



Government of the District of Columbia
Office of the Chief Financial Officer
Office of Tax and Revenue

2018 FR-400M Motor Fuel Tax Monthly Return Booklet

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DISTRICT OF COLUMBIA



ELECTRONIC TAXPAYER SERVICE CENTER

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FR-400M (REV. 01/14)

General Instructions for FR-400M, Motor Fuel

Who must file a form FR-400M?

Generally, each importer engaged in selling or other disposition or use of motor vehicle fuel in the District of Columbia (DC) must file a monthly Form FR-400M, Motor Fuel Tax 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.

You must file a return even if you have no tax liability for the month being reported.

What other DC tax forms may motor fuel taxpayers need to file?

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

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

File your return by and pay any tax due by the 25th of the month following the month being reported. Send your return and payment to:

Office of Tax and Revenue
Audit Division
PO Box 556
Washington, DC 20044-0556

If the due date falls on a Saturday, Sunday, or federal legal or DC holiday, the filing of the return and/or payment is due the next business day. You must also file a return even if you have no tax liability for the month being reported.

How to file your return

OTR is no longer printing this booklet.

Complete and print the fill-in form available on the DC website, www.taxpayerservicecenter.com, Tax Forms/Publications, Business tab, and select Motor Fuel Fill-in Form.

Print, sign and date the return. Make a copy for yourself. File your FR-400 with the OTR to:

Office of Tax and Revenue
PO Box 556
Washington, DC 20044-0556

Also you cannot use electronic filing through the electronic Taxpayer Service Center (eTSC) nor the Internal Revenue Service Modernized e-File (MeF) websites to file this return.

Substitute forms

You may file our DC tax return using a computer-prepared or computer-generated substitute form provided the form is approved by the Office of Tax and Revenue (OTR). The fact that a software package is available for retail purchase does not constitute that the substitute form has been approved by OTR for use.

Assembling your return

Complete the on-line form and any applicable schedules. Print and mail to the address provided as stated.

Do not staple or otherwise damage the **Bar Code** located in the upper right hand corner of this form or schedule(s) being attached.

Do not cross out the tax year on the 2012 return.

If you are not filing a 2012 FR-400M Motor Fuel return, do not use the 2012 booklet. Visit the website, www.taxpayerservicecenter.com, <http://otr.cfo.dc.gov/otr/cwp/view,A,1330,Q,633111.asp> for prior year motor fuel tax returns.

Payment Options

Check or money order. Include a check or money order, payable to the 'DC Treasurer', with your completed return. Write your Federal Employer Identification Number (FEIN), daytime telephone number, "2012" and the type of form filed ('FR-400') on your payment. Your FEIN is used for tax administration purposes only.

You can also pay your tax liability using our electronic Taxpayer Service Center (eTSC) website, which allows you to pay by credit card or ACH credit after you have filed your return and it is processed by OTR. Visit our website for more details.

Electronic payment required. The lowered threshold requiring electronic payments for non-individual tax payments became effective August 26, 2009, when the Fiscal Year Budget Support Emergency Act was signed. The OTR has permitted a reasonable period of time for business taxpayers to adjust their tax payment process to be in compliance with the new threshold.

If your motor fuel tax liability **exceeds \$10,000, you must pay electronically.** Refer to the Electronic Funds Transfer (EFT) Payment Guide available on the DC website at www.taxpayerservicecenter.com for instructions for electronic payments. eTSC does not allow the use of foreign bank accounts. Your payment cannot be drawn on a foreign account. You must pay by money order (US dollars) or credit card instead.

The DC eTSC registration requires a 1 to 3 business-day turnaround; therefore, please ensure you preregister early prior to the date your taxes are due. Permission to **access the eTSC is not same-day, as requests for processing requires overnight at a minimum.** The Business Tax Registration (FR-500) does not register you for use of the eTSC, unless you complete the registration for eTSC at the time of on-line submission of the FR-500. The eTSC registration can be completed at the time of the FR-500 registration or you may print and email the eTSC registration to ETSCAccount@dc.gov or fax to (202) 442-6388. User IDs and passwords are sent by regular mail once the application is processed. Please allow 7-10 business days for receipt of a user ID and password by regular mail. The user ID is not the FEIN/EIN or company name. It is a system generated number as is the password. The OTR does not store or have the ability to retrieve or provide passwords. Once taxpayers has a user ID, they can visit the website at

www.taxpayerservicecenter.com, select 'Business Tax Service Center', select 'Logon for Existing Users', select 'I forgot my password', enter the user ID and a password will be emailed to the address on file with the OTR.

