

(Rev. 7/26)

Form MF-R **must be uploaded electronically** with O-MF, O-MF1, or OP-216 using **myconneCT** at **portal.ct.gov/DS-myconneCT**.

(1) Carrier Name	(2) Carrier FEIN	(3) Mode	(4) Point of		(5) Acquired From	(6) Seller's FEIN	(7) Date Received	(8) Document Number	(9) Billed Whole Gallons
			Origin	Destination					
Total									

Receipts Schedule Instructions

When activity is reported on O-MF, O-MF 1, or OP-216, a MF-R or MF-D is required to be uploaded at the time of filing with DRS. The MF-R or MF-D must be transmitted as a comma-separated values (CSV) file.

Visit the DRS website at portal.ct.gov/DRS/myconneCT/Excise-File-Uploads for additional instructions on **Form MF-R, Motor Vehicle Fuels Tax Schedule of Receipts**, and **Form MF-D, Motor Vehicle Fuels Tax Schedule of Disbursements**.

Schedule 1	Report all purchases state excise tax paid from sources within Connecticut.
Schedule 2	Report all purchases state excise tax unpaid from sources within Connecticut.
Schedule 3	Report shipments from another state direct to customers in this state.
Schedule 4	Report gallons imported from another state into Connecticut storage.

Column Instructions

Column (1) and (2)	Carrier - Enter the name and federal Employer Identification Number (FEIN) of the company that transports the product.
Column (3)	Mode of Transportation - Enter the mode of transport. Use one of the following: J = truck R = rail B = barge PL = pipeline S = ship (ocean marine vessel)
Column (4)	Point of Origin/Destination - Enter the location the product was transported from and to. When received into or from a terminal, use the Internal Revenue Service (IRS) Terminal Control Number (TCN). These are available at www.irs.gov .
Column (5)	Acquired From - Enter the name and license number of the company the product was acquired from.
Column (6)	Seller's FEIN - Enter the FEIN of the company the product was acquired from.
Column (7)	Date Received - Enter the date the product was received for bulk transactions. Rack purchases may be consolidated by supplier for the month.
Column (8)	Document Number - Rack purchases, if not consolidated, must enter the identifying number from the document issued at the terminal. In case of pipeline or barge movements, it is the pipeline or barge ticket number.
Column (9)	Billed Whole Gallons - Enter the number of gallons sold. Round off to the nearest whole gallon.

General Instructions

Diesel fuel, #2 oil, propane, natural gas, jet fuel, biodiesel, and kerosene are reported on **Form OP-216, Special Fuel Tax Return**. Gasoline, gasohol, ethanol and aviation gas are reported on **Form O-MF, Motor Vehicle Fuels Tax Return**.

For Additional Information on the Motor Fuels Tax

Call the Business Tax Subdivision/Excise Tax Field Unit at **860-541-3224**, Monday through Friday, 8:30 a.m. to 4:30 p.m.

For the Latest News

Visit the DRS website at portal.ct.gov/DRS.

E-Services Update

Use **myconneCT** to file taxes, make payments, view filing history, and communicate with the agency simply and more efficiently on virtually any mobile device, including laptops, tablets, and smartphones, 24 hours a day, 7 days a week. For updated information, please visit the DRS website at portal.ct.gov/DRS-myconneCT.