MONTANA
Department of Transportation

Motor Fuel Section

Motor Fuel Licensing/Reporting Guidelines

May 2023

ANSI ASC X12 V.4030 – Version 2.0

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References

MFS	Motor Fuel Section Montana Department of Transportation Phone: (406) 444-7276 Email: mdtedi@mt.gov World Wide Web site: www.mdt.mt.gov
Montana Codes Annotated	World Wide Web site: http://data.opi.mt.gov/bills/mca_toc/index.htm
ASC X12	The Accredited Standards Committee Subcommittee - X12G – Government Task Group 2 (X12G/TG2) Tax Information Interchange Development TIGERS World Wide Web site: http://www.x12.org
ASC X12 Standards Manual	Publications Manager, Publications Department Data Interchange Standards Association (DISA) 333 John Carlyle Street, Suite 600, Alexandria, VA 22314 Phone: 703-548-7005 FAX: 703-548-5738 E-mail: publications@disa.org World Wide Web site: http://www.disa.org
W3C XML Standards	World Wide Web Consortium World Wide Web site: http://www.w3.org/
FTA Uniformity Guide	Motor Fuel Tax Section, Uniformity Project Federation of Tax Administrators (FTA) 444 N. Capitol St., NW, Washington, DC 20001 Contact: Cindy Anders-Robb Phone: (307) 632-4144 Fax: (307) 632-3234 E-mail: cindy.anders-robb@taxadmin.org World Wide Web site: http:\\www.taxadmin.org

Chapter 1 - Introduction

The Montana Department of Transportation (MDT) collects all state taxes on motor fuel distributed within the state, resulting in generation of approximately $200 million annually in total revenue. Most of this revenue provides the state match for federal highway special revenue funds; the remainder is used by various state agencies for transportation-related improvements within the state and to fund MDT.

MDT has adopted the Federation of Tax Administrators (FTA), Motor Fuel Tax Section, Uniformity Project standards. These standards define the methods for reporting information on the movement and distribution of motor fuels. These guides can be found at http://www.taxadmin.org/fta/mf/uniformity.html. These methods have made it easier for the motor fuels industry to accurately report and for the states to efficiently process information and taxes.

Montana's point of taxation for gasoline and special fuel is at the distributor level. Licensed distributors report their fuel activity using FTA Uniform forms. Montana's reporting forms are available at http://www.mdt.mt.gov/publications/forms.shtml#fuel.

There are three ways to report to Montana:

1. ANSII X12 Electronic File format;
2. WEB entry screens;
3. Paper forms (MDT Forms only).

Montana's Fuel Definitions

Aviation Fuel: means gasoline or any other liquid fuel by whatever name the liquid fuel may be known or sold, compounded for use in and sold for use in aircraft, including but not limited to any and all gasoline or liquid fuel meeting or exceeding the minimum specifications prescribed by the United States for use by its military forces in aircraft.

Special Fuel: Those combustible gases and liquids commonly referred to as diesel fuel or any other volatile liquid of less than 46 degrees A.P.I. gravity test, except LPG, when actually sold for use in motor vehicles operating upon the public roads and highways within the state of Montana. The term "special fuel" includes bio-diesel and additives of all types when the additive is mixed or blended into special fuel, regardless of the additive's classifications or uses.

Gasoline: includes (i) all petroleum products commonly or commercially known or sold as gasoline, including casing head gasoline, natural gasoline, aviation fuel, and all flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating internal combustion engines; and (ii) except for alcohol blended into gasohol, any other type of additive when the additive is mixed or blended into gasoline, regardless of the additive's classifications or uses.

Ethanol Blended Gasoline/Gasohol: means a fuel blend containing at least 10% alcohol, with the balance being gasoline and other additives. Ethanol Blended Gasoline/Gasohol is also known as "E-10".

Effective 7/1/22

Fuel Type	Tax Rate	Tax Rate For Licensed Distributors	Montana Petroleum Storage Cleanup Fee	Exemption Information
Gasoline Gasohol Ethanol Blended Gasoline	.33	.3267 (.33 less the 1% collection allowance)	.0075	Exempt from tax and cleanup fee if exported or sold to another licensed distributor.
Aviation	.05	.05	.0075	Exempt from tax and cleanup fee if exported or sold to another licensed distributor. Jet fuel sold directly to the federal defense fuel supply center is exempt from 5-cent tax and the cleanup fee.
Diesel-undyed	.2975	.2945 (.2975 less the 1% collection allowance)	.0075	Exempt from tax and cleanup fee if exported or sold to another licensed distributor. Exempt from cleanup fee if sold to a federal defense fuel supply center or a railroad.
Diesel - dyed	-0-	-0-	.0075	Exempt from cleanup fee if exported or sold to another licensed distributor. Exempt from cleanup fee if sold to a federal defense fuel supply center or a railroad.

Chapter 2 – Gasoline/Special Fuel Distributor License

Who is required to be licensed?

Montana requires the following entities to hold a Gasoline/Special Fuel Distributor License:

- a person who engages in the business in this state of producing, refining, manufacturing, or compounding gasoline or special fuel for sale, use, or distribution;
- a person who imports gasoline or special fuel into Montana for sale, use, or distribution.

Who may choose to be licensed?

A person who engages in the wholesale distribution of gasoline and/or special fuel in this state to assume the Montana State fuel tax liability. The term "wholesale distribution" does not include a parent corporation or company that sells gasoline, special fuel, or aviation fuel only to its wholly owned subsidiary service stations. Montana ARM 18.15.210.

A person who exports fuel to another state or province to exempt the fuel from the Montana State fuel tax.

Getting Licensed

Distributor license forms are available on the Internet at http://www.mdt.mt.gov/publications/forms.shtml Click Fuel Tax, scroll to Motor Fuels Distributor Forms.

Forms needed are:

- Application for Gasoline/Special Fuel Distributor License
- Surety Bond-Gasoline/Special Fuel Distributor License
- A distributor who chooses to become licensed under the wholesaler option must also submit the Supplemental-Application for Gasoline/Special Fuel Distributor License.

All application and bond forms must be filled out completely.

What are Montana's Bonding requirements?

Minimum bonding amount for distributors licensed under the importer and/or exporter option is $25,000.00 or twice the monthly estimated tax liability, whichever is greater, up to $100,000.00.

Minimum bond requirement for all other distributors is twice the monthly estimated tax liability up to $100,000.00.

Who is required to report?

All Montana licensed Gasoline/Special fuel distributors must file a report regardless of their fuel activity. Cancellation of the distributor license must be made in writing.

What is the due date for the tax report?

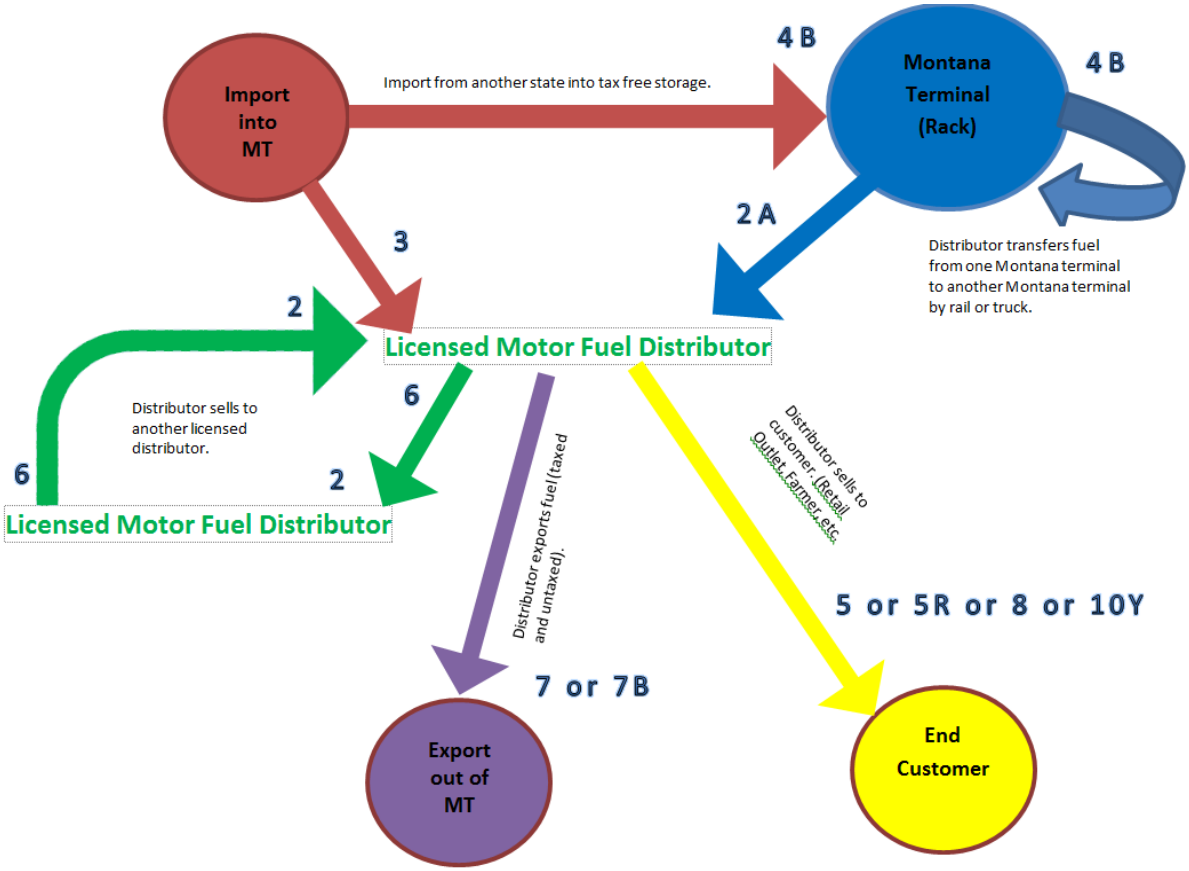
Tax reports for the preceding month are due and need to be postmarked by the 25th of the month except when the 25th falls on a weekend or holiday. When this happens, the due date becomes the next business day after the 25th. For example, May 2023 reports are due and must be postmarked on or before June 26, 2022. A report must be filed regardless of fuel activity.

Montana Gasoline/Special Fuel Distributors monthly paper reporting forms are available on the Internet at http://www.mdt.mt.gov/publications/forms.shtml. All information on the schedules is required. All distributors receiving over 99,999 gallons of fuel in a 12-month period are required to report electronically.

Incentive to pay electronically:

Montana offers electronic tax payments made either by ACH Credit or ACH Debit. If you pay your taxes by one of these methods, the due date for the tax payment is 5 days after the 25th. When that 5th day falls on a weekend or holiday, the due date becomes the first business day after that 5th day. The due date for the tax report remains the same regardless of how payment of tax is made.

Chapter 3 - Reporting Flow



Schedule of Receipts:

1 Gallons received tax paid.
2 Gallons received from licensed motor fuel distributor.
2A Gallons received from distributor's own refinery or terminal tax unpaid.
3 Gallons imported from another state direct to customer.
4B Gallons imported or transferred from in-state storage tax-free into in-state refinery storage by rail or truck.

Schedule of Disbursements

5 Gallons delivered tax collected.
5R Gallons delivered to Native American reservation tax collected.
6 Gallons delivered to licensed motor fuel distributor – tax not collected.
7 Gallons exported – tax not collected.
7B Gallons exported or sold for export already taxed.
8 Gallons delivered to US Government – tax exempt.
10Y Gallons delivered tax exempt to railroad.

Product:

065 Gasoline
123 Alcohol
124 Gasohol
125 Aviation Gasoline
130 Jet Fuel (Includes JP4 & JP8)
142 Kerosene - undyed
072 Kerosene – dyed
160 Diesel Fuel - undyed
228 Diesel Fuel - dyed
284 Biodiesel – undyed
290 Biodiesel - dyed

Chapter 4 - Schedule Descriptions

The tax on motor fuel in Montana is owed when the fuel is distributed. This means that when the fuel is withdrawn from the terminal or refinery by means other than pipeline for use or sale in the state. The fuel must be withdrawn by a licensed distributor. Tax is due on the fuel when the distributor sells the fuel to an unlicensed party, places the fuel into storage tanks, or the fuel arrives in the state and is brought to rest (such as in a railcar to be offloaded in trucks or vehicles).

Receipts

Schedule 1 – Gallons received tax paid. A distributor reports a schedule 1 when receiving tax paid fuel from another Montana licensed distributor or terminal.

Schedule 2 – Gallons received from licensed motor fuel distributor tax unpaid. A distributor reports a schedule 2 when receiving motor fuel with Montana taxes **not tax paid** from another licensed distributor or a terminal. If the fuel is placed in the receiving licensed distributor's bulk storage or delivered to a non-licensed distributor, the tax is owed by the last receiving licensed distributor.

Schedule 2A – Gallons received from distributors own refinery or terminal tax unpaid. A distributor who owns a refinery or terminal reports a schedule 2A on their motor fuels distributor return when they withdraw fuel from that refinery or terminal.

Schedule 3 – Gallons imported from another state direct to customer. A distributor reports a schedule 3 when importing fuel from another state or Canada. The importer is the distributor that owns the fuel as it is brought into Montana.

Schedule 4B – Gallons imported or transferred from in-state storage tax-free into in-state refinery storage by rail or truck. A distributor reports a schedule 4B to report fuel transferred from one terminal to another **NOT** via pipeline. The originating terminal might be in Montana or out of Montana. The destination terminal must be in Montana.

Disbursements

Schedule 5 – Gallons delivered tax collected. A distributor reports a schedule 5 when delivering fuel tax paid. The distributor does not report tax paid disbursements from their own bulk storage.

Schedule 5R – Gallons delivered to Native American reservation tax collected. A distributor reports schedule 5R for all tax paid fuel delivered on a Native American reservation.

Schedule 6 – Gallons delivered to licensed motor fuel distributor - tax not collected. A distributor reports a schedule 6 when they deliver the fuel to another licensed distributor without collecting the motor fuel tax.

Schedule 7 – Gallons Exported – tax not collected. A licensed distributor reports a schedule 7 when they pick up a load of fuel originating at a Montana terminal and export it to another state or province. The exporter is the distributor that owns the product as it leaves Montana. This information will be reported to the destination state or province by Montana.

Schedule 7B – Gallons exported or sold for export already taxed. A distributor reports a schedule 7B when they export fuel from a storage facility in Montana and Montana taxes were paid. The clean up fee is not credited on this fuel. This information will be reported to the destination state or province by Montana.

Schedule 8 – Gallons delivered to US Government – tax exempt. This applies to jet fuel and diesel fuel only. A distributor reports a schedule 8 when the jet fuel and/or diesel fuel is delivered and sold to the Federal Defense Fuel Supply Center in Montana. Clear diesel fuel is exempt from cleanup fee only. Jet fuel and dyed diesel are exempt from both tax and cleanup fee.

Schedule 10Y – Gallons delivered tax exempt to railroads. (Cleanup Fee Only) This applies to diesel fuel only. A distributor uses a schedule 10Y when delivering clear or dyed diesel fuel to the railroads.

Carrier Deliveries - **Carrier Reports are not currently required by Montana.

Schedule 14A - Carrier deliveries in another state or province (export). A carrier uses schedule 14A to report fuel delivered to another state or province. This shows all fuel exported from Montana.

Schedule 14B - Carrier deliveries received from another state or province (import). A carrier uses schedule 14B to report fuel hauled from another state or province into Montana. This shows all fuel imported into Montana.

Chapter 5 –Reporting Methods

ANSII X12 Electronic Reporting Format

X12 Attribute and Separator Conventions

Attributes

Attribute	Definition	
Data Element Type	Nn – Numeric	Numeric type data element is symbolized by the two-position representation (Nn). N indicates a numeric, and n indicates the decimal places to the right of a fixed, implied decimal point. N0 (N Zero) is a numeric with no decimal places.
	R – Decimal (Real)	The decimal point is optional for integer values but is required for fractional values. For negative values, the leading minus (-) sign is used. Absence of this sign indicates a positive value. The plus (+) sign should not be transmitted.
	ID – Identifier	An identifier data element must always contain a value from a predefined list of values that is maintained by ASC X12 or by other bodies that are recognized by ASC X12.
	AN – String	A string (Alphanumeric) is a sequence of any characters from the basic or extended character sets. It must contain at least one non-space character. The significant characters must be left justified. Leading spaces, if any, are assumed to be significant. Trailing spaces should be suppressed.
	DT – Date	Format for the date type is CCYYMMDD. CC is the century digits of the year (ex. 19, 20). YY is the last two digits of the year (00-99), MM is the numeric value of the month (01-12), and DD for the day (01-31).
	TM – Time	Format for the time type is HHMMSS, expressed in 24-hour clock format. HH is the numeric value for hour (00-23), MM for minute (00-59), and SS for second (00-59).
Requirement Designator	Defines how the data element is used in a segment. M Mandatory data element - This element is required to appear in the segment. O Optional data element - The appearance of this data element is at the option of the sending party or is based on a mutual agreement of the interchange parties. X Relational data element - Relational conditions may exist between two or more data elements. If one is present the other/s is required. The relational condition is displayed under the Syntax Noted of the X12 Standards.	
Data Element Length	The number of character positions assigned to a data element. Example: Data element length of 2/10. You must have at least 2 characters but no more than 10 characters for this element (minimum of 2/ maximum of 10).	
Semantic Note Designator	Z – Designator	A data element within a segment may have a designator (Z) that indicates the existence of a semantic note. Semantic notes are considered part of the standard. If a condition designator and a semantic note both affect a single data element, the condition will appear first, separated from the semantic note designator by a vertical bar (|). The number 00 to the left of the comment identifies semantic notes that are general in nature.

Separator Requirements

Type	ASCII Value	EBCDIC Value	Character	Character Name
Repetition Separator	7C	4F	|	Pipe
Segment Terminator	5C	E0	\	Back Slash
Element Separator	7E	A1	~	Tilde
Sub-element Separator	5E	5F	^	Caret
Padding Character	20	40	Space	Space

X12 Transaction Set 813 EDI Reporting Structure

Definitions: Grayed out information is not used by Montana

Table1

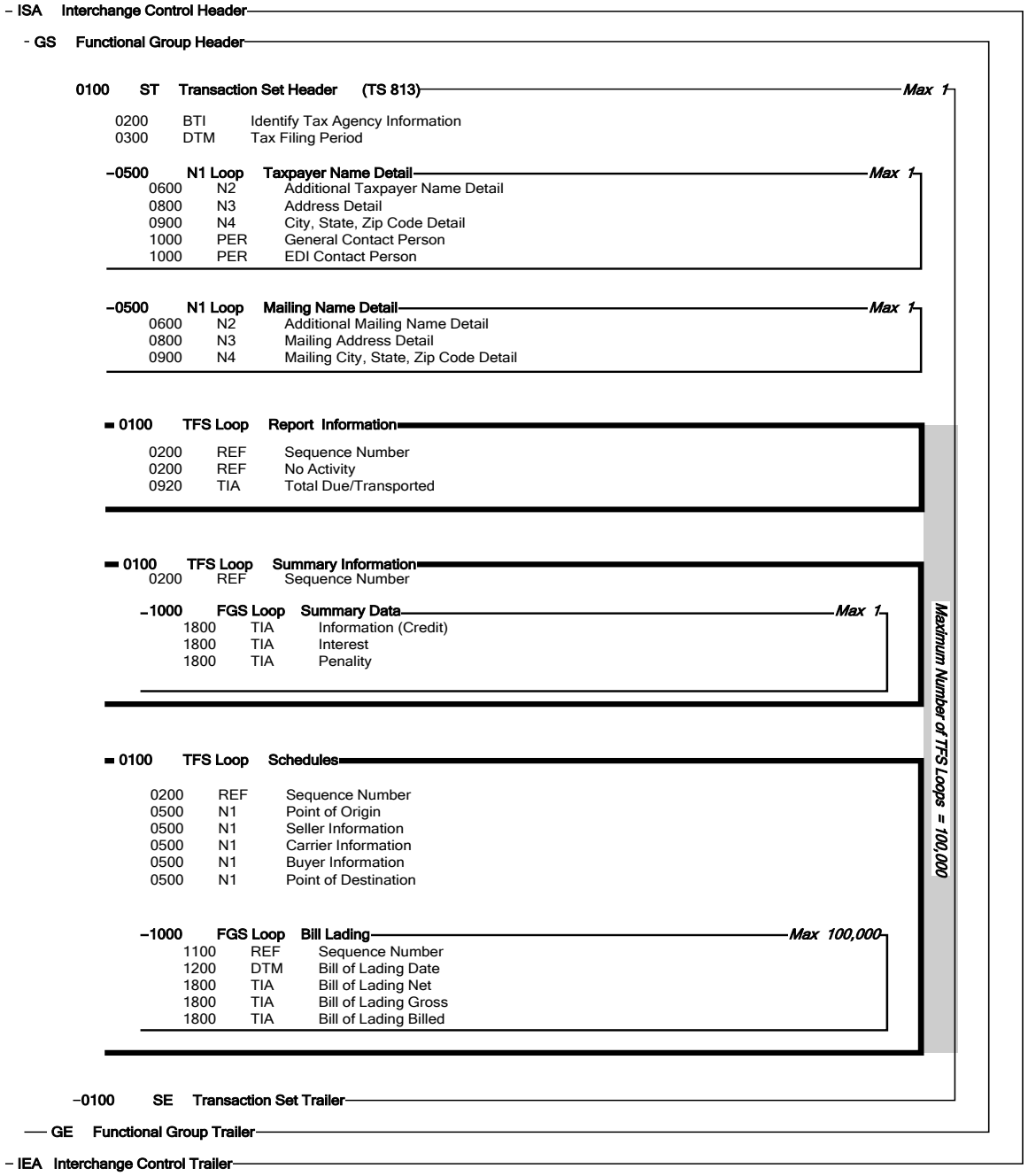
Pos No	Uniform 813 Map	Header
0100	**ST**	Transaction Set Header
0200	**BTI**	Identify Tax Agency Information
0300	**DTM**	Tax Filing Period
0400	**TIA**	Confidential Information
0400	**TIA**	Total Net Reported
0430	**REF**	Line Item Control Number
0470	**BPR**	Payment Information
0500	**N1**	Taxpayer Name Detail
0600	**N2**	Additional Taxpayer Name Detail
0800	**N3**	Address Detail
0900	**N4**	City, State, Zip Code Detail
1000	**PER**	General Contact Person
1000	**PER**	EDI Contact Person
0500	**N1**	Mailing Name Detail
0600	**N2**	Additional Mailing Name Detail
0800	**N3**	Mailing Address Detail
0900	**N4**	Mailing City State Zip Code Detail

Pos No	Uniform 813 Map	Report	SUM	SCH
0100	**TFS**	Report	Summary Information	Schedules
0200	**REF**	Relationship to the Transaction	Relationship to the Transaction	Relationship to the Transaction
0200	**REF**	Sequence Number	Sequence Number	Sequence Number
0200	**REF**	No Activity		
0300	**DTM**	Sold/Purchase Date		
0300	**DTM**	Ending Inventory Date		
0500	**N1**			Point of Origin
0500	**N1**			Seller Information
0500	**N1**			Position Holder Information / Delivering Exchange Party
0500	**N1**			Receiving Exchange Party Information
0500	**N1**			Person Hiring Carrier (Consignor)
0500	**N1**			Carrier Information
0500	**N1**			Buyer/Consignee Information
0500	**N1**			Point of Destination
0920	**TIA**	Total Due/Transported		
1000	**FGS**	Physical Inventory by Product	Summary Data	Bill of Lading
1100	**REF**	Sequence Number	Sequence Number	Sequence Number
1200	**DTM**			Bill of Lading Date
1800	**TIA**	Physical Inventory	Information	Bill of Lading Net
1800	**TIA**		Interest	Bill of Lading Gross
1800	**TIA**		Penalty	Bill of Lading Billed

