



ARIZONA DEPARTMENT OF TRANSPORTATION

PRIVATE-USE BIODIESEL PRODUCER REPORT (Form E-150) INSTRUCTIONS

If you produce biodiesel fuel for your own personal consumption, you must file Form E-150, Private-Use Biodiesel Producer Report. Biodiesel is considered a use fuel in the State of Arizona.

The report is to be filed on a quarterly basis. The due date for filing is the last day of the month following the quarter.

The report is being provided in an Excel spreadsheet for your use.

Below is a listing of the fields which require information:

1. Year – This is the calendar year. Please use 20XX designation.
2. Quarter – Enter “1” for the period January 1st through March 31st.
Enter “2” for the period April 1st through June 30th.
Enter “3” for the period July 1st through September 30th.
Enter “4” for the period October 1st through December 31st.
3. Name – You or your company’s name
4. Address – The physical street address
5. City
6. Zip code
7. Phone Number
8. Date of Production – Enter either the day or week ending of biodiesel production
9. Gallons Produced – Enter the corresponding gallons of biodiesel produced.
10. Total Gallons – this a calculated figure.
11. Use Class Gallons – A use class motor vehicle means a motor vehicle that uses use fuel on a highway in this state and that is a road tractor, truck tractor, truck or passenger carrying vehicle having a declared gross weight of more than twenty-six thousand pounds or having more than two axles. Biodiesel is considered a use fuel in the State of Arizona. This is a calculated field.
12. Light Class Gallons – if applicable, enter the amount of gallons which was dispensed into a light class motor vehicle. A light class motor vehicle means a motor vehicle that uses use fuel on the highways in this state but excludes a road tractor, truck tractor, truck or passenger carrying vehicle having a declared gross vehicle weight of more than 26,000 pounds or having more than two axles.

13. Taxes Due – This is a calculated amount.
14. Signature – The person responsible for the report.
15. Date – enter the date using MM/DD/YYYY format.
16. Print Name – This is the same as the person who signed the report.
17. E-Mail Address – Provide the e-mail address of the contact person.