FUEL TAXES

Description

The Fuel Tax File defines all of the taxes on fuel (including sales tax on dyed diesel in some states).   The taxes you collect, report and pay to the designated taxing authorities - Federal, State, County and Other - are calculated and stored in detail based on the records in this file. Tax RATE changes are made here.

GL Notes: The Petro-Data system is set up to handle taxes separately (similar to accounting for sales tax). Inventory, fuel sales, cost of sales and profit are all booked without taxes. Taxes are usually accrued in a prepaid account in the GL. Taxes collected on fuel sales are either sent to an accrual account to offset the taxes paid on the fuel when it was purchased, or sent to a payable account. More information about this is given with the GL field descriptions (GL Tax Paid, GL Tax Collected) for the tax record. There are two master files in this module.

1.   Fuel Tax Records - Define each tax charged and and the <u>current rate</u>.
2.   Tax Authority Records - Group the tax codes by jurisdiction so each customer may be assigned a single code.

MENU SELECT

From the submenu, select *Fuel Taxes*.

1 Fuel Tax Add and Change

2 Fuel Tax File List

3 Tax Authority Add

4 Tax Authority List

5 Tax Authority Update

6 Future Tax Rate Update

7 Quit

FUEL TAX ADD AND CHANGE

Menu Select

From the Fuel Tax submenu, select - *Fuel Tax Add and Change*.

Fuel Tax

Enter a tax code (enter sequential numbers beginning with 1) F2 or magnifying glass to display existing codes. Use the lookup to identify the next available number for a new code.

'*Record not found. Do you want to add it?*
Y to add
N to start again without adding.

Tax Description

Enter a brief but complete description of this tax (ex. Federal Gasoline).
Include in the description:
1. Level of jurisdiction - Federal, State (or the name of the State, especially if you buy and sell in multiple States), County (the name of the County), or other (the name of the other taxing entity) in the description. For example, in Florida where there are county

taxes, one such tax code might have a description like 'Alachua County Gas'.
2. Type of fuel - gas, diesel, kerosene, ethanol, biodiesel.

Tax Type

Enter the Tax Type from the displayed options.
F - Federal - a fuel tax imposed by the Federal Government (Federal Excise Tax).
S - State - a fuel tax imposed by a State Government (Texas gasoline or diesel tax).
C - City - a fuel tax imposed by a City Government.
N - County - a fuel tax imposed by a County Government (Alachua County gasoline).
(For States with unusual tax requirements, contact Customer Support.)

Product Type

Enter a TAX TYPE for this fuel tax code (GAS, HSD, etc). The codes at the bottom of the screen are only examples. This field must match the 'TAX TYPE' field in the inventory item record.

Tax Calculation

Enter U if the taxes are calculated by multiplying the cents in the next field by the gallons.
Enter P if the taxes are calculated by multiplying the cost per gallon by the percentage rate in the next field (the percent is applied to the dollar subtotal instead of the number of gallons).

Fuel Tax/Gal

For 'U' records, enter the fuel tax rate per gallon or unit. (20.0000 is 20 cents)
For 'P' records, enter the percentage rate. (4 percent would be 4.0000).

State

If this is a STATE tax code and the Tax Type is S, enter the two-character State abbreviation where this rate applies (TX, FL, LA, etc).

City ID

Leave blank (standard version) unless you have a custom version that requires a City ID in the Tax Code field.

Fuel Taxable

Enter N if this item is not taxed by other fuel taxes.
Enter Y for the rare exception where other fuel taxes are charged on this tax..

Sales Taxable

Enter N if this item is not taxed by sales tax.
Enter Y for the rare exception where sales tax is charged on this tax..

GL Tax Paid

Enter a GL account for taxes updated on purchases. Leave blank if you are not linked to the General Ledger. This General Ledger Account is debited when purchase invoices are updated and vendors have billed this Fuel Tax (such as Federal). This account could be

an inventory, a prepaid account, or a Cost of Sales account. If maintained properly, this account could be the prepaid taxes on unsold fuel (fuel inventory).

GL Tax Col

Enter a GL account for taxes updated on sales. Leave blank if you are not linked to the General Ledger. This General Ledger Account is credited when sales invoices are updated and this tax is charged to the customer on the invoice. This is usually either the same account as 'GL Tax Paid' or a payable account if taxes are not paid to the vendor but collected and paid monthly or quarterly, or a Sales account.