Table 3

Pos No	Uniform 813 Map	Trailer
0100	**SE**	Transaction Set Trailer

Montana X12 813 Map Flow



X12 813 EDI Map

Key:	
Not Used	Not used: no data to transmit
Not Used	Not used by MDT
Syntax Notes	Note: Notes defined by X.12 Standards
MDT Notes	Note: Notes defined by MDT

Interchange Control Header Description

Interchange Segment								(Required)
Element ID	Elem Ref #	Sub-Ele Ref#	Field Status	Field Name	Field Type	Length Min.	Length Max.	Field Description
ISA01	I01		M	Authorization Information Qualifier	ID	2	2	"03"
ISA02	I02		M	Authorization Information	AN	10	10	"MDT813MF32"
ISA03	I03		M	Security Information Qualifier	ID	2	2	"00"
ISA04	I04		M	Security Information	AN	10	10	"0000000000"
ISA05	I05		M	Interchange ID Qualifier	ID	2	2	"ZZ"
ISA06	I06		M	Interchange Sender ID	AN	15	15	Identification Code determined by sender and agreed upon by MDT.
ISA07	I05		M	Interchange ID Qualifier	ID	2	2	"ZZ"
ISA08	I07		M	Interchange Receiver ID	AN	15	15	"MONTANADOT "
ISA09	I08		M	Interchange Date	DT	6	6	"YYMMDD" = Date Of The Interchange
ISA10	I09		M	Interchange Time	TM	4	4	"HHMM" = Time Of The Interchange
ISA11	I65		M	Repetition Separator		1	1	"|" = EBCDIC - 4F HEX ASCII - 7C HEX
ISA12	I11		M	Interchange Control Version Number	ID	5	5	"00403"
ISA13	I12		M	Interchange Control Number	N0	9	9	The interchange control number uniquely identifies the interchange data to the sender. The sender assigns this number.
ISA14	I13		M	Acknowledgment Requested	ID	1	1	"0" = No Acknowledgment Required
ISA15	I14		M	Usage Indicator	ID	1	1	"P" = Production Data "T" = Test Data
ISA16	I15		M	Component Sub-Element Separator		1	1	"^" = EBCDIC – 5F HEX ASCII – 5E HEX
ISA~03~MDT813MF32~00~0000000000~ZZ~0123456789 ~ZZ~MONTANADOT ~030125~0500~|~00403~000000001~0~P~^								
Syntax Notes:	**None**							
MDT Note:	**ISA09 does not include the century based on the ANSI ASC X12 Standard.**							

Functional Group Header Description

Functional Group Segment								(Required)
Element ID	Elem. Ref #	Sub-Ele Ref#	Field Status	Field Name	Field Type	Length Min.	Length Max.	Field Description
GS01	479		M	Functional Identifier Code	ID	2	2	"TF" for 813 Transaction Set
GS02	142		M	Application Sender's Code	AN	2	15	Code identifying party sending transmission. Code assigned by sender and agreed to by MDT. Same as ISA06.
GS03	124		M	Application Receiver's Code	AN	2	15	"MDT-MF32"
GS04	373		M/Z	Date	DT	8	8	"CCYYMMDD" = Date
GS05	337		M/Z	Time	TM	4	8	"HHMMSSDD" = Time
GS06	28		M/Z	Group Control Number	N0	1	9	Assigned number originated and maintained by the sender.
GS07	455		M	Responsible Agency Code	ID	1	2	"X" = ASC X12
GS08	480		M	Version/ Release / Industry Identifier Code	AN	1	12	"004030"
GS~TF~0123456789~MDT-MF32~20030123~0930~0001~X~004030								
Syntax Notes:	**None**							
MDT Note:	**None**							

Transaction Set Header Description

Beginning of Transaction Set Header Segment								(Required) Pos. No. 0100
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
ST01	143		M	Transaction Set Code	ID	3	3	"813"
ST02	329		M	Transaction Set Control Number	AN	4	9	Filer defined unique control number (Same value as SE02)
ST03	1705		O/Z	Implementation Convention Reference	AN	1	5	Version of taxing authority's implementation guide.
ST~813~10001~00001								
Syntax Notes:	**None**							
MDT Note:	**ST03 is used to determine which implementation guide the trading partner is using. This is important when multiple versions of the guide exist.**							

Identify Tax Agency Information Begin Tax Information Segment								(Required) Pos. No. 0200
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
BTI01	128		M	Reference Number Qualifier	ID	2	2	"T6"
BTI02	127		M	Reference Number	AN	3	3	"050"
BTI03	66		M	ID Code Qualifier	ID	2	2	"47"
BTI04	67		M	ID Code	AN	2	20	"MDT"
BTI05	373		O	Transaction Create Date	DT	8	8	"CCYYMMDD" = Transmission Date
BTI06	818		O	Name Control ID	AN	4	4	First 4 positions of Taxpayer's Legal Business Name. If business name is less than 4 characters, left justify name control and pad with "*".
BTI07	66		X	ID Code Qualifier	ID	2	2	"24" = FEIN - Federal Employer Identification Number "34" = SSN - Social Security Number
BTI08	67		X	ID Code	AN	9	18	Taxpayer's FEIN or SSN
BTI09	66		X	ID Code Qualifier	ID	2	2	"49"
BTI10	67		X	ID Code	AN	2	20	Montana License Number
BTI11	66		X	ID Code Qualifier	ID	2	2	"48" = IRS Electronic Filer ID Number
BTI12	67		X	ID Code	AN	9	15	637 Permit Number
BTI13	353		O	Transaction Set Purpose Code	ID	2	2	Original Filing Options: "00" = Original "05" = Replace

BTI14	640		O	Transaction Type Code	ID	2	2	Amended Filing Options: "CO" = Corrected "6S" = Supplemental
BTI~T6~050~47~MDT~20030125~ABCD~24~516999988~49~123456~~~00								
Syntax Notes:	**If either BTI07 or BTI08 is present, then the other is required. If either BTI09 or BTI10 is present, then the other is required.**							
MDT Notes: **BTI07 must be the FEIN if the taxpayer has one. Submit a SSN only for sole proprietorships that have not been issued a FEIN.** **Elements BTI11 and BTI12 are not used by Montana.** **The application of BTI13 and BTI14 are as follows: BTI13 should be used when the taxpayer transmits their initial return (BTI13 should be used without BTI14); BTI14 should be used when the taxpayer transmits modifications (BTI14 should be used without BTI13). This is a recommendation of the Motor Fuel Uniformity Committee, not a requirement of X12. Further clarification of these elements is located below.**								

Element	**Application**
BTI13 [Initial Return]	
"00" = Original	**Use "Original" when first attempt to transmit your return to the department, no matter if the Department receives your return.**
"05" = Replace	**Use "Replace" when replacing the entire original submission prior to the return due date.**
BTI14 [Amended Return]	
"CO" = Corrected	**Use "Corrected" when correcting or adjusting originally submitted data after the return due date.**
"6S" = Supplemental	**Use "Supplemental" when transmitting new or additional data not included in original or amended return after the return due date.**

Tax Filing Period **(Required)**
Date/Time Reference Segment **Pos. No. 0300**

Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
DTM01	374		M	Date/Time Qualifier	ID	3	3	"194"
DTM02	373		X	Date	DT	8	8	"CCYYMMDD" = Tax Filing Period End
DTM03 and DTM04 are not used.								
DTM05	1250		X	Date Time Period Format Qualifier	ID	3	3	"RD8" = Range of Dates
DTM06	1251		X	Date Time Period	AN	17	17	"CCYYMMDD-CCYYMMDD" = Tax Filing Period Beginning and Ending Dates.
DTM~194~20021225								
Syntax Notes:	**DTM02 is required.**							
MDT Notes:	**Elements DTM05 and DTM06 are not used by Montana.**							

Confidential Data
Tax Information and Amount Segment **Pos. No. 0400**

Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
TIA01	817		M	Tax Information Code	AN	4	4	"5010" = Confidential Information
TIA02 is not used.								
TIA03	449		X	Fixed Format Information	AN	1	5	User defined: Example: "6103" = IRS 6103B Tax data.
TIA~5010~~6103								
Syntax Notes:	**TIA03 is required.**							
MDT Notes:	**This segment is not used by Montana**							

Total Net Reported Tax Information and Amount Segment							Pos. No. 0400
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
TIA01	817		M	Tax Information Code	AN	4	4	"5001" = Total Net Reported
TIA02 and TIA03 are not used.								
TIA04	380		X	Quantity	R	1	15	Total Number of Net Gallons in Tax Filing
TIA05	355		M	Unit of Measurement Code	ID	2	2	"GA" = Gallons
TIA~5001~~~1000000~GA								
Syntax Notes:	**TIA04& TIA05 are required.**							
MDT Notes:	**This segment is not used by Montana.**							

Line Item Control Number Reference Number Segment							Pos. No. 0430
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
REF01	128		M	Reference Identification Qualifier	ID	2	2	"FJ" = Line Item Control Number
REF02	127		X	Reference Identification	AN	1	7	Control Number
REF03	352		X	Description	AN	1	5	Error response code
REF~FJ~0001234								
Syntax Notes:	**At least one of REF02 or REF03 is required.**							
MDT Note:	**This segment is not used by Montana.**							

Payment Order Remittance Advice Beginning Segment							(Optional) Pos. No. 0470
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
BPR01	305		M	Transaction Handling Code	ID	1	2	"S" = Single Debit Authorization "P" = Pre-notification
BPR02	782		M	Monetary Amount	R	1	18	Amount of tax payment
BPR03	478		M	Credit/Debit Flag Code	ID	1	1	"D" = Debit
BPR04	591		M	Payment Method Code	ID	3	3	'ACH" = Automated Clearing House
BPR05	812		M	Payment Format Code	ID	3	3	"CCD" = Cash Concentration/Disbursement "CCP" = Cash Concentration/Disbursement plus Addenda (CCD+)
BPR06 through BPR11 are not inserted by the taxpayer. They are on file with the party that creates the ACH Debit transaction. The taxpayer transmits empty fields for these elements.								
BPR06	506		X/Z	(ODFI) ID Number Qualifier	ID	2	2	"01" = ABA Transit Routing Number and Check Digits.
BPR07	507		X	(ODFI) Identification Number	AN	3	12	State's Bank Routing and Transit Number
BPR08	569		O/Z	(ODFI) Account Number Qualifier	ID	1	3	"DA" = Demand Deposit "SG" = Savings
BPR09	508		X/Z	(ODFI) Account Number	AN	1	35	State's Bank Account Number to be Credited
BPR10	509		O	Originating Company Identifier	AN	10	10	State ID Example: Taxing Authority's DUNS Number
BPR11	510		O	Originating Company Supplemental Code	O	9	9	Code Identifying Fiscal Agent
BPR12	506		X/Z	(RDFI) ID Number Qualifier	ID	2	2	"01" = ABA Transit Routing Number and Check Digits
BPR13	507		X	(RDFI) Identification Number	AN	3	12	Taxpayer's Bank Routing and Transit Number
BPR14	569		O/Z	(RDFI) Account Number Qualifier	ID	1	3	"DA" = Demand Deposit "SG" = Savings
BPR15	508		X/Z	(RDFI) Account Number	AN	1	35	Taxpayer's Bank Accounted to be Debited
BPR16	373		O/Z	Date	DT	8	8	The intended payment effective date (CCYYMMDD)
BPR17	1048		O/Z	Business Function Code	ID	1	3	"TAX" = Tax Payment
BPR~S~500~D~ACH~CCD~~~~~~~01~123456789~DA~987654321~20010325~TAX								
Syntax Notes:	**If either BPR06 or BPR07 is present, then the other is required. If BPR08 is present, then BPR09 is required. If either BPR12 or BPR13 is present, then the other is required. If BPR14 is present, then BPR15 is required.**							
MDT Notes:	**This segment is not used by Montana**							

Name Detail
Name Segment **Pos. No. 0500**

Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"TP"
N102	93		X	Name	AN	1	35	Taxpayer Name
N1~TP~ABC Distributing								
Syntax Notes:	**N102 is required.**							
MDT Note:	**This is the name of the business as licensed with Montana. The name of the business can not be changed through this Process. The name of the business must be changed through the licensing process.**							

Additional Taxpayer Name Detail
Additional Name Segment **Pos. No. 0600**

Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N201	93		M	Name	AN	1	35	Taxpayer Name
N202	93		O	Name	AN	1	35	Taxpayer Name
N2~ABC Trucking~ABC Station								
Syntax Notes:	**None**							
MDT Note:	**This is optional name information. It may include DBA if different than the name of the business licensed with Montana.**							

Address Detail
Address Information Segment **Pos. No. 0800**

Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N301	166		M	Address Information	AN	1	35	First Line Street Address
N302	166		O	Address Information	AN	1	35	Second Line Street Address
N3~123 C Street~PO Box 222								
Syntax Notes:	**None**							
MDT Note:	**This is the physical address of the business licensed with Montana.**							

City, State, Zip Code Detail
Location Geographic Segment **Pos. No. 0900**

Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N401	19		O	City Name	AN	2	30	Name of City
N402	156		O	State code or Province	ID	2	2	State or Province Abbreviation
N403	116		O	Postal (Zip) Code	ID	3	11	ZIP Code, ZIP Plus 4 Code or Foreign Postal code
N404	26		O	Country	ID	2	3	Country Abbreviation "USA" = United States "CAN" = Canada
N4~Helena~MT~59601-2222~USA								
Syntax Notes:	**None**							
MDT Note:	**This is the physical address of the business licensed with Montana.**							

General Contact Person Administrative Communications Contact Segment								Pos. No. 1000
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
PER01	366		M	Contact Function Code	ID	2	2	"CN"
PER02	93		O	Name	AN	1	35	Contact Name
PER03	365		X	Communications Number Qualifier	ID	2	2	"TE"
PER04	364		X	Communications Number	AN	10	14	Voice Telephone Number
PER05	365		X	Communications Number Qualifier	ID	2	2	"FX"
PER06	364		X	Communications Number	AN	10	10	FAX Number
PER07	365		X	Communications Number Qualifier	ID	2	2	"EM"
PER08	364		X	Communications Number	AN	1	80	E-mail Address
PER~CN~Allen Smith~TE~4069959988~FX~4069950329~EM~asmith@abc.com								
Syntax Notes:	**If either PER03 or PER04 is present, then the other is required. If either PER05 or PER06 is present, then the other is required. If either PER07 or PER08 is present, then the other is required.**							
MDT Note:	**The general contact is the person that is contacted about questions concerning the data in the return.**							

EDI Contact Person Administrative Communications Contact Segment								Pos. No. 1000
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
PER01	366		M	Contact Function Code	ID	2	2	"EA" = EDI Coordinator
PER02	93		O	Name	AN	1	35	Contact Name
PER03	365		X	Communications Number Qualifier	ID	2	2	"TE"
PER04	364		X	Communications Number	AN	10	14	Voice Telephone Number
PER05	365		X	Communications Number Qualifier	ID	2	2	"FX"
PER06	364		X	Communications Number	AN	10	10	FAX Number
PER07	365		X	Communications Number Qualifier	ID	2	2	"EM"
PER08	364		X	Communications Number	AN	1	80	E-mail Address
PER~EA~Bob Smith~TE~4061234567~FX~4061234568~EM~bsmith@abc.com								
Syntax Notes:	**If either PER03 or PER04 is present, then the other is required. If either PER05 or PER06 is present, then the other is required. If either PER07 or PER08 is present, then the other is required.**							
MDT Note:	**The EDI Contact is the person that is contacted about question concerning the electronic transfer of the return.**							

The following segments are required if the mailing address is different than the physical address.

Mailing Name Detail Name Segment								Pos. No. 0500
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"31"
N102	93		X	Name	AN	1	35	Mailing Name
N1~31~ABC Company								
Syntax Notes:	**N102 is required.**							
MDT Note:	**This is the company name where information is mailed pertaining to the Montana license being reported in the return.**							

Mailing Additional Name Detail Additional Name Segment								Pos. No. 0600
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N201	93		M	Name	AN	1	35	Mailing Name
N202	93		O	Name	AN	1	35	Mailing Name
N2~ABC Distributing~ABC Trucking								
Syntax Notes:	**None**							
MDT Note:	**This is optional name detail where information is mailed pertaining to the Montana license being reported in the return.**							

Mailing Address Detail Address Information Segment								Pos. No. 0800
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N301	166		M	Address Information	AN	1	35	First Line Street Address
N302	166		O	Address Information	AN	1	35	Second Line Street Address
N3~123 C Street~PO Box 222								
Syntax Notes:	**None**							
MDT Note:	**This is the mailing address where information is mailed pertaining to the Montana license being reported in the return.**							

Mailing City, State, Zip Code Detail Location Geographic Segment								Pos. No. 0900
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N401	19		O	City Name	AN	2	30	Name of City
N402	156		O	State code or Province	ID	2	2	State or Province Abbreviation
N403	116		O	Postal (Zip) Code	ID	3	11	ZIP Code, ZIP Plus 4 Code or Foreign Postal code
N404	26		O	Country	ID	2	3	Country Abbreviation “USA” = United States “CAN” = Canada
N4~Helena~MT~59601-2222~USA								
Syntax Notes:	**None**							
MDT Note:	**This is the mailing address where information is mailed pertaining to the Montana license being reported in the return.**							

End of Transaction Set Header

Transaction Set - Report Information

This TFS loop reports information on the type of report. Transaction detail is reported using the Summary and Schedule section of this map.

The TFS loop is repeated when reporting information for each report type. Repeat the FGS loop within the TFS loop for each product reported.

Beginning of Report
Tax Form Segment **Pos. No. 0100**

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
TFS01	128		M	Reference Identification Qualifier	ID	2	2	"T2" = Tax Form Code
TFS02	127		M	Reference Identification	AN	1	6	"SDR" = Distributor Report "CCR" = Carrier Report
TFS03 and TFS04 Are not used								
TFS05	66		X	ID Code Qualifier	ID	2	2	"TC" = IRS Terminal Code
TFS06	67		X	ID Code	AN	9	9	IRS Terminal Control Number (TCN)

TFS~T2~SDR

Syntax Notes: **If either TFS05 or TFS06 is present, then the other is required.**

MDT Note: **The TFS loop is used once when reporting information for a Montana Licensed motor fuels distributor. Repeat the FGS loop within the TFS loop for each product reported.**

TFS05 and TFS06 are not used by Montana.

Relationship to the Transaction Information
Reference Segment **Pos. No. 0200**

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
REF01	128		M	Reference Identification Qualifier	ID	2	2	"SU" = Special Processing
REF02	127		X	Reference Identification	AN	3	3	IRS = IRS Data N/A = If not applicable to the IRS
REF03 Not used								
REF04	C040	128	M	Reference Identification Qualifier	ID	2	2	"S0" = Special Approval (S Zero)
REF05	C040	127	M	Reference Identification	AN	2	2	State Abbreviation for state which data belongs to.
REF06	C040	128	X	Reference Identification Qualifier	ID	2	2	"S0" = Special Approval (S Zero)
REF07	C040	127	X	Reference Identification	AN	2	2	State abbreviation for state which data belongs to.

REF~SU~IRS~~S0^MT

Syntax Notes: **REF02 is required.**

MDT Note: **This segment is not used by Montana.**

Sequence Number
Reference Number Segment **Pos. No. 0200**

Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
REF01	128		M	Reference Identification Qualifier	ID	2	2	"55" = Sequence Number
REF02	127		X	Reference Identification	AN	1	7	Sequence Number
REF03	352		X	Description	AN	1	5	"00001" = Record Corrected "00003" = Remove record, reported in error

REF~55~0001234

Syntax Notes: **At least one of REF02 or REF03 is required.**

MDT Note: **REF02 is generated by the entity generating the filing. It will be used to point the filer to errors if found. REF03 is used by the reporter when correcting a reporting error. It is not submitted on the original submission.**

Condition 1 - This segment is required if an account has no activity. The Condition 2 DTM, TIA and FGS Loop are not used.

No Activity								**(Conditional)**
Reference Number Segment								**Pos. No. 0200**
Element ID	**Elem Ref #**	**Sub-Ele Ref #**	**Field Status**	**Field Name**	**Field Type**	**Length Min**	**Max**	**Field Description**
REF01	128		M	Entity Identification Code	ID	2	2	"BE"
REF02	127		X	Name	AN	1	1	"1"
REF~BE~1								
Syntax Notes:	**REF02 is required.**							
MDT Notes:	**This segment is only used if reporting a no activity report. If used, it is the end of the distributor report.**							

Sold/Acquired Date								**(Conditional)**
Date/Time Reference Segment								**Pos. No. 0300**
Element ID	**Elem Ref #**	**Sub-Ele Ref #**	**Field Status**	**Field Name**	**Field Type**	**Length Min**	**Max**	**Field Description**
DTM01	374		M	Date/Time Qualifier	ID	3	3	"572" = Date Property Sold "631" = Date Property Acquired
DTM02	373		X	Date	DT	8	8	"CCYYMMDD"
DTM~572~20010520								
Syntax Notes:	**DTM02 is required.**							
MDT Note:	**This segment is not used by Montana.**							

Condition 2 – If an account has activity; at least the TIA (Total Due) segment is required. The Condition 1 REF is not used. The FGS loop repeats when the product code value changes.

Ending Inventory Date								**(Conditional)**
Date/Time Reference Segment								**Pos. No. 0300**
Element ID	**Elem Ref #**	**Sub-Ele Ref #**	**Field Status**	**Field Name**	**Field Type**	**Length Min**	**Max**	**Field Description**
DTM01	374		M	Date/Time Qualifier	ID	3	3	"184" = Inventory Date
DTM02	373		X	Date	DT	8	8	"CCYYMMDD"
DTM~184~20010525								
Syntax Notes:	**DTM02 is required.**							
MDT Notes:	**This segment is not used by Montana.**							

Total Due/Transported								**(Conditional)**
Tax Information and amount Segment								**Pos. No. 0920**
Element ID	**Elem Ref. #**	**Sub-Ele Ref. #**	**Field Status**	**Field Name**	**Field Type**	**Length Min**	**Max**	**Field Description**
TIA01	817		M	Tax Information ID Number	AN	4	4	"5003" = Total Due "5004" = Total Net Transported
TIA02	782		X	Monetary Amount	R	1	15	Dollar Amount
TIA03 is not used.								
TIA04	380		X	Quantity	R	1	15	Quantity
TIA05	355		M	Unit of Measurement Code	ID	2	2	"GA" = Gallons
TIA~5003~25000								
Syntax Notes:	**TIA02 or TIA04 is required.** **If TIA04 is present then TIA05 is required.**							
MDT Notes:	**Elements TIA02 is used for a distributor return. The information represents the total dollars the distributor calculates they owe. It is also used, as a check value to make sure what was sent to MDT is what was received. TIA04 and TIA05 are not used on the distributor report.** **Elements TIA04 and TIA05 are used when reporting a carrier report. The gallons represent the total gallons transported in the reporting period. TIA02 is not used on the carrier report.**							

Physical Inventory by Product Form Group Segment								(Conditional) Pos. No. 1000
Element ID	**Elem Ref. #**	**Sub-Ele Ref. #**	**Field Status**	**Field Name**	**Field Type**	**Length Min**	**Max**	**Field Description**
FGS01	350		M	Assigned Identification	AN	2	2	"BI" = Beginning Inventory "EI" = Ending Inventory
FGS02	128		X	Reference Identification Qualifier	ID	2	2	"PG" = Product Group
FGS03	127		X	Reference Identification	AN	3	3	Product Code
FGS~EI~PG~065								
Syntax Notes:	**If either FGS02 or FGS03 is present, then the other is required.**							
MDT Notes:	**This segment is not used by Montana.**							

Sequence Number Reference Number Segment								Pos. No. 1100
Element ID	**Elem Ref #**	**Sub-Ele Ref #**	**Field Status**	**Field Name**	**Field Type**	**Length Min**	**Max**	**Field Description**
REF01	128		M	Reference Identification Qualifier	ID	2	2	"55" = Sequence Number
REF02	127		X	Reference Identification	AN	1	7	Sequence Number
REF03	352		X	Description	AN	1	5	Error response code
REF~55~0001234								
Syntax Notes:	**At least one of REF02 or REF03 is required.**							
MDT Note:	**This segment is not used by Montana.**							

Inventory Tax Information and Amount Segment								Pos. No. 1800
Element ID	**Elem Ref. #**	**Sub-Ele Ref. #**	**Field Status**	**Field Name**	**Field Type**	**Length Min**	**Max**	**Field Description**
TIA01	817		M	Tax Information ID Number	AN	4	4	"5002" = Net Physical Inventory
TIA02 - TIA03 are not used.								
TIA04	380		X	Quantity	R	1	15	Quantity
TIA05	355		M	Unit of Measurement Code	ID	2	2	"GA" = Gallons "LT" = Liter
TIA~5002~~~25000~GA								
Syntax Notes:	**TIA04 and TIA05 are required.**							
MDT Notes:	**This segment is not used by Montana.**							

End of FGS loop (Line item detail)
End of TFS loop (SDR detail)

Summary Information

This TFS loop reports summary information. This TFS loop is used in combination with the SDR report, to report tax credits, or interest and penalty. Most of the time summary information is not needed in Montana.

