

Virginia Motor Vehicle Fuel Sales Tax Worksheet and Instructions

- Complete this worksheet and transfer the lines indicated by the arrows to the corresponding line numbers on Virginia Motor Vehicle Fuel Sales Tax Return (Form FT-102).
- The Dealer's Discount is allowable only when the return and payment are filed on time.
- See instructions for additional information.

1	Gross Sales of Fuel Only See instructions.																
2	Cost Price of Fuel (Enter the cost price of fuel purchased without payment of fuel tax and withdrawn from inventory for use or consumption.)																
3	Add Lines 1 and 2 [Enter on Line 3, Form FT-102]	◀															
4	Allowable Deductions																
a	Exempt Sales [Enter on Line 4a, Form FT-102] Enter the amount of exempt sales that you made during the period. Include any sales where delivery of the fuel was made outside a transportation district imposing the tax. Make sure this figure does not include any motor vehicle fuel sales tax.	◀															
b	Other Deductions [Enter on Line 4b, Form FT-102] Enter any other deduction allowed by law. For example, you may take a deduction for the amount of taxable fuel sales (excluding the motor vehicle fuel sales tax) that you wrote off during the period as bad debts provided you have not paid the tax on these sales to the Department of Taxation. Be sure to attach a schedule of other deductions to this worksheet.	◀															
c	Total Deductions (Add Lines 4a and 4b)																
5	Taxable Sales [Enter on Line 5, Form FT-102] (Line 3 less Line 4c) (This is the amount on which the tax must be computed.)	◀															
6	Tax [Enter on Line 6, Form FT-102] (2% of Line 5 or .02 X Line 5)	◀															
7	<p>a Dealer's Discount Rate - Dealer's discount is allowable only when your return and payment are made on time. To determine the dealer's discount rate, first add the taxable sales (Line 5) from each return you are required to file for this period. Use this total taxable sales figure and the chart below to determine the appropriate discount rate. Enter the discount rate on Line 7a. See instructions.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;"><u>Total Monthly Taxable Sales From All Locations</u></th> <th style="text-align: center;"><u>Dealer's Discount Rate</u></th> </tr> <tr> <th style="text-align: center;"><u>Is At Least</u></th> <th style="text-align: center;"><u>But Less Than</u></th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">\$0</td> <td style="text-align: center;">\$62,501</td> <td style="text-align: center;">.04</td> </tr> <tr> <td style="text-align: center;">\$62,501</td> <td style="text-align: center;">\$208,001</td> <td style="text-align: center;">.03</td> </tr> <tr> <td style="text-align: center;">\$208,001</td> <td></td> <td style="text-align: center;">.02</td> </tr> </tbody> </table>	<u>Total Monthly Taxable Sales From All Locations</u>		<u>Dealer's Discount Rate</u>	<u>Is At Least</u>	<u>But Less Than</u>		\$0	\$62,501	.04	\$62,501	\$208,001	.03	\$208,001		.02	
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\$208,001		.02															
b	Dealer's Discount [Enter on Line 7b, Form FT-102] (Line 6 X Line 7a)	◀															
8	Line 6 Less Line 7b [Enter on Line 8, Form FT-102]	◀															
9	Penalty for Late Filing and Payment [Enter on Line 9, Form FT-102] See instructions.	◀															
10	Interest for Late Filing and Payment [Enter on Line 10, Form FT-102] See instructions.	◀															
11	Total Amount Due [Enter on Line 11, Form FT-102] Add Lines 8, 9 and 10.	◀															

Do NOT mail. Worksheet is for your records only.

Virginia Motor Vehicle Fuel Sales Tax Instructions

General: The motor vehicle fuel sales tax applies to motor vehicle fuels that are sold at retail in a transportation district imposing the tax. For purposes of this tax, the retail sale is made in the county or city in which the purchaser takes delivery and not the locality in which the order was placed. The tax also applies to motor vehicle fuels that are purchased under a Certificate of Exemption and are withdrawn (for a taxable use) from an inventory (resale and other) located in a transportation district imposing the tax.

Do not report any non-fuel sales on these forms. If you sell repair parts, oil, tires, etc., these sales must be reported separately on the Retail Sales and Use Tax Return, Form ST-9.

Filing Procedure: Mail Form FT-102 (the return, voucher and schedules) with your payment to the **Department of Taxation, P.O. Box 26627, Richmond, Virginia 23261-6627** as soon as possible after the close of the reporting period but not later than the 20th day of the following month.

A return must be filed for each reporting period even if no tax is due.

Payments returned by the bank will be subject to a returned payment fee in addition to any other penalties that may be incurred.

Change of Ownership: If there has been a change of ownership, do not use the return with the name and account number of the former owner. Send the return with notice of change to the **Virginia Department of Taxation, P.O. Box 1114, Richmond, Virginia 23218-1114**. You can register a new dealer and/or locations, by either completing a Form R-1, Business Registration Application, or electronically using iReg on the Department's website, www.tax.virginia.gov.

Change of Address/Out-of-Business: If you change your business mailing address or discontinue your business, either send a completed Form R-3, Registration Change Request, or a letter to the **Virginia Department of Taxation, P.O. Box 1114, Richmond, Virginia 23218-1114**.

