



# **Instructions for LNG/CNG Monthly Consolidated Schedule**

## **Who Must File This Schedule**

All Liquefied Natural Gas (LNG) and Compressed Natural Gas (CNG) dealers or users who are consolidated and registered as such with the Iowa Department of Revenue. This consolidated monthly schedule is to be filed along with the LNG/CNG dealer and user monthly return.

## **Schedule Instructions**

- a. **Name:** Enter the legal name as registered with the Department.
- b. **Consolidated Number:** Enter the 9-digit consolidated license number issued by the Department.
- c. **Tax Period:** Enter month and year of the return.
- d. **License Number:** Enter the 9-digit license number for each branch that is affiliated with the consolidated license number. *All active branch license numbers need to be listed even if no activity.*
- e. **Location:** Enter each address and city location for each branch number that is affiliated with the consolidated license number.
- f. **Taxable Gallons of LNG:** Enter the taxable gallons for each license number.
- g. **Taxable Cubic Feet of CNG:** Enter the taxable cubic feet for each license number.

## **Where To File Your Return**

Send your monthly return to: Iowa Department of Revenue  
Attn: Julie Stokke  
P.O. Box 10465  
Des Moines, Iowa 50306-0465

## **Assistance and Forms**

Information, forms and assistance call: 515-281-6447  
E-mail: [idr@iowa.gov](mailto:idr@iowa.gov) or write to: Iowa Department of Revenue  
Attn: Julie Stokke  
P.O. Box 10465  
Des Moines, Iowa 50306-0465

## **Amended Reports**

If you need to change (amend) a previously filed return, send us a corrected return, including all corrected schedules.

## **Computer Prepared Schedules**

The Department will accept an Excel file for this schedule.

The Excel file must include the following:

Name  
Consolidated License Number  
Tax Period  
License Number  
Location Address & City  
Taxable Gallons of LNG  
Taxable Cubic Feet of CNG