

General Instructions

Section references are to the Internal Revenue Code.

Changes To Note

- Form 8849 has been redesigned so that it can be read by machine. In addition, six new attachments to Form 8849 have been developed. Schedules 1 through 5 are used to make claims for the nontaxable uses (or sales) of fuels listed on the front of the form. Schedule 6 is used to make other excise tax claims. Filers need only complete and attach to Form 8849 the schedules that apply.
- Claimants are now allowed to file a claim for nontaxable use of fuels (Schedule 1) for any quarter of their income tax year.
- Lines have been added for nontaxable uses of undyed kerosene (Schedule 1) and sales by ultimate vendors of undyed kerosene (Schedule 2).

Additional Information

You may find the following publications helpful when preparing Form 8849. The publications have definitions of terms used in the instructions.

- **Pub. 510**, Excise Taxes for 1999, has more information on excise taxes.
- **Pub. 378**, Fuel Tax Credits and Refunds, has more information on nontaxable uses.

Purpose of Form

Note: You cannot claim any amounts that you took or will take as a credit on Schedule C (Form 720) or Form 4136.

Use Schedules 1 through 5 to claim refunds for nontaxable uses (or sales) of fuels. Form 8849 lists the schedules by number and title.

Use Schedule 6 for other claims, including refunds of excise taxes reported on:

- **Form 720**, Quarterly Federal Excise Tax Return including section 4091(d) claims;
- **Form 730**, Monthly Tax on Wagering;
- **Form 11-C**, Occupational Tax and Registration Return for Wagering; or
- **Form 2290**, Heavy Highway Vehicle Use Tax Return.

How To Fill In Form 8849 and Schedules

For Form 8849:

- Use a dark ink pen. The machines may not be able to read other colored ink or pencil.
- Print names and words in ALL CAPITAL LETTERS. Begin printing in the first box on the left. Leave a blank box between each name and word. If there are not enough boxes, print as many letters as there are boxes. Use hyphens for compound names; use one box for each hyphen.

Example of how to enter amounts on the schedule.

1 Nontaxable Use of Gasoline and Gasohol	(a) Type of use	(b) Rate <i>In cents per gal. Example: \$.184</i>	(c) Gallons <i>Enter whole gal. only.</i>	(d) Amount of refund <i>Do not use commas or \$ signs.</i>		(e) CRN
				Dollars	Cents	
a Gasoline	02	184	500	92		301
		184				
b Gasohol containing at least 10% alcohol	02	13	1000	130		

For the schedules:

- You may enter whole dollars in the **Amount of refund** column. **Do not** use commas or dollar signs. If you do round, leave the boxes for the cents amounts blank. See **How To Round** below.
- You do not have to use all the boxes for a column entry; do not fill in with zeros or dashes.

How To Round

Dollar amounts. You can drop amounts that are less than 50 cents, and increase amounts that are 50 cents or more to the next whole dollar. If you do round, do so for all amounts. But if you have to add two or more amounts to figure the amount to enter on a line, include cents when adding and only round off the total.

Gallon amounts. You must round the gallons to the nearest whole gallon. You drop amounts that are less than one-half gallon, and increase amounts that are one-half gallon or more to the next gallon.

Name and Address

Print the information in the spaces provided. See **How To Fill In Form 8849 and Schedules** above.

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

Foreign address. If your address is outside the United States, enter the information in the following order: city, state or province, and the name of the country. Follow the country's practice for entering the postal code. Do not abbreviate the country's name.

Taxpayer Identification Number (TIN)

Enter your employer identification number (EIN) in the boxes provided. If you do not have an EIN, enter your social security number (SSN). An incorrect or missing number will delay processing your claim.

Month Income Tax Year Ends

Enter the month your income tax year ends. For example, if your income tax year ends in December, enter "12" in the boxes. If your year ends in March, enter "03".

Signature

You must sign the Form 8849. Claims filed without a signature will be sent back to you. An unsigned claim is not considered filed.

Where To File

- For Schedules 1, 4, and 6 (except section 4091(d)), mail Form 8849 to:

Internal Revenue Service
Cincinnati, OH 45999-0002

- For Schedules 2, 3, 5, and 6 (only section 4091(d)), mail Form 8849 to:

Internal Revenue Service
 P.O. Box 312
 Covington, KY 41012-0312

Including the Refund in Income

Include any refund of excise taxes in your gross income if you claimed the taxes as an expense deduction that reduced your income tax liability. See Pub. 378 for more information.

