



Mark Gordon
Governor

WYOMING Department of Transportation

"Providing a safe, high quality, and efficient transportation system"

5300 Bishop Boulevard, Cheyenne, Wyoming 82009-3340



K. Luke Reiner
Director

End-of-Year 4% Surcharge Report Instructions

Due by January 31, 20__

No estimations; exact dollar amounts only

Reports done in pencil will be returned and may be considered delinquent!

- 1) Fill in Rental agency certificate number(s), legal name of Rental business, mailing address, phone, fax and list all Wyoming locations.
- 2) **Line 1:** enter the total dollar amount of Rental transactions for January 1st through June 30th, before sales tax and 4% surcharge have been calculated (this will be the total from **line 1** on the **Mid-Term** report)
- 3) **Line 2:** enter the total dollar amount of Rental transactions for July 1st through December 31st, before sales tax and 4% surcharge have been calculated
- 4) **Line 3:** enter total dollar amount of Rental transactions for January 1st through December 31st (line 1 + line 2)
- 5) **Line 4:** enter the dollar amount of 4% surcharge collected for January 1st through June 30th (this will be the total from **line 2** on the **Mid-Term** report)
- 6) **Line 5:** enter the total dollar amount of 4% surcharge collected from the total on line 2 (line 2 x .04)
- 7) **Line 6:** enter total dollar amount of 4% surcharge collected for January 1st through December 31st (line 4 + line 5)
- 8) **Line 7:** enter the total Wyoming registration fees paid for the rental fleet for January 1st through June 30th (this will be the total from **line 3** on the **Mid-Term** report)
- 9) **Line 8:** enter the total Wyoming registration fees paid from the Schedule 2. This amount is for registration fees paid for the rental fleet from July 1st through December 31st **ONLY**.
- 10) **Line 9:** enter the total Wyoming registration fees paid for the rental fleet for January 1st through December 31st (line 7 + line 8)
- 11) **Line 10:** subtract line 6 from line 9 to figure the total dollar amount of 4% Surcharge owed to WYDOT (if the amount is a negative number you do not owe WYDOT any money)
- 12) Preparer needs to sign, date, and list phone number and job title.
- 13) Failure to fill out report and the Schedule 2 in its entirety and submit any monies due will be considered a delinquent report and may be subject to penalties and fees.