

500-Series Data REPORTING GUIDEBOOK

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Federal Highway Administration

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Contents

Introduction	1
Disclosure of Estimation of Burden	2
1 500-Series Program Overview	1-1
1.1 Overview of the 500-Series Program	1-1
1.2 Office of Highway Policy Information's Role	1-2
1.3 Program Areas	1-3
1.4 States' Roles and Responsibilities	1-3
1.5 Reporting Requirements	1-3
1.6 Due Dates	1-4
1.7 Overview of Relationships between Forms	1-4
1.8 500-Series Data Process Overview	1-5
2 Highway Finance	2-1
2.1 What Does the Highway Finance Program Area Cover?	2-1
2.2 Quality Control	2-1
2.3 Adjustments to Data	2-2
2.4 Receipts and Expenditures of State Highway Agencies	2-2
2.5 State Transportation Debt	2-36
2.6 Toll Facility Income and Expenditure	2-45
2.7 Local Government Finance Reports	2-46
285 State Capital Outlay and Maintenance Expenditures	2-64
3 Motor Fuels and Taxation	3-1
3.1 Background	3-1
3.2 Use and Dissemination of the Data	3-1
3.3 State Responsibilities for Data Collection and Interagency Coordination	3-1
3.4 Special Considerations	3-3
3.5 FHWA Form 551M Reporting Requirements	3-7
3.6 FHWA Form 556 Reporting Requirements	3-16
3.7 Summary of Relationships Between FHWA Form 556 and Other Forms	3-22
3.8 Quality Control	3-22
3.9 FAQs	3-24
4 Motor Vehicle Registration and Taxation	4-1
4.1 Background	4-1
4.2 Use and Dissemination of the Data	4-1
4.3 State Responsibilities for Data Collection and Interagency Coordination	4-1
4.4 Upcoming and Recent Changes in Requirements	4-2
4.5 Special Considerations	4-2
4.6 FHWA Form 561 Reporting Requirements	4-6

4.7 Relationship Between FHWA Form 561 and Other 500-Series Forms	4-13
4.8 Quality Control	4-13
4.9 Adjustments to Data	4-13
4.10 Frequently Asked Questions	4-14
5 Driver Licensing and Fees	5-1
5.1 Background	5-1
5.2 Dissemination and Use of the Data	5-1
5.3 State Responsibilities for Data Collection and Interagency Coordination	5-1
5.4 Recent Changes in Requirements	5-2
5.5 Special Considerations	5-3
5.6 FHWA Form 562 Reporting Requirements	5-4
5.7 Relationships with Other Forms	5-10
5.8 Quality Control	5-10
5.9 FHWA Adjustments to State Data	5-11
5.10 FAQs	5-11
6 Initial Distribution of Highway-Related Receipts	6-1
6.1 Background	6-1
6.2 Use and Dissemination of the Data	6-1
6.3 State Responsibilities for Data Collection and Interagency Coordination	6-2
6.4 Recent Changes in Requirements	6-2
6.5 Special Considerations	6-3
6.6 FHWA Form 566 Reporting Requirements	6-4
6.7 Supplemental Information	6-8
6.8 Relationships Between FHWA Form 566 and Other Forms	6-8
6.9 Quality Control	6-10
7 State Taxation of Motor Carriers	7-1
7.1 Background	7-1
7.2 Use and Dissemination of the Data	7-1
7.3 State Responsibilities for Data Collection and Interagency Coordination	7-1
7.4 Changes in Requirements	7-2
7.5 Special Considerations	7-2
7.6 FHWA Form 571 Reporting Requirements	7-3
7.7 Relationships Between FHWA Form 571 and Other Forms	7-6
7.8 Quality Control	7-6
Appendix A. Glossary	A-1
Appendix B. Abbreviations	B-1
Appendix C. Forms	C-1

ILLUSTRATIONS

Figures

Figure 1-1.	500-Series Program Areas	1-3
Figure 1-2.	Connections and Dependencies Between Forms	1-5
Figure 1-3.	500-Series Program Data Flow	1-6
Figure 3-1.	Fuel Types to Report	3-3
Figure 4-1.	Vehicle Categories and Subcategories	4-3
Figure 4-2.	Examples of Publicly and Privately Registered Motor Vehicle Registration Plates	4-4
Figure 4-3.	Motor Vehicles Classified as Motorcycles	4-5
Figure 4-4.	Motor Vehicles Classified as Mopeds or Motor Bicycles	4-5
Figure 4-5.	Example of Vehicle Registration Plate for a Publicly Registered School Bus	4-6
Figure 4-6.	Examples of Vehicle Registration Plates of Federal Government Agencies	4-6
Figure 4-7.	Example of a Diplomatic Vehicle Registration Plate	4-6
Figure 4-8.	Examples of Vehicles Included in Automobiles	4-7
Figure 4-9.	Single Unit Trucks	4-9
Figure 4-10.	Truck Tractors	4-9
Figure 6-1.	Information Shared with FHWA Form 566	6-1
Figure 7-1.	Examples of Passenger Cars for Hire	7-5

Exhibits

Exhibit 2-1.	Include in or Exclude from Maintenance of State System	2-23
Exhibit 2-2.	Include in or Exclude from General Administration and Engineering	2-25
Exhibit 2-3.	Include in or Exclude from Grants-in-Aid to Local Governments	2-31
Exhibit 2-4.	Include in or Exclude from Transfers of Funds Between Governments	2-49
Exhibit 2-5.	Include in or Exclude from Traffic Control Operations	2-60
Exhibit 2-6.	Area Type Designations and Codes	2-64
Exhibit 3-1.	Include in or Exclude from Gross Gasoline Volume	3-10
Exhibit 3-2.	Typical Categories of Exemption	3-12
Exhibit 3-3.	Calculating Total Fuel Adjustment from IFTA	3-15
Exhibit 3-4.	Fuel Type Data for FHWA Form 556 Reporting	3-16
Exhibit 4-1.	Include in or Exclude from Vehicles to Report	4-4
Exhibit 4-2.	Include in or Exclude from Taxes Reported	4-11
Exhibit 4-3.	Include in or Exclude from Other Receipts	4-12
Exhibit 5-1.	Include in or Exclude from Licenses in Under-16 Age Group	5-4
Exhibit 5-2.	Sample Calculation for Using U.S. Census Bureau Data to Estimate Age Groups	5-7
Exhibit 5-3.	Averaging Data for CDL Classes	5-8
Exhibit 6-1.	Sample Reconciliation of Receipts	6-5
Exhibit 7-1.	Include in or Exclude from State Taxes to Report	7-3
Exhibit 7-2.	Include in or Exclude from State Motor Carrier Taxes to Report	7-4

Tables

Table 1.	Estimated Public Reporting Burden per Form	2
Table 1-1.	Program Areas, Forms, and Guidebook Chapter	1-3

500-SERIES DATA REPORTING GUIDEBOOK

Table 2-1.	How to Report Exceptions to Income and Expenditure	2-5
Table 2-2.	Structure of FHWA Form 531, with Columns for Agency, Function, and Activity	2-10
Table 2-3.	Summary of Relationships Between FHWA Form 531 and Other 500-Series Forms	2-20
Table 2-4.	Summary of Relationships Between FHWA Form 532 and Other 500-Series Forms	2-36
Table 2-5.	Summary of Relationships Between FHWA Form 541 and Other 500-Series Forms	2-42
Table 2-6.	Summary of Relationships Between FHWA Form 542 and Other 500-Series Forms	2-45
Table 2-7.	Summary of Relationships Between FHWA Form 536 and Other 500-Series Forms	2-63
Table 2-8.	Summary of Relationships Between FHWA Form 534 and Other 500-Series Forms	2-71
Table 4-1.	Changes in FHWA Form 561 Reporting Requirements	4-2
Table 5-1.	Changes in FHWA Form 562 Reporting Requirements	5-2
Table 6-1.	Changes in FHWA Form 566 Reporting Requirements	6-3
Table 6-2.	Summary of Relationships Between FHWA Form 566 and Other 500-Series Forms	6-9
Table 7-1.	Changes in FHWA Form 571 Reporting Requirements	7-2

Introduction

The *500-Series Data Reporting Guidebook* serves as a reference for State Departments of Transportation (State DOTs) to report the data required for the 500-Series program. The 500-Series program allows State DOTs to collect data on State and local highway system funding, motor fuel distribution, licensed drivers, and registered motor vehicles and submit the collected data to the Federal Highway Administration (FHWA) as required under 23 CFR 420.105(b).

The guidebook is a principal part of FHWA's comprehensive highway information collection effort. First issued in 1979, and formerly titled *A Guide to Reporting Highway Statistics* (i.e., "*The Guide*"), *The Guide* was updated numerous times since it was first issued with the latest reissuance in 1997. It provided instructions for reporting forms and other related FHWA data needs. The 500-Series Data Reporting Guidebook will be replacing *The Guide* that was reissued in 1997.

In consultation with the States, FHWA has designed a series of reporting forms to account for motor fuel consumption; motor vehicle registrations; driver licensing; motor carrier taxation; and the source, distribution, and expenditures of funds for highways. These forms are referred to as the 500-Series forms.

The *500-Series Data Reporting Guidebook* is intended to improve data quality through comprehensive reporting instruction and guidance. This update of the guidebook uses visual elements and intuitive navigation features to accommodate the different levels of skill and experience of stakeholders and partners.

This guidebook presents detailed procedures for the preparation and submission of 500-Series forms.

The primary objectives of the guide are to:

- Serve as a reference for States reporting data for the 500-Series forms.
- Foster a working understanding of the unified concept behind the national reporting system for highway statistics and of the relationships among program areas.

Generally, many planners and analysts who complete 500-Series forms are responsible for several program areas and should understand how different reports interrelate, why certain forms require reconciliation, and how to accomplish reconciliation. Planners and analysts should understand the national reporting system so they can coordinate their work with the other State and local agencies involved in compiling highway statistics, as well as with FHWA.

A consistent, comprehensive overview of the source and application of funds for highway purposes for each State helps FHWA to build a comparable overview for the Nation. This objective is the main reason why different program areas—fuel, vehicles, licensing, and finance—have been covered in a single volume.

INTRODUCTION

Disclosure of Estimation of Burden

Public reporting burden for this collection of information is approved under OMB Control No. 2125-0694) and is estimated to vary from 4 hours to 380 hours per form, with an average of 22.4 hours per form, including time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information.

Table 1. Estimated Public Reporting Burden per Form

Form	Description of Form	Estimated Annual Reporting Burden
FHWA Form 531	State Highway Income	40 hours
FHWA Form 532	State Highway Expenditures	40 hours
FHWA Form 534	State Highway Capital Outlay and Maintenance Expenditures	9 hours
FHWA Form 536	Local Highway Finance Report	380 hours
FHWA Form 541	State Transportation Obligations Issued During Year and Allotment of Proceeds	5 hours
FHWA Form 542	Status of State Transportation Debt	4 hours
FHWA Form 551M	Monthly Motor Fuel Consumption	6 hours
FHWA Form 556	State Motor Fuel Tax Receipts and Initial Distribution by Collection Agencies	12 hours
FHWA Form 561	State Motor Vehicle Registrations, Registration Fees, and Miscellaneous Receipts	32 hours
FHWA Form 562	State Driver Licenses and Fees	15 hours
FHWA Form 566	State Motor Vehicle Registration Fees and Other Receipts: Initial Distribution by Collecting Agencies	24 hours
FHWA Form 571	Receipts from State Taxation of Motor Vehicles Operated for Hire and Other Motor Carriers	12 hours

1 500-Series Program Overview

1.1 Overview of the 500-Series Program

Introduction

The FHWA's comprehensive highway information collection effort began when Congress recognized the need for information to support highway policy development. As early as 1904, the Federal Government began requesting data from States on their highway taxation, sources of revenue for highways and highway expenditures.

The establishment of the Department of Transportation brought together Federal programs for varying modes of transportation into a single, Cabinet-level organization. The Secretary of Transportation was charged to promote and undertake development, collection, and dissemination of technological, statistical, economic data, and other information concerning the following:

- highway planning,
- development,
- financing,
- construction,
- operation,
- maintenance,
- safety, and traffic conditions
- and to publish the results of such research

Purpose of Data Collection

The FHWA needs specific data to meet its responsibilities to Congress and the public including “information required for: preparing proposed legislation and reports to Congress; evaluating the extent, performance, condition, and use of the Nation’s transportation systems; analyzing existing and proposed Federal-aid funding methods and levels and the assignment of user-cost responsibility; maintaining a critical information base on fuel availability, use, and revenues generated; and calculating apportionment factors” (23 CFR 420.105(b)). The FHWA recognized that many State planners and analysts who complete reporting forms are responsible for several reporting areas and need to understand how the different reports interrelate, why certain forms require reconciliation, and how to reconcile these forms. A broad understanding of the national reporting system is also needed to ensure effective coordination between State and local agencies involved in compiling highway statistics. The forms and instructions in this *500-Series Data Reporting Guidebook* are designed to address this data collection need.

Data Collection

For the various FHWA reporting forms, data is collected from several State agencies and departments, and from many local units of government. It is recommended that a central location within a State DOT be charged with ensuring the consistency, accuracy, and

comprehensiveness of the data by coordinating the State's data reporting efforts. The planning division of the State DOT often assumes the role of clearinghouse for highway statistics on a statewide basis to serve its own data needs and those of the Governor, State legislature, and other State agencies. The FHWA suggests that the unit responsible for coordinating highway-related data within the State also be responsible for coordinating data reporting to FHWA.

To assist with the cost of obtaining and reporting statistical information to FHWA, State Planning and Research (SPR) Program funding is available to all States. The FHWA strongly encourages States to include the data collection and reporting activities of the *500-Series Data Reporting Guidebook* in their annual SPR programs (23 CFR 420.105(a)).

Use and Dissemination of Data

The FHWA uses the data for recording historical information for developing datasets, which are used to perform analysis of highway investment needs, highway deterioration, and Highway Transportation Fund monitoring, including Federal-aid Highway Program funding apportionment to States. FHWA also uses data from the 500-Series forms to compile tables for the annual Highway Statistics Series publication. The FHWA analysts and other analysts at the national and State levels use the data in multiple ways. Some of the uses of this data include but are not limited to forecasting tax revenue, highway deterioration, and fuel consumption, transportation planning, determining conformance with air quality standards, multimodal design analysis, and roadway safety analysis. Various external users including members of academia, researchers, and insurance agencies use the 500-Series Forms data.

1.2 Office of Highway Policy Information's Role

The Office of Highway Policy Information (HPPI) is the sole collector of data gathered through the 500-Series forms. The HPPI performs preliminary analysis of the data provided by States and accepts or rejects a form. If the HPPI data analyst rejects a form, they will ask the State to make corrections. After accepting a form for preliminary analysis, HPPI performs an in-depth review of all State forms for quality control.

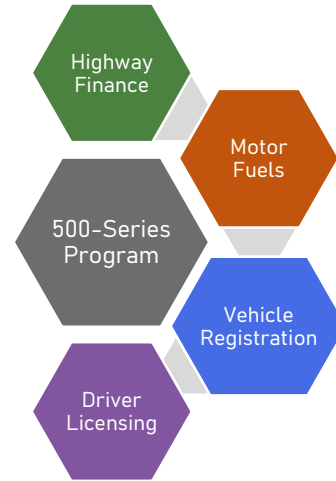
The HPPI also conducts FHWA business functions such as HTF monitoring and attribution of HTF funds, conducting of highway investment needs analysis, reviewing technical assistance requests, responding to data requests from Congress, and disseminating data through publications such as Highway Statistics Series.

1.3 Program Areas

The 500-Series program covers four program areas:

- **Highway Finance**—State highway receipts and expenditure, highway debt, toll facility income and expenditure, Local and State government finance.
- **Motor Fuels**—Motor fuel consumption, motor fuels tax receipts and initial distribution.
- **Vehicle Registration**—Number of vehicle registrations and the associated fees and revenue, motor carrier revenue and State taxation.
- **Driver Licensing**—Number of driver licenses and the associated fees.

Figure 1-1. 500-Series Program Areas



States' Roles and Responsibilities

The objective of this guidebook is to develop a consistent, coordinated, and comprehensive national overview of specific aspects of State and local transportation. For FHWA report forms, data often comes from several State agencies and departments and many local units of government. A central location in a State DOT can ensure data consistency, accuracy, and comprehensiveness by coordinating the State's data reporting efforts. Although data may be collected by various agencies, the State DOT is responsible for assembling and submitting data to FHWA.

The FHWA suggests that the unit in the State DOT responsible for coordinating highway-related data also be responsible for coordinating the reporting of such data with FHWA. When the data for a form is assembled, the State DOT should verify its accuracy and coordinate with the agency responsible for the collection of the data to verify the correctness of the data.

Reporting Requirements

In coordination with the State DOTs, FHWA developed the 500-Series forms to facilitate submission of the data required by State DOTs to be submitted to FHWA annually in accordance with 23 CFR. 420.105. The State DOTs submit all the 500-Series forms using Fuels and Financial Analysis System for Highways (FASH). The table below lists 500-Series forms by program area (see Appendix C).

Table 1-1. Program Areas, Forms, and Guidebook Chapter

Program Area	Form	Form Name	Chapter
Highway Finance	FHWA Form 531	State Highway Income	2.1
	FHWA Form 532	State Highway Expenditures	2.1
	FHWA Form 541	State Transportation Obligations Issued During Year and Allotment of Proceeds	2.2
	FHWA Form 542	Status of State Transportation Debt	2.5
	FHWA Form 536*	Local Highway Finance Report	2.7
	FHWA Form 534	State Highway Capital Outlay and Maintenance Expenditures	2.8
Motor Fuels	FHWA Form 551M	Monthly Motor Fuel Consumption	3

500-SERIES PROGRAM OVERVIEW

Program Area	Form	Form Name	Chapter
	FHWA Form 556	State Motor Fuel Tax Receipts and Initial Distribution by Collection Agencies	3
Vehicle Registration	FHWA Form 561	State Motor Vehicle Registrations, Registration Fees, and Miscellaneous Receipts	4
	FHWA Form 566	State Motor Vehicle Registration Fees and Other Receipts: Initial Distribution by Collecting Agencies	6
	FHWA Form 571	Receipts from State Taxation of Motor Vehicles Operated for Hire and Other Motor Carriers	7
Driver Licensing	FHWA Form 562	State Driver Licenses and Fees	5

*Beginning in 2025, the FHWA Form 536 is to be submitted biennially for even-numbered data years (i.e., States' 2024 data is required to be submitted in 2025); reporting for odd-numbered years is optional. Although submitted every other year, the form covers only a 1-year period. FHWA interpolates data for even-numbered years.

The FHWA on occasion finds it necessary to request supplemental statements or comments from the State to obtain a better understanding of the data, of the relationship of one report to another, or to maintain uniformity in the statistics. By comparing the requests of the prior year with the material assembled for the current year, the State highway planning division or coordinating office will be able to judge whether the current reports are sufficiently detailed and thus minimize the possibility of a repetition of requests for additional information and attendant delays.

1.4 Due Dates

Most forms in the 500-Series are completed and submitted annually. The FHWA has established staggered due dates for annual data submission—some States on January 1 and some States on April 1. These due dates are determined by a State's budget cycle. For some States, the due date is determined based on the State DOT's fiscal year, but for other States, the due date also takes into consideration the different budget cycles of the State agencies that provide the data, such as when a State DOT operates on a fiscal year, but the data-collecting agency operates on a calendar year. The staggered due dates for calendar and fiscal year reporting allow FHWA to process and analyze State data more efficiently.

FOR EXAMPLE

For a State submitting a form on a calendar year basis for 2022, the due date is April 1, 2023, and for a State submitting on a fiscal year basis (whether the year ends June 30 or September 30), the due date is January 1, 2023.

The due dates are considered reasonable targets that all States can meet by using internal information systems and efficient management practices. Late submission of forms limits FHWA's ability to review data from States and provide feedback on data quality. This in turn limits the amount of time that States need to rectify and resubmit the data to FHWA for finalization each fall.

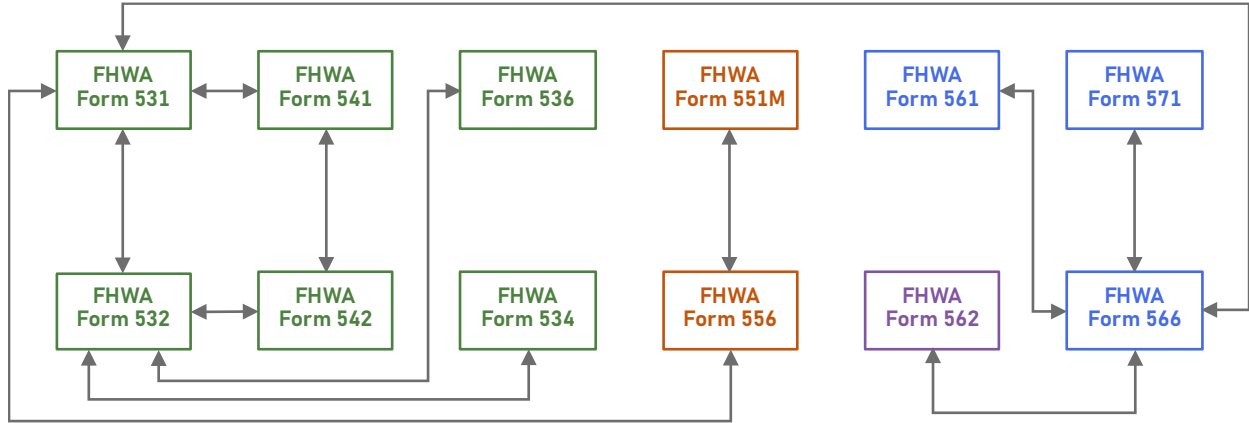
1.5 Overview of Relationships between Forms

All 500-Series forms reporting on State highway funding activities must be prepared on the same basis and for the same reporting year. If Form 531 and FHWA Form 532 are developed on a fiscal year basis, then FHWA Form 534 for State highway capital outlay and maintenance

expenditures, and FHWA Form 541, and FHWA Form 542 for State transportation debt must also be prepared on the same fiscal year basis.

The FHWA Forms-556/561/562/571/566 do not need to have the same year ending cycle as each other. Although, they all must be in the same reporting year as the Forms FHWA 531/532 forms. For example, the FHWA Form 561 form year ending date can be reported on a fiscal year cycle (i.e., 6/2023 or 9/2023) but the FHWA Form 562 year ending date can be reported on a calendar year cycle (i.e., 12/2023).

Figure 1-2. Connections and Dependencies Between Forms



1.6 500-Series Data Process Overview

State DOTs collect the data required for the 500-Series program and enter and submit the data using the 500-Series forms in the Fuels and FASH system (Fuels and FASH).

Fuels and FASH conducts certain validation tests when a State submits a form. It then generates a report showing the total percentage change over the past three years and a line graph for the three-year period. The report highlights data that shows questionable trends or large variances from one year to the next. Fuels and FASH prompts the State to view the graphs and reports and to return to the form for editing if data variances are outside of reasonable trends.

Using the 3-year data reports generated by Fuels and FASH, States should compare the current data with the previous year’s data, and if there is a significant increase, decrease, or other anomaly, the State should investigate to identify the reason. If the State finds a legitimate reason for a large difference from the previous year’s data, it should add a comment explaining the difference in the notes and comments section at the bottom of the form. Otherwise, the State should return to the data sources to rectify the issue with the data.

After a State submits a form, an FHWA analyst reviews it, examining the data quality report and reading notes, justifications, and submission comments. The FHWA analyst may ask the State for more information. After this review, the FHWA analyst may accept or reject a form. The following reasons could lead to a form being rejected:

- Numbers that appear incorrect—for example, if a reported yearly Motor Fuel total looks like previous FHWA 551-M monthly numbers instead of an annual total.

500-SERIES PROGRAM OVERVIEW

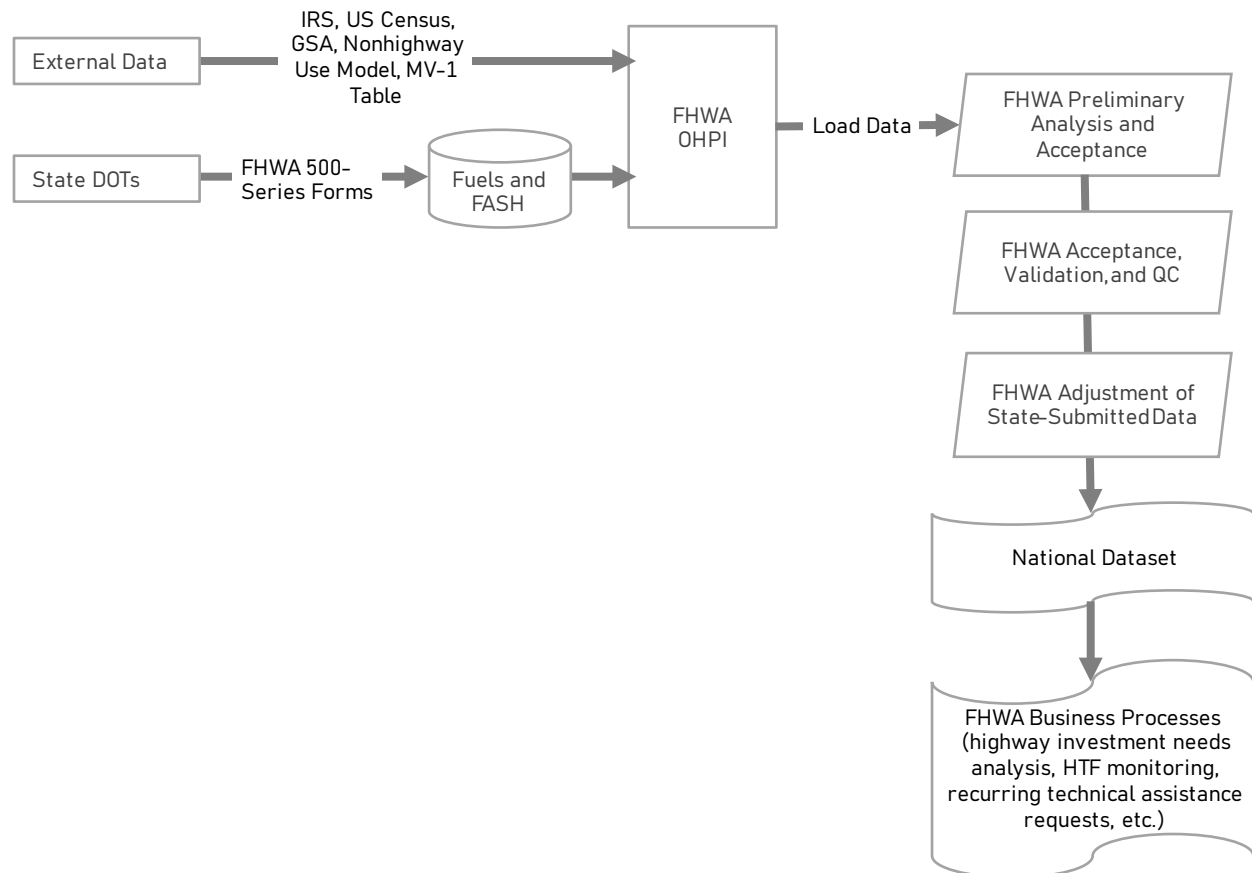
- Obvious errors, —for example, if the number of private motor bicycle and moped registrations is larger than the number of private automobile registrations.
- Questionable trends in submitted data.
- Insufficient or vague justification for deviation from expected data.

The FHWA analyst performs an in-depth review of all State forms for quality control. The FHWA staff may request additional information or corrections if the review finds erroneous data. States can go back to edit the form to explain the figures.

The FHWA analyzes all State-reported data for consistency and for adherence to reporting guidelines. The submitted data is used to develop a national dataset covering all the program areas. The national dataset is the official source of data to be used for various FHWA business processes such as highway investment needs analysis, Highway Trust Fund (HTF) monitoring, recurring technical assistance request and development of the annual Highway Statistics Series tables.

Figure 1-3 gives an overview of the process from collection of data to the use of the data that is compiled in a national database.

Figure 1-3. 500-Series Program Data Flow



2 Highway Finance

2.1 What Does the Highway Finance Program Area Cover?

Highway-related finance data is the focus of Chapter 2. Chapter 2 provides guidance for completing FHWA 500-Series forms related to highway finance: FHWA Form 531 – Revenues; FHWA Form 532 – Expenditures; FHWA Form 541 – Obligations Issued; FHWA Form 542 – Transportation Debt; FHWA Form 536 – Local Highway Finance; and FHWA Form 534 – Capital Outlay and Maintenance Expenditures.

Section 2.1 covers revenues generated from taxes, tolls, and other charges levied on fuel, vehicles, and highway users, as well as transfers of revenue between different levels of government. Section 2.1 also covers receipts and outlays from the highway and transit accounts of the Federal HTF and their annual opening and closing balances.

Section 2.2 covers debt obligations used to finance highway facilities, including total outstanding obligations at the beginning and end of each year, as well as changes resulting from new debt issues, retirement of outstanding obligations, and refunding of existing debt.

Section 2.3 covers the reporting of financial information for State and local toll facilities.

Section 2.4 covers the Local Highway Finance Report, which summarizes the funding of highways by local governments. Local governments include counties, townships, municipalities, special districts, and other general-purpose authorities.

Section 2.5 covers the capital outlay and expenditures for highway purposes report.

See sections 2.1 through 2.5 for guidance on completing the highway finance-related forms.

2.2 Quality Control

Fuels and FASH conducts certain validation tests when a State submits a form. Then it generates a report showing (1) the total percentage change over the past 3-year period and (2) a line graph for the 3-year period. The report highlights data that shows questionable trends from one year to the next. Fuels and FASH prompts the State to view the graphs and reports and to return to the form for editing if data variances are outside of normal trends.

Using the 3-year data reports generated by Fuels and FASH, the State should compare the current data with the previous year's data, and if there is a significant increase, decrease, or other anomaly, the State should investigate to identify the reason. If the State finds a legitimate reason for a large difference from the previous year's data, it should add a comment justifying the difference. Otherwise, the State should return to the data sources to rectify the issue with the data.

After a State submits a form, an FHWA analyst reviews the form, examining the Fuels and FASH data quality report and reading the State's comments and justifications. The FHWA



analyst may ask the State for more information. After this review, the analyst may accept or reject a form. The following reasons could lead to a form being rejected:

- Numbers that appear incorrect—for example, if a reported yearly total has a major difference from the previous years.
- Obvious errors, - for example, if a line item that annually has data reported but is submitted with data omitted.
- Questionable trends.
- Insufficient or vague justification for deviation from expected data.

