



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF SAFETY  
ROAD TOLL BUREAU  
33 HAZEN DRIVE, CONCORD NH 03305  
TELEPHONE: (603)271-2311

FOR OFFICIAL USE ONLY

Postmark Date: \_\_\_\_\_  
Audited By: \_\_\_\_\_  
Audit Date: \_\_\_\_\_  
Verified By: \_\_\_\_\_  
Verified Date: \_\_\_\_\_

BIODIESEL FUEL DISTRIBUTOR REPORT

NAME: \_\_\_\_\_  
ADDRESS 1: \_\_\_\_\_  
ADDRESS 2: \_\_\_\_\_  
CITY/TOWN: \_\_\_\_\_  
STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

MONTH OF: \_\_\_\_\_ YEAR: \_\_\_\_\_  
REPORT MUST BE POSTMARKED NO LATER THAN THE 20<sup>TH</sup> DAY OF THE MONTH  
FOLLOWING THE REPORTING PERIOD  
TELEPHONE NUMBER: \_\_\_\_\_  
LICENSE NUMBER: \_\_\_\_\_  
FEIN: \_\_\_\_\_

INVENTORIES, RECEIPTS & DISBURSEMENTS	BIODIESEL FUEL
1. Beginning Physical Inventory (must agree with prior month's ending inventory)	
2. Receipts: (from Page 2, Section 1, Line 6)	
3. Gallons of biodiesel refined, distilled, blended or manufactured	
4. Disbursements: (from Page 2, Section II, Line 8)	
5. Gain or (Loss) (attach explanation)	
6. Ending Physical Inventory (must agree with actual ending inventory)	

TAX COMPUTATION	BIODIESEL FUEL
7. Taxable Gallons (from Page 2, Section II, Line 1)	
8. Gallons of tax-paid credits (from Page 2, Section III, Line 3)	
9. Net taxable gallons (Line 7 – Line 8)	
10. Tax Rate Per Gallon	<b>\$0.18</b>
11. Tax Due (Line 9 times Line 10)	

TOTAL TAX DUE	
12. Total Tax Due (Total from Line 11)	
13. Penalty (See Instructions)	
14. Interest (See Instructions)	
<b>15. TOTAL AMOUNT DUE</b> (add Lines 12, 13 and 14)	

Name: \_\_\_\_\_  
(Please Print)  
Title: \_\_\_\_\_

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

"THIS APPLICATION IS SIGNED UNDER PENALTY OF UNSWORN FALSIFICATION PURSUANT TO RSA 641:2"

MAKE CHECKS PAYABLE TO: STATE OF N.H.-ROAD TOLL BUREAU

NAME: \_\_\_\_\_

MONTH OF: \_\_\_\_\_ YEAR: \_\_\_\_\_

LICENSE NUMBER: \_\_\_\_\_

FEIN: \_\_\_\_\_

<b>SECTION I</b> RECEIPTS: (See Instructions)	From Schedule	BIODIESEL FUEL
1. Gallons received from NH licensed distributors in NH for NH bulk storage	2	
2. Gallons received from NH licensed distributors in NH for export	2E	
3. Gallons received from NH licensed distributors in NH and direct shipped to customers	2F	
4. Gallons imported from another state direct to customer	3	
5. Gallons imported from another state into NH bulk storage	4	
6. Total Receipts (Total lines 1 through 5) (Total to Page 1, Line 2)		

<b>SECTION II</b> DISBURSEMENTS: (See Instructions)	From Schedule	BIODIESEL FUEL
1. Gallons delivered – taxable (Total to Page 1, Line 7)	5	
2. Gallons delivered to NH licensed distributors	6	
3. Gallons of dyed biodiesel sold for tax exempt purposes	6F	
4. Gallons exported	7	
5. Gallons delivered to US Gov't (Bulk) tax exempt	8	
6. Gallons delivered to State/Local Gov't (Bulk) tax exempt	9	
7. Total Disbursements (Total Lines 1 through 6) (Total to Page 1, Line 4)		

