

AIRCRAFT JET FUEL DEALER TAX RETURN

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

DUE ON OR BEFORE	PERIOD BEGIN DATE	PERIOD END DATE
YOUR ACCOUNT NUMBER		

CALIFORNIA DEPARTMENT OF
TAX AND FEE ADMINISTRATION
RETURN PROCESSING BRANCH
PO BOX 942879
SACRAMENTO CA 94279-6145

CDTFA USE ONLY
EFF
PM
READ INSTRUCTIONS BEFORE PREPARING

Please check this box if this filing represents an **AMENDED RETURN**.

**REPORT WHOLE
GALLONS/DOLLARS
ONLY**

1. Total gallons <i>(enter from Tax Computation Worksheet, Section A)</i>	1.	
2. Rate of tax per gallon	2.	\$
3. Total amount of tax due <i>(multiply line 1 by line 2)</i>	3.	\$
4. Excess tax collected	4.	\$
5. Total tax <i>(add line 3 and 4)</i>	5.	\$
6. PENALTY: <i>(multiply line 5 by 10 percent [0.10] if payment made or tax return filed after due date shown above)</i>	PENALTY 6.	\$
7. INTEREST: One month's interest is due on tax for each month or fraction of a month that payment is delayed after the due date. The adjusted monthly interest rate is See our website for the Interest Rate Calculator .	INTEREST 7.	\$
8. TOTAL AMOUNT DUE AND PAYABLE <i>(add lines 5, 6, and 7)</i>	8.	\$

ENDING INVENTORY	GALLONS
1. Ending physical inventory of aircraft jet fuel	1.

For our privacy policy and notice, visit our webpage at www.cdtfa.ca.gov/privacy.htm, or go to www.cdtfa.ca.gov/formspubs/forms.htm and search for **CDTFA-324-GEN-WEB**, *Privacy Notice—Website—No Action Needed*.

I hereby certify that this return, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct, and complete return.		EMAIL ADDRESS	
SIGNATURE	PRINT NAME AND TITLE	TELEPHONE	DATE

MAKE CHECK OR MONEY ORDER PAYABLE TO STATE CONTROLLER.

Always write your account number on your check or money order. Make a copy of this document for your records.

MJ

TAX COMPUTATION WORKSHEET

SECTION A. TAXABLE TRANSACTIONS (TOTAL GALLONS)	FROM SCHEDULE	AIRCRAFT JET FUEL GALLONS
1. Taxable gallons of aircraft jet fuel sold	5	
2. Total gallons of aircraft jet fuel used by you as an aircraft jet fuel user	5Q	
3. Total gallons subject to tax <i>(add lines 1 and 2)</i> . Enter on line 1 of return.		

SECTION B. EXEMPTIONS (TOTAL GALLONS)	FROM SCHEDULE	AIRCRAFT JET FUEL GALLONS
1. Aircraft jet fuel exported	7	
2. Aircraft jet fuel sold to the United States Armed Forces	8	
3. Aircraft jet fuel sold tax exempt or used for purposes other than operating a jet aircraft	10A	
4. Aircraft jet fuel sold to aircraft jet fuel dealers	10B	
5. Aircraft jet fuel sold to aircraft manufacturers	10G	
6. Aircraft jet fuel sold to air common carriers	10K	
7. Total exemptions <i>(add lines 1 through 6)</i>		

INSTRUCTIONS

AIRCRAFT JET FUEL DEALER TAX RETURN

Payments: To make your payment online, go to our website at www.cdtfa.ca.gov and select *File & Make a Payment*. You can also pay by credit card on our website or by calling 1-844-445-8221. If paying by check or money order, be sure to include your account number. Make a copy of this document for your records.

GENERAL INFORMATION

Every dealer of aircraft jet fuel will use this tax return to pay the tax imposed on the sale of aircraft jet fuel to an aircraft jet fuel user or on the use of aircraft jet fuel by the dealer as an aircraft jet fuel user. **If you sell ex-tax aircraft jet fuel to another aircraft jet fuel dealer, obtain the aircraft jet fuel dealer account number from the purchaser. If you purchase aircraft jet fuel ex-tax from an aircraft jet fuel dealer, provide the dealer with your aircraft jet fuel account number.**

FILING REQUIREMENTS

If you are required to register as an aircraft jet fuel dealer, you must file an *Aircraft Jet Fuel Dealer Tax Return* and supporting schedules with the California Department of Tax and Fee Administration (CDTFA) on a monthly basis. The tax return and any remittance owing, which must be made payable to the State Controller, must be filed on or before the last day of the calendar month following the reporting period to which it relates. Paying your tax or filing your tax return after the due date will result in interest and penalty charges. You must file a tax return even if no tax is due for the reporting period. Your tax return is not considered valid unless it is signed and dated in the space provided at the bottom of the first page. **To prepare the tax return, you must first complete the applicable schedules. Please do not send in blank schedules.**

ACCOUNTABILITY

You must report all transactions that you are required to report in Section A and Section B of this tax return on the supporting schedules. CDTFA will be comparing the information reported on your schedules with information provided by third parties. We will also be comparing your imports and exports of aircraft jet fuel against imports and exports reported to us by other states.

