

Instructions for Completing Schedule of Diversions MF-360 Schedule 11

Who Should File This Schedule?

All Gasoline transported in a motor vehicle with a capacity of more than eight hundred fifty (850) gallons must be accompanied by a machine printed shipping paper/bill of lading which includes the 1) name of the seller, 2) name of the purchaser, 3) type of fuel transported, 4) amount of fuel transported, 5) origin state and destination state of the load, and 6) the destination state is Indiana. Anytime an incorrect shipping paper has been issued or fuel is diverted from the original destination state, a “diversion number” must be obtained from [Fuel Trac](http://www.fueltrac.us). The diversion number and the corrected information must then be entered on the shipping paper before the fuel can be transported. This schedule should reflect all loads of fuel that have been diverted during the reporting period.

The diversion is to be reported by the company diverting the fuel. The “diversion number” must be obtained before the diversion occurs. To obtain diversion numbers, contact www.fueltrac.us. Failure to comply may result in penalties including fines and/or impoundment, seizure and subsequent sale of your cargo.

Before You Begin

Enter your identifying information as it is reflected on your Indiana Gasoline Distributor License. Be certain to complete a separate schedule for each fuel product type.

Note: All loads of diverted fuel are to be reported on this schedule. This includes tax paid purchases diverted to out-of-state locations and imports into Indiana from another state, tax unpaid.

Column Instructions

Columns 1 and 2: Enter the name and Federal Identification Number (FEIN) of the company that transports the fuel. **This may be you.**

Column 3: Enter the mode of transport. One of the following codes should be used for each entry

J = Truck	PL = Pipeline
R = Rail	B = Barge
ST = Stock Transfer	BA = Book Adjustment
S = Ship (Great Lakes or Ocean Marine Vessel)	

Column 4: Enter the original destination state as printed on the manifest or bill of lading and the state to which the fuel is being diverted.

Column 5: Enter the terminal code number assigned by the IRS or BULK for bulk storage.

Columns 6, 7, 8, and 9: Enter the purchaser’s information, the date shipped, and the document number. Invoice numbers cannot be used in lieu of bill of lading or manifest number.

Column 10: Enter the net gallons.

Column 11: Enter the gross gallons.

Column 12: Enter the billed (invoiced) gallons. This should equal either the net or the gross gallons.

Column 13: Enter the diversion number assigned to you by Fueltrac. If you have not obtained a diversion number for each entry, contact [Fueltrac](http://www.fueltrac.us) for further assistance.