

INSTRUCTIONS FOR FORM SCGR-1
(Gasoline Tax Refund Claim)
(Rev. May 2015)

SCHEDULE A – Invoice Summary – To be completed by all claimants

All claimants must complete Schedule A to summarize gasoline purchased during the claim period. A separate line should be used to summarize all gasoline purchased from a specific location or from various locations affiliated with the same oil company within a specific city. For instance: All purchases from ABC in the City of Sacramento would be totaled and reported on one line (see the example). If more space is needed, make photocopies of this form and attach them to the claim.

When completing schedule A, you must report each refundable rate on a separate line as in the example. For instance, gallons purchased January 1, 2010 through June 30, 2010 at \$0.18 must be reported on a separate line from gallons purchased on or after July 1, 2010 at the \$0.353 rate.

- Seller's Name – Enter the gas station name or the affiliated oil company (if purchases were made from multiple locations within the city).
- Purchase Location – Enter the name of the California city or other location where gasoline was purchased.
- Purchase Period – Enter the dates of the first and the last purchase at each location within the claim period. Fuel purchased between January 1st and June 30th should be reported separately from fuel purchased on or after July 1st as these are refunded at different rates.
- Gallons Purchased – Enter the total number of gallons purchased for each location. Fuel purchased between January 1st and June 30th should be reported separately from fuel purchased on or after July 1st as these are refunded at different rates.
- Total This Page – Add the number of gallons purchased from all locations and enter the total for each page.
- Total All Pages – Add the total gallons from each Page Total and enter that amount on the last page.
- Complete the page numbering at the bottom of the form. For instance: Page 1 of 3.