



ALABAMA DEPARTMENT OF REVENUE

BUSINESS AND LICENSE TAX DIVISION

MOTOR FUELS SECTION

P.O. Box 327540 • Montgomery, AL 36132-7540 • (334) 242-9608

www.revenue.alabama.gov

SUBT: CR  
Rev. 10/11

# Monthly Alabama National Guard Canteen Gasoline Report

NAME OF CANTEEN		MONTH OF ACTIVITY
PRESENT ADDRESS (Number and Street or Rural Route)		TELEPHONE (AREA CODE)
CITY OR TOWN	STATE	ZIP CODE

**READ INSTRUCTIONS ON BACK OF FORM BEFORE COMPLETING.**

DATE GASOLINE RECEIVED	VENDOR'S NAME AND ADDRESS	DOCUMENT NUMBER	GALLONS OF GASOLINE RECEIVED
<b>TOTAL</b>			

**CERTIFICATION**

This is to certify that all the information contained in this report is true and correct to the best of my knowledge and belief.

Signature: \_\_\_\_\_ STEWARD

Signature: \_\_\_\_\_ CANTEEN OFFICER

Date: \_\_\_\_\_

**NOTE: THIS REPORT MUST REACH THE DEPARTMENT OF REVENUE WITHIN 10 DAYS AFTER THE END OF THE MONTH FOR WHICH THIS REPORT IS FILED.**

**MAIL FORM TO THE ABOVE ADDRESS.**

## AUTHORITY

This reporting form and the instructions are given in compliance with State Military Department Regulation Number 4-2, as provided in Section 31-2-81, ***Code of Alabama 1975***.

## INSTRUCTIONS FOR ALL CANTEENS

1. All gasoline must be purchased from and delivered by a dealer or distributor duly licensed and bonded by the Alabama Department of Revenue. Records of all purchases and sales must be maintained and available for inspection by authorized personnel of the Alabama Department of Revenue.
2. An authorized officer or employee of the canteen must issue and deliver to the dealer or distributor a properly completed exemption certificate covering each purchase of gasoline using regulation exemption certificate forms. All certificates charged to you must be accounted for when audited. If any certificate is mutilated and not used to purchase gasoline, the certificate must be marked "void." Attach the white original and the yellow copy of the voided certificate to your next monthly report.
3. Certificates are to be issued in triplicate. The white original should be given to your gasoline dealer or distributor at time of purchase. The yellow copy must be attached to your monthly report to this department. The pink copy should be retained in the book for audit purposes. If the white original certificate is lost or destroyed, **do not issue a duplicate out of the certificate book**; give the dealer a letter containing all data in the original certificate, date issued, document number and number of gallons purchased, certifying that this is a true and correct copy.
4. This report is due on a monthly basis, that is all receipts of gas for one month and only that month should be included on that month's report. If you skipped an exemption certificate from a previous month, put that certificate on a separate report. This report is due by the 10th day of the month following the month of activity.

NOTE: Additional certificates may be obtained by writing to the Alabama Department of Revenue at the mailing address indicated on the front of this form or by calling (334) 242-9608.

**ALL PREVIOUS NRLT:CR FORMS ARE OBSOLETE AND SHOULD BE DESTROYED.**