate used to calculate the refund due is published on the Department's website at: www.dor.state.nc.us.

Type of Exempt Entity - Fill in applicable circle

U.S. Government N.C. County or Municipal Corporation N.C. Charter School
 State of North Carolina N.C. Local Board of Education N.C. Community College

5050106001

Part 1. Distributor or Other Vendor

	Motor Fuel that Includes N.C. Road Tax	Office Use Only
1. Gallons of motor fuel sold to the exempt entity (Attach invoices and adding machine tape)	1. 0	
2. Gallons on which tare allowance received (Licensed Distributors and Licensed Importers multiply Line 1 0.01 otherwise enter 0)	2. 0	
3. Net gallons subject to refund (Line 1 minus Line 2)	3. 0	
4. Total Refund Due (Multiply Line 3 by the applicable tax rate)	4. 0.00	

Part 2. Credit Card Company

5. Gallons of motor fuel purchased by the exempt entity (Attach invoices and adding machine tape)	5. 0	
6. Total Refund Due (Multiply Line 5 by the applicable tax rate)	6. 0.00	

Part 3. Exempt Entity

7. Gallons of motor fuel purchased by the exempt entity (Attach invoices and adding machine tape)	7. 25000	
8. Total Refund Due (Multiply Line 7 by the applicable tax rate)	8. 5,980.00	

Signature: _____ Title: FINANCE OFFICER Date: 10/09/2006

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

Submit Calculate View Delta

A preview of the originally filed return is displayed. Enter the **Contact Person** and then scroll down to Line 5. Enter the total gallons that should be reported. This will be the original gallons plus any additional gallons to be reported. Click **Calculate**.

Gas-1206 Exempt Entities - Exempt Entity

PREPARER'S NAME (919)733-3409 (919)733-8654 (Month) (Year)

5050106001

IMPORTANT: Use a separate Gas-1206 for each type of exempt entity for which a refund is requested. You must complete all applicable Lines and Parts on this claim to receive a refund. Include motor fuel invoices with this claim that show the North Carolina road tax. Invoices for fuel, such as fuel oil or dyed diesel fuel, that include sales tax are not eligible for refund and should not be submitted. The applicable tax rate used to calculate the refund due is published on the Department's website at: www.dor.state.nc.us.

Type of Exempt Entity - Fill in applicable circle

U.S. Government N.C. County or Municipal Corporation N.C. Charter School
 State of North Carolina N.C. Local Board of Education N.C. Community College

Part 1. Distributor or Other Vendor

	Motor Fuel that includes N.C. Road Tax	Office Use Only
1. Gallons of motor fuel sold to the exempt entity <i>(Attach invoices and adding machine tape)</i>	1. 0	
2. Gallons on which tare allowance received <i>(Licensed Distributors and Licensed Importers multiply Line 1 by 0.01 otherwise enter 0)</i>	2. 0	
3. Net gallons subject to refund <i>(Line 1 minus Line 2)</i>	3. 0	
4. Total Refund Due <i>(Multiply Line 3 by the applicable tax rate)</i>	4. 0.00	

Part 2. Credit Card Company

5. Gallons of motor fuel purchased by the exempt entity <i>(Attach invoices and adding machine tape)</i>	5. 0	
6. Total Refund Due <i>(Multiply Line 5 by the applicable tax rate)</i>	6. 0.00	

Part 3. Exempt Entity

7. Gallons of motor fuel purchased by the exempt entity <i>(Attach invoices and adding machine tape)</i>	7. 25,000	
8. Total Refund Due <i>(Multiply Line 7 by the applicable tax rate)</i>	7,475.00	

Signature: _____ Title: FINANCE OFFICER Date: 10/09/2006

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

Submit Calculate View Delta

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

Gas-1206 Exempt Entities - Exempt Entity

PREPARER'S NAME (919)733-3409 (919)733-8654 (Month) (Year)

5050106001

IMPORTANT: Use a separate Gas-1206 for each type of exempt entity for which a refund is requested. You must complete all applicable Lines and Parts on this claim to receive a refund. Include motor fuel invoices with this claim that show the North Carolina road tax. Invoices for fuel, such as fuel oil or dyed diesel fuel, that include sales tax are not eligible for refund and should not be submitted. The applicable tax rate used to calculate the refund due is published on the Department's website at: www.dor.state.nc.us.

Type of Exempt Entity - Fill in applicable circle

U.S. Government N.C. County or Municipal Corporation N.C. Charter School
 State of North Carolina N.C. Local Board of Education N.C. Community College

Part 1. Distributor or Other Vendor

	Motor Fuel that Includes N.C. Road Tax	Office Use Only
1. Gallons of motor fuel sold to the exempt entity (Attach invoices and adding machine tape)	1. 0	
2. Gallons on which tare allowance received (Licensed Distributors and Licensed Importers multiply Line 1 0.01 otherwise enter 0)	2. 0	
3. Net gallons subject to refund (Line 1 minus Line 2)	3. 0	
4. Total Refund Due (Multiply Line 3 by the applicable tax rate)	4. 0.00	

Part 2. Credit Card Company

5. Gallons of motor fuel purchased by the exempt entity (Attach invoices and adding machine tape)	5. 0	
6. Total Refund Due (Multiply Line 5 by the applicable tax rate)	6. 0.00	

Part 3. Exempt Entity

7. Gallons of motor fuel purchased by the exempt entity (Attach invoices and adding machine tape)	7. 5,000	
8. Total Refund Due (Multiply Line 7 by the applicable tax rate)	8. 1,495.00	

Signature: _____ Title: FINANCE OFFICER Date: 10/09/2006
I certify that to the best of my knowledge, this claim is accurate and complete.

[Submit](#) [Calculate](#) [View Consolidated](#)

After verifying the gallons click **Submit**.

Gas-1206 Exempt Entities - Exempt Entity

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 2
Account ID	98765432153
Return Confirmation Number	4628207000003
Return Received	10/00/2006 10:59 EDT
Filing Period	07/2006 - Amendment 1
Account Type	Claim for Refund - School Boards

Please print for your records

Print Exit Cancel

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

Gas-1206 Exempt Entities - Exempt Entity

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 2
Account ID	98765432153
Return Confirmation Number	4628207000003
Return Received	10/09/2006 10:58 EDT
Filing Period	07/2006 - Amendment 1
Account Type	Claim for Refund: School Boards

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.