

**NEW YORK DEPARTMENT OF ENVIRONMENTAL CONSERVATION
 DIVISION OF MANAGEMENT & BUDGET SERVICES
 MAJOR PETROLEUM LICENSE FEE ANNUAL REPORT
 PERIOD FROM TO**

CUSTOMER NUMBER:

INVOICE NUMBER:

LICENSE NO.:

SERIAL ID NO.
(OFFICIAL USE ONLY)

CUSTOMER NAME:

ADDRESS 1:

ADDRESS 2:

CITY, STATE and ZIP CODE:

Your Federal Identification Number should always be referred to when corresponding with this Department.

IMPORTANT: READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS REPORT! Complete Items A thru R below and 1 thru 3 on page 2.

	TOTAL QUANTITY RECEIVED	BARRELS NOT SUBJECT TO LICENSE FEE & SURCHARGE (VESSELS ONLY)	BARRELS RECEIVED LICENSE FEE & SURCHARGE PREVIOUSLY PAID (see instructions for required documents)	BARRELS RECEIVED & USED BY FACILITY (Do not include any amounts from column C)	TOTAL BARRELS SUBJECT TO LICENSE FEE & SURCHARGE (A-B-C-D)	BARRELS TRANSHIPPED IN THEN SHIPPED OUT OF STATE	NET BARRELS SUBJECT TO LICENSE FEE (E-F)	NET BARRELS SUBJECT TO SURCHARGE (D+E-F)	LICENSE FEE RATE 9.5 CENTS (G * .095)	LICENSE FEE RATE 8.0 CENTS (D * .08)	SURCHARGE RATE 4.25 CENTS (H * .0425)	TRANSHIP SURCHARGE RATE 13.75 CENTS (F * .1375)	TOTAL LICENSE FEE AND SURCHARGE FEES DUES (I+J+K+L)
MONTH/YEAR	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)
Apr-__													
May-__													
Jun-__													
Jul-__													
Aug-__													
Sep-__													
Oct-__													
Nov-__													
Dec-__													
Jan-__													
Feb-__													
Mar-__													
If you failed to notify the Department of a change in your status that would require you to begin reporting on a monthly basis, a report will be sent to you informing you of the amount due plus late fee charges.													TOTAL OWED

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LICENSE NO.:

SERIAL ID NO. _____
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- 1) Has there been any changes of conditions with respect to your facility which substantially changes the circumstances under which your license was issued or renewed?
{ } Yes { } No
If "Yes", enter date and explain: _____
- 2) Has ownership changed during the calendar year covered by this report?
{ } Yes { } No
If "Yes", enter date and explain: _____
- 3) I certify under penalty of perjury, that the information contained in this report is true, complete and correct.

Name of Firm _____ Telephone Number _____

Signature _____ Print Name _____ Title _____

Email _____ Date _____

STATE OF NEW YORK - DEPARTMENT OF ENVIRONMENTAL CONSERVATION
Division of Management and Budget Services
Instructions for Major Petroleum Facility License Fee Report

GENERAL INFORMATION

A. **FILING REPORTS** - Each annual report should be received by the Department of Environmental Conservation no later than the **twentieth day** of April. The report must be postmarked by midnight of the due date. Any annual report mailed to the Department of Environmental Conservation must be properly addressed and postage paid. Reports must be filed even if no petroleum was transferred during the year. If a certificate when submitted, is incorrect or insufficient, or the certificate is sent without payment due, it will not be accepted and therefore considered not filed.

B. **ADDITIONAL FEE FOR LATE PAYMENT** - Late payment of the annual license fee and surcharge is subject to an additional fee at the rate of 1% of the amount due per month.

C. **FINES** - Any licensee who willfully refuses to file an annual report, or to pay a license fee, surcharge and/or additional fee after a determination by the Department of Environmental Conservation, or files an annual report which is willfully false or willfully fails to keep the required supporting records may be subject to a fine, not to exceed two times the annual fee.

D. **REVISIONS IN LICENSEE IDENTIFICATION** - If the licensee's name, business address, federal identification number or license number is incorrectly shown on the form please indicate changes on the form.

INSTRUCTIONS

Column A. Total quantity received by the facility in full barrels during the reporting year. **A barrel means forty-two United States gallons at 60 degrees Fahrenheit.**

Column B. Barrels received not subject to license fee or surcharge (include on this line **only** petroleum received by vessels used for consumption on the vessel as fuel, lubricant, etc.).

Column C. Enter the total number of barrels on which license fee and surcharge have been previously paid, as documented by Secondary Transfer Certificate(s). You must keep the Secondary Transfer Certificates on file in the event your Major Petroleum Facility License fee report is selected for an audit.

Monthly Schedule of Deliveries forms must be sent in with the annual report for any quantities listed.

NOTE: Both the transferee and transferor must retain a copy of all Secondary Transfer Certificates (form 32-06-2(4/86)-7c. Licensees must comply with all instructions and regulations pertaining to the use of these certificates.

Column D. Enter the number of barrels of reportable product that was used exclusively by the facility and not for resale. DO NOT include any amounts recorded in Column C.

Column E. **Subtract** columns B, C and D from column A.

Column F. Enter the number of barrels transshipped to a **land based facility** but thereafter exported from this State for use outside the State and shipped to facilities outside the State.

Column G. **Subtract** column F from column E.

Column H. **Add** columns D and E and **subtract** column F.

Column I. **Multiply** column G times \$.095 (nine and one half cents) and enter amount.

Column J. **Multiply** column D times \$.08 (eight cents) and enter amount.

Column K. **Multiply** column H times \$.0425 (four and one quarter cents) and enter amount.

Column L. **Multiply** column F times \$.1375 (thirteen and three quarter cents) and enter the amount.

Column M. **Add** columns I, J, K and L and enter the amount.

TOTAL OWED. Add the amounts in column M for all months. If the total owed is greater than 0 (zero), remit amount due. Please make a check for this amount payable to: **NYS Department of Environmental Conservation**

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Lines 1 and 2. Please indicate with a check mark your answer to these two questions. If answered **yes**, enter date and an explanation. If more space is needed, submit explanation on an attachment.

Line 3. Please indicate the name and phone number of your firm and have an authorized employee of your firm affix their signature, title and date the form. Submit the form and your remittance, if applicable, to the following address:

NYS Department of Environmental Conservation, Regulatory & Petroleum Transfer Fee Unit, 625 Broadway 10th Floor, Albany, New York 12233-5013; (518) 402-9340 or (518) 402-9344

Additional information concerning the Major Petroleum Facility License Fee Program can be found on the internet at:

<http://public.leginfo.state.ny.us/lawssrch.cgi?NVLWO>

Select "Laws", then scroll down to "Laws of New York"

At the New York State Consolidated Laws page, please select: NAV, then select Article 12, parts one and two.

Copies of Secondary Transfer Certificates, Schedules of Deliveries and blank Major Petroleum License Fee Monthly Reports are available at:

<http://www.dec.ny.gov/chemical/4767.html>

To: