

MARYLAND DEPARTMENT OF THE ENVIRONMENT

Land and Materials Administration • Oil Control Program

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INSTRUCTIONS FOR COMPLETING THE OIL TRANSFER FEE REPORT

(Form MDE/LAND/LIC.013, December 2020)

- Effective January 1, 2021, the Oil Transfer Fee Report must be submitted on Form Number MDE/LAND/LIC.013 (revised December 2020).
- This form can be found at the following website:
<https://mde.maryland.gov/programs/LAND/OilControl/Pages/oiltransportation.aspx>
- The entire form must be completed. **Incomplete reports, or reports submitted on obsolete forms, will not be accepted.**

Who is responsible for reporting and paying the fees?

The person who is transferring oil must obtain an oil transfer license and thus is the licensee. "Transfer" means the offloading or onloading of oil in the State from or to any commercial vessel, barge, tank truck, tank car, pipeline, or any other means used for transporting oil. The fee must be paid by the first person (i.e. the licensee) who offloads or onloads oil to or from the State. There are no exemptions to this fee other than for shipments of oil in containers of less than 100 gallons capacity, which are exempt from the fee by regulation (COMAR 26.10.01.06).

Who does not need to report?

Carriers do not report product they transport into the State unless they are the licensee that is causing the oil to be transferred. Transfers of oil shipped in containers of less than 100 gallons capacity are exempt from the fee and should not be included on the Oil Transfer Fee Report.

STEP 1: Enter the name of your company and your OT number, as they appear on your Oil Transfer License.

STEP 2: Check off the appropriate quarter based on the months being reported. A report must be completed for each quarter. Even if no product was transferred, the report must be submitted listing zeros. The due date for each quarter is listed. **Reports must be postmarked no later than two days prior to the due date.**

STEP 3: On page 2 of the form, enter the months and year for the quarter being reported. For each month, under the appropriate method of transfer, enter the total gallons for each product transferred into the State. **Use whole gallons only.** For product transferred by vessel, the vessel name must be provided. A separate sheet may be attached if more space is needed to list multiple vessel names. Complete the Product Total column and sum those totals to determine the Total Gallons for each month. The Total Gallons for each month will be entered on the lines under Step 4 (A) on page 1 of the form.

STEP 4: On page 1 of the form, complete lines A through G to determine the fee amount for the quarter that will be sent with your report. Note that if you are claiming a deduction for an approved credit (line E.), you must include documentation for approved credit

STEP 5: After reviewing your report for accuracy, complete and sign the report. Include a current email address and telephone number where you can be reached if there are any questions.

STEP 6: Make check payable to the **Maryland Oil Fund**.

Mail your completed report **and** payment to:

Maryland Oil Fund
P.O. Box 1417
Baltimore MD 21203-1417.

Failure to use the correct post office box address may result in your report being delinquent.

Contact Information

If you have any questions concerning the completion of the Oil Transfer Fee Report, please contact the Administrative Resources Section of the Oil Control Program at 410-537-3442, or email Ms. Lisbeth Tolbert at lis.tolbert@maryland.gov or Ms. Fareeha Bajwa at fareeha.bajwa@maryland.gov.