

# Instructions for Form 720-CS

(Rev. July 2017)

For Use With Form 720-CS (Rev. September 2010)

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## Carrier Summary Report



Department of the Treasury  
**Internal Revenue Service**





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Section references are to the Internal Revenue Code unless otherwise noted.

## **Future Developments**

For the latest information about developments related to Form 720-CS, and its instructions, such as legislation enacted after they were published, go to [IRS.gov/Form720CS](https://www.irs.gov/Form720CS).

## **Reminders**

These instructions are for paper filers. Electronic filing is required for each return reporting 25 or more transactions a month. However, all taxpayers are encouraged to electronically file. File Form 720-CS electronically through the Excise Summary Terminal Activity Reporting System (ExSTARS). For more information on e-file and ExSTARS, visit the IRS website at [IRS.gov/Excise](https://www.irs.gov/Excise). Also, see Pub. 3536, Motor Fuel Excise Tax EDI Guide.

# **Photographs of Missing Children**

The IRS is a proud partner with the *National Center for Missing & Exploited Children® (NCMEC)*. Photographs of missing children selected by the Center may appear in instructions on pages that would otherwise be blank. You can help bring these children home by looking at the photographs and contacting 1-800-THE-LOST (1-800-843-5678) or [www.missingkids.com/home](http://www.missingkids.com/home) if you recognize a child.

## **General Instructions**

### **Purpose of Form**

Use Form 720-CS if you're a bulk transport carrier to report monthly receipts and disbursements of all liquid products at a storage location designated by a facility control number (FCN).

A liquid product is any liquid that is transported in or out of storage at a terminal or any other facility. See Table 2.

## **Who Must File**

Form 720-CS is required to be filed by bulk transport carriers (barges, ships, and pipelines) who receive or deliver reportable liquid products in or out of storage at a terminal, or any other location designated by an FCN.

Pipelines only file receipt or delivery transactions at an approved terminal.

## **When To File**

Form 720-CS must be filed monthly. The report is due the last day of the month following the month in which the transaction occurs.

If any due date for filing a return falls on a Saturday, Sunday, or legal holiday, you may file the return on the next business day.

Send your information return to the IRS using the U.S. Postal Service or a designated private delivery service to meet the “timely mailing as timely filing/paying” rule. See *Private Delivery Services*, later.

## **Where To File**

Send Form 720-CS to:

Internal Revenue Service  
Attn: Excise Unit  
Stop 5701G  
Cincinnati, OH 45999

Send the forms in a flat mailing (not folded). Don't staple, tear, or tape any of these forms. If you're sending a large number of forms in conveniently sized packages, write your name and EIN on each package and number the packages consecutively. Postal regulations require forms and packages to be sent by First-Class Mail.

## **How To Complete Form 720-CS**

Below are suggestions that will allow the IRS to process the submitted forms in the most economical manner.

1. If you need additional forms or schedules, you may use photocopies.
2. Although handwritten forms are acceptable, the IRS prefers that you

type or machine print data entries using 10- pitch (pica) or 12-pitch (elite) black type. Use block print, not script characters. Insert data in the middle of the blocks not touching other printing and guidelines, and take other measures to guarantee a dark black, clear, sharp image.

3. Don't enter 0 (zero) or "None" in data entry boxes when no entry is required. Leave the boxes blank unless the instructions specifically require that you enter a 0 (zero).

## **Substitute Form 720-CS**

If you want to prepare and use a substitute Form 720-CS, see Pub. 1167, General Rules and Specifications for Substitute Forms and Schedules. If your substitute Form 720-CS is approved, the form approval number must be printed in the lower left margin of each substitute form you file with the IRS.

## **Extension of Time To File**

First time request for a 30-day extension will be granted, if received in writing on or before the due date of the report. Additional extensions may be considered if received prior to the due date of the return. Send your request to:

Internal Revenue Service  
Attn: Excise Unit  
Stop 5701G  
Cincinnati, OH 45999

Requests also may be faxed to 859-669-5788.

## **Corrected Returns**

If you filed a return with the IRS and later discover you made an error, you must correct it as soon as possible. If you filed your return electronically, see Pub. 3536 for instructions.

