



OIL & GAS TAXES DETAIL REPORT INSTRUCTIONS (FORM) ACD-31114

In addition to the summary form ACD-31113, a separate Form ACD-31114, Oil & Gas Detail Report must be filed for each sales month.

In the center of the form indicate the page number of this form as Page ___ of ___ pages; next identify the sales month and year being reported on this page. Numbering of pages in sequential order is critical for processing of the data to the taxpayer.

On the left side of the form, enter your company's name. Enter the Tax Identification Number, Social Security Number (FEIN, SSN, or ITIN) and/or enter the Oil and Gas Reporting/ Identification (OGRID) or account ID. The report should indicate total accurate information to report, for individual sales month.

Report the activity of each production unit/suffix on a separate line on the Form(s) ACD-31114 for the appropriate sales month.

COLUMN INSTRUCTIONS

Legacy PUN - Enter the seven digit legacy production unit number prior to January 2018 sales month being reported for each line on the form.

OCD Property ID - Enter the six digit number issued by the Oil Conservation Division (OCD) associated with the API Well.

OCD Pool ID - Enter the five digit number issued by the OCD associated with the API Well.

Agreement # - Enter the agreement number associated with the communitization or unitization associated with the API Well.

Suffix - Enter the suffix identification for the production unit number being reported for each line on the form.

Land Type - Enter the applicable land type (P, F, I or S).

P: Private/ Fee Land
F: Federal Land
I: Indian Land
S: State Land

Product Code - Enter the appropriate code for the product being reported which was produced by the production unit during the sales month. Product codes are:

- 01:** Oil (BBLs)
- 02:** Condensate (BBLs)
- 03:** Processed (Residue) Natural Gas (MCF)
- 04:** Unprocessed (Wet) Natural Gas (MCF)
- 05:** Pit, Skim and Slop Oil (BBLs)
- 07:** Gas Plant Products (Equivalent MCF)
- 08:** Helium (MCF)
- 14:** Oil, Lost (BBLs)
- 16:** Gas, Lost-Flared or Vented (MCF)
- 17:** Carbon Dioxide Gas (MCF)

Special Rate Code - A numeric, two digit code unique to a reported line most often related to specific legislation. Examples include: The Enhanced Oil Recovery Act and the Natural Gas and Crude Oil Production Act. If you have not received authorization to use a special tax rate code, please leave the column blank.

In-Kind (Royalty) - Enter a checkmark (indicates no royalty deduction will be allowed on the tax detail line).

Volume - Enter the volume of the product served and sold by the production unit/suffix during the sales month which is being reported on each line of the Form ACD-31114. When reporting oil or condensate, report to the nearest whole barrel of production. When reporting gas or gas products report to the nearest MCF at 15.025 P.S.I.A do not enter decimals or commas in the field.

Gross Value - Enter the gross value for the products being reported on each line.

Transp. Deduction - Enter the allowable cost associated and realized with the movement of the product by an affiliate, third-party transporter or pass-throughs from the buyer/ marketer.

Processing Deduction - Enter the allowable cost associated and realized with the processing of natural gas. Associated cost includes processing by an affiliate, third-party processor or pass-throughs from the buyer/marketer. No Processing costs should be associated with percentages of proceeds contracts.

Royalty Deduction - Enter the amount of royalty paid or due to the United States, the State of New Mexico or an Indian Tribe, Nation or Pueblo that is a ward of the United States. Royalty deductions should only be claimed on suffixes identified by land types "F" for federal land, "S" for state land, or "I" for Indian land.

Taxable Value - Calculate and enter (Gross value less the allowable deductions (transportation, processing, and/or royalties paid to the state, Federal or Indian Governments)).

Tax Due - To determine the combined amount of tax due, multiply the taxable value by the combined tax rate amount for the suffix and product code.

Intgovt Credit - Enter 75% of the lesser of the aggregate amount of oil and gas severance tax, the oil and gas conservation tax, the oil and gas emergency school tax and the oil and gas ad valorem production tax imposed by this state upon the products severed from qualifying wells or upon the privilege of severing products from qualifying wells located on Indian tribal land.

Jicarilla Credit - Enter seven tenths of one percent (.007) of the taxable value for the products severed from qualifying wells located on Jicarilla Apache tribal land.

Net Tax Due - tax due less the Intgovt and/or Jicarilla credit

The following columns are for taxpayer use and applicable to amended returns:

Previous Tax Paid – Enter the previous tax paid

Amended Tax Due – Enter the new tax due

Page Total - Add up the columns to derive the page totals; transfer the page total to line 5 of the Oil and Gas Taxes Summary Report form ACD-31113

Note: if more than one form ACD-31114 was completed to report Oil and Gas tax detail; sum up the page totals and enter on line 5 of the ACD-31113, Oil and Gas Taxes Summary Report.

Amending Previously Filed Report

If you are submitting a series of amendments for multiple sales months, a separate Form ACD-31113, Oil & Gas Tax Summary Report and ACD-31114, Oil & Gas Tax Detail Report must be submitted for each sales month for which amendments are being made.

All amendments must adhere to the following requirements:

For sales months reported prior to January 2018 sales period, amend using Legacy PUN etc.

For sales months reported January 2018 and forward, amend using Property ID, Pool ID, and Agreement Number etc.

Failure to properly amend your return may result in an incorrect report and may generate a notice of assessment and/or credit.

Mail or deliver the completed form to:

New Mexico Taxation and Revenue Department
Oil and Gas Severance Tax Bureau
P.O. Box 2308
1200 South St. Francis Drive
Santa Fe, NM 87504-2308

