



Virginia Department of Motor Vehicles

Virginia Excise Tax System
Motor Fuels and Motor Vehicle Fuels Sales Tax (Wholesale) Sales Tax Returns
Electronic Tax Filing Implementation Guide
ANSI ASC X12 V4030

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EDI Mapping Requirements

Description

The motor fuel taxpayer's inbound tax return information will follow the ANSI ASC X12 version 004030 Electronic Filing of Tax Returns transaction set 813. The following mapping descriptions define the standard layout and data structure of the 813.

The Commonwealth requires that all schedules contain the required detailed information. The 813-transaction set is used to capture entity, return, and schedule detail data.

813-Transaction Set Structure and Usage

The Commonwealth's mapping of the 813 for motor fuels uses the header portion to capture taxpayer entity and filing identification information. Line item detail on the tax return is calculated from the transaction detail. It is not submitted in the EDI file. Calculated data on the face of the return is stored in the system. It is derived from the detail portion of the 813 Tax Form Segment (TFS) and subsequent segments. Each TFS loop contains other segments related to a specific schedule detail record. Multiple Form Group Segments are contained within the TFS and reflect data associated with each line on the schedule identified in the TFS.

Whenever a filing is made that does not contain schedule detail information, use the Reference Number Segment No Activity. The trailer portion of the 813 is used to identify and mark the end of each 813-transaction set within the Functional Group, and a count of the segments within it.

The following pages specify the Commonwealth's translation requirements for the 813-transaction set, Version 004030. Some segments and data elements that may be optional in the ANSI ASC X12 standards are listed here as mandatory. This means that the Commonwealth requires this information and it must be present in the transaction set to be a valid tax return.

The Commonwealth strongly recommends that you have a general familiarity with X12 in order to process your tax filing using the X12 standards. To learn more about ANSI ASC X12 standards, please contact:

ASC X 12 Secretariats
Data Interchange Standards Association, Inc.
7600 Leesburg Pike, Suite 430
Falls Church, VA 22043
703.970.4480 Voice
703.970.4488 Fax

Separator Requirements

Table 1: Separator Requirements

Type	ASCII Value	EBCDIC Value	Character	Character Name
Repetition Separator	7C	4F		Pipe
Segment Terminator	5C	E0	/	Back slash
Element Separator	7E	A1	~	Tilde
Sub-element Separator	5E	5F	^	Caret
Padding Character	20	40	Space	Space

Attribute Conventions

Table 2 - Attribute Conventions

Attribute	Definition
Data Element Type	Nn – Numeric Numeric type data element is symbolized by the two-position representation (Nn). N indicates a numeric, and n indicates the decimal places to the right of a fixed, implied decimal point. N0 (N Zero) is a numeric with no decimal places.
	R – Decimal (Real) The decimal point is optional for integer values, but is required for fractional values. For negative values, the leading minus (-) sign is used. Absence of this sign indicates a positive value. The plus (+) sign should not be transmitted.
	ID – Identifier An identifier data element must always contain a value from a predefined list of values that is maintained by ASC X12 or by other bodies that are recognized by ASC X12.
	AN – String A string (Alphanumeric) is a sequence of any characters from the basic or extended character sets. It must contain at least one nonspace character. The significant characters must be left justified. Leading spaces, if any, are assumed to be significant. Trailing spaces should be suppressed.
	DT – Date Format for the date type is CCYYMMDD. CC is the century digits of the year (ex. 19, 20). YY is the last two digits of the year (00-99), MM is the numeric value of the month (01-12), and DD for the day (01-31).
	TM – Time Format for the time type is HHMMSS, expressed in 24-hour clock format. HH is the numeric value for hour (00-23), MM for minute (00-59), and SS for second (00-59).
Requirement Designator	Defines how the data element is used in a segment. M Mandatory data element - This element is required to appear in the segment. O Optional data element - The appearance of this data element is at the option of the sending party or is based on a mutual agreement of the interchange parties. X Relational data element - Relational conditions may exist between two or more data elements. If one is present the other/s is required. The relational condition is displayed under the Syntax Noted of the X12 Standards.
Data Element Length	The number of character positions assigned to a data element. Example: Data element length of 2/10. You must have at least 2 characters but no more than 10 characters for this element (minimum of 2/ maximum of 10).
Semantic Note Designator	A data element within a segment may have a designator (Z) that indicates the existence of a semantic note. Semantic notes are considered part of the standard. If a condition designator and a semantic note both affect a single data element, the condition will appear first, separated from the semantic note designator by a vertical bar (). The number 00 to the left of the comment identifies semantic notes that are general in nature.

813 EDI Combined Reporting

ANSI ASC X12 –813 EDI Standards

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TRANSACTION SET TABLES • 813

813 Electronic Filing of Tax Return Data

FUNCTIONAL GROUP: **TF**

This Draft Standard for Trial Use contains the format and establishes the data contents of the Electronic Filing of Tax Return Data Transaction Set (813) for use within the context of an Electronic Data Interchange (EDI) environment. This transaction set can be used by tax filers to electronically file tax returns with a federal, state, or local taxing authority and which may initiate payments related to the tax return.

Table 1

NOTE	POS.NO.	SEG.ID	NAME	REQ.DES.	MAX USE	LOOP REPEAT
	0100	ST	Transaction Set Header	M	1	
	0200	BTI	Beginning Tax Information	M	1	
	0300	DTM	Date/Time Reference	M	10	
N	0400	TIA	Tax Information and Amount	O	1000	
	0430	REF	Reference Identification	O	10	
	0450	TRN	Trace	O	1000	
	0470	BPR	Beginning Segment for Payment Order/Remittance Advice	O	1000	
LOOP ID - N1						>1
N	0500	N1	Name	O	1	
	0600	N2	Additional Name Information	O	2	
	0700	IN2	Individual Name Structure Components	O	10	
	0800	N3	Address Information	O	2	
	0900	N4	Geographic Location	O	1	
	1000	PER	Administrative Communications Contact	O	2	

Table 2

NOTE	POS.NO.	SEG.ID	NAME	REQ.DES.	MAX USE	LOOP REPEAT
LOOP ID - TFS						100000
	0100	TFS	Tax Form	O	1	
	0200	REF	Reference Identification	O	10	
	0300	DTM	Date/Time Reference	O	10	
	0400	MSG	Message Text	O	1000	
LOOP ID - N1						>1
N	0500	N1	Name	O	1	
	0600	N2	Additional Name Information	O	2	
	0700	IN2	Individual Name Structure Components	O	10	
	0800	N3	Address Information	O	2	
	0900	N4	Geographic Location	O	1	
LOOP ID - TIA						10000
N	0920	TIA	Tax Information and Amount	O	1	
	0940	DTM	Date/Time Reference	O	10	
	0960	MSG	Message Text	O	1000	
LOOP ID - FGS						100000
	1000	EGS	Form Group	O	1	
	1100	REF	Reference Identification	O	10	
	1200	DTM	Date/Time Reference	O	10	
LOOP ID - N1						>1
N	1300	N1	Name	O	1	

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1400	N2	Additional Name Information	O	2	
1500	IN2	Individual Name Structure Components	O	10	
1600	N3	Address Information	O	2	
1700	N4	Geographic Location	O	1	
LOOP ID - TIA					10000
N	1800	TIA Tax Information and Amount	O	1	
	1900	DTM Date/Time Reference	O	10	
	2000	MSG Message Text	O	1000	

Table 3

NOTE	POS.NO.	SEG.ID	NAME	REQ.DES.	MAX USE	LOOP REPEAT
	0100	SE	Transaction Set Trailer	M	1	
Changes loop repeat value in table/positions 1/0500, 2/0500 and 2/1300.						6 205299

NOTES

- 1/0400 The TIA segment allows for tax information and amounts associated with the entire filing. At least one occurrence of the TIA segment must be present in the transaction set, either in Table 1 or Table 2.
- 1/0500 This N1 loop reflects names and addresses associated with the entire filing.
- 2/0500 This N1 loop reflects names and addresses associated with a particular tax form (TFS).
- 2/0920 At least one occurrence of the TIA segment must be present in the transaction set, either in Table 1 or Table 2.
- 2/1300 This N1 loop reflects names and addresses associated with a particular subset of a tax form.
- 2/1800 At least one occurrence of the TIA segment must be present in the transaction set, either in Table 1 or Table 2.

