

**PROVINCE OF PRINCE EDWARD ISLAND  
INSTRUCTIONS FOR THE COMPLETION OF  
GASOLINE TAX AND CARBON LEVY SUMMARY REPORT**

**Identification Information**

**FTG - TAX** Gasoline Tax and Carbon Levy Summary Report (Gasoline) and Related Products

**FTD - TAX** Gasoline Tax and Carbon Levy Summary Report (Diesel) and Related Products

Please ensure that your company name and federal business number is recorded on each FTD-Tax Gasoline Tax and Carbon Levy Summary Diesel Report. Also make sure that the period being reported is clearly marked.

**NOTE:** When you input information into schedules FTD 1 through 7 and FTG 1 through 7, the information is automatically totaled and automatically updates the respective summary reports FTD-Tax and FTG-Tax. The summary reports automatically calculate the tax and levy amounts due.

<p><b>Line 1</b> Opening Untaxed Inventory</p>	<p>This line is used to record all inventory stored in PEI at the beginning of the month. <b>NOTE:</b> These amounts must equal the closing inventories on line 6 of the previous month's report.</p>
<p><b>Line 2</b> Refined or Manufactured within Jurisdiction</p>	<p>Report all products refined or manufactured in PEI during the month. Refined or finished product means product is ready and available for distribution to market.</p>
<p><b>Line 3</b> Imports from Out-of-Jurisdiction (FTD - 1 and FTG - 1)</p>	<p>This line includes all products imported from other jurisdiction whether purchased from other wholesalers and refiners or transferred in from your company. You must complete form FTD - 1 and FTG - 1. (Spreadsheet totals automatically and populates summary sheets.)</p>
<p><b>Line 4</b> Acquisitions within Jurisdiction (FTD - 2 and FTG - 2)</p>	<p>Include all products purchased or obtained from other Licensed collectors/agents through loan and exchange agreements within PEI. You must complete form FTD - 2 and FTG - 2. (Spreadsheet totals automatically and populates summary sheets.)</p>
<p><b>Line 5</b> Rebrands</p>	<p>This line is used to report the litres of each product that have been re-branded. The net effect of this line <b>must</b> always be zero in the totals column.</p>
<p><b>Line 6</b> Subtract: Closing Untaxed Inventory</p>	<p>Record the month-end inventories for each product. These amounts will represent the beginning inventories for your next month's report.</p>
<p><b>Line 7</b> Total Accountable Volumes</p>	<p>Calculate the accountable volumes for each product by adding lines 1 through 5 and subtracting line 6. (Summary spreadsheet automatically calculates this.)</p>
<p><b>Line 8</b> Exports Out-of-Jurisdiction (FTD - 3 and FTG - 3)</p>	<p>Record each product exported from PEI. Include sales to wholesalers, retailers and consumers in other jurisdictions as well as transfers to your own company in other jurisdictions. You must complete FTD - 3 and FTG - 3. (Spreadsheet totals automatically and populates summary sheets.)</p>
<p><b>Line 9</b> Disposition within Jurisdiction to Licensed Collectors (FTD - 4 and FTG - 4)</p>	<p>Record each product sold in PEI to Licensed collectors/agents within the Province. You must complete forms FTD - 4 and FTG - 4. (Spreadsheet totals automatically and populates summary sheets.)</p>

