



Government of the District of Columbia

Office of the Chief Financial Officer

Office of Tax and Revenue

2010 FR-400M Motor Fuel Tax Forms and Instructions



NEW

Fewer tax booklets are being mailed to save costs. The FR-400M is one of these tax booklets. The fill-able FR-400 is available on the DC website for you use. Tax booklets will not be mailed for Motor Fuel Tax. Booklets will continue to be available on-line for downloading.



NEW

A FR-400P payment voucher. See instructions under payment options.

Reminder: The tax rate was changed to .235 effective October 1, 2009.

We are moving: In the Spring of 2010, the Office of Tax and Revenue (OTR) will be relocating its customer service centers and offices to 1101 4th Street, SW. The new location will consolidate the OTR services including the Recorder of Deeds. The new location is conveniently located adjacent to the Green Line Metrorail (Waterfront-SEU). We encourage you to visit our website at www.taxpayerservicecenter.com for relocation updates.

Revised 2/2010

For Information

If you have any questions, call (202) 442-6584 for assistance.

Who must file a form FR-400M?

Generally, each importer engaged in selling or other disposition or use of motor vehicle fuel in DC must file form FR-400M. Motor Fuel Tax Return, a monthly return. Persons who bring fuel for use such as in excavating equipment on a DC construction site must also file the FR-400M if that fuel is brought from outside DC and is not delivered by a DC licensed importer.

When and where should you file your form FR-400M?

File your return and pay any tax due by the 25th of the month following the month being reported. If the due date falls on a Saturday, Sunday, or legal holiday, the return is due the next business day. You must also file a return even if you have no tax liability for the next month.

Send your return to:

Office of Tax and Revenue

Audit Division

PO Box 556

Washington, DC 20044-0556

Which other forms must you file?

In addition to filing a monthly FR-400M, you may need to complete the other schedules in this booklet (2, 3, 4, 5, 6, 10, 11, 12, 13, 22 and 26). Make copies of these schedules as needed.

How to avoid penalties and interest

To avoid penalties and interest, file your return on time. Office of Tax and Revenue (OTR) will charge a 5% per-month penalty for failure to file a return or pay any tax due on time. The penalty is calculated on the unpaid tax for each month or part of a month that the return is not filed or the tax is not paid. The maximum penalty is an additional amount equal to 25% of the tax due.

You will be charged interest of 10% per year, compounded daily, on any tax not paid on time. Interest is calculated from the due date of the return to the date the tax is paid.

Special Fee

OTR charges a one-time fee to cover internal collection efforts. The fee is assessed is 15% of the balance due. Payments received by OTR on accounts subject to the fee are first applied to the fee, then to penalty, interest and tax owed.

Paid tax preparer penalty

OTR charges a penalty when tax liability is understated. Penalties are assessed if a paid preparer prepares a return or refund claim:

- Based on a unrealistic position;
- Should have known the applicable law or regulation;
- Does not adequately disclose relevant facts for the position;
- Willfully attempts to understate the tax liability; or
- Fails to sign a return or refund claim.

Penalties range from \$50 to \$1,000 for each return or refund claimed.

Fraud Penalty

If OTR finds that part of an underpayment is due to fraud, the agency will presume the entire underpayment is due to fraud. You have the burden of proof to show that it is not due to fraud. If any part of an underpayment of tax is due to fraud, OTR will add a 75 percent penalty to your tax liability.

Payment Options

FR-400P – Motor Fuel Payment Voucher

The FR-400P, payment voucher is available for use. Please staple your payment and mail it with your tax return to:

Office of Tax and Revenue

PO Box 556

Washington, DC 20044-0556

Charge for Dishonored Checks

You will be charged \$65 if your payment is not honored by your financial institution.

Check or Money Order

Include a check or money order, payable to the DC Treasurer, with your completed FR-400P payment voucher. Write your federal employer identification number, daytime phone number, “2010” (form year), and the type of form filed “FR-400M” on your payment. Attach your payment to the form “FR-400P” voucher. Do not attach either to your return.

International ACH Transactions (IAT)

Electronic banking rules have changed effective 9/18/2009. If your refund is directed to an account outside of the United States, and you answer the question ‘yes’, you will receive a paper check.

If your payment will be drawn from or on a foreign account and you answer ‘yes’ to the IAT question, you must send a paper check, money order, or pay by credit card.

Signature

Sign and date your return. If the return was prepared by a paid tax preparer, the tax preparer must also sign the return and provide his or her identification number and telephone number. If the return is not signed, it will be sent back to you.

Send in your original return, keep a copy for your records.

Assembling your return

Complete the on-line form and any applicable schedules, print and mail to the address provided.

Do not attach the payment to the return, instead use the FR-400P or make the payment via the on-line options as described under payment options.

Is this your final return?

If this is your final return and you will not be required to file in the future, due to the ending of your business operations, please click on the box

identified as final return on the FR-400M and also complete the final report FR-400A on page 3.

Is this an amended return?

If this is an amended return, please fill in the amended return, please click on the box identified as amended return on the FR-400M.

