



# INSTRUCTIONS

## TERMINAL REPORT — SCHEDULE OF INVENTORIES

### General Instructions

Terminal Operator Inventory Schedule — provides detail in support of the amount(s) shown as beginning inventory and actual ending inventory on the terminal report.

Complete a separate schedule for each product type.

If you have questions or need assistance in completing this form, please call (573) 751-2611 or e-mail [excise@dor.mo.gov](mailto:excise@dor.mo.gov). You may also access the department's web site at [www.dor.mo.gov/tax/business/fuel/forms/](http://www.dor.mo.gov/tax/business/fuel/forms/) to obtain this form.

### Identifying Information

Company Name and FEIN: Enter the name, license number and FEIN for the terminal operator shown on the terminal report.

Terminal Code: Use the IRS Terminal Control Code.

### Column Instructions

Columns 1 and 2: **Supplier** — Enter name and FEIN of company that owns the product as reflected on the records of the terminal operator.

Column 3: **Beginning Inventory** — Enter the gallons held by each supplier at the beginning of the month.

Column 4: **Receipts** — Enter the total number of gallons received during the month for the account of each supplier.

Column 5: **Disbursements** — Enter the total number of gallons withdrawn during the month for the account of each supplier.

Column 6: **Gain (loss)** — Enter the number of gallons gained or lost during the month for the account of each supplier.

Column 7: **Ending Inventory** — Add the amounts in columns 3 and 4, subtract column 5, plus or minus column 6.  
Enter figure for ending inventory. This should agree with figure on Line 7 of the terminal operator report.