



**INSTRUCTIONS**  
**"INVENTORIES AND RECEIPTS"**

**MFD SCHEDULE 2 –RECEIPTS AT LOCATIONS IN NH FROM OUTSIDE NH**  
**MFD SCHEDULE 3-RECEIPTS AT LOCATIONS IN NH FROM NH**  
**MFD SCHEDULE 4-DIRECT SHIPMENTS TO OTHER STATES**  
**MFD SCHEDULE 5-DIRECT SHIPMENTS TO CUSTOMERS IN NH**

This form is required by RSA 260:38, I and is designated as forms MFD 2, 3, 4 & 5. It is to be completed by an authorized representative and shall include the following information:

1. Distributor Name
2. Federal Employer Identification Number (FEIN)
3. The schedule number the data represents
4. Period covered
5. Indicate if more than one page is used for a schedule
6. ***Each receipt or direct shipment is to be listed individually***, showing the date; transporter name and address; supplier; point of shipment & delivery; product type; sold to (customer); and gallons. The term "various" for any of these items is ***NOT ACCEPTABLE***.
7. When transporting by truck, show the transporters company name and address. If your company trucks are used, list your company name & address. The terms "Our Truck" and "By Truck" are ***NOT ACCEPTABLE***.
8. The total gallons for the page are to be shown. If more than one page is used for the individual schedule, the ***FINAL*** page of that schedule will contain the amount to forward to the appropriate line on the MFD 1-S/AF report.

**RSA 260:38 Determination and Payment of Road Toll.**

I. For the purpose of determining the amount of road toll imposed and to be collected under this subdivision, each distributor shall on or before the twentieth day of each calendar month render a return to the department on forms prescribed and furnished by the commissioner. The return shall show the total number of gallons sold and used in the state during the previous calendar month together with such other information as the commissioner may require for the reasonable administration of this subdivision. Each distributor shall accompany the return with a check payable to the state treasurer for the total amount of road toll shown by such return to be due.