

**INSTRUCTIONS FOR FORM SCGR-1 SCHEDULE B/C**  
(Gasoline Tax Refund Claim)  
(Rev. March 2018)

**Enter at top of page of the form:**

- Claimant Name – Name of the individual or entity requesting a gasoline tax refund.
- Calendar Year – The year the gasoline tax refund is filed for.
- SCO Account Number – A seven digit number assigned by the SCO. For the first-time filer, please leave the field blank.
- Filing Period – Claims should be filed for a calendar year. If claim exceeds \$750, then the claims may be filed for quarterly period(s). If the refund is being filed for exported fuel, a claim may be filed monthly, quarterly, semi-annually, or yearly.

**SCHEDULE B – Vehicles & Other Types of Equipment Using Gasoline claimed on SCGR -1.**

**All claimants must provide a completed Schedule B along with their SCGR-1 claim. The information requested specifies types and numbers of Vehicle/Equipment used and the breakdown of refundable and non-refundable gallons used for each type, to substantiate your claim. The totals on this schedule must agree with the numbers recorded on the SCGR-1 claim form.**

- Vehicle Type - Enter the total number of vehicles which use gasoline for operational purposes.
- Refundable and Non-Refundable gallons - Enter the total number of gasoline gallons used for refundable and non-refundable purposes for each vehicle type.
- Other types of Equipment - Enter the total number of all other equipment types as needed, beginning on Line 5. For example: Power Take-off Equipment, lawn mowers, power sweepers.
- Refundable and Non-Refundable gallons - Enter the total number of gasoline gallons used for refundable and non-refundable purposes for each equipment type.
- Total – Enter all totals of vehicles/equipment, refundable fuel used, and non-refundable fuel used.

**SCHEDULE C – Farm/Ranch Use – Crops and Related Acreage**

**Complete Schedule C – This schedule must be attached to Form SCGR-1 for farm/ranch operations.**

- Enter the name of each crop grown and the number of acres utilized for each.
  - If you are double-cropping, please indicate “double-cropping” next to the crop description.
- Attach additional schedules, if necessary to include all crops.
- Complete the page numbering at the bottom of the form. For instance: Page 1 of 3.
- Total Schedule C – Add the number of acres and enter total.