

## **CNG (COMPRESSED NATURAL GAS) VENDOR**

A CNG Vendor is a person engaged in the business of selling compressed natural gas for use in the engine fuel supply tanks of motor vehicles and is regulated by the Public Utilities Commission. For purposes of taxation, CNG must be converted into equivalent liquid gallons of gasoline at the rate of 120 cubic feet of natural gas at its natural service delivery line pressure to one volumetric gross gallon of gasoline.

In South Dakota utility companies are the only CNG Vendors. They are regulated by the Public Utilities Commission and must also be licensed by the Department of Revenue & Regulation as CNG vendors to do business in South Dakota. CNG vendors must collect and remit fuel tax on all CNG sold for use in motor vehicles.

### **Record Keeping/Acceptable Records**

To ensure that the correct amount of fuel tax is collected on all fuel used on South Dakota roads and highways, the law requires CNG Vendor to keep detailed records of all fuel transactions and deliveries. CNG Vendors will need these records to accurately complete tax returns and must present them to Department personnel if they are audited or have their licenses reviewed. Records are to be maintained for a period of at least 30 days at the delivery location or a location approved by the Secretary. All records must be preserved for the current year and the three preceding calendar years.

### **Purchase and Sales Records**

Licensed CNG Vendors must keep all purchase and sales invoices which must show the following:

- The seller's name and address, which shall be machine-printed or rubber stamped;
- The purchaser's name and address;
- The date of sale and delivery of the fuel;
- The number of gallons sold and delivered to the purchaser, the type of fuel and if diesel whether it was dyed or undyed;
- The price charged per gallon;
- The amount of fuel tax or sales tax charged, if any; and
- The total amount of the sales invoice

All invoices must be prepared on NCR (no carbon required) paper with double-faced carbon so that the back of the invoice bears a carbon impression of the data on the front.

### **Other Records Required of CNG Vendors**

Licensed CNG Vendors are required to keep fuel receipt and disbursement records in addition to those already discussed. The Secretary of Revenue & Regulation may require other pertinent records and papers necessary for the enforcement of fuel tax laws, including purchase records, journals, ledgers, payment records and banking records.

### **Payment and Reporting Schedule**

All fuel tax due from a CNG Vendor must be sent to the Department of Revenue & Regulation on or before the last day of the month following the month in which the CNG was sold. For example, a CNG Vendor would remit all tax collected in September by

October 31st. A monthly tax return providing all information requested by the Department must be submitted at the same time. If the last day of the month falls on a Sunday or legal holiday, the tax and report are due on the next business day.



# Compressed Natural Gas (CNG) Vendor Tax Return

<b>Mail</b>	<b>Remittance Center</b>
<b>Return To:</b>	<b>P.O. Box 5055</b>
	<b>Sioux Falls, SD 57117-5055</b>

**Check here if this is an amended return**

Report in WholeGross Gallons Only

<b>Column A</b>
Compressed Natural Gas (CNG)

## SALES SUMMARY

<b>1</b>	Gallons sold tax-exempt to U.S. government agencies for use in motor vehicles (Attach Uniform Schedule of Disbursements - Type 8)	<b>1</b>	
<b>2</b>	Gallons on which South Dakota fuel tax is due	<b>2</b>	
<b>3</b>	Total gallons used or sold for use in motor vehicles -- Add Lines 1 and 2	<b>3</b>	

## TAX CALCULATION AND REMITTANCE

<b>4</b>	Fuel Taxable Gallons -- Record Amount from Line 2 here	<b>4</b>	
<b>5</b>	Fuel Tax Rate	<b>5</b>	\$0.10
<b>6</b>	Fuel Tax Liability for this reporting period -- Multiply amount on Line 4 by tax rate on Line 5	<b>6</b>	\$
<b>7</b>	Interest and/or Penalty (If filing after due date)	<b>7</b>	\$
<b>8</b>	Balance Due or Credit from prior records (See Computer Notice)	<b>8</b>	\$
<b>9</b>	Total Remittance -- Add Lines 6 and 7, and add or subtract Line 8 (Depending on balance due or credit)	<b>9</b>	\$

I declare and affirm under the penalty of perjury that this report has been examined by me, and to the best of my knowledge and belief is in all things true and correct.

Signature	Title	Date
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## CNG Vendor Return Instructions

1. Report gallons sold tax-exempt to US Government agencies for use in motor vehicles – Attach Uniform Schedule of Disbursements – Type 8
2. Report gallons which South Dakota fuel tax is due.
3. Total gallons used or sold for use in motor vehicles – Add Lines 1 and 2
4. Fuel taxable gallons – Record amount from Line 2.
5. Tax rate
6. Fuel tax due – Multiply Line 4 by Line 5.
7. Interest and Penalty. Interest is calculated at 1.25% per month. First month is \$5 or 1.25%, whichever is greater. Penalty is calculated at 10% or \$10, whichever is greater, for filing a return late even if no tax is due.
8. Balance Due or Credit from prior reporting periods (See computer notice).
9. Total Taxes and Fees for this reporting period – Add Lines 6, 7 and add or subtract Line 8 (depending on balance due or credit).