



Agency Records Disposition Schedule

Department: Department of Revenue

Section: Business Tax

Division: Taxation

Sub-Section: Motor Fuel Tax

TITLE: Disapproved and/or Rejected Refund Claim Records

CUTOFF: EOSFY

DESCRIPTION: Motor Fuel refund claim records that do not meet the requirements for refund disbursement. Documents include refund claim (Form 4923) and the required fuel invoices which serve as documentation for the claim. Claims are submitted by taxpayers. Taxpayers include, but are not limited to farmers, construction companies, and boat owners.
Notes: See record series number 7048 Non-Highway Use Refund Claims for approved claims.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7041

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Gasoline and Special Fuel Tax Monthly Refund Reports

CUTOFF:

DESCRIPTION: Payments

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7031

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Motor Fuel Distributor Monthly Tax Reports

CUTOFF: EOSFY

DESCRIPTION: Monthly report submitted by fuel distributor indicating type of fuel distributed, the origin and destination of the fuel, and the net/gross/invoiced gallons of fuel.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7042

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Department of Revenue

Section: Business Tax

Division: Taxation

Sub-Section: Motor Fuel Tax

TITLE: Motor Fuel Import Records

CUTOFF: EOSFY

DESCRIPTION: Information received of fuel imported from another state into Missouri. Records verify that the fuel tax has been paid when it was imported into the state.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7035

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Motor Fuel Supplier Monthly Tax Reports

CUTOFF: EOSFY

DESCRIPTION: Monthly report which verifies fuel tax paid by businesses when fuel is sold to a customer. Report includes type of fuel, its origin and destination, and net/gross/invoiced gallons sold.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23431

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Motor Fuel Terminal Monthly Tax Reports

CUTOFF: EOSFY

DESCRIPTION: Reports of receipts and disbursements of fuel from barge and pipeline companies to ensure appropriate amount of tax has been paid.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7043

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Department of Revenue

Section: Business Tax

Division: Taxation

Sub-Section: Motor Fuel Tax

TITLE: Motor Fuel Transporter Monthly Tax Reports

CUTOFF: EOSFY

DESCRIPTION: Reports type of fuel, net/gross gallons, it's origin and destination in Missouri. Report tracks the amount of fuel transported to ensure appropriate amount of fuel tax is paid.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7032

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Non-Highway Use Refund Claims - Approved

CUTOFF: EOSFY

DESCRIPTION: Consumer refund claims of motor fuel tax on fuel gallons used for off-road purposes. Claim is used for income tax auditing purposes to verify the refund amount. Claims are submitted by taxpayers. Taxpayers include, but not limited to farmers, construction companies, and boat owners.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: See record series #7041 "Disapproved and/or Rejected Refund Claim Records" for disapproved/rejected claims.

DISPOSITION ACTION: Destroy

SERIES: 7048

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012