

# Instructions for Form 720-CS

(September 2010)

## Carrier Summary Report



Department of the Treasury  
Internal Revenue Service

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

### 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 Internal Revenue Service (IRS) website at [www.irs.gov/excise](http://www.irs.gov/excise). Also, see Pub. 3536, Motor Fuel Excise Tax EDI Guide.

## General Instructions

### Purpose of Form

Use Form 720-CS if you are 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. Product Codes* on page 5.

### 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* on page 2.

### Where To File

Mail Form 720-CS to:

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

Send the forms in a flat mailing (not folded). Do not staple, tear, or tape any of these forms. If you are 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. Do not 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 may also 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 are 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 are 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 designated by the IRS to meet the “timely mailing as timely filing/paying” rule for tax returns and payments. These private delivery services include only the following:

- DHL Express (DHL): DHL Same Day Service.
- Federal Express (FedEx): FedEx Priority Overnight, FedEx Standard Overnight, FedEx 2Day, FedEx International Priority, and FedEx International First.
- United Parcel Service (UPS): UPS Next Day Air, UPS Next Day Air Saver, UPS 2nd Day Air, UPS 2nd Day Air A.M., UPS Worldwide Express Plus, and UPS Worldwide Express.

The private delivery service can tell you how to get written proof of the mailing date.



*Private delivery services cannot 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.*

## How To Get Tax Help

You can call the IRS toll free at 1-800-829-4933 for answers to your questions about completing Form 720-CS, excise tax information, or obtaining an employer identification number. You can get excise tax information on the IRS website at [www.irs.gov/excise](http://www.irs.gov/excise).

**Contacting your Taxpayer Advocate.** The Taxpayer Advocate Service is an independent organization within the IRS whose employees assist taxpayers who are experiencing economic harm, who are seeking help in resolving tax problems that have not been resolved through normal channels, or who believe that an IRS system or procedure is not working as it should.

You can contact the Taxpayer Advocate Service by calling toll-free 1-877-777-4778 or TTY/TDD 1-800-829-4059 to see if you are eligible for assistance. You can also call or write to your local taxpayer advocate, whose phone number and address are listed in your local telephone directory and in Publication 1546, Taxpayer Advocate Service - Your Voice at the IRS. You can file Form 911, Application for Taxpayer Assistance Order, or ask an IRS employee to complete it on your behalf. For more information, go to [www.irs.gov/advocate](http://www.irs.gov/advocate).



**Internet.** You can access IRS.gov, 24 hours a day, 7 days a week, to:

- Download forms, instructions, and publications;
- Order IRS products online;
- Research your tax questions online;
- Search publications online by topic or keyword;
- Use the online Internal Revenue Code, Regulations, and other official guidance;
- View Internal Revenue Bulletins (IRBs) published in the last few years;
- Sign up to receive local and national tax news by email; and
- Get information on starting and operating a small business.



**Phone.** Many services are available by phone.

- **Ordering forms, instructions, and publications.** Call 1-800-TAX-FORM (1-800-829-3676) to order current-year forms, instructions, and publications, and prior-year forms and instructions. You should receive your order within 10 days.
- **Asking tax questions.** Call the IRS with your tax questions at 1-800-829-1040.
- **Solving problems.** You can get face-to-face help solving tax problems every business day in IRS Taxpayer Assistance Centers. An employee can explain IRS letters, request adjustments to your account, or help you set up a payment plan. Call your local Taxpayer Assistance Center for an appointment.

To find the number, go to [www.irs.gov/localcontacts](http://www.irs.gov/localcontacts) or look in the phone book under *United States Government, Internal Revenue Service*.

• **TTY/TDD equipment.** If you have access to TTY/TDD equipment, call 1-800-829-4059 to ask tax questions or to order forms and publications.

• **TeleTax topics.** Call 1-800-829-4477 to listen to pre-recorded messages covering various tax topics.

