

Monthly Special Fuel Pump Meter Reading Form Instructions

This report must be attached to your special fuel tax return (SF-4), if your company is licensed as a Special Fuel Dealer.

1. Enter business name, physical location, license number, month and year of report.
2. Enter meter readings taken on the last day of the prior month on Line 2, and the last day of the current month on Line 1, for each meter used to control disbursements and compute the gallons metered.
3. If a meter is replaced during the month, show the beginning and ending readings of the original meter under the proper number and then write in that pump number in a blank block and enter the beginning and ending readings of the new meter. Add both figures into total.
4. Add gallons metered across.
5. Line 3 - Add total gallons down to compute total gallons metered for the month.
6. Line 4 - Enter gallons not metered but removed from storage. (Returned to Supplier, contaminated, etc.)
7. Line 5 - Add total gallons metered or otherwise disbursed from storage for month (Line 3 + Line 4). This must equal total of line 6 on your tax return.
8. Attach to special fuel tax return (if licensed as a Special Fuel Dealer) and mail together by the 25th of the month following the month in which reported transactions occurred.

RETAIN A COPY FOR YOUR FILE. DO NOT SHOW TENTHS OF GALLONS; ROUND TO NEAREST WHOLE GALLON.

If there are additional questions, please contact our office at (302) 744-2711. For additional information, please visit our website at: <https://www.dmv.de.gov/services/TransServ/MFSF/index.shtml>.