Questions: If you have any questions about this return, please call (804) 367-8037 or write the **Virginia Department of Taxation, P.O. Box 1115, Richmond, Virginia 23218-1115**.

Forms and instructions are available for download from our website, www.tax.virginia.gov, or by calling (804) 440-2541.

Preparation of Virginia Motor Vehicle Fuel Sales Tax Worksheet (FT-101) and Return (FT-102)

- Instructions for lines not mentioned below are on the worksheet.
- Transfer the items indicated by the arrows on the worksheet to the corresponding line numbers on Form FT-102, Virginia Motor Vehicle Fuel Sales Tax Return.
- Retain the worksheet as a part of your tax records; do not file it with Form FT-102.
- Transfer the amount on Line 11 of the Virginia Motor Vehicle Fuel Sales Tax Return, Total Amount Due, to the appropriate box on the Voucher located below the Return.

Line 1 Enter your total gross receipts from fuel sold during the period, whether for cash or credit. Gross receipts include the cost of the fuel, markup, federal excise tax, and state tax on motor fuel but does not include the motor vehicle fuel sales tax.

If your gross receipts include the motor vehicle fuel sales tax, this tax should be deducted before making the entry on Line 1. This may be done by taking gross receipts, subtracting any exempt sales that do not include the tax, and dividing the remainder by 1.02. For example, your gross receipts from fuel sales for a period are \$102,000 which includes the tax. Divide \$102,000 by 1.02 and enter the balance (\$100,000) on Line 1.

Line 2 Enter the cost price of fuel that you purchased without payment of the fuel sales tax for an exempt use and withdrew from inventory during the period for taxable use or consumption. Cost price includes your actual cost of the fuel and state and federal excise tax, but does not include markup. This item does not apply to fuel withdrawn from an inventory located outside a transportation district imposing the tax.

If you are unable to determine the cost price, you may use the sales price of the fuel to compute the tax liability. If you use the sales price, make sure that you exclude the motor vehicle fuel sales tax as explained on Line 1.

Line 7a The dealer's discount rate is based on total monthly cost of goods sold from all locations. You cannot take the dealer's discount unless you file the return and pay the tax by the due date. Compute your dealer's discount rate as follows:

If you file **only one return** (including a consolidated return), find your cost of goods sold on Line 5. Use this number to determine your discount rate from the table on Line 7a.

If you file **more than one return**, add the total monthly cost of goods sold from all locations. Use this number to determine your discount rate from the table on Line 7a.

Enter your dealer's discount rate on Line 7a.

Line 9 If you file the return and/or pay the tax after the due date, a penalty is assessed. The penalty is 6% of the tax due on Line 6 for each month or fraction of a month that the tax is not paid, not to exceed 30%. In no case will the penalty be less than \$10.00, **even if no tax is due**.

Line 10 If you file the return and/or pay the tax after the due date, interest is due. Interest is computed on the tax due on Line 6 at the rate established in Section 6621 of the *Internal Revenue Code of 1954*, as amended plus 2%.

Declaration and Signature: Be sure to sign, date and enter your phone number in the space provided on the back of the return.

Preparation of Schedule of Virginia Motor Vehicle Fuel Sales Tax (FT-102A)

If you need to allocate tax to any locality other than that in which your business is located, complete Form FT-102A, Schedule of Motor Vehicle Fuel Sales Tax.

Allocating the Tax: Gross sales, deductions, tax, and any applicable dealer's discount, penalty and interest must be allocated to the locality where delivery of the fuel takes place. For example, if gas is sold at a pump from an Alexandria location, the tax is allocated to Alexandria. However, if the fuel is sold by a dealer whose place of business is in Alexandria and the fuel is delivered to the purchaser in Falls Church, the tax must be allocated to Falls Church. The tax on any withdrawal from inventory for taxable use or consumption is allocated to the locality in which the fuel is located.

Preparation of Virginia Motor Vehicle Fuel Sales Tax Schedule (FT-102B)

- Form FT-102B must be filed each month by every refiner, commission distributor, independent jobber or other person who sells motor vehicle fuels within the cities of Alexandria, Falls Church, Fredericksburg, Manassas, Manassas Park and Fairfax and the counties of Arlington, Fairfax, Loudoun, Prince William and Stafford to customers purchasing for resale. Anyone selling motor vehicle fuels exclusively to persons for resale is not required to register and file Motor Vehicle Fuel Sales Tax Dealer Returns but must file Form FT-102B.

Note: Any refiner or other person who does not sell directly to motor vehicle fuel retailers, but sells exclusively to distributors who will resell the product to retailers, is not required to file Form FT-102B.

- Instructions for columns not mentioned below are on the worksheet.
- Col. 2** Enter the purchaser's motor vehicle fuel sales tax certificate of registration number. This number may be found on the resale exemption certificate, Form ST-10, that was provided by the purchaser to claim exemption.
- Col. 3** In the heading of Column 3, indicate the unit of measure (gallons, liters, etc.) by which you sell the fuel. In the remaining blanks, enter the total number of units sold to each purchaser during the period. Only one entry is needed for each customer even if several purchases are made during the period. For example, if you sold 1,000 gallons of diesel fuel, 2,000 gallons of regular gasoline and 5,000 gallons of unleaded gasoline to a customer during a period, you would enter 8,000 in this column.