By accessing the eTSC for payment

In addition, we offer a free and easy way to **pay** your DC motor fuel tax on the Internet directly to OTR by credit card or ACH credit. This payment option is available to taxpayers who filed a FR-400M return prior to submission of the payment. The Office of Tax and Revenue's (OTR's) third-party provider or the taxpayer's financial institution may charge a fee for credit card or ACH credit payments. For more information, visit www.taxpayerservicecenter.com.

Payment options are as follows:

- **Electronic Check (e-check).** E-check is similar to ACH debit, but it is a one-time transaction where the taxpayer provides the banking information at the time of payment instead of storing the information. There is no fee for e-check payments.
- **Credit Card.** The taxpayer may pay the amount owed using Visa, MasterCard, Discover or American Express. The taxpayer will be charged a fee that is paid directly to the District's credit card service provider. Payment is effective on the day it is charged.
- **ACH Credit.** ACH credit is for business taxpayers only. There is no fee charged by OTR, but the taxpayer's bank may charge a fee. The taxpayer directly credits OTR's bank account. The taxpayer does not need to be eTSC-registered to use this payment type, and does not need access to the website.
Note: When making ACH credit payments through your bank, please use the correct tax type code (00370) and tax period ending date (YYMMDD).

Note: Dishonored payments. Make sure your check or electronic payment will clear. You will be charged a \$65 fee if your check or electronic

payment is not honored by your financial institution and returned to OTR.

Note: International ACH Transaction (IAT) electronic banking rules have changed. If you request a refund to be direct deposited into an account outside of the United States and you answer “Yes” to the question, you will receive a paper check. If your payment will be drawn from or on an account and you answer “Yes” to the IAT question, you must send a paper check, money order or pay by credit card.

Penalties and Interest

OTR will charge:

- A penalty of 5% per month if you fail to file a return or pay any tax due on time. It is computed on the unpaid tax for each month, or fraction of a month, that the return is not filed or the tax is not paid. It may not exceed an additional amount equal to 25% of the tax due;
- A 20% penalty on the portion of an underpayment of taxes if attributable to negligence. Negligence is a failure to make a reasonable attempt to comply with the law or to exercise ordinary and reasonable care in preparing tax returns without the intent to defraud. One indication of negligence is failure to keep adequate books and records;
- Interest of 10% per year, compounded daily, on a late payment;
- A one-time fee to cover internal collection efforts on any unpaid balance. The collection fee assessed is 20% of the tax balance due after 90 days. Payments received by OTR on accounts subject to the fee are first applied to the fee, then to the penalty, interest and tax owed;
- A civil fraud penalty of 75% of the underpayment which is attributable to fraud (see DC Code §47-4212).

Criminal Penalties

You will be penalized under the criminal provisions of the DC Code, Title 47, if you are

required to file a return or report, or to perform any act, and you:

- Fail to file the return or report timely. If convicted, you will be fined not more than \$1,000 or imprisoned for not more than 180 days, or both, for each failure or neglect;
- Willfully fail to file the return or report timely. If convicted, you will be fined not more than \$5,000 or imprisoned for not more than 180 days, or both;
- Willfully attempt to evade or defeat a tax; willfully fail to collect, account for, or pay a tax; or willfully making fraud and false statements or failing to provide information. See DC Official Code §47-4101 through 4107.

These penalties are in addition to penalties under DC Code §22-2405 for false statements (and any other applicable penalties). Corporate officers may be held personally liable for the payment of taxes owed to DC, if not paid.

Enforcement Actions

OTR may use lien, levy, seizure, collection agencies, and liability offset if the taxpayer fails to pay the District within 10 days after receiving a Notice of Tax Due and a demand for payment. Visit www.taxpayerservicecenter.com. Click “Information”, “Collection Division”, “Enforcement Actions”.

Paid tax preparer penalty

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

- Based it on an unrealistic position;
- Should have known an applicable law or regulation;
- Did not adequately disclose relevant facts for the position;
- Willfully attempted to understate the tax liability; or
- Failed to sign a return or refund claim.

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

IRS rules have changed. If you are a paid preparer, you must have PTIN issued by the IRS. A PTIN is a number issued and authorized by the IRS for the preparer to prepare and submit a tax return.

All entries on the return and attachments are whole dollars only. Do not enter cents. Round cents to the nearest dollar.

Examples:

\$10,500.50 rounds to \$10,501

\$10,500.49 rounds to \$10,500

Special filing circumstances

Amended return

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

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 'Fill in if a final return' on the FR-400M and also complete the final report FR-400A.