<p><b>Line 10</b> Gasoline Tax / Carbon Levy Exempt sales. (FTD - 5 and FTG - 5)</p>	<p>This line must include all volumes sold within PEI exempt of both the gasoline tax and the carbon levy. This will include sales to qualified exempt consumers who hold a combined Marked Gasoline / Marked Diesel Oil Permit under the <i>Gasoline Tax Act</i> and a Levy Exemption Permit under the <i>Climate Leadership Act</i>. You must complete forms FTD - 5 and FTG - 5 (Spreadsheet totals automatically and populates summary sheets.). You must include a list of the individual sales on the appropriate "Particulars of Fuel Sales to Consumers" report. Permit numbers would begin with 1, 2, 3, and 8. This would also include consumers who are exempt of both Gasoline Tax and Carbon Levy but would provide other "proof of exemption".</p>
<p><b>Line 11</b> Gasoline Tax Exempt Only sales to other consumers. (FTD - 6 and FTG - 6)</p>	<p>This line must include all volumes sold within PEI exempt of gasoline tax only. This will include sales to qualified tax exempt consumers who hold Marked Gasoline and Marked Diesel Oil Permit only but whose operation is NOT exempt of Carbon Levy . You must complete forms FTD - 6 and FTG - 6. (Spreadsheet totals automatically and populates summary sheets.) You must include a list of the individual sales on the appropriate "Particulars of Fuel Sales to Consumers" report. Permit numbers would begin with 4. This would also include consumers who are exempt of gasoline tax but would provide other "proof of exemption".</p>
<p><b>Line 12</b> Carbon Levy Exempt Only to other consumers. (FTD - 7 and FTG - 7)</p>	<p>This line must include all volumes sold within PEI exempt of the Carbon Levy only. This will include sales to qualified consumers who are exempt of the Carbon Levy but whose operations are NOT exempt of Gasoline Tax. You must complete forms FTD - 7 and FTG - 7. (Spreadsheet totals automatically and populates summary sheets.) You must include a list of the individual sales on the appropriate "Particulars of Fuel Sales to Consumers" report. These consumers would not hold a Levy Exemption Permit but would provide other "proof of exemption".</p>
<p><b>Line 13</b> Volume Adjustments</p>	<p>Report all volume adjustments made to inventories. Also, included bulk location dye injector rebrands, any pre approved bulk location volume adjustments and shrinkage. Losses due to contamination (accidental blends or slops) at bulk or retail storage locations must be reported to the department within 24 hours of the accident and may be deducted on this line once approval is received. Attach your calculations worksheet or report.</p>
<p><b>Line 14</b> Total Volumes Subject to Gasoline Tax</p>	<p>For all fuels, calculate the volume of each product subject to tax by calculating the sum of lines 8 through 13 less line 12 and deducting this total from line 7. (Summary spreadsheet automatically calculates this.)</p>
<p><b>Line 15</b> Total Volumes Subject to Carbon Levy</p>	<p>For all fuels, calculate the volume of each product subject to the levy by calculating the sum of lines 8 through 13 less line 11 and deducting this total from line 7. (Summary spreadsheet automatically calculates this.)</p>
<p><b>Line 16</b> Total Tax / Levy Before Adjustments</p>	<p>Calculate the total tax/levy due for each product by multiplying line 14 by applicable gasoline tax rate for each product to get the gasoline tax due, then by multiplying line 15 by applicable carbon levy rate for each product to get the carbon levy due and then adding the two totals together. (Summary spreadsheet automatically calculates this.)</p>
<p><b>Line 17</b> Adjustments and/or Tax / Levy Credits</p>	<p>This line is used to adjust tax/levy payable for approved adjustments (i.e., authorized over/under payments from previous month's remittances, late reported sales adjustments, and interim payment adjustments) which do not affect the volumes reported in lines 1 to 15. Attach your calculations worksheet or report. Record the adjustments in dollar amounts only.</p>
<p><b>Line 18</b> Net Tax / Levy Payable</p>	<p>Add positive dollar amounts or subtract negative dollar amounts on line 17 from line 16 to determine the Net Tax / Levy Payable. (Summary spreadsheet automatically calculates this.)</p>

<b>Line 19</b> Other adjustments	Any other adjustments not already addressed. Attach your calculations worksheet or report.
<b>Line 20</b> Total Tax / Levy Payable	Add positive dollar amounts or subtract negative dollar amounts on line 19 to Line 18 to determine the Total Tax Payable. The Total Tax Payable from page 1 is carried forward to line 20 on page 2 of the Gasoline and Carbon Levy Summary Report. (Summary spreadsheet automatically calculates this.)
<b>Line 21</b> Total Amount Payable	Add positive dollar amounts and subtract negative dollar amounts from lines 18 to 20 to determine the total amount payable. (Summary spreadsheet automatically calculates this.)