The FHWA analyst performs an in-depth review of all State forms for quality control; FHWA staff may request additional information or corrections if the review finds erroneous data, and States can go back to edit the form to explain the figures.

2.3 Adjustments to Data

With the exception of a few components of the motor fuel and vehicle registration data, the FHWA does not adjust State-reported 500-Series Data.

2.4 Receipts and Expenditures of State Highway Agencies

Background

FHWA Form 531, State Highway Income, reports a State government's revenue from highway users and others. This revenue funds the State's highway and mass transit programs.

FHWA Form 532, State Highway Expenditures, reports the State government's highway and mass transit-related expenditures and any non-transportation distribution from highway user revenues.

FHWA Form 531 and FHWA Form 532 forms together are intended to provide an annual cash flow statement in which major revenue sources and major expenditure items for highway and mass transit purposes are identified. They provide a balanced statement of all funds controlled or administered by State agencies that perform highway program-related functions.

This section describes how to complete FHWA Form 531 and FHWA Form 532 forms.

State Responsibilities for Data Collection and Interagency Coordination

State DOTs are ultimately responsible for the submission of FHWA Form 531 and FHWA Form 532 forms to FHWA. Different States have different organizational structures, but typically, the State finance, budget, or accounting division of the State DOT is responsible for collecting the highway program income and expenditure data. In some States, however, a non-DOT agency such as a Department of Revenue is responsible for collecting the data.

If the State DOT relies on other offices and agencies for the data required for FHWA Form 531 and FHWA Form 532 forms, it should ensure that their processes for data collection meet FHWA's reporting requirements. Coordination among agencies to establish processes for



translation or transformation of data may be necessary to meet FHWA reporting requirements.

The relevant FHWA division office should coordinate with State agencies to identify the agencies, offices, and personnel responsible for data collection, preparation, and quality control. The division offices assign a state Sponsor to provide coordination among agencies for the preparation of data for FHWA.

Absence of coordination among State agencies may affect data quality and timeliness; staff turnover and retirement can disrupt established processes and affect data quality and timeliness. State agencies should document their procedures for data collection, analysis, and reporting to ensure the transfer of this essential knowledge when staff leave an agency. Proper documentation and knowledge transfer flatten the learning curve for new staff and reduce knowledge gaps that could lead to the reporting of erroneous data.

The State DOT should notify FHWA Office of Highway Policy Information of the contact information of the staff responsible for data preparation, which includes the person's name, position title, office or agency name, email address, and phone number.

Reporting for FHWA Form 531 and FHWA Form 532 forms should include all State agencies with highway and mass transit functions—not only the DOT, but also highway departments or agencies such as department of public safety and department of public works), State police or State highway patrol, toll authorities, quasi-State and multi-State agencies, and others.

TAKE NOTE

The State DOT should notify FHWA Office of Highway Policy Information of any change in contact information for the staff responsible for preparing and submitting data: name, position, office, email address, and phone number.

FHWA division offices coordinate with State agencies to identify the agencies, offices, and personnel responsible for data collection, preparation, quality control, and submission. Some division offices form user groups to encourage coordination among agencies in preparing data for FHWA.

Due Date

FHWA Form 531 and FHWA Form 532 forms are required to be completed and submitted annually. For reporting purposes, States must assemble data in accordance with their agencies' budget periods and cycles—on either a calendar year basis or a fiscal year basis.

TAKE NOTE

The following forms must be prepared for the same time period:

- FHWA Form 531
- FHWA Form 532
- FHWA Form 534
- FHWA Form 541
- FHWA Form 542

FHWA Form 531, FHWA Form 532, FHWA534, FHWA541, FHWA542 forms must be prepared for the same time period.

Important General Considerations

States may have to give special consideration to certain uncommon issues in compiling data, or they may have unique circumstances in the collection and reporting of finance data. The following gives States more information about how to handle some of these circumstances.

Reporting Accounting Transactions for State DOT and Other State Agencies

FHWA Form 531 and FHWA Form 532 forms are designed to accommodate the accounting transactions of State DOTs and other State agencies that have highway or mass transit



functions. Highway and mass transit–related activities of State agencies such as parks, boards, conservation commissions, departments of public safety, State police and highway patrol, governor’s office of highway safety, motor vehicle departments, special toll (or free road) authorities, and State bond commissions should be reported.

In some States, aid to local governments for highway purposes is derived from Federal shared revenues or from State taxes, fees, or appropriations (other than road user taxes) that do not pass through State DOT accounts. Any Federal or State funds known to have been distributed to local governments for highway activities during the year should be included on FHWA Form 531 and FHWA Form 532 forms (see also FHWA Form 531, Item B.6, Funds from Federal Highway Administration, Item B.7, Funds from Other Federal Agencies, and Item B.8, Funds from Local Governments, and FHWA Form 532, Item A.10, Grants-in-Aid to Local Governments).

Classification of Local Governments

Local governments include counties, townships, municipalities, and agencies subordinate to them. Subordinate agencies to local governments may include special highway authorities and districts, regional authorities, and special multi-jurisdictional authorities. Local government highway funding must be reported on the FHWA Form 536. See section 2.4 for specific instructions on local highway finance reporting.

Toll Facility Data

Toll facility data should be identified and reported separately from other State highway finance data. To report this information, submit the Toll facility annual financial report or statement to FHWA. See section 2.3 for more details. Income and expenditure data from State toll facilities is not entered on FHWA Form 531 or FHWA Form 532 forms.

Sinking Fund

Sinking funds or other debt reserves for highway debt should be reported on FHWA Form 531, Item B.10.a, Investment Income, Bond Sinking Funds.

If the State DOT allocates funds for debt service to an account maintained by the State treasurer, bond commission, or other fiscal officer, record the complete transactions of the debt funds on the FHWA Form 531 and FHWA Form 532 forms.

Sinking funds and debt service for mass transit should be reported separately from highway debt. Report debt service for mass transit on the FHWA Form 532, Item A.11.d, Debt Service.

Funds Reported on FHWA Form 531 and FHWA Form 532

FHWA Form 531 and FHWA Form 532 forms should be used to record at least the major funds administered by the State for highway and mass transit purposes—often a transportation or highway fund.

If reported by fund category, each major fund (such as a State general fund, or highway or transportation fund) should be reported in separate column. Minor funds can be grouped in a single column.

Because FHWA Form 531 and FHWA Form 532 forms together constitute a balance statement of income and expense, transactions for each fund on the FHWA Form 531 and on FHWA Form 532 forms should be in balance.



If a single fund is used for all highway-related activities, or if highway transactions are made entirely through the State general fund, column (A) should be used to represent the highway fund’s financial transactions.

If all highway and mass transit-related activities are paid for through a transportation fund, use separate columns for highways and mass transit. Use additional columns for informational purposes and for reporting by activity, function, or State agency and to report mass transit activities.

When States fund highway activities through several sources, breaking down income and expenditure by activity, function, or fund can provide a clearer perspective on highway finance. Examples of income and expenditures to be reported on FHWA Form 531 and FHWA Form 532 forms are given below.

Income and Expenditures to Be Reported on FHWA Form 531 and FHWA Form 532

In general, motor fuel and motor vehicle distributions shown on FHWA556 and FHWA566, item 8, should be reported on FHWA Form 531 form as receipts. A note of any distribution that is not included on FHWA Form 531 should be made, such as funds designated for agencies other than the DOT.

Report other receipts and expenditures related to highway and mass transit activities on FHWA Form 531 and FHWA Form 532, with the exceptions noted in the table below.

Table 2-1. How to Report Exceptions to Income and Expenditure

Type of Accounting Transaction	Fund Category	Description	Guidance and Reporting
Income	Expenditures on public roads made by private entities (Reimbursement to State DOT)	Contributions to or reimbursements made by a private entity for expenses made on public road projects that benefit the private entity’s private interests.	Example: A State builds an interchange to give a business access to the State highway system and the company reimburses the State partially or fully for the cost of the interchange. Report on FHWA Form 531, item B.10. c, Private Contributions.
Income	Toll facilities	Income on toll facilities	Toll facility incomes are reported by submitting a copy of the toll facility’s annual financial report or statement to FHWA. See section 2.3. Do not report any toll facility income on FHWA Form 531, with the following exception: Exception: Report toll facility transfers to State highway programs. See FHWA Form 531, Record in this item only the share of the taxes and fees that are legislatively allocated or dedicated to highways and mass transit. Item B.5, Funds from Toll Facilities.



Type of Accounting Transaction	Fund Category	Description	Guidance and Reporting
Income	Short-term notes	Proceeds from short-term notes (less than 2-year term)	Do not report proceeds from short-term notes on FHWA Form 531. Interest costs on short-term notes should be reported on FHWA Form 532, item A.6.b.
Income	Local government-controlled projects	Income or reimbursement to the State DOT from work conducted on projects for local governments	If a local government contracts with the State to perform a roadway project and the local government controls all aspects of the project, the associated reimbursements to the State are omitted from FHWA Form 531. To avoid duplication, do not report such reimbursement income on FHWA Form 531. Report these amounts on FHWA Form 536. Assigning project costs to the responsible level of government avoids double counting on FHWA Form 536 and FHWA Form 531.
Income	Private sources	Reimbursements to the State DOT for non-highway expenditures	For example, if a State: Paves the driveway of a private individual while it repaves a neighborhood street, or Resurfaces a shopping center parking lot for a developer, or Resurfaces a private street in a townhouse development for a homeowners' association, and receives reimbursement of costs from the private entity, do not report these reimbursements for non-highway expenditure on FHWA Form 531.
Income	Highway user tax	Any refund associated with the collection and administration of highway user taxes and fees that are not deducted on FHWA Form 556 (Motor Fuels Taxes) and FHWA Form 566 (Motor Carrier Taxes)	If highway user taxes are not deducted on the FHWA556 form, then deduct it on the FHWA Form 531 line items B.1 and B.2. Do not report refunds of highway user taxes and fees in FHWA Form 532, item A.4, General Administration and Miscellaneous Expenditures for State Highways, or item A.13, Expenditures for Non-Transportation Purposes.
Expenditure	Highway user tax	Costs associated with the collection and administration of highway user taxes and fees that are not deducted on FHWA	Deduct costs associated with the collection and administration of highway user taxes in FHWA Form 531, item B.1, State Motor-Fuel Taxes,



Type of Accounting Transaction	Fund Category	Description	Guidance and Reporting
		Form 556 (Motor Fuels Taxes) and FHWA Form 566 (Motor Carrier Taxes)	and item B.2, State Motor Vehicle, Driver License, and Motor Carrier Taxes and Fees.
Expenditure	Private use	Expenditures on public roads for the benefit of private interests	<p>Report expenditures on public roads on FHWA Form 532 regardless of whether the expenditures are later reimbursed by private interests.</p> <p>Report the expenditures in FHWA Form 532, item A.1, Capital Outlay on State system, in the appropriate subitem.</p>
Expenditure	Private use	Deductions to expenses for non-highway use	<p>Example: If a State sells bags of salt to private individuals for private use, the cost of the salt sold to private individuals should be deducted from the State's snow removal expenditures.</p> <p>Deduct from FHWA Form 532, Item A.1, Capital Outlay on State system, in the appropriate subitem.</p>
Expenditure	Construction projects across State lines	Expenditures on construction projects cross State lines	<p>When construction projects cross State lines and involve expenditures by two States, each State should report only its share of project expenditures. This avoids the double-counting of revenues and expenditures in national data tables.</p> <p>The State awarding the contract and administering the project reports only its share of expenditures from its own revenues. The reimbursing State includes its share of project costs as a direct expenditure and not as a transfer. Thus, each State receives credit for its share of project costs.</p> <p>Report on FHWA Form 532, Item A.1, Capital Outlay on State system. Do not report a fund transfer between States.</p>
Expenditure	Construction projects controlled jointly by State and local agencies	Expenses on construction projects are controlled jointly by State and local governments.	<p>Example: If a local government performs work on a road under State jurisdiction but the State retains responsibility for engineering and oversight, the local government's construction costs are reported on FHWA Form 536, and the State's engineering and overhead costs are reported on FHWA Form 532.</p> <p>Report the State's share of costs on FHWA Form 532, Item</p>



Type of Accounting Transaction	Fund Category	Description	Guidance and Reporting
			A.1, Capital Outlay on State system.
Expenditure	Reductions of previous expenditures	Receipts that are reductions of previous expenditures	Do not report receipts that are reductions of previous expenditures on FHWA Form 531. Deduct such receipts from the associated expenditure items on FHWA Form 532, such as in item A.1.a, Cost of Acquiring ROW, if the cost associated with the purchase of land for right-of-way purposes decreases when a receipt is issued.
Expenditure	Police and law enforcement	Expenditures for State highway police or other law enforcement	Report expenses on activities related to State highways, such as traffic supervision, highway traffic and driver safety, vehicle inspection, vehicle size, and weight enforcement on FHWA Form 532, Item A.5, Highway Law Enforcement and Safety.
Expenditure	Debt service expenses	Payments to other, non-DOT State agencies or to institutions such as agents and banks for services on State highways or debt service on State highway bonds	Examples: Agent fees, interest payment, retirement by current income, retirement by refunding. Such expenses include payments to the State attorney general's office for legal services, to the State auditor for auditing services, or to a State fiscal officer for debt administration or debt service payments in connection with State highway bonds. Report on FHWA Form 532, Item A.6, Debt Service on State Obligations for Highways.
Expenditure	Short-term notes	Redemption of short-term notes	Do not report redemption of short-term notes on FHWA Form 532.
Expenditure	Interest costs on short-term notes	Interest costs (including any additional interest accrued) on short-term notes	Report on FHWA Form 532, Item A.6.b, Interest.
Expenditure	Payments to local governments (expenditure for State DOT)	Payments to local governments for work on local roads and streets	Example: Capital outlay, maintenance and traffic services, administration. Report as transfers on FHWA Form 532, Item A.9, Expenditures by State on Locally Administered Roads.
Expenditure	State expenditures and transfers for mass transit activities	Any direct expenditure made by the State for mass transit purposes	Examples: Expenses made by the State for capital outlay operations, administration, or debt services for mass transit. Report on FHWA Form 532 Item A.11, Expenditures by State for Mass Transit Purposes.



Type of Accounting Transaction	Fund Category	Description	Guidance and Reporting
Expenditure	Expenditures of highway-user revenues for non-highway use	Any direct expenditure made by the State for purposes not related to highways or mass transit that was funded by revenues reported on FHWA Form 531.	Examples: Payments to the State highway revenue fund, State transportation trust fund for the support of the State legislature, other State agencies, or general government services Report on FHWA Form 532 Item A.13, Expenditures for Non-Transportation Purposes.
Expenditure	Toll facilities	Expenditures of toll facilities	Toll facility expenditures are reported by submitting a copy of the toll facility's annual financial report or statement to FHWA. See section 2.3. Do not report the expenditures of toll facilities on FHWA Form 532. Report State transfers to toll facilities on FHWA Form 532, Item A.8, Transfers to Toll Facilities.
Expenditure	Local government-controlled projects	Expenditures on projects controlled fully by local governments	When a local government has controlled all aspects of a project, do not report such expenditure on FHWA Form 532, even if the local government contracted with the State to perform some of the work. If the State has acted only as a subcontractor to a local government, do not include the State work on the project on FHWA Form 532. Report on FHWA Form 536. Assigning project costs to the responsible level of government avoids double counting on FHWA Form 536 and FHWA Form 532.
Expenditure	Private roadways or property	Expenditure on projects on private roadways and property	Example: When the State DOT resurfaces a shopping center parking lot for a private developer or a private street in a townhouse development for a homeowners' association. In these cases, the State has acted as a private paving contractor. Do not report expenses on private roadways or property on FHWA Form 532.

FHWA Form 531 Reporting Requirements

FHWA Form 531 must be submitted by the State DOT in Fuels and FASH.

Unless specified otherwise, items in FHWA Form 531 are entered in whole dollar amounts. Round decimal fractions of dollars to the nearest dollar.



Instructions for Entering Data

FHWA Form 531 has two tabs, tab A and tab B; tab A is used for a summary, and tab B is for recording essential details about receipts. Items on tab A are numbered to correspond with items on tab B.

On tab B, columns (A), (B), (C) (and so on) are for the State to identify and report funds administered by the State DOT or other reporting agency. The columns may also be used to report data by agency, function, or activity. This structure makes tracking the flow of revenues into each fund and expenditures out of each fund easier.

For each column, specify the type of data (name of agency, function, or activity). Tab B is for recording essential details of summary entries. Provide additional details in a note.

Table 2-2. Structure of FHWA Form 531, with Columns for Agency, Function, and Activity

Item	Total of All Funds	Agency, Function, or Activity (A)	Agency, Function, or Activity (B)
A. Balances on hand at beginning of year:			
1. Reported at end of prior year	= a + b	= a	= b
2. Adjustments of balances	= c +d	= c	= d
3. Balance at beginning of year	= e + f	= e	= f

Item A, Balances on Hand at Beginning of Year

This item is for reporting the funding balances available at the beginning of the reporting year.

Enter the balance of each fund, agency, or activity in the letter-titled columns in items A.1 to A.3. The balances represent cash and the value of investments at cost.

Report the following balances:

- Balances in all funds standing to the credit of the State DOT, including bond sinking and debt service funds
- Highway and mass transit fund balances to the credit of other State agencies that are included on FHWA Form 531 and FHWA Form 532
- Unexpended or unallocated proceeds of previous-year bond sales.

Item A.1, Reported at End of Prior Year

= Previous Year FHWA Form 532, Item C, Unexpended Balances at end of the year

This item is for the unexpended balance from the previous year. Enter the amount of cash and investments reported as an unexpended balance for the previous year.

Item A.2, Adjustments of Balance

This item is for recording adjustments to prior year ending balances.

Generally, beginning balances should be revised only because of an audit or to add a fund or agency to the reporting. Lapsed appropriations or allocations should not be shown as revisions of the balances because they may not represent cash transfers.



When lapsed appropriations or allocations result in a reversion of funds to the State general fund, the resulting cash transfer should be accounted for as a transfer to the State general fund in FHWA Form 532, Item A.13.a, Transfer to State General Fund for State General Purposes. When adjustments are made in item A.2. to revise a balance in item A.1, an explanation of the revision must be provided in a note.

Transfers among the funds reported on FHWA Form 531 should not be recorded as adjustments of balances, because these are internal adjustments. Transfers are reported in FHWA Form 531, item C, and in FHWA Form 532, item B. These two items must match.

Item A.3, Balance at Beginning of Year (*SYSTEM-CALCULATED FIELD*)

Item A.3 shows the difference of item A.1. and adjustments from item A.2. Fuels and FASH calculates the total automatically.

Item B, Income

This item is for reporting income from various taxes, funds, and activities. Ten categories are provided on tab A for summarizing and reporting income by fund, agency, or activity.

Identify income by fund, agency, or activity in the lettered columns for items B.1 to B.11 on tab B.

Below are detailed descriptions of the subitems of item B.

Item B.1, State Motor-Fuel Taxes

This item is for reporting revenue raised from State motor fuel taxes. Enter the net amount of State revenue that was raised from State taxation of motor fuels. Net motor fuel revenues are directly related to taxation on highway use and highway users of gasoline, gasoline blends, and special fuels as reported on FHWA Form 556.

The revenue distributions represented in this item should correspond to State statutes concerning highway-related funds. The detail for this item assists in reconciling FHWA Form 556 and FHWA Form 531.

If FHWA Form 556 is provided, prepare a reconciliation between FHWA Form 556, item 8, and this item. To prepare a reconciliation, either revise FHWA Form 531 or submit a supplemental statement containing information like details in items B.1.a through B.1.f.

FHWA Form 532 may also have to be revised because FHWA Form 531 and FHWA Form 532 need to balance.

If FHWA Form 556 is not available when FHWA Form 531 is prepared, leave the detail for this item blank.

Item B.1.a, Total Distributed

= FHWA Form 556, Item 8.k, Total

This item is for reporting the amount of net motor fuel tax revenue that was distributed (allocated) by the collecting agency to the State or the expending agency.

This amount should correspond to the total distributions reported on FHWA Form 556, item 8. If FHWA Form 556 is prepared for a different reporting year than FHWA Form 531, the amount



reported on FHWA Form 556, item 8.k, is still reported in this item. Make compensating adjustments for the resulting timing difference in FHWA Form 531, item B.1.b.

Item B.1.b, Adjustments Due to Timing Differences

This item is for reporting any difference between the motor fuel tax revenue reported on FHWA Form 531 and the revenue reported on FHWA Form 556 that is attributable to timing differences.

A timing difference may be caused by a difference in reporting years used for the two reports, or by delay between the time funds are reported as distributed in collecting agency records and the time funds are reported as received in highway agency records. Before entering any amount in this item, verify that timing differences, not differences in definition, are the reason for differences between the reports. FHWA Form 531 and FHWA Form 556 should be prepared using the same definitions for motor fuel taxes.

Item B.1.c, Less Collection Costs Not Shown on FHWA Form 556

This item records costs incurred in the collection of motor fuel taxes that were not deducted on FHWA Form 556, item 4.

Typically, deductions from motor-fuel tax revenues for collection expenses and administrative costs made by the collecting agency before distribution of the funds should be reported on FHWA Form 556. If collection expenses are not paid out of motor fuel revenues and instead are paid out of appropriated funds (e.g., general fund account), they should be reported in this item. Enter the amount as a negative number.

Item B.1.d and B.1.e, Less Other (Specify)

These items are for reporting amounts distributed on FHWA Form 531 that are not fully accounted for on FHWA 556, item 8, if any. Specify the agency, activity, or purpose of the distribution.

Distributions reported in FHWA Form 556, item 8. Amounts Distributed, should be fully accounted for on FHWA Form 531 and FHWA Form 532.

If your State excludes some non-highway distributions of motor-fuel tax revenue from FHWA Form 532, report the excluded amounts in this item and identify them separately. For example, if FHWA Form 556, item B.8, includes distributions to a school fund, but a State prefers not to account for these expenditures on FHWA Form 532, item A.13, the amounts should be reported as a deduction here and identified as a distribution to the School Fund.

If multiple non-highway funds or accounts are excluded, such as adjustments for audited financial statements, list each separately. Adjustments can be positive or negative numbers, depending on the nature of the adjustment, and should be entered into Fuels and FASH accordingly.

Add items under B.1. as needed.

Item B.1.f, Net Income (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates the total automatically from items B.1.a through B.1.e. This amount should equal the total shown for item B.1. on tab B.

**Item B.2, State Motor Vehicle, Driver License, and Motor Carrier Taxes and Fees**

This item is for reporting revenue raised from State motor vehicle, driver license, and motor carrier taxes and fees. Report the net amount of State revenue that was raised from State taxation of motor vehicles, drivers, and motor-carriers. These revenues are related to State taxation imposed on the ownership and operation of motor vehicles for highway purposes through motor vehicle registration fees, dealer licenses, driver licenses, certificates of title, gross receipts taxes, distance taxes, weight/capacity taxes, permit fees, fines and penalties for infractions of the motor vehicle registration laws, and miscellaneous receipts of the State motor vehicle agency.

The information reported in this item should be consistent with that reported on FHWA Form 566, item 8. Amounts Distributed. The detail for this item helps reconcile FHWA Form 566 with FHWA Form 531.

If FHWA Form 566 is not available at the time FHWA Form 531 is prepared, the detail for this item should be left blank.

If FHWA Form 566 is provided, prepare a reconciliation between FHWA Form 566, item 8., and this item. Reconciliation can be either a revised FHWA Form 531, tab 1, or a supplemental statement containing information like notes in items B.2.a through B.2.f.

Item B.2.a, Total Distributed**=FHWA Form 566, Item 8, Amount Distributed**

This item is for reporting the amount of net motor vehicle revenue that was distributed by the collecting agency to the expending agency. This should correspond to the amount reported on FHWA Form 566, item 8.

If FHWA Form 566 is for a different reporting year than FHWA Form 531, report the amount in FHWA Form 566, item 8, in this item, and in item B.2.b, make compensating adjustments for the timing difference.

Item B.2.b, Adjustments Due to Timing Differences

This item is for reporting differences due to the timing of the reporting of funds. Enter any difference between FHWA Form 531 and FHWA Form 566 attributable to a timing difference. Timing differences may be caused by a difference in reporting years or by a delay between the time funds are reported as distributed in collecting agency records and the time funds are reported as received in highway agency records.

Before entering any amount in this item, verify that timing differences, not differences in definition, are the true reason for differences. FHWA Form 531 and FHWA Form 566 should be prepared using the same definitions for motor vehicle, driver license, and motor carrier taxes, fees, and revenues.

Item B.2.c, Less Collection Costs Not Shown on FHWA Form 566

This item is for reporting the costs incurred in the collection of taxes and fees for motor vehicles, driver licenses, and motor carriers that were not deducted on FHWA Form 566, item 2 or item 4.

Report collection costs paid *after* the distribution of revenues from motor vehicle, driver license, and motor carrier taxes that are not reported on FHWA Form 566. Do not report



deductions for collection expenses and administrative costs made by the collecting agency before revenue distribution—those deductions are reported on FHWA Form 556.

Item B.2.d and item B.2.e, Less Other (Specify)

These items are for reporting amounts distributed on FHWA Form 566, item 8, that are not fully accounted for elsewhere on FHWA Form 531 and FHWA Form 532.

Specify the agency, activity, or purpose of the distribution in a note for the item. All distributions reported on FHWA Form 566, item 8, should be fully accounted for on FHWA Form 531 and FHWA Form 532.

If your State excludes from FHWA Form 532 some non-highway distributions of revenues from taxes and fees for motor vehicles, driver licenses, and motor carriers, report the excluded amounts in this item and identify each of them.

For example, if FHWA Form 566, item B.8, includes distributions to a school fund, but the State does not account for these expenditures in FHWA Form 532, item A.13, the State should report these amounts as a deduction in this item and add a note that they were distributed to the school fund.

If multiple non-highway funds or accounts are excluded, list each separately.

Item B.2.f, Net Income (SYSTEM-CALCULATED FIELD)

This item shows the sum of items B.2.a through B.2.e. Fuels and FASH calculates the total automatically. This amount should equal the total shown for item B.2.

Item B.3, Appropriations from State General Funds

This item is for reporting the net revenues received from appropriations for all highway and mass transit activities from State general funds.

The purpose of the appropriations should be identified in the customizable item name provided in Fuels and FASH. Add a note with necessary details or explanations.

Although most transportation funding comes through dedicated highway and mass transit accounts and trust funds, some highway and mass transit-related functions may be funded by a State's general fund (for example, for an agency other than the State DOT to work on State Park roads, and for the highway law enforcement and safety activities of the State police). Furthermore, the State general fund may support debt service on State obligations issued for highway or mass transit purposes.

If another State agency provides funds to a State DOT for road work, report the revenue as coming from the original source of funding. A general fund is often the source of funds for the other State agency.

TAKE NOTE

In States that operate mainly through a general fund, highway appropriations should be recorded in item B3. Generally, such States do not have separate funds for highway-user tax revenue; instead, they deposit taxes and fees into the general fund.

Item B.4, Other State Taxes or Fees

This item is for reporting the amount of other State taxes or fees that were dedicated and used for highway and mass transit purposes.



Report the following revenues in this item:

- Sales and use taxes not reported on FHWA Form 556 or Form 557, such as sales tax on automobile rentals and lube oil for motor vehicles.
- Oil royalties
- Severance taxes
- Corporate income taxes
- Specific ownership taxes
- Traffic impact fees
- Benefit assessments
- Net revenues for highways from special assessment or taxing districts, with the tax source identified in a note.

The taxes or fees reported in this item are not classified as highway-user revenues and are not reported in FHWA Form 531, item B.1. or item B.2. Other State taxes or fees transferred to local governments for highways should be reported in this item, even if the funds do not pass through the State DOT.

Record in this item only the share of the taxes and fees that are legislatively allocated or dedicated to highways and mass transit.

Item B.5, Funds from Toll Facilities

This item is for reporting funds transferred from toll facilities to non-toll State accounts for State highways, mass transit, and other activities.

Do not include reimbursements for road work on State toll facilities performed by the State DOT.

Reimbursed expenditures are considered expenditures of the toll facility. If a toll facility report does not specify the work performed on its behalf by the State DOT, the State should submit a supplementary statement showing these amounts.

Item B.6, Funds from Federal Highway Administration

This item is for reporting the total amount of funds received by the State from FHWA. Report only actual payments, not obligations, earnings, or vouchers submitted but not paid.

Some States maintain separate funds for Federal-county, Federal-State-county, or Federal-city programs. Federal expenditures for projects on roads and streets that are under local jurisdiction should be identified and recorded in the appropriate fund columns on tab 2.

If no separate account or fund has been established, States should still identify and report in separate columns Federal, State, and local funds for work on roads under local jurisdiction. These income items can then be related to the direct State expenditures that are entered in FHWA Form 532, item A.9, or State transfers in item A.10. If there are not enough columns available for these entries, report the transactions in a supplemental statement or in a note.

The Transportation Infrastructure Finance and Innovation Act of 1998 (TIFIA), 23 U.S.C 601 et seq., provides Federal credit assistance to major transportation investment projects of critical national importance. Federal credit assistance takes the form of secured loans, loan guarantees, and standby lines of credit. Amounts received under this program should be identified in a note that also indicates how the funds were used.



Federal funds that are used to capitalize a State Infrastructure Bank (SIB) or infrastructure revolving fund should be identified in a note. The receipt and expenditure of those funds should also be shown in a separate column on FHWA Form 531 and on FHWA Form 532.

Identify Federal funds used on a toll road project in a note.

Item B.6.a, Highway Purpose

This item is for reporting the funds received from FHWA for highway purposes. The FHWA distributes funds to every State for highway purposes.

Item B.6.b, Transit Purpose

This item is for reporting the funds received from FHWA for transit purposes.

Funds transferred to transit projects administered by the Federal Transit Administration (FTA) from the Surface Transportation Program (STP) and the Congestion Mitigation and Air Quality Improvement (CMAQ) program should be reported here.

Item B.6.c, Total (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates the total automatically from data in items B.6.a. and B.6.b.

Item B.7, Funds from Other Federal Agencies

This item is for reporting funds for highways and mass transit received from Federal agencies other than FHWA. Identify the agencies and amounts in a note.

