

**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 25<sup>th</sup>.

**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. <b>00</b> if Form 2000 or 3000.
7	5	23 to 27	API Well Number	9	Well Number if Form 2002 or 3002. <b>00000</b> if Form 2000 or 3000.
8	2	28 to 29	API Side Track Number	9	Side Track Number if Form 2002 or 3002. <b>00</b> if Form 2000 or 3000.
9	3	30 to 32	API Reservoir Number	9	Reservoir Number if Form 2002 or 3002. <b>000</b> if Form 2000 or 3000.
10	3	33 to 35	Rate Code (See Rate Code	X	

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**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 0	00001000 0

FIELD #	13	14	15
POSITION	54 TO 62	63 TO 71	72 TO 83
DESCRIPTION	DEDUCTIONS	TAXABLE VALUE	TAX DUE
EXAMPLE	000001250	00000875 0	000000350.0 0

**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 25<sup>th</sup>.

**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 <b>0000</b> if claiming stripper

8	6	26 to 31	Down Days (if stripper)	9	
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**Electronic File Format B Specifications  
(Forms 4101 and 4201)**

**Continued**

<b>Field</b>	<b>Size</b>	<b>Position</b>	<b>Description</b>	<b>Type</b>	<b>Notes</b>
9	6	32 to 37	# of Well Days Produced at Maximum Feasible Rate	9	Greater than <b>000000</b> 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 <b>000000000</b> 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	

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

**Continued**

<b>Field</b>	<b>Size</b>	<b>Position</b>	<b>Description</b>	<b>Type</b>	<b>Notes</b>
23	9	155 to 163	Exempt Tribal Royalty	9	
24	9	164 to 172	Type A Transportation gas	9	
25	9	173 to 181	Type B Transportation gas	9	
26	9	182 to 190	Type C Transportation gas	9	
27	9	191 to 199	Transportation oil Total Transportation gas	9	
28	9	200 to 208	Processing gas	9	
29	9	209 to 217	Total Deductions	9	
30	9	218 to 226	Taxable Value	9	

**EXAMPLE: Gross Products Tax Return Oil**

**0999410112199912345OO001000013005280000002500000000000000000000000000  
000247500002475000000000000003  
093000100000000000000004  
093000243407**

Example Description:

<b>FIELD #</b>	1	2	3	4	5	6
<b>POSITION</b>	01 to 04	05 to 08	09 to 14	15 to 19	20	21
<b>DESCRIPTION</b>	Operator ID	Form ID	Production Period	Reporting Group #	Return Type	Taxpayer Type
<b>EXAMPLE</b>	0999	4101	121999	12345	O	O

<b>FIELD #</b>	7	8	9	10	11	12
<b>POSITION</b>	22 to 25	26 to 31	32 to 37	38 to 46	47 to 55	56 to 64
<b>DESCRIPTION</b>	Well Count	Down Days	Max. Rate	Volume Produced	Flared Gas	Re-Injected gas
<b>EXAMPLE</b>	0010	000130	052800	000025000	000000000	000000000

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

<b>FIELD #</b>	25	26	27	28	29	30
<b>POSITION</b>	173 to 181	182 to 190	191 to 199	200 to 208	209 to 217	218 to 226
<b>DESCRIPTION</b>	Type B Trans.	Type C Trans.	Trans.	Processing	Total Deductions	Taxable Value
<b>EXAMPLE</b>	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:

<b>FIELD #</b>	1	2	3	4	5	6
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<b>POSITION</b>	01 to 04	05 to 08	09 to 14	15 to 19	20 to 23	24 to 32
<b>DESCRIPTION</b>	Operator ID	Form ID	Production Period (12YYYY)	Reporting Group #	TIK Owner's Operator ID	TIK Owner's Volume Taken
<b>EXAMPLE</b>	<b>0156</b>	<b>4111</b>	<b>121999</b>	<b>08888</b>	<b>5555</b>	<b>000001000</b>

**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 <b>050100</b>
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:

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

<b>FIELD #</b>	7	8
<b>POSITION</b>	35 to 43	44 to 52

<b>DESCRIPTI ON EXAMPLE</b>	Volume Sold	Taxable Value
	<b>000000500</b>	<b>00000656 2</b>

**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**

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

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

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