<b>SECTION III</b> TAX-PAID CREDITS: (See Instructions)	From Schedule	BIODIESEL FUEL
1. Retail Sales to US Gov't and their agencies	13C	
2. Retail Sales to Local or State Gov't and their agencies	13H	
3. Total tax-paid credits (Total Lines 1 through 2) (Total to Page 1, Line 8)		

## STATE OF NEW HAMPSHIRE BIODIESEL FUEL DISTRIBUTOR REPORT INSTRUCTIONS

This form is to be used to report biodiesel fuel transactions. Any distributor that produces more than 10,000 gallons per month must file with the Motor Fuel & Aviation Fuel Distributor form. **REPORT WHOLE GALLONS ONLY!** If there were no transactions for the reporting month, write 'none' on lines 6 and 11. The following items must be completed on the first page of the return: the distributor name, mailing address, month and year for which the report is filed, telephone number, the NH license number, distributor FEIN, signature, and title of authorized person and the date signed. The following items must be completed on the second page of the return: the distributor name, month and year for which the report is filed, the NH license number and the distributor FEIN.

**RSA 259:6-a Biodiesel** "Biodiesel" means a renewable special fuel that is composed of mono-alkyl esters of long chain fatty acids, is derived from vegetable oils or animal fats, and meets the American Society for Testing and Materials (ASTM) specifications D6751."

**RSA 259:103-a Special Fuel** "Special Fuel" shall mean all products, except gasoline, propane, natural gas, or liquefied natural gas, used in an internal combustion engine for the generation of power to propel motor vehicles or mechanical contrivances on or over the ways."

### INVENTORIES, RECEIPTS & DISBURSEMENTS

- LINE 1 Enter the physical quantity of biodiesel fuel gallons contained in transit & in NH wholesale bulk storage at month's beginning. This does not include any product contained in a facility which is attached to a pump used for 'retail' sale to the public; or product on consignment to a retail dealer or in a retail station.
- LINE 2 Enter receipts as totaled in Page 2, Section I, Line 6.
- LINE 3 Enter gallons of biodiesel refined, distilled, blended or manufactured.
- LINE 4 Enter disbursements as totaled in Page 2, Section II, Line 7.
- LINE 5 Calculate the inventory gain or loss as:  $\text{Line 6} - (\text{Line 1} + \text{Line 2} + \text{Line 3} - \text{Line 4})$
- LINE 6 Enter the physical quantity of biodiesel fuel gallons contained in transit & in NH wholesale bulk storage at month's end. This does not include any product contained in a facility which is attached to a pump used for 'retail' sale to the public; or product on consignment to a retail dealer or in a retail station.

### TAX COMPUTATION

- LINE 7 Enter taxable gallons as reported in Page 2, Section II, Line 1.
- LINE 8 Enter gallons of tax-paid credits as reported in Page 2, Section III, Line 3.
- LINE 9 Calculate the net taxable gallons by subtracting Line 8 from Line 7.
- LINE 10 This is the current tax rate per gallon for biodiesel fuel.
- LINE 11 Calculate the tax due by multiplying the gallons shown on Line 9 by the tax rate on Line 10.

### TOTAL TAX DUE

- LINE 12 Calculate the total tax due by transferring the value from Line 11.
- LINE 13 Failure to file by the required date or to enclose fees due shall result in the assessment of a 10 percent penalty to be added to the amount of fees due for that month. The 10 percent penalty is calculated from the total dollars due in Line 12. If no fees are due, a penalty of \$1 per day shall be assessed.
- LINE 14 Interest is charged based upon the sum of total dollars due (Line 12) and penalty assessed (Line 13).
- LINE 15 Add lines 12, 13 and 14 to compute the total dollars due or (refund) including any penalty or interest.

## STATE OF NEW HAMPSHIRE BIODIESEL FUEL DISTRIBUTOR REPORT INSTRUCTIONS - CONTINUED

### SECTION I - RECEIPTS

- LINE 1 Enter the total of gallons received from NH licensed distributors in New Hampshire for bulk storage as reported in Schedule 2.
- LINE 2 Enter the total of gallons received from NH licensed distributors in New Hampshire for export as reported in Schedule 2E.
- LINE 3 Enter the total of gallons received from NH licensed distributors in New Hampshire and direct shipped to customers as reported in Schedule 2F.
- LINE 4 Enter the total of gallons imported from another state direct to customer as reported in Schedule 3.
- LINE 5 Enter the total of gallons imported from another state into New Hampshire bulk storage as reported in Schedule 4.
- LINE 6 Calculate the total receipts by adding lines 1 through 5. Transfer the totals entered on this line to Page 1, Line 2 of the return.

