

ASCII Filing Option - Petroleum Severance and Gross Products Reports can be filed electronically using taxpayer programmed ASCII formatted files. The specifications for filing via the ASCII Files method are itemized in this document. ASCII formatted files can be filed directly using WYIFS. The Department recommends the WYIFS method of transferring ASCII files. ASCII filers also have the option of mailing their ASCII files on diskettes.

ASCII FILING SPECIFICATIONS

Taxpayer Programmed ASCII files must comply exactly to the following specifications

Note on Field Types:

9 indicates a numeric field.

X indicates an alpha or numeric field.

Note on Field size specifications: field sizes must be exactly as listed. For example, when the field size is 4 the field must contain 4 characters. If the field size is 4 then the number 12 must be expressed as 0012.

Electronic File Format A - applies only to oil and gas severance forms. The severance forms that can be filed electronically are:

2000 - Severance Tax Report Oil

2002 - Severance Tax Schedule Oil Well Incentive Reporting

3000 - Severance Tax Report Gas

3002 - Severance Tax Schedule Gas Well Incentive Reporting

File Naming Convention - The returns data must be in an ASCII file named in the following manner:

0000YYMM.DDs

Where:

0000 is your numeric four-digit operator ID, e.g. 0064 would be Operator ID 64.

YYMM is the year and month during which the electronic return is being filed, e.g. 0101 equals the year 2001, month of January.

. (Period) is required in this position.

DD may be the day that the return is filed, e.g. 25 could indicate the 25th.

s indicates a severance tax return.

Duplicate File Names - Duplicate file names will not be accepted. A taxpayer may want to use this convention to indicate the day filed, but if multiple files will be submitted on that day, different file names must be used. The Mineral Tax Division uses the date transferred via WYIFS or the postmark date of the diskette as the filing date to determine

timeliness. When amending a previous filing, do not attempt to use the original file name. All severance filings should be submitted in the same file regardless of form number.

**Electronic File Format A Specifications
(Forms 2000, 2002, 3000, 3002)**

Field	Size	Position	Description	Type	Notes
1	4	01 to 04	Operator ID	9	
2	4	05 to 08	Form ID	9	Must be 2000, 2002, 3000, or 3002
3	6	09 to 14	Production period	9	(mmyyyy)e.g. 012001 equals January, 2001
4	5	15 to 19	Reporting Group Number	9	
5	1	20	Return Type(O = Original; A = Amendment)	X	Same file can contain original and amended returns.
6	2	21 to 22	API County Code Number	9	County Number of well if Form 2002 or 3002. 00 if Form 2000 or 3000.
7	5	23 to 27	API Well Number	9	Well Number if Form 2002 or 3002. 00000 if Form 2000 or 3000.
8	2	28 to 29	API Side Track Number	9	Side Track Number if Form 2002 or 3002. 00 if Form 2000 or 3000.
9	3	30 to 32	API Reservoir Number	9	Reservoir Number if Form 2002 or 3002. 000 if Form 2000 or 3000.
10	3	33 to 35	Rate Code (See Rate Code	X	

			Table)		
--	--	--	--------	--	--

**Electronic File Format A Specifications
(Forms 2000, 2002, 3000, 3002)**

Continued

Field	Size	Position	Description	Type	Notes
11	9	36 to 44	Gross Sales Volume	9	
12	9	45 to 53	Gross Sales Value	9	
13	9	54 to 62	Deductions	9	
14	9	63 to 71	Taxable Value	9	
15	12	72 to 83	Tax Due (000000000.00)	X	formatted for 2 decimal places

EXAMPLE: Severance Tax Return Oil

**00112000012001123450000000000000BAS00000100000001000000000125000000875
0000000350.00**

Example Description:

FIELD #	1	2	3	4	5	6
POSITION	01 TO 04	05 TO 08	09 TO 14	15 TO 19	20	21 TO 22
DESCRIPTION	OPERATOR ID	FORM ID	PRODUCTION PERIOD	REPORTING GROUP #	RETURN TYPE	API COUNTY CODE #
EXAMPLE	0011	2000	012001	12345	O	00

FIELD #	7	8	9	10	11	12
POSITION	23 TO 27	28 TO 29	30 TO 32	33 TO 35	36 TO 44	45 TO 53
DESCRIPTION	API WELL #	API SIDE TRACK #	API RESERVOIR #	RATE CODE	GROSS SALES VOLUME	GROSS SALES VALUE
EXAMPLE	00000	00	000	BAS	000001000	000010000

FIELD #	13	14	15
POSITION	54 TO 62	63 TO 71	72 TO 83
DESCRIPTION	DEDUCTIONS	TAXABLE VALUE	TAX DUE
EXAMPLE	000001250	000008750	000000350.00

NOTE: Every File Format A Return must contain 83 characters.