Summary information is used when the information cannot be derived from the schedule details. This TFS loop repeats when one of the following values changes: TFS02 Summary Code, TFS04 Product Code.

If there are no transactions to report in this filing, it is not necessary to transmit a Summary Information TFS loop.

Beginning of Summary Information **Tax Form Segment**								**Pos. No. 0100**
Element ID	**Elem Ref. #**	**Sub-Ele Ref. #**	**Field Status**	**Field Name**	**Field Type**	**Length Min**	**Length Max**	**Field Description**
TFS01	128		M	Reference Identification Qualifier	ID	2	2	"T3"
TFS02	127		M	Reference Identification	AN	1	6	"S02A" = Tax (interest and penalty) "S03A" = Tax Credit
TFS03	128		X	Reference Identification Qualifier	ID	2	2	"PG"
TFS04	127		X	Reference Identification	AN	3	3	"065" = Gasoline "123" = Alcohol "124" = Gasohol "125" = Aviation Gasoline "130" = Jet Fuel (includes JP4 & JP8) "142" = Kerosene – Undyed "072" = Kerosene – Dye Added "160" = Diesel Fuel – Undyed "228" = Diesel Fuel – Dye Added "284" = Biodiesel – Undyed "290" = Biodiesel – Dye Added
TFS05	66		X	Identification Code Qualifier	ID	2	2	"T2" = Tax Form Code
TFS06	67		X	Identification Code	AN	3	3	"SDR" = Distributor report
TFS~T3~S03A~PG~228~T2~SDR								
Syntax Notes:	**If either TFS03 or TFS04 is present, then the other is required.** **If either TFS05 or TFS06 is present, then the other is required.**							
MDT Notes:	**Tax Credits must be approved in writing prior to including in report.** **TFS03 and TFS04 are not used when TFS02 = "S02A" = Tax (interest and penalty)** **TFS06 defines which report the summary information applies.**							

Relationship to the Transaction Information **Reference Segment**								**Pos. No. 0200**
Element ID	**Elem Ref. #**	**Sub-Ele Ref. #**	**Field Status**	**Field Name**	**Field Type**	**Length Min**	**Length Max**	**Field Description**
REF01	128		M	Reference Identification Qualifier	ID	2	2	"SU" = Special Processing
REF02	127		X	Reference Identification	AN	3	3	IRS = IRS Data N/A = If not applicable to the IRS
REF03 Not used								
REF04	C040	128	M	Reference Identification Qualifier	ID	2	2	"S0" = Special Approval (S Zero)
REF05	C040	127	M	Reference Identification	AN	2	2	State Abbreviation for state which data belongs to.
REF06	C040	128	X	Reference Identification Qualifier	ID	2	2	"S0" = Special Approval (S Zero)
REF07	C040	127	X	Reference Identification	AN	2	2	State abbreviation for state which data belongs to.
REF~SU~IRS~~S0^MT								
Syntax Notes:	**REF02 is required.**							
MDT Notes:	**This segment is not used by Montana.**							

Sequence Number Reference Number Segment								Pos. No. 0200
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
REF01	128		M	Reference Identification Qualifier	ID	2	2	“55” = Sequence Number
REF02	127		X	Reference Identification	AN	1	7	Sequence Number
REF03	352		X	Description	AN	1	5	“00001” = Record Corrected “00003” = Remove record, reported in error
REF~55~0001234								
Syntax Notes:	**At least one of REF02 or REF03 is required.**							
MDT Note:	**REF02 is generated by the entity generating the filing. It will be used to point the filer to errors if found. REF03 is used by the reporter when correcting a reporting error. It is not submitted on the original submission.**							

Summary Data Forms Group Segment								Pos. No. 1000
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
FGS01	350		M	Assigned Identification	AN	1	1	"S"
FGS~S								
Syntax Notes:	**None**							
MDT Notes:	**None**							

Sequence Number Reference Number Segment								Pos. No. 1100
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
REF01	128		M	Reference Identification Qualifier	ID	2	2	“55” = Sequence Number
REF02	127		X	Reference Identification	AN	1	7	Sequence Number
REF03	352		X	Description	AN	1	5	Error Response Code
REF~55~0001234								
Syntax Notes:	**At least one of REF02 or REF03 is required.**							
MDT Note:	**This segment is not used by Montana**							

Information Tax Information and Amount Segment								Pos. No. 1800
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
TIA01	817		M	Tax Information ID Number	AN	4	4	“5006”
TIA02	782		X	Monetary Amount	R	1	15	Dollar Amount
TIA03 are not used.								
TIA04	380		X	Quantity	R	1	15	Quantity
TIA05	355		M	Unit of Measurement Code	ID	2	2	"GA"
TIA~5006~100								
Syntax Notes:	**TIA02 is required.**							
MDT Notes:	**This segment is used when reporting a tax credits. It is not used when reporting Interest and penalty. You must be authorized by MDT to take a credit on your tax return. TIA04 and TIA05 are not used by Montana.**							

Interest **Tax Information and Amount Segment**								**Pos. No. 1800**
Element ID	**Elem Ref. #**	**Sub-Ele Ref. #**	**Field Status**	**Field Name**	**Field Type**	**Length**		**Field Description**
						Min	**Max**	
TIA01	817		M	Tax Information ID Number	AN	4	4	"5008"
TIA02	782		X	Monetary Amount	R	1	15	Dollar Amount
TIA~5008~500								
Syntax Notes:	**TIA02 is required.**							
MDT Notes:	**This segment is used when reporting Interest it is not used when reporting a tax credit.**							

Penalty **Tax Information and Amount Segment**								**Pos. No. 1800**
Element ID	**Elem Ref. #**	**Sub-Ele Ref. #**	**Field Status**	**Field Name**	**Field Type**	**Length**		**Field Description**
						Min	**Max**	
TIA01	817		M	Tax Information ID Number	AN	4	4	"5009"
TIA02	782		X	Monetary Amount	R	1	15	Dollar Amount
TIA~5009~200								
Syntax Notes:	**TIA02 is required.**							
MDT Notes:	**This segment is used when reporting penalty it is not used when reporting a tax credit.**							

End of FGS loop (Line item detail)
End of TFS loop (SDR detail)

Schedules

This TFS loop begins the schedule detail. It repeats when one of the following values change:
Tax Form Code, Schedule Code, Mode Code Product Code, Origin, Position Holder, Seller, Consignor, Carrier, Buyer, Consignee or Destination.

If there are no transactions to report in this filing, it is not necessary to transmit a Schedules TFS loop. You must indicate no activity in the SDR and/or CCR sections of this map.

Beginning of Schedules
Tax Form Segment **Pos. No. 0100**

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
TFS01	128		M	Reference Identification Qualifier	ID	2	2	"T3"
TFS02	127		M	Reference Identification	AN	1	6	Schedule Type Code See schedule code list on page 4-7
TFS03	128		X	Reference Identification Qualifier	ID	2	2	"PG" = Product Group
TFS04	127		X	Reference Identification	AN	3	3	"065" = Gasoline "123" = Alcohol "124" = Gasohol "125" = Aviation Gasoline "130" = Jet Fuel (includes JP4 & JP8) "142" = Kerosene – Undyed "072" = Kerosene – Dye Added "160" = Diesel Fuel – Undyed "228" = Diesel Fuel – Dye Added "284" = Biodiesel – Undyed "290" = Biodiesel – Dye Added
TFS05	66		X	Identification Code Qualifier	ID	2	2	"94"
TFS06	67		X	Identification Code	AN	2	2	"J " = Truck "R " = Rail "PL" = Pipeline

**TFS~T3~2~PG~065~94~J **

Syntax Notes: **If either TFS03 or TFS04 is present, then the other is required.**
If either TFS05 or TFS06 is present, then the other is required.

MDT Notes: **TFS06 – When a single letter, left justify and pad with a space.**

Relationship to the Transaction Information
Reference Segment **Pos. No. 0200**

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
REF01	128		M	Reference Identification Qualifier	ID	2	2	"SU" = Special Processing
REF02	127		X	Reference Identification	AN	3	3	IRS = IRS Data N/A = If not applicable to the IRS
REF03 Not used								
REF04	C040	128	M	Reference Identification Qualifier	ID	2	2	"S0" = Special Approval (S Zero)
REF05	C040	127	M	Reference Identification	AN	2	2	State Abbreviation for state which data belongs to.
REF06	C040	128	X	Reference Identification Qualifier	ID	2	2	"S0" = Special Approval (S Zero)
REF07	C040	127	X	Reference Identification	AN	2	2	State abbreviation for state which data belongs to.

REF~SU~IRS~~S0^MT

Syntax Notes: **REF02 is required.**

MDT Notes: **This segment is not used by Montana.**

Sequence Number Reference Number Segment							Pos. No. 0200
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
REF01	128		M	Reference Identification Qualifier	ID	2	2	"55" = Sequence Number
REF02	127		X	Reference Identification	AN	1	7	Sequence Number
REF03	352		X	Description	AN	1	5	"00001" = Record Corrected "00003" = Remove record, reported in error
REF~55~0001234								
Syntax Notes:	**At least one of REF02 or REF03 is required.**							
MDT Note:	**REF02 is generated by the entity generating the filing. It will be used to point the filer to errors if found. REF03 is used by the reporter when correcting a reporting error. It is not submitted on the original submission.**							

For Point of Origin/Terminal: (One of the following Options is Required)

Use Option 1 when the origin has an IRS Terminal Control Number (TCN).

Use Option 2 when the origin does not have an IRS TCN.

Option 1

Point of Origin Name Segment 1							(One of the two options is required) Pos. No. 0500
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"OT"
N102 is not used.								
N103	66		X	Identification Code Qualifier	ID	2	2	"TC"
N104	67		X	Identification Code	AN	9	9	IRS Terminal Code
N1~OT~~TC~T81MT4007								
Syntax Notes:	**N103 & N104 are required.**							
MDT Notes:	**This option is used when the origin is a terminal, which is assigned an IRS Terminal Code. Do not use punctuation.**							

Option 2

Point of Origin Name Segment 1							(One of the two options is required) Pos. No. 0500
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"SF"
N102	93		X	Name	AN	2	2	Origin State Abbreviation
N1~SF~MT								
Syntax Notes:	**N102 is required.**							
MDT Notes:	**None**							

Point of Origin
Name Segment 1 **Pos. No. 0500**

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N401	19		O	City Name	AN	2	30	Name of City
N402	156		O	State or Province Code	ID	2	2	State or Providence Abbreviation
N403	116		O	Postal Code	ID	3	11	ZIP or ZIP plus 4 Code
N404	26		X	Country Code	ID	2	3	"USA" = United State "CAN" = Canada
N405	309		X	Location Qualifier	ID	2	2	"CY"
N406	310		O	Location Identifer	AN	1	3	County Code

N4~Billings~MT

Syntax Notes: **None**

MDT Notes: **Element N403 – N406 are not used by Montana**

Seller Information
Name Segment 2 **Pos. No. 0500**

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"SE"
N102	93		X	Name	AN	1	35	Seller's Name
N103	66		X	Identification Code Qualifier	ID	2	2	"24" = FEIN "34" = SSN "50" = BN – Canadian Business Number
N104	67		X	Identification Code	AN	9	18	Seller's FEIN or SSN or BN

N1~SE~Fuel Inc~24~516669999

Syntax Notes: **N102 and N103 are required.**

MDT Notes: **This is the entity selling the load of fuel. It may be the same as the business submitting the return. Their FEIN or SSN or BN is required.**

Position Holder Information or Delivering Exchange Party Information
Name Segment 3 **Pos. No. 0500**

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"ON"
N102	93		X	Name	AN	1	35	Position Holder's Name
N103	66		X	Identification Code Qualifier	ID	2	2	"24" = FEIN "34" = SSN "50" = BN – Canadian Business Number
N104	67		X	Identification Code	AN	9	18	Position Holder's FEIN or SSN or BN

N1~ON~ABC Fuel~24~516888888

Syntax Notes: **N102 and N103 are required.**

MDT Notes: **This segment is not used by Montana**

Receiving Exchange Party Information
Name Segment 3 **Pos. No. 0500**

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"EC" = Exchanger
N102	93		X	Name	AN	1	35	Exchange Party Name or Control Name (First 4 position of tax payer business name)
N103	66		X	Identification Code Qualifier	ID	2	2	"24" = FEIN "34" = SSN "50" = BN - Canadian Business Number "FI" = Federal Taxpayer 637 ID Number
N104	67		X	Identification Code	AN	9	18	Exchange Party FEIN or SSN or BN or IRS 637 Number

N1~EC~ABC Fuel~24~516888888

Syntax Notes: **At least one of N102 or N103 is required.**

MDT Notes: **This segment is not used by Montana**

Person Hiring Carrier (Consignor)
Name Segment 4 **Pos. No. 0500**

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"CI"
N102	93		X	Name	AN	1	35	Consignor Name
N103	66		X	Identification Code Qualifier	ID	2	2	"24" = FEIN "34" = SSN "50" = BN – Canadian Business Number
N104	67		X	Identification Code	AN	9	18	Consignor's (Person Hiring the Carrier) FEIN or SSN or BN

N1~CI~ABC Distributing~24~516777777

Syntax Notes: **N102 and N103 are required.**

MDT Notes: **This Segment is not used by Montana**

Carrier Information
Name Segment 5 **Pos. No. 0500**

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"CA"
N102	93		X	Name	AN	1	35	Carrier Name
N103	66		X	Identification Code Qualifier	ID	2	2	"24" = FEIN "34" = SSN "50" = BN – Canadian Business Number
N104	67		X	Identification Code	AN	9	18	Carrier's FEIN or SSN or BN

N1~CA~ABC Trucking~24~516666666

Syntax Notes: **N102 and N103 are required.**

MDT Notes: **This Segment is not used by Montana**

Buyer Information Name Segment 6								Pos. No. 0500
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"BY"
N102	93		X	Name	AN	1	35	Buyer Name
N103	66		X	Identification Code Qualifier	ID	2	2	"24" = FEIN "34" = SSN "50" = BN – Canadian Business Number
N104	67		X	Identification Code	AN	9	18	Buyer FEIN or SSN or BN
N1~BY~Joe Gas Station~24~517222222								
Syntax Notes:	**N102 and N103 are required.**							
MDT Notes:	**Name of the buyer of the fuel their FEIN or SSN or BN is required.**							

For Point (Address) of Delivery/Destination: (One of the following Options is Required)

Use Option 1 when the destination has an IRS Terminal Control Number (TCN).
Use Option 2 when the destination does not have an IRS TCN.

Option 1

Point of Destination Name Segment 7								(One of the two options is required) Pos. No. 0500
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"DT"
N102 is not used.								
N103	66		X	Identification Code Qualifier	ID	2	2	"TC" = IRS Terminal Code
N104	67		X	Identification Code	AN	9	9	IRS Terminal Code
N1~DT~~TC~T81MT4007								
Syntax Notes:	**N103 and N104 are required.**							
MDT Notes:	**This option is used when the destination is a terminal, which is assigned an IRS Terminal Code. Do not use punctuation.**							

Option 2

Point of Destination Name Segment 7								(One of the two options is required) Pos. No. 0500
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"ST"
N102	93		X	Name	AN	2	2	Destination State Abbreviation
N1~ST~ID								
Syntax Notes:	**N102 is required.**							
MDT Notes:	**This is the most common option used in Montana. Report the city and state for the location when you delivered the product to your customer. If there are multiple deliveries from one load of fuel repeat the loop for each delivery.**							

Point of Destination Name Segment 7								Pos. No. 0500
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N401	19	19	O	City Name	AN	2	30	Name of City
N402	156	156	O	State or Province Code	ID	2	2	State or Providence Abbreviation
N403	116	116	O	Postal Code	ID	3	11	ZIP or ZIP plus 4 Code
N404	26		X	Country Code	ID	2	3	"USA" = United State "CAN" = Canada
N405	309		X	Location Qualifier	ID	2	2	"CY"
N406	310		O	Location Identifer	AN	1	3	County Code
N4~Helena~MT								
Syntax Notes:	**None**							
MDT Notes:	**Element N403 – N404 are not used by Montana. Montana Requires destination city and state. If a load is delivered to multiple locations, their needs to be one loop for each delivery.**							

This FGS loop begins the individual shipments within the TFS loop. It is repeated when one of the following values changes:

Bill of Lading (Document) Number
Bill of Lading Date (Date Shipped)
Gallons

Bill of Lading Forms Group Segment								Required Pos. No. 1000
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
FGS01	350		M	Assigned Identification	AN	1	1	"D"
FGS02	128		X	Reference Identification Qualifier	ID	2	2	"BM"
FGS03	127		X	Reference Identification	AN	1	15	Bill of Lading Number
FGS~D~BM~00123456								
Syntax Notes:	**If either FGS02 or FGS03 is present, then the other is required.**							
MDT Notes:	**The bill of lading number is required.**							

Sequence Number Reference Number Segment								Required Pos. No. 1100
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
REF01	128		M	Reference Identification Qualifier	ID	2	2	"55" = Sequence Number
REF02	127		X	Reference Identification	AN	1	7	Sequence Number
REF03	352		X	Description	AN	1	5	"00001" = Record Corrected "00003" = Remove record, reported in error
REF~55~0004567								
Syntax Notes:	**REF02 is required.**							
MDT Notes:	**REF02 is generated by the entity generating the filing. It will be used to point the filer to errors if found. REF03 is used by the reporter when correcting a reporting error. It is not submitted on the original submission.**							

Bill of Lading Date Date/Time Reference Segment								Required Pos. No. 1200
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
DTM01	374		M	Date/Time Qualifier	ID	3	3	"095"
DTM02	373		X	Date	DT	8	8	Bill of Lading Date (CCYYMMDD)
DTM~095~20010505								
Syntax Notes:	**DTM02 is required.**							
MDT Notes:	**None**							

Bill of Lading Net Tax Information and Amount Segment								Required Pos. No. 1800
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
TIA01	817		M	Tax Information ID Number	AN	4	4	“5005”
TIA02 and TIA03 are not used.								
TIA04	380		X	Quantity	R	1	15	Quantity
TIA05	355		M	Unit of Measurement Code	ID	2	2	"GA"
TIA~5005~~~8000~GA								
Syntax Notes:	**TIA04 and TIA05 are required.**							
MDT Notes:	**Not required by Montana.**							

Bill of Lading Gross Tax Information and Amount Segment								Required Pos. No. 1800
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
TIA01	817		M	Tax Information ID Number	AN	4	4	“5006”
TIA02 and TIA03 are not used.								
TIA04	380		X	Quantity	R	1	15	Quantity
TIA05	355		M	Unit of Measurement Code	ID	2	2	"GA"
TIA~5006~~~8000~GA								
Syntax Notes:	**TIA04 and TIA05 are required.**							
MDT Notes:	**Gross gallons are required in filing.**							

Bill of Lading Billed Tax Information and Amount Segment								Required Pos. No. 1800
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
TIA01	817		M	Tax Information ID Number	AN	4	4	“5007”
TIA02 and TIA03 are not used.								
TIA04	380		X	Quantity	R	1	15	Quantity
TIA05	355		M	Unit of Measurement Code	ID	2	2	"GA"
TIA~5007~~~8000~GA								
Syntax Notes:	**TIA04 and TIAS 05 are required.**							
MDT Notes:	**Not required by Montana.**							

End of FGS loop for Individual shipments.
End of TFS loop for Schedule.

Transaction Set Trailer Description

End of Transaction Set Trailer Segment								(Required) Pos. No. 0100
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
SE01	96		M	Number of Included Segments	N0	1	10	Number of segments (inserted by translator)
SE02	329		M	Transaction Set Control Number	AN	4	9	Determined by Filer (same value in ST02, unique control number)
SE~156~10001								
Syntax Notes:	**None**							
MDT Notes:	**None**							

End of Transaction Set

Functional Group Trailer Description

Functional Group Segment								(Required)
Element ID	Elem Ref #	Sub-Ele Ref#	Field Status	Field Name	Field Type	Length Min.	Length Max.	Field Description
GE01	97		M	Number Of Transaction Sets Included	N0	1	6	Count of transaction sets within this GS/GE.
GE02	28		M/Z	Group Control Number	N0	1	9	The data interchange control number in the trailer must be identical to the same data element in the associated functional header (GS06).
GE~1~1101								
Syntax Notes:	**None**							
MDT Note:	**None**							

Interchange Control Trailer Description

Interchange Segment								(Required)
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min.	Length Max.	Field Description
IEA01	I16		M	Number Of Included Functional Groups	N0	1	5	Count of Function Groups Within This ISA/IEA.
IEA02	I12		M	Interchange Control Number	N0	9	9	The interchange number in the trailer must be identical to the same data element in the associated interchange header (ISA13).
IEA~10~000000001								
Syntax Notes:	**None**							
MDT Note:	**None**							

Sample File

ISA~03~MDT813MF32~00~0000000000~ZZ~0123456789 ~ZZ~MONTANADOT
~030125~0500~|~00403~000000001~0~P~^\
GS~TF~0123456789~MDT-MF32~20030123~0930~0001~X~004030\
ST~813~10001~00001\
BTI~T6~050~47~MDT~20030125~ABCD~24~516999988~49~123456~~~00\
DTM~194~20021225\
N1~TP~ABC Distributing\
N2~ABC Incorporated\
N3~123 C Street~PO Box 222\
N4~Helena~MT~59601-2222~USA\
PER~CN~Allen Smith~TE~4069959988~FX~4069950329~EM~asmith@abc.com\
PER~EA~Joe Edi~TE~4069959988~FX~4069950329~EM~jedi@abc.com\
N1~TP~ABC Incorporated\
N3~PO BOX 222\
N4~Helena~MT~59601-2222~USA\
***** Note: Report Information Starts *****
***** There is a distributor report *****
TFS~T2~SDR\
REF~55~0001234\
TIA~5003~25000\
TFS~T2~CCR\
REF~55~0011234\
REF~BE~1\
***** Note: Summary Information Starts *****
TFS~T3~S03A~PG~228~T2~SDR\
REF~55~0021234\
FGS~S\
TIA~5006~100\
***** Note: Schedule Starts *****
TFS~T3~2~PG~065~94~J \
REF~55~0041234\
N1~OT~~TC~T81MT4007\
N1~SE~Fuel Inc~24~516669999\
N1~BY~Joe Gas Station~24~517222222\
N1~ST~MT\
N4~Helena~MT\
FGS~D~BM~00123456\
REF~55~0004567\
DTM~095~20010505\
TIA~5006~~~8000~GA\
SE~36~10001\
GE~1~1101\
IEA~1~000000001\

File Naming Convention

The file name must be in the format of MTyymmm######.txt.