PREPARATION OF SCHEDULES

There are two types of supporting schedules included with every *Aircraft Jet Fuel Dealer Tax Return*: a Receipt Schedule and a Disbursement Schedule. For detailed information regarding preparation of schedules, see [CDTFA-810-FTE, Preparing Motor Vehicle Fuel Schedules and Diesel Fuel Schedules](#), available on our website. Refer to the section titled *Completion of Schedules* for instructions for completing schedules and information regarding specific schedules.

PREPARATION OF THE TAX COMPUTATION WORKSHEET

The Tax Computation Worksheet is provided to assist you in calculating the tax due and completing your return. (This worksheet should be kept with your records. Do not send the worksheet with your return.) When completing the schedules, please remember that tax is due on total gallons sold, including partial gallons; therefore, we suggest you round up or down to the nearest whole gallon to avoid reporting errors. Add the totals from column 11 and each of the schedules for all aircraft jet fuel to determine the total gallons to be included in the worksheet.

Section A. Taxable Transactions

- Line 1.** Enter the total gallons of taxable aircraft jet fuel sold by adding the totals from column 11 for each disbursement schedule code 5.
- Line 2.** Enter the total gallons of aircraft jet fuel used by you as an aircraft jet fuel user from column 11 for each disbursement schedule code 5Q.
- Line 3.** Enter the total gallons of aircraft jet fuel subject to tax during the reporting period by adding lines 1 and 2. Enter this total on line 1 on the front of the return.

Section B. Exemptions

- Line 1.** Enter the total gallons of aircraft jet fuel exported by adding column 11 for each disbursement schedule code 7.
- Line 2.** Enter the total gallons of aircraft jet fuel sold tax exempt to the United States Armed Forces by adding column 11 for each disbursement schedule code 8. Only sales to the Armed Forces of the United States for use in ships or aircraft or for use outside this state are tax exempt.
- Line 3.** Enter the total gallons of aircraft jet fuel sold tax exempt or used for purposes other than operating a jet aircraft by adding column 11 for each disbursement schedule code 10A.
- Line 4.** Enter the total gallons of aircraft jet fuel sold tax exempt to aircraft jet fuel dealers by adding column 11 for each disbursement schedule code 10B.
- Line 5.** Enter the total gallons of aircraft jet fuel sold tax exempt to aircraft manufacturers by adding column 11 for each disbursement schedule code 10G.

Line 6. Enter the total gallons of aircraft jet fuel sold tax exempt to air common carriers by adding column 11 for each disbursement schedule code 10K.

Line 7. Enter the total gallons of aircraft jet fuel sold tax exempt, exported, or used during the reporting period by adding lines 1 through 6 in Section B.

In addition to preparing the schedules above, you are required to report all imports of aircraft jet fuel, including bonded aircraft jet fuel, on schedule code 4 and all instate receipts on schedule code 2. Instate receipts include all gallons of aircraft jet fuel purchased, refined, or produced by you.

PREPARATION OF THE RETURN

Before completing the return, prepare the applicable Receipt Schedules, Disbursement Schedules, and Tax Computation Worksheet, Sections A and B. You must sign, date, and mail your return to the address shown on page 1 of your return, with full payment by the due date. Be sure to make a copy for your records.

Line 1. Enter the total gallons on which tax applies from Section A, line 3 of the Tax Computation Worksheet.

Line 2. This is the current rate of tax for aircraft jet fuel.

Line 3. Enter the amount of tax due by multiplying line 1 by line 2. You should round tax due to the nearest whole dollar.

Line 4. If you have collected more than the amount due calculated on your return, enter the difference on this line.

Line 5. Total amount of tax due.

Line 6. If the tax payment is made, or your return is filed, after the due date shown on the front of this return, an additional 10 percent penalty is due.

Line 7. If the tax payment is made after the due date shown on the front of this return, an additional amount is due for interest charges.

Line 8. Add lines 5, 6, and 7. Enter the total amount due and payable, including late filing charges, if applicable.

Inventory

Line 1. Enter ending physical inventory of aircraft jet fuel.

AIRCRAFT JET FUEL SCHEDULE CODES/MODE CODES

Disbursement Schedules

5	Taxable Gallons of Aircraft Jet Fuel Sold	10A	Aircraft Jet Fuel Sold Tax Exempt or Used for Purposes Other than Operating a Jet Aircraft
5Q	Taxable Gallons of Aircraft Jet Fuel Used	10B	Aircraft Jet Fuel Sold to Aircraft Jet Fuel Dealers
7	Aircraft Jet Fuel Exported	10G	Aircraft Jet Fuel Sold to Aircraft Manufacturers
8	Aircraft Jet Fuel Sold to the United States Government Tax Exempt	10K	Aircraft Jet Fuel Sold to Air Common Carriers

Receipt Schedules

2	Instate Receipts	4	Imports of Aircraft Jet Fuel
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Mode Codes

B	Barge	PL	Pipeline
CE	Summary Information	R	Rail
GS	Gas Station	RT*	Removal from Terminal
J	Truck	S	Ship (Ocean Marine Vessel)

*RT - Removal from Terminal (other than by truck or rail) for sale or consumption. Aircraft Jet Fuel Dealers should use this code when the disbursement is from a hydrant system at an airport, or when the disbursement is from qualifying truck removals at a secured airport.

MAKE CHECK OR MONEY ORDER PAYABLE TO THE STATE CONTROLLER.

For more information, please 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 7:30 a.m. to 5:00 p.m. (Pacific time), except state holidays.