813 Combined Reporting Structure

Key:

Pos No	Uniform 813 Map	Header
0100	ST	Transaction Set Header
0200	BTI	Identify Tax Agency Information
0300	DTM	Tax Filing Period
0500	N1	Taxpayer Name Detail
0600	N2	Additional Taxpayer Name Detail
0800	N3	Address Detail
0900	N4	City, State, Zip Code Detail
1000	PER	General Contact Person
1000	PER	EDI Contact Person
0500	N1	Mailing Name Detail
0600	N2	Additional Mailing Name Detail
0800	N3	Mailing Address Detail
0900	N4	Mailing City State Zip Code Detail

Pos No	Uniform 813 Map	Returns/Reports	SCH
0100	TFS	SDR/CCR/TOR Returns	Schedules
0200	REF	No Activity	
0300	DTM	Ending Inventory Date	
0500	N1		Point of Origin
0900	N4		Point of Origin
0500	N1		Seller Information
0500	N1		Delivering Position Holder Information
0500	N1		Receiving Exchange Party Information
0500	N1		Person Hiring Carrier (Consignor)
0500	N1		Carrier Information
0500	N1		Locality
0500	N1		Buyer/Consignee Information
0500	N4		Point of Destination
0800	N3		Point of Destination address
0900	N4		Point of Destination
1000	FGS		Bill of Lading
1200	DTM		Bill of Lading Date
1300	N1	SDR - TCN or Bulk Plant Name TOR - Position Holder Name	
1700	N4	SDR - Bulk Plant City and State	
1800	TIA	Net Physical Inventory	Bill of Lading Net
1800	TIA	Gross Physical Inventory	Bill of Lading Gross
1800	TIA		Bill of Lading Billed
1800	TIA		Sale Price

Pos No	Uniform 813 Map	Trailer
0100	SE	Transaction Set Trailer

813 Map Flow

0100	ST	Transaction Set Header (TS 813)		<i>Max 1</i>
0200	BTI	Identify Tax Agency Information		
0300	DTM	Tax Filing Period		
0400	TIA	Confidential Information		
0400	TIA	Total Net Reported		
0430	REF	Line Item Control Number		
0470	BPR	Payment Order/Remittance Advice		
0500	N1 Loop	Taxpayer Name Detail		<i>Max 1</i>
0600	N2	Additional Taxpayer Name Detail		
0800	N3	Address Detail		
0900	N4	City, State, Zip Code Detail		
1000	PER	General Contact Person		
1000	PER	EDI Contact Person		
0500	N1 Loop	Mailing Name Detail		<i>Max 1</i>
0600	N2	Additional Mailing Name Detail		
0800	N3	Mailing Address Detail		
0900	N4	Mailing City, State, Zip Code Detail		
0100	TFS Loop	Report Information		<i>Max 100,000</i>
0200	REF	Relationship to the Transaction Information		
0200	REF	Sequence Number		
0200	REF	No Activity		
0300	DTM	Sold/Purchased Date		
0300	DTM	Ending Inventory Date		
0920	TIA	Total Due/Transported		
1000	FGS Loop	Physical Inventory by Product		<i>Max 100,000</i>
1300	N1	Name		
1700	N4	City and State		
1800	TIA	Physical Inventory		
0100	TFS Loop	Summary Information		<i>Max 100,000</i>
0200	REF	Relationship to the Transaction information		
0200	REF	Sequence Number		
1000	FGS Loop	Summary Data		<i>Max 100,000</i>
1100	REF	Sequence Number		
1800	TIA	Information		
1800	TIA	Interest		
1800	TIA	Penalty		
0100	TFS Loop	Schedules		
0200	REF	Relationship to the Transaction information		
0200	REF	Sequence Number		
0500	N1	Point of Origin		
0500	N1	Seller Information		
0500	N1	Position Holder Information / Delivering Exchange Party Information		
0500	N1	Receiving Exchange Party Information		
0500	N1	Person Hiring Carrier (Consignor)		
0500	N1	Carrier Information		
0500	N1	Locality		
0500	N1	Buyer/Consignee Information		
0500	N1	Point of Destination		
0800	N3	Point of Destination Address		
1000	FGS Loop	Bill Lading		<i>Max 100,000</i>
1100	REF	Sequence Number		
1200	DTM	Bill of Lading Date		
1800	TIA	Bill of Lading Net		
1800	TIA	Bill of Lading Gross		
1800	TIA	Bill of Lading Billed		
1800	TIA	Sale Price		
0100	SE	Transaction Set Trailer		

Maximum Number of TFS Loops = 100,000

813 Motor Fuels EDI Map

Key:

Not Used in FTA Map

Notes

Not used: no data to transmit

Note: It is important to read all notes

Interchange Control Envelope Beginning Description

The interchange control header (ISA) is the beginning envelope segment that contains or wraps the functional group segments. Each interchange envelope is made up of the ISA and IEA segments.

Interchange Start Segment

Interchange Segment (Required of all tax types)									
Element ID	Element Ref#	Sub-Ele Ref#	Field Status	Field Name	Field Type	Length Min.	Length Max.	Field Description	
ISA01	I01		M	Authorization Information Qualifier	ID	2	2	"03" = Additional Data Identification	
ISA012	I02		M	Authorization Information	AN	10	10	Enter the 10-character Authorization Code. Use the filer's FEIN # followed by an additional "0" (zero). Example: "1234567890"	
ISA03	I03		M	Security Information Qualifier	ID	2	2	"00" = No Security Information Present (No Meaningful Information In ISA04)	
ISA04	I04		M	Security Information	AN	10	10	Not Required: space fill with 10 spaces	
ISA05	I05		M	Interchange ID Qualifier	ID	2	2	"32" = the Interchange Sender ID Qualifier for the sender's FEIN	
ISA06	I06		M	Interchange Sender ID	AN	15	15	Sender's FEIN plus 6 spaces [xxxxxxxx]	
ISA07	I05		M	Interchange ID Qualifier	ID	2	2	"01" = Duns Number	
ISA08	I07		M	Interchange Receiver ID	AN	15	15	"ETRACS" = Electronic Tax Reporting and Audit Compliance System plus 9 spaces.	
ISA09	I08		M	Interchange Date	DT	6	6	"YYMMDD" = Date Of The Interchange	
ISA010	I09		M	Interchange Time	TM	4	4	"HHMM" = Time Of The Interchange	
ISA011	I65		M	Repetition Separator		1	1	" " = EBCDIC = 4F HEX ASCII = 7C HEX	
ISA012	I11		M	Interchange Control Version Number	ID	5	5	"00403" = Draft standards for trial use approved for publication by ASC X12 procedures review board.	
ISA013	I12		M	Interchange Control Number	N0	9	9	Filer defined unique control number for this filing. This control number must be greater than the last one used. This number should also be entered in IEA02.	
ISA014	I13		M	Acknowledgment Requested	ID	1	1	"1" = Acknowledgment Required "0" = Acknowledgment Not Required	
ISA015	I14		M	Usage Indicator	ID	1	1	"P" = Production Data	
ISA016	I15		M	Component Sub-Element Separator		1	1	"^" = EBCDIC – 5F HEX ASCII – 5E HEX	
Example:									
ISA~03~9999999990~00~ ~32~757654321 ~01~ETRACS									

~020613~0931~|~00403~000000001~0~P~^\
 ISA05 Value 32 (FEIN Qualifier) is required.
 ISA06 Sender FEIN is required plus 6 spaces.
 ISA09 does not include the century based on the ANSI ASC X12 Standard.

