



## INSTRUCTIONS FOR RETAILER'S SCHEDULE OF RECEIPTS (MF-90A)

**Please use a separate schedule of receipts for each different fuel type received.**

This schedule(s) provides detail in support of the amount(s) shown as receipts on line 2 of the Retailer's return.

### Column Instructions

#### Columns 1 and 2

Carrier - Enter the name and FEIN of the company that transports the products.

#### Column 3

Mode of Transport - Enter the mode of transport. Use one of the following:

**J = Truck, PL = Pipeline, B = Barge, R = Rail, S = Ship, and O = Other**

#### Column 4

Point of origin - Enter the city and state from which the product was transported.

#### Column 5

Acquired From - Enter the name of the company from which the product was acquired.

#### Column 6

Seller's FEIN - Enter the FEIN of the company from which the product was acquired (Company that is listed in column 5).

#### Column 7

Date Received - Enter the date the product was received.

#### Column 8

Document Number - Enter the identifying number from the document issued by terminal or licensed distributor.

#### Column 9

Net gallons - Enter the net gallons received.

#### Column 10

Gross gallons - Enter the gross gallons received.

#### PC

Product Code - Enter the appropriate product code.

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Go to [ksrevenue.org](http://ksrevenue.org) to set up an appointment at the Topeka or Overland Park office by using the Appointment Scheduler.