



**INSTRUCTIONS FOR COMPLETING
THE TAX RETURN – EXEMPT
FUEL RETAILER (FIN 412)**

under the *Motor Fuel Tax Act* and *Carbon Tax Act*

Use this form to report clear gasoline, coloured gasoline, clear diesel, coloured diesel and/or propane only. If you sell fuels such as marketable natural gas or heating fuel, please contact us for information regarding taxation and reporting requirements.

Exempt Fuel Retailer Program Documentation

You must attach the *Schedule of Sales of Tax-Exempt Fuels to First Nations (FIN 412/2)* with your *Tax Return – Exempt Fuel Retailer (FIN 412)* when you submit it each month.

As you make exempt sales during the month, record the exempt sales on the **FIN 412/2** form and have your customers sign the form to confirm that they purchased that volume of fuel.

How to Complete Your Tax Return

Part B – Return Information

- Record the Payment Enclosed (Refundable) on the front of the **FIN 412** tax return and check the box that indicates if you are enclosing a payment or submitting a refund claim.
- If you are enclosing a payment, make the cheque payable to the Minister of Finance. If you are applying for a refund, the ministry will not issue a refund of less than \$10, but this amount will remain on your account and be applied to future balances.
- Record your Exempt Percentages issued to you with your permit. For more information, please see **Bulletin MFT-CT 002, Sales to First Nations Individuals or First Nations Bands, and the Exempt Fuel Retailer Program.**
- Attach all your fuel invoices and supporting records from the fuel supplier that show the fuel you purchased, the security you paid, and the date you purchased the fuel.

Part C – Taxpayer Certification

- An authorized representative of the business must sign and date this section. You must verify the completeness and accuracy of the return before signing.

Part D – Inventory and Sales Reporting

Please note: All volumes should be reported in litres. All percentages must be rounded to the nearest whole percentage point.

- Calculate the Total Exempt Sales from all of your *Sales of Tax-Exempt Fuels to First Nations (FIN 412/2)* for the month.
- Obtain your tank dip/volume records for the end of the last day of the previous month (opening inventory) and the tank dip/volume records for the end of the last day of this month (closing inventory) for each fuel type on this return.

Line 1: Opening Inventory (Litres)

Enter the volume of fuel in your tanks at the beginning of the first day of the month for each type of fuel.

Line 2: Total Purchases (Litres)

Enter total volumes purchased of each fuel type.

Line 3: Closing Inventory (Litres)

Enter the volume of fuel in your tanks at the end of the last day of this month for each fuel type.

Line 4: Total Volume of Fuel Sold in BC

Line 1 plus Line 2 minus Line 3.

Line 5: Exempt %

Enter the exempt percentage(s) as recorded in Part B.

Line 6: Total Tax-Exempt Volume

Multiply Line 4 volume by Line 5 percentage.

Line 7: Fuel Sold to First Nations Individuals and First Nations Bands

Report the Total Exempt Sales from your *Schedule of Sales of Tax-Exempt Fuels to First Nations (FIN 412/2)* for this month.

Line 8: Net Sales Volume

Line 6 minus Line 7. If the amount is negative, show the volume in brackets (refundable).

Part E – Motor Fuel Tax Payable (Refundable)

Line 9: Net Taxable (Refundable) Sales Volume

Enter the volume from Line 8.

Line 10: Motor Fuel Tax Rates

For the tax rates for your specific location, please see **Bulletin MFT-CT 005, Tax Rates on Fuels.**

Line 11: Motor Fuel Tax Payable (Refundable)

Multiply Line 9 by Line 10.

Box K Total

Add amounts from Line 11, Box F, G, H, I and J.

Part F – Carbon Tax Payable (Refundable)

Line 12: Net Taxable (Refundable) Sales Volume

For gasoline add the amounts from Line 9 Box A and B. For diesel add the amounts from Line 9 Box C and D. If the volume is negative, show the amount in brackets (refundable).

Line 13: Carbon Tax Rates

For the tax rates, please see **Bulletin MFT-CT 005, Tax Rates on Fuels.**

Line 14: Carbon Tax Payable (Refundable)

Multiply Line 12 by Line 13.

Box R Total

Add amounts from Line 14, Box O, P and Q.

Part G – Net Amount Payable (Refundable)

Line 15: Add the Totals from Line 11 Box K and Line 14 Box R

If you are enclosing a payment with this return or you are submitting a refund claim, indicate the amount in Part B – Return Information.

Completed Returns

Send the complete return package to the Ministry of Finance at the address provided on the form and include:

- Tax Return – Exempt Fuel Retailer (FIN 412),*
- Schedule of Sales of Tax-Exempt Fuels to First Nations (FIN 412/2),* and
- Payment, if required.

Contact Us

You can obtain additional copies of these forms and information on our website at gov.bc.ca/salestaxes

If you have any questions about how the *Motor Fuel Tax Act* and the *Carbon Tax Act* apply, contact us toll-free (in Canada) at **1 877 388-4440**, or by email at CTBTaxQuestions@gov.bc.ca