Sometimes, one Federal agency administers funds provided by another Federal agency. In such a case, to the extent possible, identify the amounts as payments from the source agency, not the administering agency. For example, FTA funds administered by FHWA should be identified as payments from FTA to the State.

All Federal funds paid to, shared with, or expended by the State for road purposes should be reported in this item, including Federal funds that were paid to State agencies other than the State DOT or that were paid in the final instance to local governments.

Item B.7.a, Federal Transit Administration-Highway Purpose

This item is for reporting funds received from FTA to be expended for highway projects. Amounts should be obtained from the State treasurer's office, accounting office, or revenue office.

Item B.7.b, Federal Transit Administration-Transit Purpose

This item is for reporting funds received from FTA to be expended for mass transit projects. Amounts should be obtained from the State treasurer's office, accounting office, or revenue office.

Item B.7.c, National Highway Traffic Safety Administration (NHTSA)

This item is for reporting on funds received from NHTSA to be expended for highway purposes.

Exclude FHWA funds administered by NHTSA under provisions of 23 U.S.C. 402, 403, 405, 406, 407, 408, 410, and 411. Include all other funds administered by NHTSA.



Item B.7.d, Forest Service

This item is for reporting on funds received by the State from the U.S. Forest Service to be expended for highway purposes.

The National Forest Fund transfers a portion of timber sale receipts to States for roads and schools in counties where forests are located. Many State agencies pass such funds through to county governments rather than to the State DOT. This may make determining the actual amount used for roads difficult. States may report this information in notes indicating the approximate percentage of Forest Service receipts used for roads in the past. Amounts should be obtained from the State treasurer's office, accounting office, or revenue office.

Items B.7.e through B.7.o, Other Federal Agencies

These items are for reporting all other funds received for highway that were expended for highway purposes. Identify the amount and Federal agency in a note.

Item B.7.p, Total (SYSTEM-CALCULATED FIELD)

This item shows the sum of items B.7.and B.7.o. Fuels and FASH calculates the total automatically.

Item B.8, Funds from Local Governments

This item is for reporting the funds provided by local governments for expenditure by the State on highways or mass transit.

If other rural units, such as county road improvement districts, make contributions, add a note providing the specifics.

Funds from local governments that were advanced to the State before expenditure or as a loan should also be recorded in this item. Include unexpended amounts in the balances. Show the repayment of advances by the State in FHWA Form 532, item A.10, but omit loan advances and repayments made in the same year.

The proceeds of local bonds on which the State is responsible for meeting the interest and/or principal payments should be reported in item B.9. instead of in this item.

If a portion of the local governments' share of State highway-user revenues is not paid directly to local governments but is retained by the State and used for the following purposes, the funds were never transferred by the State to the local government and therefore should be treated as if they were generated and expended solely by the State:

- To match Federal-aid funds for road projects for local governments
- To reimburse the State for work performed at the request of local governments
- .

In such cases, do not show a transfer of funds in this item or in FHWA Form 532, item A.10.

When funds transferred from local governments are earmarked for a specific purpose, the amounts should be identified in an appropriate column that shows the linkage between the local funds and their object of expenditure.



When local governments provide at least part of the matching funds for State-administered Federal-aid projects, funds for these projects should be recorded in this item, whether the State expenditures occur on State-jurisdiction roads or local-jurisdiction roads.

Item B.9, Proceeds of Sale of Bonds

= FHWA Form 541, Item 9.A.7, Total, Allotment of Proceeds of Sales

This item is for reporting the net proceeds of bonds issued for the construction of highways and mass transit. The net proceeds of obligations issued for the purpose of refunding existing debt should also be included in this item.

The amount reported should agree with FHWA Form 541, item 9.C. Any difference should be explained in a note.

The net proceeds of State bonds issued by the State for local roads and streets should be recorded in a separate column from the proceeds from the financial transactions associated with local bonds assumed by the State.

The proceeds from the issuance of State highway notes or other evidence of indebtedness that will be redeemed within 2 years should not be recorded on FHWA Form 531. Instead, the amount of the temporary indebtedness outstanding at the beginning and the end of the year should be deducted from the beginning-of-year balances in FHWA Form 531, item A, and the end-of-year balances in FHWA Form 532, item C.

The issuance of warrants (if any) for payments on construction or maintenance work should be handled in the same manner: Record transactions on FHWA Form 532 as expenditures during the period in which the warrants were issued, show the cost for the year in which it was incurred, and avoid the need to record the retirement of the warrants.

Item B.10, Miscellaneous State Highway Income

This item is for reporting types of revenue that cannot be classified under another item on FHWA Form 531. Identify major items in a note for FHWA Form 531.

Do not include transfers from other State agencies to the State DOT in this item. Instead, record them according to the original source of the revenue. The source is often the State general fund, so the amounts transferred by other State agencies would be reported in FHWA Form 531, item B.3.

Revenue from transactions that are, in effect, reductions of expenditures should not appear as income on FHWA Form 531 (or as a balance adjustment) but should be deducted from the appropriate expenditure item or items on FHWA Form 532. For example, proceeds from the sale of right-of-way should be excluded from this item and should instead be deducted from right-of-way costs reported in FHWA Form 532, item A.1.a. Similarly, proceeds from the sale of maps or plans should be deducted from the gross cost of creating these items, which should be reported in FHWA Form 532, item A.4.a.

Item B.10.a, Investment Income, Bond Sinking Funds

This item is for reporting the investment income of sinking fund accounts or other accounts specifically established for debt service transactions.



Investment income includes the interest on deposits and investments, plus the net profit or loss from the exchange of cash and investments. This information is needed for States that have established reserves for the retirement of outstanding debt or for the payment of interest and retirement charges on bonds.

Item B.10.b, Interest on Investments, Other Accounts

This item is for reporting all revenues from interest on deposits and investments and investment income from the net profit or loss from the purchase and sale of investments from all accounts other than bond sinking funds.

Item B.10.c, Private Contributions

This item is for reporting contributions from private sources. Private sector participation in financing highway projects can take the form of cash contributions, transfers of real property, construction of facilities, and services such as engineering. When the value of donated land, facilities, or services is reported in this item, a like amount should be added to FHWA Form 532, items A.1., A.7., or A.9, as appropriate, and should also be identified in a note on FHWA Form 532.

Items B.10.d through B.10.h

These items are for reporting large items of miscellaneous income. If additional room is needed, this information can be provided in a note.

Item B.10.i, Total (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates the total automatically from data in items B.10.a through B.10.h.

Item B.11, Total Income (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates the total automatically from data in items B.1 through B.10.

Item C, Interfund Transfers In

= FHWA Form 532, Item B, Interfund Transfers Out

This item is for the sum of all interfund transfers within the agency. It is for reporting transfers among funds, in conjunction with FHWA Form 532, item B—such as from State highway funds to the sinking fund, or from the construction fund to the maintenance fund.

Do not include transfers from motor fuel and motor vehicle revenues to the general fund; instead, show these as expenditures in FHWA Form 532, item A.13.a. Similarly, transfers from the State general fund to highway agency funds should be shown in FHWA Form 531 item B.3.

The sum of the entries in item C should equal the sum of the entries in FHWA Form 532, item B. If not, add a note explaining the reason for any difference.

Item D, Total Funds to be Accounted For (SYSTEM-CALCULATED FIELD)

= FHWA Form 532, Item D, Total Funds Accounted For

This item is for the sum of items A.3, B.11, and C. Fuels and FASH calculates this amount automatically.

The entries in item D must equal the entries in FHWA Form 532, item D.

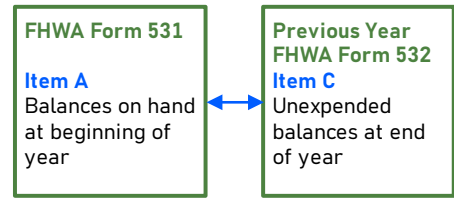
Relationships Between FHWA Form 531 and Other Forms

FHWA Form 531 has relationships with several other FHWA 500-Series forms.



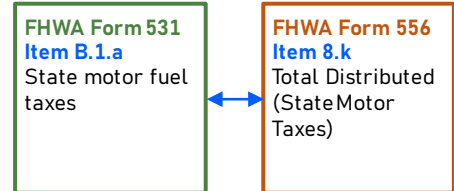
Item A, Balances on hand at beginning of year

The current year’s opening balance should agree with the amount reported on the prior-year FHWA Form 532, item C, Unexpended balances at the end of the year. Provide an explanation for any large difference.



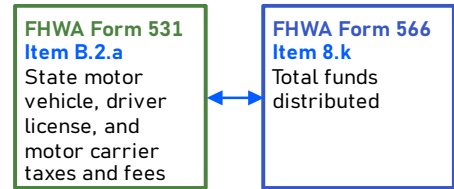
Item B.1.a

The amount reported in item B.1.a on tab 1 should agree with FHWA Form 556, item 8.k. If there is a difference, use FHWA Form 531, items B.1.b through B.1.e to explain it.



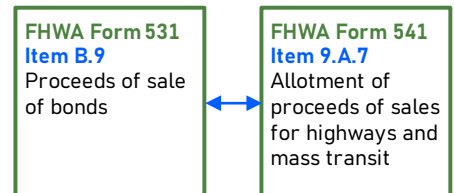
Item B.2.a

The amount reported in item B.2.a, State Motor vehicle, driver license and motor carrier taxes and fees, should agree with the amount in FHWA Form 566, item 8. If there is a difference, use FHWA Form 531, items B.2.b through B.2.e to explain the difference. Common explanations are timing differences, funds in transit, and exclusion of certain funds from FHWA Form 531.



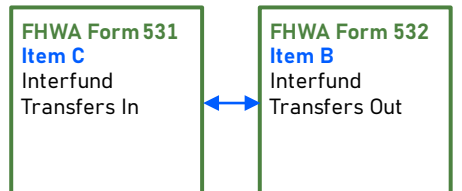
Item B.9

The amount reported on FHWA Form 531, item B.9, Proceeds of sale of bonds, should agree with the amount reported in FHWA Form 541, item 9.C., Total Allotments. Typically, this also equals FHWA Form 541, item 8.D, Total Net proceeds. A common error is to report the par value of the issue from FHWA Form 541, item 8.A instead of net proceeds.



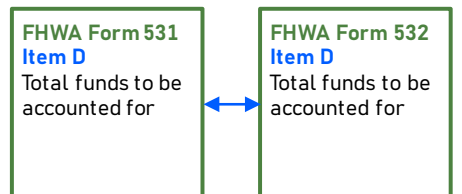
Item C

The amount reported on FHWA Form 531, item C, Interfund Transfers In, must equal the amount in FHWA Form 532, item B, Interfund Transfers Out.



Item D

The amount reported on FHWA Form 531, item D, Total funds to be accounted for, must equal the amount in FHWA Form 532, item D, Total funds to be accounted for.



Summary of Relationships Table

Table 2-3. Summary of Relationships Between FHWA Form 531 and Other 500-Series Forms

FHWA Form 531 Item	Description	Equals	Form	Item	Description
A	Balances on hand at beginning of year	=	Previous Year FHWA Form 532	C	Unexpended balances at end of year
B.1.a	State Motor Fuels Taxes	=	FHWA Form 556	8.k.	Total Amounts Distributed (State Motor Fuel Taxes)



FHWA Form 531 Item	Description	Equals	Form	Item	Description
B.2.a	State Motor vehicle, driver license and motor carrier taxes and fees	=	FHWA Form 566	8.	Total Amounts Distributed
B.9	Proceeds of sales of bonds	=	FHWA Form 541	9.C.	Total Allotments
C	Interfund transfers, in.	=	FHWA Form 532	B.	Interfund transfers out
D	Total funds Accounted For	=	FHWA Form 532	D.	Total funds Accounted For

FHWA Form 532 Reporting Requirements

FHWA Form 532 should be completed by the State agency that collects expenditure data.

A copy of FHWA Form 532 should be submitted by the preparing agency using the Fuels and FASH application.

Provide the State name, reporting year, notes, the data reporting source, and the name of the preparer of the forms.

Form FHWA 532 has two tabs, tab A and tab B; tab A is for providing a summary of receipts, and tab B is for reporting essential details about receipts. Items in tab A are numbered to correspond with items in tab B.

The columns in tab B (numbered A, B, C, etc.) are for identifying and reporting at least the major funds administered by the State DOT or other reporting agency. The columns may also be used to report data by agency, function, or activity. This structure makes tracing the flow of revenues into and expenditures out of each fund relatively easy.

If additional detail is necessary, provide it in a note for the form.

Each item in the form is explained below.

Item A.1, Capital Outlay on State system

This item is for reporting the capital outlay for highways, roads, and streets that are part of the State highway system.

Capital outlay includes:

- Acquisition of right-of-way
- Preliminary and construction engineering
- Construction of roads and structures, and installation of traffic service facilities.
-

The cost of construction materials and supplies, and if possible, construction machinery and equipment, should be reported. Administrative costs directly assignable to specific capital outlay projects should be included, but other administrative costs should be reported in item A.4.

Do not include capital expenditures for

- Toll facilities (see item A.8. and section 2.3)
- Mass transit (see items A.11 and A.12).



The classification of highway construction and maintenance expenditures should be consistent with the criteria provided in the American Association of State Highway and Transportation Officials (AASHTO) Maintenance Manual (2007). Exceptions to the rules are provided in the manual. Because not all situations can be anticipated, States should use best judgment in classifying and recording expenditures.

Item A.1.a, Cost of Acquiring Right-of-Way

This item is for reporting the cost of acquiring a right-of-way for highways. Include the costs of right-of-way administration; purchase of land, improvements, and easements; and moving and relocating buildings, businesses, and persons.

Item A.1.b, Preliminary and Construction Engineering

This item is for reporting the cost of preliminary and construction engineering for highways. Include the costs of field engineering and inspections; surveys, material testing, and borings; preparation of plans, specifications and estimates (PS & E); and traffic and related studies.

Item A.1.c, Construction of Highways

This item is for reporting the costs related to the construction of highways. Include expenditures for construction, relocation, resurfacing, restoration, rehabilitation, and reconstruction (3R/4R), widening, safety and capacity improvements, restoration of failed components, and additions and betterments of roads and bridges.

Construction includes the following:

- Construction of roads
 - Roadway earth work and grading
 - Drainage and related protective structures
 - Base and surface or resurfacing
 - Shoulder and approach surfacing, including turnouts, interchanges, frontage roads, climbing lanes and parking areas
 - Utility relocation
 - Major and minor widening
 - Safety-related improvements
 - Environmentally related improvements.
- Construction of structures
 - Bridges
 - Viaducts
 - Grade separation structures, overpasses, and underpasses
 - Vehicular tunnels and subways
 - Sewer and drainage systems, walls, and roads over dams
 - Ferries and landings
 - Installation of protective systems on structures subject to particularly harsh environments and chemical damage.
- Installation of traffic service, which includes specialized facilities and equipment designed to aid, direct, regulate, or control vehicular use of highways, such as weather monitors in

TAKE NOTE

Classify expenditures by purpose, not by fund used to pay for them. For example, some States classify resurfacing as maintenance because the work is paid for out of a maintenance fund. But these activities should be classified as construction for FHWA reporting purposes and therefore as a capital outlay in FHWA Form 532, item A.1.c (not as a maintenance expenditure in item A.2).



an intelligent transportation system project on an Interstate highway (but for inspection, highway patrol, and vehicle weight facilities, see item A.5).

More examples of construction expenditures can be found in FHWA Form 534 Reporting Requirements.

Item A.1.d, Total (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates this item automatically by summing items A.1.a. through A.1.c.

Item A.2, Maintenance of State System

This item is for reporting expenditures classified as maintenance for highways, roads, and streets that are part of the State highway system.



For purposes of FHWA Form 532, maintenance does not include improvements, additions, or resurfacing, or restoration, rehabilitation, and reconstruction (which should be reported in item A.1), but it does include preventive maintenance. Preventive maintenance extends pavement and bridge service life to at least the design life of the facility. Preventive maintenance involves programs that delay or eliminate the necessity for future resurfacing, restoration, rehabilitation, and reconstruction.

Maintenance of roadways includes routine roadway surface, shoulder, roadside, and drainage maintenance. Maintenance of structures includes repair and maintenance of bridges, tunnels, subways, overhead grade separations, and other structures, including substructure, superstructure, stream bed operations, and bridge painting. Maintenance includes spot patching and crack sealing of roadways and bridge decks, maintenance and repair of highway utilities and safety devices, including repair and painting of route markers, signs, guardrails, fences, signals, and highway lighting. Do not include maintenance expenditures for toll facilities (see section 2.3 for reporting requirements for toll facilities).

Maintenance for the purposes of this item is the function of preserving and keeping the entire highway, including surface, shoulders, roadsides, structures, and traffic control devices, as close as possible to the original condition as designed and constructed. For improved or reconstructed facilities, maintenance ensures continued service as redesigned.

The cost of maintenance supplies, materials, and equipment should be included. As with construction expenditures, maintenance expenditures include administrative and engineering costs directly assignable to maintenance projects.

Exhibit 2-1. Include in or Exclude from Maintenance of State System

Include or Exclude	
	
<ul style="list-style-type: none"> • Repair and maintenance of <ul style="list-style-type: none"> • Roadways—surface, shoulders, roadsides • Structures—bridges, tunnels, subways, overhead grade separations, including painting • Highway utilities and safety devices—including repair and painting of route markers, signs, guardrails, fences, signals, and highway lighting • Spot patching and crack sealing of roadways and bridge decks • Preventive maintenance 	<ul style="list-style-type: none"> • Improvements, additions, and betterments • Resurfacing, restoration, rehabilitation, and reconstruction expenditures • Maintenance expenditures for toll facilities • Operational expenditures

**Item A.3, Highway and Traffic Services**

This item is for reporting operational expenditures for

- Traffic control operations and facilities
- Snow removal and roadway sanding
- Other miscellaneous traffic operation and service expenditures.

Item A.3.a, Traffic Control Operations

This item is for reporting operational expenditures for the operation of intelligent and other traffic control and surveillance systems that are designed to monitor and control traffic by managing vehicle flow on streets and highways.

The purpose of these systems is to improve transportation performance and safety, vehicle fuel economy, and air quality. These systems include traffic signal control; freeway, tunnel and bridge surveillance and control; electronic message boards; video monitoring; traffic information radio stations; and motorist aid. Also included is the cost of operating toll-free drawbridges, tunnels, and ferries.

Only the operating costs of traffic control facilities should be included in this item. The construction of traffic control facilities is included in item A.1. Maintenance of these facilities is included in item A.2.

Item A.3.b, Snow and Ice Removal

This item is for reporting operational expenditures for snow removal from roadway or roadside, sanding and chemical applications, and the erection and removal of snow fences.

Item A.3.c, Other

This item is for reporting miscellaneous operational expenditures not covered under A.3.a. and A.3.b, such as expenditures for highway beautification, junkyard control, control of outdoor advertising, litter pickup, and mowing. Also include vegetation management, erosion control programs and programs that monitor highway air quality in non-attainment areas. Add a note identifying air quality programs. Expenditures for planning air quality programs should be reported in item A.4.b.

Item A.3.d, Total (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates the total automatically from items A.3.a. through A.3.c.

Item A.4, General Administration and Miscellaneous Expenditures for State Highways

This item is for reporting general and miscellaneous expenditures that are not readily distributable to specific construction or maintenance projects.

For FHWA Form 532, costs directly attributable to specific projects should be assigned to the appropriate classification in items A.1, A.2, A.7, or A.9. Expenses for the administration of State mass transit programs are reported in item A.11.c. or item A.12.c.

Item A.4.a, General Administration and Engineering

This item is for reporting expenses for administration, engineering, and miscellaneous expenditures not otherwise classified:

- Executive salaries and expenses of the State DOT (include those included in General Administration and Engineering Expenses)





- General engineering and office expenses
- Operation of department-wide or agency-wide support functions
- Payment to other State offices for services rendered on behalf of the State DOT
- Construction and maintenance of State DOT administrative buildings
- Cost of insuring buildings and structures
- Payment of damage claims and judgments arising from litigation.

The salaries, wages, related payroll expenses, and fringe benefit costs incurred for the time an employee works on a function or activity should determine the allocation of the cost to capital outlay, maintenance, or administration. Payroll expenses and fringe benefits include employer’s Social Security and pension fund contributions, insurance premiums, and other payroll benefits.

Expenses for administrators who carry out general administration, supervision, and overhead for management, supervision, and control of the State DOT should *not* be allocated to capital outlay and maintenance. Such administrative costs are for the directors, department heads, other transportation and management officials, legal departments, accounting sections, budget administrations, personnel functions, and procurement operations.

Exhibit 2-2. Include in or Exclude from General Administration and Engineering

Include or Exclude	
	
<ul style="list-style-type: none"> • Executive salaries and expenses • General engineering and office expenses • Payment to other State offices for payment made on behalf of State DOT • Construction and maintenance of State DOT administration building • Cost of insuring buildings and structures and payment of damage claims • Judgments arising from litigation. 	<ul style="list-style-type: none"> • Expenses for general administration and supervision • Collection and administration of motor fuel and motor vehicle taxes and fees • Expenditures of secondary road divisions for administering State and local programs

Likewise, do not include in this item the administrative costs for motor fuel and motor vehicle revenue collection. These amounts are reported on FHWA Form 556, FHWA Form 566, or FHWA Form 531, items B.1.c and B.2.c.

If your State has a secondary-road division for administering State and Local programs, to the extent that the division’s spending is limited to improving State and Local roads, the administrative costs should be reported in item A.7.c or item A.9.c, not in this item.

Item A.4.b, Highway Planning and Research

This item is for reporting expenditures for highway planning, research, and investigation. Enter all such expenditures, including those for laboratory and field research in road and bridge materials and design, traffic research, technical and financial studies, and similar investigations by the State highway planning division or equivalent. Include expenditures for activities funded by the State Planning and Research Program with SPR funds from FHWA.

Item A.4.c, Total (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates this item automatically by summing items A.4.a. and A.4.b.



Item A.5, Highway Law Enforcement and Safety

This item is for reporting highway law enforcement and safety expenditures by the State DOT, State police, department of public safety, traffic safety commission, and other law enforcement and safety agencies.

Law enforcement and safety expenditures are classified as

- Traffic supervision and the enforcement of State highway laws and ordinances
- Highway, traffic, and driver safety programs
- Motor vehicle inspection programs
- Enforcement of vehicle size and weight limitations.

The highway law enforcement activities of other State agencies funded independently of the State DOT should be reported in a separate column on FHWA Form 531 and FHWA Form 532. If a supplement is provided, it should use the same classification of expenditures as shown in item A.5 and show the revenue source for the highway law enforcement and safety expenditures (often the State general fund for highway patrol, police, or department of public safety).

Highway safety expenditures should include, to the extent possible, the Federal safety programs such as those provided by 23 U.S.C. 402, 403, 405, 406, 407, 408, 410, and 411 by NHTSA and the Motor Carrier Safety Assistance Program.

Highway safety construction expenditures should be reported in FHWA Form 532, item A.1.c.

TAKE NOTE

To avoid double-counting of costs, do not include in this item amounts reported in FHWA Form 566, item 10 (for law enforcement and safety activity performed by State agencies involved in the collection of motor vehicle taxes and fees).

Item A.5.a, Traffic Supervision

This item is for reporting the expenses of the State highway patrol or similar agency for providing traffic supervision and patrolling the highways.

Traffic supervision includes:

- Enforcement of traffic laws
- Supervision and direction of traffic
- Accident investigation
- Incidental service functions such as aid to distressed motorists.

Report the cost of salaries, benefits, pensions, and equipment costs of officers engaged in these activities.

Costs of criminal investigations and other general policing activities should not be shown in item A.5. If they are financed from highway revenues, they should be reported in item A.13.

Item A.5.b, Highway, Traffic, and Driver Safety

This item is for reporting expenses related to safety programs and similar activities. Enter expenses of safety programs and similar activities relating to the promotion of highway safety and traffic accident prevention, whether conducted by the State DOT, the highway patrol, a traffic safety commission, or other State agency.



Highway safety programs include:

- Driver education
- Motorcycle safety
- Drunk or impaired driving awareness
- Accident reduction
- Emergency medical services for highway accident victims.

Enter the cost of job safety and accident prevention programs for State employees and highway safety research programs in item A.4.

Item A.5.c, Vehicle Inspection

This item is for reporting expenses related to vehicle inspections. Enter the expenses of inspecting vehicles, operating inspection stations, and other activities related to periodic motor vehicle inspection programs, including motor vehicle emissions inspection and motor carrier safety inspection.

Item A.5.d, Vehicle Size and Weight Enforcement

This item is for reporting expenses for enforcement of vehicle size and weight. Enter expenditures for installing, maintaining, and operating truck weighing stations and other devices involved in the enforcement of vehicle equipment and size and weight limitations on highways. Costs of installing and operating ports-of-entry should be included here if the ports are primarily used as weighing stations. If the ports are used also as information centers, quarantine stations, tax collection points, and so forth, the costs charged to highway funds should be distributed to the other activities as appropriate. Include vehicle weight enforcement facilities eligible for Federal-aid highway funding.

Item A.5.e, Total (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates this total automatically by summing items A.5.a. through A.5.d.

Item A.6, Debt Service on State Obligations for Highways

This item is for reporting interest and redemption payments for bonds that were issued for highway purposes. Debt service also includes expenditures incidental to the sale and retirement of highway debt.

When transfers are made from the highway fund to a debt service fund or sinking fund outside the highway fund or agency, enter the payment in FHWA Form 532, item B as a transfer from the highway fund column and in FHWA Form 531, item C as a receipt to the debt service fund.

Set up separate columns on FHWA Form 531 and FHWA Form 532 to report allocations of debt service funds and debt service expenditures, including the transactions of highway debt sinking funds.

Debt service on obligations not maintained by the highway agency may involve revenues not included in the highway fund. States should report these amounts in the separate columns for highway debt on FHWA Form 531 and FHWA Form 532.

Report payments of interest and redemption charges on State bonds issued for the construction of local roads and streets in item A.6 and post in a separate column established for that purpose or provide details in a note. Debt service for toll facilities should be reported separately from highway debt. Debt service on mass transit issues is reported in item A.12.d.

**Item A.6.a, Paying Agents Fees, etc.**

This item is for reporting debt-related administrative expenses. Enter all such expenses, including the costs of preparing and issuing bonds, fiduciary fees, and bond handling charges.

Item A.6.b, Interest

This item is for reporting interest paid, including accrued interest received on the sale of bonds or paid on redemptions in advance of maturity. Interest paid on short-term notes or warrants should be included, although the proceeds and redemption of short-term loans that will be redeemed within 2 years are not included (see FHWA Form 531, item B.10).

Item A.6.c, Retirement by Current Income

= FHWA Form 542, Column 5, Current redemption during year (par value)

This item is for reporting the amount of net redemption payments for highway debt that were funded by current income or sinking funds.

Net redemptions are the funds expended to retire or redeem outstanding obligations. They consist of the par value of bonds redeemed, as reported on FHWA Form 542, column 5, plus any premiums, or less any discounts. Such premiums or discounts may occur if bonds are purchased on the open market before they normally would have been redeemed. Any large difference between the net amount reported in this item, and the par issuance amount reported on FHWA Form 542, column 5, should be explained in a note.

Item A.6.d, Retirement by Refunding

= FHWA Form 542, Column 6, Refunding redemption during year (par value)

This item is for reporting the amount of net redemption payments for highway debt that were funded by the proceeds of refunding bonds.

Net redemptions are the amount of funds expended to retire or redeem outstanding obligations and consist of the par value of bonds redeemed by refunding issues, as reported on FHWA Form 542, column 6, plus any premiums or less any discounts. In many cases, a premium must be paid to retire bonds before their maturity.

Also enter the net amount of outstanding bonds that were refunded through the deposit of refunding bond proceeds into escrow accounts that use those proceeds and investment income to make bond administrative costs, and all remaining principal and interest payments.

Item A.7, Expenditures on Other State Roads Not on State System

This item is for reporting direct expenditures and allocations made by State agencies for capital outlay, maintenance, and administration of highways, roads, and bridges that are under State jurisdiction but are not on the State system, such as roads in State parks, forests, reservations, and institutions. In many States, such roads are not under the control of the State DOT. Data for expenditures on these roads and the revenues that funded them have to be obtained from the responsible State agencies.

If the State DOT is responsible for all State jurisdiction roads, including those in parks, forests, reservations, and institutions, then the amounts spent on State roads on and off the State system may not be separable. In this case, the State may leave this item blank, report the combined amounts in items A.1 through A.4, and add a note explaining that it reports combined amounts.



The general instructions and classification criteria for items A.1 through A.4. (State highway capital outlay, maintenance, operations, and administration, respectively) also apply to items A.7.a through A.7.c.

Item A.7.a, Capital Outlay

This item is for reporting the State capital outlay for roads and streets that are under State jurisdiction but are not on the State system.

Item A.7.b, Maintenance and Traffic Services

This item is for reporting expenditures for State maintenance and for highway and traffic services for State roads and streets that are not on the State system.

Item A.7.c, Administration

This item is for reporting administrative costs directly attributable to State work on State roads and streets that are off the State system.

Item A.7.d, Total (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates the total of expenditures on other State roads not on the State system automatically from items A.7.a through A.7.c.

Item A.8, Transfers to Toll Facilities

This item is for reporting State subsidies of or payments to toll facilities. State direct expenditures on State toll facilities should be reported with the transactions of the toll facility. They should be included and noted in this item as if they were a subsidy. See section 2.3 for data reporting requirements for toll facilities.

Item A.9, Expenditures by State on Locally Administered Roads

This item is for reporting State expenditures for work contracted or performed on highways, roads, and streets that are under the jurisdiction of local governments.

Use a separate column in tab B on FHWA Form 531 and FHWA Form 532 to identify the receipts, expenditures, and balances applicable to direct State work on local roads and streets.

Federal laws permit the expenditure of Federal-aid highway funds (and other funds) on roads off the State highway systems. Expenditures by the State on such projects involving Federal funds and local matching funds should be included in this item. The amount of local matching funds should be identified in FHWA Form 531, item B.9.

The general instructions and classification criteria for items A.1 through A.4 (State highway capital outlay, maintenance, highway and traffic services, and administration, respectively) apply as well to expenditures reported in items A.9.a through A.9.c.

State DOT expenditures for machinery and equipment used on local road work should be included in this item if identifiable and separable from other equipment expenditures. State capital outlay on local roads and streets as a part of co-supported projects should be reported in these items. State capital outlay on State highways as a part of co-supported projects should be reported in item A.1.

