

## ***Summary Reports***

During certification testing, the Electronic Participant is required to provide the BOE with a completed copy of the appropriate summary report for each file submission. Supporting schedules will generally not be required to be submitted with the summary report. The summary report will be used to verify the electronic data transmitted.

After transmitting test data via the Internet to the BOE, the Electronic Participant must complete and email or fax the appropriate summary report to the BOE's Data Analysis Section.

Fax the completed summary reports to:

State Board of Equalization  
Data Analysis Section, MIC: 30  
Summary Report for Electronic Test Data  
Fax: (916) 323-9497

- or -

Email the completed summary reports to:

BOEMFeFile@boe.ca.gov  
Subject Line: FTD eFiling Motor Fuel Summary Report

### **General Information For All Summary Reports:**

When completing a summary report, the Electronic Participant must enter the following information:

- Company name.
- BOE Account Number. A summary report must be completed for each account number assigned to the filer. This account number must match the account number recorded in the electronic file being tested.
- Tracking Number. The tracking number is a 10-digit number provided by the BOE when the file is submitted using the Upload Return process. It is unique to each Upload Return attempt and is used to identify the filing for all future inquiries.
- The testing stage number the Electronic Participant is currently participating in (2 or 3) and the number of the filing attempt for the stage being tested.
- Contact name, telephone number, fax number, email address, and the date of the eFiling.

### **Aircraft Jet Fuel Dealer Summary Report (DLR)**

This summary report is divided into the following three columns: schedule code, number of transactions, and total billed gallons. To complete this form, the filer must enter the total number of transactions and the total billed gallons in the appropriate column by the schedule listed in the first column of the summary report.

**➤ AIRCRAFT JET FUEL DEALER (DLR) SUMMARY REPORT**

Name of Company Submitting Summary Report:		Account or ID Number:		Testing Stage	
		Tracking Number:		Stage Number:	Filing Number:
Schedule Code	Number of Transactions	Total Billed Gallons			
2					
4					
5					
5Q					
7					
8					
10A					
10B					
10G					
10K					
15C (Inventory)					
Contact Name:		Phone Number: (      )		FAX Number: (      )	
Email Address:				Date:	