MT	=	state of Montana
yy	=	2 digit year
mmm	=	3 character month (capital letters)
######	=	6 digit license number (starts with a zero)
.txt	=	3 character file extension

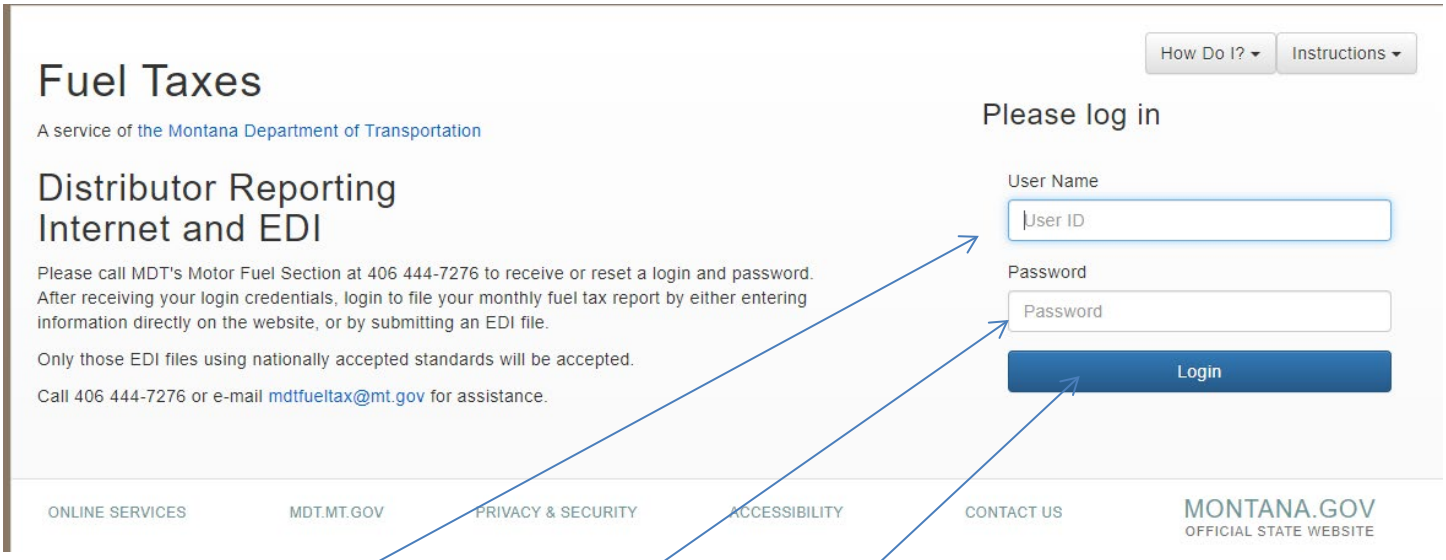
HOW TO SUBMIT YOUR EDI FILE

EDI filers must log into MDT's system to submit an EDI report.

Let's get started: [www.mdt.mt.gov.](http://www.mdt.mt.gov)

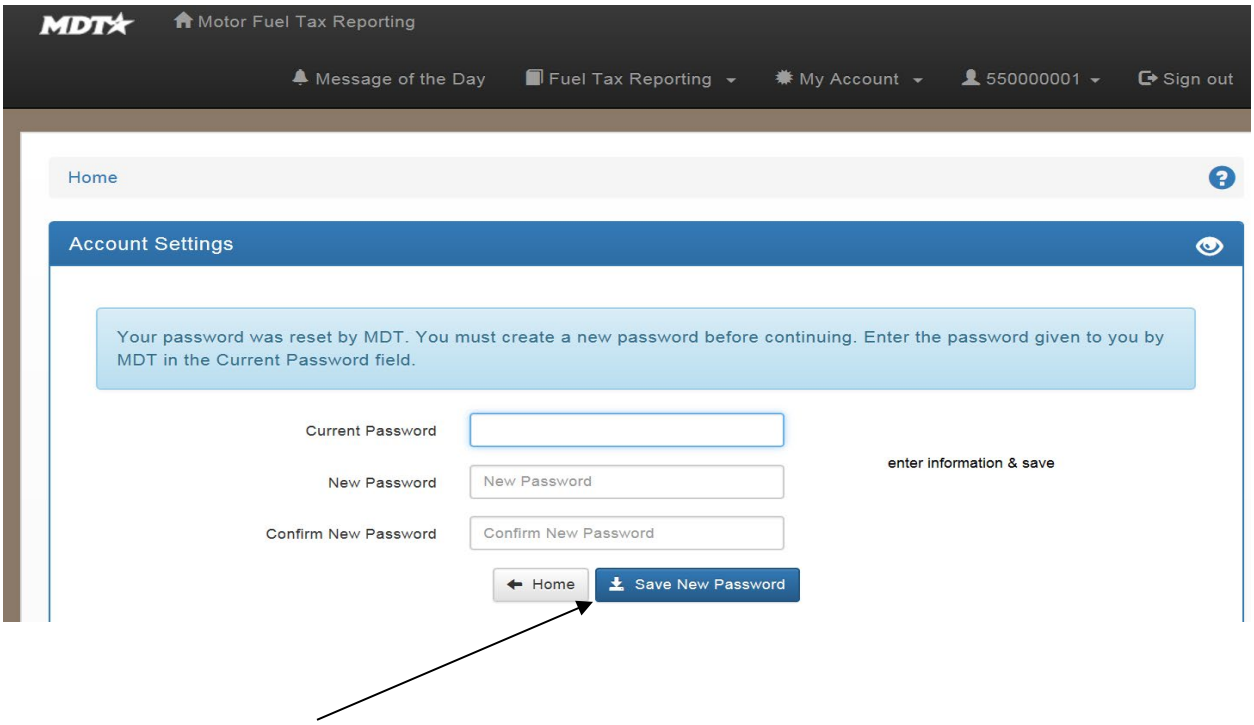
The first time you enter the system you will be required to change your password (between 8-36 characters). Note: if you forget your password, contact MDT at MDTFUELTAX@MT.GOV to reset it.

Scroll down to find Fuel Taxes: Click Distributor Reporting.



Enter your Tax ID (no dash), enter your password, and click Login.

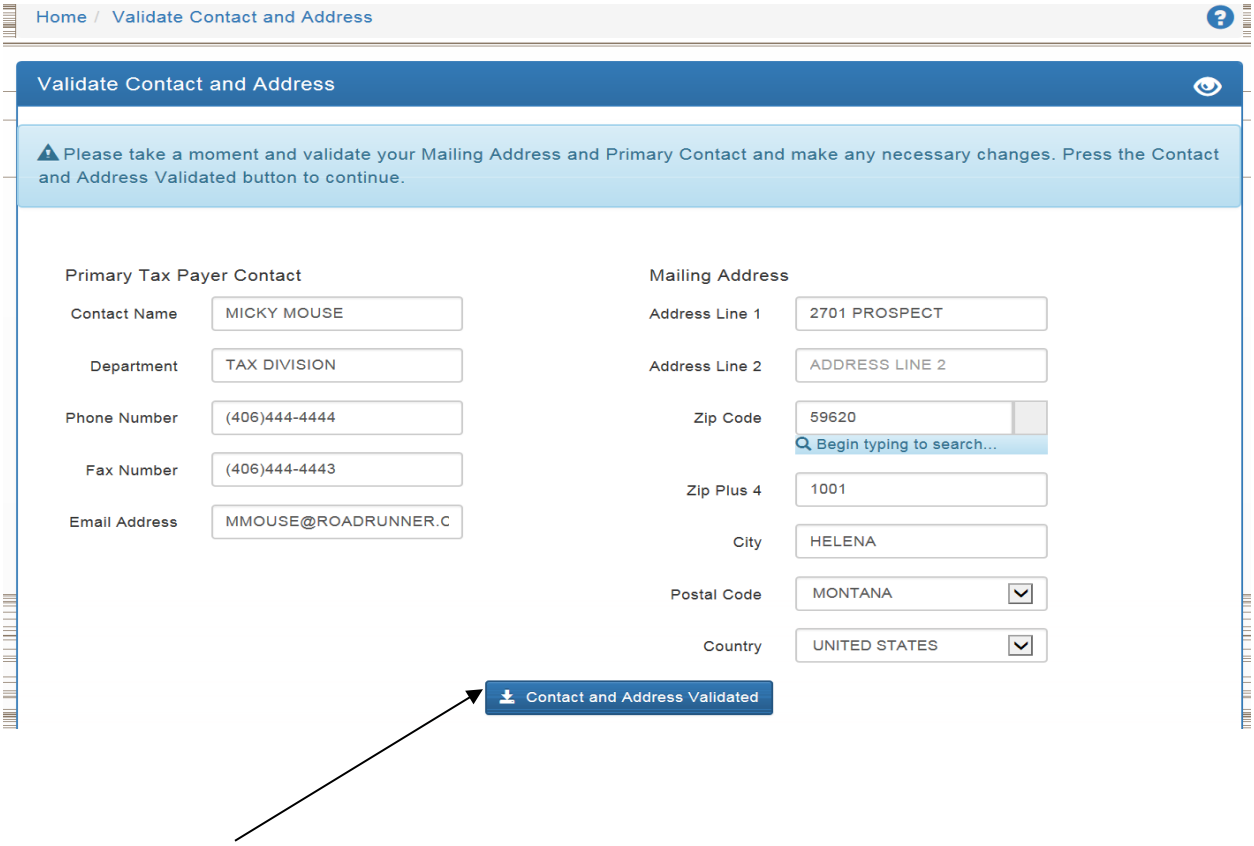
Your first log-in will require you to reset your password (between 8-36 characters).
Forgot your password? Contact MDT at MDTFUELTAX@MT.GOV to reset it.



Select “Save New Password” Button to continue.

“Save Successful” message will display in top right corner before going to the following screen.

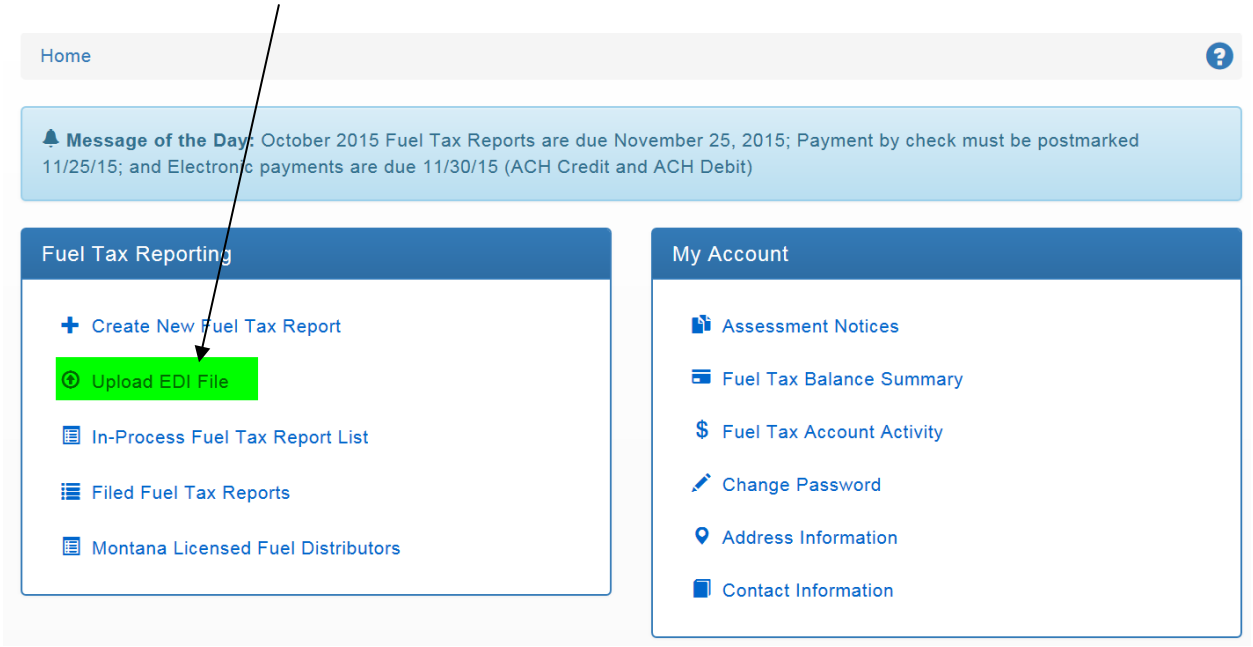
Validate Contact and Address Information

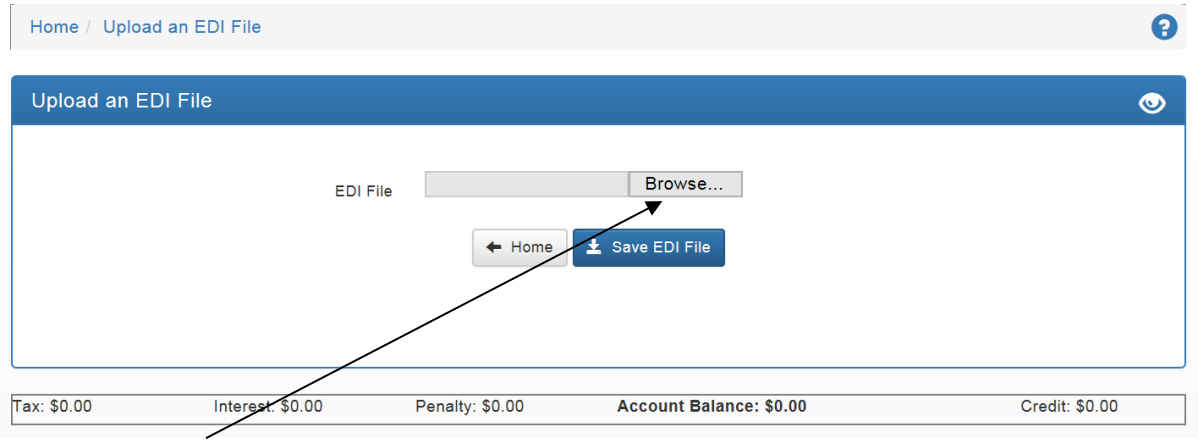


Verify that all information is correct. Please make any changes and then validate information by pressing “Contact and Address Validated” button. “Save Successful” message will display in top right corner before going to the next screen.

Upload an EDI File

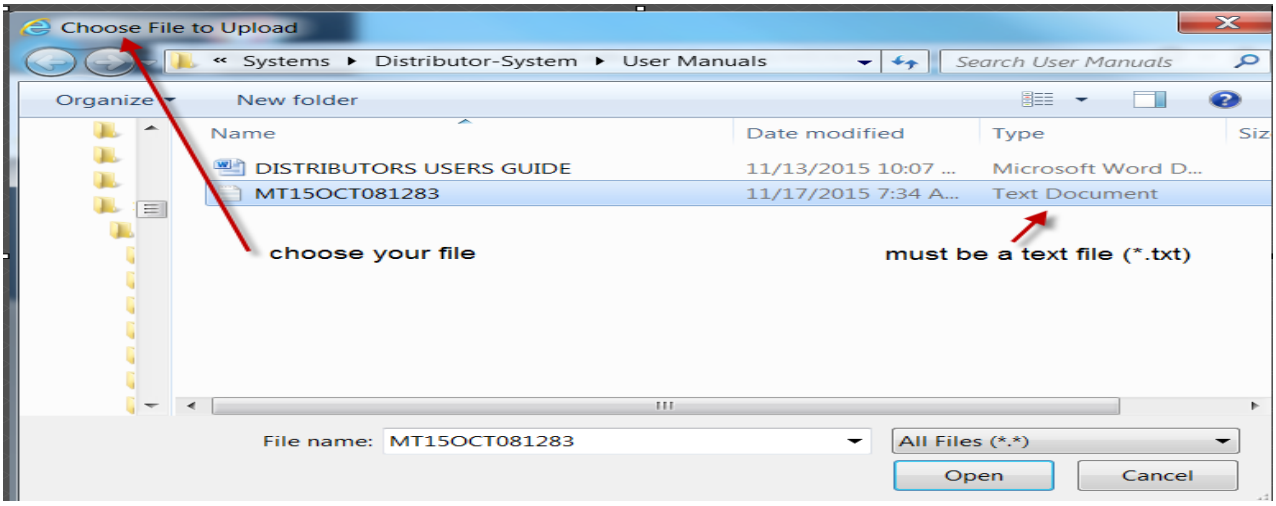
Click Upload EDI File

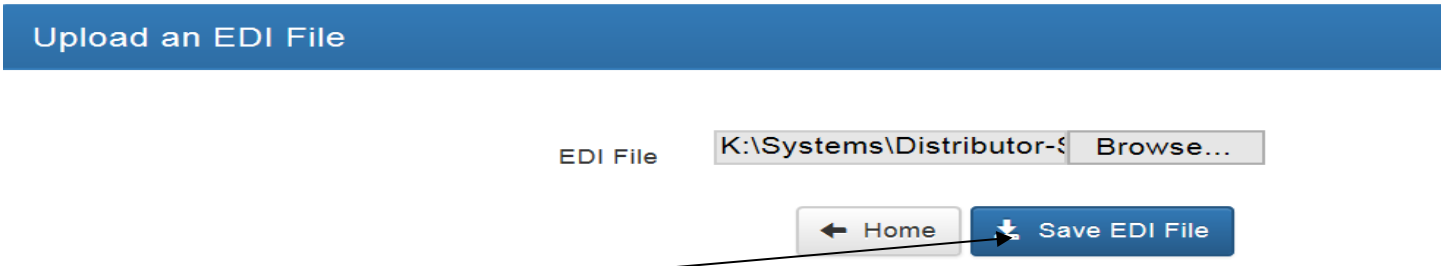




Browse for the EDI file.

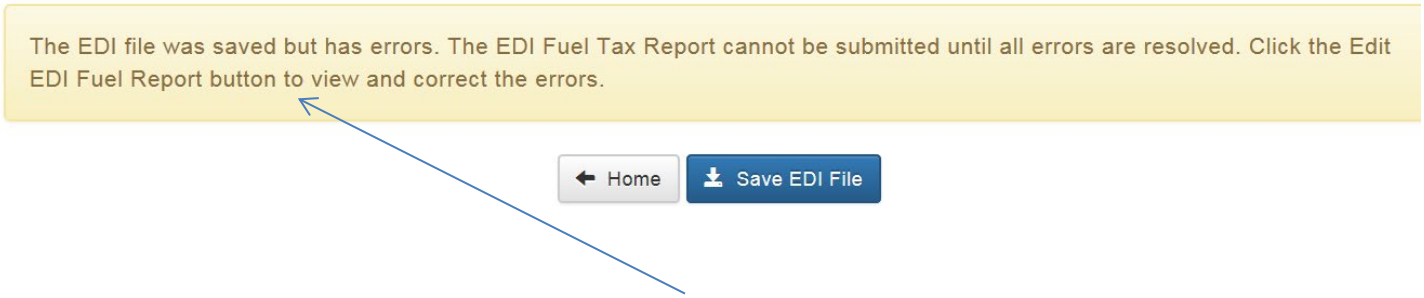
The following screen will display.





Click Save EDI File – Message will display - “Please wait while the EDI file is uploaded”

The EDI fuel tax report will automatically certify if there are no errors.

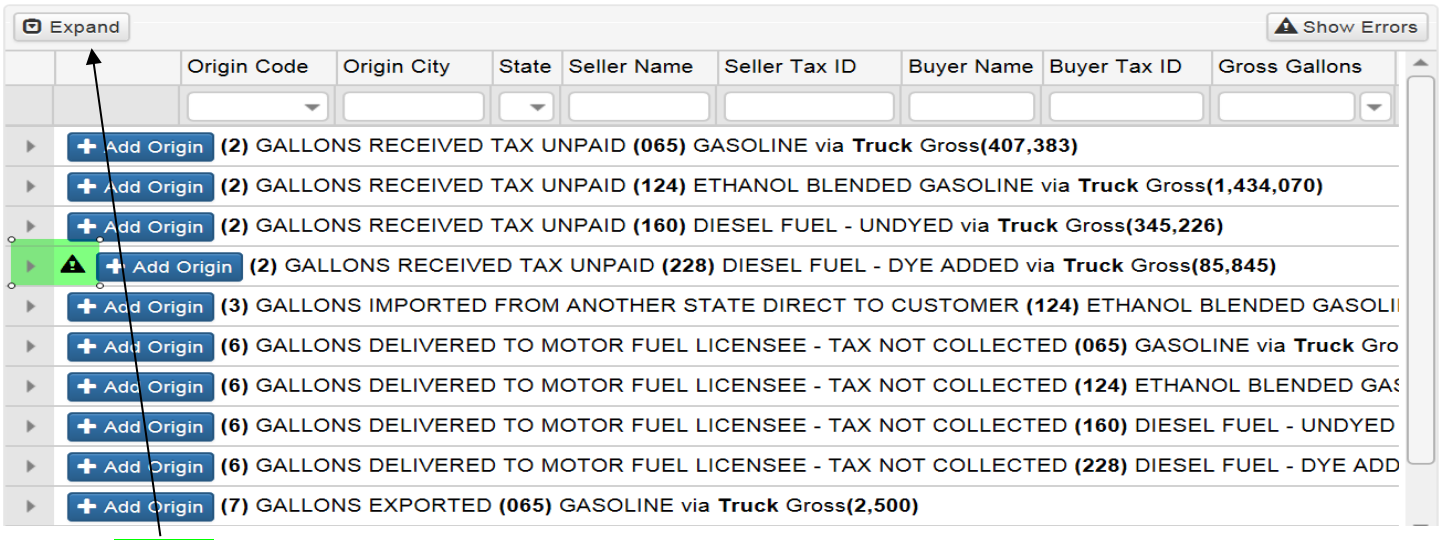


The EDI file will be uploaded. If errors are encountered during the upload and parsing process, a message will be displayed.

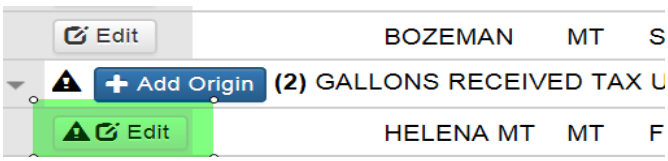
You must fix any errors and certify your EDI file before it will be sent to MDT.

Edit an EDI File

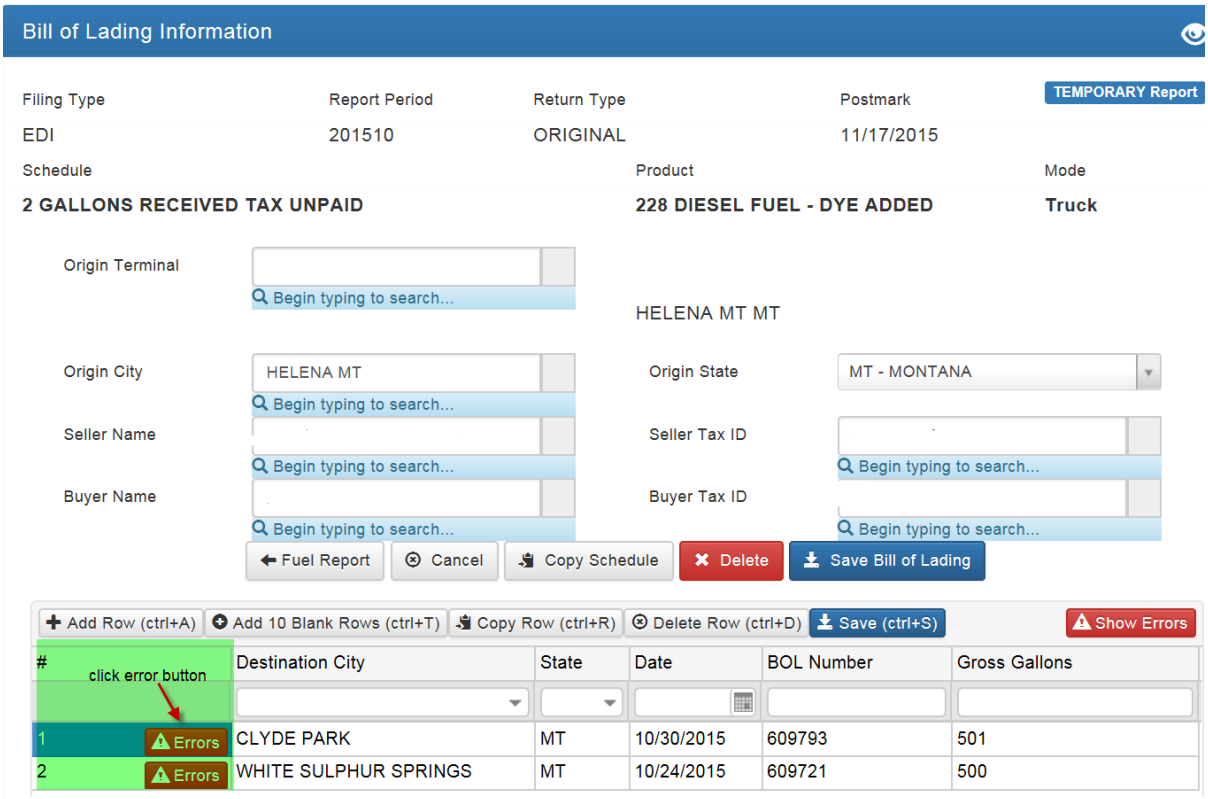
To edit the fuel tax report, use the In-Process Fuel Tax Report List.