General Ledger Note: If you set up the prepaid taxes to go directly to cost of sales and the collected taxes to go to sales, when you receive a refund for taxes prepaid on exempt sales, it must go against the cost of sales. Also, if you have inventory, the cost of sales includes taxes paid on unsold fuel. To adjust the cost, you can make a journal entry to inventory for those taxes and reverse it at the beginning of the next GL period.

Prepaid? (Y/N)

Enter Y if this fuel tax is billed by the vendor on the purchase invoice.
Enter N if this tax is reported and paid on fuel sold, not on fuel purchased.

Billed Net/Gross

Enter N if this fuel tax is charged on the net gallons.
Enter G if this fuel tax is charged on gross gallons.

License Number

This field is used in Florida for the COUNTY CODE for tax reports. Leave blank if this code is a Federal or State tax code or if this field is not needed for your tax reports. Enter your fuel tax license number, license year (last two numbers) and two-character permit type code, if needed.

Tax Category

Enter the user defined tax category for tax reporting (Ex: MFT, UST, EIF, POL).

User Code

Enter a tax user code. This field is used to group taxes into one line item on detail sales invoices. The User Description is printed on the invoice. The rates for all tax codes with the same 'Usercode' are added together. The total will print with the Description on the customer invoice (Ex: FG Florida Gasoline).

Sort Code

Enter a sort code for printing taxes in a certain order on a Sales Invoice.

OPTION BUTTONS.   Click on the button or press the underlined letter.

<Edit> Click on the field to be changed or Press E or click the Edit button to change a field.

<New> Click on New to enter another Fuel Tax Record.

<Next> Click on Next to display the next record.

<Prev> Click on Previous to display the previous record.

<Delete> Click to Delete to delete this record. A popup box with '*Are You Sure You Want to Delete This Record? (Y or N)?'* displays. Click the Y button to delete the record or the N button to proceed without deleting.

<Exit> Click on Exit to quit Fuel Tax file maintenance.

FUEL TAX FILE LIST

Description:

The Fuel Tax File List is a listing of all tax code records. The report could be used to verify the information entered in each record or to find the next available tax code number. This is <u>not</u> a report of tax gallons or dollars. See the Fuel Tax Report Module for those.

Menu Select:
From the Master File Maintenance submenu, select *Fuel Taxes.*
From the Fuel Tax menu, select *Fuel Tax File List.*

BEGIN INPUT

Printer.
Enter S to print the report on the screen.
Enter P to print to the printer and select the desired printer.
Enter F to print to a Text File and enter the full path and desired file name.
Enter Q to return to the menu without printing.

Enter the Date.
The current system date displays. Press *enter* to accept the default or enter a date for the report. This date has no effect on the report.

Is Everything Ok? (Y/N/P=Printer/Q=Quit).
Y - to print the report using the selected printer or screen.
P - <u>To change to a different</u> <u>printer or print option,</u>.
Q or N - to quit without printing.

```
Date: 08/03/2007                  Demo Company                       Page No.
 Time: 16:59:38              Fuel Tax File Report 08/03/2007              1


Code      Description               Type   Prod  Tax Form Type  Tax
F Tax.?   S Tax.?   Gl Tax Paid     Gl Tax Col     Prepaid?  Net/Billed
1         FEDERAL GASOLINE          Federal GAS          U    18.4000
    N          N    22020-         22020-               Y        N

2         STATE GASOLINE            State   GAS          U    20.0000
    N          N    22021-         22021-               Y        B

3         FEDERAL DIESEL            Federal LSD          U    24.4000
    N          N    22030-         22030-               Y        N
```

Sample Fuel Tax Report

TAX AUTHORITY ADD

Description

Tax Authorities define all the sales and fuel tax codes applicable in a specific geographical area. Every Federal, State, County, City, MTA or Other sales or fuel tax for the area must be joined into one record so that a sale or purchase made in that area will calculate and apply all the appropriate taxes.

Every customer record must have a Tax Authority Code to bill taxes during Sales Invoice Entry. Tax exemptions (sales tax and fuel tax) are defined on the tax screen in the customer record.

