Form **ST-3 Motor Fuel Instructions** (Rev.03/31/21) Effective for sales from May 1, 2021 - June 30, 2021

Georgia Department of Revenue Sales and Use Tax Return P.O. Box 105408 Atlanta, Georgia 30348-5408

Instructions

You are permitted to use this form only if you are a duly licensed motor fuel distributor reporting prepaid local sales taxes for on-road motor fuel and only if you are permitted to file paper forms. (For more information on the electronic filing mandate, please refer to Department of Revenue Rule 560-3-2-.26.) Do not report off-road fuel sales or use on this form. Report off-road fuel sales and use tax on Form ST-3 Sales and Use Tax Return.

This form must be filed with Form ST-3 Sales and Use Tax Return.

Note that the City of Atlanta no longer has a stand-alone jurisdiction code. Use 044ATE to report taxes imposed in the City of Atlanta, DeKalb County. Use 060ATE to report taxes imposed in the City of Atlanta, Fulton County.

- Step 1. Record the jurisdiction and the jurisdiction code. Use the jurisdiction codes provided on the sales and use tax rate chart for prepaid local tax rates.
- Step 2. Record the fuel type code. The fuel type codes are at the top of the form.
- Step 3. Record the number of taxable gallons from your books and records.
- Step 4. Record the average retail sales price for the fuel type. The prices associated with each fuel type are located at the top of the form.
- Step 5. Record taxable sales/use. Determine taxable sales/use by multiplying taxable gallons by the average retail sales price for the fuel type being reported.
- Step 6. Record the tax rate. Use the sales and use tax rate chart for prepaid local tax rates to determine the tax rate for the applicable jurisdiction.
- Step 7. Record the tax amount. To calculate the tax amount, multiply the taxable sales/use by the tax rate.
- Step 8. Add the tax amounts, record the total on line 18 of this form, and record the total tax in Part A and Part C of Form ST-3.

If more lines are needed to report sales, use Form ST-3 Motor Fuel Addendum.

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Sales & Use #	Period Ending	_ ' '	Amended Return	
Name:	FUEL TYPE	FUEL TYPE CODE	AVERAGE RETAIL SALES PRICE	
Address:	Gasoline	1	\$ 2.227	
Address.	 Diesel Aviation Gasoline 	2	\$ 2.514 \$ 3.000	
Address:	L.P.G.	4	\$ 1.954	
County of Business	Special Fuels (include	les CNG) 5	\$ 2.063	

Pre-Paid Local Sales Tax (Motor Fuel) Schedule

	ON-ROAD FUEL JURISDICTION FUEL JURISDICTION CODE TYPE				AVERAGE RETAIL TAXABLE GALLONS SALES PRICE			TAXABLE SALES/USE	* TAX AMOUNT	
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 $^{^{}st}$ Use the sales and use tax rate chart for prepaid local tax rates to determine the tax rate for the applicable jurisdiction.