**Item A.9.a, Capital Outlay**

This item is for reporting expenditures on highways, roads and streets that are under local jurisdiction made directly by the State or under State supervision.

Any expenditure for acquisition of right-of-way or for preliminary and construction engineering should be identified in a note.

Item A.9.b, Maintenance and Traffic Services

This item is for reporting State expenditures for maintenance and highway and traffic services on local roads and streets. Expenditures for highway and traffic services should be described in a note.

Item A.9.c, Administration

This item is for reporting State administrative expenses that can be allocated specifically to managing State work on local roads and streets or assisting local governments in their road programs.

Item A.9.d, Total (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates the total automatically from items A.9.a through A.9.c.

Item A.10, Grants-in-Aid to Local Governments

This item is for reporting funds paid as grants-in-aid or otherwise transferred to local governments or local road improvement districts. If the revenue sources for State grants to local governments are separately identified from those for direct State expenditures, use separate columns to account for these transactions. This would clearly show the expenditures and the specific revenues and revenue sources that funded them.



Federal-aid highway funds and other Federal funds passed through to local governments should be included in this item and should be separately identified. These funds should be identified either in a separate column on the FHWA Form 531 and FHWA Form 532, or in a note showing the amount of Federal funds transferred and the Federal agency.

The statutory allocations of highway-user revenues to local governments should be reported in this item. However, when the State withholds a portion of the funds as reimbursement for prior expenditures or advances, or as local matching funds for State-local projects, the amounts withheld should be excluded from FHWA Form 532 and from item B.9 on FHWA Form 531. This avoids the double-counting of these funds as income and expenditure for two levels of government.



Do not include in this item payments to counties or other local units under contract to the State for maintenance or construction of State highways. These payments are considered State expenditures and should be shown in item A.1 or item A.2. Such expenditures should also not be included on FHWA Form 536. Payments on obligations assumed as reimbursement for local roads added to the State system are recorded in FHWA Form 532, item A.6.

Exhibit 2-3. Include in or Exclude from Grants-in-Aid to Local Governments

Include or Exclude	
	
<ul style="list-style-type: none"> • Federal-aid Highway Program funds and other Federal funds passed through to local governments. • Statutory allocations of highway user revenues to local governments 	<ul style="list-style-type: none"> • Amounts withheld by the State as reimbursement for prior expenditure or advance, or as local matching funds for State or local project. • Payments to counties or other local jurisdictions under contract to the State for maintenance or construction of State highways • Payments on obligations assumed as reimbursement for local roads added to the State system.

Any amount reported in this item should be included in the State and Federal receipts shown in FHWA Form 536, items I.C and I.D.

Item A.11, Expenditures by State for Mass Transit Purposes

This item is for reporting direct expenditures by the State for mass transit purposes.

The amounts reported should be limited to State-wide mass transit programs and should not include the direct expenditures of State-owned mass transit operators. State-wide programs may include carpools, van pools, specialized transit for the elderly or handicapped, park-and-ride lots, and other mass transit programs not tied to specific mass transit operators.

Information on the receipts and expenditures of mass transit operators are reported through the FTA Section 15 program. Include only mass transit activities that are not included in FTA’s Section 15 reports.

For the purpose of providing balanced statements, a separate column or columns on tab B of FHWA Form 531 and FHWA Form 532 should be used to record income (including Federal aid and other Federal funds), expenditures, and fund balances for direct mass transit activities.

Federal funding for mass transit activities comes primarily from FTA, but other Federal agencies and programs provide some support for mass transit. Report funds for mass transit provided by

- FTA in Section 15 reports
- FHWA in FHWA Form 531, item B.6.b
- Other Federal agencies in FHWA Form 531, item B.7.

Item A.11.a, Capital Outlay

This item is for reporting all direct capital expenditures of the State for mass transit.

This includes expenditures for

- Transit right-of-way and engineering
- Park-and-ride and other parking facilities



- Transit malls and transfer facilities
- Intermodal terminals
- Shelters
- Bus maintenance facilities
- Vehicle support equipment
- Transit traffic management or operational support systems
- Rolling stock
- Replacement, rehabilitation, and remanufacture of equipment and facilities.

For example, State spending on bus lanes and on buying specialized vehicles for the transportation of handicapped individuals should be reported here.

Item A.11.b, Operations

This item is for reporting direct State payments for the operational expenses of mass transit programs.

For example, State expenditures for operating State-sponsored van pool services, including vehicle leases, maintenance, driver salaries, fuel, tires, insurance, and marketing, should be reported here.

Item A.11.c, Administration

This item is for reporting expenditures associated with program administration, technical studies, planning and research, and demonstration of mass transit programs and project.

Item A.11.d, Debt Service

This item is for reporting the interest and redemption payments for State obligations issued for mass transit purposes. This includes expenditures incidental to the sale and retirement of the bonds.

Item A.11.e, Total (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates the total automatically from data in items A.11.a through A.11.d.

Item A.12, Grants-in-Aid for Mass Transit Purposes

This item is for reporting all funds paid as grants-in-aid, subsidies, or otherwise transferred to State, local, and private mass transit operators.

Include amounts transferred to local governments or regional authorities for mass transit purposes. Transfers to mass transit operators reported in this item should be consistent with information on State funding of mass transit as reported by mass transit operators through the FTA Section 15 program. If funds are transferred to local governments, regional authorities, or other governmental entities that do not provide data to FTA, report the amount of those funds in a note.

To ensure balanced statements, FHWA Form 531 and FHWA Form 532 should each have a separate column or columns on Tab B to record income, expenditures, and fund balances for mass transit grants-in-aid.

Include Federal funds passed through the State to mass transit operators or local governments for mass transit purposes and identify them separately but do not include amounts transferred by Federal agencies directly to mass transit operators.

**Item A.12.a, Grants-in-Aid for Capital Assistance**

This item is for reporting State capital assistance payments (including Federal funds) to local governments, regional planning organizations, and State, local, or private mass transit operators. Capital assistance payments can be for the purchase of buses, rail cars, or other capital activities described in item A.11.a.

Item A.12.b, Grants-in-Aid for Operations

This item is for reporting State operating assistance payments (including Federal funds) to local governments, regional planning organizations, and State, local, or private mass transit operators.

Operating assistance payments can be for reduced fares for elderly or handicapped or for operating activities described in item A.11.b or item A.12.c. Enter State mass transit planning and research payments (including Federal funds) to local governments, regional planning organizations, and State, local, or private mass transit operators.

Item A.12.e, Total (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates the total automatically from items A.12.a through A.12.c.

Item A.13, Expenditures for Non-Transportation Purposes

This item is for reporting expenditures for purposes not related to highways or mass transit that were funded by revenues reported on FHWA Form 531.

Expenditures reported here include:

- Dedications of State motor fuel, motor vehicle, or motor carrier revenue from FHWA Form 531, items B.1 and B.2, for State general purposes, or for specific non-highway, non-mass transit purposes.
- Expenditures for other modes of transportation made from a consolidated State DOT fund, if all revenues for that fund were included on FHWA Form 531. If revenues used for aviation, marine, and rail freight modes are separately identifiable from those used for highways, then the revenue and expenditures for these non-highway modes should be excluded from FHWA Form 531 and FHWA Form 532.
- Funds originally allocated for highway use which were transferred for non-transportation purposes, reported on FHWA Form 532
- Payments for services unrelated to highways or mass transit, including prorated costs assigned to a State DOT, highway revenue fund, or transportation trust fund for the support of the State legislature, other State agencies, or general government services. Payments made to other State agencies for specific administrative services related to the operation of the highway program should be reported in FHWA Form 532, item A.4.a
- The collection and administrative costs associated with motor fuel and motor vehicle collections should not be included in this item. These amounts should be deducted on FHWA Form 556 and FHWA Form 566 or in FHWA Form 531, item B.1.c or item B.2.c.

Some State definitions of certain categories of highway expenditures are broader than those of FHWA Form 532. This may result in the need to report an amount in this item that the State treats as a highway expenditure in its own records.



Item A.13.a, Transfer to State General Fund for State General Purposes

This item is for reporting any amount transferred to the State general fund for general purposes. Include motor fuel and motor vehicle revenues dedicated to the State general fund. Also include any surplus revenue that reverts to the general fund.

Amounts transferred to the State general fund for a specific non-highway purpose should be excluded from this item and instead reported in items A.13.b through A.13.f.

Items A.13.b through A.13.f, Expenditures for Non-Transportation Purposes

These items are for reporting expenditures for non-transportation purposes. Specify the amount, funding source, and purpose of other non-transportation expenditures.

Item A.13.g, Total (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates the total automatically by summing items A.13.a through A.13.f.

Item A.14, Total Expenditures (SYSTEM-CALCULATED FIELD)

This item shows the sum of items A.1. through A.13. Fuels and FASH calculates the total automatically.

Item B, Interfund Transfers, Out

This item is used in conjunction with FHWA Form 531, item C, and records the transfers among the funds reported on the two forms. Transfers for non-highway purposes or to the State general fund should be recorded in item A.13. The sum of the entries in item B must equal the sum of the entries in FHWA Form 531, item C. Any difference should be explained in a note.

Item C, Unexpended Balances at End of Year

This item is for reporting the balances remaining at the end of the reporting year for all funds identified on FHWA Form 531 and FHWA Form 532.

The discussion of balances presented in connection with FHWA Form 531, item A is applicable to FHWA Form 532, item C.

Item D, Total Funds Accounted for (SYSTEM-CALCULATED FIELD) = FHWA Form 531, item D

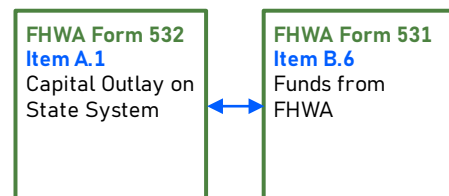
Fuels and FASH calculates the total automatically from items A.14, B, and C.

Relationships Between FHWA Form 532 and Other Forms

FHWA Form 532 has relationships with several FHWA 500-Series forms.

Item A.1, Capital outlay on State System

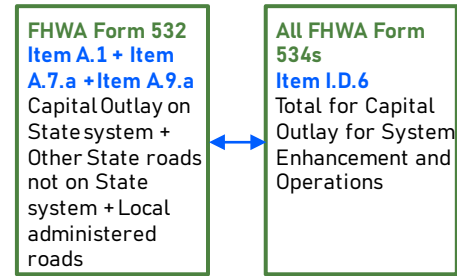
This item should report *at least as much as* FHWA Form 531, item B.6, Funds from FHWA.





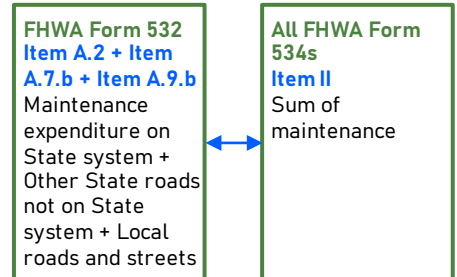
Item A.1, Item A.7.a, and Item A.9.a

The sum of these three items for capital outlay (item A.1, Capital outlay on State system; item A.7.a, Capital outlay on other State roads not on State system; and item A.9.a, Capital outlay on local administered roads) should be greater than or equal to the sum of item I.D. (Sum Total for Capital Outlay for System Enhancement and Operations) on all State government FHWA Form 534 reports.



Item A.2, item A.7.b, and item A.9.b

The sum of these three items for maintenance (item A.2, Maintenance of State system; item A.7.b, Maintenance expenditures on other State roads not on State system; and item A.9.b, Maintenance expenditures on local roads and streets) should be greater than or equal to the sum of all State government FHWA Form 534s, items II, Expenditures for maintenance.

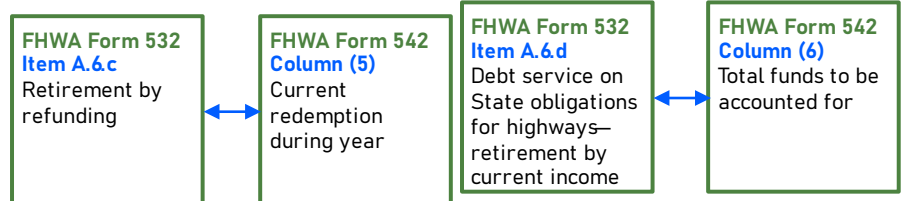


Item A.6.c, Retirement by refunding

The amount reported in item A.6.c, Retirement by refunding, should equal the amount reported in FHWA Form 542, Column (5), Current redemption during year, unless the State paid a premium or discount.

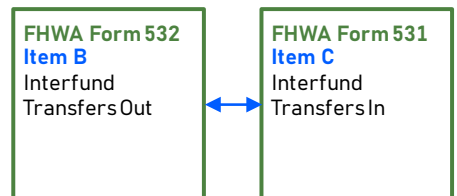
Item A.6.d, Debt service on State obligations for highways—retirement by current income

The amount reported in item A.6.d, Debt service on State obligations for highways—retirement by current income, should agree with the amount reported on FHWA Form 542, column (6), Total funds to be accounted for, unless the State paid a premium or discount. If the State paid something other than the par value, show the amount of the premium or discount in a note. A common error is to include debt service expenditures on State obligations for mass transit, which should be reported in FHWA Form 532, item A.11.d.



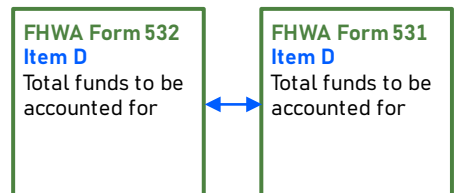
Item B, Interfund transfers out

The amount reported in item B, Interfund transfers out, must equal the amount reported in FHWA Form 531, item C, Interfund transfers in.



Item D, Total funds to be accounted for

The amount shown in item D, Total funds to be accounted for, must equal the amount shown in in FHWA Form 531, item D, Total funds to be accounted for.





Summary of Relationships Table

Table 2-4. Summary of Relationships Between FHWA Form 532 and Other 500-Series Forms

FHWA Form 532 Item	Description	Relation	Form	Item	Description
A.1.	Capital outlay on State System	≥	FHWA Form 531	B.6.	Funds from FHWA.
A.1 + A.7. a + A.9. a	Capital outlay on State system + Capital outlay on other State roads not on State system + Capital outlay on local administered roads	≥	FHWA Form 534	I.D.6	Sum of amounts for capital outlay for system enhancement and operations on all forms
A.2 + A.7. b. + A.9. b.	Maintenance expenditure of State system + Other State roads not on State system + Expenditures on local roads and streets	≥	FHWA Form 534	II.	Sum of expenditures for maintenance on all forms
A.6. c.	Debt service on State obligations for highways—retirement by current income	=	FHWA Form 542	Column (5)	Current redemption during year, par value reported
A.6. d.	Retirement by refunding	=	FHWA Form 542	Column (6)	Refunding redemption during year, par value reported
B	Interfund transfers out	=	FHWA Form 531	C	Interfund transfers in
D	Total funds accounted for	=	FHWA Form 531	D	Total funds accounted for

2.5 State Transportation Debt

Background

This section provides instructions on preparing two forms that focus on State transportation debt activities:

- FHWA Form 541, State Transportation Obligations Issued During Year and Allotment of Proceeds, which provides details about the sale of State bonds whose proceeds were used, in whole or in part, for highway and mass transit purposes.
- FHWA Form 542, Status of State Transportation Debt, which provides information on the par value amount of outstanding State transportation debt.

Use and Dissemination of the Data

FHWA uses State-reported data to support the annual processing, compilation, development, and certification of national datasets, which are used to perform analysis of highway system investment needs and levels of investment, highway system user activities and revenue sources, and HTF transactions, including Federal-aid Highway Program funding apportionments to States.

FHWA also uses data from FHWA Form 541 and FHWA Form 542 to compile tables for the annual Highway Statistics publication. FHWA analysts and other analysts at the national and State levels use the data to forecast tax revenue, highway deterioration, and fuel consumption, to determine conformance with air quality standards, and to conduct multimodal design analysis and roadway safety analysis. FHWA Form 541 and FHWA Form 542 provide information about the amount and nature of annual bond financing for highways and mass transit, and on the change in debt during the year.



Highway finance tables are the basis of summaries that FHWA, the Department of Transportation (DOT), the Office of Management and Budget (OMB), Congress, and others rely on to develop national transportation policy and programs. For example, highway finance data is used in the report *Status of the Nation's Highways, Bridges and Transit: Conditions and Performance* that the Secretary of Transportation is required to prepare and submit to Congress biennially (see 23 U.S.C. 502(g)).

Special Considerations

Debt Service Payments for Bonds

Debt service payments for bond interest, redemption, allied costs, and the associated revenue are reported on FHWA Form 531 and FHWA Form 532 (see section 2.1 for instructions).

Refunding of Outstanding Obligations and Bonds

Instructions for FHWA Form 531 and FHWA Form 532 indicate that transactions relating to the refunding of obligations should be included and specifically noted. Refunding involves the replacement of one bond issue by another (see section 2.1).

Outstanding bonds are retired through refunding in one of two ways. In one method, a call notice is issued to redeem the outstanding bonds immediately. In another method, refunding bond proceeds are escrowed and invested to provide sufficient monies to make all remaining interest payments on the outstanding bonds and to retire them at their stated maturities. By either method, a refunded issue is assumed to have been retired during the current time period. Complete details of all refunding transactions should be given on the bond reports.

Term of Obligations and Bonds

Obligations issued for a term of two or more years should be reported. Obligations for shorter terms should not be reported unless they are part of a regular bond issue, such as serial bonds for which the maturities begin the first year after issue.

Outstanding Warrants and Claims

Ordinary outstanding warrants and claims should not be reported as State transportation obligations, but interest on stamped warrants or similar obligations should be reported on FHWA Form 532 as debt service payments. When warrants, claims, or other short-term notes are funded, the obligations that replace them should be reported if they have been issued for a term of two or more years.

TAKE NOTE

States that have no transportation debt do not need to submit FHWA Form 541 or FHWA Form 542. But the fact that no State obligation for highways or mass transit was issued or is outstanding should be noted on FHWA Form 531 and FHWA Form 532.

Zero-Coupon or Capital Appreciation Bonds

For zero-coupon or capital appreciation bonds, the par value of the bond reported on FHWA Form 541 and FHWA Form 542 should be the amount that the State will pay at maturity to retire the bonds. Zero coupon bonds pay no direct interest. Instead, they provide their return to investors by being sold at a large discount. The interest rate on the bonds is implied by the size of the discount and the term of the bond. Because FHWA Form 532 is prepared on a cash basis, rather than on an accrual basis, no interest expenditure is shown for a zero-coupon bond. The full amount of debt service on a zero-coupon bond will appear as a redemption expenditure. Therefore, the full amount that the State will have to pay to retire the bond at maturity should be reported on FHWA Form 542 as outstanding transportation debt.



Reporting Based on Type of Bonds

Bonds should be classified and reported according to (1) the purpose of issue (such as highway, mass transit, or refunding) and (2) the type of security, as defined below:

- **General obligation bonds** are backed by the full faith and credit of the State. If a State issues bonds to finance the construction of toll facilities and guarantees the bonds, the toll facility bonds should be reported with general obligation issues.
- **Toll revenue bonds** are issued by the State commission or authority responsible for the toll facilities and are secured solely by the earnings of these toll facilities.
- **Limited obligation bonds, or revenue bonds**, are secured by revenue from specific taxes and fees. The security for a toll project may not be restricted to the revenue earned by the project like a toll revenue bond, but unless a bond is backed by the full faith and credit of the State, it is classified as a limited obligation bond.
- **Reimbursement obligations** to local governments are for the cost of local roads taken into the State system. Separate identification of these obligations is preferable because of the circumstances under which they are incurred.

Multimodal Bonds

Some States issue bonds to provide funds for multimodal capital projects. Because FHWA Form 531 and FHWA Form 532 include the financial transactions of State involvement in mass transit, bond transactions for such activities should be included on the bond reports. If specific allocations between highways and mass transit projects have not been made, estimates will suffice. These percentages should then be used to determine the amount of debt service payments to be assigned to highways and the amount to be assigned to mass transit. As subsequent issues are sold, the percentages should be revised to represent the totals assigned to highways and to mass transit, respectively. This approach will require fewer computations than using a separate percentage for each bond issue.

In multimodal issues with highway and other transportation allocations, the other transportation allotments, such as for airports, railroad, and marine, should be included in FHWA Form 541, item 9.B.

Bonds Issued for other Modes

Airport, railroad, and marine bond issues are usually not considered highway or mass transit issues and are usually not reported on FHWA Form 541. For example, an airport bond that is for the construction of an airport tower and hangars should not be reported on FHWA Form 541. But when an airport, railroad, or marine bond issue funds a highway or mass transit project, that bond issue should be reported on FHWA Form 541. For example, an airport bond may fund highway and access improvements into the airport and an intermodal linkage to a mass transit system. However, only information for the allocation of proceeds to highways and mass transit should be reported on FHWA Form 531 and FHWA Form 532.

When special highway authorities, bond commissions, and so forth publish annual reports and audits, the reports usually contain enough data to identify transportation-related debt transactions and the amount of outstanding debt. Include these reports as supplementary debt service information when submitting 500-Series forms.



FHWA Form 541 Reporting Requirements

FHWA Form 541 is for reporting bond issues whose proceeds were used, in whole or in part, for highway and mass transit purposes. In general, bond issues sold during the year should be listed separately when issued under separate authorizations and statutory provisions or when carrying different issue dates.

FHWA Form 541 provides columns for States to identify and report transportation obligations issued by the State DOT or other reporting agency. The columns may also be used to report data by agency, function, or activity. If additional space is needed to account for more bonds, additional columns can be added to the form.

An explanation of each item in the form is provided in the following section.

Item 1, Statute authorizing issue.

This item is for identifying the legislation authorizing the issuance of the bond. Enter in each column the chapter, section number, and year of the law authorizing the bond issue.

Item 2, Total bonds authorized.

This item is for reporting the total amount of dollars authorized under the statute. Record the total amount in dollars of bonds authorized under the statute, even when the entire amount has not been sold at the end of the current year. But if a State DOT does not receive the total amount authorized, the cumulative amount will show as smaller than total bonds authorized.

Item 3, Total bonds sold to end of current year.

This item is for reporting the total cumulative amount of bonds sold to the end of the current year. Record the total cumulative amount of bonds sold to the end of the current year.

Item 4, Posted interest rate(s)—percent.

This item is for reporting the percentage of interest printed on the bonds. Record the rate or percentages of interest printed on the bonds.

Item 5, Source of funds for debt service

This item identifies the source of funds for payment of debt service. Report the source of funds for payment of debt service. Sources of funds for debt service might include:

- Motor fuel taxes
- Motor vehicle revenues
- State highway fund
- State general fund
- Road tolls
- Federal funds.

If a bond issue is secured by a pledge of full faith and credit of the State, even though debt service may be payable out of specific revenues, the issue should also be identified by the term "G.O.," for "general obligation." When Federal funds are shown as the source of funds for debt service, the agency and amount of funds should be provided in a note.

Item 6, Nominal date of issue

This item is for reporting the date of issuance of a bond. Enter the nominal or official date of issuance of a bond. This is the date stated on the face of the bond. If the bond begins to bear



interest on other than the nominal issuance date, information about when interest accrues should be provided in a note.

Item 7, Date of sale

This item is for reporting the date of the bond sale. Record the actual date of sale. If bonds having one nominal date of issue are sold over a period of time, the word "various" should also be entered in item 7.

Item 8, Proceeds of sales during current year.

This item is for reporting the amount in dollars of proceeds from each bond sale. Record in this item the transaction information on each bond sale.

Item 8.A, Par value

This item is for reporting the par value of each bond sold. The par value is the principal amount or amount found on the face of the bond.

Item 8.B, Premium (+) or discount (-)

This item is for reporting premiums or discounts for items reported on FHWA Form 541.

When bonds are issued with interest rates higher than current market rates, the bonds are sold at a premium. When the posted interest rate is less than current market rates, the bonds are usually sold at a discount. Zero-coupon bonds are sold at a large discount.

Enter any premium or discount involved in the bond sale for each sale reported on FHWA Form 541.

Item 8.C, Accrued interest.

This item is for reporting the amount of interest accrued in the selling price of a bond between the date of issue and the date of sale.

The amount of accrued interest from the sale of a given amount of bonds should equal the interest on that amount for one day multiplied by the number of days that elapsed between the date when the bonds began to bear interest and the date of sale. Any discrepancy should be explained in a note.

Item 8.D, Total (SYSTEM-CALCULATED FIELD)

= FHWA Form 542, Sum of Column 4, Amount Issued During Year (Par Value)

This line calculates the amount in dollars of proceeds from each bond sale in items 8.A. through 8.C.

This item is for reporting the net proceeds of the sale of the bond. Net proceeds equal the sum of a bond's par value, any premium or discount, and accrued interest.

Item 9, Allotment of proceeds of sales

This item is for reporting the allocation of bond proceeds. The allocation of proceeds reflects the distribution of funds to various purposes and accounts and is not the actual expenditure of proceeds. Enter amounts for items 9.A through 9.C, as described in the following sections.

Item 9.A, Allotments for highways and mass transit

Item 9.A is for reporting the allocation of bond proceeds for highways or mass transit. Enter amounts in items 9.A.1 through 9.A.6, as described in the following sections.

**Item 9.A(1), For construction of State highways**

Enter the allocation of bond proceeds for State highways.

Item 9.A(2), For construction of local roads and streets

Enter the allocation of bond proceeds for local roads and streets.

Item 9.A(3), For construction of toll facilities

Enter the allocation of proceeds for toll facilities.

Item 9.A(4), For construction of mass transit facilities

Enter the allocation of bond proceeds for mass transit facilities and projects.

Item 9.A(5), Other

Enter and identify the allocation of bond proceeds to highways and mass transit purposes other than those listed above.

Item 9.A(6), For debt service

Enter the amount of all required allocations of bond proceeds for debt service.

Item 9.A(6)(a), For bond sale and other administrative expenses

Enter the amount of bond proceeds allocated to the administrative costs of issuing the bond. These include commissions and agent fees.

Item 9.A(6)(b), For interest

Enter all allocations of bond proceeds for interest payments including accrued interest.

Item 9.A(6)(c), For redemption

Enter all allocations of bond proceeds for redemption payments.

Item 9.A(6)(d), For refunding bonds, or funding notes

Enter all allocations of bond proceeds for refunding outstanding bonds.

Item 9.A(7), Total (SYSTEM-CALCULATED FIELD)

= FHWA Form 531, item B.9, Proceeds of Sales of Bonds

This line calculates the sum of allocations in items 9.A(1) through 9.A(6).

Item 9.B, Allotments for other purposes

Enter the allocation of bond proceeds from highway and mass transit bond issues for non-highway or non-mass transit purposes.

Item 9.B(1) and Item 9.B(2)

Items 9.B(1) and 9.B(2) provide examples of other common purposes. If additional space is required, state Other and list the allocation in a note.

Item 9.B(3), Total (SYSTEM-CALCULATED FIELD)

This line calculates the sum of allotments in items 9.B(1) through 9.B(2).

Item 9.C, Total allotments (SYSTEM-CALCULATED FIELD)

FHWA Form 531, Item B.9

This line calculates the sum of allocations in items 9.A and 9.B.



This sum will typically equal net bond proceeds from bond sales reported in item 8.D. The allotments of bond proceeds reported might differ from the net proceeds from bond sales if a portion of the proceeds was unallotted in the current year, or if amounts unallotted from prior-year bond sales were allocated in the current year.

Item 10, Amount unallotted at end of year (SYSTEM-CALCULATED FIELD)

This item is for reporting the amount of dollars in bond proceeds that are unallocated. This cell will autofill and show the amount in dollars of bond proceeds that remain to be allocated at the end of the year. Allocation of this remainder should be accounted for on FHWA Form 541 in subsequent years until the entire amount has been allocated.

Unallocated amounts are proceeds that have not been distributed to a fund or account. These should not be confused with unexpended balances of allocated proceeds. The unexpended balance of allocated proceeds is accounted for in the balances of the funds or accounts that they were distributed to and appear in the balances reported on FHWA Form 531 and FHWA Form 532, rather than in this item.

Relationships Between FHWA Form 541 and Other Forms

FHWA Form 541 has a relationship with two other FHWA 500-Series forms.

Item 8.A, Par value of sale

Item 8.A, Par value of sale, should equal FHWA Form 542, column (4), Amount issued during year (par value).

Item 9.C, Total allotments of proceeds of sales

Item 9.C, Total allotments of proceeds of sales, should equal FHWA Form 531, item B.9. Total allotments of bond proceeds usually equal the net proceeds of bond sales in item 8.D.

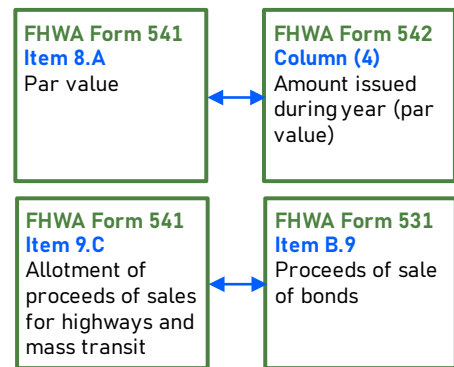


Table 2-5. Summary of Relationships Between FHWA Form 541 and Other 500-Series Forms

FHWA Form 541 Item	Description	Equals	Form	Item	Description
8.A	Par value	=	FHWA Form 542	Column 4	Amount issued during year
9.C	Total allotments of proceeds from sales	=	FHWA Form 531	B.9	Proceeds of sales of bonds

FHWA Form 542 Reporting Requirements

FHWA Form 542 is a record of the status of each State transportation obligation issued, redeemed, and outstanding for the reporting year.

Use the same reporting year for FHWA Form 542 as for FHWA Form 531 and FHWA Form 532.

FHWA Form 542 requests the following information about each State transportation obligation:

1. Descriptive name of the issue
2. Year of issue
3. Amount outstanding, beginning of the year
4. Amount issued during year (par value)



5. Current redemption during year (par value)
6. Refunding redemption during year (par value)
7. Amount outstanding, end of year.
8. Sinking fund or bond redemption reserves, end of year.

Column (1), Description of issue

Enter a descriptive name for each bond issue. States usually list bond issues separately by authorization or statutory provision, or by issue date. But if multiple bonds are issued under one authorization over a period of years, they may be grouped by authorization.