Every Terminal record must have a tax authority so that the prepaid taxes billed by the vendor can be accrued when the BOL is entered and brought into the Vendor's invoice in Purchase Entry.

Why Tax Authority Codes Are Needed

There are areas where each county has a separate tax rate for sales tax and/or different tax rates for fuel and oil. If you are required to collect taxes for multiple counties, a tax authority code must be set up for each one. The federal and state fuel taxes would be identical, but the county and other taxes could be different.

There is a COPY option to make setting tax authorities easier. Copy from a similar tax authority and then replace the old county codes with the new ones.

If you are in one of the states that has only state and federal fuel taxes and you are only responsible for the sales taxes in your particular city or county, then create only ONE tax authority code.

Tax Rates Changes

When tax rates change, enter the new rate in Fuel Tax File Maintenance, selection *Fuel Tax Add and Change*. Select the tax codes that need to be changed and make the rate changes. In order for the new rate to be reflected in each tax authority record, run *Tax Authority Update* on the same submenu. Verify the changes by entering a dummy invoice or checking a customer record in Accounts Receivable. The tax screen will reflect the tax codes with the new rates. Sales tax rates are changed in AR first and then corrected in the Tax Authority.

!See option 'FUTURE TAX RATE UPDATE' to enter rate changes ahead of time. This version also has an effective date so that the invoice date determines the rates used.

Menu Select.

From the Master File Maintenance menu, select Fuel Taxes submenu, then select *Tax Authority Add.*

Authority Code.
Enter a Tax Authority Code of up to 6 digits or characters. Use abbreviated state names, county names (Polk) , city names where the taxes apply (like SA for San Antonio in the example below) or just use a number. F2 will display existing authorities, Q to quit.

Authcode	Authdesc	Taxcode	S
TEXAS	TEXAS	1	1
TEXAS	TEXAS	8	
TEXAS	TEXAS	3	
TEXAS	TEXAS	0	
TEXAS	TEXAS	0	
TEXAS	TEXAS	1	
TEXAS	TEXAS	3	
TEXAS	TEXAS	5	
TEXAS	TEXAS	2	
TEXAS	TEXAS	4	
TEXAS	TEXAS	14	
TX	TEXAS	1	
TX	TEXAS	0	
TX	TEXAS	0	
TX	TEXAS	0	
TX	TEXAS	0	
TX	TEXAS	1	
TX	TEXAS	2	
TX	TEXAS	9	

No Filter   Cancel   OK

Tax Authority Lookup screen - authority CODE is listed in the first column.

Note: In the Tax Authority Lookup screen, each tax code in the tax authority is listed on a separate line. Select any line. Click <OK> and the entire tax authority will display after confirmation of the description and State.

If a NEW Tax Authority code is added '*Tax authority code not found. Do you want to add it? (Y/N)*' displays.

Description.
Enter a 20 character description of the taxing authority (San Antonio in the example below), the city or county name (Polk County) which identifies the taxing entity.

State Code.
Enter a 2-character abbreviation for the state for this authority (TX, FL, LA, etc.).

OK? (Y/N).
Verify the data, enter Y to continue or N to start over.

Note: The next step is to enter the tax codes for this authority, READ THE PROMPTS AT THE BOTTOM OF THE SCREEN for each line. Tax codes are requested in a certain order. Sales tax codes which are set up in Accounts Receivable are entered first, then the fuel tax codes are entered.

```
              Petro-Data  Demo *** Fuel Tax File Menu *** 01/18/2008

Authority Code   1             SAN ANTONIO              TX

Ln # Tax # Type  Description          Prod Type      Tax Amt   Calc Type
   1  1     S    SAN ANTONIO CITY TAX  ALL           1.1250
   2  2     S    BEXAR COUNTY          ALL           1.0000
   3  3     S    TEXAS SALES TAX       ALL           6.0000
   4  0     S    NONE                  ALL           0.0000
   5  0     S    NONE                  ALL           0.0000
   6  1          FEDERAL GASOLINE      GAS          18.4000       U
   7  2     F    STATE GASOLINE        GAS          20.0000       U
   8  5     S    STATE HSD TAX         HSD          20.0000       U
   9  3     F    FEDERAL DIESEL        LSD          24.4000       U
  10  4     F    STATE LSD TAX         LSD          20.0000       U



        Enter line # to chg           A - Add line      Q - Quit
        D - Delete                    S - Scan          C - Copy |
```

Enter Sales Tax Codes
There are <u>five</u> possible <u>sales tax codes</u> in the Tax Authority record (City, State, County, MTA, and Other). Sales tax codes are set up in Accounts Receivable, using *Tax Files, Sales Tax.*   In the screen above, each sales tax has a separate code, however, you can set up <u>ONE code in the sales tax file, usually coded as type 1 - City, with the combined rate (8.25%)</u>.