When making a correction to a paper filed return, you must send in the first page of Form 720-CS and the schedule(s) that needs to be corrected with the "Void" box checked. Identify the transaction you're correcting,

either by highlighting or attaching an explanation. Then, complete another first page of Form 720-CS along with the corrected schedule(s) with the "Corrected" box checked. On the corrected schedule(s), only enter the information for the transaction you're correcting.

## **Recordkeeping**

Keep copies of information returns you have filed with the IRS or the data to reconstruct them for at least 3 years from the date of the return. Your records must be available at all times for inspection by the IRS.

## **Penalty**

**Failure to file correct information returns by the due date.** If you fail to file a correct information return by the due date and you cannot show reasonable cause, you may be subject to a penalty. The penalty applies if you fail to file timely, you fail to include all information required to be shown on a return, or you include incorrect information on a return. The penalty also applies if you report

an incorrect employer identification number (EIN) or fail to report an EIN where required.

## **Private Delivery Services**

You can use certain private delivery services (PDS) designated by the IRS to meet the “timely mailing as timely filing/paying” rule for tax returns and payments. Go to [IRS.gov/PDS](https://www.irs.gov/PDS) for the current list of designated services.

The PDS can tell you how to get written proof of the mailing date. For the IRS mailing address to use if you’re using a PDS, go to [IRS.gov/PDSstreetAddresses](https://www.irs.gov/PDSstreetAddresses) .



*A PDS can’t deliver items to P.O. boxes. You must use the U.S. Postal Service to mail any item to an IRS P.O. box address.*

## **Specific Instructions**

### **Name and Address**

Include the suite, room, or other unit number after the street address.

## **P.O. Box**

If the post office does not deliver mail to the street address and you have a P.O. box, show the box number instead of the street address.

## **Foreign Address**

Enter the information in the following order: city, province or state, and country. Follow the country's practice for entering the postal code. Don't abbreviate the country's name.

## **Contact Information**

Enter the name, daytime telephone number, fax number, and email address for the person who should be contacted to discuss this information return.

## **Identification Numbers**

### **Employer Identification Number (EIN)**

Enter your EIN. If you don't have an EIN, you may apply for one online. Go to the IRS website at [IRS.gov/EIN](https://www.irs.gov/EIN). You also may apply for an EIN by faxing or mailing Form SS-4, Application for Employer Identification

Number, to the IRS. If you have applied for an EIN but you don't have your EIN by the time you must file your information return, enter "Applied for" in any space where your EIN must be entered.

## **Form 637 Registration Number**

Enter the assigned IRS number. Regulations section 48.4101-1(c)(1) require pipeline operators, position holders, terminal operators, and vessel operators to be registered by the IRS. If you don't have a registration number, use Form 637, Application for Registration (For Certain Excise Tax Activities). Form 637 has information on how to apply for a registration number.

## **Carrier and Consignor Names and EINs**

EINs are used to associate and verify transactions you report to the IRS. Therefore, it's important that you furnish correct names and EINs for carriers and consignors on the forms sent to the IRS.

You may use Form W-9, Request for Taxpayer Identification Number and Certification, or your own form, to request an EIN from a carrier or a consignor. You may be subject to a penalty for an incorrect or missing EIN on an information return. See *Penalty*, earlier. You're required to maintain the confidentiality of information obtained on a Form W-9 relating to the taxpayer's identity and you may use such information only to comply with filing these information returns.

**Note.** Foreign persons may use the appropriate Form W-8. See the Instructions for the Requester of Forms W-8BEN, W-8ECI, W-8EXP, and W-8IMY.

## **Signature**

Form 720-CS must be signed by a person who has authority to sign.

## **Definitions**

**Approved terminal.** A terminal (see *Terminal* definition, later) that is operated by a taxable fuel registrant that is a terminal operator.

**Consignor.** The person that hires the carrier to transport liquid product.

**Exports.** Reportable products leaving the United States. Only the mode codes listed are allowed. For example, EB, ES, or EP (for pipeline). Reporting the destination country is optional. See Table 3.