If the number of bonds to report exceeds the number allowed on the form, States may submit separate FHWA Form 542s for different kinds of obligations (such as general bonds, revenue bonds, or refunding bonds). The use of separate forms is optional.

Report issues for toll facilities separately.

The list of bond issues should correspond to the list created for FHWA Form 541.

Column (2), Year of issue

Enter the year in which each issue was sold.

Column (3), Amount outstanding, beginning of year

= previous-year FHWA Form 542, column (7)

This column is for reporting the amount outstanding on the bonds at the beginning of the year. Enter the par value amount of bonds outstanding at the end of the prior year. This is the amount that is paid at maturity to retire the bond.

Entries in this column—for the individual bond issues and the grand total—should agree with the entries in the previous-year FHWA Form 542, column (7). Any difference should be explained in a note.

TAKE NOTE:

THE PAR VALUE IS THE PRINCIPAL AMOUNT FOUND ON THE FACE OF THE BOND.

For zero-coupon or capital appreciation bonds that pay no direct interest, report the full amount that the State will have to pay at maturity to retire the bonds.

Column (4), Amount issued during year (par value)

= FHWA Form 541, item 8.A, Par value of sale

Report the par value amount of each bond. This entry should agree with the corresponding entry in FHWA Form 541, item 8.A.

Column (5), Current redemption during year (par value)

= FHWA Form 532, item A.6.c, Retirement of current income

This item is for reporting the par value of all bonds retired during the year. Include the par value of all bonds retired during the year from current revenue or sinking funds but exclude bonds that were redeemed from the proceeds of a refunding issue (see instructions for column (6)). Combine redemptions made at different times during the year for the same bond issue into one entry.

This item is for the par value of redemptions from current revenue or sinking funds, whereas FHWA Form 532, item A.6.c shows the net redemption payment. Therefore, differences in the



amounts shown for redemption are likely. If there are differences for reasons other than premiums and discounts, provide a note explaining the differences between the redemption amounts reported on the two forms. For example, redemption payment may have been made to an agent on the last day of one reporting year while the actual redemption may have occurred in the first month of the next reporting year. Irregularities, such as failure of bondholders to present bonds for redemption, occur occasionally and will also result in differences between the two report forms.

Column (6), Refunding redemption during year (par value)

= FHWA Form 532, item A.6.d, Retirement by Refunding

This item is for reporting the par value of redemptions by refunding. Obligations defeased through refunding issues are considered retired.

TAKE NOTE

Defeasance is the annulment of an obligation.

This item is for the par value of redemptions by refunding, whereas FHWA Form 532 A.6.d reports the net payment made to redeem these bonds. Therefore, differences in the amounts shown for redemption are likely. For differences resulting from other than application of a premium or a discount, provide a note explaining the difference between the redemption amounts reported on the two forms.

Column (7), Amount outstanding, end of year (SYSTEM-CALCULATED FIELD)

This item shows the total outstanding par value amount of the bonds at the end of the year.

Bonds that mature on the first day of a given year are considered to have been outstanding at the end of the prior year, even if redemption payment was entered on State records as a disbursement during the prior year.

Fuels and FASH calculates this automatically by summing columns (3) and (4) and subtracting columns (5) and (6).

Column (8), Sinking fund or bond redemption reserves, end of year.

This item is for reporting the balances in sinking funds or other reserves for retirement of State highway or mass transit debt on the last day of the year.

Enter the balances in sinking funds or other reserves (cash plus the value of investments) for retirement of State highway or mass transit debt for the last day of the year. If reserves are not held against individual issues, balances should be entered as a part of the total for the group of issues involved. Disbursements for maturities during the next year should be considered reserves against the next year's retirements and should be included in balances. Identify any such entries in a note.

Supplemental Information

Send any data supplementary to the bond reports that is important to an understanding of the transactions to FHWA Office of Highway Policy Information, Motor Fuel and Highway Finance Division, State and Local Highway Finance Program, with the annual bond forms.

For example, bond prospectuses and official bond statements should be provided with FHWA Form 541. Copies of the laws that authorize bonds or otherwise affect the status of State highway debt or debt service, any printed financial reports, special bond studies, reorganization plans, and the like that give additional data on the nature and mechanisms of a



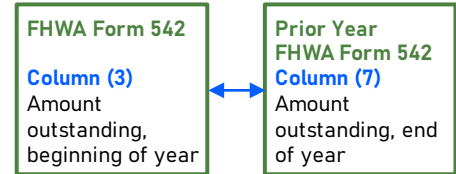
State's bond program and debt service are of particular importance and should be sent in an email attachment to the staff in the State and Local Highway Finance Program.

Relationships Between FHWA Form 542 and Other Forms

FHWA Form 542 has relationships with three other FHWA 500-Series forms.

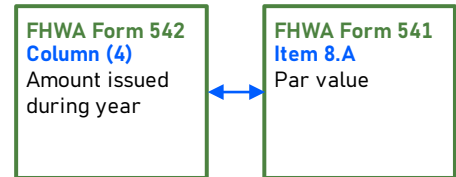
Column (3), Amount outstanding, beginning of year

Column 3, Amount outstanding beginning of year, should agree with the prior-year FHWA Form 542, Column (7), Amount outstanding, end of year.



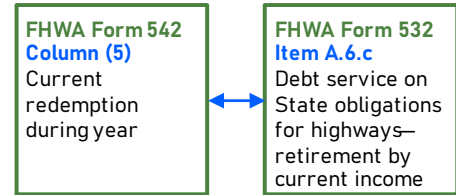
Column (4), Amount issued during year

Column (4), Amount issued during year, should agree with FHWA Form 541, item 8.A, Par value.



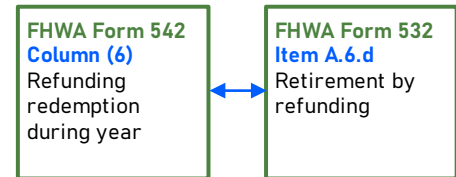
Column (5), Current redemption during year

Column (5), Current redemption during year, should agree with FHWA Form 532, item A.6.c, Retirement by refunding, unless the State paid a premium or discount.



Column (6), Refunding redemption during year

Column (6), Refunding redemption during year, should agree with FHWA Form 532, item A.6.d, Retirement by Refunding, unless the State paid a premium or discount.



Summary of Relationships Table

Table 2-6. Summary of Relationships Between FHWA Form 542 and Other 500-Series Forms

FHWA Form 542 Item	Description	Equals	Form	Item	Description
Column 3	Amount Outstanding, Beginning of Year	=	Previous Year FHWA Form 542	Column 7	Amount Outstanding, End of Year
Column 4	Amount Issued During Year	=	FHWA Form 541	8.A	Par Value
Column 5	Current Redemption during year (par value)	=	FHWA Form 532	A.6.c	Debt service on State obligation for highways—retirement by current income
Column 6	Refunding Redemption during year (par value)	=	FHWA Form 532	A.6.d	Retirement by refunding

2.6 Toll Facility Income and Expenditure

Background

Financial information for State and local toll facilities was previously reported on Form 539, but as of the 2022 data cycle, FHWA has retired Form 539.

Many States have legislated special arrangements for the financing, construction, and operation of highway facilities such as highways, bridges, tunnels, and ferries. Some have created special authorities or public corporations; others permit the establishment of public-



private partnerships. Special arrangements enable the use of tolls to finance the construction and operation of the facilities.

Some toll facilities are integrated with the State DOT or highway agency or a local government. Other toll facilities are independent State or local agencies. Toll facilities can also be State or local government partnerships with private corporations.

State Responsibilities for Data Collection and Interagency Coordination

The State DOT is responsible for collecting data on income and expenses related to tolling activities and for submitting it to FHWA. The State DOT is responsible for collecting the annual audit reports or the financial statements for each toll facility in the State regardless of whether it is State-owned or publicly/privately owned.

The State DOT should notify **FHWA Office of Highway Policy Information** of the contact information of the staff responsible for data preparation, including the person's name, position title, office or agency name, email address, and phone number.

Annual Operations

Most toll authorities are required by statute, trust agreement, or lease agreement to publish the results of an annual financial audit of receipts, disbursements, and debt status. Provide these reports to FHWA Office of Highway Policy Information, Motor Fuel and Highway Finance Division, as soon as they become available.

How FHWA Uses the Data

FHWA looks for the following in the toll facility annual financial reports and statements:

- Balance sheet
- Revenues
- Expenses and changes in net position
- Statement of cash flows
- Notes to financial statements about long-term debt.

2.7 Local Government Finance Reports

Background

FHWA Form 536, Local Highway Finance Report, which summarizes the funding of highways by local governments, is submitted to FHWA biennially on April 1 of odd numbered years for the previous even numbered year. For this form, local governments include counties, townships, municipalities, special districts, and other general-purpose authorities under local government jurisdiction. Use FHWA Form 536 to report four areas of local highway finance:

- Disposition of highway user revenues.
- Revenues used for roads and streets, identified by source and type of funds.
- Roadway expenditures identified by purpose or activity.
- Local highway debt status.

States have the option of submitting FHWA Form 536 on an annual basis and are encouraged to do so.



Use and Dissemination of Data

The FHWA uses data on local government finance to track funding trends and develop annual national datasets, which support various strategic objectives. The data provides inputs to business processes such as analysis of highway investment needs, monitoring of the HTF, apportionment of Federal-aid Highway Program funds, and technical assistance. Each year, highway users pay billions of dollars in highway excise taxes that are deposited into the HTF. Federal legislation requires generally that those funds paid into the HTF be returned to the States, in accordance with certain allocation processes, for highway program purposes. Data on State-reported highway program income and expenditure is used extensively in these processes.

Information reported on FHWA Form 536 permits FHWA to develop national tables that are in the annual Highway Statistics Series publication depicting the financing of highway activities at the local level.

Data from FHWA Form 536 and the more comprehensive State highway finance information enable FHWA to infer relationships and changes in revenue, expenditure, and investment patterns and determine financial trends. Understanding these trends is essential in policy and program development. The highway finance summaries in combination with the Highway Performance Monitoring System (HPMS) data permit FHWA to estimate highway needs and to develop the appropriate future Federal responsibility in highway transportation. The information developed in the national tables is used by public and private sector policy staff, including all levels of government, business firms, research groups, trade associations, universities, and other interested groups and individuals.

The FHWA highway finance tables (State and local) are the basis of important national summaries of highway finance information that FHWA, the U.S. Department of Transportation, the Office of Management and Budget, Congress, and other groups use to develop national transportation policy and programs.

State Responsibilities for Data Collection and Interagency Coordination

FHWA Form 536 is for reporting the highway-related receipts and expenditures of all local governments in a State. The State DOT is responsible for collecting and compiling the data from the local governments and submitting FHWA Form 536 to FHWA.

Due Date

FHWA Form 536 is due July 1 of odd years only for local data from the previous even year. Although it is submitted every other year, it covers only a one-year period.

Special Considerations

States may have to give special consideration to certain issues while compiling data on local government finance reports or may have unique circumstances in the collection and reporting of the data. The following provides information about how to treat some of these special considerations.

TAKE NOTE

Although FHWA Form 536 is reported biennially, FHWA develops national summary tables annually. For off years, FHWA uses projections, estimates, and voluntarily submitted State data. Estimates are based on previously reported State data and on trends observed among States that report annually.



Biennial Reporting for a One-Year Period

FHWA Form 536 covers a one-year period, although it is submitted biennially. FHWA requires a single FHWA Form 536 for all local government units.

Determination of Reporting Year

Within a State, local governments may use different fiscal years from each other and from the State fiscal year. The State should consider the variety of fiscal years used by local governments when selecting the period or periods to report for a given year on FHWA Form 536.

FOR EXAMPLE

City Agency A may use the fiscal year October 1 to September 30, County Agency B may use the fiscal year July 1 to June 30, and the State may use fiscal year April 1 to March 31.

The data may cover a mixture of calendar and fiscal years for local governments; States should add a note specifying the reporting period used.

Coverage and Content of the Local Finance Report

FHWA Form 536 should include the disposition of all highway user revenues available to local governments for expenditure, and all receipts and expenditures related to

- The construction, maintenance, operation, and administration of roads, streets, alleys, and other public ways
- Traffic police and road patrols
- Debt service and status of bonds and notes issued to finance highway activities.

Also include private sector donations made for roads and streets under local government jurisdiction on FHWA Form 536. Private contributions have become a significant source of highway funding, and data on private participation in the public highway system is needed for a full understanding of local highway finance.

Review FHWA Form 536 carefully to ensure that all local government finances for roadways are reported. Correlate local government data on capital outlays on the National Highway System (NHS) with mileage data from the HPMS.

Local governments may use either a cash or an accrual accounting method in reporting information to the State for compilation on FHWA Form 536.

Toll Facility Data

Do not report local toll facility finance data on FHWA Form 536. Finance data for publicly owned local toll facilities is reported separately (see section 2.3 for reporting instructions for toll facilities).

Sampling and Estimation

FHWA recommends that States use sampling and estimation to prepare FHWA Form 536 because highway finance data may not be easily obtainable for all units of local government, and collecting the data may require many hours of State DOT staff time. Using a sampling of local governments and extrapolating that data to obtain statewide totals can save time and money. States should determine the sampling and estimation technique, if any, that meets their needs and suits their resources and local government structures.

If your State uses sampling in preparing FHWA Form 536, add a note explaining the sampling and estimation procedures used in developing the statewide summaries. And if your State



uses sampling in data collection, every 10 years, request feedback from all local governments on the accuracy of the sampling and if fine-tuning of sampling procedures is necessary.

Reporting for Subordinate Agencies

In some States, units subordinate to county, township, or municipal governments perform highway functions. The financial activities of these units should also be reported on FHWA Form 536. The roadway functions of subordinate agencies may or may not be explicit in their names. Subordinate units may include road improvement districts; special taxing districts or areas; special public authorities, or commissions created to finance specific or self-supporting facilities, such as toll bridges and facilities acquired by lease-purchase agreements.

Capital Outlay on the National Highway System

Expenditures made on the NHS are of special interest to FHWA. FHWA Form 536 splits reporting on expenditures for roadways into NHS expenditures and non-NHS expenditures (“On NHS” and “Off NHS”).

In many States, local governments’ share of capital outlay on the NHS may be insignificant. Only 2 percent of NHS miles are under local jurisdiction, but this data is still important to understanding highway finance needs.

TAKE NOTE

Local officials may not know which roads are on the NHS. To obtain information about capital outlays on the NHS from local governments, identify local governments that have NHS routes in their boundaries and give them a list of the NHS routes. State staff who prepare HPMS data may be able to identify the local governments that have NHS segments within their boundaries.



See Item III.A, Local Highway Expenditures for reporting details.

Transfers of Funds Between Governments

Fund transfers to or from the State to local governments should be reported on FHWA Form 536, but fund transfers between local governments are not reported on FHWA Form 536.

Also report Federal funds received by local governments on FHWA Form 536. This includes direct payments, grants-in-aid, and funds transferred through the State.

Exhibit 2-4. Include in or Exclude from Transfers of Funds Between Governments

Include or Exclude	
 <ul style="list-style-type: none"> • Fund transfers to the State from local governments • Fund transfers from the State to local governments • Federal funds received by local governments. 	 <ul style="list-style-type: none"> • Fund transfers between local governments • Any amount of the local portion of State tax revenues or Federal funds retained by the State.

If your State retains the local portion of State tax revenues or Federal funds, omit the amount retained by the State from FHWA Form 536.

FHWA Form 536 Reporting Requirements

FHWA Form 536 should be completed and submitted by the State DOT. It must be submitted in Fuels and FASH.



FHWA Form 536 contains three tabs, General Information Tab, Tab A and Tab B. Tab A provides a high-level summary of the data, while Tab B provides detailed data. Item numbers on Tab A correspond with item numbers on Tab B.

FHWA Form 536 has four sections. Item-by-item descriptions are given below.

The reporting unit for FHWA Form 536 is whole dollars. Round decimal fractions to the nearest dollar.

Section I. Disposition of Highway User Revenues Available for Local Government Expenditure

Section I records the disposition of all local, State, and Federal highway user revenues that are available for local government expenditure. Highway user revenues include all proceeds from taxes and fees levied on the owners and operators of motor vehicles for their use of public roads and streets.

Section I has four columns, for the following four types of highway user revenues:

- A. Local motor fuel taxes
- B. Local motor vehicle taxes
- C. Receipts from State highway user taxes
- D. Receipts from FHWA

Column I.A, Local Motor Fuel Taxes

This item is for reporting the revenue received from the imposition of local motor fuel taxes, certain expenditures related to the motor fuel taxes, and the remainder of the funds (revenue less expenditure) used for highway purposes.

Record the disposition of all revenue received from the imposition of local motor fuel taxes. These revenues are directly related to local government taxation of the highway use of motor fuels.

If your State requires local governments to impose a uniform motor fuel tax, the tax is considered a state tax and is not reported here. Report any funds transferred to local governments from such a tax as a state transfer to local governments in Column I.C, Receipts from State Highway User Taxes.

Item I.A.1 Total Receipts Available

This item is for reporting revenue from local motor fuel taxes. Enter net revenues from local motor fuel taxes (total receipts less refunds).

Item I.A.2, Minus Amount Used for Collection Expenses

This item is for reporting local motor-fuel tax revenues that were deducted for the payment of collection expenses. Enter the amount of local motor fuel tax revenues that were deducted for collection expenses. If collection expenses were paid from another source, such as local general funds, do not report any amount in this item.

Item I.A.3, Minus Amount Used for Non-highway Purposes

This item is for reporting local motor fuel tax revenues that were used for non-highway and non-transit purposes. This includes amounts that were used for local general purposes, other modes of transportation, or specific non-highway purposes—such as aviation, marine, or schools.

**Item I.A.4, Minus Amount Used for Mass Transit**

This item is for reporting local motor fuel tax revenues that were used for mass transit.

Item I.A.5, Remainder Used for Highway Purposes (SYSTEM-CALCULATED FIELD)

This item shows the amount of local motor fuel tax revenues that were used for highways. Fuels and FASH calculates this item automatically, from items I.A.1 through I.A.4—net receipts less the amounts used for collection expenses, non-highway purposes, and mass transit.

Column I.B, Local Motor Vehicle Taxes

This column is for recording the revenue received from the imposition of local motor vehicle taxes, certain expenditures related to motor vehicle taxes, and the remainder of the funds (revenue less expenditure) used for highway purposes.

Record the disposition of all revenues received from the imposition of local motor vehicle taxes and fees. These revenues are directly related to local government taxation on the operation and ownership of motor vehicles for their use on public highways, roads, and streets. Include local registration fees, plate fees, and wheel taxes.

Personal property taxes and sales taxes on motor vehicles are reported in Item II.A.3.b, Other Local Imposts.

Do not include any revenue retained by local governments from State-imposed registration or driver license fees. Such amounts are reported as State transfers to local governments in items I.C. and II.C.

Item I.B.1 Total Receipts Available

This item is for reporting net revenues from local motor vehicle taxes. Report amounts at net value (total receipts less refunds).

Item I.B.2, Minus Amount Used for Collection Expenses

This item is for reporting the amount of local motor vehicle tax revenues that were deducted for the payment of collection expenses. If collection expenses were paid from another source, such as local general funds, no amount should be reported in this item.

Item I.B.3, Minus Amount Used for Non-highway Purposes

This item is for reporting the amount of local motor vehicle tax revenues that were used for non-highway and non-transit purposes. This includes amounts used for local general purposes, other modes of transportation, or non-highway purposes such as aviation, marine, and schools.

Item I.B.4, Minus Amount Used for Mass Transit

This item is for reporting the amount of local motor vehicle tax revenues that were used for mass transit.

Item I.B.5, Remainder Used for Highway Purposes (SYSTEM-CALCULATED FIELD)

This item shows the amount of local motor vehicle tax revenues that were used for highways. Fuels and FASH calculates this value automatically from net receipts less the amounts used for collection expenses, non-highway purposes, and mass transit.



Column I.C, Receipts from State Highway User Taxes

This column is for recording revenues received from State highway user taxes, certain expenditures related to highway user taxes, and the remainder of the funds (revenue less expenditure) used for highway purposes.

Enter the highway user taxes and fees that were transferred to local governments for expenditure. This includes amounts received from the proceeds of State-imposed motor fuel taxes, motor vehicle registration fees, driver license fees, and motor carrier taxes.

For State-imposed taxes collected by local governments, report the portion of revenues retained by or transferred back to local governments in this column. See also Column I.A, Local Motor Fuel Taxes and Column I.B, Local Motor Vehicle Taxes.

The amounts reported in this item should be consistent with the amounts of highway user revenues distributed as reported in FHWA Form 556, and FHWA Form 532.

Item I.C.1 Total Receipts Available

Enter all State highway user revenues that were transferred to local governments. Exclude amounts reported on FHWA Form 566, item 2.A, as deductions by county and local officials for collection and administrative expenses.

Item I.C.2, Minus Amount Used for Collection Expenses

This item is not available for data entry because the expenses incurred by local governments in collecting State-imposed motor vehicle taxes are not reported on FHWA Form 536 but on FHWA Form 566, item 2.A.

Item I.C.3, Minus Amount Used for Non-highway Purposes

Enter the amount of State highway user revenues used for non-highway and non-transit purposes. This includes amounts used for

- Local general purposes
- Other modes of transportation, or
- Non-highway purposes such as schools, conservation programs, and courthouses.

Item I.C.4, Minus Amount Used for Mass Transit Purposes

This item is for reporting State highway user revenues that were used for mass transit purposes.

Item I.C.5, Remainder Used for Highway Purposes (SYSTEM-CALCULATED FIELD)

This item shows the amount of State highway user revenues that was used for highways. This equals total receipts less the amounts used for mass transit and non-highway purposes. Fuels and FASH calculates this item automatically.

Column I.D, Receipts from Federal Highway Administration

This column is for funds received from FHWA, certain expenditures related to motor vehicle taxes, and the remainder of the funds (revenue less expenditure) used for highway purposes. Most of these revenues are attributable to the proceeds from Federal motor fuel and motor vehicle taxes and are passed through the State DOT to local governments.

Enter amounts in items I.D.1 and ID.4. Items I.D.2 and I.D.3 are not available for data entry.



Item I.D.1, Total Receipts Available

This item is for reporting FHWA funds that were received by local governments.

Item I.D.2, Minus Amount Used for Collection Expenses

This item is not available for data entry.

Item I.D.3, Minus Amount Used for Non-highway Purposes

This item is not available for data entry. FHWA funds can be used only for highway and mass transit purposes.

Item I.D.4, Minus Amount Used for Mass Transit Purposes

This item is for reporting FHWA funds that were used for mass transit purposes.

Item I.D.5, Remainder Used for Highway Purposes (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates this item automatically. Fuels and FASH calculates this item automatically, from net receipts less the amounts used for collection expenses, non-highway purposes, and mass transit.

Section II. Receipts for Road and Street Purposes

Section II is for reporting the revenues that were dedicated or applied to local roadway purposes from all sources. The four fund sources are:

- Local government
- Private
- State government
- Federal government.

In each category, identify the type and amount of revenues used in financing highway activities. The classification of revenues should be consistent with the classification and description of revenues in section 2.1.

Item II.A, Receipts from Local Government Sources (Page 2)

The items in this column are for reporting revenue received from local government sources. Enter all receipts generated from local government sources, but not revenue generated from State taxes.

Some State taxes are collected by local governments on behalf of the State government. Do not report these amounts here. Report such taxes in item II.C, Receipts from State Government.

TAKE NOTE

When county or other local officials collect State motor-vehicle registration fees and credit a share of this revenue to local road funds without first forwarding them to the State government, those revenues are reported as a state transfer to local governments (item II.C), not as local revenue (II.A).

Item II.A.1, Local Highway user Taxes

This item is for reporting revenues from local taxes and fees on highway users that were used for highway or roadway purposes. Do not include revenue from State highway user taxes collected by local governments.

Item II.A.1.a, Motor Fuel (SYSTEM-CALCULATED FIELD)

This item shows the portion of net revenues received from the imposition of local motor fuel taxes that were used for road and street purposes. Fuels and FASH populates this item with the amount entered in item I.A.5, Remainder used for highway purposes.

**Item II.A.1.b, Motor Vehicle** (SYSTEM-CALCULATED FIELD)

This item shows the amount reported on item I.B.5, Remainder used for highway purposes. This is the portion of revenues received from local motor vehicle taxes that were used for road and street purposes. Fuels and FASH calculates this item automatically.

Item II.A.1.c, Total (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates this item automatically by summing items II.A.1.a. and II.A.1.b.

Item II.A.2, General Fund Appropriations (Page 2)

This item is for reporting appropriations from local general funds that are used for roads and streets. Any excess general funds should not be included in this item because those funds are returned to the local general fund before any disbursement for highway purposes. Report only the net amount from local general fund sources.

Item II.A.3, Other Local Imposts (Page 1)

This item is for reporting other local taxes and fees that were dedicated to and used for roads and streets. The total reported on Tab A should match the sum of the detail items reported on tab B.

Item II.A.3.a, Property Taxes and Assessments (Page 1)

This item is for reporting revenues generated from real property taxes and special assessments specifically levied for construction and maintenance of roads and streets or for highway debt service, including road district levies.

Item II.A.3.b, Other Local Imposts (Page 1)

This item is for reporting revenues from other local government taxes and fees, including personal property taxes levied on motor vehicles, impact fees, sales taxes, and any other local taxes and fees that were used for highway purposes. Add a note specifying the kind of tax or fee.

Item II.A.3.b, Non-Property Taxes and Assessments & Imposts

This item is for reporting revenues from local government sales taxes and revenues from other local government taxes and fees that were allocated and used specifically for highway purposes

Item II.A.3.c, Total (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates this field automatically by summing items II.A.3.a. and II.A.3.b.(6). This total is carried forward to item II.A.3, Other Local Imposts.

Item II.A.4, Miscellaneous Local Receipts (Page 1)

Record all local highway- or transportation-related income not otherwise identified as dedicated to roads and streets, such as traffic fines and penalties, investment income, net profit or loss from investment transactions, surplus funds applied to local highway activities (such as surplus parking or garage fees transferred to local agencies for road and street purposes), and other miscellaneous local receipts. The total reported on tab A should match the sum of the detail items reported on tab B.

Item II.A.4.a, Interest on Investments

This item is for reporting interest and investment income related to cash and investment balances in highway and roadway accounts and funds.



Items II.A.4.b Other Misc. Local Receipts

This item is for reporting amounts from major sources of miscellaneous revenues that were used for highway purposes. Add a note specifying the source, type, and amount of revenue. If additional items are needed, use a supplementary schedule.

Items II.A.4.c, Total (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates this field automatically by summing items II.A.4.a. and II.A.4.h. This Total is carried forward to Item II.A.4, Miscellaneous Local Receipts by Fuels and FASH.

Item II.A.5, Transfers from Toll Facilities (Page 2)

This item is for reporting fund transfers from toll facilities to local governments. Add a note specifying the toll facility and amount of transferred funds.

Item II.A.6, Proceeds of Sale of Bonds and Notes (Page 2)

This item is for reporting the net proceeds of debt issued by local governments for highway purposes.

The net proceeds are the actual cash amounts received by local governments. Net proceeds represent the remaining value after par value is adjusted for premiums, discounts, and accrued interest.

TAKE NOTE

Bonds are obligations issued for a term of 2 or more years unless they are a part of a serial bond issue where maturities begin in the first year after issue. Notes are issued for a term of less than 2 years.

When debt issues are sold and used for both highway and non-highway purposes, report only the highway portion, but if the highway share of an issue cannot be estimated easily, do not include the issue.

Item II.A.6.a, Bonds—Original Issues

This item is for reporting the net proceeds received by local governments from the sale of bonds for road and street projects.

Item II.A.6.b, Bonds—Refunding Issues

This item is for reporting the net proceeds received by local governments from the sale of bonds issued to retire existing road and street bonds.

Item II.A.6.c, Notes

This item is for reporting the net proceeds received by local governments from issuing notes for road and street purposes.

Item II.A.6.d, Total (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates this item automatically by summing items II.A.6.a. through II.A.6.c.

Item II.A.7, Total (SYSTEM-CALCULATED FIELD)

This item shows the total revenue from local sources for road and street programs (sum of items II.A.1 through II.A.6). Fuels and FASH calculates this item automatically.

Item II.B, Private Contributions (Page 2)

This item is for reporting private participation in the public road system. Include amounts received by local governments from the private sector for road and street programs, which



can be in the form of cash or services. The following are common kinds of private sector contributions:

- Cash
- Transfer of real property
- Construction of facilities
- Performance of surveys and preliminary and construction engineering.

The private contributions reported here should also be reported in item III.A.

Item II.C, Receipts from State Government (Page 1)

= Prior year Item II.C

This item is for reporting State funds received by local governments for local road and street programs, such as

- Grants-in-aid
- Loans
- Legal allocations or shares of State-imposed taxes.
- Payments to local governments under cooperative agreements.

Do not report funds received by local governments under a State contract for work performed for the State.

When preparing information on State transfers to local governments, compare the prior-year FHWA Form 532, item A.10, which provides information on State transfers of State and Federal funds to local governments for roads and streets.

Item II.C.1, Highway User Taxes (SYSTEM-CALCULATED FIELD) (PAGE 1)

This item shows the amount reported on item I.C.5. This amount is the sum of transfers of State motor fuel taxes, motor vehicle registration fees, motor carrier taxes, and similar taxes and fees, that were used for roadways.

Item II.C.2, State General Funds (Page 1)

This item is for reporting the allocation and transfer of State general funds to local governments for highway purposes.

Item II.C.3, Other State Funds (Page 1)

This item is for reporting all other State funds transferred to local governments for highway purposes. These include funds such as bond sales, sales taxes, excise taxes, severance taxes, and mineral lease taxes. Add a note identifying the sources of the funds.

Item II.C.3.a, State Bond Proceeds

This item is for reporting amounts received from the proceeds of bonds sold by the State.

Items II.C.3.b Non-State Bond Proceeds

This item is for reporting the sources of other State funds transferred to local governments.

Item II.C.3.c, Total (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates this field automatically by summing items II.C.3.a. and II.C.3.f and carries the total forward to item II.A.C, Receipts from State government.

**Item II.C.4, Total Receipts from State Government** (SYSTEM-CALCULATED FIELD)

This item shows the total amount of receipts from State government. Fuels and FASH calculates this item automatically from items II.C.1 to II.C.3.f.

Item II.D, Receipts from Federal Government (Page 1)

This item is for reporting funds received by local governments from all Federal agencies for highway activities. This includes funds from FHWA and funds from other Federal agencies paid either directly to local governments or indirectly through the State government.

