

Form **ST-3 Motor Fuel Instructions** (Rev. 06/01/20) Effective for sales beginning July 1, 2020

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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 PO Box 105408  
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Sales & Use # \_\_\_\_\_ Period Ending \_\_\_\_/\_\_\_\_/\_\_\_\_ Amended Return

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

County of Business \_\_\_\_\_

FUEL TYPE	FUEL TYPE CODE	AVERAGE RETAIL SALES PRICE
Gasoline	1	\$ 1.410
Diesel	2	\$ 2.044
Aviation Gasoline	3	\$ 3.000
L.P.G.	4	\$ 1.954
Special Fuels (includes CNG)	5	\$ 1.323

**Pre-Paid Local Sales Tax (Motor Fuel) Schedule**

	ON-ROAD FUEL JURISDICTION	JURISDICTION CODE	FUEL TYPE	TAXABLE GALLONS	AVERAGE RETAIL SALES PRICE	TAXABLE SALES/USE	TAX RATE*	TAX AMOUNT
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17. ADDENDUM PAGE TOTALS ▶								
18. <b>TOTALS ▶</b>								

\* Use the sales and use tax rate chart for prepaid local tax rates to determine the tax rate for the applicable jurisdiction.