

INSTRUCTIONS

SUMMARY BY LOCATION — UNDERGROUND STORAGE TANK MAINTENANCE FEE

GENERAL

Every owner of an underground storage tank shall file [CDTFA-501-TK](#), *Underground Storage Tank Maintenance Fee Return*, and this schedule showing the total number of gallons of petroleum products placed into the owner's tanks during the period covered.

This *Summary by Location* schedule is used to report location level detail of events that support [CDTFA-501-TK](#) and is a reporting requirement of the fee program. Additionally, the schedule must report each location owned even though you may not have placed any petroleum products into underground storage tanks during the reporting period for that location.

PREPARATION OF THE SCHEDULE

Prepare schedule and submit with [CDTFA-501-TK](#), to the California Department of Tax and Fee Administration (CDTFA). To file your schedule with the return online, go to www.cdtfa.ca.gov and select *File a Return*. The header information identifies the filer, the filer's account number, and the filing period. Filers are responsible for ensuring that all of these fields are properly completed before submitting this schedule.

Complete the following information:

Company Name. Enter company name. This should match the name provided in CDTFA correspondence.

Account Number. Enter account number. Do not include dashes in the numeric portion. For example, "044-012345" would be shown as "044012345."

Period. The period for which the schedule is reporting, using a "MMYY" format.

- **Filing Monthly:** Enter the month and year for which the schedule is reporting. For example, August 2017 (or any fraction thereof) would be "0817."
- **Filing Quarterly:** Enter the last month of the quarter for which the schedule is reporting. For example, the third quarter 2017 (July 1 through September 30, 2017 – or any fraction thereof) would be "0917."
- **Filing Calendar Year:** Enter the last month of the year for which the schedule is reporting. For example, the year 2017 (January 1 through December 31, 2017 – or any fraction thereof) would be "1217."
- **Filing Fiscal Year:** Enter the last month of the year for which the schedule is reporting. For example, the fiscal year 2017/18 (July 1, 2017 through June 30, 2018 – or any fraction thereof) would be "0618."

Each location must be reported even if you have not placed any petroleum products into underground storage tanks during the period. The information required for each location is:

- Column A.** The street address for the location.
- Column B.** The city name.
- Column C.** The five (5) digit ZIP code.
- Column D.** The location assessor's parcel number (APN).
- Column E.** The total number of gallons of petroleum products placed into all underground storage tanks at the location being reported. Do not report tank capacity.

Note:

Locations with no activity

You must report all underground storage tank locations during this period even if there was no activity. Complete columns A through D and enter zero (0) in column E.

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.