***Sales tax codes must be entered on the line that matches the 'Tax*

*Type' code in Sales Tax file maintenance.***

City Sales Tax Code.
Enter 0 (zero) for NONE, or press F2 to select a City Sales Tax Code form the lookup (must have *tax type 1*). If the code does not match the tax type, '*Taxing Authority Does Not Match, Press Enter'*. Information displays as shown on the screen above when a valid sales tax code is entered. At the OK Prompt, enter Y to continue, or N to enter a different tax code.

County Sales Tax Code.
Enter 0 (zero) for NONE or enter the County Sales Tax Code (must have *tax type 2*). The options and procedures listed for City Sales Tax Code also apply to this field.

State Sales Tax Code.
Enter 0 (zero) for NONE or enter the State Sales Tax Code (must have *tax type 3*).

MTA Sales Tax Code.
Enter 0 (zero) for NONE or enter the Metropolitan Transportation Authority (MTA) Sales Tax Code (must have *tax type 4*).

Other Sales Tax Code.
Enter 0 (zero) for NONE or enter any Other Sales Tax Code (must have *tax type 5*) that is not city, county, state, or MTA.

Enter Fuel Tax Codes

The number of fuel tax codes is unlimited since some states have county fuel taxes and other fees on fuel. All of the codes (Federal, State, County, Local, etc.) must be set up individually in Fuel Tax File Maintenance. Enter the codes one at a time until all tax codes applying to this Tax Authority record have been entered. Remember to include Federal codes in ALL tax authorities. They do not have to be entered in code number order. The order may be changed by the computer when you exit the record.

Note: The program will not alert you to duplicate tax codes. Once completed, use the scan option to verify the codes.

Enter a Fuel Tax Code.
The first fuel tax code should be on line 6. Enter Fuel Tax code, Q to Quit, F2 to Lookup and select.

When a valid code is entered or selected from the Lookup screen, it displays in the Tax Authority record as shown in the screen above.   At the OK Prompt, enter Y to continue or N to reenter the tax code.

More Codes or Quit.
Continue entering fuel tax codes until all the fuel, oil, grease, battery, and miscellaneous

tax codes which apply to this taxing authority are entered.

When one screen is full, use the 'S' scan option to continue to a new screen to add more.

Enter Q to Quit when all are entered.

```
Petro-Data Jobber Inventory                                                    _ | □ | ×

    F2-Lookup  F3-AR Inquiry  F4-Inv Inq


                Petro-Data  Demo *** Fuel Tax File Menu *** 01/29/2008

     Authority Code    SA          SAN ANTONIO          TX        Ok? (Y/N) Y

     Ln # Tax # Type  Description       Prod Type    Tax Amt   Calc Type
        1  1    S     SAN ANTONIO CITY TAX  ALL       1.1250
        2  2    S     BEXAR COUNTY          ALL       1.0000
        3  3    S     TEXAS SALES TAX       ALL       6.0000
        4  4    S     MTA                   ALL       0.5000
        5  0    S     NONE                  ALL       0.0000
        6  1          FEDERAL GASOLINE      GAS      18.4000       U
        7  2    F     STATE GASOLINE        GAS      20.0000       U
        8  3    F     FEDERAL DIESEL        LSD      24.4000       U
        9  4    F     STATE LSD TAX         LSD      20.0000       U
       10  5    S     STATE HSD TAX         HSD      20.0000       U



             Enter line # to chg      A - Add line      Q - Quit
             D - Delete               S - Scan          C - Copy
```

ACD Prompt. Select an Option:

Enter Line Number to Change.
If a tax code is incorrect for the Tax Authority, enter the line number of the incorrect code. Enter the correct code or 0 for no tax code if sales tax. If a fuel tax code is incorrect and there is no replacement, select Delete option to delete the line.