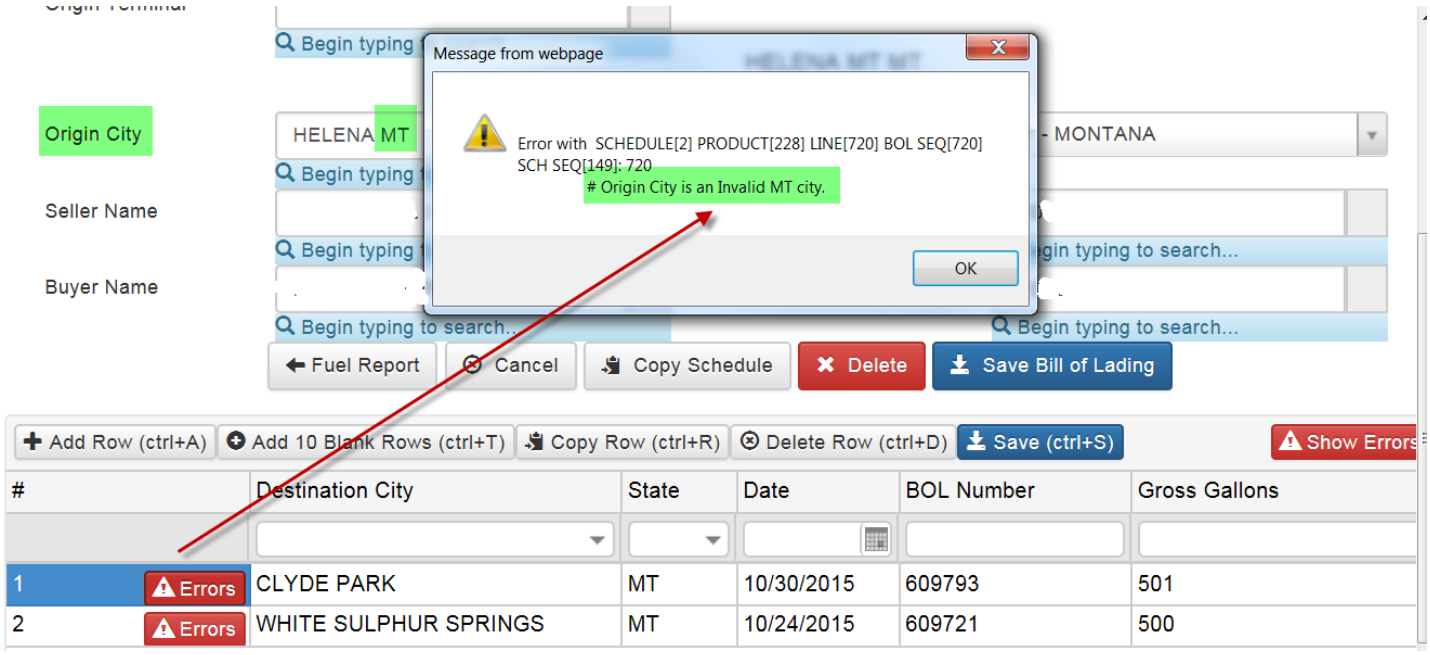


Click on Expand

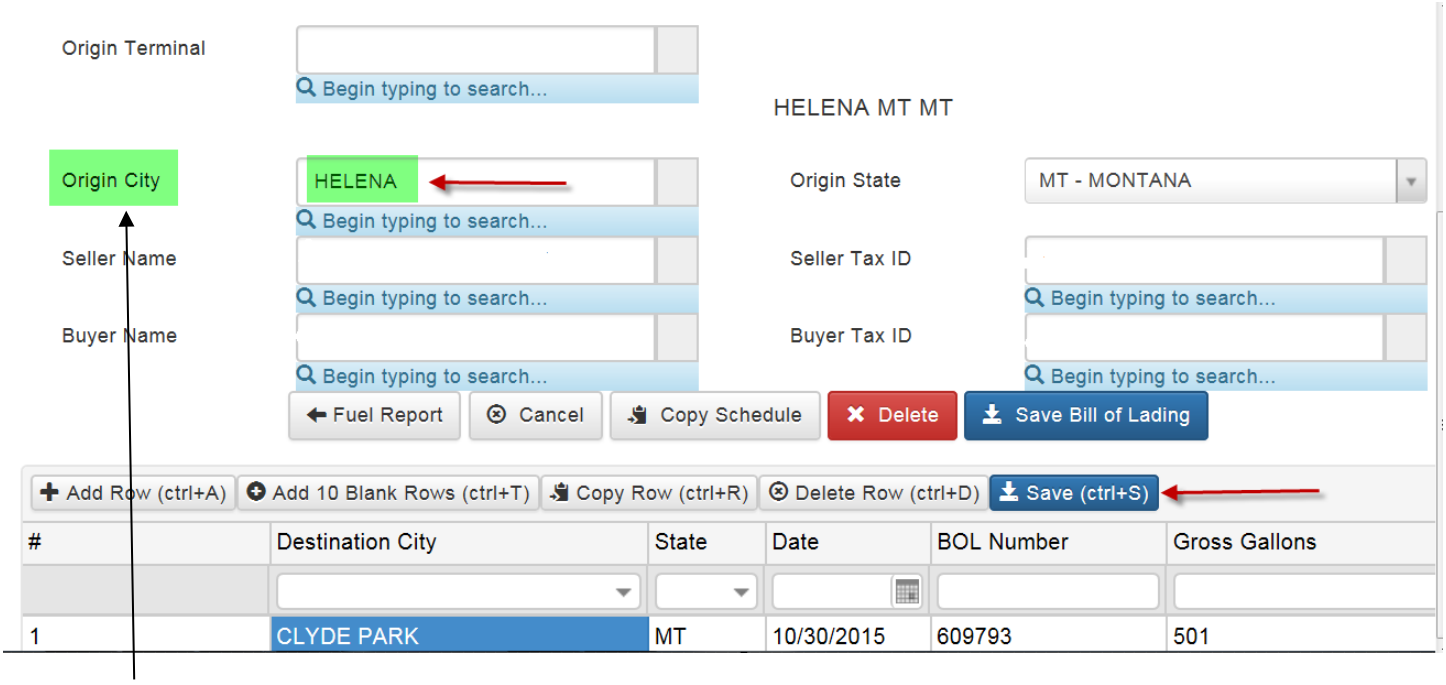


Click on the EDIT button to correct the error.



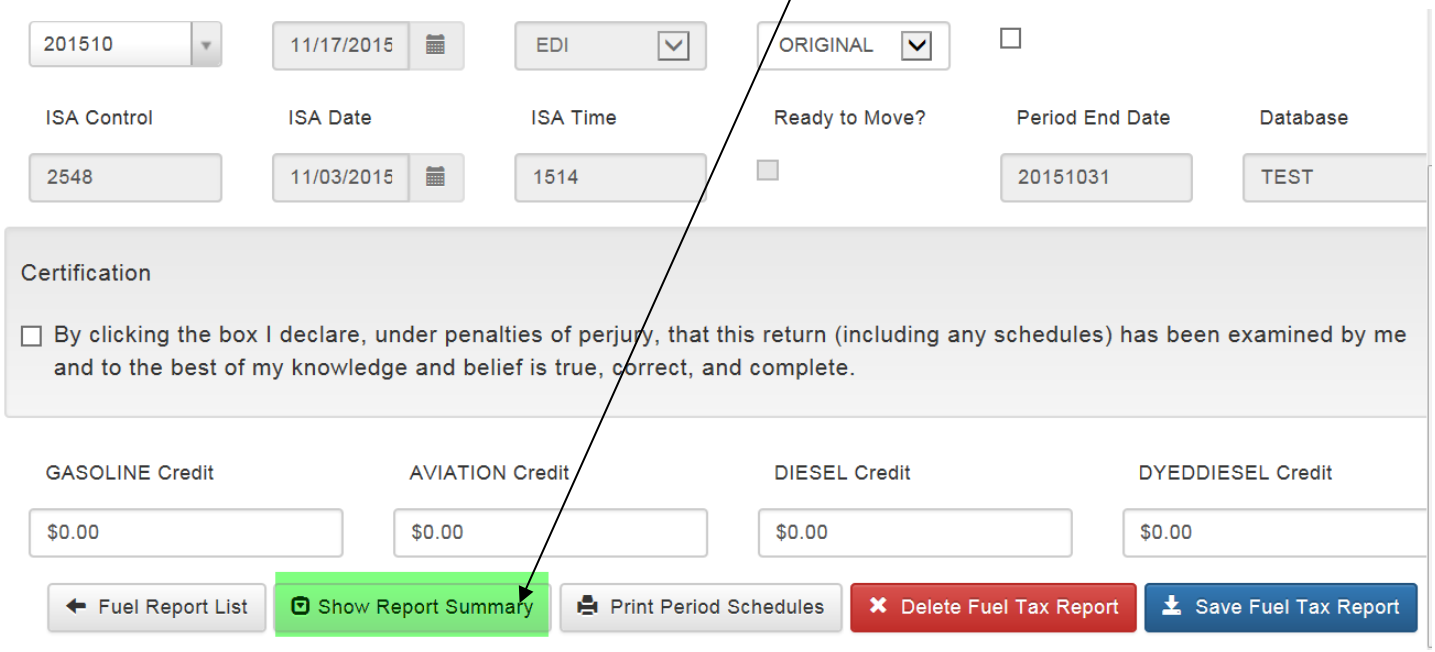


The error here is that the origin city was put in as “Helena MT” but should be only “Helena”.

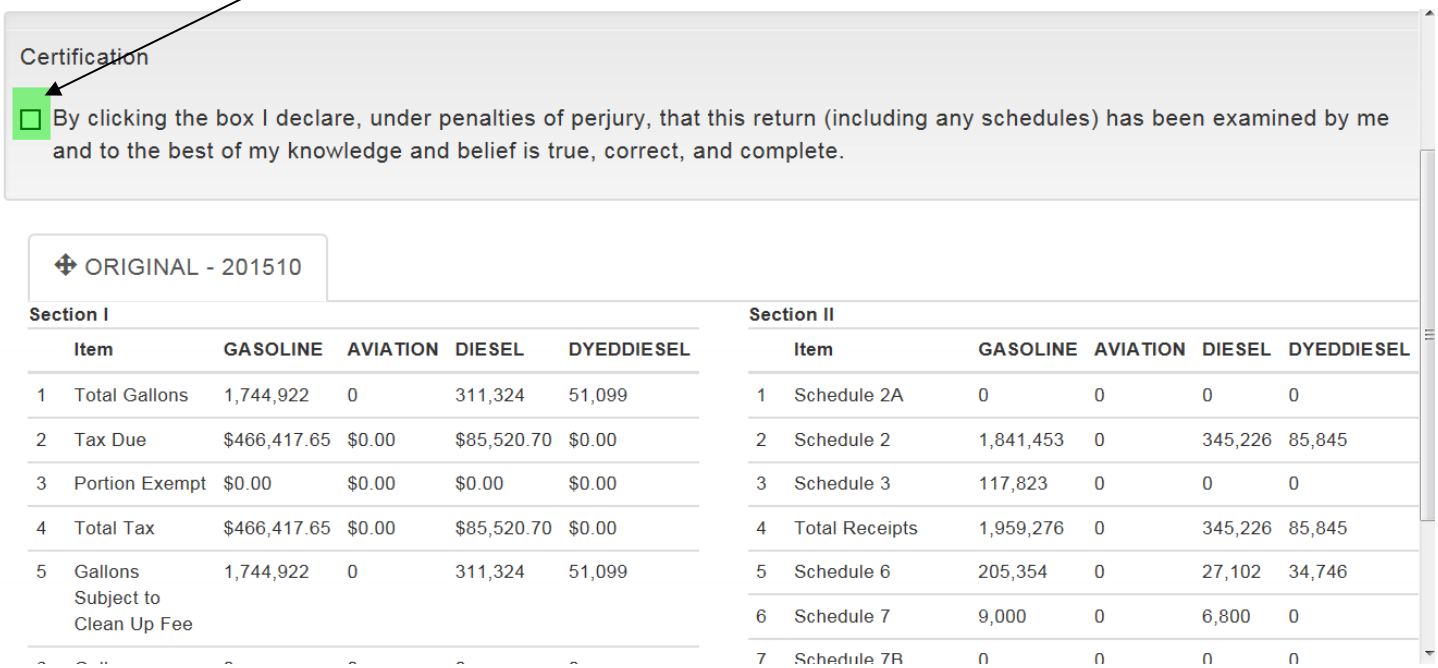


Click Origin City, correct error and click save.

Return to In-Process Fuel Tax Report, Show Report Summary to verify your return.



Please mark the certification box when your return is complete.



Certification

☐ By clicking the box I declare, under penalties of perjury, that this return (including any schedules) has been examined by me and to the best of my knowledge and belief is true, correct, and complete.

ORIGINAL - 201510

Section I

	Item	GASOLINE	AVIATION	DIESEL	DYEDDIESEL
1	Total Gallons	1,744,922	0	311,324	51,099
2	Tax Due	$466,417.65	$0.00	$85,520.70	$0.00
3	Portion Exempt	$0.00	$0.00	$0.00	$0.00
4	Total Tax	$466,417.65	$0.00	$85,520.70	$0.00
5	Gallons Subject to Clean Up Fee	1,744,922	0	311,324	51,099

Section II

	Item	GASOLINE	AVIATION	DIESEL	DYEDDIESEL
1	Schedule 2A	0	0	0	0
2	Schedule 2	1,841,453	0	345,226	85,845
3	Schedule 3	117,823	0	0	0
4	Total Receipts	1,959,276	0	345,226	85,845
5	Schedule 6	205,354	0	27,102	34,746
6	Schedule 7	9,000	0	6,800	0
7	Schedule 7B	0	0	0	0

Your return is now considered “signed and sent” and will become a permanent tax report on the due date. Any changes that need to occur after the due date will require an amended report.

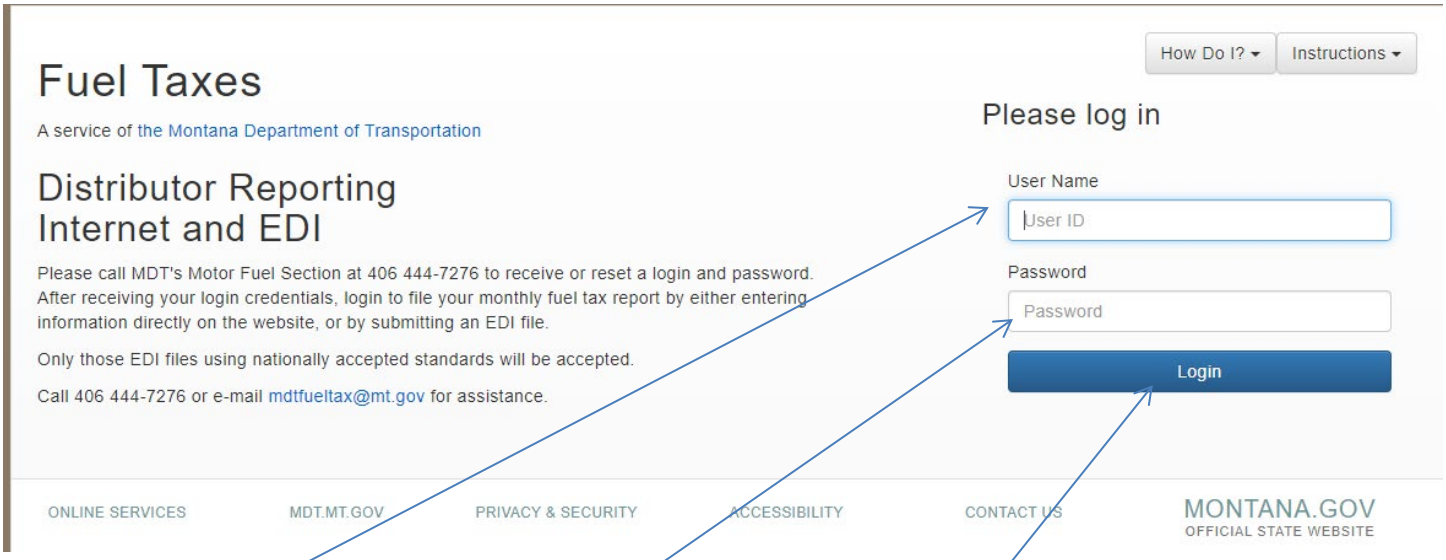
WEB ENTRY METHOD

Distributors must log into MDT's system to submit a report using the WEB.

Let's get started: www.mdt.mt.gov

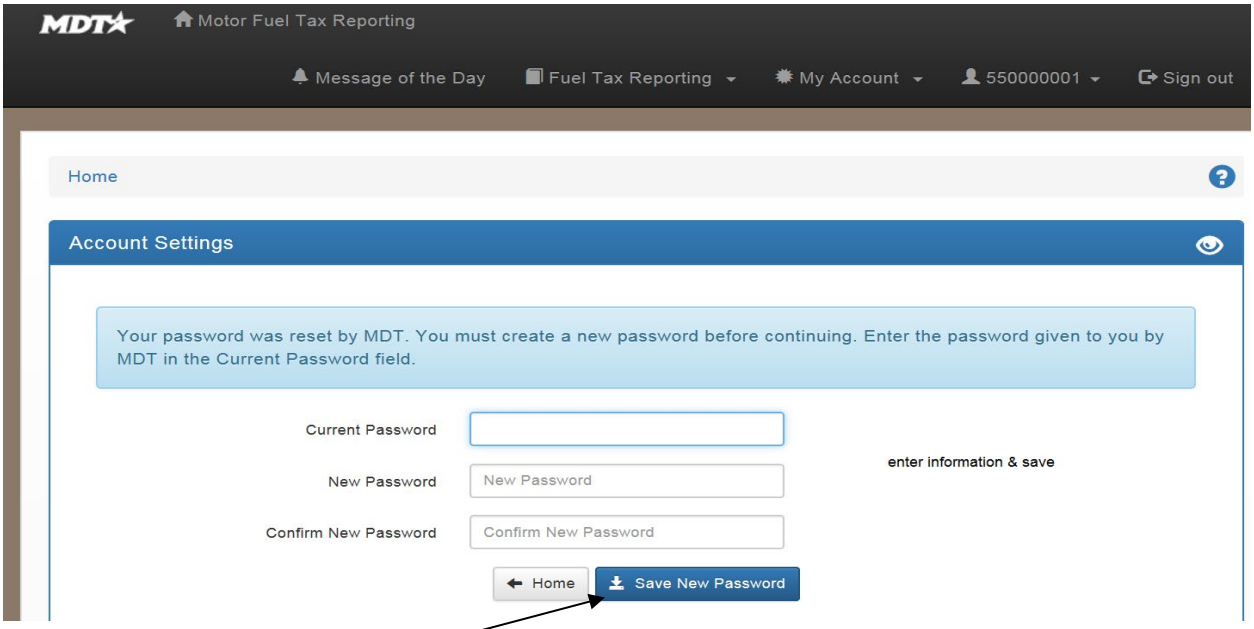
The first time you enter the system you will be required to change your password (between 8-36 characters). Note: if you forget your password, contact MDT at MDTFUELTAX@MT.GOV to reset it.

Scroll down to find Fuel Taxes: Click Distributor Reporting



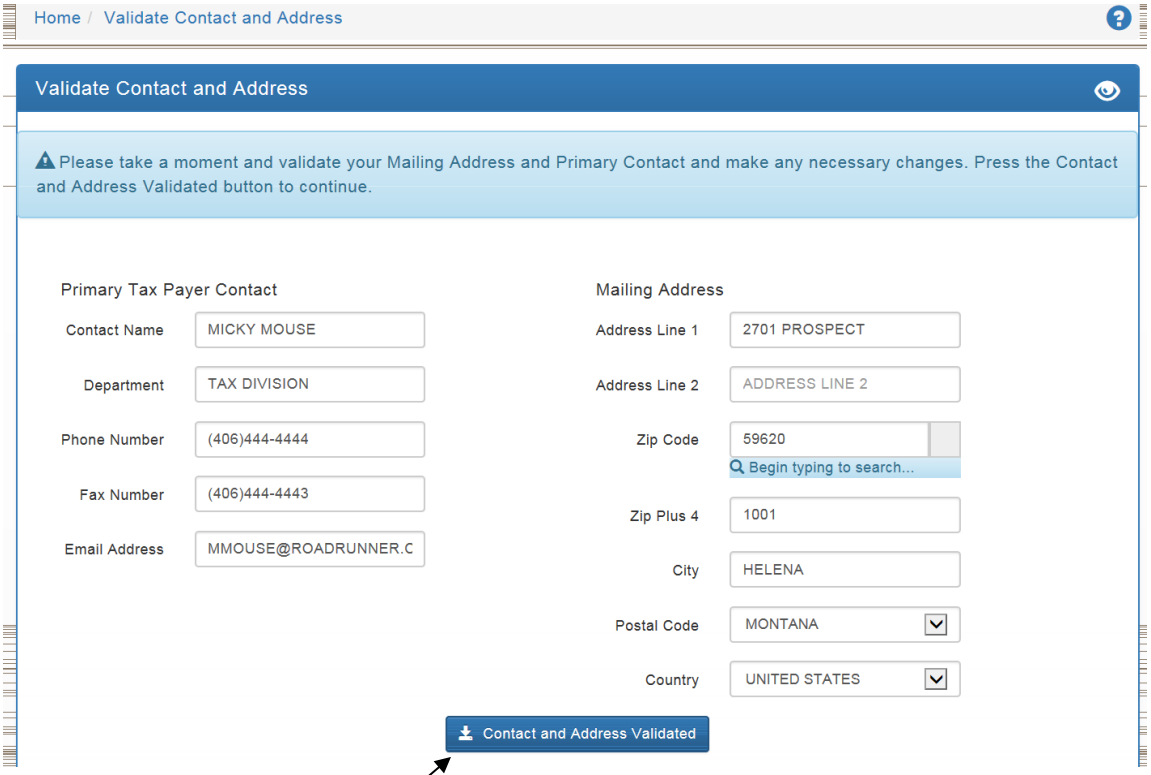
Enter your Tax ID (no dash), enter your password, and click Log in.

Your first log-in will require you to reset your password (between 8-36 characters).
Forgot your password? Contact MDT at MDTFUELTAX@MT.GOV to reset it.