**Facility control number (FCN).** A number that designates a storage location within the motor fuel distribution system, or the bulk transfer/terminal system, or renewable fuel production facilities. Facilities include approved refineries (RCN), terminals (TCN), biodiesel production facilities (BCN), or ethanol production facilities (ECN). The list of facilities can be found at [IRS.gov/Excise](https://www.irs.gov/Excise).

**Gross gallons.** The total product measured in U.S. gallons without temperature or barometric adjustments.

**Imports.** Reportable liquid products entered into the United States by an importer of record/enterer. Only the following mode codes listed are allowed. For example, IB, IS, or IP

(for pipeline). Reporting the country of origin is optional. See Table 3.

**Note.** An import is only reported when the product is first entered into the United States. Fuel is no longer characterized as an import after the fuel product enters the United States.

**Liquid product.** Any liquid that is transported into storage at any facility. Liquid products are specifically identified and reported separately by their product codes listed in Table 2. Product code 122 is used for any unlisted liquid that is used for blending into other products. Product code 092 is used for other unlisted liquids.

**Mode Codes.** The table below lists the mode codes.

**Table 1. Mode Codes**

|                                     |                              |                              |
|-------------------------------------|------------------------------|------------------------------|
| <b>B</b> barge                      | <b>IB</b> import by barge    | <b>EB</b> export by barge    |
| <b>S</b> ship (Great Lake or ocean) | <b>IS</b> import by ship     | <b>ES</b> export by ship     |
| <b>PL</b> pipeline                  | <b>IP</b> import by pipeline | <b>EP</b> export by pipeline |

**Net gallons.** Liquid product measured in U.S. gallons corrected to a temperature of 60° Fahrenheit or 15° Celsius and to a pressure of 14.7 pounds per square inch (psi).

**Terminal.** A taxable fuel storage and distribution facility that is supplied by pipeline or vessel and from which liquid products, such as taxable fuel, may be removed at a rack. However, the term does not include any facility at which gasoline blendstocks are used in the manufacture of products other than finished gasoline and from which no gasoline is removed. Also, the term does not include any facility where finished gasoline, undyed diesel fuel, or undyed kerosene is stored if the facility is operated by a taxable fuel registrant and all such taxable fuel stored at the facility has been previously taxed under section 4081 upon removal from a refinery or terminal.

**Transport carriers (bulk).** Includes pipelines, barges, or ships transporting reportable liquid products to or from facilities. Bulk transport carriers don't report crude oil movements.

**Vessel official number.** A number assigned by the U.S. Coast Guard for domestic vessels (generally, wholly owned by a U.S. citizen). For more information, go to [www.st.nmfs.noaa.gov/st1/CoastGuard/index.html](http://www.st.nmfs.noaa.gov/st1/CoastGuard/index.html). For international ships, an International Maritime Organization (IMO) number is used (issued by Lloyd's Register – Fairplay, Ltd. on behalf of the IMO at [www.imonumbers.Lrfairplay.com](http://www.imonumbers.Lrfairplay.com)).

## **Part II. Transactions for the Month**

Part II is used to report a monthly summary of the receipts and disbursements from FCNs by product code.



*Use only the product codes listed in Table 2.*

## **Schedule A. Carrier Receipts From a Facility**

Use this schedule to report each receipt of reportable liquid product at a facility. A

separate Schedule A must be used for each facility and product code.

## **Line 1**

Enter the product code from Table 2. Product code 122 (blending components, other) includes gasoline blendstocks as defined in Regulations section 48.4081-1(c)(3)(i) but not listed in the product code table.

## **Line 2**

**Column (a).** Enter the EIN of the company hiring the carrier.

**Column (b).** Enter the name of the company hiring the carrier.

**Column (c).** Enter the code from Table 1.

**Column (d).** If the mode code in column (c) is either a barge (B, IB, or EB) or a ship (S, IS, or ES), enter the vessel official number.

