



MAJOR PETROLEUM LICENSE FEE MONTHLY REPORT

<b>License No:</b>	<b>Invoice Number:</b>	<b>Account Number:</b>
<b>Facility Address:</b>		<b>Remit To:</b>
<b>Name:</b> <b>Address1:</b> <b>Address2:</b> <b>City, State, Zip:</b>		NYS Department of Environmental Conservation Regulatory Fee Unit, Oil Spill 625 Broadway Albany, New York 12233-5013  <b>(PAY AMOUNT DUE ON LINE 15 IN FULL Make checks Payable to: NYS Dept. of Environmental Conservation Payment must be included with Report)</b>

Make any changes necessary to correct name or address but do not erase.  
 Your Federal Identification Number should always be referred to when corresponding with this Department.

<b>IMPORTANT: READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING RETURN - Answer ALL Items 1 thru 18 below.</b>			
REPORT FOR THE CALENDAR MONTH OF:	TOTAL BARRELS (A)	BARRELS SUBJECT TO LICENSE FEE (B)	BARRELS SUBJECT TO SURCHARGE (C)
1. Total Quantity Received During the Month.			
2. Barrels Received Not Subject to License Fee and Surcharge. (Vessels Only)			
3. Barrels Received On Which License Fee and Surcharge was Previously Paid; <b>**Include Schedule of Deliveries with report**</b>			
4. Barrels Received and Used By Facility (Enter amount in columns A and C) <b>**Do not include any amounts reported in column 3A**</b>			
<b>5. Total Barrels Subject to Full License Fee and Surcharge. (Line 1A Minus Lines 2A, 3A and 4A; Show this Amount in Columns: A, B and C)</b>			
6. Less: Barrels Transhipped to a Land Based Facility but thereafter Exported from this State for Use Outside the State and Shipped To Facilities Outside the State			
<b>7. Net Barrels Subject to License Fee. (Line 5B Minus Line 6B)</b>			
<b>8. Net Barrels Subject to Surcharge. (Line 4C Plus 5C, Minus Line 6C)</b>			
<b>CALCULATE FEE DUE</b>			
9. License Fee Rate 9.5 Cents Per Barrel. (Line 7B * .095)			
10. License Fee Rate 8 Cents Per Barrel Used By Facility (Line 4C * .08)			
11. Surcharge Rate 4.25 Cents Per Barrel. (Line 8C x .0425)			
12. Tranship Surcharge Rate 13.75 Cents Per Barrel. (Line 6C x .1375)			
<b>13. Total License Fee &amp; Surcharge Fees Due. (Line 9 Plus Lines 10 Thru 12)</b>			
14. Amounts Previously Underpaid/(Overpaid)			
<b>15. Total Monthly Fee &amp; Surcharges Due. (Line 13 Plus Line 14) (If Line 15 is Greater Than Zero, Remit Amount Due with This Report)</b>			

16. Has there been any change of conditions with respect to the facility which substantially changes the circumstances under which the License was issued or renewed?  
 Yes  No If "yes", enter date and explain \_\_\_\_\_

17. Has ownership changed during the calendar month covered by this report?  
 Yes  No If "yes", enter date and explain \_\_\_\_\_

18. I certify under penalty of perjury, that the information contained in this report is true, complete and correct.

Correct Name of the 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 monthly report should be received by the Department of Environmental Conservation no later than the **twentieth day** of the month immediately following. The report must be postmarked by midnight of the due date. Any monthly 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 month, except in those instances where the facility has been approved to file on annual basis. If a report when submitted, is incorrect or insufficient, or the report is sent without payment due (subject to law), it will not be accepted and therefore considered not filed.
- B. **ADDITIONAL FEE FOR LATE PAYMENT** - Late payment of the monthly 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 a monthly report, or to pay a license fee, surcharge and/or additional fee after a determination by the Department of Environmental Conservation, or files a monthly 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 or license number is incorrectly shown on the form please indicate changes on the form.

**INSTRUCTIONS**

- Line 1. Total quantity received by the facility in full barrels during the reporting month (e.g. if you are reporting for July, report the total quantity received during that month). **A barrel means forty-two United States gallons at 60 degrees Fahrenheit.**
- Line 2. Barrels received not subject to license fee or surcharge (include on this line only petroleum received by vessels and used for consumption on the vessel as fuel, lubricant, etc.).
- Line 3. Enter the total number of barrels on which license fee and surcharge have been previously paid, as documented by Secondary Transfer Certificate(s). A copy of the Schedule of Deliveries report (available at the website listed below) must be mailed with the monthly MOSF report in order for an amount to be entered here. You must keep the Secondary Transfer Certificates on file in the event your Major Petroleum Facility License fee report is selected for an audit.  
**NOTE:** Both the transferee and transferor must retain a copy of all Secondary Transfer Certificates. Licensees must comply with all instructions and regulations pertaining to the use of the certificate.
- Line 4. Barrels received and used by the facility for its operation and not to be resold or transferred. Enter amount in columns A and C.
- Line 5. Subtract lines 2, 3 and 4 from line 1 and enter remainder in columns A, B, & C.
- Line 6. Enter in column B & C the number of barrels transhipped to a **land based facility** but thereafter exported from this State for use outside the State and shipped to facilities outside the State. Amounts should be listed only by the first recipient in NYS of barrels received by land based facilities.
- Line 7. **Subtract** the amount on line 6B from line 5B and enter remainder in column B. This is the net barrels subject to the license fee.
- Line 8. **Add** lines 4C and 5C, then **Subtract** line 6C from the total of 4C and 5C and enter remainder in column C.
- Line 9. **Multiply** line 7B times \$.095 (nine and one half cents) and enter amount.
- Line 10. **Multiply** line 4C times \$.08 (eight cents) and enter amount.
- Line 11. **Multiply** line 8C times \$.0425 (four and one quarter cents) and enter amount.
- Line 12. **Multiply** line 6C times \$.1375 (thirteen and three fourths cents) and enter the amount.
- Line 13. **Add** the amounts from line 9, 10, 11 and 12 and enter the total.
- Line 14. An amount printed on the line represents monies **underpayment /(overpaid)** from previous reports.
- Line 15. From line 13, **add underpayments/subtract overpayments** on line 14 and enter result on this line. If line 15 is greater than 0 (zero), remit amount due. Please make a check for this amount payable to: **NYS Department of Environmental Conservation**
- Line 16&17. 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 a separate piece of paper.
- Line 18. Please indicate the name and phone number of your firm and have an authorized employee of your firm affix their signature, title, email address and date the form. Submit the form, and if applicable, supporting documentation and remittance 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.

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 the Secondary Transfer Certificates, Schedule of Deliveries and blank Major Petroleum License Fee Monthly reports are available at: <http://www.dec.ny.gov/chemical/4767.html>

To: