

# INSTRUCTIONS

## Completing the Propane Education & Research Council Remittance Report

1. Enter your complete company name, PERC ID#, address, and phone number and or E- mail address. If you have forgotten or do not know your company's PERC ID#, please call PERC Help Desk @ 202-464-9023 or send an e-mail to [remittance@propane.com](mailto:remittance@propane.com).
2. In the space provided, indicate the month and year, which this report covers.
3. The following information **must** be included:
  - a. "Terminal Name". This is the name of the terminal where the odorant was added. This point of odorization may be situated at a gas plant, refinery, storage cavern, or loading rack.
  - b. "Terminal Operator PERC ID". This is the ID# assigned by PERC for each terminal operator. If you do not know the PERC ID for the terminal operator, please call or e- mail the PERC help desk (202-464-9023 or [remittance@propane.com](mailto:remittance@propane.com))
  - c. "Remitting Company ID". This is the ID# assigned by PERC for your company.
  - d. "Month". Enter a 2 digit code for the month that applies to the remittance.
  - e. "Year". Enter a 4 digit code for the year that applies to the remittance.
  - f. "Gallons" is the **total volume** of propane, which you had odorized at that location during the reporting month. ***Do not include multiple listings for the same location.***
  - g. "Country" is either USA or Canada.
  - h. "State" is the 2 letter abbreviation for the State or province where the terminal is located.
  - i. "City" is the name of the city where the terminal is located. ***This may be the same as the terminal name, but in some cases the terminal name and the city that it is located in may differ.***
  - j. "Assessment" is the multiplier announced by the Council (currently 5/10ths of 1 cent per gallon--\$0.005).
  - k. "Amount Due" is the amount of gallons times the assessment for each location.
4. "Total Amount Collected on this Page", line 4, is the total of all entries in the "Amount Due" column.
5. If more than 5 locations were used, please attach continuation pages, numbering each and showing the total from all continuation pages in line 5 labeled "Total Amount Carried Forward from Attached Pages", and the number of such pages attached. (This form may also be customized to meet your computer or word processing needs, **provided all information and certifications contained herein are submitted in their entirety. Forms not including the information requested and/nor adhering to the requested format may be returned for modification.**
6. "Total Amount of Imports", will be carried forward and calculated on the first page (Imports should show the name of the import point/s where odorized propane crossed over into the U.S.) Odorized imports should not be recognized as part of the standard domestic transactions that would be reported in Lines 4 or 5.
7. "Total Amount of Exports", will be carried forward and calculated on the first page (Exports should show the name of the export point/s where odorized propane

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moved out of the U.S.)

8. "Total Amount of Customer Exports", will be carried forward and calculated on the first page (The Customer Exports page is to be used if a domestic customer purchases product from your company and **only** sells it out of the country)
9. "Adjustments/Penalties/Interest" are any additional payments or reductions due to a prior under or overpayment, or the addition of penalties or interest. Please attach a **statement fully explaining any adjustment**. Assessment payments are due on the 25<sup>th</sup> of the month following the date of odorization or importation. If the assessment payment is mailed after the 25<sup>th</sup> of the month, include an additional 5 percent of the amount due as penalty. Payments submitted more than 30 days beyond the due date will be assessed interest at the rate of 1 ½ percent per month.
10. "Total Amount Remitted" is the total of lines 4, 5, 6 and 9 LESS lines 7 and 8.
11. If you do not provide odorization services for anyone else, please place a mark in the designated area on the remittance report.
12. Please sign your name and date the form prior to its submission. Forms must be signed only by a corporate officer or other person who has authority to sign certifications on behalf of the company.
13. Please also print your name and title.
14. Mail form and check to:

**Propane Education & Research Council  
PO Box 826112  
Philadelphia, PA 19182-6112**

Payments may also be made via wire transfer. Please follow the wire instructions below:

Citibank  
ABA: 021000089

***For the Account of Morgan Stanley Beneficiary Account #40611172 Further  
Credit to DWR A/C 105019817 PERC***  
111 Wall St  
New York, NY 10043

Those making payments via wire transfer should forward their remittance reports to the PO Box address above, or e-mail reports to [remittance@propane.com](mailto:remittance@propane.com). *Please indicate on your remittance report that the assessment payment has been made via wire transfer.*

***Additional information about PERC assessment procedures may be obtained by visiting our website at [www.propane.com](http://www.propane.com)***

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## **ASSESSMENT CONFIDENTIALITY**

Purpose:

- To persuade Terminal Operators to voluntarily remit monthly odorization reports by receiving assurances from PERC that proprietary remitter information will be held in strict confidence.

Policy:

- All terminal operator and remitter assessment information relating to volumes of odorized propane and assessments paid is for strict use by PERC's Management (President & CEO, CFO/Vice President of Administration and Marcum LLP) to insure all propane assessments are paid.
- Under no circumstances can Council members have access to such information.
- Council members may have access to listings naming terminals, remitters and importers to assist management in identifying organizations that could potentially be responsible for paying an assessment.

Procedures:

- All terminal and remitter reports as well as any administrative reports associated with the assessment collection process are to be handled by the approved management of PERC.
- Approved management is responsible for insuring that no Council member views or receives such reports.
- Reports relating to management's performance to collect propane assessments may be provided to Council members in order to meet their governance responsibility. However, under no circumstance may these performance reports contain company specific information relating to propane volumes or assessment amounts.
- Confidentiality policy to be posted on terminal and remitter reports and on PERC's website.