

VENDOR USE FUEL TAX RETURN

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

DUE ON OR BEFORE	PERIOD BEGIN DATE	PERIOD END DATE
	YOUR ACCOUNT NUMBER	

CDTFA USE ONLY
EFF
PM

READ INSTRUCTIONS BEFORE PREPARING

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION
 MOTOR CARRIER OFFICE
 PO BOX 942879
 SACRAMENTO CA 94279-6169

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

You must complete the schedules on the following page before completing your return.

		REPORT WHOLE UNITS/GALLONS ONLY				
		A COMPRESSED NATURAL GAS (Units)	B LIQUID NATURAL GAS (Units)	C LIQUEFIED PETROLEUM GAS (LPG), DIMETHYL ETHER (DME), and DME-LPG BLENDS (Gallons)	D ALCOHOL FUELS (Gallons)	E KEROSENE, DISTILLATE, STOVE OIL, and OTHER FUELS (Gallons)
1.	Total units/gallons of fuel sold and delivered into fuel tanks of motor vehicles (enter from Schedule A)	1.				
2.	Fuel sold to the United States government	2.				
3.	Fuel sold to users of CNG, LNG, LPG, DME, and DME-LPG Blends whose vehicles have a flat rate identification decal affixed	3.				
4.	Other nontaxable fuel included in line 1 (enter from Schedule B)	4.				
5.	Total deductions (add lines 2, 3, and 4)	5.				
6.	Taxable fuel (subtract line 5 from line 1)	6.				
7.	Tax rate per unit/gallon on use fuel	7.	\$	\$	\$	\$
8.	Tax (multiply line 6 by line 7)	8.	\$	\$	\$	\$
9.	Combined total tax (add columns A, B, C, D, and E of line 8)	9.				\$
10.	Tax credit on bad debt losses (enter from Schedule C)	10.				\$
11.	Balance of tax (subtract line 10 from line 9)	11.				\$
12.	Tax recoveries on bad debt losses (enter from Schedule D)	12.				\$
13.	Total tax due (add lines 11 and 12)	13.				\$
14.	PENALTY: (multiply line 13 by 10 percent [0.10] if payment made or return filed after the due date shown above)	PENALTY 14.				\$
15.	INTEREST: One month's interest is due on tax for each month, or fraction of a month, that payment is delayed after the due date. The adjusted monthly interest rate is . See our website for the Interest Rate Calculator .	INTEREST 15.				\$
16.	TOTAL AMOUNT DUE AND PAYABLE (add lines 13, 14, and 15)	16.				\$

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*.

I hereby certify that this return, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct, and complete return.		EMAIL ADDRESS	
SIGNATURE	PRINT NAME AND TITLE	TELEPHONE NUMBER	DATE

SCHEDULE A - SUMMARY BY LOCATION

ADDRESS OF FUEL SOLD AND DELIVERED INTO FUEL TANKS OF MOTOR VEHICLES				COMPRESSED NATURAL GAS (Units)	LIQUID NATURAL GAS (Units)	LIQUEFIED PETROLEUM GAS (LPG), DIMETHYL ETHER (DME), and DME-LPG BLENDS (Gallons)	ALCOHOL FUELS (Gallons)	KEROSENE, DISTILLATE, STOVE OIL, and OTHER FUELS (Gallons)
Site ID	Street Address	City	ZIP Code					
TOTAL (enter on line 1 of return)								

SCHEDULE B - SALES TO USERS AUTHORIZED TO PURCHASE EX-TAX FUEL UNDER REGULATIONS 1319 AND 1320

USER'S PERMIT NUMBER	USER'S NAME AND ADDRESS	COMPRESSED NATURAL GAS (Units)	LIQUID NATURAL GAS (Units)	LIQUEFIED PETROLEUM GAS (LPG), DIMETHYL ETHER (DME), and DME-LPG BLENDS (Gallons)	ALCOHOL FUELS (Gallons)	KEROSENE, DISTILLATE, STOVE OIL, and OTHER FUELS (Gallons)
TOTAL (enter on line 4 of return)						

SCHEDULE C - TAX CREDIT ON BAD DEBT LOSSES

DATE OF SALE MO/YR	USER'S PERMIT NUMBER	USER'S NAME AND ADDRESS	GALLONS OR UNITS	AMOUNT OF DELINQUENT TAX
				\$
				\$
				\$
TOTAL (enter on line 10 of return)				\$

SCHEDULE D - TAX RECOVERIES ON BAD DEBT LOSSES

(Attach CDTFA-120, Notice of Credit for Bad Debt Losses)

USER'S PERMIT NUMBER	USER'S NAME AND ADDRESS	AMOUNT OF TAX RECOVERED
		\$
		\$
		\$
TOTAL (enter on line 12 of return)		\$

SCHEDULE E - DELINQUENT OR UNCOLLECTABLE ACCOUNTS

(Attach CDTFA-120, Notice of Credit for Bad Debt Losses)

DATE OF SALE MO/YR	USER'S PERMIT NUMBER	USER'S NAME AND ADDRESS	GALLONS OR UNITS	AMOUNT OF DELINQUENT TAX
				\$
				\$
				\$
				\$

INSTRUCTIONS FOR VENDOR USE FUEL TAX RETURN

Payments: To make your payment online, go to our website at onlineservices.cdtfa.ca.gov and select *Make a Payment*. You can pay by credit card on our website or by calling 1-855-292-8931. If you are paying by check or money order, be sure to include your account number. Please make your check or money order payable to the California Department of Tax and Fee Administration.