The amount in this item should equal FHWA Form 532, item A.10, which provides information on State transfers of State and Federal funds to local governments for roads and streets.

Item II.D.1, Federal Highway Administration (SYSTEM-CALCULATED FIELD)

This item shows the amount reported in item I.D.5. This amount should represent all FHWA funds passed through the State and used by local governments for highways.

Item II.D.2, Other Federal Agencies

Enter all funds received from other Federal agencies either directly or indirectly through the State.

Item II.D.3, Total (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates this item automatically by summing items II.D.1. through II.D.2.g. and carried the amount forward to Item II.D., Receipts from Federal Government.

Item II.E, Total Receipts (SYSTEM-CALCULATED FIELD) (PAGE 2)

This item shows the total revenue from local, private, State, and Federal sources for the road and street programs of local governments. Fuels and FASH calculates this item automatically by summing item II.A.7, item II.B, and item II.C. a.

Section III. Expenditures for Road and Street Purposes

This section reports the expenditures of funds for highway purposes by local governments. Local highway expenditures are segregated into four classes:

- Local highway disbursements
- Debt service on local obligations
- Payments to State governments
- Payments to toll facilities.

The classification of expenditures should follow the same guidelines as for FHWA Form 532. Segregate payments to the State DOT and other State agencies to avoid duplicate recording of expenditures between different units and levels of government.

FHWA Form 536 is intended to capture all local government expenditures on highways, roads, and streets, including any work that local governments perform on State roads.

When projects are controlled and funded jointly by local and State governments, or co-supported, local government expenditures should be reported on FHWA Form 536, while State expenditures are reported on FHWA Form 532. When the State retains full control over a project but contracts with a local government for services or for some of the work, those expenditures should be reported on FHWA Form 532, not on FHWA Form 536.



The local share of matching funds for Federal-aid Highway Program projects under State contract should be shown as a transfer to the State in item III.C.1. and not as a direct expenditure in item III.A.

Item III.A, Local Highway Expenditures (Page 2)

This item is for reporting expenditures by local governments for highway activities.

Item III.A.1, Capital Outlay (SYSTEM-CALCULATED FIELD)

This item is for reporting capital outlay for highways, roads, and streets by local governments. The information provided in this item should be consistent with the classification of capital outlay in section 2.1.

The cost of construction materials and supplies and, if possible, construction machinery and equipment costs should be included in the construction expenditures reported. Administrative costs directly assignable to specific capital outlay projects should be included here, but all other administrative costs should be reported in item III.A.4.

Capital outlay for toll facilities should not be included under this item. See instructions for item III.D. and section 2.3 for information on toll facility reporting. Mass transit capital outlay should also be excluded from item III.A.1.

Capital outlay by local governments as a part of State-local co-supported projects should be reported in this item. The total reported on Page 1 for this item will be carried forward to Page 2.

Item III.A.1.a, Right-of-way

Enter the following expenditures: right-of-way administration; purchase of land, improvements, and easements; and the costs of moving and relocating buildings, businesses, and persons.

Item III.A.1.b, Engineering

Enter the following expenditures: field engineering and inspections; surveys, material testing, and borings; preparation of plans, specifications, and estimates; and traffic and related studies.

Item III.A.1.c, Construction

This item is for reporting expenditures for construction of roads and bridges. See the instructions and examples for FHWA Form 532, item A.1.c, Construction of Highways (midsection) 2.1. Item III.A.1.c.(1), New Facilities

This item is for reporting expenditures for new highways, roads, and bridges—not for existing highways, roads, streets, and bridges—on the NHS.

This is for expenditures for the NHS only—columns (B) and (C) are shaded for this reason.

See the instructions for FHWA Form 534, item I.A, New Facilities (section 2.5) for detailed definitions of individual improvement types.

This item should contain all of the following activities:



Capacity Improvements

This item is for reporting expenditures for improvements that add capacity by adding lanes to existing facilities on the NHS. Include improvements such as

- Relocation with added capacity
- Reconstruction with added capacity
- Major widening
- Bridge replacement with added capacity
- Bridge rehabilitation with added capacity.

See the instructions for FHWA Form 534, item I.B (section 2.5), for detailed definitions of individual improvement types.

This is for expenditures for the NHS only—columns (B) and (C) are shaded for this reason.

System Preservation

This item is for reporting expenditures for improvements on the NHS that preserve the existing system without adding significant capacity. Include improvements such as

- Reconstruction that does not add capacity
- Minor widening
- Restoration and rehabilitation
- Resurfacing and bridge replacement
- Major bridge rehabilitation
- Minor bridge rehabilitation.

See the instructions for FHWA Form 534, item I.C in section 2.8 for detailed definitions of individual improvement types.

This is for expenditures for the NHS only—columns (B) and (C) are shaded for this reason.

System Enhancement and Operation

This item is for reporting expenditures that improve the quality of the natural environment by reducing highway-related pollution and by protecting and enhancing ecosystems, and for improvements that are not directly related to the physical structure or condition of roads and bridges. Include improvements such as safety, traffic management, traffic engineering, railroad grade crossings, vehicle weight enforcement facilities, enhancements, and environmental projects.

For definitions of improvement types, see the instructions for FHWA Form 534, item I.D in section 2.8.

This is for expenditures for the NHS only—columns (B) and (C) are shaded for this reason.

Item III.A.1.d, Total (SYSTEM-CALCULATED FIELD)

This item shows the sum of items II.A.1.a, II.A.1.b, and II.A.1.c(5). Fuels and FASH calculates this amount automatically and carries the total forward to item III.A.1., Capital Outlay.



Item III.A.2, Maintenance (Page 2)

This item is for reporting expenditures that are classified as maintenance for highways, roads, streets, and bridges.

The purpose of maintenance is to offset the effects of deterioration from age, weather, use, damage, failure, and design and construction faults.

When recording costs incurred by maintenance forces, any expenditure for betterments or improvements should be treated as capital outlay. The information provided in this item should be consistent with the instructions and examples in FHWA Form 532, item A.2, (see section 2.1).

The term *maintenance* as used on FHWA Form 536 is defined as the function of preserving and keeping the entire highway, including surface, shoulders, roadside, structures, and traffic control devices as close as possible to the original condition as designed and constructed. The maintenance function preserves and maintains a road or structure’s serviceability.

The costs of materials, supplies, and equipment for maintenance activities should be included in the maintenance expenditures reported.

If equipment costs cannot be assigned to capital outlay or maintenance, prorate costs between the two functions. As with construction expenditures, maintenance expenditures reported should include all administrative and engineering costs directly assignable to maintenance projects.

Maintenance expenditures for toll facilities should not be included on FHWA Form 536. See section 2.3 for data reporting requirements for toll facilities.



Item III.A.3, Road and Street Services (Page 2)

This item is for reporting the operational expenditures of local governments for roads, streets, and bridges. The information provided in this item should be consistent with the classification of operational expenditures in FHWA Form 532, item A.3 (see section 2.1).

Item III.A.3.a, Traffic Control Operations

Enter expenditures for operation of traffic control and surveillance systems that are designed to monitor and control traffic by managing vehicle flow on streets and highways. Such systems include traffic signal control; roadway, tunnel and bridge surveillance and control; electronic message boards, and the like.

Exhibit 2-5. Include in or Exclude from Traffic Control Operations

Include or Exclude	
 <ul style="list-style-type: none"> • Operating costs 	 <ul style="list-style-type: none"> • Construction costs • Maintenance costs

Item III.A.3.b, Snow and Ice Removal

Enter the following types of expenditures: removal of snow from roadway or roadside; sanding and chemical deicing applications; and the erection and removal of snow fences.



Item III.A.3.c, Total (SYSTEM-CALCULATED FIELD)

This line calculates the sum of items III.A.3.a, III.A.3.b, and III.A.3.c.

Item III.A.4, General Administration and Miscellaneous (Page 2)

This item is for reporting general and miscellaneous expenditures that are not readily classified as capital outlay, maintenance, or operations. This item includes expenditures for activities such as

- Highway planning
- Traffic studies
- Research activities.

The information provided in this item should be consistent with the information provided in FHWA Form 532, item A.4.

Do not include expenses associated with

- Administration of mass transit programs that are supported by local governments.
- Collection and administration of local motor fuel and motor vehicle revenue (report those costs in items I.A.2 and I.B.2).

FOR EXAMPLE

- The net proceeds of a heavily discounted refunding issue would be sufficient only to refund a lesser par value amount of outstanding bonds.
- An outstanding bond that carried a large call premium would need a larger par value refunding bond to provide enough funds for the higher net redemption amount.

Item III.A.5, Highway Law Enforcement and Safety (Page 2)

This item is for reporting the highway and traffic police costs of local governments that are associated with traffic supervision and the enforcement of highway, traffic, and safety laws.

If these costs are commingled with general police activities and lose their identity, make an estimate. The amount entered in this item should be consistent with the amount in FHWA Form 532, item A.5 (see section 2.1).

Item III.B, Debt Service on Local Obligations (Page 2)

The amounts reported should be in relative agreement with but not necessarily equal to amounts reported in item IV, redemptions column.

Item III.C, Payments to State for Highways (Page 2)

= FHWA Form 531, item B.8, Funds from local government

The amount in this item should agree with the amount in FHWA Form 531, item B.8, for the corresponding year.

Item IV, Local Highway Debt Status, Opening Debt Column

= Prior-year FHWA Form 536, Closing Debt column

The amount reported should agree with the prior year's closing debt. Any large differences should be explained in a note.

Section IV. Local Highway Debt Status (Page 2)

This section records the status of and change in local government highway debt. Amounts are recorded at par value (face value of a bond or note). See section 2.0 for a general description and instructions for reporting highway debt information.

FHWA Form 536, Section IV has four columns:

- Opening Debt



- Amount Issued
- Redemptions
- Closing Debt.

Item IV.A, Bonds (Total)

This item is for reporting the following information for all road and street bonds:

- Bonds outstanding at the beginning of the year
- Bonds issued during the year
- Bonds redeemed during the year
- Bonds outstanding at the end of the year

Item IV.A.1 Bonds (Refunding Portion)

This item is for reporting the portion of bond issues reported in item IV.A that were involved in refunding. Enter the portion of bonds retired—par value—that were refunded.

The par value amount of refunding bonds issued may differ from the par value amount of bonds refunded.

Item IV.B, Notes (Total)

This item is for reporting the following:

- Notes outstanding at the beginning of the year
- Notes issued during the year
- Notes redeemed during the year
- Notes outstanding at the end of the year

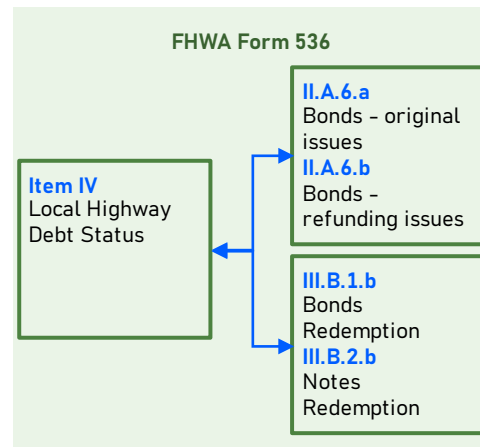
Relationships between Item IV, Local highway debt status, and other FHWA Form 536 Items

Item II.A.6, Proceeds of sale of bonds and notes

The amounts reported in item II.A.6 should be in relative agreement with amounts reported in item IV, Amount issued column. The amounts do not have to be equal, because net proceeds should be reported in item II.A.6 and par value amounts should be reported in item IV.

Item III.B, Debt service on local obligations

The amounts reported on item III.B should agree with amounts reported in item IV, Redemptions column. The amounts do not have to be equal because net redemptions are reported in item III.B and par value is reported in item IV.



Relationships Between FHWA Form 536 and Other Forms

FHWA Form 536 has relationships with the following other FHWA 500-Series forms:

- FHWA Form 532
- FHWA Form 531
- FHWA Form 556
- Prior year FHWA Form 536.



These FHWA Form 536 relationships are discussed, item by item, below.

Item II.C.4, Total receipts from State government, and item II.D.3, Total receipts from Federal Government

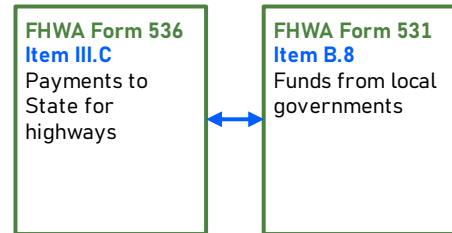
The amounts reported in FHWA Form 536, item II.C.4, Total receipts from State government, plus the amounts reported in item II.D.3, Total receipts from Federal government, should include (but not necessarily equal) the amounts reported on FHWA Form 532, item A.10, Grants-in-aid to local governments. Amounts used for mass transit or non-highway purposes may be deducted in FHWA Form 536 items I.C.3, I.C.4, or I.D.4.

The sum of items II.C.4 and II.D.3 may exceed the amount in FHWA Form 532, item A.10, if some Federal and State agencies transfer funds (sometimes through multipurpose block grants) for roads and streets to local governments without passing them through the State DOT.

Amounts reported for State revenue transfers, like amounts reported for Federal funds paid to local governments, must agree with those reported on FHWA Form 532.

Item III.C, Payments to State for highways

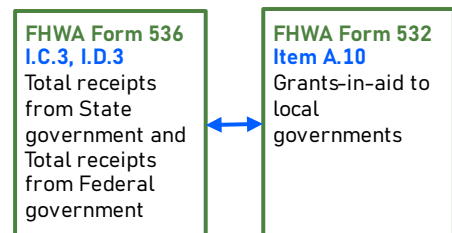
Item III.C, Payments to State for highways, should equal the amount on FHWA Form 531, item B.8, Funds from local governments.



Relationships Summary Table

The following table summarizes FHWA Form 536 relationships.

Table 2-7. Summary of Relationships Between FHWA Form 536 and Other 500-Series Forms



FHWA Form 536 Item	Description	Relationship	Form	Item	Description
Items II.C.4 and II.D.3	Total receipts from State government, and Total receipts from Federal Government	=	FHWA Form 532	Item A.10	Grants in-aid to local governments
Item III.C	Payments to State for highways		FHWA Form 531	item B.8	Funds from Local Governments
Item IV	Local Highway Debt Status, Opening Debt Colum	=	Prior year FHWA Form 536	Item IV	Local Highway Debt Status, Closing Deb Colum



2.8 State Capital Outlay and Maintenance Expenditures

Background

This section explains how to prepare FHWA Form 534, State Highway Capital Outlay and Maintenance Expenditures. FHWA Form 534 expands on the information provided in FHWA Form 532, State Highway Expenditures.

Use and Dissemination of the Data

The data reported on FHWA Form 534 is used in compiling tables for the annual Highway Statistics Series publication, which are the basis of important national summaries of highway finance information used by FHWA, the USDOT, OMB, and Congress to develop national transportation policy and programs. The finance summaries in combination with HPMS data permit FHWA to infer relationships and trends about changes in highway conditions and performance to changes in highway expenditures and investment patterns for all levels of government. This data is used in estimating highway needs and promoting discussion about appropriate future Federal responsibility in highway transportation.

FHWA Form 534 is used to measure State investment priorities for the NHS and the arterial and collector functional systems. FHWA uses this information in conjunction with the HPMS to develop relationships between condition and performance and expenditures on these functional systems. The information from FHWA Form 534 permits FHWA to determine trends in investment types by functional system, both on and off the NHS. By analyzing information on relationships between highway performance and condition and State investment patterns, judgments are made about future highway needs and the appropriate Federal role.

Special Considerations

Coordination with HPMS Program

Because FHWA Form 534 was developed in conjunction with the HPMS Program, States should coordinate their data reporting for HPMS and FHWA Form 534. HPMS data are used to identify the functional system and jurisdiction of mileage reported for capital outlay and maintenance expenditures on FHWA Form 534.

Road Classification

Report amounts of capital and maintenance expenditures for NHS roads and other arterials and collectors. Toll facilities, however, are reported separately (see section 2.3).

Reporting on roads and streets functionally classified as local that are not on the NHS is optional.

See Exhibit 2-6 for coding details.

TAKE NOTE

Roads and streets functionally classified as local are not necessarily the same as roads and streets that are under the jurisdictional control of local governments.



FHWA Form 534 Reporting Requirements

One FHWA Form 534 is needed for reporting each functional system. The codes to use for reporting area types and functional systems are given in the tables in the box. Include special non-toll highway authorities in their appropriate functional system (as is done for FHWA Form 532).

The unit of measure for FHWA Form 534 is the dollar. Use whole dollars only. Round decimal fractions to the nearest whole dollar.

Information Fields

Fill in the fields in the upper right corner of each FHWA Form 534:

State

This field requires the full name of the State.

Year ending

The year ending is the same as the reporting end month and year (fiscal or calendar year), which must be the same as the reporting year for capital outlay and maintenance information reported on FHWA Form 532 (see section 2.1).

Area type and functional system

Use the appropriate name or code (refer to the tables in the box).

Data Columns

The three columns—On National Highway System, Off National Highway System, and Total—are for reporting capital outlay and maintenance expenditures.

On National Highway System

This column is for reporting expenditures on projects on the NHS.

All expenditures on Interstate highways (codes 101, 211, 311, and 411), should be reported in this column, because the entire Interstate system is on the NHS.

Off National Highway System

This column is for reporting expenditures on projects not on the NHS.

OLD 534 2000	Revised 534 2015	Description
101	101	Rural Interstate
102	102	Rural Other Freeways & Expressways
-	103	Rural Other Principal Arterial
106	104	Rural Minor Arterial
107	105	Rural Major Collector
108	106	Rural Minor Collector
109	107	Rural Local
211	211	Small Uptran Interstate (<50k)
212	212	Small Urban Other Freeways & Expressways (<50k)
214	213	Small Urban Other Principal Arterial (<50k)
216	214	Small Urban Minor Arterial (<50k)
217	215	Small Urban Major Collector (<50k)
-	216	Small Urban Minor Collector (<50k)
219	217	Small Urban Local (<50k)
311	311	Urbanized Interstate (50k to 200k)
312	312	Urbanized Other Freeways & Expressways (50k to 200k)
314	313	Urbanized Other Principal Arterial (50k to 200k)
316	314	Urbanized Minor Arterial (50k to 200k)
317	315	Urbanized Major Collector (50k to 200k)
-	316	Urbanized Minor Collector (50k to 200k)
319	317	Urbanized Local (50k to 200k)
411	411	Urbanized Interstate (>200k)
412	412	Urbanized Other Freeways & Expressways (>200k)
414	413	Urbanized Other Principal Arterial (>200k)
416	414	Urbanized Minor Arterial (>200k)
417	415	Urbanized Major Collector (>200k)
-	416	Urbanized Minor Collector (>200k)
419	417	Urbanized Local (>200k)

**Total**

In this column, enter the total for expenditures on and off the NHS. When all FHWA Form 534s are summarized, the only difference between amounts reported for capital outlay and maintenance expenditures by the State on FHWA Form 534 and similar entries on FHWA Form 532 should be State expenditures on non-NHS roads functionally classified as local. Include expenditures on *NHS roads that are functionally classified as local on FHWA Form 534.

Item I, Capital Outlay

This item is for reporting functional system expenditures in four categories. For each functional system, enter the expenditures by improvement type for

- New facilities
- Capacity additions to existing facilities
- System preservation
- System enhancement and operation.

Item I.A, New Facilities

This item is for reporting expenditures for new highways, roads, streets, and bridges. Enter expenditures by improvement type for

- Rights-of-way
- Engineering costs
- Construction of new highways, roads, and streets
- Construction of new bridges.

Exclude expenditures on existing highways, roads, streets, and bridges.

Item I.A.1, Right-of-Way Costs

Enter expenditures for: right-of-way administration; purchase of land, improvements, and easements; and the costs of moving and relocating buildings, businesses, and persons.

Item I.A.2, Engineering Costs

Enter the following expenditures for engineering costs on new facilities:

- Construction engineering
- Field engineering and inspections
- Surveys, material testing, and borings
- Preparation of plans, specifications, and estimates
- Traffic and related studies.

Item I.A.3, Construction of New Roads

Enter expenditures for the construction of a new facility that will not replace or relocate an existing facility. A new facility provides (1) a facility where none existed or (2) an additional and alternative facility to an existing facility that will remain open and continue to serve through traffic.

Item I.A.4, Construction of New Bridges

Enter expenditures for construction of a new bridge that will not replace or relocate an existing bridge. A new bridge will provide: (1) a bridge where none existed, or (2) an additional and alternate bridge to an existing bridge or ferry that will remain open and continue to serve through traffic.

**Item I.A.5, Total** (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates this total automatically from the sum of items I.A.1 to I.A.4.

Item I.B Capacity Additions to Existing Facilities

This item is for reporting all expenditures used to create additional lanes to an existing facility. Enter expenditures on highways, roads, streets, and bridges that includes the addition of lanes to an existing facility. Expenditures should be recorded in appropriate categories listed in Item I.B.1 to Item I.B.7.

Item I.B.1 Right-Of-Way Costs

Enter expenditures for

- Right-of-way administration
- Purchase of land, improvements, and easements
- Costs of moving and relocating buildings, businesses, and persons.

Item I.B.2, Engineering Costs

Enter expenditures for

- Construction engineering
- Field engineering and inspections
- Surveys, material testing, and borings
- Preparation of plans, specifications, and estimates
- Traffic and related studies.

Item I.B.3 Relocation with Added Capacity

Enter expenditures for construction of a highway, road, or street with additional lanes on a new location that replaces an existing route. The new facility carries all the through traffic with the previous facility closed or retained as a land-service road only.

Item I.B.4 Reconstruction with Added Capacity

Enter expenditures for construction on the approximate alignment of an existing route where the old pavement structure is substantially removed and replaced. Reconstruction results in additional capacity through widening to provide additional through lanes, dualizing, adding or revising interchanges, replacing other highway elements such as a grade separation to replace an existing grade intersection, or otherwise improving the existing facility without changing the basic character of the facility.

Item I.B.5 Major Widening

Enter expenditures for the addition of lanes or dualization of an existing facility where the existing pavement is salvaged. Also include, where necessary, the resurfacing of existing pavement and other incidental improvements such as drainage and shoulder improvements.

Item I.B.6 Bridge Replacement with Added Capacity

Enter expenditures for the total replacement of a structurally deficient or functionally obsolete bridge with a new bridge in the same traffic corridor. The replacement bridge is designed for increased traffic flow. Construction of a dual structure to alleviate a capacity deficiency is also included. The replacement bridge carries all through traffic, with the old bridge retained for local service only, removed, closed, or converted to a purpose other than carrying through traffic.

**Item I.B.7 Bridge Rehabilitation with Added Capacity**

Enter expenditures for major work required to restore the structural integrity of a bridge as well as work necessary to correct major safety defects. Bridge deck replacement (both partial and complete) and the widening of bridges to specified standards by widening lanes or adding lanes are included. Construction of a dual structure to alleviate a capacity deficiency is also included when the old structure is included in the dual structure.

Item I.B.8 Total (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates this total automatically from the sum of items I.B.1 to I.B.7.

Item I.C, System Preservation

This item is for reporting expenditures for activities that preserve and enhance the performance of highways, roads, and bridges.

Record expenditures for activities that preserve and enhance the performance of highways, roads, and bridges. These can include infrastructure repair, reconstruction, and rehabilitation to maintain and maximize performance of the existing system. These activities are typically carried out on a continuous and timely basis as part of a State DOT's maintenance program.

Expenditures should be recorded in appropriate categories listed in item I.C.1 through item I.C.8.

Item I.C.1, Right-of-Way Costs

Enter the following expenditures for system preservation:

- Right-of-way administration
- Purchase of land, improvements, and easements
- Costs of moving and relocating buildings, businesses, and persons.

Item I.C.2, Engineering Costs

Enter the following engineering expenditures for system preservation:

- Construction engineering
- Field engineering and inspections
- Surveys, material testing, and borings
- Preparation of plans, specifications, and estimates
- Traffic and related studies.

Item I.C.3, Relocation with No Added Capacity

Enter expenditures for construction of a facility on a new location that replaces an existing route and where the new facility does not have greater capacity than the previous facility. The new facility carries all the through traffic, with the previous facility closed or retained as a land-service road only.

Item I.C.4, Reconstruction with No Added Capacity

Enter expenditures for construction on the approximate alignment of an existing route where the old pavement structure is substantially removed and replaced. Reconstruction does not result in additional capacity. It may involve widening the existing lanes or shoulders but would not add to the number of through lanes. Improvements on the existing facility would not change its basic character.

**Item I.C.5, Restoration, Rehabilitation, and Resurfacing**

Enter expenditures for work required to return an existing pavement (including shoulders) to a condition of adequate structural support or to a condition adequate for placement of an additional stage of construction. There may be upgrading of unsafe features or other incidental work in conjunction with restoration, rehabilitation, and resurfacing.

Restoration, rehabilitation, and resurfacing improvements typically include the following:

- Replacing spalled or malfunctioning joints
- Substantial pavement stabilization before resurfacing
- Grinding or grooving of rigid pavements
- Replacing deteriorated materials
- Reworking or strengthening bases or sub-bases
- Adding underdrains.

Where surfacing is constructed by a separate project as a final stage of construction, the type of improvement should be the same as that of the preceding stage—that is, new construction, relocation, reconstruction, or minor widening.

Item I.C.6, Minor Widening

Enter expenditures for widening the lanes or shoulders of an existing facility without adding more through lanes. Minor widening often includes only the resurfacing of the existing pavement and other incidental improvements such as shoulder and drainage improvements. The existing pavement is salvaged.

Item I.C.7, Bridge Replacement with No Added Capacity

Enter expenditures for the total replacement of a structurally deficient or functionally obsolete bridge with a new bridge in the same traffic corridor where the new bridge does not have more capacity than the previous facility. The new bridge carries all through traffic, with the old bridge removed, closed, or converted to a purpose other than carrying through traffic.

Item I.C.8, Bridge Rehabilitation with No Added Capacity

This item is for reporting expenditures on major work required to restore the structural integrity of a bridge as well as work necessary to correct major safety defects. Bridge deck replacement (both partial and complete) and the widening of bridges to specified standards are included. Construction of a dual structure to alleviate a capacity deficiency is not included.

Item I.C.9, Total (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates this total automatically by summing items I.C.1 to I.C.8.

Item I.D, System Enhancement and Operation

This item is for reporting expenditures used for system enhancements. Record expenditures that improve the quality of the natural environment by reducing highway-related pollution and by protecting and enhancing ecosystems, and for improvements that are not directly related to the physical structure or condition of roads and bridges. Expenditures should be recorded in item I.D.1 to item I.D.5 in the appropriate categories.

Item I.D.1, Engineering Costs

Enter the following engineering expenditures for system enhancement and operation:

- Construction engineering



- Field engineering and inspections
- Surveys, material testing, and borings
- Preparation of plans, specifications, and estimates
- Traffic and related studies.

Item I.D.2, Safety Improvements

Enter expenditures for a project or a significant portion of a project that provides features or devices to enhance safety.

Item I.D.3, Traffic Management/Traffic Engineering

Enter expenditures for traffic operation improvements that are designed to reduce traffic congestion and to facilitate the flow of traffic, both people and vehicles, on existing systems, or to conserve motor fuels; or which are designed to reduce vehicle use or to improve transit service.

Expenditures for the following types of systems should be included in this item:

- Intelligent transportation infrastructure (ITI)
- Traffic signal controls
- Freeway management
- Incident management
- Road and bridge surveillance and control
- Electronic message boards
- Video monitoring
- Motorist information radio
- Freeway ramp control.

Item I.D.4, Environmental Improvements

Enter expenditures for environmentally related features. This category includes improvements that do not provide any increase in the level of service, in the condition of the facility, or in safety features.

The following improvements are common in this category:

- Noise barriers
- Beautification
- Other environmentally related features.

Item I.D.5, Other Enhancements

Enter expenditures for improvements that are not categorized above, such as construction of bike paths, bicycle rest areas, and pedestrian overpasses.

Item I.D.6, Total (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates this total automatically by summing items I.D.1 to I.D.5.

Item I.E, Total Capital Outlay (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates this total automatically by summing items I.A.5, I.B.8, I.C.9, and I.D.6.



Item II, Maintenance expenditures

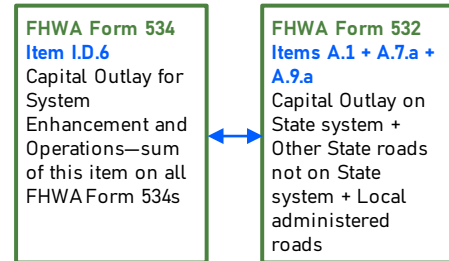
This item is for reporting information on maintenance expenditures for the reported functional system according to the definition of maintenance provided in section 2.1. Enter expenditures for maintenance in all three columns.

Relationships Between FHWA Form 534 and Other 500-Series Forms

FHWA Form 534 has a relationship with one other FHWA 500-Series form, FHWA Form 532.

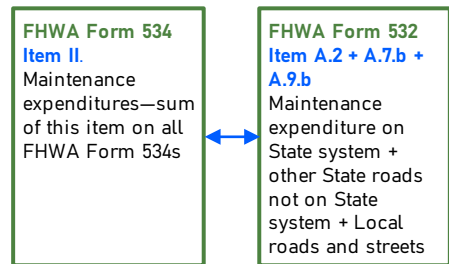
Item I.D.6, Capital outlay for system enhancement and operations

Amounts reported in item I.D.6, Capital outlay for system enhancement and operations, should correspond to highway capital outlay and maintenance expenditures reported on FHWA Form 532. The sum of this item on all State FHWA Form 534s should equal the sum of FHWA Form 532, items A.1, A.2, A.7, and A.9.a, less any expenditure on roads and streets functionally classified as local that are not on the NHS.



Item II, Expenditures for maintenance

The sum of amounts reported in item II, Expenditures for maintenance, on all FHWA Form 534s should be consistent with the sum of amounts reported in FHWA Form 532, item A.2, Maintenance expenditures on State system; item A.7.b, Maintenance expenditures on other State roads not on State system; and item A.9.b, Maintenance expenditures on local roads and streets.



