

INSTRUCTIONS TO COMPLETE FORM 8611  
SAND & GRAVEL

## **A Separate Form 8611 must be filed for each DEQ Permit Number related to the mine group reported on Form 8601**

Please complete Form 8611 using calendar year sales and use tonnage information. Please respond completely to the information requested on this form, providing the legal description and tonnage information in the spaces provided on the original forms provided by the Department. At least one Form 8611 must accompany each Form 8601 for your annual gross products report filing to be considered complete. **A separate Form 8611 must be filed for each DEQ Permit Number related to the mine group reported on Form 8601.** If you were not assigned a DEQ Permit Number for this property, or you do not know your DEQ Permit Number, please contact the Department of Revenue at (307) 777-7983. Forms not complete may be returned and may be subject to penalty. Your return will not be considered officially filed until rendered complete.

Production Year: Indicate the production year reported in the space provided.

Operator ID: Enter the operator ID number (the 4-digit number beginning with a 9) assigned to you by the Wyoming Department of Revenue. If an operator ID has not been assigned to you, leave this box blank.

Taxpayer: Enter the taxpayer name in the space provided.

Mine Group Number: Enter the Mine Group Number (the 5-digit number beginning with a 9) assigned to your mine by the Wyoming Department of Revenue. If a Mine Group Number has not been assigned to this group, leave this box blank.

Mine Group Name: Enter the name of the Mine Group where the reported sand & gravel production took place.

DEQ Permit Number: Enter the DEQ permit number assigned to this mine by the Wyoming Department of Environmental Quality. **A separate Form 8611 must be filed for each DEQ Permit Number related to the mine group reported on Form 8601.**

County: Enter the County where the mine is located.

Report each legal description from which sand & gravel was sold or used during the calendar year, and enter the corresponding number of tons sold and used from that legal description during the calendar year. Report only the calendar year totals for each legal description. Round all tonnages from each legal description to the nearest whole number. Enter the sum of the tons sold and used in the page total box.

You may also report the tax district which corresponds to the legal description reported, if you know it. If you do not know the tax district, you may leave the tax district box blank.

**A separate Form 8611 MTD must be completed for each DEQ Permit Number related to the mine group reported on Form 8601.** If there was no sand & gravel sold or used from a Mine Group during the reporting period, please indicate as such and return Form 8601 for computer clearance.