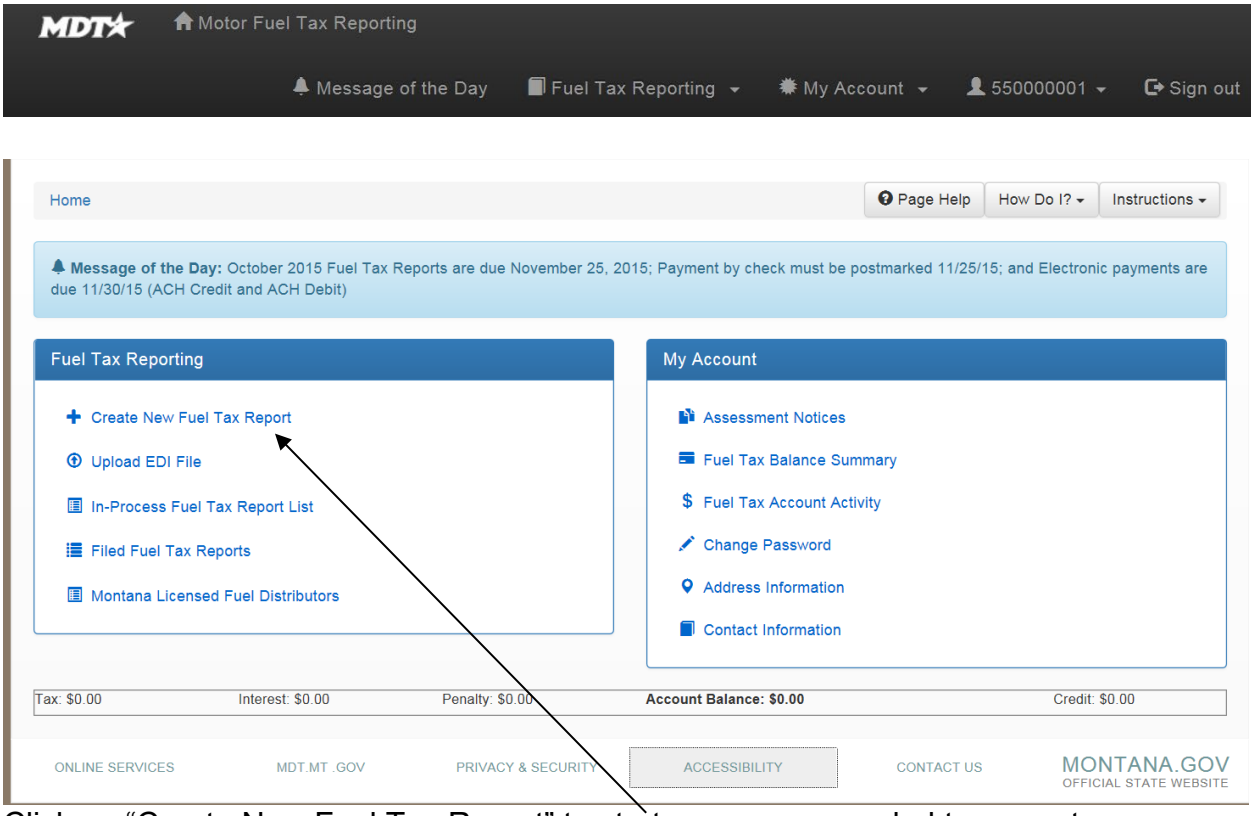


Select “Save New Password” Button to continue.

“Save Successful” message will display in top right corner before going to the following screen:

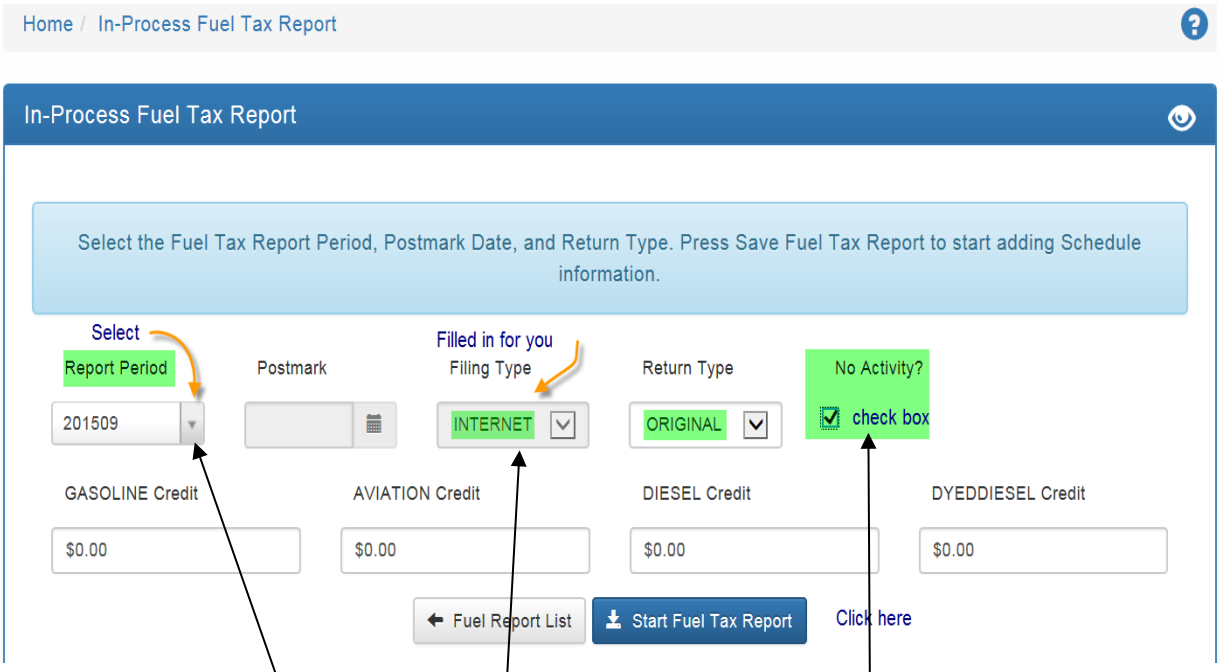


Verify that all information is correct. Please make any changes and then validate information by pressing "Contact and Address Validated" button. "Save Successful" message will display in top right corner before going to the next screen.



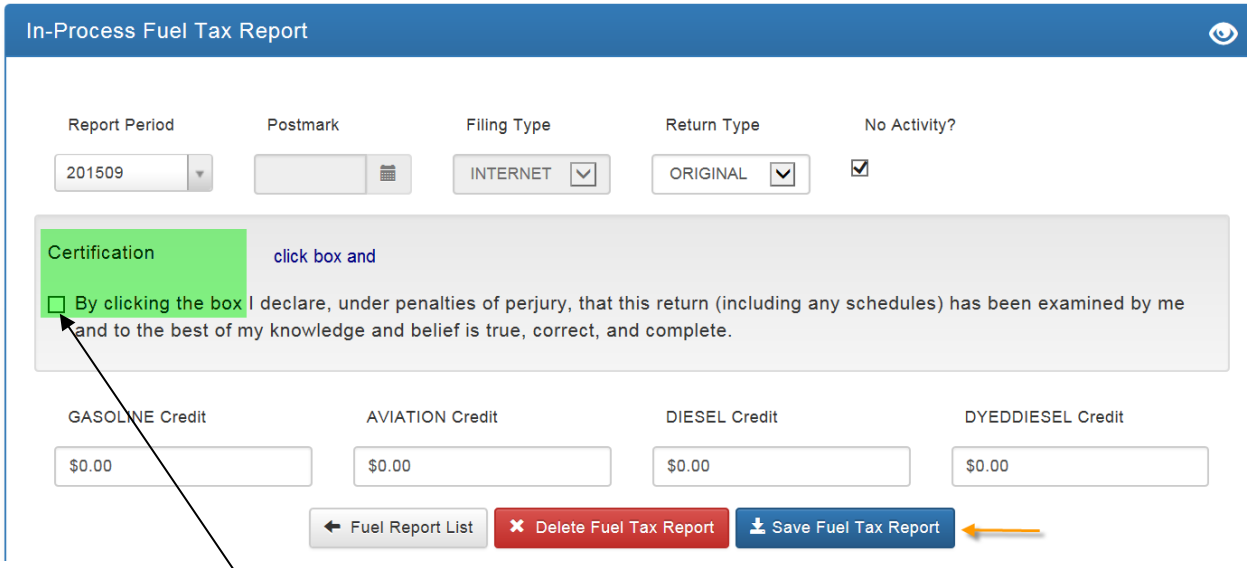
Click on "Create New Fuel Tax Report" to start a new or amended tax report.

Internet filer: Fuel Tax Report with No Activity

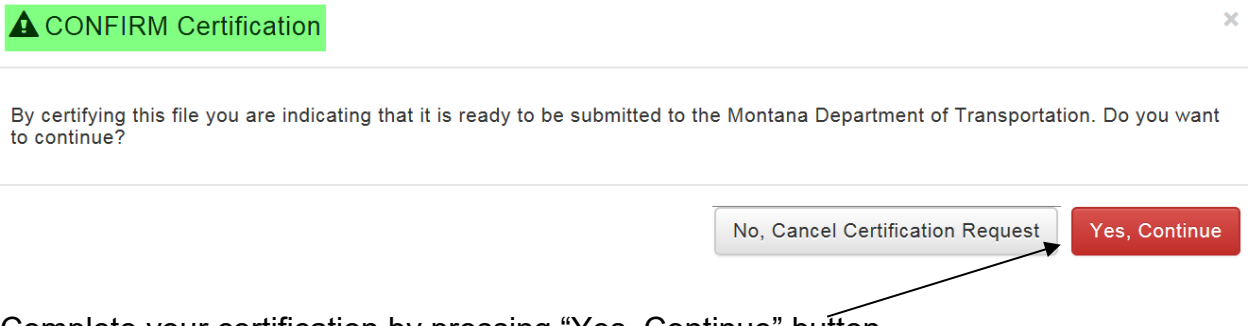


Select your Report Period and Return Type and check the No Activity Box.
The Postmark and Filing type will auto-populate.

The following screen will display:



Click the Certification box to confirm that your return is ready to be submitted to MDT. The following message will display to confirm your certification:

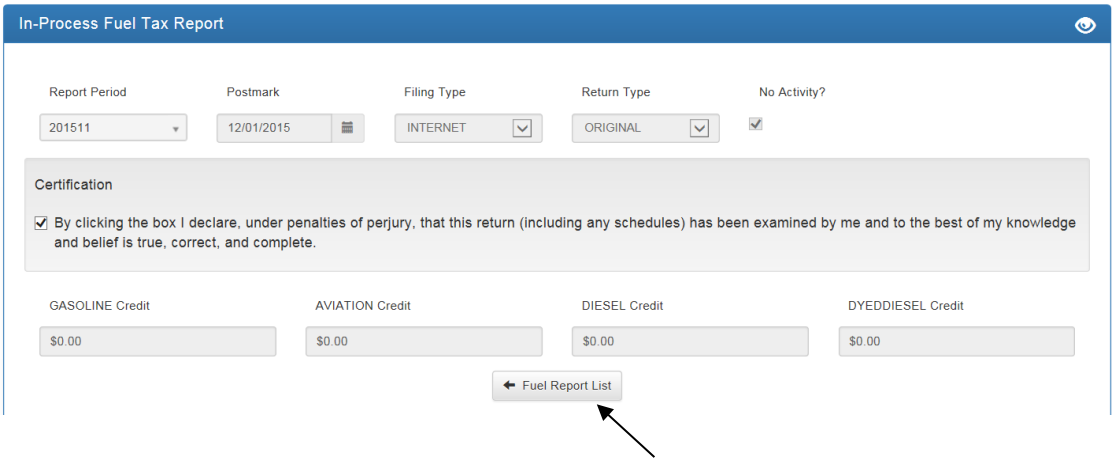


Complete your certification by pressing “Yes, Continue” button.

The “**Save Successful”** message will display in the top right corner**.**

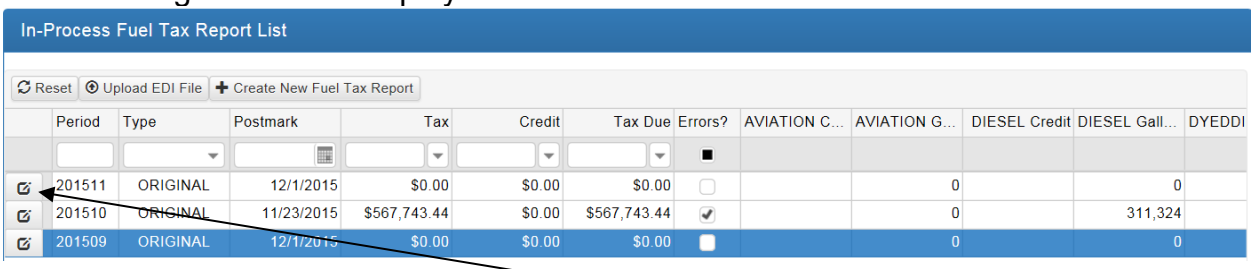
You may “Un-Certify” your return at any time prior to the 11:59 P.M. on the due date to modify your “original” return. Any return not certified by 11:59 P.M. on the due date will not be considered as filed.

The following screen displays a certified tax report for the period of November 2015. Notice that the “Postmark” date displays upon certification. Until the due date, your return is considered “In-Process”.



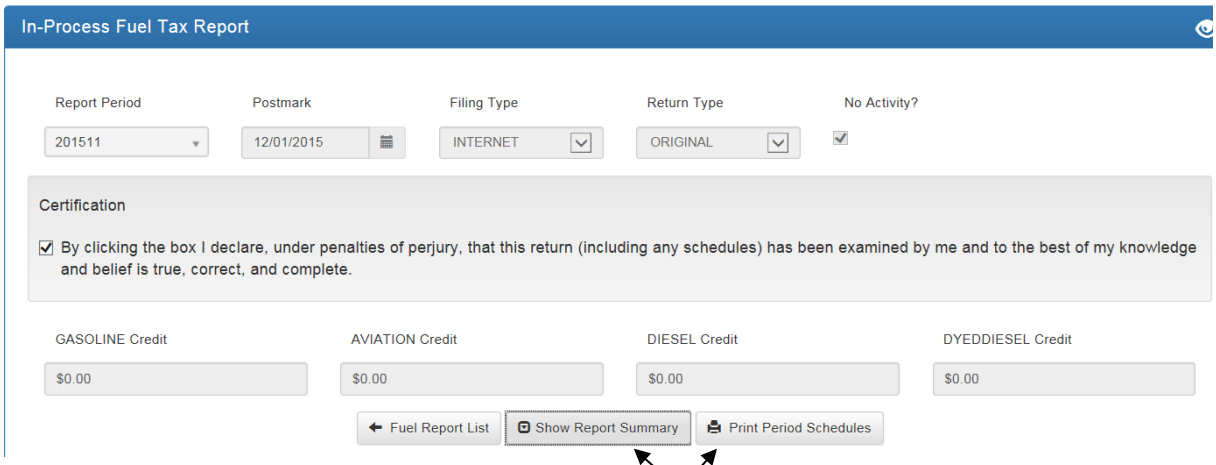
To view your In-Process tax report(s) click on “Fuel Report List” button.

The following screen will display:



To review any In-Process tax reports, click on Pencil Icon.

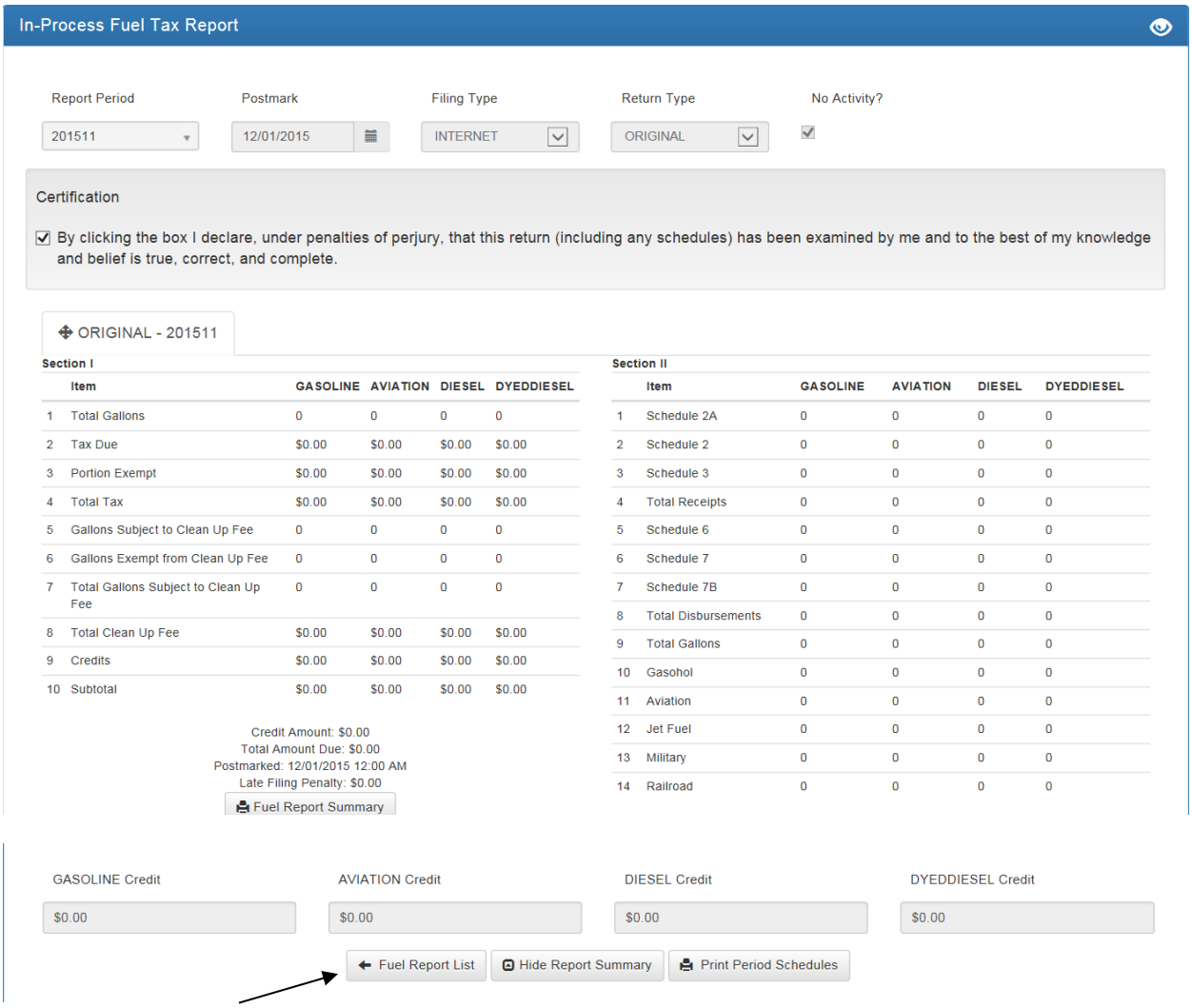
The following displays a no activity fuel tax report for the period of November 2015:



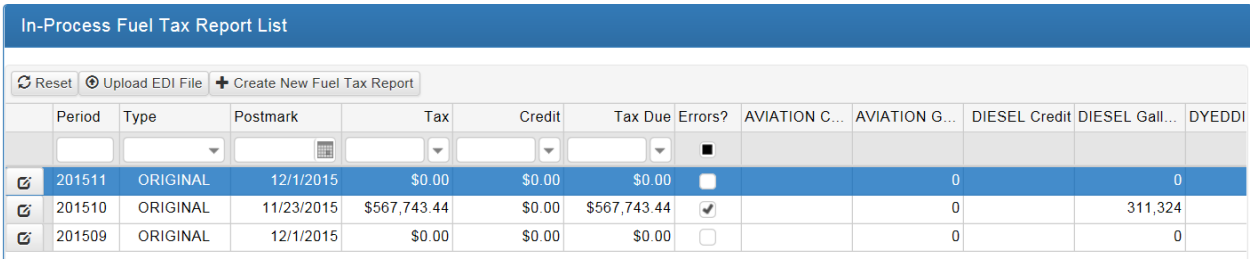
To review the Report Summary, click on “Show Report Summary” Button.

No schedule information exists for No Activity reports.

The following screen shows the report summary.

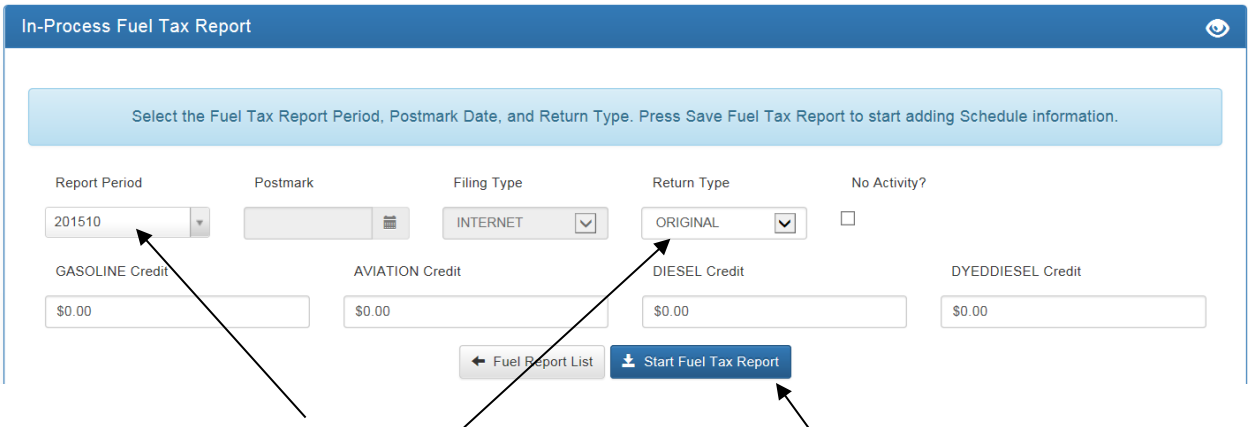


Click on Fuel Report List to return to In-Process tax reports.



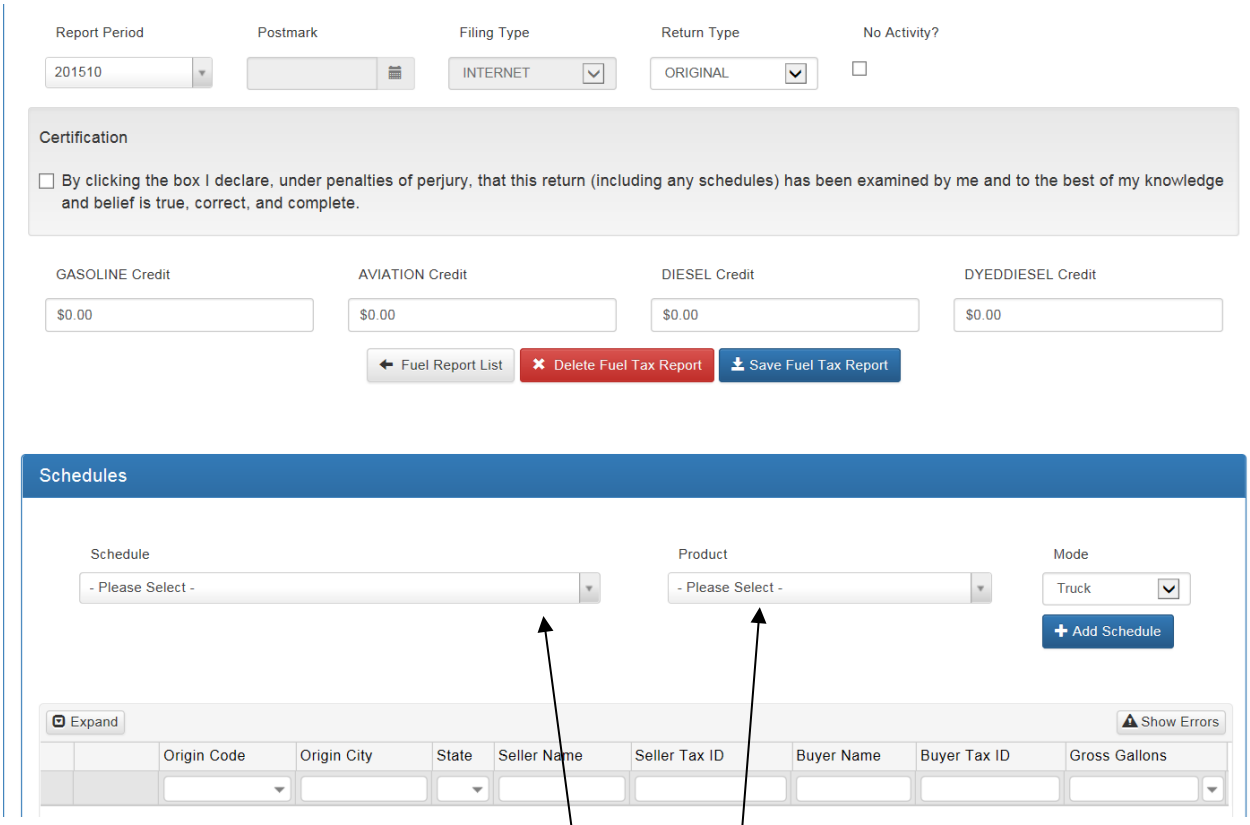
Your “No Activity” return is complete.