Electronic File Formats B, C, D, and E

Electronic File Format B - applies only to oil and gas gross products forms. The gross products forms that can be filed electronically under Format B are:

4101 - Annual Gross Products for Oil

4201 - Annual Gross Products for Gas

Reporting TIK Production using ASCII - paper forms 4101 and 4201 allow operators to report up to three TIK interest owners directly on the 4101 or 4201. ASCII filers are required to report all production taken in-kind on 4111 and 4211 file format C.

Electronic File Format C - applies only to oil and gas gross products forms. The gross products forms that can be filed electronically under Format C are:

4111 - Annual Gross Products Take In Kind Balance Sheet for Oil

4211 - Annual Gross Products Take In Kind Balance Sheet for Gas

Electronic File Format D - applies only to oil and gas gross products forms. The gross products forms that can be filed electronically under Format D are:

4121 - Annual Gross Products Breakdown by County and Tax District
for Oil

4221 - Annual Gross Products Breakdown by County and Tax District
for Gas

Electronic File Format E - applies only gas gross products forms. The gross products form that can be filed electronically under Format E is:

4231 - Annual Gross Products Attachment for Gas

File Naming Convention - The returns data must be in an ASCII file named in the following manner:

0000YYMM.DDg

Where:

0000 is your numeric four digit operator ID, e.g. 0064 would be Operator ID 64.

YYMM is the year and month during which the electronic return is being filed, e.g. 0101 equals the year 2001, month of January.

. (Period) is required in this position.

DD may be the day that the return is filed, e.g. 25 could indicate the 25th.

g indicates a gross products tax return.

Duplicate File Names - Duplicate file names will not be accepted. A taxpayer may want to use this convention to indicate the day filed, but if multiple files will be submitted on that day, different file names must be used. The Mineral Tax Division uses the date transferred via WYIFS or the postmark date of the diskette as the filing date to determine timeliness. When amending a previous filing, do not attempt to use the original file name. All gross products filings should be submitted in the same file regardless of form number.

Electronic File Format B Specifications (Forms 4101 and 4201)

Field	Size	Position	Description	Type	Notes
1	4	01 to 04	Operator ID	9	
2	4	05 to 08	Form ID	9	Must be 4101 or 4201
3	6	09 to 14	Production Period (12YYYY)	9	
4	5	15 to 19	Reporting Group Number	9	
5	1	20	Return Type (O = Original; A = Amendment)	X	
6	1	21	Taxpayer Type (O = Operator; T = TIK)	X	
7	4	22 to 25	Well Count (if Stripper)	9	Greater than 0000 if claiming stripper

8	6	26 to 31	Down Days (if stripper)	9	
---	---	----------	-------------------------	---	--

**Electronic File Format B Specifications
(Forms 4101 and 4201)**

Continued

Field	Size	Position	Description	Type	Notes
9	6	32 to 37	# of Well Days Produced at Maximum Feasible Rate times 10 bbls	9	Greater than 000000 if claiming stripper
10	9	38 to 46	Volume Produced (oil) Total Well Head Production (gas)	9	
11	9	47 to 55	Flared/Blown gas	9	
12	9	56 to 64	Re-injected gas	9	
13	9	65 to 73	Field Use gas	9	
14	9	74 to 82	Other gas	9	
15	9	83 to 91	Total Well Head Deductions gas	9	
16	9	92 to 100	Gross Production at Mouth gas	9	
17	9	101 to 109	TIK Volume Taken (from 4111-oil or 4211-gas)	9	Greater than 000000000 for operators reporting volume(s) taken in-kind.
18	9	110 to 118	Volume Sold - oil Gross Sales Volume - gas	9	
19	9	119 to 127	Gross Sales Value - oil Gross Sales Value (no plant products) - gas	9	
20	9	128 to 136	Gross Sales Value of Plant Products gas	9	
21	9	137 to 145	Exempt Federal Royalty	9	
22	9	146 to 154	Exempt State Royalty	9	