Add Line.
Enter A to add another fuel tax code to this Tax Authority. The procedure is the same as changing a tax code by line number. Scan to the next screen if there is no room to add on the current screen.

Delete.
Enter D to delete the entire Tax Authority OR to delete a tax code line.
'*Enter Line Number to Delete   or   A   to Delete All'* displays.

Enter the line number of the code to be deleted or enter A to delete the entire Tax Authority.
'*Are You Sure You Want To Delete? (Y/N)*' displays.
Enter Y to delete the tax code or the Tax Authority, or N to quit without deleting.

Scan.
Enter S to scan to the next screen of tax codes for this Tax Authority.   If all of the codes are displayed on one page, this option redisplays the current page.

Copy.
Enter C to copy this Tax Authority record to another Tax Authority.

> Enter the New Tax Authority Number
> Enter a Description for the new Tax Authority.
> OK? (Y/N). Enter N to change. Enter Y to continue. The record is created and displayed.
> Add, change, or delete tax code lines as needed for the new Tax Authority.

Quit. Enter Q to Quit.

TAX AUTHORITY LIST

Description:
The Tax Authority List shows all Tax Authority records in the file. Use it to verify the accuracy of the tax codes in each Tax Authority.

Menu Select:
From the Master File Maintenance Submenu, select - *Fuel Taxes.*
From the Fuel Taxes submenu, select - *Tax Authority List.*

BEGIN INPUT
Printer.
Enter S to print the report on the screen.
Enter P to print to the printer and select the desired printer.
Enter F to print to a Text File and enter the full path and desired file name.
Enter Q to return to the menu without printing.

Enter the Date.
The current system date displays.

Is Everything Ok? (Y/N/P=Printer/Q=Quit).
Y - to print the report using the selected printer or screen.
P - To change to a different printer or print option,.
Q or N - to quit without printing.

```
 Date: 01/29/2008                    Petro-Data  Demo                      Page No.
 Time: 13:11:13                 Tax Authority Report 01/29/2008                1




Authcode SA       SAN ANTONIO

Tax Code Description           Tax Rate  Prod Type   Tax Type     Category
    1    SAN ANTONIO CITY TAX   1.1250    ALL                     Sales Tax
    2    BEXAR COUNTY           1.0000    ALL                     Sales Tax
    3    TEXAS SALES TAX        6.0000    ALL                     Sales Tax
    4    MTA                    0.5000    ALL                     Sales Tax
    0    NONE                   0.0000    ALL         Other       Sales Tax
    1    FEDERAL GASOLINE      18.4000    GAS         Federal     Fuel Tax
    2    STATE GASOLINE        20.0000    GAS         State       Fuel Tax
    5    STATE HSD TAX         20.0000    HSD         State       Sales Tax
    3    FEDERAL DIESEL        24.4000    LSD         Federal     Fuel Tax
    4    STATE LSD TAX         20.0000    LSD         State       Fuel Tax
```

Sample Tax Authority File Report

TAX AUTHORITY UPDATE

<u>This option must be run or the tax changes will not be reflected in invoicing and purchasing.</u>

Description:

Fuel Tax Rate Changes:
> Change the rate in Fuel Tax Add and Change.
> Run <u>Tax Authority Update</u> to update tax rates in the Customer files.

Sales Tax Rate Changes:
> Change the rate in the Sales Tax File in Accounts Receivable.
> Display the tax authority and edit the line to pull the rate change into the record.
> Run <u>Tax Authority Update</u> to update tax rates in the Customer Files.

! Note: Sales and purchases in the unposted file will not be affected by the tax change unless you edit the line items. Be sure that all BOLs and sales invoices have been entered before making the tax changes. The invoices and BOLs do not have to be updated. The update will not change the taxes.

SEE 'FUTURE TAX RATE UPDATE' for tax rate changes with effective dates if you are downloading BOLs and entering invoices for two months at a time.

