

Instructions for Completing Kentucky Propane Education and Research Remittance Report

The “Kentucky Propane Education and Research Remittance Report” form and the general responsibilities of those involved with the remittance of funds generated through the Kentucky Propane Education and Research checkoff program are outlined according to the Kentucky Propane Education and Research Act, KRS 234.270 to 234.302, and rules adopted by the Kentucky Propane Education and Research Council (KYPERC). The Council is responsible for developing programs and projects to promote the safe, efficient use of odorized propane gas as a preferred energy resource.

Requirements

Any individual who sells odorized propane into Kentucky must pay an assessment and file a report. A producer or supplier who sells odorized propane to a customer for use in Kentucky shall file an assessment report indicating each sale as a separate line item and submit the forms and payment to the Kentucky Propane Education and Research Council. If you are a marketer and you purchase and take possession of propane for shipment to yourself now or for storage and later use or resale, then you are responsible for payment of the assessment at the time it is odorized.

The new assessment increase will begin January 2002 and are payable to the Kentucky Propane Education and Research Council on a monthly basis by the 25th of the month following the month of the assessment.

Detailed Instructions

Section 1

1. Enter your company name and address.
2. In the box provided, indicate the month and year which the report covers.

Section 2

3. “Kentucky Customer” means the individual or company you sold propane for use in Kentucky.
4. “Odorized Gallons Sold” is the total volume of odorized propane sold to each Kentucky customer during the reporting month.
5. “Assessment” is the fee set by the Council -- 2/10 of 1 cent per gallon (\$.002).
6. “Amount Due” the amount of gallons times the assessment.
7. All information submitted to KYPERC will be treated as confidential by KYPERC staff and accounting personnel. Members of the Council will not have access to company specific data except for audit or enforcement purposes, and only in such limited detail as required for decision making.

Section 3

8. Before submitting, please sign and date the document as well as print your name and title. Forms must be signed only by a corporate officer or other person who has the authority to sign certifications on behalf of the company.
9. “Adjustments/Penalties/Interest” would be any additional payment or reduction due to a prior under- or over-payment, or the addition of penalties or interest. Please attach a statement fully explaining any adjustment. If mailed after the 25th of the month, include an additional 5% 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 1/2 % per month.
10. Once completed, submit the signed form and payment to:

**Kentucky Propane Education
and Research Council
1503 Twilight Trail
Frankfort, KY 40601**

**For additional information regarding
KYPERC, please call the council at:
(502)223-5322**

*Forms may be duplicated as needed for reporting KYPERC assessments.
Additional copies of forms are available by calling or writing the KYPERC office.*