FIELD #	13	14	15	16	17	18
POSITION	65 to 73	74 to 82	83 to 91	92 to 100	101 to 109	110 to 118
DESCRIPTION	Field Use Gas	Other gas	Total Well Head Deductions	Gross Production at Mouth gas	TIK Volume Taken	Volume Sold
EXAMPLE	000000000	000000000	000000000	000000000	000000000	000024750
FIELD #	19	20	21	22	23	24
POSITION	119 to 127	128 to 136	137 to 145	146 to 154	155 to 163	164 to 172
DESCRIPTION	Gross Sales Value	Gross Sales Value Plant Products	Federal Royalty	State Royalty	Tribal Royalty	Type A Trans.
EXAMPLE	000247500	000000000	000003093	000000000	000000000	000000000

FIELD #	25	26	27	28	29	30
POSITION	173 to 181	182 to 190	191 to 199	200 to 208	209 to 217	218 to 226
DESCRIPTION	Type B Trans.	Type C Trans.	Trans.	Processing	Total Deductions	Taxable Value
EXAMPLE	000000000	000000000	000001000	000000000	000004093	000243407

NOTE: Every File Format B Return must contain 226 characters.

**Electronic File Format C Specifications
(Forms 4111 and 4211)**

Field	Size	Position	Description	Type	Notes
1	4	01 to 04	Operator ID	9	
2	4	05 to 08	Form ID	9	Must be 4111 or 4211
3	6	09 to 14	Production Period (12YYYY)	9	
4	5	15 to 19	Reporting Group Number	9	
5	4	20 to 23	TIK Owner's Operator ID	9	
6	9	24 to 32	TIK Owner's Volume Taken	9	

**EXAMPLE: Gross Products Tax Return TIK Balance Sheet
01564111121999088885555000001000**

Example Description:

FIELD #	1	2	3	4	5	6
----------------	---	---	---	---	---	---

POSITION	01 to 04	05 to 08	09 to 14	15 to 19	20 to 23	24 to 32
DESCRIPTION	Operator ID	Form ID	Production Period (12YYYY)	Reporting Group #	TIK Owner's Operator ID	TIK Owner's Volume Taken
EXAMPLE	0156	4111	121999	08888	5555	000001000

NOTE: Every File Format C Line must contain 32 characters.

**Electronic File Format D Specifications
(Forms 4121 and 4221)**

Field	Size	Position	Description	Type	Notes
1	4	01 to 04	Operator ID	9	
2	4	05 to 08	Form ID	9	Must be 4121 or 4221
3	6	09 to 14	Production Period (12YYYY)	9	
4	5	15 to 19	Reporting Group Number	9	
5	6	20 to 25	County and Tax District	9	I.E. Campbell County Tax District 100 equals 050100
6	9	26 to 34	Volume Produced (Operators only)	9	
7	9	35 to 43	Volume Sold	9	
8	9	44 to 52	Taxable Value	9	

**EXAMPLE: Gross Products Tax Return Breakdown by County and Tax District
5511412112199933333110101000000500000000500000006562**

Example Description:

FIELD #	1	2	3	4	5	6
POSITION	01 to 04	05 to 08	09 to 14	15 to 19	20 to 25	26 to 34
DESCRIPTION	Operator ID	Form ID	Production Period (12YYYY)	Reporting Group #	County & Tax District	Volume Produced
EXAMPLE	5511	4121	121999	33333	110101	000000500

FIELD #	7	8
POSITION	35 to 43	44 to 52

DESCRIPTI ON EXAMPLE	Volume Sold	Taxable Value
	000000500	00000656 2

NOTE: Every File Format D Line must contain 52 characters.

**Electronic File Format E Specifications
(Form 4231)**

Field	Size	Position	Description	Type	Notes
1	4	01 to 04	Operator ID	9	
2	4	05 to 08	Form ID	9	Must be 4231
3	6	09 to 14	Production Period (12YYYY)	9	
4	5	15 to 19	Reporting Group Number	9	
5	2	20 to 21	Line Number	9	01 to 14
6	9	22 to 30	Volume	9	
7	9	31 to 39	Gross Sales Value	9	
8	3	40 to 42	DOR Plant Code	9	

**EXAMPLE: Gross Products Attachment for Gas
000742311219990000802000000100000000900040**

FIELD #	1	2	3	4	5	6
POSITION	01 to 04	05 to 08	09 to 14	15 to 19	20 to 21	22 to 30
DESCRIPTI ON	Operator ID	Form ID	Production Period (12YYYY)	Reporting Group #	Line Number	Volume
EXAMPLE	0007	4231	121999	00008	02	000000100

FIELD #	7	8
POSITION	31 to 39	40 to 42
DESCRIPTI ON	Gross Sales Value	DOR Plant Code
EXAMPLE	000000900	040

NOTE: Every File Format E Line must contain 42 characters.