GENERAL INFORMATION

Fuel vendors must file this return to report sales of the following types of fuels when sold and delivered into the fuel tanks of motor vehicles:

- Compressed natural gas (CNG),
- Liquid natural gas (LNG),
- Liquefied petroleum gas (LPG),
- Dimethyl ether (DME),
- Dimethyl ether-liquefied petroleum gas blend (DME-LPG blend),
- Alcohol fuels containing not more than 15 percent (0.15) gasoline or diesel fuel (for example, ethanol and methanol),
- Kerosene, distillate, stove oil, and other fuels, or
- Any fuel used or suitable for use in a motor vehicle, other than fuel subject to the diesel fuel tax or the motor vehicle fuel tax (for example, blended alcohol fuels containing more than 15 percent [0.15] gasoline are subject to the motor vehicle fuel tax, and not the use fuel tax)

Fuel vendors who sell and deliver the fuels described above into the tanks of motor vehicles must obtain a permit to collect and report use fuel tax for such sales (note exemptions below). Vendors must also provide purchasers (users) with a receipt for each sale (Revenue and Taxation Code [section 8732](#)). The receipt (R&TC [section 8610](#) and [8711](#)) must show the name and address of the user (the sales invoice when paid, constitutes a receipt) ([Regulation 1332](#)).

Exemptions: The United States government is not included in the definition of a "person" (R&TC [8606](#)) and therefore, is not subject to the use fuel tax. Use fuel is exempt if purchased with a U.S. government credit card. Vendors are not required to collect use fuel tax for sales of compressed natural gas, liquefied petroleum gas, dimethyl ether, dimethyl ether-liquefied petroleum gas blends, or liquid natural gas if the user's vehicle has a current California Department of Tax and Fee Administration (CDTFA) exemption sticker affixed and the vendor has written representation that the annual flat rate tax has been paid by the user [R&TC [8651.6](#) (b)(2)(A) and [8651.4](#) (b)(2)(A)].

FILING REQUIREMENTS

Vendors must file returns. The return and tax payment are due on the last day of the month following the end of the reporting period. Payments should be made payable to the California Department of Tax and Fee Administration. A vendor must maintain complete records of all sales or other dispositions including self-consumed fuel, inventories, purchases, receipts, and tank gaugings or meter readings of liquefied petroleum gas and any other fuel the use of which is subject to the use fuel tax ([Regulation 1332](#)).

Step 1: Complete Appropriate Schedules

You must first complete the applicable schedules on page S1B. Information from these schedules will be used to complete parts of the return.

- **Schedule A - Summary by Location**

Use this schedule to report, by business address, the number of units/gallons sold and delivered into fuel tanks of motor vehicles for each fuel type. Enter the five digit Site ID for each location (for example, Site ID 99999) and the full address for the location being reported as listed on the sales and use tax account.

- **Schedule B - Sales to Users Authorized to Purchase Ex-Tax Fuel under Regulations 1319 and 1320**

Use this schedule to report sales of fuel for which you did not collect use fuel tax (fuel sold and delivered into the fuel tanks of motor vehicles with a valid [CDTFA-108, Authorization to Sell Fuel Without Collecting Use Fuel Tax](#)).

- **Schedule C - Tax Credit on Bad Debt Losses**

Use this schedule to report any amount of tax that you have been unable to collect from users. The credit should be taken on the return for the period the account is charged off for income tax purposes. Vendors using the reserve method to account for bad debts should take the credit on the return for the period in which the account was charged against the reserve. To claim this credit, you must have reported and paid the tax on a return filed by you with CDTFA, and you must have filed [CDTFA-120, Notice of Credit for Bad Debt Losses](#) (refer to Schedule E), and have written off the account as a bad debt for income tax purposes. You can claim a credit only for the amount of tax that applies to the unpaid portion of the account.