### SECTION II - DISBURSEMENTS

- LINE 1 Enter the total of gallons delivered taxable as reported in Schedule 5. Transfer the totals entered on this line to Page 1, Line 7 of the return.
- LINE 2 Enter the total of gallons delivered to NH licensed distributors as reported in Schedule 6.
- LINE 3 Enter the total of dyed biodiesel gallons sold for tax exempt purposes as reported in Schedule 6F.
- LINE 4 Enter the total of gallons exported as reported in Schedule 7.
- LINE 5 Enter the total of tax exempt gallons delivered to US Gov't bulk as reported in Schedule 8.
- LINE 6 Enter the total by of tax exempt gallons delivered to State/Local Gov't bulk as reported in Schedule 9.
- LINE 7 Calculate the total disbursements by adding lines 1 through 6. Transfer the totals entered on this line to Page 1, Line 2 of the return.

### SECTION III - TAX-PAID CREDITS

- LINE 1 Enter the total of gallons from retail sales to US Gov't and their agencies as reported in Schedule 13C.
- LINE 2 Enter the total of gallons from retail sales to local or State Gov't and their agencies as reported in Schedule 13H.
- LINE 3 Calculate the total tax-paid credits by adding Lines 1 through 2. Transfer the totals entered on this line to Page 1, Line 8 of the return.

**RSA 260:38, I** Provides that " ... 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..."

**RSA 260:40, I** Provides that "When any distributor shall fail to file a monthly report with the department at the time fixed in this subdivision, refuse to submit the data required by RSA 260:38, or fail to pay the amount of road tolls due when they shall be payable, a penalty of 10 percent shall be added to the amount of the road tolls due... Such penalty shall immediately accrue, and thereafter the overdue road tolls and the penalty shall bear interest as specified in RSA 260:40-a."

[illegible]



# BIODIESEL FUEL DISTRIBUTOR REPORT

## Schedule of Receipts

### General Instructions

This form is required by RSA 260:38, I and is designated as forms BDF 2, 2E, 2F, 3 & 4. This form is to be completed by an authorized representative. This schedule provides detail in support of the amount shown as receipts on the Biodiesel Fuel Distributor Report. Each receipt of product should be listed on separate lines.

### Identifying Information

**Company Name, License Number and FEIN:** Enter the name and numbers for the distributor shown on the distributor report.

**Schedule type:** A separate page is required for each schedule type. Enter one of the following schedule codes:

2	Gallons received from NH licensed distributors in NH for NH bulk storage
2E	Gallons received from NH licensed distributors in NH for export
2F	Gallons received from NH licensed distributors in NH and direct shipped to customers
3	Gallons imported from another state direct to customer
4	Gallons imported from another state into NH bulk storage

**Product type:** A separate page is required for each product type. Enter one of the following product codes (applicable product category is shown):

072	Kerosene – dyed
228	Diesel Fuel – dyed
B00	Biodiesel 100%
B01	Biodiesel blend 1%
B05	Biodiesel blend 5%
B20	Biodiesel blend 20%

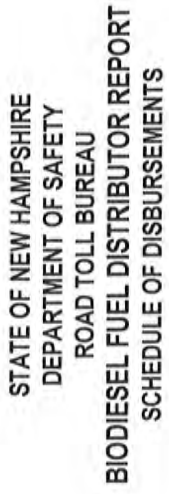
B99	Biodiesel blend 99%
D00	Biodiesel 100% - dyed
D01	Biodiesel blend 1% - dyed
D05	Biodiesel blend 5% - dyed
D20	Biodiesel blend 20% - dyed
D99	Biodiesel blend 99% - dyed

