

TRAIN OPERATOR INFORMATION REPORT

DUE ON OR BEFORE	
YOUR ACCOUNT NO.	

CDTFA USE ONLY		
RA-B/A	AUD	REG
RR-QS	FILE	REF
EFF		

CALIFORNIA DEPARTMENT OF
TAX AND FEE ADMINISTRATION
RETURNS PROCESSING BRANCH
PO BOX 942879
SACRAMENTO, CA 94279-6069

**READ INSTRUCTIONS
BEFORE PREPARING**

Please check this box if this filing represents an **AMENDED REPORT**

As a train operator in California, you are required to report all exempt purchases of undyed diesel fuel, dyed diesel fuel and motor vehicle fuel for use in this state to the California Department of Tax and Fee Administration (CDTFA).

PRODUCT	GALLONS
1. Total gallons of ex-tax undyed diesel fuel purchased for use in this state (enter gallons from Schedule TO for all undyed diesel product codes).	1.
2. Total gallons of dyed diesel fuel purchased for use in this state (enter gallons from Schedule TO for all dyed diesel product codes).	2.
3. Total gallons of ex-tax motor vehicle fuel purchased for use in this state (enter gallons from Schedule TO for motor vehicle fuel).	3.

CERTIFICATION

I hereby consent to disclosure and authorize the CDTFA to release, as necessary, certain otherwise confidential transaction information regarding volumes, invoice numbers, bills of lading, locations, dates, or method of delivery of reportable products to any person identified by me in this report as being involved in a reported transaction for the sole purpose of verifying the accuracy of the reportable product transaction information concerning my transactions with such person as reported in this report.

I hereby certify that this report, including any accompanying schedules and statements, have been examined by me and to the best of my knowledge and belief is a true, correct, and complete report.

SIGNATURE	EMAIL ADDRESS	
PRINT NAME AND TITLE	TELEPHONE ()	DATE

Make a copy of this document and the accompanying schedules for your records.

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INSTRUCTIONS

TRAIN OPERATOR INFORMATION REPORT

GENERAL INFORMATION

The *Train Operator Information Report* allows California train operators to report their purchases of exempt diesel fuel and motor vehicle fuel products for use in this state.

This report includes a supporting receipt schedule, *Receipt Schedule TO - Train Operator (Schedule TO)*, on page (S3). *Schedule TO* is used to report each receipt of undyed diesel fuel, dyed diesel fuel and motor vehicle fuel (gasoline). There can be only one product type reported per page for the period. If additional space is needed, please photocopy the schedule before making any entries.

To obtain the latest information on any product codes or if you need help completing this form, please visit our website at www.cdtfa.ca.gov or contact us at the number listed at the bottom of page (S2B).

FILING REQUIREMENTS

Every train operator is required to report the total number of gallons of undyed diesel fuel, dyed diesel fuel and motor vehicle fuel purchased tax exempt for use in this state. *Schedule TO*, which details all of your ex-tax purchases of reportable fuel must also be completed. The *Train Operator Information Report* and *Schedule TO* must be filed with the CDTFA on or before the last day of the calendar month following the quarterly period shown on the face of the report. No remittance is due with this report.

Preparation of Schedule TO

A receipt schedule must be included with every *Train Operator Information Report*. Report one product code per page for the period. (Photocopy additional pages as required to report only one product code per page.) As mentioned above, a complete listing of all product codes can be viewed on our website at www.cdtfa.ca.gov. For each *Schedule TO*, complete the information in box (c) in the header of the schedule. Boxes (a) Company Name, (b) Account Number and (d) Month/Year will be completed for you.

Schedule TO - Train Operator Receipt Schedule

Use *Schedule TO* to report all receipts of undyed diesel fuel, dyed diesel fuel and motor vehicle fuel that were purchased for use in this state as a train operator.

- Column 1** Enter the name of the carrier that transported the product.
- Column 2** Enter the carrier's FEIN (Federal Employer Identification Number).
- Column 3** Enter the mode of transportation from the mode codes list.
- Column 4** Enter the point of origin/point of destination (enter the IRS terminal control number (TCN). If the product is not received from a terminal, enter the two-character U.S. Postal Service abbreviation for the state of origin. Obtain from the Postal Abbreviations list available on our website).
- Column 5** Enter the seller's name.
- Column 6** Enter the seller's FEIN.
- Column 7** Enter the date from the bill-of-lading, shipping document or manifest (enter as mm/dd/yy).
- Column 8** Enter the identifying number from the document provided that reflects the details of this transaction. This could be a bill-of-lading, shipping document or manifest. Both the train operator and the terminal operator must report the same document number to the CDTFA.
- Column 9** Enter the total net gallons for the transaction.
- Column 10** Enter the total gross gallons for the transaction.
- Column 11** Enter the total billed gallons for the transaction.

PREPARATION OF THE REPORT

- Line 1.** Enter the total gallons of ex-tax undyed diesel fuel purchased from Schedule TO. This total will include all of the page totals for any undyed diesel fuel product code types.
- Line 2.** Enter the total gallons of dyed diesel fuel purchased from Schedule TO. This total will include all of the page totals for any dyed diesel fuel product code types.
- Line 3.** Enter the total gallons of ex-tax motor vehicle fuel purchased from Schedule TO.

MODE CODES

MODE	MODE CODE
Truck	J
Pipeline	PL
Rail	R
Barge	B
Ship (ocean marine vessel)	S

For more information, visit our website at www.cdtfa.ca.gov. You may also call our Customer Service Center at 1-800-400-7115 (TTY:711); from the main menu, select the option *Special Taxes and Fees*. Customer service representatives are available Monday through Friday from 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays.