Functional Group Envelope Beginning Description

The functional control header (GS) is the second level envelope segment that contains or wraps the transaction set segments. Each functional group envelope is made up of the GS and GE segments.

Function Group Start Segment

Functional Group Segment (Required of all tax types)								
Element ID	Element Ref#	Sub-Ele Ref#	Field Status	Field Name	Field Type	Length Min. Max.		Field Description
GS01	I08		M	Functional Identifier Code	ID	2	2	"TF" = Electronic Filing of Tax Return Data (TS813)
GS01	I09		M	Application Sender's Code	AN	2	15	Provide the Sender code of VA062013 .
GS01	I65		M	Application Receiver's Code	AN	2	15	Must be Equal to ISA08. Enter value of ETRACS
GS01	I11		M/Z	Date	DT	8	8	"CCYYMMDD" = Date
GS01	I12		M/Z	Time	TM	4	8	"HHMMSSDD" = Time
GS01	I13		M/Z	Group Control Number	N0	1	9	Filer defined unique control number for this filing. This control number should never be reused for any future filings. This number should also be entered in GE02.
GS01	I14		M	Responsible Agency Code	ID	1	2	"X" = ASC X12
GS01	I15		M	Version/ Release / Industry Identifier Code	AN	1	12	"004030" = Draft standards approved for publication by ASC X12 procedures review board through 10/99.
Example:								
GS~TF~VA062013~ETRACS~20021001~0931~1101~X~004030\ 								

Transaction Set Envelope Beginning Description

The transaction set header (ST) is the beginning envelope segment that contains or wraps the tax return and schedule detail data segments. Each transaction set envelope is made up of the ST and SE segments.

813 Starting Segment

Beginning of Transaction Set (Required of all tax types)								
Header Segment Pos. No. 0100								
Element ID	Elem Ref#	Sub-Ele Ref#	Field Status	Field Name	Field Type	Length Min. Max.		Field Description
ST01	143		M	Transaction Set Code	ID	3	3	"813" = Transaction Set Type
ST02	329		M	Transaction Set Control Number	AN	4	9	Filer defined unique control number for this filing. This control number should never be reused for any future filings. This number should also be entered in SE02.
ST03	1705		O/Z	Implementation Convention Reference	AN	1	5	Version of taxing authority's implementation guide. Version = 9.0

Example:

ST~813~10001~9.0\

From this point forward, the following segments will be used to report tax return and schedule detail information for the Commonwealth returns. The SE segment represents the end of the tax report. When the tax report is ended, the filer can start the next ST/SE tax report or they can end the file by finishing the envelope structure by adding the GE and IEA segments to complete the EDI file.

Beginning of Return Header Information

Identify Tax Agency Information (Required of all tax types)								
Begin Tax Information Segment Pos. No. 0200								
Element ID	Elem Ref#	Sub-Ele Ref#	Field Status	Field Name	Field Type	Length Min.	Length Max.	Field Description
BTI01	128		M	Reference Number Qualifier	ID	2	2	"T6" = Defines as Tax Filing
BTI02	127		M	Reference Number	AN	2	3	Tax Type determines the type of Tax Return and Schedule Details submitted. Use one of the following tax type codes to define the data sent in the ST / SE envelope: AC = Aviation Consumer BA = Alternative Fuel Bulk User BI = Bonded Importer BL = Blender BT = Tax and Tank Fee Assessment DS = Distributor ES = Elective Supplier FA = Fuel Alcohol Provider OI = Occasional Importer PA = Alternative Fuel Provider PS = Permissive Supplier RA = Alternative Fuel Retailer SP = Supplier TO = Terminal Operator TR = Motor Fuel Transporter WH = Wholesale Sales Tax
BTI03	143		M	ID Code Qualifier	ID	2	2	"47" = Tax Authority
BTI04	67		M	ID Code	AN	2	20	"VA" = VA Department of Motor Vehicle
BTI05	373		O	Transaction Create Date	DT	8	8	"CCYYMMDD" = Transmission Date
BTI06	818		O	Name Control ID	AN	4	4	First 4 positions of Taxpayer's Legal Business Name. If business name is less than 4 characters, left justify name control and pad with "*".
BTI07	66		X	ID Code Qualifier	ID	2	2	"24" = FEIN Federal Employer Identification Number "34" = SSN (Social Security Number)
BTI08	67		X	ID Code	AN	9	18	Taxpayer's FEIN
BTI09	66		X	ID Code Qualifier	ID	2	2	"49" = State (assigned) Identification Number
BTI10	67		O	ID Code	AN	2	20	Virginia assigned Motor Fuel license number
BTI12	353		O	Transaction Set Purpose Code	ID	2	2	
BTI14	640		O	Transaction Type Code	ID	2	2	Options: "6S" = Supplemental (Amended Report)
Example:								
Original Return:								
BTI~T6~SP~47~VA~20020613~ABCD~24~373456789~49~37345678900~~~00\								
Amended Return:								

BTI~T6~SP~47~VA~20020613~ABCD~24~373456789~49~37345678900~6S\

BTI08 must be the FEIN if the taxpayer has one if not use your State assigned taxpayer identification number.
 BTI10 use the license number as it appears on the Gasoline, Special Fuel, Terminal Operator, or Transporter License issued to you by the State.

The application of BTI13 and BTI14 are as follows: BTI13 should be used when the taxpayer transmits their initial return (BTI13 should be used without BTI14); BTI14 should be used when the taxpayer transmits modifications (BTI14 should be used without BTI13). This is a recommendation of the Motor Fuel Uniformity Committee, not a requirement of X12.

Element	Application
BTI13 [Initial Return]	
"00" = Original	Use "Original" when first attempt to transmit your return to the State.
BTI14 [Amended Return]	
"6S" = Supplemental	Use "Supplemental" when transmitting new or additional data not included in original or amended return or when adjusting or correcting an original or amended return.

Tax Filing Period (Required of all tax types)								
Date/Time Reference Segment Pos. No. 0300								
Element ID	Elem Ref#	Sub-Ele Ref#	Field Status	Field Name	Field Type	Length Min. Max.		Field Description
DTM01	374		M	Date/Time Qualifier	ID	3	3	"194" = Tax Period End Date
DTM02	373		X	Date	DT	8	8	"CCYYMMDD" = Tax Filing Period End

Name Detail (Required of all tax types)								
Name Segment Pos. No. 0500								
Element ID	Elem Ref#	Sub-Ele Ref#	Field Status	Field Name	Field Type	Length Min. Max.		Field Description
N101	98		M	Entity Identification Code	ID	2	2	"TP" = Primary Taxpayer
N102	93		X	Name	AN	1	35	Taxpayer Name
Example:								
N1~TP~ABC Oil Company\								
N102 is required								

Additional Taxpayer Name Detail (Optional)								
Additional Name Segment Pos. No. 0600								
Element ID	Elem Ref#	Sub-Ele Ref#	Field Status	Field Name	Field Type	Length Min. Max.		Field Description
N201	93		M	Name	AN	1	35	Taxpayer Name
N202	93		O	Name	AN	1	35	Taxpayer Name
Example:								
N2~ABC Terminal Company\ or N2~ABC Terminal Company~Alpha Terminal\ N201 and N202: Use these elements to provide additional name detail such as a DBA, etc.								

Address Detail (Optional)								
Address Information Segment Pos. No. 0800								
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Min	Max	Field Description
N301	166		M	Address Information	AN	1	35	First Line Street Address
N302	166		O	Address Information	AN	1	35	Second Line Street Address
Example:								
N3~123 C Street\ or N3~123 C Street~PO Box 222\ N301 and N302: Use these elements to provide additional address detail such as a PO Box, etc.								

