

KANSAS DEPARTMENT OF REVENUE
MOTOR FUEL RETAILERS' INFORMATIONAL RETURN

License #

FEIN:

For Month/Year of:

GASOLINE	GASOHOL %	GASOHOL E85	CLEAR DIESEL	DYED DIESEL
----------	--------------	----------------	-----------------	----------------

1. Beginning Physical Inventory: (must agree with prior ending inventory)					
2. Receipts: (from Schedule of Receipts MF-90A)					
3. Sales: (from Schedule of Totalizer Readings MF-90B)					
4. Transfers: (see instructions on reverse side)					
5. Ending Physical Inventory (actual tank measurement)					
6. Gain/(Loss) (see instructions on reverse side)					

I certify that this is a true, complete and accurate return for the period stated above.

Signature

Title

Telephone Number

KEEP A COPY OF THIS RETURN FOR YOUR RECORDS

SEE INSTRUCTIONS ON REVERSE SIDE

INSTRUCTIONS FOR MOTOR FUEL RETAILERS' INFORMATIONAL RETURN (MF-90)

All registered Motor Fuel Retailer's are required to file a Motor Fuel Retailers' Informational return.

This report must be prepared for each calendar month and is due on or before the 25th of the following month. If you have no receipts during the month, a return is required to be filed with all applicable information included. Failure to report as specified may cause this license to be revoked as provided by law.

1. **BEGINNING PHYSICAL INVENTORY:** Fuel you have in storage at the end of the previous month. *(If you have more than one facility, and are filing a consolidated report be sure to use the Consolidated Inventory Report, Form MF-90C, to determine the totals for line 1.)*
2. **RECEIPTS:** Total of fuel received for the month. (Attach Schedule of Receipts, Form MF-90A for fuel type.)
3. **SALES:** Total of all fuel sold for the month. (Attach Schedule of Totalizer, Form MF-90B readings.)
4. **TRANSFERS:** Fuel transferred from one product to another, fuel transferred between locations, or any other adjustments to inventory that is not a receipt or sale. (Attach information for product change.)
5. **ENDING PHYSICAL INVENTORY:** Actual Tank Measurement. *(If you have more than one facility, and are filing a consolidated report be sure to use the Consolidated Inventory Report, Form MF-90C, to determine the totals by fuel type for line 5.)*
6. **GAIN/(LOSS):** Add lines 1 & 2, subtract line 3 and add or subtract line 4 accordingly (subtract a reduction in inventory; add an increase in inventory) for each fuel type to arrive at your book inventory. Then subtract book inventory from physical inventory to get gain/(loss) for the month.

(Book inventories larger than physical inventory equals a loss and should be shown as a negative or in parenthesis.)

(Physical inventories larger than book inventory equals a gain and should be shown as a positive figure.)

Example:	Line 1 (Beginning Physical Inventory)	1000		1000
	Line 2 (Receipts)	8000	plus	<u>8000</u>
			equals	9000
	Line 3 (Sales)	5500	minus	<u>5500</u>
			equals	3500
	Line 4 (Transfer)	-500	minus	<u>500</u>
			equals	3000 Book inventory
	Line 5 (Ending Physical Inventory)	2580		
	Line 6 (Gain/(Loss))	-420	minus	<u>2580 Physical Inventory</u>
			equals	<u>3000 Book Inventory</u>
			equals	(420) Gain/(Loss)

KANSAS DEPARTMENT OF REVENUE
 CUSTOMER RELATIONS / MOTOR FUEL
 PO BOX 750680
 TOPEKA, KANSAS 66625-0680
 www.ksrevenue.gov
 Phone Number: 785-368-8222
 Fax: 785-296-2703

Go to ksrevenue.gov to set up an appointment at the Topeka or Overland Park office by using the Appointment Scheduler.