- **Schedule D - Tax Recoveries on Bad Debt Losses**

Use this schedule to report recoveries of delinquent tax payments for users (accounts previously reported on Schedule C as bad debt losses). The tax collected must be included in the return due for the period in which the collection is made. When an account of the purchaser is no longer delinquent or amounts remaining unpaid for over 60 days have

INSTRUCTIONS FOR VENDOR USE FUEL TAX RETURN (cont'd)

been cleared and the vendor is satisfied that the remainder of the account will be paid, the vendor should indicate the payment was received by completing [CDTFA-120, Notice of Credit for Bad Debt Losses](#). **No tax credit is allowable for any portion of a debt recovered that is retained by or paid to any person compensated for services or expenses in collecting the account.**

• Schedule E - Delinquent or Uncollectable Accounts

Use this schedule to report any amounts unpaid arising from the sale of fuel or delinquent accounts on which you have been unable to collect payment. For each delinquent account, you must complete CDTFA-120, *Notice of Credit for Bad Debt Losses*. Retain a copy for your records. Attach a copy to your return. In order to properly report all delinquent accounts, you need to complete CDTFA-120 within 90 days of the calendar month when the sale took place. For example, if you sold 100 gallons of fuel on 1/15/2022, you would have until 5/1/2022 to claim this account as delinquent and submit CDTFA-120. Failure to claim this as a delinquent account in a timely fashion will constitute a waiver of the credit that might otherwise be allowable as explained in [Regulation 1331.6](#).

Note: Gallons vs. Units. Fuel transactions are reported in terms of gallons, except for CNG and LNG, which are reported as units. For tax reporting purposes, one unit of CNG is equal to 126.67 cubic feet or 5.66 pounds (gasoline gallon equivalent) of CNG measured at standard pressure and temperature (14.73 pounds per square inch at 60 degrees Fahrenheit), and one unit of LNG is equal to 6.06 pounds (diesel gallon equivalent) of LNG.

Step 2: Complete Return

- Line 1.** From Schedule A, enter the total gallons of fuel (or units of CNG and LNG) sold and delivered into the fuel tanks of motor vehicles during the reporting period.
- Line 2.*** Enter the total gallons of fuel (or units of CNG and LNG) sold to the U.S. government and delivered by you into the tanks of vehicles owned or operated by the U.S. government.
- Line 3.*** Enter the total gallons of fuel (or units of CNG and LNG) sold and delivered into the tanks of motor vehicles that have a current CDTFA-511, *Use Fuel Flat Rate Identification Decal*.
- Line 4.*** From Schedule B, enter the total gallons of fuel (or units of CNG and LNG) sold and delivered into the fuel tanks of motor vehicles of persons from whom you have obtained certificates indicating they have been authorized by CDTFA to purchase fuel without payment of use fuel tax ([Regulation 1319](#) or [1320](#)).
- Line 5.** Add lines 2 through 4, and enter the result on line 5.
- Line 6.** Subtract line 5 from line 1, and enter the result on line 6.
- Line 7.** Tax rate per unit/gallon.
- Line 8.** For each column, multiply the tax rate on line 7 by the amount shown on line 6, and enter the result for each column on line 8.
- Line 9.** Add the total tax from columns A, B, C, D, and E and enter the result on line 9.
- Line 10.** From Schedule C, enter the total amount of tax due for accounts that you have written off as bad debt losses (see Schedule C instructions).
- Line 11.** Subtract line 10 from line 9, and enter the result on line 11.
- Line 12.** From Schedule D, enter the total amount of tax collected for accounts that you had previously written off as bad debt losses (see Schedule D instructions).
- Line 13.** Add lines 11 and 12, and enter the result on line 13.
- Line 14.** If you are paying your tax and/or filing your return after the due date shown on the front of this return, you will owe a penalty of 10 percent (0.10) of the amount of tax due. Multiply the tax due on line 13 by 0.10, and enter the result on line 14. Returns and payments must be postmarked or received by the due date of the return to be considered timely. If the due date falls on a Saturday, Sunday, or state holiday, returns postmarked or received by the next business day will be considered timely.
- Line 15.** If you are paying your tax on line 13 after the due date shown on the front of this return, you will owe interest. The interest rate noted on the front of this return applies for each month, or fraction of a month, that your payment is late. Enter the interest by multiplying the tax on line 13 by the interest rate shown, then multiply the result by the number of months, or fraction of a month, that have elapsed since the due date and enter the result on line 15. You may use the [Interest Rate Calculator](#) on our website for help calculating the interest due.
- Line 16.** Add lines 13, 14, and 15, and enter the total amount due and payable, including any penalty and interest charges.

* [Regulation 1318\(b\)](#), *Fuel Sold through Keylock or Other Unattended Mechanisms*. When fuel is sold through a keylock mechanism or other unattended mechanism, it shall be presumed that the vendor delivered the fuel into the fuel tank of a motor vehicle, and the vendor must collect the tax from user.

For more information, please contact the California Department of Tax and Fee Administration, Motor Carrier Office, P.O. Box 942879, Sacramento, CA 94279-0065. You may also visit our website at www.cdtfa.ca.gov or 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.