City, State, Zip Code Detail (Optional)								
Location Geographic Segment Pos. No. 0900								
Element	Elem	Sub-Ele	Field	Field Name	Field	Length	Field	

ID	Ref #	Ref #	Status		Type	Min	Max	Description
N401	19		O	City Name	AN	2	30	Name of City
N402	156		O	State code or Province	ID	2	2	State or Province Abbreviation
N403	116		O	Postal (Zip) Code	ID	3	11	ZIP Code, ZIP Plus 4 Code or Foreign Postal code
N404	26		O	Country	ID	2	3	Country Abbreviation (United States = US)
Example:								
N4~Any Town~MS~39999-2222~US\								

General Contact Person (Required of all tax types)								
Administrative Communications Contact Segment Pos. No. 1000								
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
PER01	366		M	Contact Function Code	ID	2	2	"CN" = General Contact
PER02	93		O	Name	AN	1	35	Contact Name (First and Last)
PER03	365		X	Communications Number Qualifier	ID	2	2	"TE" = Telephone Number
PER04	364		X	Communications Number	AN	10	14	Voice Telephone Number + EXT if applicable
PER05	365		X	Communications Number Qualifier	ID	2	2	"FX" = FAX Number
PER06	364		X	Communications Number	AN	10	10	FAX Telephone Number
PER07	365		X	Communications Number Qualifier	ID	2	2	"EM" = Electronic Mail
PER08	364		X	Communications Number	AN	1	80	E-mail Address
Example:								
PER~CN~Allen Smith~TE~3139959988~FX~3139950329~EM~asmith@abcoil.com\								

EDI Contact Person (Required of all tax types)								
Administrative Communications Contact Segment Pos. No. 1000								
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
PER01	366		M	Contact Function Code	ID	2	2	"EA" = EDI Coordinator
PER02	93		O	Name	AN	1	35	Contact Name (First and Last)
PER03	365		X	Communications Number Qualifier	ID	2	2	"TE" = Telephone Number
PER04	364		X	Communications Number	AN	10	14	Voice Telephone Number + EXT if applicable
PER05	365		X	Communications Number Qualifier	ID	2	2	"FX" = FAX Number
PER06	364		X	Communications Number	AN	10	10	FAX Telephone Number
PER07	365		X	Communications Number Qualifier	ID	2	2	"EM" = Electronic Mail
PER08	364		X	Communications Number	AN	1	80	E-mail Address
Example:								
PER~EA~Bob Smith~TE~3139958877~FX~3139950329~EM~bsmith@abcoil.com\								

Mailing Name Detail (Optional)								
Name Segment Pos. No. 0500								
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"31" = Postal Mailing
N102	93		X	Name	AN	1	35	Mailing Name
Example:								

N1~31~ABC Oil Corp\

Mailing Additional Name Detail (Optional)

Additional Name Segment Pos. No. 0600

Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
N201	93		M	Name	AN	1	35	Mailing Name
N202	93		O	Name	AN	1	35	Mailing Name Continued

Example:

N2~ABC Fuel Inc.~ABC Fuel Distributors\

Mailing Address Detail (Optional)

Address Information Segment Pos. No. 0800

Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
N301	166		M	Address Information	AN	1	35	First Line Street Address
N302	166		O	Address Information	AN	1	35	Second Line Street Address

Example:

N3~123 City Street\
or

N3~123 City Street~PO Box 222\

Mailing City, State, Zip Code Detail (Optional)

Location Geographic Segment Pos. No. 0900

Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
N401	19		O	City Name	AN	2	30	Name of City
N402	156		O	State code or Province	ID	2	2	State or Province Abbreviation
N403	116		O	Postal (Zip) Code	ID	3	11	ZIP Code, ZIP Plus 4 Code or Foreign Postal code
N404	26		O	Country	ID	2	3	Country Abbreviation (United States = US)

Example:

N4~Any Town~MS~39999-2222~US\

Ending of Return Header Information

Beginning of Tax Reports Information – Terminal Operator (TOR)

This TFS loop is used to provide tax reports to the Commonwealth. Transaction detail is reported using the Schedule sections of this map.

Condition 1 of this segment must be used to report no activity for the TO license type.

Beginning of Terminal Operator Report Detail (Required of all taxtypes) Tax Form									
Segment Pos. No. 0100									
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description	
						Min	Max		
TFS01	128		M	Reference Identification Qualifier	ID	2	2	"T2" = Tax Form Code	
TFS02	127		M	Reference Identification	AN	1	6	"TOR" = Terminal Operator Report	
TFS05	66		X	ID Code Qualifier	ID	2	2	"TC" = IRS Terminal Code	
TFS06	67		X	ID Code	AN	11	11	VA License Number	
Examples:									
TFS~T2~TOR~~~TC~T99XX999999\									
TFS05 and TFS06 are used for the terminal operator report only. Virginia uses the Terminal Control Number for the license number when licensed as a Terminal Operator									

NO ACTIVITY reporting is required for all reports. Use the following segments to indicate no activity performed for the reporting period.

Condition 1 – If account has no activity this segment is required.

Condition 2 – If account has activity these segments are required for TO tax type only.

Condition 1 – If account has no activity

No Activity (Required of all tax types if No Activity for the reporting period)									
Reference Number Segment Pos. No. 0200									
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description	
						Min	Max		
REF01	128		M	Entity Identification Code	ID	2	2	"BE" = Business Activity	
REF02	127		X	Name	AN	1	1	"1" = No Activity	
Example:									
REF~BE~1\									

Condition 2 – If account has activity and the tax type is TO this is required

Ending Inventory Date (Required for TO Inventory) Date/Time									
Reference Segment Pos. No. 0300									
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description	
						Min	Max		
DTM01	374		M	Date/Time Qualifier	ID	3	3	"184" = Inventory Date	
DTM02	373		X	Date	DT	8	8	"CCYYMMDD"	
Example:									
DTM~184~20010520\									
Syntax Notes: DTM02 is required.									

Physical Inventory by Product (Required for TO Inventory) Form Group Segment Pos. No. 1000

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
FGS01	350		M	Assigned Identification	AN	2	2	"BI" = Beginning Inventory (First Filing) "EI" = Ending Inventory
FGS02	128		X	Reference Identification Qualifier	ID	2	2	"PG" = Product Group
FGS03	127		X	Reference Identification	AN	3	3	Product Code See Appendix B

Example:

FGS~BI~PG~065\
or
FGS~EI~PG~065\
Syntax Notes: If either FGS02 or FGS03 is present, then the other is required.

FTA Note: FGS01 – Recommend BI only be used for first filing. Beginning inventory is the previous period's ending inventory.
FGS01 – GL - TIA04 is Positive for a gain and negative for a loss.

Position Holder Information (Required for TO Inventory) Name Segment 3 Pos. No. 1300

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"ON" = Position Holder
N102	93		X	Name	AN	1	35	Position Holder's Name
N103	66		X	Identification Code Qualifier	ID	2	2	"24" = FEIN "34" = SSN
N104	67		X	Identification Code	AN	9	18	Position Holder's FEIN or SSN

N1~ON~ABC Fuel~24~516888888\

Syntax Notes: At least one of N102 or N103 is required.
If either N103 or N104 is present, then the other is required.

Virginia Notes: Reporting position holder inventory
N102, N103 and N104 are required.

This FGS loop provides TIAs that support the product group and position holder being reported at a specific terminal.

Note: Report the gallons as net gallons for terminal inventory.

Line Item Detail (Required if reporting inventory)

Tax Information and Amount Segment Pos. No. 1800

Element ID	Element Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
TIA01	817	M	Tax Information ID Number	AN	4	4	"5005" = Net Gallons (Physical Inventory Gallons) See Appendix E
TIA02 and TIA03 are not used.							
TIA04	380	C	Quantity	R	1	15	Quantity in Gallons
TIA05	355	M	Unit of Measurement Code	ID	2	2	Preference: "GA" = Gallons

TIA~5005~~~10000~GA\

Line Item Detail (Required if reporting inventory)									
Tax Information and Amount Segment				Pos. No. 1800					
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description	
TIA01	C037	817	M	Tax Information ID Number	AN	4	4	"5006" = Gross Gallons (Physical Inventory Gallons) See Appendix E	
TIA02 and TIA03 are not used.									
TIA04	380		X	Quantity	R	1	15	Quantity in Gallons	
TIA05	C001	355	M	Unit of Measurement Code	ID	2	2	Preference: "GA" = Gallons	
TIA~5006~~~9500~GA\									
Syntax Notes: TIA04 and TIA05 are required.									
FTA Notes: Numbers should be reported in whole gallons.									