Internet filer: Fuel Tax Report with Activity

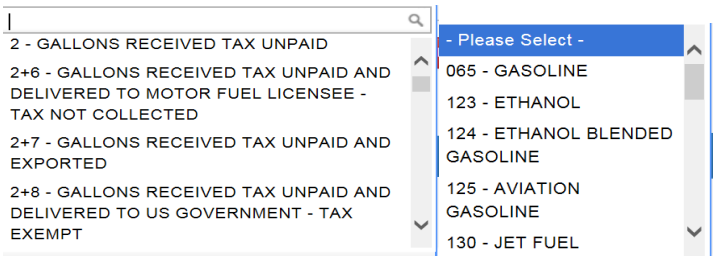


Select your Report Period and Return Type. The Postmark date will be applied when you certify your tax return. The Filing Type will auto-populate. Click on “Start Fuel Tax Report button.

The following screen will display:



Use the drop-down box to display the schedule and fuel type (product codes) options shown below;

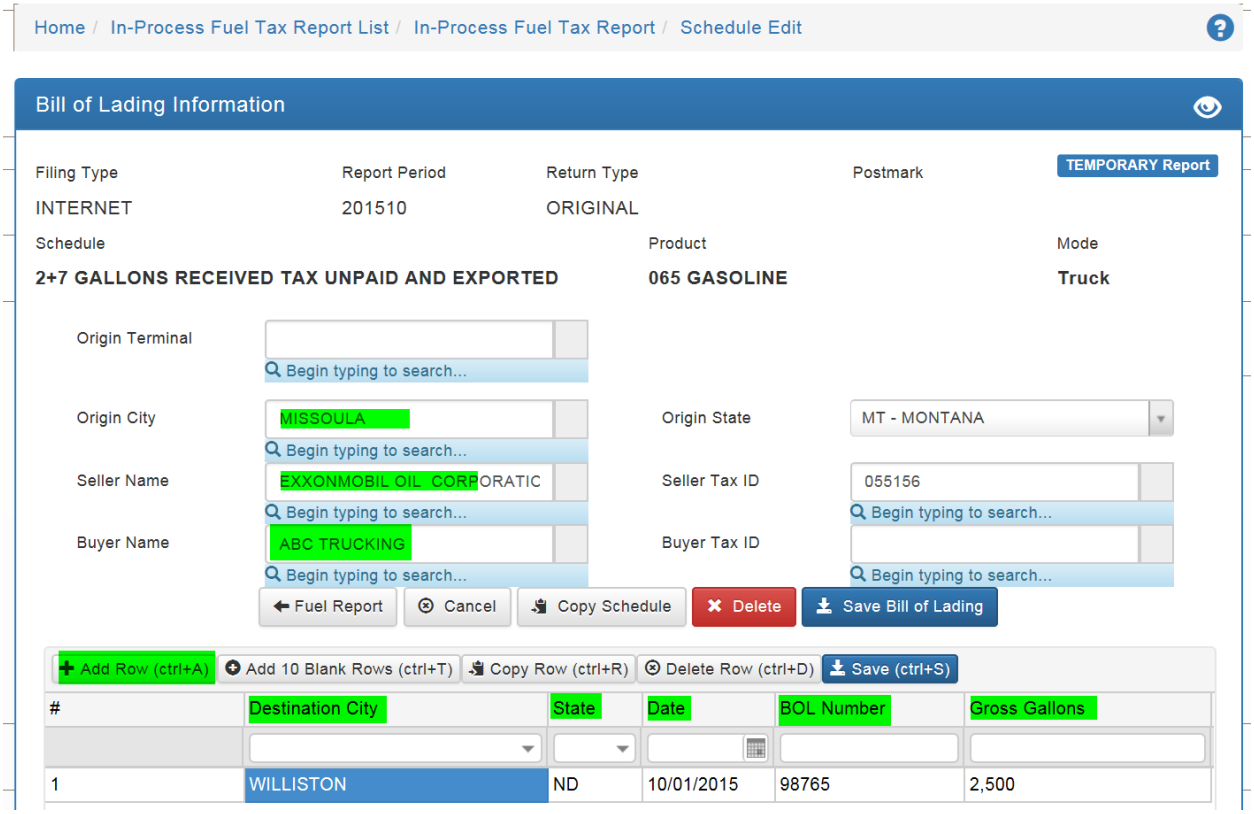


Origin Terminal is only required on a Schedule 2A

Origin City is required on all Schedule 2's or combination schedules 2 + 6 or 2 + 7.

Schedules

The Schedules panel is used to create, update and view bill of lading schedules and product on the fuel tax report. This panel shows the existing BOL data grouped by Schedule, Product, and Mode.

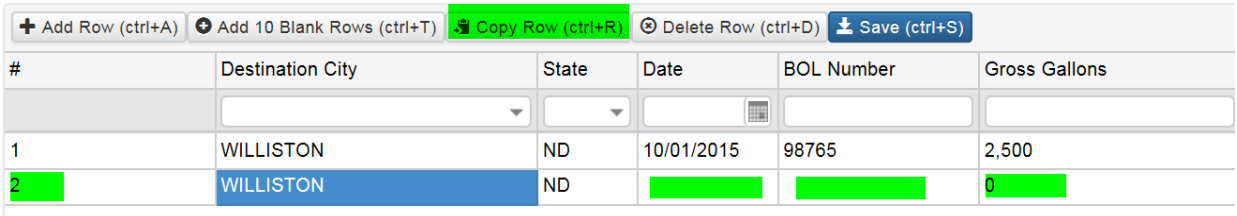


Start typing in any of the fields and if there is a match it will autocomplete the fields.

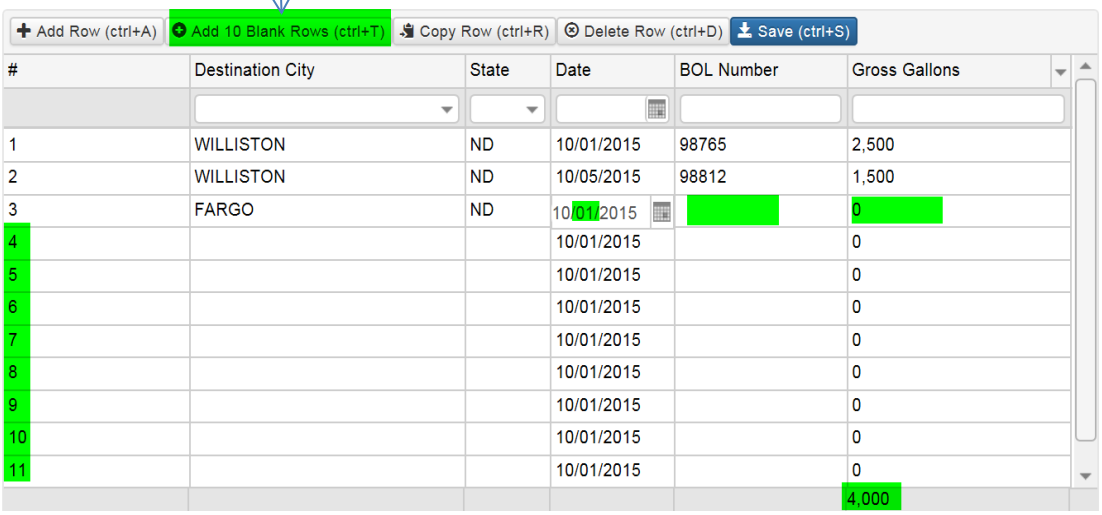
All out-of-state Destination City and State must be typed (unless you copy a row).

Only valid MT Cities will populate.

Only gross gallons are required.



You may add 10 blank rows.

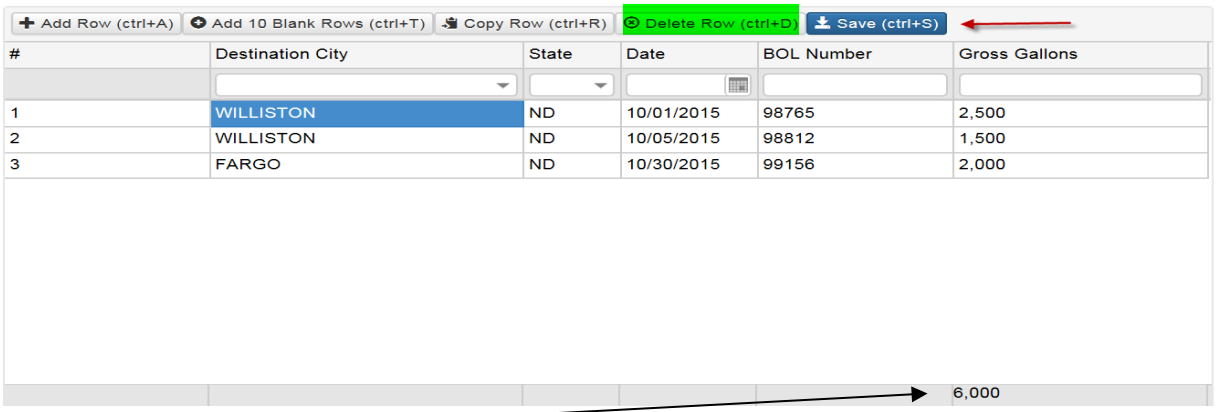


#	Destination City	State	Date	BOL Number	Gross Gallons
1	WILLISTON	ND	10/01/2015	98765	2,500
2	WILLISTON	ND	10/05/2015	98812	1,500
3	FARGO	ND	10/01/2015		0
4			10/01/2015		0
5			10/01/2015		0
6			10/01/2015		0
7			10/01/2015		0
8			10/01/2015		0
9			10/01/2015		0
10			10/01/2015		0
11			10/01/2015		0
					4,000

After 10 rows have been added, the page must be saved before adding more rows.

Press Save Bill of Lading or Save (CTRL+S) to save the page.

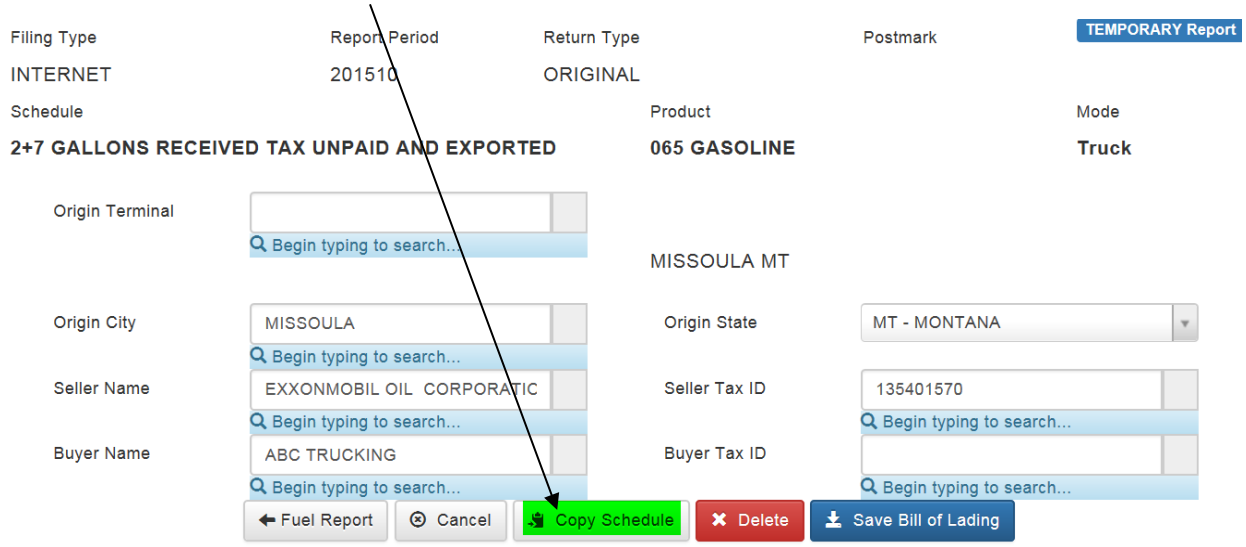
If you've added too many rows for that Origin City you can delete a row.



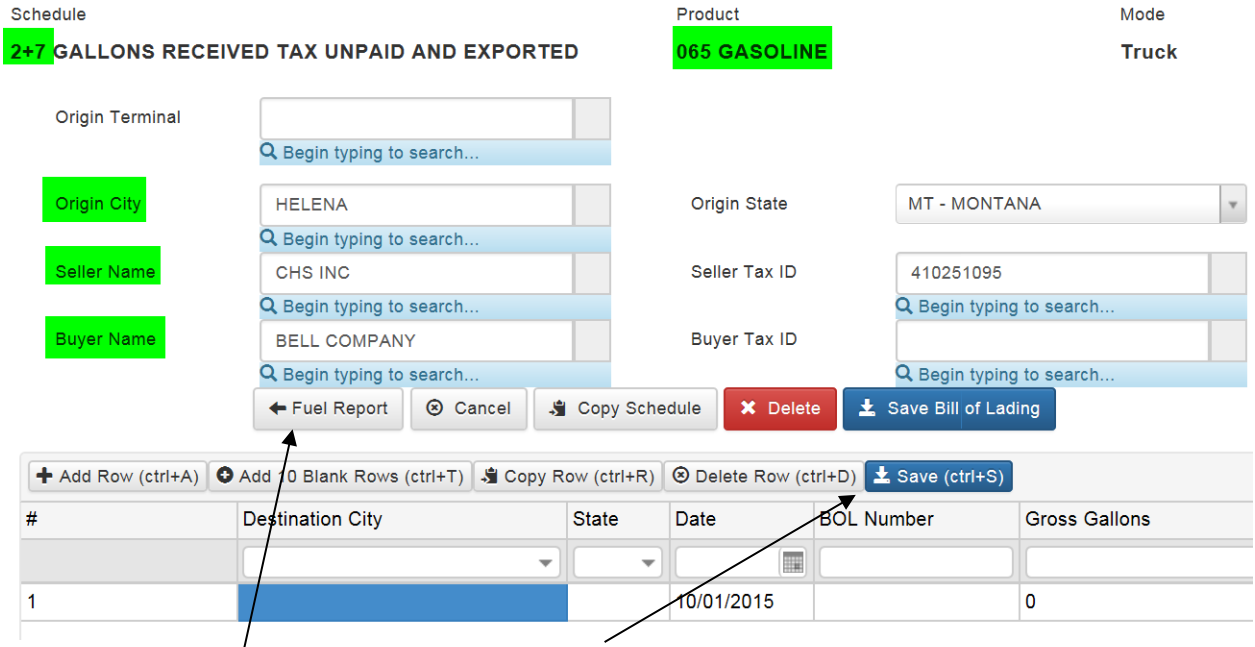
#	Destination City	State	Date	BOL Number	Gross Gallons
1	WILLISTON	ND	10/01/2015	98765	2,500
2	WILLISTON	ND	10/05/2015	98812	1,500
3	FARGO	ND	10/30/2015	99156	2,000
					6,000

6,000 Gallons is the cumulative total for Missoula Exxon & buyer ABC Trucking.

You have the option to Copy Schedule



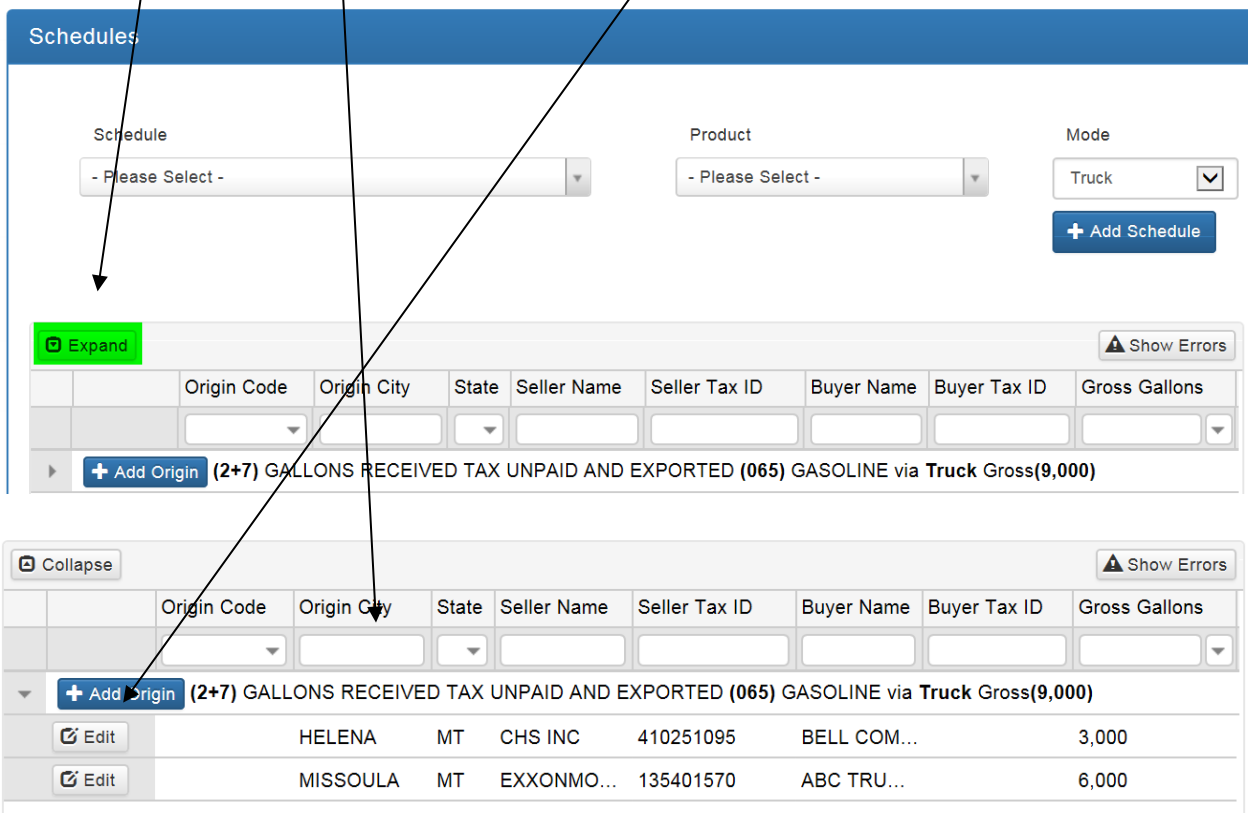
Change the Origin City, Seller Name & Buyer Name



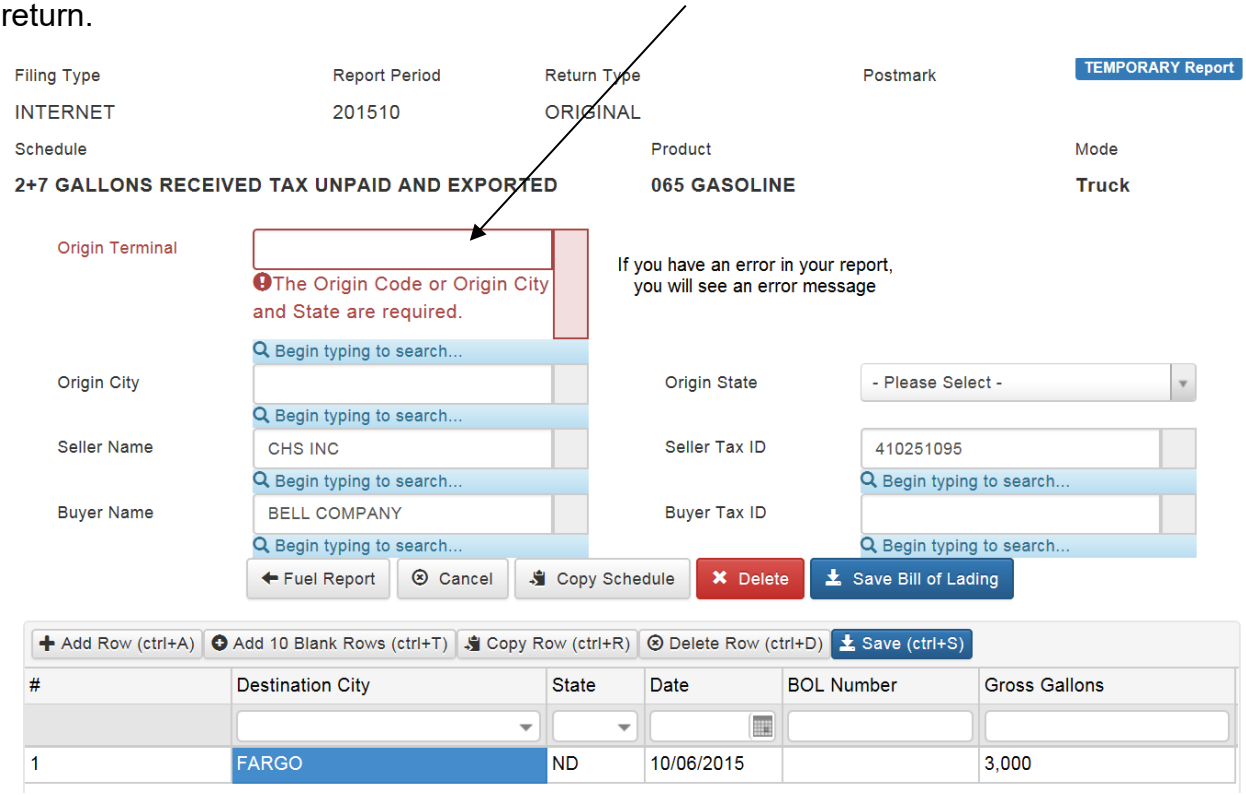
When you finished adding the BOL's click Save and wait for the "**Save Successful"** message.

Next, click Fuel Report and scroll down to see the summary of each schedule.

