



**INSTRUCTIONS FOR COMPLETING THE SCHEDULE OF PROPANE SALES AND DELIVERIES TO VENDOR LOCATIONS**

**This schedule is only to be used by propane distributors to record their tax-included and tax-out propane SALES AND DELIVERIES MADE TO RETAIL LOCATIONS during the reporting period.**

**Tax-Included / Tax-Exempt Litres**

Distributors are required to report all propane sold or transferred to other vendors on the "Distributor Sales Summary". All propane sold to vendors is to be tax included unless the vendor does not sell taxable propane, and has applied for and obtained permission to purchase exempt propane. "Propane Vendor Tax-Free Purchaser Declaration" Forms (applications) are available from the Department of Finance and must be submitted and approved before the vendor will be allowed to purchase tax exempt propane from a distributor.

In addition, distributors must report all tax exempt sales greater than 45.35 kilograms (other than propane sold to vendors as reported on the Distributor Sales Summary) daily to AUFES on the form called the "Tax Exempt Fuel Sales Report".

Please refer to Information Bulletin FT-8 for more information on propane sales.

**Please retain a copy of these reports for audit verification.**

**Additional schedules are to be used if more space is required.**

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**For Further Information:**

**Write: Saskatchewan Finance  
Revenue Division  
2350 Albert Street  
Regina, Saskatchewan S4P 4A6**

**Telephone: Toll Free 1-800-667-6102 (ext. 7687)  
Or Regina Area 787-7687**

**Fax: 306-787-0241**

**Information Bulletins and Publications are available on the Internet at:  
[www.gov.sk.ca/finance](http://www.gov.sk.ca/finance)**

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