End of FGS loop (Line item detail for the TOR)

End of TFS loop (TOR)

Beginning of Tax Reports Information – Supplier (SDR)

This TFS loop is used to provide tax reports to the Commonwealth. Transaction detail is reported using the Schedule sections of this map.

Condition 1 of this segment must be used to report no activity for the ES/PS/SP license type.

Beginning of Suppliers Report Detail (Required of all taxtypes) Tax Form Segment									
Pos. No. 0100									
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description	
TFS01	128		M	Reference Identification Qualifier	ID	2	2	"T2" = Tax Form Code	
TFS02	127		M	Reference Identification	AN	1	6	"SDR" = Supplier/Distributor Return	
Examples:									
TFS~T2~SDR\									

NO ACTIVITY reporting is required for all reports. Use the following segments to indicate no activity performed for the reporting period.

Condition 1 – If account has no activity this segment is required.

Condition 2 – If account has activity these segments are required for ES/PS/SP tax types only.

Condition 1 – If account has no activity

No Activity (Required of all tax types if No Activity for the reporting period)									
Reference Number Segment Pos. No. 0200									
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description	
REF01	128		M	Entity Identification Code	ID	2	2	"BE" = Business Activity	
REF02	127		X	Name	AN	1	1	"1" = No Activity	
Example:									
REF~BE~1\									

Condition 2 – If an account has activity, at least the TIA (Total Due/Delivered) is required. The Condition 1 REF is not used. The FGS loop contains inventory information. The FGS loop is repeated when the product code value changes.

Ending Inventory Date (If activity, required for SDR tax type)

Date/Time Reference Segment Pos. No. 0300									
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description	
DTM01	374		M	Date/Time Qualifier	ID	3	3	"184" = Inventory Date	
DTM02	373		X	Date	DT	8	8	"CCYYMMDD"	
Example: DTM~184~20010520\									
Syntax Notes: DTM02 is required.									
Note: This is a required field for the terminal operator and supplier returns when reporting Beginning and Ending Physical Inventory. This is a required field when reporting Gains and Losses on the terminal operator return. This is not required for all other tax types.									

Physical Inventory by Product (If activity, required for SDR tax type)									
Form Group Segment Pos. No. 1000									
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description	
FGS01	350		M	Assigned Identification	AN	2	2	"BI" = Beginning Inventory (First Filing) "EI" = Ending Inventory	
FGS02	128		X	Reference Identification Qualifier	ID	2	2	"PG" = Product Group	
FGS03	127		X	Reference Identification	AN	3	3	Product Code See Appendix B	
Example: FGS~BI~PG~065\ or FGS~EI~PG~065\									
Syntax Notes: If either FGS02 or FGS03 is present, then the other is required.									
FTA Note: FGS01 – Recommend BI only be used for first filing. Beginning inventory is the previous period's ending inventory.									
Note: Beginning and ending physical inventory are required to be reported each month by product type. In addition, Terminal Operators will be required to report physical inventory by position holder. Suppliers will be required to report physical inventory by location.									

A Supplier must report inventory information for product they own in terminals and in bulk plants. The filer is only required to report inventories within the Commonwealth of Virginia. To report inventory information for a terminal, use Option 1 below to report the IRS TCN. To report inventory information for a bulk plant, use Option 2 below to report the bulk plant name, and the city and state it is located.

Option 1 – Terminal Inventory

Point of Origin Inventory (If activity, required to report Terminal for the SDR tax type)									
Name Segment 1 Pos. No. 1300									
Element ID	Element Ref. #	Field Status	Field Name	Field Type	Length Min.	Length Max.	Field Description		
N101	98	M	Entity Identification Code	ID	2	2	"OT" = Origin Terminal		
N102 is not used.									
N103	66	M	Identification Code Qualifier	ID	2	2	"TC" = IRS Terminal Code		
N104	67	M	Identification Code	AN	9	9	IRS Terminal Code (see IRS for code list)		
N1~OT~~TC~T38VA4007\									

Option 2 – Bulk Plant Inventory

Point of Origin Inventory (If activity, required to report Bulk Plant Inventory for the SDR tax type)									
Name Segment 1 Pos. No. 1300									
Element ID	Element Ref. #	Field Status	Field Name	Field Type	Length Min.	Length Max.	Field Description		
N101	98	M	Entity Identification Code	ID	2	2	"Z4" = Owning Inventory Control Point		
N102	93	M	Name	AN	1	30	Bulk Plant Name or City if name is not used.		
N1~Z4~BOBS BULK PLANT\									

Point of Origin Inventory (If activity, required to report Bulk Plant Inventory for the SDR tax type)

Name Segment 4 Pos. No. 1700									
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description	
N401	19		O	City Name	AN	2	20	Name of City	
N402	156		O	State or Province Code	ID	2	2	State Abbreviation	
N4~Richmond~VA\									
Syntax Notes: None									

Inventory Net (Required if reporting inventory)

Tax Information and Amount Segment Pos. No. 1800									
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description	
TIA01	C037	817	M	Tax Information ID Number	AN	4	4	"5005" = Net Gallons (Physical Inventory Gallons)	
TIA02 and TIA03 are not used.									
TIA04	380		X	Quantity	R	1	15	Quantity	
TIA05	C001	355	M	Unit of Measurement Code	ID	2	2	"GA" = Gallons	
TIA~5005~~~10000~GA\									
Syntax Notes: TIA04 is required. If TIA05 is present, then TIA04 is required.									
FTA Note: Physical Inventory is the only value passed. All other information is derivable from schedules.									

Inventory Gross (Required if reporting inventory)

Tax Information and Amount Segment Pos. No. 1800									
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description	
TIA01	C037	817	M	Tax Information ID Number	AN	4	4	"5006" = Gross Gallons (Physical Inventory Gallons)	
TIA02 and TIA03 are not used.									
TIA04	380		X	Quantity	R	1	15	Quantity	
TIA05	C001	355	M	Unit of Measurement Code	ID	2	2	"GA" = Gallons	
TIA~5006~~~9500~GA\									
Syntax Notes: TIA04 is required. If TIA05 is present, then TIA04 is required.									

End of FGS loop (Line item detail for the SDR)

End of TFS loop (SDR)

Beginning of Tax Reports Information – Carrier (CCR)

This TFS loop is used to provide tax reports to the Commonwealth. Transaction detail is reported using the Schedule sections of this map.

Condition 1 of this segment must be used to report no activity for the CA/TR license types.

Beginning of Carrier Report Detail (Required of all tax types) Tax									
Form Segment		Pos. No. 0100							
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description	
						Min	Max		
TFS01	128		M	Reference Identification Qualifier	ID	2	2	"T2" = Tax Form Code	
TFS02	127		M	Reference Identification	AN	1	6	"CCR" = Common Carrier Return.	
Examples:									
TFS~T2~CCR\									

NO ACTIVITY reporting is required for all reports. Use the following segments to indicate no activity performed for the reporting period.

Condition 1 – If account has no activity this segment is required.

Condition 2 – If account has activity these segments are required for CA/TR tax types only.

Condition 1 – If account has no activity

No Activity (Required of all tax types if No Activity for the reporting period)									
Reference Number Segment		Pos. No. 0200							
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description	
						Min	Max		
REF01	128		M	Entity Identification Code	ID	2	2	"BE" = Business Activity	
REF02	127		X	Name	AN	1	1	"1" = No Activity	
Example:									
REF~BE~1\									

End of FGS loop (Line item detail for the CCR)

End of TFS loop (CCR)

Beginning of Tax Reports Information – Other License Types (SUM - AC, BA/PA/RA, BI/OI, BL, DS, & FA)

This TFS loop is used to provide tax reports to the Commonwealth. Transaction detail is reported using the Schedule sections of this map.