Line by Line Specific Instructions

Inventories *Line 1 to Line 9*

Line 1 Opening inventory – enter the amount of fuel on hand at the beginning of the month

Line 2 Receipts of marketing locations in DC from sources outside DC (Schedule 2)

Line 3 Receipts of marketing locations in DC from sources within DC (Schedule 3) – enter receipts from motor fuel delivered within the District

Line 4 Direct delivery to other states (Schedule 4) – enter the amount of fuel delivered to other states

Line 5 Direct delivery to customers in DC (Schedule 5) – enter the amount of fuel shipped to customers in DC.

Line 6 Other Receipts (Schedule 6) – Any other receipts received for motor fuel that do not belong on lines 2 and 3.

Line 7 Total – add lines 1 through 6.

Line 8 Minus: closing inventory (including any in transit) – enter the

amount of fuel remaining at the end of the month.

Line 9 To be accounted for – subtract line 8 from line 7.

Distribution *Line 10 to Line 20*

Line 10 Sales and transfers out of DC (Schedule 10) – enter the amount of fuel sold and transferred out of DC.

Line 11 Sales to licensed importers in DC (Schedule 11) – enter the amount of fuel sold to licensed vendors in DC.

Line 12 Sales to government (Schedule 12):

- US government – amount of fuel sold to the US Government; and
- DC government – amount of fuel sold to the District Government
- Add US government and DC government sales and enter the result on Line 12.

Line 13 Other non-taxable distributions (Schedule 13).

Line 14 Gain or loss – if a gain, click on the box and deduct.

Line 15 Total non-taxable distributions – add lines 10 through 14.

Line 16 Net taxable sales – enter the difference between the non-taxable and taxable fuel sold.

Line 17 Sales at self-operated retail service stations – enter the amount of fuel sold to independently-operated retail service stations.

Line 18 Taxable use – enter the amount of fuel sold to taxable users.

Line 19 Total taxable distribution – enter the total of lines 16, 17 and 18.

Line 20 Enter the total of lines 15 and 19; this line must equal line 9.

Tax Computation *Expressed as gallons and dollars*

NOTE: The tax rate may change. OTR will notify you prior to any rate change. You are responsible for using the correct tax rate when you complete and file this return.

Line 21 Enter the total taxable distribution of all fuels – this line must equal line 19.

Line 22 Total taxable sales and use of diesel fuel, fuel oil, or any motor fuel other than gasoline. Complete Schedule 22 (included in this booklet).

Line 23 Minus tax paid on purchases – complete Schedules 2, 3, 4, and 5 (included), enter result here.

Line 24 Minus previously taxed sales to:

(a) US Government;

(b) DC Government; and

(c) Diplomatic Corps Members.

Add lines 24(a), 24(b), and 24(c), enter the amount on Line 24.

Line 25 Subtract lines 23 and 24 from Line 21.

Line 26 Adjustment of previous month's report, complete Schedule

26 (included). Add or subtract this amount, as appropriate. If your entry is a minus, click on the minus box.

Line 27 Tax Due – combine lines 25 and 26. If there is an amount due, enter it here on Line 27. Calculate any penalty and interest due, enter it on line 29. Add lines 27 and 29 and enter the result on line 30.

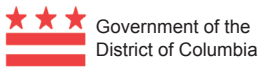
Line 28 Refund due – combine lines 25 and 26. If this results in an overpayment due to an adjustment entered on line 26, enter the amount on line 28 so that a refund can be issued. **Do not bracket the overpayment amount.**

Line 29

- **Penalty** – If you did not file a report on pay by the due date of the return, the **penalty** is 5% of the amount shown on line 27 for every month, or fraction of a month that the payment is late. The total penalty may not exceed an additional amount equal to 25% of the tax due.
- **Interest** – If a tax payment is made after the due date of the return, you will be charged **interest** of 10% per year, compounded daily, on any tax not paid on time. Interest is calculated from the due date of the return to the date the tax is paid. If you want to calculate the interest, enter it on this line. If not, any applicable penalty or interest will be assessed automatically.

Line 30 Total amount due – add lines 27 through 29. Include the interest and penalty you calculated

on line 29 or simply enter the amount from line 27 and allow us to calculate any penalty of interest that has accrued.



Schedules 2, 3, 4 and 5

Schedule (indicate whether 2,3,4 or 5)

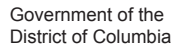
Importer's Name

Month Year

						Gallons	
Day	Method of Delivery	Purchased from	Point of shipment	Sold to (Schedules 4 and 5 only)	Point of Delivery	Col. A *Tax paid	Col. B Tax unpaid

Total (*Gallorage Column A, enter on Line 23 of FR-400M)

Total Gallorage (Column A plus Column B) enter on FR-400M on the line designated for this schedule (e.g. 2, 3, 4, or 5)



Schedule 6 Other Receipts

[illegible]



Government of the
District of Columbia

Schedules 10, 11 and 12

Schedule (indicate whether
10, 11 or 12)

Importer's Name

Month

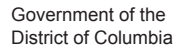
Year

Day	Method of Delivery	Sold To	Point of Shipment	Point of Delivery	Gallons



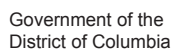
Importer's Name Month Year

[illegible]



Sales and Use of Diesel Fuel, Fuel Oil, or Motor Vehicle Fuel Other than Gasoline

[illegible]



Schedule 26

Importer's Name

Month

Year

[illegible]