**Column (e).** Enter the date from the document in column (e) (mmddyyyy).

**Column (f).** Enter the identifying number from the document provided by the terminal operator to the carrier that reflects the details

of the transaction. This could be a bill of lading, manifest, inspection report, or other shipping document. Both the carrier and terminal operator must report the same document number.

**Column (g).** Enter the actual net gallons received from the facility.

## **Schedule B. Carrier Deliveries to a Facility**

Use this schedule to report each delivery of reportable liquid products to an FCN. A separate Schedule B must be used for each FCN and each product code.

**Facility Name/Number (FCN).** Enter the facility name and FCN.

### **Line 1**

Enter the product code from Table 2.

### **Line 2**

**Column (a).** Enter the EIN of the company hiring the carrier.

**Column (b).** Enter the name of the company hiring the carrier.

**Column (c).** Enter the mode code from Table 1.

**Column (d).** If the mode code in column (c) is either a barge (B, IB, or EB) or a ship (S, IS, or ES), enter the vessel official number.

**Column (e).** Enter the date from the document in column (f) (mmddyyyy).

**Column (f).** Enter the identifying number from the document provided by the carrier to the terminal operator when the product is delivered to the facility that reflects the details of the transaction. This could be the facility receipts document, pipeline ticket number, barge ticket number, inspection report, etc. Both the carrier and terminal operator must report the same document number.

**Column (g).** Enter the actual net gallons delivered to the terminal.

# **Unresolved Tax Issues**

If you have attempted to deal with an IRS problem unsuccessfully, you should contact the Taxpayer Advocate. The Taxpayer Advocate independently represents your interests and concerns within the IRS by protecting your rights and resolving problems that have not been fixed through normal channels.

While Taxpayer Advocates can't change the tax law or make a technical tax decision, they can clear up problems that resulted from previous contacts and ensure that your case is given a complete and impartial review

Your assigned personal advocate will listen to your point of view and will work with you to address your concerns. You can expect the advocate to provide you with:

- A "fresh look" at your new or ongoing problem,
- Timely acknowledgment,
- The name and phone number of the individual assigned to your case,

- Updates on progress,
- Timeframes for action,
- Speedy resolution, and
- Courteous service.

When contacting the Taxpayer Advocate, you should provide the following information.

- Your name, address, and taxpayer identification number (TIN).
- The name and telephone number of an authorized contact person and the hours he or she can be reached.
- The type of tax return and year(s) or period(s) (for quarterly returns) involved.
- A detailed description of the problem.
- Previous attempts to solve the problem and the office you contacted.
- A description of the hardship you're facing (if applicable).

You may contact a Taxpayer Advocate by calling a toll-free number, 1-877-777-4778. Persons who have access to TTY/TDD

equipment may call 1-800-829-4059 and ask for Taxpayer Advocate assistance. If you prefer, you may call, write, or fax the Taxpayer Advocate office in your area. See Pub. 1546, Taxpayer Advocate Service—Your Voice at the IRS, for a list of addresses and numbers. For more information, go to [IRS.gov/Advocate](https://www.irs.gov/Advocate).

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on these forms in order to carry out the Internal Revenue laws of the United States. Section 4101 and its regulations require you to file an information return with the IRS. Form 720-CS is used to report the information. Section 6109 requires you to provide your taxpayer identification number.

Routine uses of tax information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S.

commonwealths and possessions for use in administering their tax laws. We also may disclose this information to foreign countries pursuant to tax treaty and federal and state

agencies to enforce federal nontax criminal laws and to combat terrorism. If you fail to provide this information in a timely manner, you may be subject to penalties.

You're not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file these forms will vary depending on individual circumstances. The estimated average times are:

| <b>Form</b> | <b>Recordkeeping</b> | <b>Learning about the law or the form</b> | <b>Preparing, copying, assembling, and sending the form to the IRS</b> |
|-------------|----------------------|---|--|
| 720-CS      | 16 hr., 2 min.       | 30 min.                                   | 45 min.  |

**Comments and suggestions.** We welcome your comments about this publication and your suggestions for future editions. You can send us comments from [IRS.gov/FormsPubs](https://www.irs.gov/FormsPubs). Click on "More Information" and then on "Give us feedback." Or you can write to:

Internal Revenue Service  
Tax Forms and Publications  
1111 Constitution Ave. NW IR-6526  
Washington, DC 20224

Although we can't respond individually to each comment received, we do appreciate your feedback and will consider your comments as we revise our tax products.