Condition 1 of this segment must be used to report no activity for the AC, BA/PA/RA, BI/OI, BL, DS, & FA license types.

Beginning of Other Tax Report Detail (Required of all tax types) Tax									
Form Segment Pos. No. 0100									
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min Max		Field Description	
TFS01	128		M	Reference Identification Qualifier	ID	2	2	"T2" = Tax Form Code	
TFS02	127		M	Reference Identification	AN	1	6	"SUM" = Other Returns	
Examples:									
TFS~T2~SUM\									

NO ACTIVITY reporting is required for all reports. Use the following segments to indicate no activity performed for the reporting period.

Condition 1 – If account has no activity this segment is required.

Condition 1 – If account has no activity

No Activity (Required of all tax types if No Activity for the reporting period)									
Reference Number Segment Pos. No. 0200									
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min Max		Field Description	
REF01	128		M	Entity Identification Code	ID	2	2	"BE" = Business Activity	
REF02	127		X	Name	AN	1	1	"1" = No Activity	
Example:									
REF~BE~1\									

End of FGS loop (Line item detail for the SUM)

End of TFS loop (SUM)

Beginning of Tax Reports Information – Wholesale Sales Tax (WHR)

This TFS loop is used to provide tax reports to the Commonwealth. Transaction detail is reported using the Schedule sections of this map.

Condition 1 of this segment must be used to report no activity for the WH license types.

Beginning of Wholesale Sales Tax Report Detail (Required of all taxtypes) Tax Form									
Segment Pos. No. 0100									
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description	
TFS01	128		M	Reference Identification Qualifier	ID	2	2	"T2" = Tax Form Code	
TFS02	127		M	Reference Identification	AN	1	6	"WHR" = Wholesale Sales Tax Return.	
Examples:									
TFS~T2~WHR\									

NO ACTIVITY reporting is required for all reports. Use the following segments to indicate no activity performed for the reporting period.

Condition 1 – If account has no activity this segment is required.

Condition 2 – If account has activity these segments are required for WH tax types only.

Condition 1 – If account has no activity

No Activity (Required of all tax types if No Activity for the reporting period)									
Reference Number Segment Pos. No. 0200									
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description	
REF01	128		M	Entity Identification Code	ID	2	2	"BE" = Business Activity	
REF02	127		X	Name	AN	1	1	"1" = No Activity	
Example:									
REF~BE~1\									

End of FGS loop (Line item detail for the WHR)

End of TFS loop (WHR)

Beginning of Schedule Detail Information

This TFS begins the loop for all schedule details. It is repeated when one of the following values change:

- Tax Form Code
- Schedule Code
- Product Code
- Mode Code
- Origin Information
- Position Holder (Delivering)
- Position Holder (Receiving)
- Seller
- Consignor
- Carrier
- Buyer
- Consignee
- Destination Information

If there are no transactions to report in this filing, it is not necessary to create a Schedules TFS loop. Use the No Activity REF segment above. The use of this segment implied there is no activity in the filing.

Beginning of Schedules (Required for all tax types when reporting activity) Tax Form								
Segment Pos. No. 0100								
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
TFS01	128		M	Reference Identification Qualifier	ID	2	2	"T3" = Tax Schedule Code
TFS02	127		M	Reference Identification	AN	1	6	Schedule Type Code See Appendix A
TFS03	128		X	Reference Identification Qualifier	ID	2	2	"PG" = Product Group
TFS04	127		X	Reference Identification	AN	3	3	Product Code See Appendix B
TFS05	66		X	Identification Code Qualifier	ID	2	2	"94" = Mode Not used for WHR schedule records
TFS06	67		X	Identification Code	AN	2	2	Transportation Mode Code See Appendix D Not used for WHR schedule records
Example:								
TFS~T3~2~PG~065~94~J_ \								
Syntax Notes: If either TFS03 or TFS04 is present, then the other is required. If either TFS05 or TFS06 is present, then the other is required.								
Notes: TFS02 – Use 15A for Terminal Schedule of Receipts.								
FTA Notes: TFS02 references a schedule code. TFS05 = "94" qualifies the TFS06 code as a mode code. TFS06 references a mode code (See Appendix D). TFS05 and TFS06 are not used when reporting WHR schedule detail record.								

Point of Origin: (One of the following Options is Required)

Option 1 – Use when the origin is a Terminal.

Option 2 – Use when the origin is NOT a Terminal. This is a below the rack origin. It is located inside or outside of Virginia.

Option 1 – Origin is a terminal

Point of Origin (Required for all tax types except WH) Name								
Segment 1 Pos. No. 0500								
Element	Elem	Sub-Ele	Field	Field Name	Field	Length	Field	

ID	Ref. #	Ref. #	Status		Type	Min	Max	Description
N101	98		M	Entity Identification Code	ID	2	2	"OT" = Origin Terminal
N102 is not used.								
N103	66		X	Identification Code Qualifier	ID	2	2	"TC" = IRS Terminal Code
N104	67		X	Identification Code	AN	9	9	IRS Terminal Code See Appendix C (Code list is located on the IRS web site)
Example:								
N1~OT~~TC~T99TN0000\								
N103 and N104 segments are required if the origin is an IRS approved terminal. IRS Terminal Code List is located on the IRS Web site.								

Option 2 – Origin is not a terminal

Point of Origin (Required for all tax types except WH) Name								
Segment 1 Pos. No. 0500								
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"SF" = Ship From
N102	93		X	Name	AN	2	2	Origin State Abbreviation See Appendix F
Example:								
N1~SF~IN\								
This segment is required if the origin is NOT an IRS approved terminal.								

Point of Origin (Required for all tax types except WH) Name								
Segment 1 Pos. No. 0900								
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N401	19		O	City Name	AN	2	30	Name of City
N402	156		O	State or Province Code	ID	2	2	State or Providence Abbreviation See Appendix F
N403	116		O	Postal Code	ID	3	11	ZIP or ZIP plus 4 Code
Example:								
N4~Mobile~IN~36601\								
This segment is required if the origin is NOT an IRS approved terminal.								

Seller Information (Required for all tax types except for TO receipts, TR, and WH)								
Name Segment 2 Pos. No. 0500								
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"SE" = Selling Party
N102	93		X	Name	AN	1	35	Seller's Name
N103	66		X	Identification Code Qualifier	ID	2	2	"24" = FEIN "34" = SSN "49" = State (assigned) Identification Number (driver's license or state 9 digit number)
N104	67		X	Identification Code	AN	9	18	Seller's FEIN or SSN
Example:								

N1~SE~Fuel Inc~24~381234567\

This segment is used for reporting seller information on various receipt schedules of Distributor Returns and delivery schedules of the Carrier/Transporter (pipeline, vessel, truck and rail) reports.

Position Holder or Delivering Exchange Position Holder (Required for TO tax type on all receipts and disbursements)

Name Segment 3 Pos. No. 0500

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"ON" = Position Holder
N102	93		X	Name	AN	1	35	Position Holder's Name or Control Name (First 4 position of tax payer business name)
N103	66		X	Identification Code Qualifier	ID	2	2	"24" = FEIN "34" = SSN
N104	67		X	Identification Code	AN	9	18	Position Holder's FEIN or SSN

Example:

N1~ON~ABC Fuel~24~516888888\

Syntax Notes: At least one of N102 or N103 is required.
If either N103 or N104 is present, then the other is required.

FTA Notes: If reporting position holder or 2-party exchange information this segment is required.
For 2-party exchanges this segment defines the party of origin. N102, N103 and N104 are required.

Receiving Exchange Position Holder (Required for TO tax type on two party exchange disbursements)

Name Segment 4 Pos. No. 0500

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"EC" = Exchanger
N102	93		X	Name	AN	1	35	Exchange Party Name or Control Name (First 4 position of tax payer business name)
N103	66		X	Identification Code Qualifier	ID	2	2	"24" = FEIN "34" = SSN
N104	67		X	Identification Code	AN	9	18	Exchange Party FEIN or SSN

Example:

N1~ON~ABC Fuel~24~516888888\

Syntax Notes: At least one of N102 or N103 is required.
If either N103 or N104 is present, then the other is required.

