



## **INSTRUCTIONS FOR THE USE OF EXPORT REPORT**

This report must be filed for each month in which a licensed exporter is in business in the State of New Jersey. Each report must reach the Division of Taxation by the 20th day of the month following the report month.

The top of the form must be completed to show the month and year of the report period, the name, federal identification number, exporter's license number, address, city, state and postal zip code of the exporter filing the report.

Each individual sale must be listed in the report. Additional sheets may be used, if required. Failure to list a particular sale may result in tax liability for that sale. Use separate lines to report different components of the same sale, i.e.: when separate products, separate points of delivery or other differences are involved in a single sale. Columns are provided to report:

- The date that the product was purchased.
- From whom the product was purchased.
- The date that the product was exported.
- The number of gallons of product in that particular sale.
- The method of transportation used to export the product.
- The transportation company employed to export the product.
- The final destination of the product.

Copies of this form must be retained for a period of three years from the date of the report.

Each sale listed must correspond to a sale listed on form MFT-13. Be sure to identify sellers and buyers completely by footnotes if necessary.