



ALABAMA LIQUEFIED PETROLEUM GAS BOARD RECIPIENT MONTHLY LP-GAS FEE REPORT

INSTRUCTIONS FOR COMPLETING RECIPIENT MONTHLY LP-GAS FEE REPORT

- **Enter** the month and year of delivery. The “month and year of delivery” begins the first calendar day of the month in which product was received and ends the last calendar day of that month.
- **Column 1 Enter** the total gallons received from each supplier.
- **Column 2 Enter** the total LPG fees paid for the gallons reported in Column 1.
- **Column 3 Enter** the Supplier’s name.
- **Column 4 Enter** the LPGB permit number for each Supplier.

“IMPORTED GALLONS FOR WHICH ALPG FEES HAVE NOT BEEN PAID AND ARE DUE”

- In this section, report all gallons brought into the State of Alabama during the current reporting period on which ALPG fees have not been assessed. The ALPG fees on these gallons must be paid by the recipient with the filing of this “Recipient Monthly LP-Gas Fee Report.”
- In column “3” list the name of the entity that physically brings imported LP-Gas into the state. For multi-state LP-Gas companies, the importer and recipient is most likely the same entity.
- In column “4” list the Alabama LP-Gas Board permit number of the entity that physically imported the gas into the state.

ADDITIONAL NOTES:

*Multiple suppliers should be entered on the same form. Each supplier should begin a new line entry.

***Faxed copies are not acceptable.**

***To avoid penalties**, envelopes must be **U.S. POSTMARKED** by the **twentieth (20th)** of the month following the reporting period.

Mail completed form to:

**ALABAMA LIQUEFIED PETROLEUM GAS BOARD
PO BOX 1742
MONTGOMERY, AL 36102-1742
Telephone #334-241-8887**