



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

Mid-Term 4% Surcharge Report Instructions

Due by July 31, 20__

No estimations; exact dollar amounts only

Reports filed 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 the 4% surcharge have been calculated
- 3) Line 2: enter the total dollar amount of only the 4% surcharge collected from the total on line 1 (line 1 x 4%)
- 4) Line 3: enter the total Wyoming Registration fees paid from the Schedule 1. This amount is for registration fees paid for the rental fleet from January 1st through June 30th ONLY.
- 5) Preparer needs to sign, date, list phone number, email address and job title.
- 6) Failure to fill out report and the Schedule 1 in its entirety will be considered a delinquent report and may be subject to penalties and fees.
- 7) **Please keep a copy of the completed Mid-Term report to use as a reference when filling out the End-of-Year report in January.**

NOTICE: No monies are due at the time of this report. The total remaining 4% surcharge fees collected after Wyoming registration of the rental fleet has been paid for the entire calendar year, will be remitted with the End-of-Year report in January of the following year.