Menu Select:

> From the Master File Maintenance Submenu, select - *Fuel Taxes.*
> From the Fuel Taxes submenu, select - *Tax Authority Update.*

```
        Practice *** Update Tax Changes *** 12/12/2012



This program will insert fuel tax changes into the tax authority file.

Any past sales transactions will   n o t   be effected.

Please get everyone out of the Jobber System

Are you ready? (Y/N) |
```
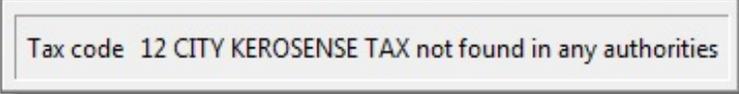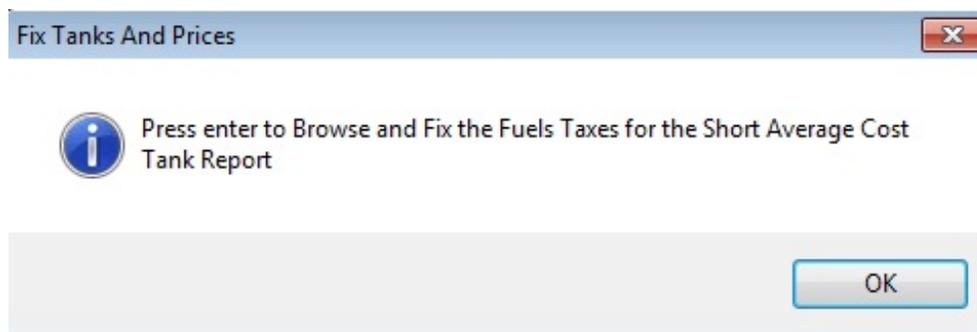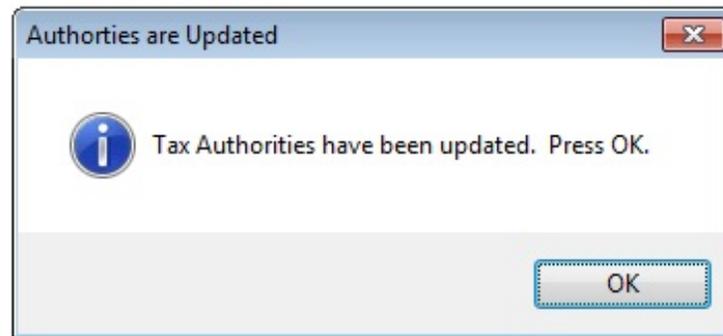
The process does not take very long.

Tax code 12 CITY KEROSENSE TAX not found in any authorities

If tax codes exist in your tax file that are not in any of the tax authorities, this message will display in the upper right corner of the screen. It is information only. Press <enter> to continue. If there are more, a message will display for each.

If you get an error message like 'file access denied', make sure everyone is out and run it again.

Authorties are Updated

Tax Authorities have been updated. Press OK.

OK

Fix Tanks And Prices

Press enter to Browse and Fix the Fuels Taxes for the Short Average Cost Tank Report

OK

Total tax amounts must be adjusted in consignment tanks in some cases - for commission calculations. The rank record displays so you can correct the total fuel tax amount. If you do not use this feature, or when fuel taxes have been updated, press Ctrl W to exit .

CTRL W to exit.

In some versions of the Special Price Report, taxes are retrieved from the customer tax authority.

In some versions, the taxes have to be corrected manually in the Special Price File. Taxes in the Special Price file are for reporting only - if you send customers their full price for the day. If you are not sure, call Petro-Data support.
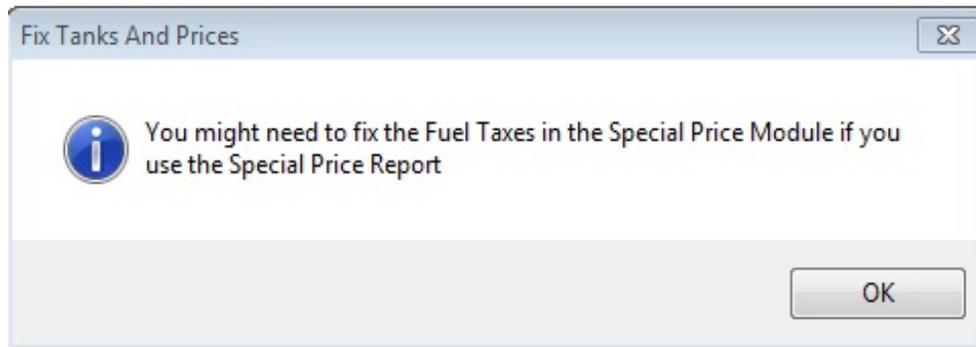
The menu returns after this final message.