Mail the FR-400M Final Motor Fuel Tax Report to:

Office of Tax and Revenue
PO Box 556
Washington, DC 20044-0556

Refund offset

If you have other DC tax liabilities, OTR may apply all or part of any overpayment of motor fuel tax to offset them.

Additional Information

For form or instruction information, please visit our website, www.taxpayerservicecenter.com, Tax/Forms/Publications, Business tab, Motor Fuel.

For additional information regarding eTSC registration, visit our website or email ETSCAccount@dc.gov or call 202-442-6313.

For refund information, please call Customer Service Administration at 202-727-4TAX (4829) or email taxhelp@dc.gov.

Getting Started

Not all items will apply. Fill in only those that do apply. If an amount is zero make no entry, leave the line blank.

Taxpayer Identification Number (TIN)

Your TIN must be a FEIN. Contact the Internal Revenue Service (IRS) for an FEIN before completing the return. A FEIN must be a valid number issued by IRS. To apply for a FEIN, get Form S-4, Application for Employer Identification Number (EIN). It is available online at www.irs.gov/businesses by clicking on EIN under Starting a Business. You may also get this form by calling 1-800-TAX-FORM (1-800-829-3676).

Incomplete forms will delay processing

Complete all items on the FR-400M as applicable, otherwise OTR will send the return back to you for completion and resubmission.

Help us identify your forms and attachments

Write your FEIN, tax period, business name and address on any statements submitted with the return or filed separately. The FEIN is used for tax administration purposes only.

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. You, the taxpayer is responsible for the information prepared and submitted by a paid preparer.

Send in your original signed return. Do not send a photocopy. Keep a copy for your records.

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. Effective October 1, 2009, the tax rate is .235.

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 return or 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.

Key website resources

DC Official Code

<http://www.dccouncil.washington.dc.us/dcofficialcode>

DC Regulations

<http://www.dcregs.dc.gov/>

DC Tax Forms/Publications

<http://otr.cfo.dc.gov/otr/cwp/view,a,1330,q,594065.asp>

Mailing Address for Returns

<http://otr.cfo.dc.gov/otr/cwp/view,a,1330,q,593904.asp>

Electronic Taxpayer Service Center (eTSC) Registration Application

<http://otr.cfo.dc.gov/otr/frames.asp?doc=/otr/lib/otr/information/pdf/eTSCRegistration.pdf>

Electronic Taxpayer Service Center (eTSC) Financial Institution Update Form

https://www.taxpayerservicecenter.com/ETSC_Banking_Information_Update_FILL_IN.pdf

Electronic Funds Transfer (EFT) Guide

http://otr.cfo.dc.gov/otr/frames.asp?doc=/otr/lib/otr/information/2011_eft_guide_072011.pdf

NACHA Guidelines

<http://www.nacha.org/>

Social Security Administration

<http://ssa.gov/>

Internal Revenue Service

<http://www.federal-tax-identification.com/>



OFFICIAL USE ONLY
Vendor ID # 0002

This is a FILL-IN format. Please do not handwritten any data on this form other than your signature.