• **Refund information.** To check the status of your 2010 refund, call 1-800-829-1954 during business hours or 1-800-829-4477 (automated refund information 24 hours a day, 7 days a week).

Wait at least 72 hours after the IRS acknowledges receipt of your e-filed return, or 3 to 4 weeks after mailing a paper return. If you filed Form 8379 with your return, wait 14 weeks (11 weeks if you filed electronically). Have your 2010 tax return available so you can provide your social security number, your filing status, and the exact whole dollar amount of your refund. Refunds are sent out weekly on Fridays. If you check the status of your refund and are not given the date it will be issued, please wait until the next week before checking back.

• **Other refund information.** To check the status of a prior year refund or amended return refund, call 1-800-829-1954.

**Evaluating the quality of our telephone services.** To ensure IRS representatives give accurate, courteous, and professional answers, we use several methods to evaluate the quality of our telephone services. One method is for a second IRS representative to listen in on or record random telephone calls. Another is to ask some callers to complete a short survey at the end of the call.



**Mail.** You can send your order for forms, instructions, and publications to the address below. You should receive a response within 10 days after your request is received.

Internal Revenue Service  
1201 N. Mitsubishi Motorway  
Bloomington, IL 61705-6613



**DVD for tax products.** You can order Publication 1796, IRS Tax Products DVD, and obtain:

- Current year forms, instructions, and publications.
- Prior year forms, instructions, and publications.
- Tax Map: an electronic research tool and finding aid.
- Tax law frequently asked questions.
- Tax Topics from the IRS telephone response system.
- Internal Revenue Code—Title 26 of the U.S. Code.
- Fill-in, print, and save features for most tax forms.
- Internal Revenue Bulletins.
- Toll-free and email technical support.
- Two releases during the year.
- The first release will ship the beginning of January 2011.
- The final release will ship the beginning of March 2011.

Purchase the DVD from National Technical Information Service (NTIS) at [www.irs.gov/cdorders](http://www.irs.gov/cdorders) for \$30 (no handling fee) or call 1-877-233-6767 toll free to buy the DVD for \$30 (plus a \$6 handling fee).

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## 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. Do not 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 do not have an EIN, use Form SS-4, Application for Employer Identification Number, to apply for one. You can get this form at Social Security Administration offices or by calling 1-800-TAX-FORM (1-800-829-3676). You can apply for an EIN online or by telephone, fax, or mail. See the Instructions for Form SS-4 for more information. If you have applied for an EIN but you do not 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 sections 48.4101-1(c)(1)(iii)(iv)(vi) and (vii) require pipeline operators, position holders, terminal operators, and vessel operators to be registered by the IRS. If you do not 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 is 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* on page 1. You are 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 below) 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 US. Only the mode codes listed are allowed. For example, EB, ES, or EP (for pipeline). Reporting the destination country is optional. See *Table 3. Abbreviations* on page 6.

**Facility control number (FCN).** A number that designates a storage location within the motor fuel, renewable fuel production, or the bulk transfer/terminal system. Facilities include approved terminals (TCN), biodiesel production facilities (BCN), or ethanol production facilities (ECN). The list of facilities can be found at [www.irs.gov/excise](http://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 US 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. Abbreviations* on page 6.

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

**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 Codes* on page 5. 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 do not 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 <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 <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. Product Codes on page 5.

### 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* on page 5. 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 on page 3.

**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. Product Codes* on page 5.

#### 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. Mode codes* on page 3.

**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.

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 may also 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 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 these forms will vary depending on individual circumstances. The estimated average times are:

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

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Do not send the tax form to this address. Instead, see *Where To File* on page 1.

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**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

**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.

**Table 3. Abbreviations**

<b>United States (US)</b>	<b>Abbreviation</b>
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

<b>United States (US)</b>	<b>Abbreviation</b>
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

<b>Mexican (MX) State</b>	<b>Abbreviation</b>
Durango	DG
Guanajuato	GJ
Guerrero	GR
Hildago	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