FUTURE TAX RATE UPDATE

Description:

This feature allows you to enter tax rate changes before they are scheduled to take effect. After all invoices using the old rate have been entered, update the rate changes. Only invoices and BOLs entered AFTER the rates have been updated will use the new rates. Invoices and BOLs already entered will NOT be affected.
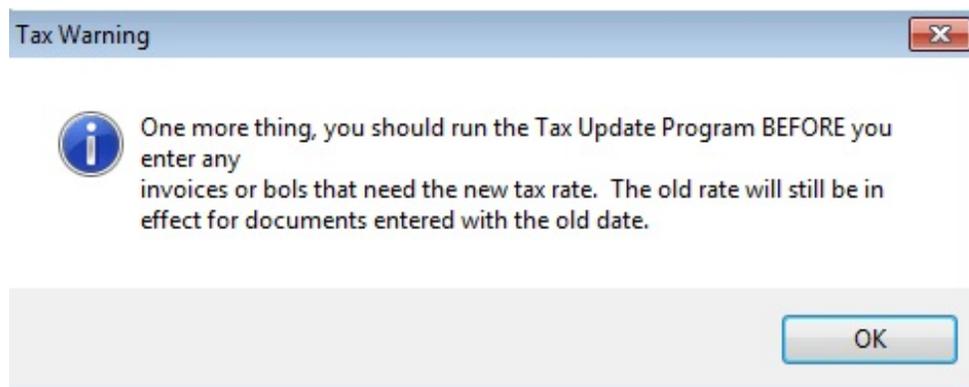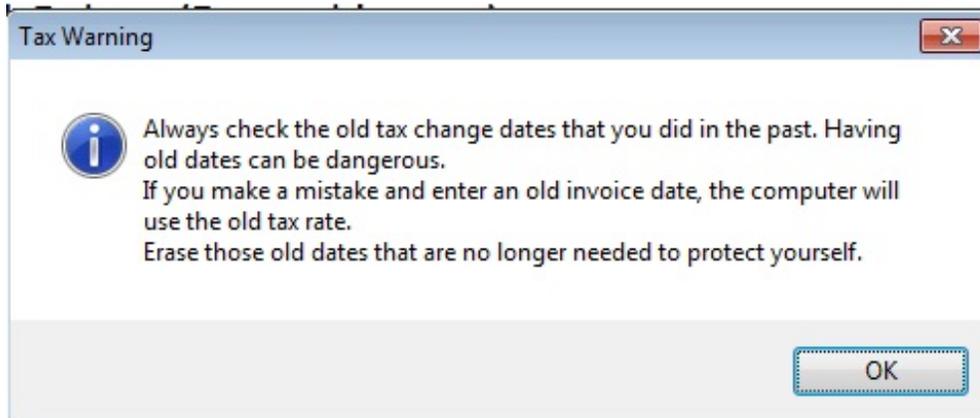
Menu Select:

From the Master File Maintenance Submenu, select - *Fuel Taxes*.
From the Fuel Taxes submenu, select - *Future Tax Rate Changes*.

```
1   Browse and enter new fuel tax rates
2   Browse and enter new sales tax rates
3   Update New Rates
4   Discontinue Using Old Rates (Precautionary)
Q   Quit

    Make a selection
```

1 Browse and Enter New Fuel Tax Rates

Tax Warning

Always check the old tax change dates that you did in the past. Having old dates can be dangerous.
If you make a mistake and enter an old invoice date, the computer will use the old tax rate.
Erase those old dates that are no longer needed to protect yourself.

OK

Tax Warning

One more thing, you should run the Tax Update Program BEFORE you enter any
invoices or bols that need the new tax rate. The old rate will still be in effect for documents entered with the old date.

OK

Enter <u>only rates</u> that need to be changed.
Rates with blank 'New Rate' will remain at 'Current Rate'.