FTA Notes: If reporting 2-party exchange information this segment is required otherwise do not use this segment.
N102, N103 and N104 are required.

Person Hiring Carrier (Consignor) (Required for TR tax type)

Name Segment 5 Pos. No. 0500

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"CI" = Consignor (Person Hiring the Carrier)
N102	93		X	Name	AN	1	35	Consignor Name
N103	66		X	Identification Code Qualifier	ID	2	2	"24" = FEIN "34" = SSN "49" = State (assigned) Identification Number (driver's license or state 9 digit number)
N104	67		X	Identification Code	AN	9	9	Seller's FEIN or SSN

Example:

N1~CI~ABC Distributing~24~381234567\

This segment is used for reporting position holder information on delivery schedules of the Transporters Report.

Carrier Information (Required for all tax types except TR and WH)

Name Segment 6 Pos. No. 0500

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"CA" = Carrier Name
N102	93		X	Name	AN	1	35	Carrier Name
N103	66		X	Identification Code Qualifier	ID	2	2	"24" = FEIN "34" = SSN "49" = State (assigned) Identification Number (driver's license or state 9 digit number)
N104	67		X	Identification Code	AN	9	18	Seller's FEIN or SSN

Example:

N1~CA~ABC Trucking~24~389876543\

This segment is used on all reports and returns.

Locality Information (Required for WH tax type)

Name Segment 7 Pos. No. 0500

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"JU" = Jurisdiction
N102 is not used								
N103	66		X	Identification Code Qualifier	ID	2	2	"76" = Jurisdiction Number (Locality Code) Qualifier
N104	67		X	Identification Code	AN	5	5	See the locality codes published by the DMV for the list of available 5 digit codes.

Example:

N1~JU~~76~51510\

This segment is used on the WHR return only.

Buyer/Consignee Information (Required for all tax types)

Name Segment 8 Pos. No. 0500

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"BY" = Buying Party (Purchaser/Consignee)
N102	93		X	Name	AN	1	35	Buyer name
N103	66		X	Identification Code Qualifier	ID	2	2	"24" = FEIN "34" = SSN "49" = State (assigned) Identification Number (driver's license or state 9 digit number)
N104	67		X	Identification Code	AN	9	18	Seller's FEIN or SSN

Example:

N1~Joe Gas Station~24~51722222\

This segment is used for reporting buyer information of various disbursement schedules of the Distributor Returns.

Point of Delivery/Destination: (One of the following Options is Required)

Option 1 – Use when the destination is a Terminal.

Option 2 – Use when the destination is NOT a Terminal. This is a below the rack destination. It is located inside or outside of Virginia.

Option 1 – Destination is a terminal

Point of Destination (Required for all tax types except WH)								
Name Segment 9 Pos. No. 0500								
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"DT" = Destination Terminal
N102 is not used.								
N103	66		X	Identification Code Qualifier	ID	2	2	"TC" = IRS Terminal Code
N104	67		X	Identification Code	AN	9	9	IRS Terminal Code See Appendix C (Code list is located on the IRS web site)
Example:								
N1~DT~~TC~T99VA0000\								
N103 and N104 segments are required if the destination is an IRS approved terminal. IRS Terminal Code List is located on the IRS Web site.								

Option 2 – Destination is not a terminal

Point of Destination (Required for all tax types)								
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"ST" = Ship To
N102	93		X	Name	AN	2	2	Destination State Abbreviation See Appendix F
Example:								
N1~ST~IN\								
N102 is required if the point of destination is NOT an IRS approved terminal.								

Address Detail (Required for WH tax type)								
Address Information Segment Pos. No. 0800								
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N301	166		M	Address Information	AN	1	35	First Line Street Address
N302	166		O	Address Information	AN	1	35	Second Line Street Address
Example:								
N3~123 C Street\ or N3~123 C Street~PO Box 222\								

Point of Destination (Required for all tax types)								
Name Segment 9 Pos. No. 0900								
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N401	19	19	O	City Name	AN	2	30	Name of City
N402	156	156	O	State or Province Code	ID	2	2	State or Providence Abbreviation See Appendix F

N403	116	116	O	Postal Code	ID	3	11	ZIP or ZIP plus 4 Code
N405	309		X	Location Qualifier	ID	1	2	"CY" = County Only used for WHR schedule records.
N406	310		O	Location Identifier	AN	1	30	County Only used for WHR schedule records.
Example:								
N4~Falls Church~VA~36601~~CY~Falls Church\								
N401 is required if the point of destination is NOT an IRS approved terminal. N405 and N406 are required on the WHR schedule detail records. They are not used for all other tax return schedule records.								

This FGS loop begins the transaction information for the individual shipments within the TFS loop. It is repeated when one of the following values changes:

- Bill of Lading (Document) Number
- Bill of Lading Date (Date Shipped)
- Gallons

Bill of Lading (Required for all tax types)								
Forms Group Segment Pos. No. 1000								
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
FGS01	350		M	Assigned Identification	AN	1	1	"D" = Schedule Detail
FGS02	128		X	Reference Identification Qualifier	ID	2	2	"BM" = Bill of Lading Number
FGS03	127		X	Reference Identification	AN	1	15	Bill of Lading Number
Example:								
FGS~D~BM~00123456\								
FGS02 and FGS03 are required.								

Bill of Lading Date (Required for all tax types)								
Date/Time Reference Segment Pos. No. 1200								
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
DTM01	374		M	Date/Time Qualifier	ID	3	3	"095" = Bill of Lading Date
DTM02	373		X	Date	DT	8	8	Bill of Lading Date (CCYYMMDD)
Example:								
DTM~095~20020905\								
DTM02 is required.								

Bill of Lading Net Gallons (Required for all tax types except WH)								
Tax Information and Amount Segment Pos. No. 1800								
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
TIA01	817		M	Tax Information ID Number	AN	4	4	"5005" = Net See Appendix E
TIA02 and TIA03 are not used.								
TIA04	380		X	Quantity	R	1	15	Quantity

TIA05	355		M	Unit of Measurement Code	ID	2	2	"GA" = Gallons
Example:								
TIA~5005~~~8000~GA\								
Syntax Notes: TIA04 and TIA05 are required.								
Enter the net gallons rounded to the nearest whole gallon.								

Bill of Lading Gross Gallons (Required for all tax types except WH)								
Tax Information and Amount Segment Pos. No. 1800								
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
TIA01	C037	817	M	Tax Information ID Number	AN	4	4	"5006" = Gross See Appendix E
TIA02 and TIA03 are not used.								
TIA04	380		X	Quantity	R	1	15	Quantity
TIA05	C001	355	M	Unit of Measurement Code	ID	2	2	"GA" = Gallons
Example:								
TIA~5006~~~8000~GA\								
Syntax Notes: TIA04 and TIA05 are required.								
FTA Notes: Enter the gross gallons rounded to the nearest whole gallon.								

Bill of Lading Billed Gallons (Required for all tax types except TO and TR)								
Tax Information and Amount Segment Pos. No. 1800								
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
TIA01	C037	817	M	Tax Information ID Number	AN	4	4	"5007" = Billed See Appendix E
TIA02 and TIA03 are not used.								
TIA04	380		X	Quantity	R	1	15	Quantity
TIA05	C001	355	M	Unit of Measurement Code	ID	2	2	"GA" = Gallons
Example:								
TIA~5007~~~8000~GA\								
Syntax Notes: TIA04 and TIA05 are required.								
FTA Notes: Enter the billed gallons rounded to the nearest whole gallon.								

Sale Price (Required for WH tax type)								
Tax Information and Amount Segment Pos. No. 1800								
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
TIA01	817		M	Tax Information ID Number	AN	4	4	"5011" = Wholesale Sales Price See Appendix E
TIA02	782		X	Monetary Amount	R	1	15	Dollar Amount
Example:								
TIA~5011~33576.95\								
Enter the dollars rounded to the nearest whole cent.								

