

TRAIN OPERATOR INFORMATION REPORT

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

DUE ON OR BEFORE	PERIOD BEGIN DATE	PERIOD END DATE	CDTFA USE ONLY EFF PM READ INSTRUCTIONS BEFORE PREPARING
YOUR ACCOUNT NUMBER			

CALIFORNIA DEPARTMENT OF
 TAX AND FEE ADMINISTRATION
 RETURNS PROCESSING BRANCH
 PO BOX 942879
 SACRAMENTO CA 94279-6069

Please check this box if this filing represents an **AMENDED REPORT**.

As a train operator in California, you are required to report all exempt purchases of undyed diesel fuel, dyed diesel fuel, and motor vehicle fuel for use in this state to the California Department of Tax and Fee Administration (CDTFA).

PRODUCT	GALLONS
1. Total gallons of ex-tax undyed diesel fuel purchased for use in this state (enter gallons from Schedule TO for all undyed diesel product codes).	1.
2. Total gallons of dyed diesel fuel purchased for use in this state (enter gallons from Schedule TO for all dyed diesel product codes).	2.
3. Total gallons of ex-tax motor vehicle fuel purchased for use in this state (enter gallons from Schedule TO for motor vehicle fuel).	3.

For our privacy policy and notice, visit our webpage at www.cdtfa.ca.gov/privacy.htm, or go to www.cdtfa.ca.gov/formspubs/forms.htm and search for **CDTFA-324-GEN-WEB**, *Privacy Notice-Website-No Action Needed*.

CERTIFICATION

I hereby consent to disclosure and authorize CDTFA to release, as necessary, certain otherwise confidential transaction information regarding volumes, invoice numbers, bills-of-lading, locations, dates, or method of delivery of reportable products to any person identified by me in this report as being involved in a reported transaction for the sole purpose of verifying the accuracy of the reportable product transaction information concerning my transactions with such person as reported in this report.

I hereby certify that this report, including all accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct, and complete report.

SIGNATURE	EMAIL ADDRESS
PRINT NAME AND TITLE	TELEPHONE
	DATE

Make a copy of this document and the accompanying schedules for your records.

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INSTRUCTIONS—TRAIN OPERATOR INFORMATION REPORT**GENERAL INFORMATION**

The *Train Operator Information Report* allows California train operators to report their purchases of exempt diesel fuel and motor vehicle fuel products for use in this state.

This report includes a supporting receipt schedule, *Receipt Schedule TO - Train Operator* (Schedule TO), on page S3. Schedule TO is used to report each receipt of undyed diesel fuel, dyed diesel fuel, and motor vehicle fuel (gasoline). There can be only one product type reported per page for the period. If additional space is needed, please photocopy the schedule before making any entries.

The most current list of product codes is available in numerical order on [CDTFA-810-FTA, Product Code Table \(Sorted by Product Code Number\)](#), on our website at www.cdtfa.ca.gov. The same list, sorted by product type, is available on [CDTFA-810-FTB, Product Code Table \(Sorted by Product Description\)](#).

FILING REQUIREMENTS

Every train operator is required to report the total number of gallons of undyed diesel fuel, dyed diesel fuel, and motor vehicle fuel purchased tax exempt for use in this state. Schedule TO, which details all of your ex-tax purchases of reportable fuel, must also be completed. The *Train Operator Information Report* and Schedule TO must be filed with CDTFA on or before the last day of the calendar month following the quarterly period shown on the face of the report. No payment is due with this report.

Preparation of Schedule TO

A Schedule TO must be included with every *Train Operator Information Report*. Report one product code per page for the period. To help you report one product code per page, photocopy additional pages of the schedule as needed. As mentioned above, a complete listing of all product codes can be viewed on our website at www.cdtfa.ca.gov. For each Schedule TO, complete the information in box (c) in the header. Boxes (a) Company Name, (b) CDTFA Account Number, and (d) Month/Year will be completed for you. Use Schedule TO to report all receipts of undyed diesel fuel, dyed diesel fuel, and motor vehicle fuel that were purchased for use in this state as a train operator.

- Column 1.** Enter the name of the carrier that transported the product.
- Column 2.** Enter the carrier's Federal Employer Identification Number (FEIN).
- Column 3.** Enter the mode of transportation from the mode codes list located at the bottom of this page.
- Column 4.** Enter the point of origin/point of destination. Enter the IRS terminal control number (TCN). If the product is not received from a terminal, enter the two-character U.S. Postal Service abbreviation for the state of origin (search for [CDTFA-810-CTC, Postal Abbreviations Table](#), on our website to obtain this information).
- Column 5.** Enter the seller's name.
- Column 6.** Enter seller's FEIN.
- Column 7.** Enter the date from the bill-of-lading, shipping document, or manifest (enter as mm/dd/yy).
- Column 8.** Enter the identifying number from the document provided that reflects the details of this transaction. This could be a bill-of-lading, shipping document, or manifest. Both the train operator and the terminal operator must report the same document number to CDTFA.
- Column 9.** Enter the total net gallons for the transaction.
- Column 10.** Enter the total gross gallons for the transaction.
- Column 11.** Enter the total billed gallons for the transaction.

Mode Codes

B	Barge
J	Truck
PL	Pipeline
R	Railroad
S	Ship (ocean marine vessel)

Preparation of the Report

- Line 1.** Enter the total gallons of ex-tax undyed diesel fuel purchased, as entered on Schedule TO. This total will include all of the page totals for any undyed diesel fuel product code types.
- Line 2.** Enter the total gallons of dyed diesel fuel purchased, as entered on Schedule TO. This total will include all of the page totals for any dyed diesel fuel product code types.
- Line 3.** Enter the total gallons of ex-tax motor vehicle fuel purchased, as entered on Schedule TO.

For more information, visit our website at www.cdtfa.ca.gov. You may also call our Customer Service Center at 1-800-400-7115 (CRS:711); from the main menu, select the option *Special Taxes and Fees*. Customer service representatives are available Monday through Friday from 7:30 a.m. to 5:00 p.m. (Pacific time), except state holidays.