Column Instructions				
Columns (1) & (2)	<b>Carrier</b> -Enter the name and FEIN of the company that transports the product. The term "various" or other generic terms is not acceptable.			
Column (3)	<b>Mode of Transport</b> -Enter the mode of transport. Use one of the following:			
	<b>J</b> = Truck	<b>R</b> = Rail	<b>B</b> = Barge	<b>PL</b> = Pipeline
	<b>S</b> = Ship	<b>BA</b> = Book Adjustment	<b>ST</b> = Stationary Transfer	<b>GS</b> = Gas Station
	<b>RT</b> = Removal from terminal (other than by truck or rail for sale or consumption)			
Column (4)	<b>Point of Origin/Destination</b> - Enter the location the product was transported from/to (City, State). When disbursements are received from a terminal, use uniform terminal codes.			
Column (5) & (6)	<b>Supplier</b> -Enter the name and FEIN of the company that supplies the product. The term "various" or other generic terms is not acceptable.			
Column (7)	<b>Date Received</b> - Enter the date the product was received.			
Column (8)	<b>Document Number</b> - Enter the identifying number from the manifest issued at the terminal when product was removed over the rack. In the case of pipeline or barge movements, it is the pipeline or barge ticket number.			
Column (9)	<b>Gallons</b> - Enter the gross gallons received.			
Column (10)	<b>Gallons</b> - Enter the net gallons received.			

Provide a Page Total for Columns 9 and 10 on each page. Provide a Product Total for each schedule type and product type on the last page of each product type for that schedule. Carry the total of product totals for **gross** gallons for all product types forward to the appropriate receipts line on the Biodiesel Fuel Distributor Report.

**RSA 260:38, I** Provides that "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."

Tabulated computer listings containing all of the required schedule data may be used, but must be attached to the proper schedule.

FORMS BDF 5, 6, 6F, 7, 8, 9 (Revised 03/2010)

# BIODIESEL FUEL DISTRIBUTOR REPORT

## Schedule of Disbursements

### General Instructions

This form is required by RSA 260:38, I and is designated as forms BDF 5, 6, 6F, 7, 8 & 9. This form is to be completed by an authorized representative. This schedule provides detail in support of the amount shown as disbursements on the Biodiesel Fuel Distributor Report. Each disbursement of product should be listed on separate lines.

### Identifying Information

**Company Name, License Number and FEIN:** Enter the name and numbers for the distributor shown on the distributor report.

**Schedule type:** A separate page is required for each schedule type. Enter one of the following schedule codes:

5	Gallons delivered – taxable
6	Gallons delivered to NH licensed distributors
6F	Gallons of dyed biodiesel sold for tax exempt purposes
7	Gallons exported
8	Gallons delivered to US Gov't (Bulk) tax exempt
9	Gallons delivered to State/Local Gov't (Bulk) tax exempt

**Product type:** A separate page is required for each product type. Enter one of the following product codes (applicable product category is shown):

072	Kerosene – dyed
228	Diesel Fuel – dyed
B00	Biodiesel 100%
B01	Biodiesel blend 1%
B05	Biodiesel blend 5%
B20	Biodiesel blend 20%

B99	Biodiesel blend 99%
D00	Biodiesel 100% - dyed
D01	Biodiesel blend 1% - dyed
D05	Biodiesel blend 5% - dyed
D20	Biodiesel blend 20% - dyed
D99	Biodiesel blend 99% - dyed

### Column Instructions

Columns (1) & (2)	<b>Carrier</b> -Enter the name and FEIN of the company that transports the product. The term "various" or other generic terms is not acceptable.			
Column (3)	<b>Mode of Transport</b> -Enter the mode of transport. Use one of the following:			
	<b>J</b> = Truck	<b>R</b> = Rail	<b>B</b> = Barge	<b>PL</b> = Pipeline
	<b>S</b> = Ship	<b>BA</b> = Book Adjustment	<b>ST</b> = Stationary Transfer	<b>GS</b> = Gas Station
	<b>RT</b> = Removal from terminal (other than by truck or rail for sale or consumption)			
Column (4)	<b>Point of Origin/Destination</b> - Enter the location the product was transported from/to (City, State). When disbursements are received from a terminal, use uniform terminal codes.			
Column (5) & (6)	<b>Purchaser</b> -Enter the name and FEIN of the company that purchases the product. The term "various" or other generic terms is not acceptable.			
Column (7)	<b>Date Delivered</b> - Enter the date the product was delivered.			
Column (8)	<b>Document Number</b> - Enter the identifying number from the manifest issued at the terminal when product was removed over the rack. In the case of pipeline or barge movements, it is the pipeline or barge ticket number.			
Column (9)	<b>Gallons</b> - Enter the gross gallons disbursed.			
Column (10)	<b>Gallons</b> - Enter the net gallons disbursed.			

