

OMF-11 (10-10)

INSTRUCTIONS FOR COMPLETING THE TERMINAL OPERATOR REPORT

WHEN IS A TERMINAL OPERATOR REPORT REQUIRED?

Any person licensed as a terminal operator in the State of New Jersey must file a terminal operator report.

WHEN IS THE REPORT DUE?

The report is due on or before the 25th day of the month following the report month.

COMPLETING THE RETURN

Information Section

All information requested in the information section must be provided.

Line 1 – Beginning Inventory

Enter the actual physical inventory of each product on the first day of the month for which the report is being filed.

Line 2 – Total Fuel Received During the Month

Enter the total receipts from schedule OMF-101. A separate schedule is required for each product.

Line 3 – Total Fuel Available

Add lines 1 and 2.

Line 4– Total Fuel Disbursements During the Month

Enter the total disbursements of fuel from schedule OMF-102. A separate schedule is required for each product.

Line 5 – Ending Inventory

Line 3 minus line 4.

Line 6 – Total Fuel Accounted For

Line 4 plus line 5.

Line 7 – Gain or Loss.

Line 3 minus line 6. Please note that an excise tax at the applicable rate is imposed for a calendar year on unaccounted for fuel losses at a terminal that exceed one-half of one percent of the total number of net gallons removed from the terminal during the year. Terminal Operators are required to file form OMF-10 to report all unaccounted for losses.

Line 8 – Actual Physical Inventory

Report the actual physical inventory of each product on the last day of the month for which the report is being filed.

Mailing the return

Please mail the report along with all supporting schedules to the State of New Jersey, Excise Tax Branch, P.O. Box 189, Trenton, New Jersey, 08695-0189

If you have any questions or need assistance completing the Terminal Operator Report please call (609)-633-9057 or e-mail the State of New Jersey at fuel.tax@treas.state.nj.us