Don't send the tax form to this address. Instead, see *Where To File*, earlier.

**Table 2. Product Codes**

| Product                              | Product Code           | Product                              | Product Code     |
|--------------------------------------|------------------------|--------------------------------------|------------------|
| Additive Miscellaneous               | 090                    | <b>Diesel Fuel Dyed (continued):</b> |                  |
| <b>Alcohol:</b>                      |                        | Diesel Fuel Low Sulfur Dyed          | 227              |
| Ethanol Mixture                      | E00 – E99 <sup>1</sup> | Diesel Fuel # 1 Dyed                 | 231              |
| Methanol Mixture                     | M00 – M99 <sup>1</sup> | Diesel Fuel # 4 Dyed                 | 153              |
| Aviation Gasoline                    | 125                    | Ethane                               | 052              |
| Benzene                              | 248                    | Ethylene                             | 196              |
| <b>Biodiesel:</b>                    |                        | Gasoline                             | 065              |
| Biodiesel Mixture                    | B00 – B99 <sup>1</sup> | Isobutane                            | 058              |
| Dyed Biodiesel Mixture               | D00 – D99 <sup>1</sup> | <b>Kerosene Undyed:</b>              |                  |
| <b>Blending Components:</b>          |                        | Kerosene Low Sulfur Undyed           | 145              |
| Blending Components Other            | 122 <sup>2</sup>       | Kerosene High Sulfur Undyed          | 147              |
| Butane, including Butane Propane Mix | 055                    | <b>Kerosene Dyed:</b>                |                  |
| ETBE                                 | 249                    | Kerosene Low Sulfur Dyed             | 073              |
| MTBE                                 | 093                    | Kerosene High Sulfur Dyed            | 074              |
| Napthas                              | 126                    | <b>Mineral Spirits:</b>              |                  |
| Pentanes, including Isopentane       | 059                    | Jet Fuel                             | 130              |
| Raffinates                           | 223                    | Excluded Liquid (Mineral Oil)        | 077              |
| TAME                                 | 121                    | Liquefied Natural Gas                | 225              |
| Toluene                              | 199                    | Marine Diesel Oil                    | 279              |
| Transmix                             | 100                    | Marine Gas Oil                       | 280              |
| Xylene                               | 076                    | Methane                              | 265              |
| Butylene                             | 198                    | Mineral Oils                         | 281              |
| Compressed Natural Gas               | 224                    | Propane                              | 054              |
| <b>Diesel Fuel Undyed:</b>           |                        | Propylene                            | 075              |
| Diesel Fuel # 1 Low Sulfur Undyed    | 161                    | Undefined (Other) Product            | 092 <sup>3</sup> |
| Diesel Fuel # 2 Low Sulfur Undyed    | 167                    | Crude (any)                          | 001 <sup>4</sup> |
| Fuel Oil # 1 Undyed                  | 150                    | Condensate (not Crude)               | 049 <sup>4</sup> |
| Diesel Fuel # 4 Undyed               | 154                    | Asphalt                              | 188 <sup>4</sup> |
| Diesel Fuel High Sulfur # 1 Undyed   | 282                    | Food                                 | 960 <sup>4</sup> |
| Diesel Fuel High Sulfur # 2 Undyed   | 283                    | Soy Oil                              | 285 <sup>4</sup> |
| <b>Diesel Fuel Dyed:</b>             |                        | Waste Oil                            | 091              |
| Diesel Fuel High Sulfur Dyed         | 226                    |                                      |                  |

<sup>1</sup>00–99 indicates the percentage of fuel or fuel mixture (for example, a fuel composed of 79% ethanol would be E79, 100% dyed biodiesel would be D00).

<sup>2</sup>Blending Components Other (122) does not include product codes 155, 249, 093, 076, 126, 059, 223, 121, 199, or 100.