Summary Relationships Table

Table 2-8. Summary of Relationships Between FHWA Form 534 and Other 500-Series Forms

FHWA Form 534 Item	Description	Relation	Form	Item	Description
I.D.6.	Capital outlay for system enhancement and operations—the sum of this item on all FHWA Form 534s	<=	FHWA Form 532	A.1 + A.7. a + A.9.a	Capital outlay on State system + Capital outlay on other State roads not on State system + Capital outlay on local administered roads
II	Expenditures for maintenance—the sum of this item on all FHWA Form 534s	<=	FHWA Form 532	A.2 + A.7. b + A.9. b.	Maintenance expenditures in State system + Maintenance expenditures on other State roads not in State system + Maintenance expenditures on local roads and streets

3 Motor Fuels and Taxation

3.1 Background

This chapter details the procedures for completing FHWA Form 551M and FHWA Form 556. FHWA Form 551M is for reporting up-to-date, complete, and accurate State data on motor fuel usage to FHWA. FHWA Form 556 is for reporting State motor fuel tax revenue. Reporting on motor fuels covers gasoline and gasoline blends, diesel, and alternative fuels.

3.2 Use and Dissemination of the Data

The FHWA uses data on motor fuel usage and tax revenue to record historical information for developing national datasets. The datasets serve many purposes. They provide inputs to business processes such as analysis of highway investment needs, HTF monitoring, Federal-aid Highway Program funds apportionment, and technical assistance. Each year, highway users pay billions of dollars in excise taxes that are deposited into the HTF. Federal law requires those funds to be apportioned to the States for highway program areas in accordance with certain statutory formulas. State-reported motor fuel data is used in these processes. It is imperative that the States report current and accurate data which requires reporting gallons in the same month the Distributors/Suppliers report on their tax returns. The year-to-year and month-to-month variances are suggested to have the following tolerance thresholds: Gasoline (+/- 5%) and Special Fuel (+/- 10%).

Data from FHWA Form 551M and FHWA Form 556 is used in compiling tables that are published in the annual Highway Statistics publication. The tables show motor fuel volume by tax status and by use and motor fuel revenues. They are used extensively for highway planning and projections of highway-user tax revenue. The FHWA also uses data products that the data serves as input to such as other publications, the Monthly Motor Fuel Report by State, State Statistical Summary, and Our Nation's Highways.

FHWA analysts and other analysts at the national and State levels use the data in forecasting tax revenue, highway deterioration, and fuel consumption, and in transportation planning for determining conformance with air quality standards, multimodal design analysis, and roadway safety analysis.

3.3 State Responsibilities for Data Collection and Interagency Coordination

State DOTs are ultimately responsible for the accurate reporting and timely submission of FHWA Form 551M and FHWA Form 556 to FHWA. Different States have different organizational structures, typically, the State department of revenue and taxation or a division in the State DOT, such as transportation planning, is tasked with the collection of data on motor fuel usage and tax revenue for FHWA.



The FHWA recognizes that the States' motor fuel information systems are organized primarily for administering State fuel-tax programs and that the State agency that submits data to FHWA may have to translate, restructure, or transform the data into the format required for FHWA Form 551M and FHWA Form 556.

FHWA Form 556 is usually compiled from the records of the State motor fuel tax-collecting agency and other agencies responsible for collecting and distributing the funds. If the data collection agency simply turns the receipts over to the treasurer, and the treasurer distributes the money to the agencies that spend it, then FHWA Form 556 should be prepared from records of the treasurer, auditor, or comptroller—whichever of these officers maintains the authoritative record of the distribution of the funds concerned.

If the State DOT relies on other offices and agencies for the data required for FHWA Form 551M and FHWA Form 556, it should ensure that their processes for data collection meet FHWA's reporting requirements. Coordination among agencies to establish processes for translation or transformation of data may be necessary to meet reporting requirements.

The FHWA division office should coordinate with State agencies to identify the agencies, offices, and personnel responsible for data collection, preparation, and quality control. Some division offices form user groups to encourage coordination among agencies for the preparation of data for FHWA.

Absence of coordination among State agencies may affect data quality and timeliness; staff turnover and retirement can disrupt established processes. This information should be entered in Fuels and FASH as well. The FHWA strongly encourages a back-up user be listed with UPACS and LOGIN.GOV access as well. State agencies should document their procedures for data collection, analysis, and reporting to ensure the transfer of this essential knowledge when staff leave an agency. Proper documentation and knowledge transfer flatten the learning curve for new staff and reduce knowledge gaps that could lead to the reporting of erroneous data.

The State DOT should notify [FHWA Office of Highway Policy Information](#) of the contact information of the staff responsible for data preparation, including the person's name, position title, office or agency name, email address, and phone number.

Due Date

FHWA Form 551M is submitted monthly, 90 days after the close of the month for which data is being reported. For example, the June 2024 report is due September 30, 2024. Specifically, if the June 2024, FHWA Form 551M is due September 30, 2024, and has not been submitted by the time the June Monthly Motor Fuel Report (MMFR) is generated, the MMFR will be posted to DOT's Motor Fuel Consumption and Tax Dashboard and Datahub platform with zero gallons and noted "Not Provided" for the month of June 2024. As communicated previously in this document, the State is ultimately responsible for accurate and timely reporting. Any inquiries will be directed to that State. FHWA Form 556 is submitted annually.



3.4 Special Considerations

States may have to give special consideration to certain uncommon issues in compiling data, or they may have unique circumstances in the collection and reporting of motor fuel data. The following gives States more information about how to handle some of these circumstances.

On-Highway and Non-highway Use of Fuels

Generally, road users pay State motor fuel taxes, and States refund taxes paid or give tax exemptions for non-highway use of motor fuel. But not all States offer refunds or exemptions for all classes of non-highway use, and not all refunds are claimed. Thus, often the net volume of fuel taxed as motor fuel by the States is not the same as the volume consumed on highways. For FHWA to report fuel volumes accurately, there are many such exceptions for motor fuel data. Read the instructions for line-by-line data entry carefully to determine what to include and what to exclude from the data you provide to FHWA.





Types of Fuels Reported on FHWA Form 551M and FHWA Form 556

States are required to report on usage and revenue for various fuel types. With the market for motor fuels changing—increasing use of gasoline blends and alternative fuels such as biodiesel—and the wide variety of ways State legislatures have defined different motor fuels, it is necessary to define the fuel types reported on FHWA Form 551M and FHWA Form 556.

HOW FHWA USES THE DATA

FHWA does not publish data on fuel use by the military.

Figure 3-1. Fuel Types to Report

 <p>Gasoline</p> <p>Motor gasoline, aviation gasoline excluding jet fuel</p>	 <p>Gasoline blends</p> <p>A blend of gasoline with alcohol (such as E10, M15)</p>	 <p>Special fuels</p> <p>Highway-use diesel, highway-use kerosene, diesel blends with kerosene</p>	 <p>Alternative fuels</p> <p>Liquefied petroleum gases (LPG), butane, propane, compressed natural gas (CNG), liquefied natural gas (LNG), hydrogen, biodiesel such as soy diesel</p>
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For more instructions on fuel-type data, see FHWA Form 551M Reporting Requirements.

Treatment of Alternative Fuels

Alternative fuels are reported separately from gasoline and special fuels (highway-use diesel and kerosene) on FHWA Form 551M. Alternative fuels are defined as fuels other than gasoline, gasoline blends, E85, M85, diesel or kerosene. The alternative-fuel category includes liquefied petroleum gases (LPG) (propane, butane), compressed natural gas (CNG), liquefied natural gas (LNG), hydrogen, and biodiesel such as soy diesel.

The FHWA does not require the reporting of information on electricity used for vehicles but does require reporting on any liquid fuel used in hybrid vehicles.



Provide data on the types of alternative fuels consumed, measured on a BTU energy-equivalent basis. To achieve consistency in reporting among States, FHWA recognizes generally accepted conversion rates based on energy equivalents.

Treatment of Diesel Fuel Used in Public Vehicles

Most States do not disaggregate figures for the public use of diesel motor fuel and therefore report public-use diesel as part of private and commercial diesel. Many States lack a tax mechanism to identify publicly used fuel. Some States do not have legislation providing for an exemption or a refund of public-use diesel, and some States do not have the mechanisms to track complex reporting from many jurisdictions (such as counties and school districts).

In the past, FHWA tried to exclude the volume of diesel fuel consumed by licensed public vehicles from its dataset. But over time, FHWA has found that only a few States could identify public-use motor diesel usage accurately. To accommodate States that cannot provide data on public-use diesel consumption, FHWA has changed the requirement to disaggregate public-vehicle usage of diesel from private and commercial usage.

The FHWA has modified its procedures relating to public-use gallons for the purpose of the HTF attribution. States that do disaggregate the data will not be penalized in the HTF attribution formula for breaking out the figures as FHWA has requested in the past. This means that States do not have to modify their reporting procedures to accommodate this change. The FHWA has made the necessary changes in its analytical procedures to treat all States equitably on this issue.

Allowances for Losses and Expenses Related to Tax Collection

About half of States grant gasoline wholesalers and/or retailers a flat-percentage allowance against the tax owed for loss of fuel volume in storage and handling or for both losses and the expense of tax collection. Because retailers sell fuel at a tax-included price, FHWA considers that the “lost” volume exists and the gallons are used on the highways. (Although a State may provide a loss allowance to motor fuel wholesalers and distributors, the gallons represented by this accounting entry are not actually lost; they are just not taxed by the State.)

Analysis of data from States that allow only actual losses to be claimed shows that actual losses seldom exceed one-half of 1 percent. When a State’s legislation provides for a flat-percentage loss allowance, FHWA uses a 1% factor loss allowance for gallons consumed on the highway in FHWA publications.

The flat-percentage losses are removed when applying the data related to attribution. The FHWA will continue to direct States to report loss allowances, because some FHWA tables are meant to reflect actual practice. Because FHWA’s intent is to show the actual fuel volume that is used on the Nation’s highways, it makes appropriate adjustments to State data. States should report all gallons subject to a loss allowance, and FHWA, in its analysis, will make the adjustments described.

TAKE NOTE

Fuels and FASH assumes that loss allowances are negative numbers.

The FHWA does not recognize allowance for losses in diesel because it assumes that shrinkage and evaporation of diesel fuel are not significant. If your State has a diesel loss allowance, exclude the diesel loss allowance from the data you submit on FHWA Form 556.



State Motor fuel Tax Rate Changes

States periodically change their motor fuel tax rates. A monthly verification of the States motor fuel tax rates should be performed before creating a FHWA Form 551M. Then enter the motor fuel tax rates and their effective dates on the entry screens of FHWA Form 551M. Fuels and FASH shows the changes in FHWA Form 556 automatically.

State Motor fuel Tax Law Changes

When a change in State tax law introduces a new tax exemption, whether for full refund or taxation at another rate, add a brief note describing the change in the first report on which the new exemption appears. After an exemption type is assigned a category, Fuels and FASH retains the category information for future submissions.

Reporting Data That Is Collected Only Annually

Some States collect data on certain motor fuels, such as LPG, aviation gasoline, mass transit fuel, and gasohol, only on an annual basis. If this is true for your State, after you receive the annual data, divide the annual number by 12 and revise your previous FHWA Form 551M reports to reflect that figure (annual/12).

Reporting Late Tax Assessments

Assessments are taxes that, through audit or review of taxpayer returns, a State determines the taxpayer owes but did not previously report and pay. Assessments typically take place months or even years after the date of sale or transfer of the motor fuel. Reporting these volumes later distorts motor fuel reporting to a certain degree, but reporting these volumes, no matter how late, is important.

To report the fuel volume represented by assessments or late returns, the timing of the assessment determines how you provide the data:

- **If the assessment takes place within 12 months of the sale** of the volumes to be reported, modify and resubmit the relevant FHWA Form 551M. For example, if an assessment is levied in August 2023 on a sale that occurred in June 2023, modify the data for June to reflect the new assessed volume. This way, volumes are included in the month of their sale and the data reflect a more accurate picture of the flow of gasoline, diesel, and alternative fuels in relation to travel.
- **If the assessment takes place more than 12 months after the sale** of the volume in question, report the data in the month the assessment is issued. Notate this assessment, fuel type and gallons in the comment section.

Regardless of timing, report the volume of motor fuel represented by the assessment only after all legal procedures have been exhausted and the assessment is sustained.

Whether or not the taxpayer pays the assessment, the volume of fuel represented by the assessment should be reported. If a taxpayer does not pay the assessment, include a note describing the volume as consumed, but without tax revenue being collected by the State.

Reporting International Fuel Tax Agreement Data

International Fuel Tax Agreement (IFTA) is a cooperative agreement between the 48 contiguous States of the United States and the 10 provinces of Canada to simplify the



reporting and payment of taxes on motor fuels used by motor carriers operated in more than one jurisdiction. The intent is to tax interstate fuel users (typically motor carriers), based on the quantity of fuel *used* in each jurisdiction rather than on the basis of fuel *purchased* in each jurisdiction.

All fuel volume taxed on a use basis should be reported as IFTA usage. Most motor fuel used by interstate motor carriers is diesel, although gasoline and alternative fuels are also reported. All fuel types reported for IFTA usage, regardless of the fuel type used, should be reported as diesel on FHWA Form 551M.

In some jurisdictions, motor carriers report fuel usage to an agency other than the fuel-tax agency; in such a case, the agency responsible for completing FHWA Form 551M may have to obtain this information from another source.

All jurisdictions except Alaska, the District of Columbia, Hawaii, Oregon, the Yukon and Northwest Territories and Nunavut territory use IFTA provisions for taxing motor fuel used by interstate motor carriers.

Motor carriers file IFTA returns quarterly with their base jurisdiction. Jurisdictions process the IFTA returns to capture the data on mileage, fuel purchased, fuel consumed, net taxable fuel, and the tax due to or credit due from each jurisdiction. In the month after the processing of the returns, each IFTA jurisdiction receives a report (transmittal) from every other IFTA jurisdiction that includes the net taxable gallons (positive or negative) accumulated from all the base jurisdictions' motor carriers. The monthly IFTA transmittals also contain IFTA audit information. Use the transmittals to calculate the IFTA adjustment to the fuel purchased in your State.

All jurisdictions store transmittals electronically in the IFTA Clearinghouse; the transmittals are accessible to members of the clearinghouse.

To capture this data for your State, create a spreadsheet listing all 58 IFTA jurisdictions (including your own State and the Canadian provinces) with a net fuel adjustment column that can be summed each month. Each month, enter the net fuel adjustment for all jurisdictions, including net fuel adjustments from audits, and take the sum of the column.

Reporting Fuel Sold on Native American Reservations

Include the volume of fuel sold for highway (non-Tribal government) use on Native American reservations on FHWA Form 551M. These are highway-use gallons taxed by the Federal Government and should be included so HTF revenue can be attributed to States in which reservations are located.

Include gasoline and diesel-fuel volume sold on Native American reservations in gross gallons. For all fuel types, report tax-exempt gallons and tax-refunded gallons for Tribal member use under the relevant category. List tax-exempt and tax-refunded gallons separately as "Native American use" to distinguish these gallons from other volumes in exempt or refunded categories such as Federal Government use. Identify payments to Native American Tribes under fuel-tax collection or revenue-sharing agreements in lieu of motor fuel tax refunds separately on FHWA Form 556, under Item 8.



If some sales on Native American reservations are not reported to the State, add a note similar to the following in FHWA Form 551M: “Motor fuel sales on certain Native American reservations are not included.”

Treating Motor Fuel Volume if Registration Fee Rather than Per Gallon Tax Is Collected

Several States do not tax alternative fuels on a per-gallon basis. This is most common for fuels for electric vehicles and may apply for LPG, LNG, and CNG. These States typically charge annual alternative-fuel vehicle registration fees and issue a special decal. The registration fee often depends on the vehicle weight or distance traveled. This fee is a highway-related tax, and the gallons represented by this tax are treated as on-highway motor fuel use. The receipts associated with these decals are reported on FHWA Form 556, and the on-highway gallons are reported on FHWA Form 551M. (The fees associated with an alternative fuel registration fee should be carried over to FHWA Form 531 in the State Motor Fuel Tax section, not the Motor Vehicle, Driver License, and Fees section.)

3.5 FHWA Form 551M Reporting Requirements

Due Date

Submit FHWA Form 551M not later than 90 days after the close of the month for which data is being reported.

Data that is not available on a monthly schedule should be included in the next monthly report after the data becomes available. This data, and the period covered by the data, should be noted (for example, “Gasoline and gasohol refunds in items 4(a) to 4(h) cover July 1 to September 30.”). Similarly, if data is missing for a monthly report, make a note of that fact (for example, “Gasoline and gasohol refunds are available quarterly and will next be reported on the September report.”).

States are encouraged to resubmit FHWA Form 551M when data becomes available for a given month (usually within 12 months). For example, if a State's fiscal year is July to June, some May data is included in the August form, and some June data is included in the September form. Therefore, some data from the reporting year is not included in the correct fiscal year reporting. This could cause the following reporting year's comparisons to the receipts to be off because of overlapping reporting periods.

Customizing FHWA Form 551M

States may have unique motor fuel tax exemptions, refunds, or rates other than the normal highway motor fuel tax rate. Fuels and FASH allows States to customize FHWA Form 551M to display their own tax category labels.

States may use their State categories as defined by their State law instead of standard national categories. For example, several States provide refunds for firefighting and ambulance services. For the purposes of reporting motor fuel use, FHWA has determined that these services are typically a government function, and therefore the States should categorize such use as State, County, and Municipal Use of Fuel.

Customizing the form in Fuels and FASH saves on work required for data entry later. After you define a setting, the data aligns for consistency over multiple data cycles. If your State



changes its motor fuel tax structure again, you can record the new definitions. This feature is discussed more below.

Entering Fuel-Type Data in FHWA Form 551M

Use FHWA definitions of fuel types unless your State's definition of a fuel differs from the definition given here. In that case, record your State's definition, once a year, in the January report. If your State changes the definition of a fuel during the year, enter the new definition in the month that the change takes effect.

The four columns are for reporting volume by fuel type.

Gasoline

Motor gasoline— A complex mixture of relatively volatile hydrocarbons with or without small quantities of additives, which have been blended to form a fuel suitable for use in spark-ignition engines.

Aviation gasoline— A complex mixture of relatively volatile hydrocarbons with or without small quantities of additives, blended to form a fuel suitable for use in aviation reciprocating engines. Fuel specifications are provided in ASTM Specification D 910 and Military Specification MIL-G-5572. Note: Data on blending components are not counted in data on finished aviation gasoline.

Enter usage volumes for motor gasoline, aviation gasoline, and neat alcohol in the Gasoline column. The Department of Energy's Energy Information Administration website has aviation gasoline-usage data if your State does not report it separately.

Gasoline Blends

Gasoline blend— - Examples of low-level fuel blends include E10 (10% ethanol/90% gasoline), E15 (10.5% to 15% ethanol blended with gasoline), B5 (5% biodiesel/95% diesel), and B2 (2% biodiesel/98% diesel).

Enter the volume of fuels meeting these criteria in the Gasoline Blends column. Include both the gasoline and alcohol components of the fuel in the amount reported. Do not include in Gasoline Blends column the amounts that you report in the Gasoline column.

TAKE NOTE

The FHWA requirements for reporting diesel and alternative fuels treat gasoline\gasoline blends and diesel\alternative fuels differently. When reporting gasoline\gasoline blends in line 1, enter the gross volume of all gasoline\gasohol recognized in your State. Include on-highway gallons only.

Highway Diesel Fuel

Diesel fuel – The common term for the distillate fuel oil sold for use in motor vehicles that use the compression ignition engine. Diesel fuel is refined from crude oil and from biomass materials.

Highway-use diesel—The distillate fuel oil sold for use in motor vehicles that use the compression ignition engine. Diesel fuel is refined from crude oil and from biomass materials. Diesel blends are not included in this category.



Kerosene – A flammable hydrocarbon liquid commonly used as a fuel. Kerosene is typically pale yellow or colorless and has a not-pleasant characteristic odor. It is obtained from petroleum and is used for burning in kerosene lamps and domestic heaters or furnaces, as a fuel or fuel component for jet engines, and as solvent for greases and insecticides.

Highway-use kerosene—A light fuel oil obtained by distilling petroleum. The kerosene that is sold for highway use includes blends with diesel for use in public transit vehicles, on-highway public vehicles, and private, commercial vehicles.

Enter diesel fuel volume—for private and commercial highway use and public highway use only—in the Highway Diesel Fuel column. Do not include dyed diesel fuel, because dyed diesel fuel is normally sold for non-highway use. But if a State allows public vehicles to use dyed diesel fuel—and in this limited case only—report the dyed diesel as highway-use diesel.

Include kerosene in the Highway Diesel Fuel column *only if* it is sold or blended for highway use in public transit vehicles, on-highway public vehicles, or private, commercial vehicles.

Alternative Fuels

Highway-use alternative fuels—fuels *other than* gasoline, gasohol, E85, M85, diesel, or kerosene. This includes LPG (propane, butane), compressed natural gas (CNG), liquefied natural gas (LNG), hydrogen, and biodiesel such as soy diesel.

Add a note providing definitions for ALL alternative fuels sold in your State. (In addition, identify alternative fuels on the Tax Rates and IFTA tab and show the fuel tax rate and the effective date of the tax rate.)

Total Column

The Total column sums the amounts reported in the Gasoline, Gasoline Blends, Highway Diesel Fuel, and Alternative Fuels columns. FASH makes the calculation automatically.

See the instructions for each item below.

Section 1, Gross Volume

Each item is described below.

Item 1, Gross Volume Reported

This item is for reporting total consumption of motor fuel. Calculate, as accurately as possible, the total consumption of motor fuel in the State during the month reported.

Enter the volume of fuel for gasoline, gasoline blends, diesel, and alternative fuels in the appropriate column, as per Entering Fuel-Type Data in FHWA Form 551M.

The major source of data on gross volume is the tax returns of sellers. Depending on the point of taxation, sellers are position holders at fuel terminals, wholesalers, or retailers. Include the

TAKE NOTE

Several cells in the fuel-type columns are shaded. For States that tax diesel and LPG at the retail sale level—when the fuel is placed in the tank of a highway vehicle—items such as losses and refunds are generally not applicable. States that tax diesel and LPG at the wholesale level and for which losses and refunds are applicable should subtract actual losses and refunds for off-highway use from the gross amounts and enter the resulting number in item 1, Gross Volume Reported.



gross motor fuel sales reported by these taxpayers, including fully taxed sales, exempt sales, volume subject to full or partial refund, and sales taxed at a reduced rate.



Include gasoline volume subject to exemption due to actual loss or subject to loss or shrinkage allowance. Include aviation gasoline, but not jet fuel, in gross gasoline volume.

Exclude export sales and dealer-to-dealer sales exempted to prevent double-counting of tax payments. Also exclude non-highway use of diesel and alternative fuels (including actual losses of these fuels).

The gross volume reported is the sum of the volumes in Fully Tax Exempt, Fully Refunded, and Net Volume Taxed. Do not report volume that does not represent

actual consumption. For example, do not include a refund of an overpayment. A refund is not a fuel volume transaction but a monetary transaction that is reported on FHWA Form 556.

Exhibit 3-1. Include in or Exclude from Gross Gasoline Volume

Include or Exclude	
 <ul style="list-style-type: none"> • Gasoline volume subject to exemption due to actual loss or subject to loss or shrinkage allowance • Aviation gasoline 	 <ul style="list-style-type: none"> • Export sales • Dealer-to-dealer sales exempted to prevent double-counting of tax payments • Jet fuel

Item 1.b, IFTA Calculation (Consumption in State)

This item covers the gallons of fuels consumed by interstate motor carriers as reported to the IFTA clearinghouse. The software calculates this value when the IFTA Gross Volume Reported is entered in the Notes and Technical information section. This item is not open for data entry.

Enter the tax returns of motor fuel users (generally IFTA returns). Adjust gross volume reported by sellers to reflect net use. See 3, Computation of IFTA Component of Gross Volume Reported.

Item 2, Fully Tax Exempt

This section is customizable. States can define the specific categories applicable under State law to fit into standard national categories. Enter the gallons of fuel that are fully tax exempt in each category recognized by your State. Exemptions are automatically system calculated to reduce from Gross Volume. Any negative numbers showing in this category require an explanation in the comment section.

Item 2.a, Losses—Allowed (% Losses)

If your State allows flat percentage losses, enter the volume of fuel on which shrinkage or loss allowances were calculated or claimed during the month.

Gasoline flat percentage loss allowances are not considered in FHWA's analysis for HTF attribution, although several States provide such allowances in accordance with State legislation.



If your State allows gasoline flat-percentage losses, include the losses in gross gallons reported and show in the Loss, Flat Percent cell. Add a note describing the percentage allowance and number of gallons excluded.

HOW FHWA USES THE DATA

The FHWA will report the loss data in Highway Statistics tables showing States' practices and to count the volumes as on-highway use in tables related to HTF attribution.

Some States provide allowances (discounts) for prompt payment of taxes or for the expense incurred by the taxpayer in keeping records and collecting the tax. Such allowances are merely deductions from the gross amount of tax due to the State. They do not affect motor fuel consumption. For this reason, these deductions are not entered as loss allowances. Consider them deductions from the tax revenue only, and therefore record any allowance amounts for expenses, prompt tax payments, and so forth, as deductions from gross tax collections on FHWA Form 556, item 1.a(2).

Some States make a percentage allowance for losses in handling and for the expense of tax collection. Losses in handling affect the distribution of motor fuel, but allowances for expenses do not. To provide accurate data, divide the total allowance into two parts: (1) the estimated loss in handling, plus the actual loss (such as through evaporation, destruction by fire, or explosion), and (2) the estimated allowance for expenses.

Losses—Actual

Description

Many States make a distinction between losses described in Item 2.a Losses—Allowed (% Losses) and losses through destruction by fire, explosion, and so forth. Generally, any provable loss is tax exempt or eligible for refund if the tax has already been paid.

When the actual volume lost from destruction, explosion, or shrinkage is known, enter it here. These are gallons not consumed on the highway.

TAKE NOTE

Report expansion as a negative loss with a minus sign (-) and shrinkage as a positive loss with a plus sign (+).

Record net gains or losses resulting from temperature adjustments—that is, the volume of expansion or shrinkage. Record a negative or a positive figure (+ or -).

For diesel fuel, deduct actual losses from the gross on item 1. This line is not shown on FHWA Form 551M.

Other Fully Tax Exempt

Enter the motor fuel volume amounts that are completely exempt from State taxation.

Report the gallons of fuels pertaining to actual losses in a specific category. Exclude from Gross Volume and from Fully Tax Exempt the amounts not representing motor fuel consumed in the State. Exclusions cover export sales, fuel moving in interstate commerce, and amounts exempted to avoid duplication of tax payments.

HOW FHWA USES THE DATA

The FHWA treats highway and nonhighway gallons differently in attributing motor fuel revenue to the Federal HTF.

To the extent possible, when reporting government exemption or refund categories, separate the Federal from the State and county and municipal.



Do not combine amounts for Native American Tribal government with those for Federal, State, or county and municipal governments. Enter the exemption for gallons consumed by Native American Tribal governments on a separate line (or item) from the exemption for Federal, State, and county and municipal exemptions.

HOW FHWA USES THE DATA

The FHWA does not report on military use of fuel.

Customize FHWA Form 551M to show your State's exemptions.

To the extent your State's data allows, identify refund and exemption categories as highway-use fuel or non-highway-use fuel, and do not mix highway and non-highway uses in a miscellaneous category.

Fuels and FASH calculates the total of the tax exempt and refund items automatically.

Total (Fully Tax Exempt)

This item is the sum of motor fuel volumes that are fully tax exempt reported under all the selected categories for your State.

The software calculates this total automatically.

Item 3, Gross Volume Taxed (SYSTEM-CALCULATED FIELD)

Gross Volume Taxed is the gross volume subject to motor fuel taxes, which equals Gross Volume minus Exempt Volume.

Fuels and FASH calculates this amount automatically.

Item 4, Fully Refunded

Fully Refunded is for the volume of motor fuel sold or distributed on which refunds of the motor fuel tax were subsequently granted. This should correlate with Gross Volume Reported, or Gross Volume Taxed, which are based on distributors' reports of sales for the month.

Report the gallons of fuels for Fully Refunded for each category. Refunds are automatically system calculated to reduce from Gross Volume Taxed. Any negative numbers showing in this category require an explanation in the comment section.

Exhibit 3-2. Typical Categories of Exemption

- **Federal.** Many States exempt from taxation any gasoline used by the Federal Government, including for civilian and military uses. But include here only exemptions for civilian use (ex.: diplomatic or consular use, USPS mail delivery).
- **State, county, and municipal.** Exemptions for State and local government use (ex.: public or private school buses, public or private transit, charity/nonprofit use, volunteer fire rescue and ambulance and National Guard).
- **Native American Tribal.** Exemptions for gallons used by Tribal member are considered here.
- **Distributor nonhighway use:** Nonhighway use by distributors.
- **Other classes of nonhighway use:**
 - **Agriculture**—family farms, agribusiness
 - **Aviation**—airport operations, piston-engine aircraft—but *no* jet fuel
 - **Construction:** concrete mixing, tool power generators
 - **Boating:** Recreational or business use, but not ferries or commercial marine, on any body of water.
 - **Lawn and garden**—lawnmower, landscaping tools.
- **Miscellaneous nonhighway use**—volumes sold in bulk quantity for uses such as pipeline operations, space heating, maintenance, private roads, private property, street equipment, off-road recreational uses, auxiliary equipment, railroad, and logging use.
- **Miscellaneous on-highway use**—for turnpike, taxicabs, franchise, motor carrier, commuter van, airport livery.



States make refunds to the motor fuel purchaser, but very few States reconcile motor fuel refunds by month of fuel purchase. Some States report refunds and corresponding fuel volumes (obtained by dividing the amount of refunded money by the refund tax rate) in the month in which refunds were paid. Most States maintain and report a record of refunds certified in each month, as well as refunds paid. Either approach is acceptable for FHWA Form 551M.

Categories of exemption are also used to distinguish refund categories. The FHWA expects that States can place State-specific items into one of the above categories. Help screens in Fuels and FASH provide guidelines, and you can call the [FHWA motor fuel staff](#) for additional guidance. As States begin to enter data, FHWA staff will review the results closely to ensure that States define these characteristics correctly.

When changes in State tax law introduce a new refund category, add a note with a description of the change in the first report on which it appears.

For more information about the categories that can be used see Exhibit 3-2, Typical Categories of Exemption.

Total (Fully Refunded)

This item is the sum of motor fuel volumes fully refunded under all the selected categories.

Fuels and FASH calculates this total automatically.

