

MARYLAND DEPARTMENT OF THE ENVIRONMENT

Land and Materials Administration • Oil Control Program

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Instructions for Completing the Oil Transfer License Fee Report Form MDE/LAND/LIC.013 (revision date 7/1/2015)

Effective July 1, 2015, the Oil Transfer License Fee Report must be submitted on Form Number MDE/LAND/LIC.013 (revision date of 7/1/2015.) This form can be found on our website at www.mde.maryland.gov. Both sides of the form must be completed. **Incomplete reports, or reports submitted on obsolete forms, will be returned.**

Who is responsible for reporting and paying the fees? The Licensee, which is typically the owner of the oil at the point of first transfer in the State of Maryland, must report all product for the month the transfer was made and pay the appropriately calculated fee. There are no exemptions to this fee.

Who does not need to report? Carriers do not report oil they transport into the State unless they are the owner of that product. Owners of product being transferred in containers less than 100 gallons capacity do not report that product. However, any amount of product delivered in bulk by truck tank or transport must be reported.

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: Go to the reverse side of the form and 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 in the State of Maryland. **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, to be entered in the gray boxes. These will be the totals entered in Step 4 (A) on the front of the form.

STEP 4: Return to the front side of the form and enter the total gallons for each month from Step 3 (back of form) in the appropriate spaces under line A. Complete lines B through G to determine the amount of payment that will be sent with your report. Make check payable to: **Maryland Oil Fund.**

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

STEP 6: Mail your 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.

If you have any questions concerning reporting procedures, you may contact Lis Tolbert, of the Oil Control Program, by telephone at 410-537-3461, or by email at lis.tolbert@maryland.gov.