Provide a Page Total for Columns 9 and 10 on each page. Provide a Product Total for each schedule type and product type on the last page of each product type for that schedule. Carry the total of product totals for **gross** gallons for all product types forward to the appropriate disbursements line on the Biodiesel Fuel Distributor Report.

**RSA 260:38, I** Provides that "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."

Tabulated computer listings containing all of the required schedule data may be used, but must be attached to the proper schedule.





FORMS BDF 13C, 13H (Revised 03/2010)

# BIODIESEL FUEL DISTRIBUTOR REPORT

## Schedule of Tax-Paid Credits

### General Instructions

This form is required by RSA 260:38, I and is designated as forms BDF 13C and 13H. This form is to be completed by an authorized representative. This schedule provides detail in support of the amount shown as tax-paid credits on the Biodiesel Fuel Distributor Report. Each disbursement of product should be listed on separate lines.

### Identifying Information

**Company Name, License Number and FEIN:** Enter the name and numbers for the distributor shown on the distributor report.

**Schedule type:** A separate page is required for each schedule type. Enter one of the following schedule codes:

13C	Retail Sales to US Gov't and their agencies
13H	Retail Sales to Local or State Gov't and their agencies

**Product type:** A separate page is required for each product type. Enter one of the following product codes (applicable product category is shown):

072	Kerosene – dyed	B99	Biodiesel blend 99%
228	Diesel Fuel – dyed	D00	Biodiesel 100% - dyed
B00	Biodiesel 100%	D01	Biodiesel blend 1% - dyed
B01	Biodiesel blend 1%	D05	Biodiesel blend 5% - dyed
B05	Biodiesel blend 5%	D20	Biodiesel blend 20% - dyed
B20	Biodiesel blend 20%	D99	Biodiesel blend 99% - dyed

### Column Instructions

Columns (1) & (2)	<b>Carrier</b> -Enter the name and FEIN of the company that transports the product. These columns are not required.			
Column (3)	<b>Mode of Transport</b> -Enter the mode of transport. Use one of the following:			
	<b>J</b> = Truck	<b>R</b> = Rail	<b>B</b> = Barge	<b>PL</b> = Pipeline
	<b>S</b> = Ship	<b>BA</b> = Book Adjustment	<b>ST</b> = Stationary Transfer	<b>GS</b> = Gas Station
Column (4)	<b>RT</b> = Removal from terminal (other than by truck or rail for sale or consumption)			
Column (4)	<b>Point of Origin/Destination</b> - Enter the location the product was transported from/to (City, State). The point of origin must match the point of destination.			
Column (5) & (6)	<b>Purchaser</b> -Enter the name and FEIN of the company that purchases the product. The term "various" or other generic terms is not acceptable.			
Column (7)	<b>Date Delivered</b> - Enter the date the product was delivered.			
Column (8)	<b>Document Number</b> - Enter the identifying number from the manifest issued at the terminal when product was removed over the rack. In the case of pipeline or barge movements, it is the pipeline or barge ticket number.			
Column (9)	<b>Gallons</b> - Enter the gross gallons credited.			
Column (10)	<b>Gallons</b> - Enter the net gallons credited.			

Provide a Page Total for Columns 9 and 10 on each page. Provide a Product Total for each schedule type and product type on the last page of each product type for that schedule. Carry the total of product totals for **gross** gallons for all product types forward to the appropriate tax-paid credits line on the Biodiesel Fuel Distributor Report.

**RSA 260:38, I** Provides that "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."

Tabulated computer listings containing all of the required schedule data may be used, but must be attached to the proper schedule.