<sup>3</sup>Undefined (Other) 092 does not include product codes 001, 049, 188, or 960.

<sup>4</sup>Generally, these codes are not intended to expand reporting to these categories. However, if these products go into or out of an approved terminal (TCN facility), they must be reported to allow full accountability of liquids at an approved terminal.

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**Table 3. Abbreviations**

| United States (US)   | Abbreviation |
|----------------------|--------------|
| Alabama              | AL           |
| Alaska               | AK           |
| Arizona              | AZ           |
| Arkansas             | AR           |
| California           | CA           |
| Colorado             | CO           |
| Connecticut          | CT           |
| Delaware             | DE           |
| District of Columbia | DC           |
| Florida              | FL           |
| Georgia              | GA           |
| Hawaii               | HI           |
| Idaho                | ID           |
| Illinois             | IL           |
| Indiana              | IN           |
| Iowa                 | IA           |
| Kansas               | KS           |
| Kentucky             | KY           |
| Louisiana            | LA           |
| Maine                | ME           |
| Maryland             | MD           |
| Massachusetts        | MA           |
| Michigan             | MI           |
| Minnesota            | MN           |
| Mississippi          | MS           |

**Abbreviations Cont'd**

| United States (US) | Abbreviation |
|--------------------|--------------|
| Missouri           | MO           |
| Montana            | MT           |
| Nebraska           | NE           |
| Nevada             | NV           |
| New Hampshire      | NH           |
| New Jersey         | NJ           |
| New Mexico         | NM           |
| New York           | NY           |
| North Carolina     | NC           |
| North Dakota       | ND           |
| Ohio               | OH           |
| Oklahoma           | OK           |
| Oregon             | OR           |
| Pennsylvania       | PA           |
| Rhode Island       | RI           |
| South Carolina     | SC           |
| South Dakota       | SD           |
| Tennessee          | TN           |
| Texas              | TX           |
| Utah               | UT           |
| Vermont            | VT           |
| Virginia           | VA           |
| Washington         | WA           |
| West Virginia      | WV           |
| Wisconsin          | WI           |
| Wyoming            | WY           |

| <b>Canadian (CA) Province/Territory</b> | <b>Abbreviation</b> |
|---|---------------------|
| Alberta                                 | AB                  |
| British Columbia                        | BC                  |
| Manitoba                                | MB                  |
| New Brunswick                           | NB                  |
| Newfoundland                            | NF                  |
| Northwest Territory                     | NT                  |
| Nova Scotia                             | NS                  |
| Nunavat                                 | NU                  |
| Ontario                                 | ON                  |
| Prince Edward Island                    | PE                  |
| Quebec                                  | QC                  |
| Saskatchewan                            | SK                  |
| Yukon Territory                         | YT                  |

| <b>Mexican (MX) State</b> | <b>Abbreviation</b> |
|---------------------------|---------------------|
| Aguascalientes            | AG                  |
| Baja California           | BJ                  |
| Baja California Sur       | BS                  |
| Campeche                  | CP                  |
| Chiapas                   | CH                  |
| Chihuahua                 | CI                  |
| Coahuila                  | CU                  |
| Colima                    | CL                  |
| Distrito Federal          | DF                  |
| Durango                   | DG                  |
| Guanajuato                | GJ                  |
| Guerrero                  | GR                  |
| Hidalgo                   | HG                  |
| Jalisco                   | JA                  |
| Mexico                    | EM                  |
| Michoacan                 | MH                  |
| Morelos                   | MR                  |
| Nayarit                   | NA                  |
| Nuevo Leon                | NL                  |
| Oaxaca                    | OA                  |
| Puebla                    | PU                  |
| Queretaro                 | QA                  |
| Quintana Roo              | QR                  |
| San Luis Potosi           | SL                  |
| Sinaloa                   | SI                  |
| Sonora                    | SO                  |
| Tabasco                   | TA                  |
| Tamaulipas                | TM                  |
| Tlaxcala                  | TL                  |
| Veracruz                  | VZ                  |
| Yucatan                   | YC                  |
| Zacatecas                 | ZT                  |