Information for Completing Schedules 1-5

Note: *Your refund will be delayed or Form 8849 will be returned to you if you do not follow the required procedures or do not provide all the required information. See the instructions for each schedule.*

Complete each schedule and attach all information requested for each claim you make. Be sure to enter your name and TIN on each schedule you attach. Generally, for each claim, you must enter the:

- Period of the claim.
- Item number (when requested) from the Type of Use Table below.
- Rate (as needed). See the separate schedule instructions.
- Number of gallons.
- Amount of refund.

If you need more space for any line on a schedule (for example, you have more than one type of use) prepare a continuation sheet with the same information. Include your name and TIN.

Period of claim. Enter the period of the claim for each type of claim using the MMDDYYYY format. For example, the first quarter of 2000 for a calendar-year taxpayer would be entered from 01012000 to 03312000.

Type of use table. The table below lists the nontaxable uses of fuels. See the instructions for each schedule.

Item No.	Type of Use
01	On a farm for farming purposes
02	Off-highway business use (for business use other than in a highway vehicle registered or required to be registered for highway use)
03	Export
04	In a boat engaged in commercial fishing
05	In certain intercity and local buses
06	For diesel fuel and kerosene in a qualified local bus
07	In a bus transporting students and employees of schools
08	For diesel fuel and kerosene used other than as a fuel in the propulsion engine of a train or diesel-powered highway vehicle (but not off-highway business use)
09	In foreign trade
10	In military aircraft
11	Certain helicopter and fixed-wing air ambulance uses
12	In a highway vehicle owned by the United States that is not used on a highway
13	Exclusive use by a nonprofit educational organization
14	Exclusive use by a state, political subdivision of a state, or the District of Columbia
15	In an aircraft or vehicle owned by an aircraft museum
16	For aviation fuel used other than as a fuel in the propulsion engine of an aircraft
17	As supplies for vessels or aircraft
18	For use in the production of special fuels

Additional Information for Schedules 1, 2, and 3

Annual Claims

An annual claim must be made on **Form 4136**, Credit for Federal Tax Paid on Fuels, for the income tax year during which the fuel was:

- Used by the ultimate purchaser,
- Sold by the registered ultimate vendor, or
- Used to produce gasohol.

The following claimants must use Form 8849 for annual claims:

1. The United States,
2. State and local governments, and
3. Organizations exempt from income tax under section 501(a) (provided that the organization is not required to file a **Form 990-T**, Exempt Organization Business Income Tax Return, for that taxable year).

For claimants included in 1-3 above, the annual Form 8849 for fuel used during the taxable year must be filed within the 3 years following the close of the taxable year. For these claimants, the taxable year is based on the calendar year or fiscal year it regularly uses to keep its books.

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form and schedules to carry out the Internal Revenue laws of the United States. We need it to figure and collect the right amount of tax. Subtitle F, Procedure and Administration, of the Internal Revenue Code allows refunds of taxes imposed under Subtitle D, Miscellaneous Excise Taxes. The form and schedules are used to determine the amount of the refund that is due to you. Section 6109 requires you to provide your taxpayer identification number (SSN, ITIN, or EIN). Routine uses of tax information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, and the District of Columbia for use in administering their tax laws.

You are 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 this form and schedules will vary depending on individual circumstances. The estimated average time is:

	Recordkeeping	Learning about the law or the form	Preparing, copying, assembling, and sending the form to the IRS
Form 8849	3 hr., 50 min.	18 min.	22 min.
Schedule 1	13 hr., 38 min.		13 min.
Schedule 2	6 hr., 56 min.	6 min.	13 min.
Schedule 3	3 hr., 50 min.		4 min.
Schedule 4	5 hr., 16 min.		5 min.
Schedule 5	3 hr., 7 min.	6 min.	9 min.
Schedule 6	6 hr., 13 min.	6 min.	12 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form and schedules simpler, we would be happy to hear from you. You can write to the Tax Forms Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001. **DO NOT** send Form 8849 to this address. Instead, see **Where To File** above.

