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NORMAL PROCESSING OF TAXES WILL CONSIST OF THE FOLLOWING:

1. *Calculate* taxes as usual using Option 1 on the Fuel Tax Report Menu.

2. Select Option 4 - State Fuel Tax Module - enter TX.

3. Select Option 1 - Calculate Texas Fuel Taxes.

4. Select Option 2 - *Print* Schedules and Create Electronic File

5. If corrections need to be made, select 3 - *Browse and Fix* Master Files and Tax Data.

6. *Reprint* the reports as often as needed. The last time the report is printed, print using the SUMMARY option.

7. Go into the *State Electronic Filing software*. Select '*Report*' and Gasoline or Diesel. Select a Taxpayer ID and enter the period. At this point SAVE THE REPORT.

8. To *import the schedules*
      Click on a <schedule> button
      Click on the <import> button
      Enter the file name from the schedule OR use the browser to find it
      Click <open> - if there are no errors, the data will import
      Click <OK> and continue with the report

9. Enter any other information (not scheduled) on the report. If a refund is due, or taxes need to be paid, make sure to enter the gallons on the appropriate line of the report.

If you have any questions about filing the report, call the State Comptroller Electronic software support line at 1-800-531-5441.
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