



## INSTRUCTIONS

This schedule provides detail in support of the disbursement amount(s) shown on your monthly West Virginia Terminal Operator's Report (WV/GAS-503). Upon prior approval, you may submit a schedule summarizing your disbursement schedules, which must be formatted the same as the West Virginia Terminal Operator's Schedule of Disbursements (WV/GAS-503B). If you choose to submit summary schedules, you must still submit the schedules of individual disbursements.

***Complete Separate Schedules for Each Product Type and Group Position Holders Together.***

<b>FEIN/SSN</b>	Enter the Federal Employment Identification Number (FEIN).
<b>Name</b>	Enter the Name of your Company.
<b>Terminal Control Number</b>	Enter the Terminal Control Number assigned by the IRS.
<b>Report Month/Year</b>	Enter the Month and Year you are reporting.
<b>Product Information</b>	Check the applicable box for the product type accounted for on this schedule.
<b>Carrier's/Motor Fuel Transporter's Name</b>	Enter the Name of the person that transported the product.
<b>Carrier's/Motor Fuel Transporter's FEIN</b>	Enter the FEIN of the person that transported the product.
<b>Mode</b>	Enter the mode of transport used to move the product. Use <b>J</b> – Truck; <b>R</b> – Rail; <b>B</b> – Barge; <b>ST</b> – Stationary Transfer; <b>BA</b> – Book Adjustment
<b>Point of Destination</b>	Enter the IRS Terminal Control Code if the product was shipped to a terminal. Otherwise, enter the City and State where the shipment was delivered.
<b>Position Holder's Name</b>	Enter the Name of the person that owns the product as shown on your terminal records.
<b>Position Holder's FEIN</b>	Enter the FEIN of the position holder that owns the product as shown on your terminal records.
<b>Date Shipped</b>	Enter the date (Month, Day, Year) the product was shipped.
<b>Document Number</b>	Enter the Terminal Manifest Number (bill of lading) or Barge Ticket Number.
<b>Gross Gallons</b>	Enter the Gross Gallons loaded.
<b>Net Gallons</b>	Enter the Net Gallons loaded.
<b>Total This Page</b>	Enter the Total of Column 10 for this page of the report.
<b>Total All Pages</b>	Enter the Total of Column 10 for all pages of this report.