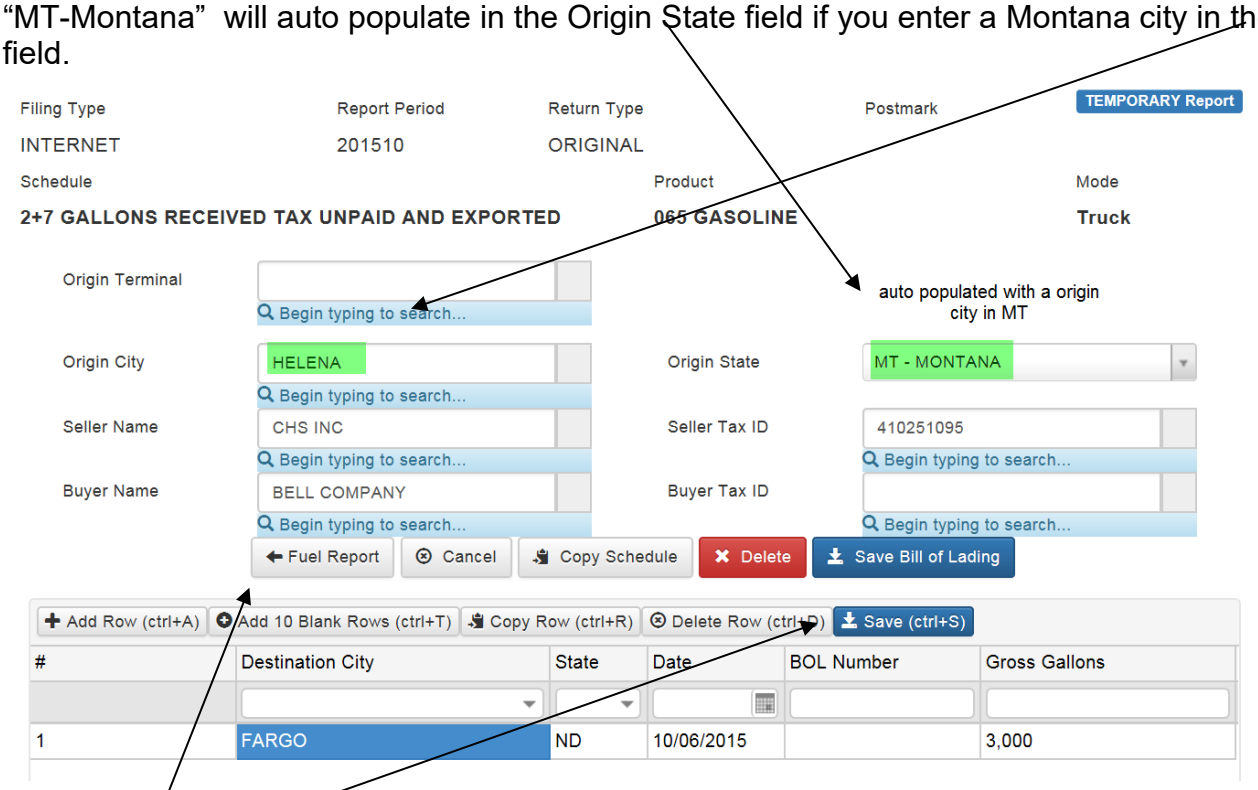
Click “Expand” to see the detail you entered. You may edit your information any time before the due date.



Missing information will generate an error message that must be fixed before you can certify your return.



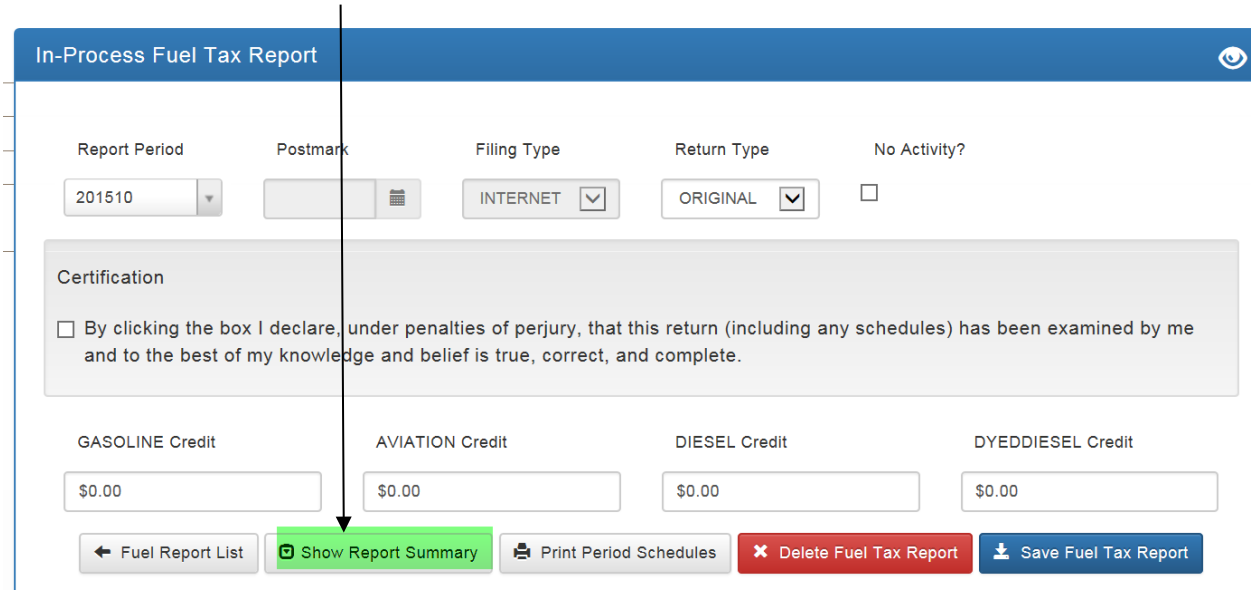
"MT-Montana" will auto populate in the Origin State field if you enter a Montana city in the Origin City field.



Save your work.

Fuel Report takes you back to the first page of the current report.

Click on Show Report Summary to check your totals.

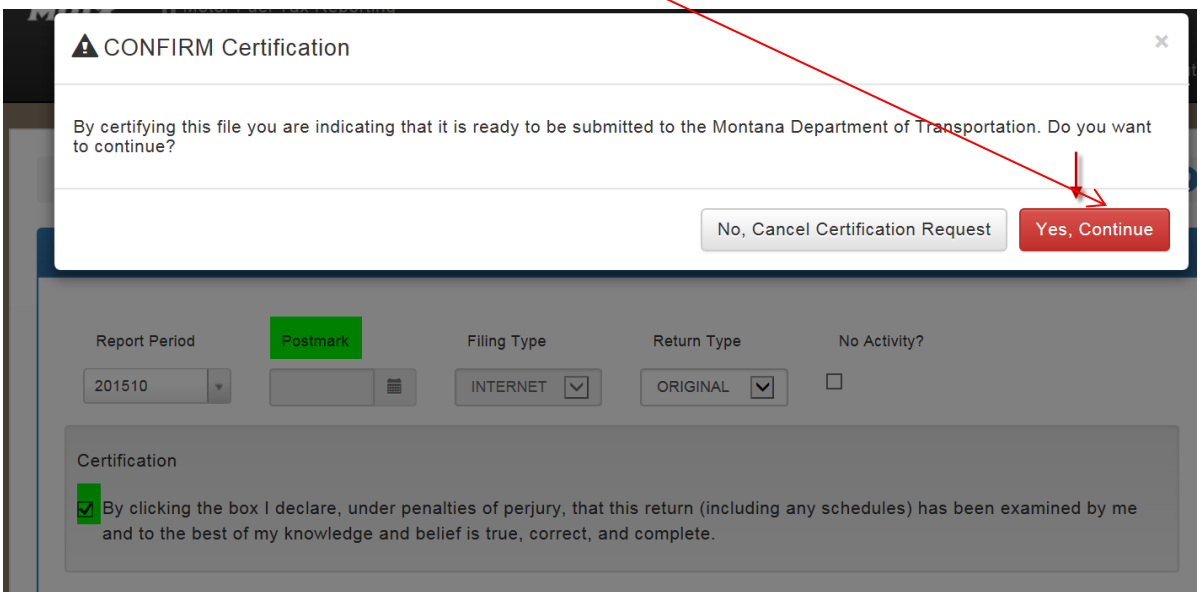


When you are finished with your return, you may certify it at any time. You may also leave it for another day to complete. Your return will remain “In-Process” until it is certified.

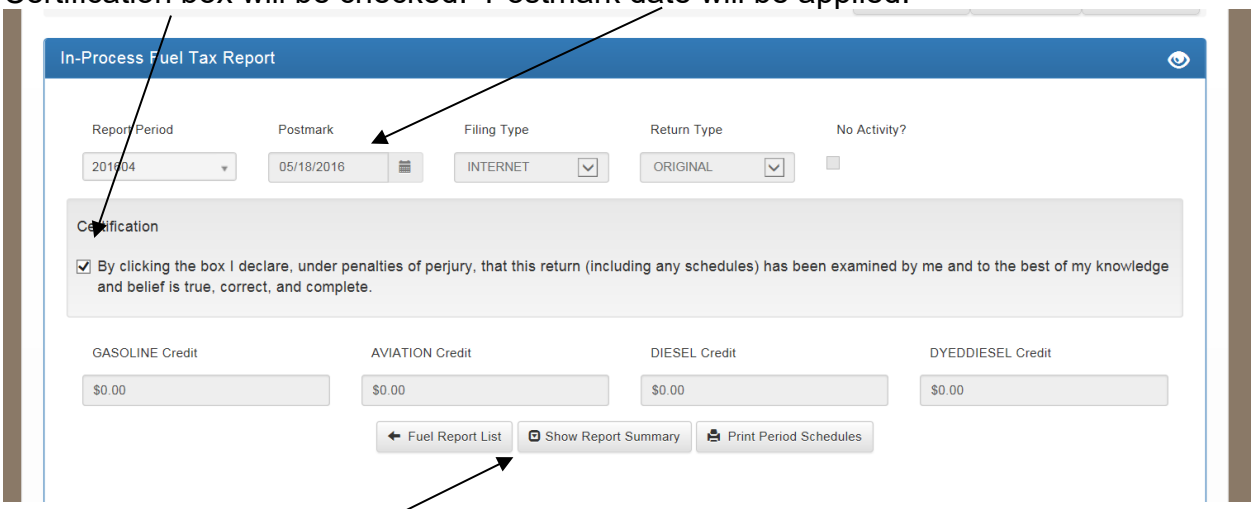
Click “Fuel Report Summary” to view a PDF version of your tax report.

Certify your report

Once you certify your return and click “Yes Continue” the postmark will appear on the return.

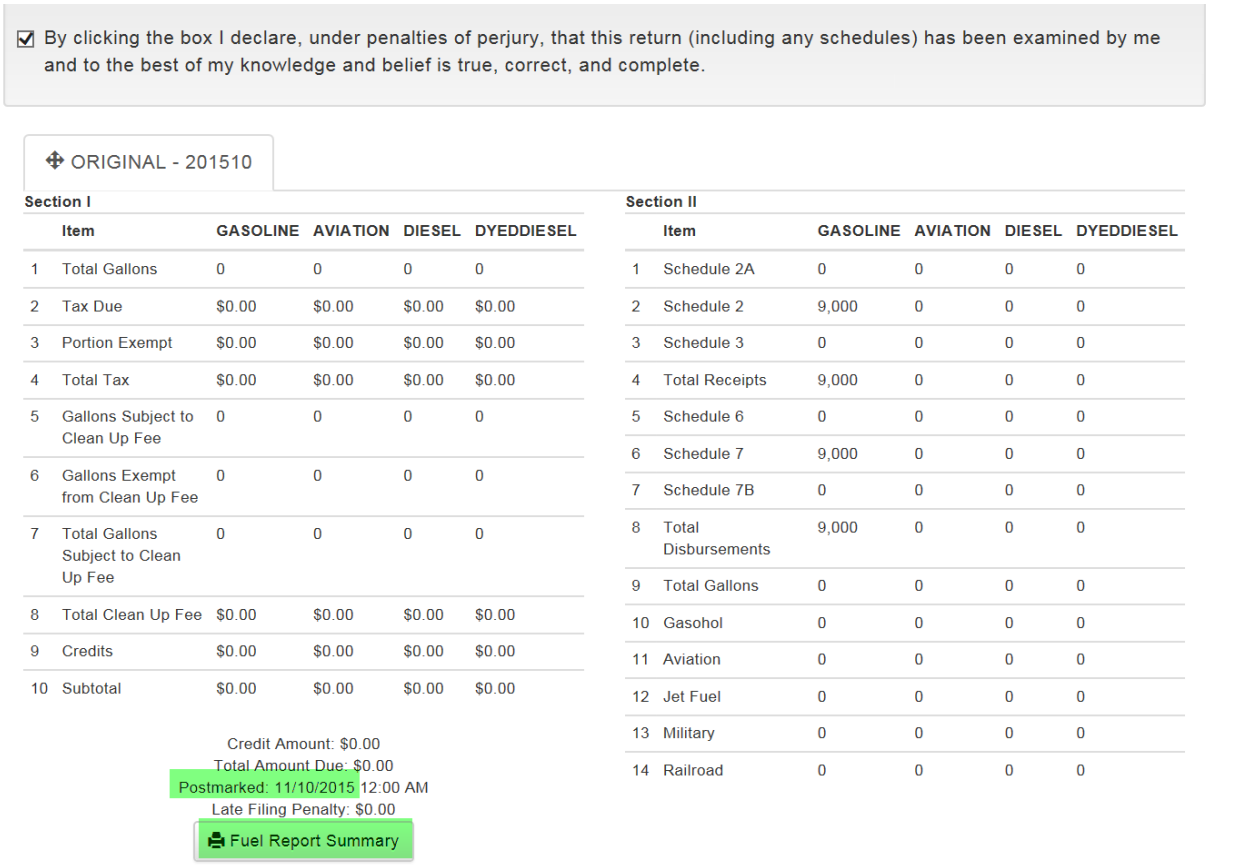


Certification box will be checked. Postmark date will be applied.



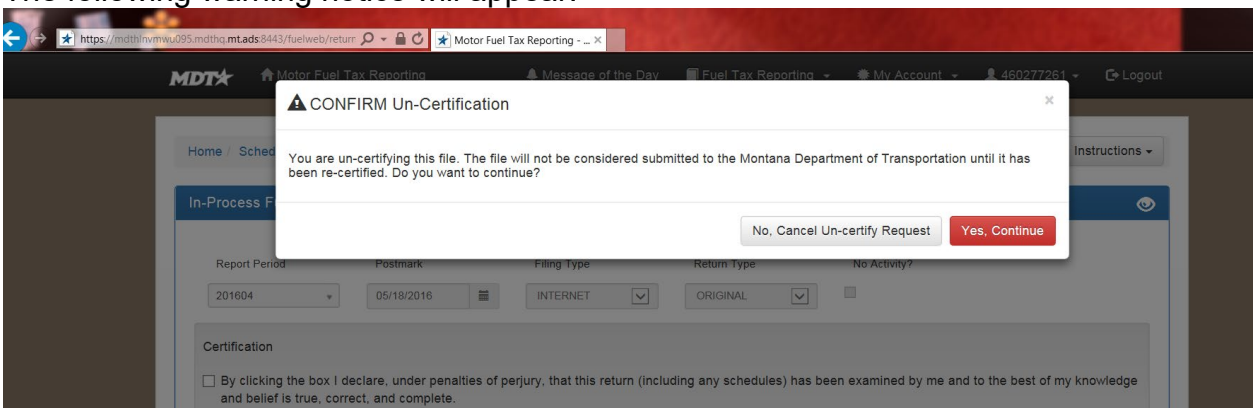
Click on Show Report Summary button to view your completed tax report.

Your report will remain as an “In-Process Fuel Tax Report” until the due date.

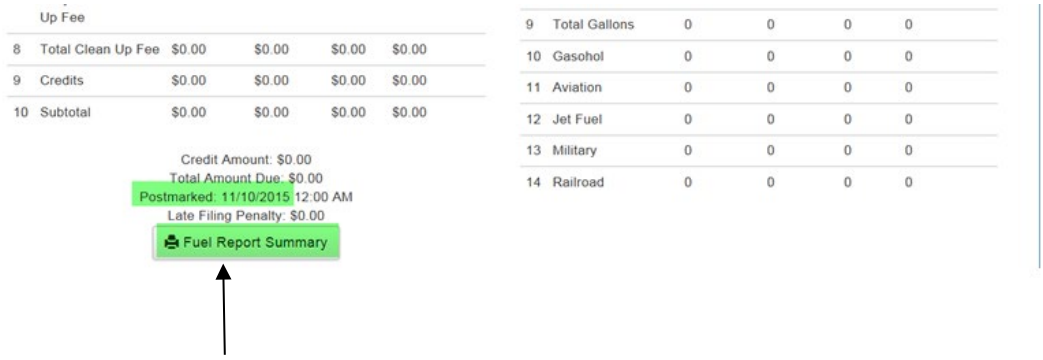


Uncheck the certification box to make changes to your report.

The following warning notice will appear:



Recertify your report after changes have been made. A new postmark date will be applied. Your report is available for Un-Certification until the due date. After that date an amended report is required to make changes.



Click “Fuel Report Summary” to view a PDF version of your tax report.

The following is an example of a PDF version of a completed tax report. The return is considered a “Temporary Return” until midnight on the due date of the associated tax report.

MONTANA DEPARTMENT OF TRANSPORTATION

MOTOR FUELS SYSTEM

Distributor Summary - Temporary Returns

2701 Prospect Avenue
P.O. Box 201001
Helena, MT 59620-1001
Phone: 406-444-6027
Email: MDTFUELTAX@MT.GOV

Print Date: 11/10/2015
Name: ROADRUNNER 2
Tax ID: 550000002
Report Period: 201510

Account No: 81283
Return Type: O

Account Type: PD
Postmark: 11/10/15 12:00 AM

	Gasoline	Aviation	Clear Diesel	Dyed Diesel
Total Gallons:	0	0	0	0
Tax Due:	$0.00	$0.00	$0.00	$0.00
Portion Exempt:		$0.00		
Total Aviation Tax Due:		$0.00		
Gallons Subject to Cleanup Fee:	0	0	0	0
Gallons Exempt - Cleanup Fee:	0	0	0	0
Total Cleanup Gallons:	0	0	0	0
Total Cleanup Fee:	$0.00	$0.00	$0.00	$0.00
Credit:	$0.00	$0.00	$0.00	$0.00
Subtotal:	$0.00	$0.00	$0.00	$0.00
Penalty:	$0.00			
Interest:				
Total Amount Due:	$0.00			

Your Internet tax report is complete.

Paper Forms

Montana’s Distributor reporting forms are available on MDT’s website at:
http://www.mdt.mt.gov/publications/forms.shtml

Please be advised that ARM 18.15.203 requires a licensed distributor who report 100,000 gallons or more per year are required to file electronically in a format prescribed by the department. A distributor reporting less than 99,999 gallons per year may choose to file on paper forms.

Appendix A - USA States, Canadian Provinces/Territories and Mexican States Codes

United States of America (USA) State	Abbreviation	Canadian (CAN) Province/Territory	Abbreviation
Alabama	AL	Alberta	AB
Alaska	AK	British Columbia	BC
Arizona	AZ	Manitoba	MB
Arkansas	AR	New Brunswick	NB
California	CA	Newfoundland	NL
Colorado	CO	Northwest Territory	NT
Connecticut	CT	Nova Scotia	NS
Delaware	DE	Nunavut	NU
District of Columbia	DC	Ontario	ON
Florida	FL	Prince Edward Island	PE
Georgia	GA	Quebec	QC
Hawaii	HI	Saskatchewan	SK
Idaho	ID	Yukon Territory	YT
Illinois	IL		
Indiana	IN	**Mexican (MEX) State**	**Abbreviation**
Iowa	IA	Aguascalientes	AG
Kansas	KS	Baja California	BJ
Kentucky	KY	Baja California Sur	BS
Louisiana	LA	Campeche	CP
Maine	ME	Chiapas	CH
Maryland	MD	Chihuahua	CI
Massachusetts	MA	Coahuila	CU
Michigan	MI	Colima	CL
Minnesota	MN	Distrito Federal	DF
Mississippi	MS	Durango	DG
Missouri	MO	Guanajuato	GJ
Montana	MT	Guerrero	GR
Nebraska	NE	Hidalgo	HG
Nevada	NV	Jalisco	JA
New Hampshire	NH	Mexico	EM
New Jersey	NJ	Michoacan	MH
New Mexico	NM	Morelos	MR
New York	NY	Nayarit	NA
North Carolina	NC	Nuevo Leon	NL
North Dakota	ND	Oaxaca	OA
Ohio	OH	Puebla	PU
Oklahoma	OK	Queretaro	QA
Oregon	OR	Quintana Roo	QR
Pennsylvania	PA	San Luis Potosi	SL
Rhode Island	RI	Sinaloa	SI
South Carolina	SC	Sonora	SO
South Dakota	SD	Tabasco	TA
Tennessee	TN	Tamaulipas	TM
Texas	TX	Tlaxcala	TL
Utah	UT	Veracruz	VZ
Vermont	VT	Yucatan	YC
Virginia	VA	Zacatecas	ZT
Washington	WA		
West Virginia	WV		
Wisconsin	WI		
Wyoming	WY		

MONTANA
Department of Transportation

Montana Department of Transportation
Administration Division

PO Box 201001
Helena, MT 59620-1001
Phone: (406) - 444-6027
FAX: (406) - 444-5411
TTY: (406) - 444-7696

Trading Partner Agreement
For Electronic Data Interchange (EDI)

This Agreement is entered into on _____, by and between the Montana Department of Transportation, Administration Division ("MDT") and _____("Taxpayer").

MDT and the Taxpayer wish to provide a means by which the taxpayer will file its Montana Motor Fuel Distributor's report by electronically transmitting data in substitution for conventional, paper-based document and to assure that such report is legally valid and enforceable. In order to achieve this goal, the parties agree as follows:

1. **Term and Amendments:** This agreement shall be effective on the date shown above and shall continue until terminated by either party. A party may terminate this agreement by giving thirty (30) days written notice to the other party or by the cancellation of their Motor Fuels Distributor License. This agreement may be amended at any time by executing a written addendum signed by both the Taxpayer and MDT.

2. **Standards:** The Taxpayer will electronically transmit report to MDT according to MDT standards and instructions that may be issued by MDT from time to time. MDT will provide these standards and instructions to the Taxpayer in a reasonable time frame in advance of due dates to allow compliance with filing requirements.

3. **Third Party Service Providers:** The Taxpayer may transmit returns electronically to MDT through a third-party service provider. The Taxpayer shall be responsible for the costs of any provider of services with which it contracts in this regard, unless otherwise agreed upon in writing by both parties. The Taxpayer or third party provider will transmit returns electronically to MDT through the Internet secure upload site provided by MDT.

4. **System Operations and Security Procedures:** The Taxpayer, at its own expense, shall provide and maintain the equipment, software, services and testing necessary for the Taxpayer to transmit the electronic reports. MDT, at its own expense, shall provide and maintain the equipment, software, services and testing necessary for MDT to receive the electronic reports. Each party shall use security procedures, which are reasonably sufficient to ensure that all transmissions of the reports are authorized and to protect its business records and data from improper access.

5. **Signatures:** The name of the Taxpayer's authorized agent, or the Taxpayer's identification number, when included as part of the report filed pursuant to this agreement, shall constitute the signature of the Taxpayer on the report as if such report were actually signed by the Taxpayer.

6. **Receipt of Transmission:** A report shall be deemed to have been filed with MDT when the report, in the stipulated format, is accessible to MDT in the EDI upload directory provided or entered through the web system provided by MDT and is sufficiently free of errors to identify the filer and provide the MDT required information. The receipt of the report must be on or before the due date.

7. **Acknowledgement of Transmission:** Upon receiving a successfully transmitted report from the taxpayer, MDT will transmit an acknowledgement in return within three (3) business days from receipt of the report. An acknowledgement will mean only that MDT has received the Taxpayer's transmission. An acknowledgement does not imply any findings by MDT about the correctness of the report. A transmission that is received by MDT but is not in the stipulated format will not constitute a valid report.

8. **Garbled Transmissions:** If any transmission is received in an unintelligible or garbled form and MDT cannot identify the Taxpayer, no acknowledgement can or will be made. The absence of an acknowledgement shall be treated as notice to the Taxpayer that MDT did not receive the report in the required format.

9. **Record Retention:** All fuel tax records must be retained for a period of 3 years.

10. **Admissibility of Returns/Reports as Evidence:** A true and accurate copy of any report may be introduced in paper form as evidence in any judicial or administrative proceeding by either party to the same extent and under the same conditions as any other business record.

11. **Payments:** Payments to MDT for tax amounts due for reports received under this agreement must be made to MDT by Electronic Funds Transfer (EFT) method, unless other prior arrangements have been made.

12. **Governing Law:** This Agreement shall be governed by, and interpreted in accordance with the laws of the state of Montana.

13. **Identifying Codes & Numbers:** To ensure proper identification of electronically transmitted reports, the parties will exchange the identifying qualifiers FEIN or SSN and account number. Any changed in these qualifiers will be communicated to the other party before any transmission using the new qualifier is sent. For accessing reports through the internet, each electronic filer will receive an ID and password.

Taxpayer:

Print Name of Taxpayer or Authorized Agent

Signature of Taxpayer or Authorized Agent **Date**

MDT Agent:

Motor Fuel Section

Print Name of Authorized Agent

Signature of Authorized Agent **Date**