







## Instructions: Petroleum Products Terminal Return

This form is used to report terminal activities involving fuels other than gasoline. Complete all information at the top of the form including terminal operator name, address, terminal code, month and year of return, account number and FEIN/SSN. A separate terminal operator return must be completed for each terminal in Tennessee. This return is due by the last day of the month following the activity.

Taxpayers should submit online their fully completed return and schedules, along with the amount from Line 9, by visiting the Department's website at <https://tntap.tn.gov/eservices>. Alternatively, they may mail the return and payment to the address below. Checks should be made out to the Tennessee Department of Revenue.

Tennessee Department of Revenue  
Andrew Jackson State Office Building  
500 Deaderick Street  
Nashville, TN 37242

If this is an amended return, please indicate "Filing Period" and check the appropriate box on the front of this return.

### Round values to the nearest gallon.

Line 1: Enter the number of net gallons for each product on hand at the terminal. Beginning inventory must agree with ending inventory reported for the previous month. Attach a statement of explanation if the beginning inventory does not agree with the prior month's closing inventory.

Line 2: Enter the total number of net gallons for each product received into the terminal, from all Schedule 2As, into the appropriate column between diesel and other non-gasoline products.

Line 3: Add lines 1 and 2.

Line 4: Enter the total number of net gallons for each product disbursed from the terminal, from all Schedule 4As, into the appropriate column between diesel and other non-gasoline products.

Line 5: Subtract Line 4 from Line 3.

Line 6: Enter the number of net gallons gained or lost during the month. This is the difference between the ending physical inventory and net gallons available.

Line 7: Enter the number of gallons for each product on hand at the terminal. Ending inventory must agree with the beginning inventory reported for the next month.

Line 8: If return is filed after due date, a **\$15** late filing penalty is due.

Line 9: Enter amount reported on Line 8.

### Schedules

Terminal Operator Schedule of Receipts: Schedule 2A is to be submitted in support of Line 2 of the terminal operator return. Complete information at the top of the schedule showing terminal operator name, FEIN/SSN, Terminal Code and month/year of return. Indicate product type. **Complete separate schedules for each product type.** Each receipt must be itemized reflecting the name of the carrier, carrier FEIN/SSN, mode of transportation, position holder name, position holder FEIN/SSN, date received, document number, net gallons, and gross gallons.

Terminal Operator Schedule of Disbursements: Schedule 4A is to be submitted in support of Line 4 of the terminal operator return. Complete information at the top of the schedule showing terminal operator name, FEIN/SSN, Terminal Code and month/year of return. Indicate product type. **Complete separate schedules for each product type.** Each disbursement must be itemized reflecting the name of the carrier, carrier FEIN/SSN, mode of transportation, destination state, position holder name, position holder FEIN/SSN, date shipped, document number, net gallons, and gross gallons.