End of FGS loop for Individual shipments.

End of TFS loop for Schedule.

Transaction Set Envelope Ending Description

The transaction set trailer (SE) is the ending envelope segment that contains or wraps the tax return and schedule detail data segments. Each transaction set envelope is made up of the ST and SE segments.

813 Ending Segments

End of Transaction Set (Required for all tax types)								
Trailer Segment		Pos. No. 0100						
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
SE01	96		M	Number of Included Segments	N0	1	10	Number of segments (inserted by translator)
SE02	329		M	Transaction Set Control Number	AN	4	9	Determined by Filer (same value in ST02, unique control number)
Example:								
SE~156~10001\								

Functional Group Ending Description

The functional control trailer (GE) is the second level envelope segment that contains or wraps the transaction set segments. Each functional group envelope is made up of the GS and GE segments.

Functional Group Ending Segment

Functional Group Segment (Required for all tax types)								
Element ID	Elem Ref #	Sub-Ele Ref#	Field Status	Field Name	Field Type	Length		Field Description
						Min.	Max.	
GE01	97		M	Number Of Transaction Sets Included	N0	1	6	Count of transaction sets within this GS/GE.
GE02	28		M/Z	Group Control Number	N0	1	9	The Functional Group control number. Must be identical to the same data element in the associated functional header (GS06).
Example:								
GE~1~1101\								

Interchange Control Ending Description

The interchange control trailer (IEA) is the ending envelope segments that contains or wraps the functional group segments. Each interchange envelope is made up of the ISA and IEA segments.

Interchange Control Ending Segment

Interchange Segment (Required for all tax types)								
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min.	Max.	
IEA01	I16		M	Number Of Included Functional Groups	N0	1	5	Count of Function Groups Within This ISA/IEA.
IEA02	I12		M	Interchange Control Number	N0	9	9	The interchange number. Must be identical to the same data element in the associated interchange header (ISA13).
Example:								
IEA~10~00000001\								

End of Transaction Set.

Amended Returns

Amended returns are to be filed in the same manner as the original return was filed. EDI amendment submissions should only provide those schedule details identifying added, deleted, or corrected loads. Do not report loads on your amended return which were correctly reported on the original return. If you resubmit those loads on your amended return, the system will not delete the duplicate transactions, but will treat them as new transactions and will calculate additional tax due.. It is the filer's responsibility to amend their returns correctly.

Errors that are identified by the system or are discovered by the electronic participant should be corrected and submitted with the current month's file or as an amended submission containing only the correcting transactions. The electronic participant should use element BTI14 instead of BTI13 when filing amended data.

To report a correction, you must report a reversing entry to back out the original reported transaction followed by an entry to report the corrected data.

Important Tips

- Round to whole gallons. Round down all amounts less than .50 and round up all amounts of .50 through .99. Decimal points are not allowed in the gallon fields.
- Make certain that the information on the tax return is correct before filing. The information on the front of the returns must be supported by the information found on the schedule detail. It is the filer's responsibility to review the accuracy of the return and to approve the submission to the Commonwealth for processing.
- Provide complete information. Do not shorten names of cities unless an abbreviation is required.
- Do not alter the document number or date. You must enter the manifest or bill of lading number and date as it appears on the physical legal document for each transaction reported.
- You must enter both the origin and destination information on every transaction reported. You must enter the origin city and state on all schedules unless the transaction originates at a terminal. In this case, you would enter the IRS terminal control number (TCN). You must enter the destination city and state on all schedules unless the transaction is delivered to a terminal. In this case, you would enter the IRS terminal control number (TCN).
- You must enter both the buyer and seller FEIN and name.
- You must enter both the carrier FEIN and name.
- You must enter net, gross, and billed gallons information.

See the data map below for required information. If required information is missing or invalid, the system will either reject the data submission

Appendix

Appendix A – Product Code and Schedule Code List

For up to date Product and Schedule Code list, please refer to the Commonwealth’s Training Materials & Resources website at: <https://us.sicpa.com/vaets-training-resources>

Appendix B – Active Locality Zip Codes List

For up to date Locality Zip Code list, please refer to the Commonwealth’s Training Materials & Resources website at: <https://us.sicpa.com/vaets-training-resources>

Appendix C – IRS Terminal Control Numbers (TCN) List

For up to date TCN please reference the IRS website at <https://www.irs.gov/businesses/small-businesses-self-employed/terminal-control-number-tcn-terminal-locations-directory>

Appendix D – Transaction / Transportation Mode List

Transaction Type Mode Codes	
Code	Description
J_	Truck
R_	Rail
B_	Barge
S_	Ship
PL	Pipeline
BA	Book Adjustment
ST	Stationary Transfer
RT	Removal from Terminal (other than by truck or Rail) for sale or consumption

The “_” in the code table represents a space. The X12 standard requires 2 characters in the field using this code.

Appendix E – TIA Codes

FTA Uniformity TIA Code Definitions

TIA Code	Description	Where Code is Used in Map
5005	Net	SCH, SUM
5006	Gross	SCH, SUM
5007	Billed	SCH, SUM
5011	Wholesale Sales Price	WHR
Note: The data represented by these TIA codes is used on schedules and does not represent a check value.		

Appendix F – Abbreviations for States, Provinces, & Territories

USA (US) State	Abbreviation	US Territories	Abbreviation
Alabama	AL	American Samoa	AS
Alaska	AK	Guam	GU
Arizona	AZ	Northern Mariana Islands	MP
Arkansas	AR	Puerto Rico	PR
California	CA	US Virgin Islands	VI
Colorado	CO	Canadian (CA) Province/Territory	Abbreviation
Connecticut	CT	Alberta	AB
Delaware	DE	British Columbia	BC
District of Columbia	DC	Manitoba	MB
Florida	FL	New Brunswick	NB
Georgia	GA	Newfoundland	NF
Hawaii	HI	Northwest Territory	NT
Idaho	ID	Nova Scotia	NS
Illinois	IL	Nunavut	NU
Indiana	IN	Ontario	ON
Iowa	IA	Prince Edward Island	PE
Kansas	KS	Quebec	QC
Kentucky	KY	Saskatchewan	SK
Louisiana	LA	Yukon Territory	YT
Maine	ME	Mexican (MX) State	Abbreviation
Maryland	MD	Aguascalientes	AG
Massachusetts	MA	Baja California Norte	BC
Michigan	MI	Baja California Sur	BS
Minnesota	MN	Campeche	CM
Mississippi	MS	Chiapas	CS
Missouri	MO	Chihuahua	CH
Montana	MT	Coahuila	CO
Nebraska	NE	Colima	CL
Nevada	NV	Distrito Federal	DF
New Hampshire	NH	Durango	DG
New Jersey	NJ	Guanajuato	GT
New Mexico	NM	Guerrero	GR
New York	NY	Hidalgo	HG
North Carolina	NC	Jalisco	JA
North Dakota	ND	Mexico	MX
Ohio	OH	Michoacán	MI
Oklahoma	OK	Morelos	MO
Oregon	OR	Nayarit	NA
Pennsylvania	PA	Nuevo Leon	NL
Rhode Island	RI	Oaxaca	OA
South Carolina	SC	Puebla	PU
South Dakota	SD	Queretaro	QT
Tennessee	TN	Quintana Roo	QR
Texas	TX	San Luis Potosi	SL
Utah	UT	Sinaloa	SI
Vermont	VT	Sonora	SO
Virginia	VA	Tabasco	TB
Washington	WA	Tamaulipas	TM
West Virginia	WV	Tlaxcala	TL
Wisconsin	WI	Veracruz	VE
Wyoming	WY	Yucatan	YU
Freely Associated States	Abbreviation	Zacatecas	ZA
Federated States of Micronesia	FM		
Marshall Islands	MH		
Palau	PW	Out of Country	ZZ

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