New Fuel Tax Rates - <Ctrl W>=Quit

Taxcode	Name	Current Rate	New Rate	Eff Date	Old Rate	
1	FEDERAL GASOLINE	18.4000		/ /		
2	STATE GASOLINE	20.0000		/ /		
3	FEDERAL DIESEL	24.4000		/ /		
4	STATE LSD TAX	20.0000		/ /		
5	STATE HSD TAX	20.0000		/ /		
6	FL STATE GASOLINE TAX	7.0000		/ /		
7	FEDERAL PROPANE	20.0000		/ /		
8	STATE PROPANE	15.0000		/ /		
9	FED DYED DIESEL UST	0.1000		/ /		
10	CITY GAS TAX	1.0000		/ /		
11	COUNTY GAS TAX	1.0000		/ /		
12	CITY KEROSENSE TAX	0.5000		/ /		

2 Browse and Enter New Sales Tax Rates

The same Tax Warnings display as shown above.

New Sales Tax Rates - <Ctrl W>=Quit

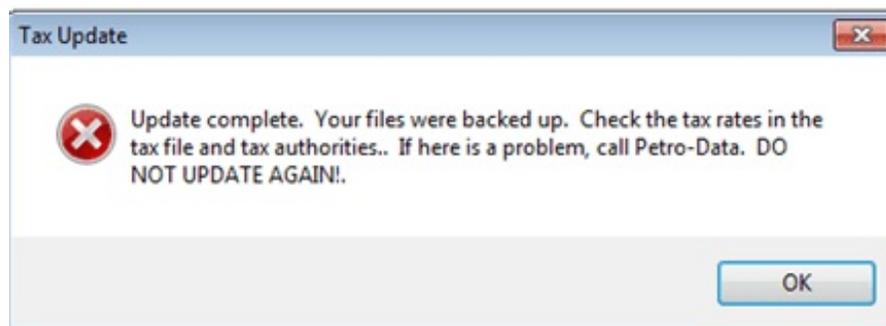| Taxcode	Name	Old Rate	New Rate	Eff Date	Old Rate	
1	San Antonio	8.1250		/ /		
10	WASHINGTON COUNTY	3.0000		/ /		
3	STATE SALES TAX	1.0000		/ /		
4	MTA	0.5000		/ /		
6	MS SALES TAX	6.0000		/ /		
7	CITY TAX	1.0000		/ /		
8	COUNTY TAX	0.5000		/ /		
9	GEORGIA STATE	4.0000		/ /		

  3 Update New Rates

      Practice *** Update Future Tax Rates *** 11/20/2012

If possible, try to enter all batches for the previous period.
If not, the computer will still use the old rate for old documents
Do not use the update program twice in a row without calling Petro-Data.
Ready to update tax files and tax authority files? (Y/N) |

If no fuel tax rate changes are found, the following message displays:

Tax Update

  There are no new FUEL TAX rates. The Flag was set for using both new
  and old rates. Press enter to continue with Sales Tax.

               OK
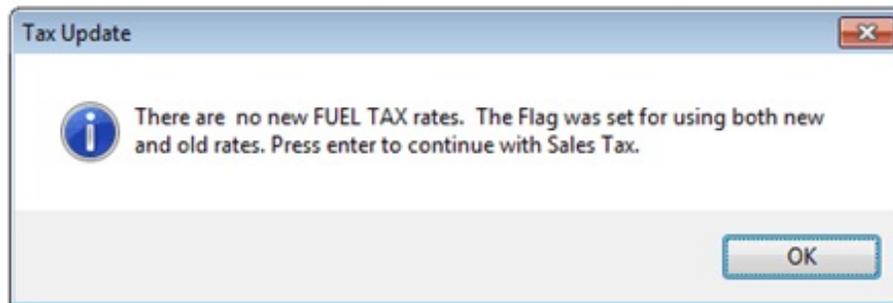
  When the process is complete, the following message displays.

Tax Update

  Update complete. Your files were backed up. Check the tax rates in the
  tax file and tax authorities.. If here is a problem, call Petro-Data. DO
  NOT UPDATE AGAIN!.

               OK

DO NOT UPDATE AGAIN IF RATES ARE NOT CORRECT. CALL PETRO-DATA.

4 Discontinue Using Old Rates (Precautionary)

This is a special option to be used ONLY with the assistance of Petro-Data.