



2. Indicate the types of records that you use to arrive at your fuel usage. For each record, indicate whether you have actual or estimated amounts. (Check the appropriate column)

	Estimated	Actual
Non-taxable gallons		
Taxable gallons		
Gallons per hour		
Miles per gallon		
Other (specify)		

**B. Inventories (Please check appropriate response)**

1. Do you maintain any bulk storage? If so, list all storage tanks showing location, capacity, and the type of fuel stored therein.

2. How often are physical inventories of bulk fuel taken?

3. Are metered pumps used?  Regular Meters  Printing Meters  None

4. How do you maintain accountability for metered use?

<input type="checkbox"/> By vehicle	<input type="checkbox"/> By taxable or non-taxable use
<input type="checkbox"/> In total only	<input type="checkbox"/> Not at all

**C. Claim Preparation (Please check appropriate response)**

1. For what periods are you submitting claims? Periods: \_\_\_\_\_

2. Is all fuel actually consumed before the refund is claimed?  Yes  No

3. Do you maintain a record of licensed vehicle mileage?  Yes  No

4. Do you keep unlicensed vehicle mileage or hours used?  Yes  No

5. Do you keep aircraft hours or consumption?  Yes  No

6. For F.A.A. Regulation Part 135 operators, do you maintain detailed records (for audit) to substantiate that 70% of fuel used is devoted to hauling property and/or passengers?  Yes  No

**D. Other Claims and Regulations (Please check appropriate response)**

1. Do you apply for a motor fuel tax refund from the federal government?  Yes  No

2. Do you have a Sales and Use Tax registration in Maryland? If yes, enter account number.

Account Number	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. Are you registered as a special fuel user? If yes, enter account number:  Yes  No

4. Do you have a Maryland-based IFTA account? If yes, enter account number.  Yes  No

**Prepared by (Print name)** \_\_\_\_\_ **Title (Print title)** \_\_\_\_\_

**Preparer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_