Federal Employer Identification Number (FEIN) <input type="text"/>		Tax Period Ending (MMYY) <input type="text"/>		Fill in <input type="radio"/> if amended return.	
Name of Importer <input type="text"/>				Fill in <input type="radio"/> if this is a final return.	
Mailing address line 1 <input type="text"/>				Phone number of person to contact <input type="text"/>	
Mailing address line 2 <input type="text"/>					
City <input type="text"/>		State <input type="text"/>	Zip Code + 4 <input type="text"/>		
Inventories (all Fuels: Diesel & Gasoline)		Gallons		Distribution (all Fuels: Diesel & Gasoline)	
				Gallons	
1. Opening inventory (including in transit)	<input type="text"/>	10. Sales and transfers out of DC (Schedule 10)	<input type="text"/>		
2. Receipts at marketing locations in DC from sources outside DC (Schedule 2)	<input type="text"/>	11. Sales to licensed importers in DC (Schedule 11)	<input type="text"/>		
3. Receipts at marketing locations in DC from sources within DC (Schedule 3)	<input type="text"/>	12. Sales to: (Schedule 12)			
4. Direct delivery to other states (Schedule 4)	<input type="text"/>	(a) US Government <input type="text"/>	+	(b) DC Government <input type="text"/>	=
5. Direct delivery to customers in DC (Schedule 5)	<input type="text"/>	13. Other non-taxable distributions (Schedule 13)	<input type="text"/>		
6. Other receipts (Schedule 6)	<input type="text"/>	14. Gain or loss. (If a gain, use minus sign to deduct)	<input type="text"/>		
7. Total (add Lines 1 - 6)	<input type="text"/>	15. Total non-taxable distributions (add Lines 10 - 14)	<input type="text"/>		
8. Minus closing inventory (including in transit)	<input type="text"/>	16. Net Taxable Sales	<input type="text"/>		
9. To be accounted for (Line 7 minus Line 8)	<input type="text"/>	17. Sales at self-operated retail service stations	<input type="text"/>		
		18. Taxable Use	<input type="text"/>		
		19. Total taxable distribution (add Lines 16, 17 and 18)	<input type="text"/>		
		20. Total of Lines 15 and 19 (must equal Line 9)	<input type="text"/>		
Tax Computation		Gallons		Dollars only	
21. Total taxable distribution of all Fuels: Diesel & Gasoline (from Line 19) X the set rate per gallon	<input type="text"/>			\$	<input type="text"/> 00
22. Total Taxable Sales and Use of Diesel Fuel (Schedule 22) gallons only.	<input type="text"/>				
23. Minus tax paid on purchases (Schedules 2, 3, 4 and 5)	<input type="text"/>			\$	<input type="text"/> 00
24. Minus previously taxed sales to:					
(a) US Government <input type="text"/>	+	(b) DC Government <input type="text"/>	+	(c) Diplomatic Corps Members <input type="text"/>	=
				\$	<input type="text"/> 00
25. Subtract total of Lines 23 and 24 from Line 21.	<input type="text"/>			\$	<input type="text"/> 00
26. Adjustment of previous month's report (Schedule 26) Add or deduct. Use minus sign to deduct <input type="radio"/>	<input type="text"/>			\$	<input type="text"/> 00
27. Tax Due (Combine Lines 25 and 26. If a tax is due, enter the amount.)				\$	<input type="text"/> 00
Will the funds for this payment come from an account outside the US? Yes <input type="radio"/> No <input type="radio"/> See page .				\$	<input type="text"/> 00
28. Refund Due (Combine Lines 25 and 26. If there is an overpayment, enter the amount.) Do not bracket the amount.				\$	<input type="text"/> 00
Will the refund you requested go to an account outside the US? Yes <input type="radio"/> No <input type="radio"/> See page .				\$	<input type="text"/> 00
29. Penalty \$ <input type="text"/> 00 and Interest \$ <input type="text"/> 00 due on the Line 27 amount				\$	<input type="text"/> 00
30. Total amount due (add Lines 27 and 29)				\$	<input type="text"/> 00

Under penalties of law, I declare that I have examined this return and, to the best of my knowledge, it is correct. Declaration of paid preparer is based on the information available to the preparer.

Preparer's FEIN, SSN or PTIN

Preparer's Phone Number

Officer's signature _____ Title _____ Date _____

Paid preparer's signature (If other than taxpayer) _____ Date _____

Make check payable to DC TREASURER and mail with return to OFFICE OF TAX AND REVENUE, AUDIT DIVISION, PO BOX 556, WASHINGTON, DC 20044



2012 FR-400A FINAL Motor Fuel Tax Report

Questions:

Fill In

Did you sell your business during the year?

Yes No

Did you close your business during the year?

Yes No

Did you stop doing business in the District?

Yes No

If you answered "Yes" to any of the above questions, please complete this form and send it to:

Office of Tax and Revenue
Audit Division
PO Box 556
Washington DC 20044-0556

Federal Employer ID Number

Input field for Federal Employer ID Number

Business Name

Input field for Business Name

Business Address

Input field for Business Address

City

Input field for City

State

Input field for State

ZIP Code + 4

Input field for ZIP Code + 4

Input field for ZIP Code + 4

If the business was sold, please complete the following:

Purchaser's name

Input field for Purchaser's name

Address

Input field for Address

City

Input field for City

State

Input field for State

ZIP Code + 4

Input field for ZIP Code + 4

Input field for ZIP Code + 4

Date sold (MMDDYYYY)

Input field for Date sold

If the business has been closed or operations ended in DC, please complete the following:

(MMDDYYYY)

Date closed or operations ended:

Input field for Date closed or operations ended

Reason:

Input field for Reason

Person to contact for additional information

Name

Input field for Name

Title

Input field for Title

Phone number:

Input field for Phone number



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

MFT005

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

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



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

MFT007



Schedule 13 Other Non-Taxable Distributions

Importer's Name

Month

Year

Day	Explanation	Gallons

MFT008