Item 5, Net Volume Taxed

Enter in this section the motor fuel volumes taxed in your State, either at the maximum rate or another rate.

For Taxed at Different Rates, enter the volume of fuels taxed at a rate other than the maximum rate for the categories identified at the beginning of the calendar year. Fuels and FASH computes the gallons of fuel taxed at the full rate by subtracting the sum of fuels taxed at other rates.

For more details on the categories that can be used, see Exhibit 3-2, Typical Categories of Exemption.

At Full Rate (SYSTEM-CALCULATED FIELD)

The volume taxed at the full prevailing highway-user tax rate is computed by subtracting full exemptions, full refunds, and the volume taxed at less than the full rate from the gross volume reported for the fuel.

Fuels and FASH calculates this amount automatically.

Taxed at Other Rates

This is for the volume of the particular fuel type on which the State ultimately retains some tax payments, but at less than the highway rate. This includes categories taxed at an initially lower rate (aviation is common), the categories granted a partial

FOR EXAMPLE

If 17 cents is the fully taxed rate, and 9 cents is refunded for off-highway use, the effective tax rate is 8 cents.



exemption or refund (such as transit in some States), and categories for which only part of the initial tax payment is refundable.

Enter each category of use, or user-based special tax treatment, on a separate line. For more details on the categories that can be used, see Exhibit 3-2, Typical Categories of Exemption.

Total (Net Volume Taxed) (SYSTEM-CALCULATED FIELD)

This item is the total of motor fuel volumes taxed in the State, either at the full rate or another rate. Fuels and FASH calculates this total automatically.

Notes and Technical Info Tab

1, Rate of tax at end of month, in cents per gallon

The tax rates at the end of each reporting month are reported for each fuel type with a different tax rate.

Update the tax rate (in cents per gallon) every January or whenever the fuel tax rate changes. By default, the tax rate in the table uses the previous month's data. Check the prefilled values and make any necessary change.

Enter the basic rate of motor fuel tax by fuel type as of the last day in the month. If a tax rate has changed, provide the effective date of the change. Effective date means the last time the State changed the tax rate. In some States, the tax is indexed and changes annually or more often. In other States, the tax may not change for a decade or more.

If your State has a fuel tax levied as a percentage of price rather than on a cents-per-volume basis, add a note reporting the percentage and explaining the application basis (such as, "5% of wholesale gasoline price excluding Federal tax").

2, Rate of Optional tax, in cents per gallon

Several optional taxes, such as environmental clean-up taxes, local option taxes that are applied uniformly across the State, and motor fuel inspection fees, can be entered in these fields. Enter the name of the optional tax or fee, the tax rate (in cents per gallon), and the effective date (last time the State changed the tax rate).

If the optional tax or fee is applicable to only certain fuels, add a note specifying the fuel types applicable. If the optional tax varies by geography (such as by county or city), provide that information.

3, Computation of IFTA Component of Gross Volume Reported

Fuels and FASH automatically computes the IFTA share of gross volume (entered in Item 1), using the information from the IFTA clearinghouse.

Source the IFTA data from the IFTA Clearinghouse. Every month, enter the data from the IFTA Clearinghouse on

- Gross sales from sellers returns.
- Fuel purchased by interstate motor carriers outside the State but used within the State.
- Fuel purchased by interstate motor carriers within the State but used outside the State.



If the data is entered monthly, Fuels and FASH computes net consumption automatically by summing the data for the components, considering whether the component is to be added or subtracted.

Exhibit 3-3 gives an example of how to calculate the data.

Report IFTA adjustments every month. For example, the IFTA adjustment on FHWA Form 551M for January should be based on the IFTA transmittal for January. If obtaining IFTA figures prevents timely data submission, provide the figures on the next month's report.

Exhibit 3-3. Calculating Total Fuel Adjustment from IFTA

Open the spreadsheet you have set up with a row for each IFTA jurisdiction. Go to the IFTA Clearinghouse, and working in alphabetical order, open the January Alabama transmittal for your State. Find the total for net taxable fuel (in gallons). From this amount, add to or subtract the net taxable gallons from audits. (See below for more information on audit adjustments.) Enter this total on the spreadsheet. Do this for all 58 jurisdictions, including your own State.

The table below shows a partial sample of such a spreadsheet. The ~ symbolizes data that is not shown in the sample table.

State or Province	JAN	FEB	~	NOV	DEC
Alabama (AL)	(1,234)	(1,345)	~	(1,456)	(1,567)
Alberta (AB)	21,500	10,400	~	11,200	11,500
~	~	~	~	~	~
Wisconsin (WI)	(1,500)	(400)	~	(500)	(400)
Wyoming (WY)	18,000	7,500	~	8,500	7,000
Totals	25,000	16,000	~	14,000	18,000

Carry forward the total for each month to FHWA Form 551M. Because IFTA returns are filed quarterly (in January, April, July, and October), you may have more extreme totals in the months when quarterly returns are filed.

Total the net fuel adjustment from audits on a different line. No audit adjustment is required if the audit line includes both net taxable fuel and tax due. If only the tax due is shown for audits, divide the tax due by the current tax rate to arrive at the number of gallons. Add to or subtract from net gallons.

5. Stratification of Alternative Fuels by Type

Enter here the percentage share or volume of alternative fuels by fuel type for the volumes reported in the Alternative Fuels column for the month.

Enter the volume or percentage share per alternative fuel type in the appropriate table cell.

Provide the stratification of alternative fuels for the following fuel types. The FHWA definitions of the fuel types can be found in the glossary of terms.

- LPG
- CNG
- E85
- M85
- LNG



- Biodiesel
- Other.

Fuels and FASH automatically computes the total volume and percentage of alternative fuels when the volume of the gasohol per blend ratio is entered in the table.

3.6 FHWA Form 556 Reporting Requirements

FHWA Form 556 records the actual collections of State motor fuel tax during a calendar or State fiscal year and other receipts incidental to the administration of this tax. It also shows the distribution of tax receipts by major item. FHWA Form 556 serves as a measurement of the flow of funds from collecting agency to expending agency.

The Filer Information tab is for State agency contact information. Data Entry tab is for data entry. The IFTA tab (IFTA Receipts for Gasoline and Special Fuels) is automatically populated when data is entered into the Notes & Technical Information tab of FHWA Form 551M.



The Form Comments tab is for comments, reconciliation with FHWA Form 551M if needed, and source notes for records.

Receipts should be segregated to show revenues derived from gasoline (including gasoline blends (Gasoline column) and from other motor fuels (Special Fuels column) separately. Total receipts and refunds should reconcile closely to the fuel volume reported on FHWA Form 551M, with an allowance for lag between amounts due and paid. If they do not, reconciliation should accompany FHWA Form 556.

Entering Fuel-Type Data in FHWA Form 556

There are three columns: Gasoline (includes gasoline blends); Special Fuels (diesel and other special fuels); and Other Receipts. The total column sums the three columns. Fuels and FASH makes these calculations automatically,

Exhibit 3-4. Fuel Type Data for FHWA Form 556 Reporting

	
Gasoline	Special Fuels
Gasoline, gasoline blends, aviation gasoline (avgas)	Diesel, propane, butane, and other

All entries should be in whole dollars. Round amounts to the nearest dollar.

Item-by-item instructions for filling out FHWA Form 556 are provided next.



Item 1, Receipts for Year

Enter the total collections from motor fuel taxes and other fees and taxes incidental to motor fuel tax administration as described below.

Item 1.a, Volume Tax Collections

Report the collections from fuel-volume taxes—that is, taxes imposed per gallon of fuel.

There is usually a lag of 1 to 2 months between the use of the gasoline, as reported on FHWA Form 551M, and the payment of the tax to the State. However, because the lag in any given year is similar to the preceding year's pattern, collections should be reported in the year received.

TAKE NOTE

Some States have imposed special environmental taxes for leaking underground storage tanks or spill cleanup. These should not be reported on FHWA Form 556. The imposition is exclusively on motor fuels.

Report collections from the taxation of motor fuel used by interstate motor carriers, often referred to as motor-carrier road taxes or fuel-use taxes, on FHWA Form 556 and not on FHWA Form 571. FHWA Form 571 records other taxes and fees on motor carriers that do not fall under the motor fuel tax laws (see chapter 7).

Because motor fuel tax receipts, including IFTA revenues received from other States, are volume-tax receipts, include them with other volume-tax receipts in item 1.a.(1) or 1.a.(3) of columns (A) and (B) for gasoline, special fuels, and alternative fuels respectively. The amounts refunded or credited to interstate motor carriers, or IFTA receipts sent to other States, are reported in item 1.a.(4) of the Gasoline and Other Fuels columns with other volume-tax refunds. Consequently, the net collections of motor-carrier road taxes, whether positive or negative, are reflected in item 1.a.(5), net receipts.

Add a note in the IFTA section if IFTA revenues are included in the items discussed in this paragraph.

For FHWA to reconcile the receipts reported on FHWA Form 556 and the fuel volume reported on FHWA Form 551M, the following information should be footnoted by fuel type on the IFTA section of FHWA Form 556:

- Reported IFTA fuel tax receipts—the funds remitted with the fuel tax returns under IFTA.
- Refunds or credits of fuel tax under IFTA.
- Net IFTA fuel tax receipts (may be either positive or negative).

Item 1.a (1), Gross collections by distributors

Record the gross amount collected under the volume tax on motor fuel before subtracting allowances granted to distributors for collection expenses.

Enter tax receipts for gasoline and gasoline blends in the IFTA tab, and enter tax receipts for special motor fuels, including diesel, propane, butane, and other alternative fuels, in the Special Fuels column.

Do not include loss allowances here or in item 1.a (2).

***Item 1.a (2), Less: Distributor allowance for collection expense***

Record the total amount of cash allowances made during the year to distributors (or deducted by them) in consideration of prompt payment, the costs of collecting the tax, preparing reports, and so forth.

Enter the cash allowances by fuel type into the corresponding column (see item 1.a (1), Gross collections by distributors).

Do not include loss allowances here or in item 1.a (1).

Item 1.a (3), Gross receipts by State

This item is for reporting the gross amount received by the State from the volume tax during the year. Enter gross receipts by fuel type (see item 1.a (1), Gross collections by distributors).

In States that make no allowance for distributors' collection expenses, items 1.a (1) and 1.a (3) should be identical.

Item 1.a (4), Less: refunds and credits

Enter actual refunds and credits of the motor fuel tax issued during the year here. Enter actual refunds by fuel type in the corresponding column. Enter the values for refunds with a positive number, not a negative number.

Item 1.b, All other receipts under motor fuel tax laws

Record the receipts from sources other than the volume tax. Enter the receipts by fuel type into the corresponding column. These receipts are collected as incidental to the administration of the motor fuel tax laws or the inspection of motor fuel.

Item 1.b (1), Distributor and dealer licenses

Enter the amount collected from motor fuel distributor licenses and from special dealer licenses, pump inspection fees, and other direct taxes or fees imposed on sellers of motor fuel.

Receipts for distributor and dealer licenses go in the corresponding column by fuel type (see item 1.a (1), Gross collections by distributors).

Sales tax revenue from general retail licenses or chain store taxes, which are levied on all types of products sold by this type of business, are not regarded as taxes on motor fuel and should not be included in this item.

Item 1.b (2), Motor fuel inspection fee

Enter the amount of fees collected for the inspection of motor fuels by fuel type in the corresponding column (see item 1.a (1), Gross collections by distributors).

In some States, motor fuel inspection fees are imposed just to defray the cost of inspection; in others, they are a source of considerable revenue. Exclude (to the extent possible) fees charged for the inspection of petroleum products other than motor fuel. Also exclude inspection fees paid on motor fuel used for non-highway purposes, such as agriculture and aviation.

If receipts from inspection fees on petroleum products are not segregated by product inspected or by product use, estimate the amount of fees received from the inspection of motor fuel based on data reported on FHWA Form 551M or FHWA Form 556. Enter the estimated amount in item 1.b.(2). If you enter estimates, add a note specifying (1) total actual



receipts from inspection fees and (2) the computation you use to arrive at the figure entered in item 1.b(2).

Item 1.b (3), Fines, penalties, and interest

Report the amount of fines and penalties collected in connection with the administration of the motor fuel tax and inspection laws. Fines, penalties, and interest should be entered into the corresponding column by fuel type (see item 1.a (1), Gross collections by distributors).

Also include interest on delinquent collections.

Item 1.b (4), Motor-carrier fuel tax registration (decals)

Report the income from the fuel tax registration decal fees required of motor carriers. The registration fees for decals should be entered into the corresponding column by fuel type (see item 1.a (1), Gross collections by distributors).

States generally require motor carriers to display proof of fuel-tax registration in the form of a decal. Include the fees for decals issued under IFTA and any other base-State fuel tax agreement.

Item 1.b (5), Alternative fuel tax decals (in lieu of volume tax)

This is for registration fees for alternative fuel tax decals. Enter the amount into the corresponding column by fuel type (item 1.a (1), Gross collections by distributors).

Many States issue decals or other markers to vehicles that burn alternative fuels, such as LPG, LNG, and CNG. The decal fees are in lieu of a fuel tax on the fuel the vehicle consumes. Enter the income from such decals.

Items 1.b (6) to Item 1.b (9), Other Receipts

Space is provided here for other receipts that do not fall under the first five classifications of item 1.b. Describe the nature of any entry.

Report State sales tax applied to motor fuel purchases in item B1 on FHWA Form 531.

Assessments are an example of receipts that may be reported in these lines. Assessments are taxes that the State determines, through audit or review of taxpayer returns, that the taxpayer owes and did not previously report and pay. States should report assessments for the year that payment was received, regardless of when the assessments were made. If assessments are reduced or canceled later, report the adjustments for the year in which the adjustments are made.

Report the revenue represented by assessments on FHWA Form 556 and make a note on FHWA Form 551M. Some States cannot separate assessments from other motor fuel receipts and therefore should report assessments in item 1.a.(3), Gross Receipts by State.

Some States impose special environmental taxes for leaking underground storage tanks or for fuel-spill cleanup. Do not report such taxes on FHWA Form 556 unless the tax is exclusively on motor fuels.

Item 1.b(10), Total (SYSTEM-CALCULATED FIELD)

This is the total of items 1.b(1) through 1.b(9). Fuels and FASH calculates the total automatically.

***Item 1.c, Net total receipts***

This is the net total of receipts for the year for each column. Fuels and FASH calculates the total automatically.

Item 2, Nonhighway dedications of volume tax from nonhighway gasoline

Enter the proceeds from taxes on non-highway uses of gasoline (including blends, avgas, and neat alcohol) that were dedicated for the improvement and/or operation of non-highway facilities or for related activities.

A typical example is the dedication of the receipts (known or estimated) from motorboat use of gasoline to construction and maintenance of boating facilities such as ramps and docks. Some States dedicate the revenue from aviation gasoline to an airport improvement fund. To be included in item 2, the funds must be both (1) from the taxation of gasoline used for non-highway purposes and (2) dedicated for non-highway purposes.

Item 3, Adjusted Total Receipts

Subtract total non-highway dedications (item 2.z) from net total receipts (1.c.) and enter the amount here.

Item 4, Deductions by State collecting agency

Enter the amounts retained or deducted by the collecting agency before depositing the net collections in the State treasury or otherwise disposing of them. These may represent either actual amounts expended or a flat percentage of collections.

Enter deductions by State collecting agency in the column for the fuel type (see item 1.a (1), Gross collections by distributors).

In some States, total collections are deposited to the credit of the State DOT fund, and expenses of the collecting agency are paid or appropriated from the fund. If your State follows this method, do not make any entry in item 4, but instead show the entire distribution in item 1.a (1), Gross collections by distributors. Subtract collection expenses paid by State highway agencies on FHWA Form 531, item B.1.b., rather than on this form.

If collecting agency expenses are funded by another revenue source not reported in item 1, add a note identifying that revenue source and specifying the actual expenditures of the collecting agency.

Item 4.a, Expense of collecting and administering volume taxes

This is for reporting the expense of collecting and administering volume-based taxes. Enter the expense in the corresponding column by fuel type (see item 1.a (1), Gross collections by distributors).

Item 4.b, Expense of inspecting motor fuel

This is for reporting the expense of inspecting motor fuel here. Enter the expense in the corresponding column by fuel type (see item 1.a (1), Gross collections by distributors).

Some States include in the cost of inspection the cost of administering fuel-inspection laws as well as the cost of the actual inspection and testing.



If your State does not track the cost of motor fuel inspection and the cost of inspecting kerosene and other petroleum products separately, prorate the costs on the same basis as the receipts from inspection fees, and report only the motor fuel portion.

If your State grants refunds for non-highway uses, compute the cost of inspecting motor fuel used for highway purposes on a pro rata basis. Enter this reduced amount in item 4.b. If you make this computation, add a note explaining the computation.

Items 4.C to 4.Y, Record other costs or deductions by the collecting agency

Enter other costs or deductions by the collecting agency by fuel type (see item 1.a (1) Gross collections by distributors).

Item 4.Z, Total (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates the total automatically.

Item 5, Net proceeds available for distribution

The net proceeds equal the total receipts (total of item 1) minus the total of deductions by State collection agency (total of item 4). Fuels and FASH calculates the total automatically.

Item 6, Balance undistributed at end of previous year

This item is for the balances in the hands of the State collecting agency or balances owed to the agency at the beginning of the year.

If the amount differs from the amount reported as undistributed at the end of the previous year, provide a note explaining the adjustment. If FHWA Form 556 is prepared from the records of the State treasurer, auditor, or comptroller, the balance may be the amount on hand in a revolving fund; in some cases, this fund balance may have to be combined with any amount in the hands of the collecting agency to account for the total amount of undistributed funds.

Item 7, Total funds available for distribution (SYSTEM-CALCULATED FIELD)

This is the sum of net proceeds available for distribution (item 5) and the balance undistributed at end of the previous year (item 6). Fuels and FASH calculates the total automatically.

Item 8, Amount Distributed

Show here the allocation of motor fuel revenues to expending agencies or funds. If motor fuel revenues are placed in an intermediate clearing fund with other road-user taxes (such as a highway-users tax distribution fund), submit a balanced statement of the clearing fund.

In some States, net income from inspection fees is credited to the State general fund. If receipts from inspection fees are prorated to exclude receipts from petroleum products other than motor fuel and receipts from motor fuel used for non-highway purposes, these calculations should be carried through to the data on the distribution of these revenues.

Items 8a to 8i

Use these nine items, as necessary, to record the distribution of motor fuel tax revenues as provided for by State law. Record distributions such as funds allocated to counties or cities for roads, county general funds, schools, State general funds, and the State highway agency or department of transportation.



Amounts reported should be consistent with comparable amounts reported on forms FHWA Form 531 and FHWA Form 536.

Item 8.k, Total (SYSTEM-CALCULATED FIELD) = FHWA Form 531, Item B.1.a, Total Distributed
Item 8.k shows the total of lines 8.a to 8.i. Fuels and FASH calculates the total automatically.

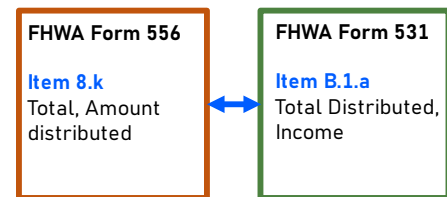
Item 9, Balance undistributed at the end of the year

This is the amount remaining after the total amount distributed (item 8k) is subtracted from total funds available for distribution (item 7). Fuels and FASH calculates the total automatically.

3.7 Summary of Relationships Between FHWA Form 556 and Other Forms

FHWA Form 556, item 8.k

The total amount of distribution of motor fuel tax revenues as provided under State law in item 8.k should agree with the amount reported in FHWA Form 531, item B.1.a, which is the total distributed of State motor fuel taxes. If not, explain any difference on FHWA Form 531, in items B.1.b through B.1.e. Common explanations are timing differences, funds in transit, and exclusion of certain funds from FHWA Form 531.



3.8 Quality Control

Automatic Validation in Fuels and FASH

Fuels and FASH validates certain data before it accepts the form submission. It generates a report showing the total percentage change over the past 3-year period and a line graph for the 3-year period. The report highlights data that shows questionable trends from one year to the next. Fuels and FASH prompts the State to view the graphs and reports and to return to the form for editing if data variances are outside of normal trends.

Using the 3-year data reports generated by Fuels and FASH, compare data with the previous year's data, and if there is a significant increase, decrease, or other anomaly, investigate to identify the reason. If you find a legitimate reason for a large difference from the previous year's data, add a note providing the reason. Otherwise, return to the data sources to rectify the data.

State Quality Control

Ensure that the data is consistent with the guidance provided in this guidebook.

Check that the data in each form represents the correct fuel type.

- **FHWA Form 551M.** Enter gasoline volumes in the Gasoline column and gasoline blend volumes in the Gasoline Blends column.
- **FHWA Form 556.** Combine revenues from gasoline and gasoline blends in the Gasoline column—because they are taxed at the same rate.



FHWA Quality Control

After a State submits a form, an FHWA analyst reviews it, examining the data quality report and reading all notes, justifications, and submission comments. The analyst may ask for more information. After this review, the analyst may accept or reject a form. The following reasons could lead FHWA Form 551M or FHWA Form 556 to be rejected:

- Total values are questionable.
- Numbers of gallons or revenue reported out of line with previous submissions—that is, increases or decreases that are many times what was reported in the prior year's report or prior month's report.
- A change in the tax rate—because tax rates tend to remain constant month to month. Some States change tax rates in June, July, October, or January, but most tax rates stay the same for years.
- Obvious data entry errors—such as transposition of gasoline and diesel totals (gasoline is almost always much higher).
- Negative numbers where they would not be expected.
- Numbers that appear to be rounded too much, such as exactly 10,000,000 gallons in a reported field.
- Inconsistency in reporting; for example, if a State reports all fuel as gasoline for one month, only as gasohol the next month, and then in the third month reverts to gasoline.
- Questionable descriptions for fully or partially non-taxed fuel.
- Missing amounts in fields where there are usually amounts reported.

After accepting the form, the FHWA analyst performs an in-depth review of the forms from all States for quality control. The FHWA staff may request additional information or corrections if the review finds erroneous data. States can go back to edit the form to explain the figures.

FHWA Adjustments to State Data

State-submitted data is used to develop tables showing motor fuel use and motor fuel revenue that are used to attribute Federal HTF receipts to States, which in turn are used in the Federal-aid Highway Program fund apportionment process. To make these attributions as equitable as possible, FHWA may make the adjustments to State-submitted data described below.

Federal Government Highway Gasoline Use

Highway Statistics publication tables (ex.: MF-21) report on Federal government's civilian use of gasoline and categorically excludes any military use of the fuels. Many States exempt from taxation gasoline used by the Federal Government, including both civilian and military uses. Because the only Federal use of gasoline included in FHWA tables is civilian highway use, FHWA estimates this category for all States based on information obtained from Federal agencies. State-reported Federal use more than the FHWA estimate is presumed to be either civilian non-highway or military use and is eliminated from the Federal figure reported by the State as well as from the gross volume.



State and Local Government Gasoline Use

Many States cannot provide disaggregation of highway and non-highway uses of State, county, and municipal gasoline. The FHWA therefore estimates the highway-use figure for each State. When a State-provided number substantially agrees with the FHWA estimate, FHWA uses State data. Otherwise, it uses the FHWA estimate.

Non-highway use of Gasoline

Generally, in most States non-highway use of gasoline is not taxed, but taxpayers pay the fuel tax on all fuel at the point of sale, regardless of how the taxpayer ultimately uses the fuel. After gasoline is used for non-highway use, the taxpayer may claim a refund for the tax already paid. States report non-highway use of gasoline on FHWA Form 551M under item 4.

Not all States allow exemptions on all categories of refunds for non-highway use; moreover, not all refunds are claimed. Thus, typically, there is a difference between the volume of fuel consumed and the volume of fuel taxed. Therefore, for publications, FHWA staff adjusts the tax information provided by States to show fuel volume on a use basis. The FHWA uses a model to estimate attribution of non-highway use of gasoline to each State.

Non-highway Use of Diesel and Alternative Fuels

In most States, non-highway use of diesel and alternative fuels is not subject to fuel taxes, and most States find estimating non-highway use of diesel and alternative fuels challenging. To include comparable data for all States in the national summary consumption table MF-21, FHWA shows private and commercial uses of diesel and alternative fuels (shown as special fuels). Transit use, regardless of the ownership of the transit system, is treated as private and commercial use.

The FHWA expects all States to identify and subtract any identifiable non-highway use of diesel and alternative fuels in their FHWA Form 551M. Similarly, FHWA expects States to report only revenue related to on-highway uses of diesel or alternative fuel taxes on FHWA Form 556. Non-highway use of diesel should not be reported in gross revenue. The FHWA estimates this category using a model.

3.9 FAQs

In our State, we have some late reporters; therefore, the data is not always available when the 551Ms are due to FHWA. What should I do?

We understand there can be delays in retrieving the data necessary to report to FHWA. That is why States have up to 90 days after the close of the month of activity to report. But if data comes in after the 551M is submitted for that month, modify your 551M and resubmit it instead of including that data in the following month—to ensure that we capture accurate data for each reporting period.

Why can't I report diesel fuel under the Fully Refunded section of Fuels and FASH?

During the development of Fuels and FASH, the thought was that only taxable diesel would be reported, and non-taxed and fully refunded would not be reported. Therefore, the fields are unavailable for data entry. Until we migrate to the new reporting system, we advise States to



create a new category under the Fully Refunded section of the 551M form to input their diesel fuel volume.

Are we supposed to report the activity in the month the original transactions occurred, or in the months that we receive the information, and payment, from the suppliers and distributors?

You should report the activity in the month in which the distributor or supplier distributed the product to the customer.

Is there a limit to how far we should go back and resubmit a corrected report?

Although each situation may require specific guidance, the general rule is that you would not need to amend reports earlier than January of the prior calendar year.

Are jet fuel and aviation gasoline different fuels?

Yes, jet fuel is chemically like kerosene. Avgas (aviation gasoline) is a higher-octane gasoline product and should be reported with gasolines. Jet fuel is not included on the FHWA Form 551M.

Is IFTA data only to be reported once each quarter?

No. Although IFTA reporting is done on a quarterly basis, States have transactions every month—transactions resulting from internal and external audits, return adjustments, and late reporting.

Does it matter if IFTA is reported under gasoline instead of diesel?

To assist in our review process, we ask that States avoid reporting IFTA data under multiple fuel categories. Note all IFTA fuel usage under diesel regardless of the fuel usage type.

4 Motor Vehicle Registration and Taxation

4.1 Background

States use FHWA Form 561 to provide an up-to-date number of motor vehicle registrations issued during the year. States also use FHWA Form 561 to report fees and charges associated with vehicle registration and operation (except for motor fuel taxes).

4.2 Use and Dissemination of the Data

The FHWA uses State-reported data to support the annual processing, compilation, development, and certification of national datasets, which are used to perform analysis of highway system investment needs and levels of investment, highway system user activities and revenue sources, and HTF transactions, including Federal-aid Highway Program funding apportionments to States.

The FHWA also uses data from FHWA Form 561 to compile tables for the annual publication Highway Statistics publication. The FHWA analysts and other analysts at the national and State levels use the data in forecasting tax revenue, highway deterioration, and fuel consumption, and in transportation planning for determining conformance with air quality standards, multimodal design analysis, and roadway safety analysis.

4.3 State Responsibilities for Data Collection and Interagency Coordination

State DOTs are ultimately responsible for the submission of FHWA Form 561 to FHWA. Different States have different organizational structures, but typically, the State department of motor vehicles (DMV) or equivalent is tasked with the collection of motor vehicle registration data.

If the State DOT relies on multiple offices and agencies for the data required for FHWA Form 561, it should ensure that the different processes for data collection meet the reporting requirements. Coordination among agencies to establish processes for translation or transformation of data may be necessary to meet reporting requirements.

The FHWA division office may coordinate with State agencies to identify the agencies, offices, and personnel responsible for data collection, preparation, quality control, and submission. Some division offices form user groups to encourage coordination among agencies for the preparation of data for FHWA.

Absence of coordination among State agencies may affect data quality and timeliness; staff turnover and retirement can disrupt processes and affect data quality and timeliness. State agencies are encouraged to document their procedures for data collection, analysis, and reporting to ensure the transfer of this essential knowledge when staff leave the agency.



Proper documentation and knowledge transfer shorten the learning curve for new staff and reduce knowledge gaps that could lead to the reporting of erroneous data.

The State DOT should notify [FHWA Office of Highway Policy Information](#) of the contact information of the staff responsible for data preparation, including the person’s name, position title, office or agency name, email address, and phone number.

4.4 Upcoming and Recent Changes in Reporting for FHWA Form 561

This section summarizes recent changes in reporting for FHWA Form 561. The FHWA conducted a reassessment of the motor vehicle registration program, including a review of the historic data, to determine the extent to which the data collected is used for publication. The FHWA also sought and received information from States about their reporting systems and limitations for data collection. The FHWA also surveyed other federal agencies about how they use the data in FHWA Form 561 and which data they would like FHWA to continue collecting. With this information, FHWA made the following changes to the reporting requirements for FHWA Form 561.

Table 4-1. Changes in FHWA Form 561 Reporting Requirements

Effective Date	Addition, Deletion, or Change	Description of Change
01/2024	+	Addition of an item for Bus Subtotal. If a State is unable to break down bus registration numbers by type (school bus or non-school bus), this new item enables the State to input the bus subtotal directly
01/2024	+	Addition of an item for Truck Subtotal. If a State is unable to break down registration numbers by type (single unit or truck tractor), this new item enables the State to enter the truck subtotal directly.
01/2024	-	Removal of Notes and Comments section. The Notes and Comments section was removed from FHWA Form 561.

4.5 Special Considerations

States may have to give special consideration to certain issues while compiling motor vehicle registration data or may have unique circumstances in the collection and reporting of motor vehicle registration data. The following provides information about how to treat some of these special considerations.

Reporting Dynamic Vehicle Registration Data

The numbers of vehicles registered in a State vary daily because of vehicle sales, migration into and out of State, and other such registration activities. As a result, the number of vehicles registered is continuously variable for a given date and time. States set their own criteria for determining the number of active registrations each year for reporting on FHWA Form 561. States should apply criteria that result in the population of active registrations each year.



Motor Vehicles to Report on FHWA Form 561

Motor vehicle—any vehicle driven or drawn by mechanical power manufactured primarily for use on public highways, except any vehicle operated exclusively on a rail or rails (23 CFR 1215.3).

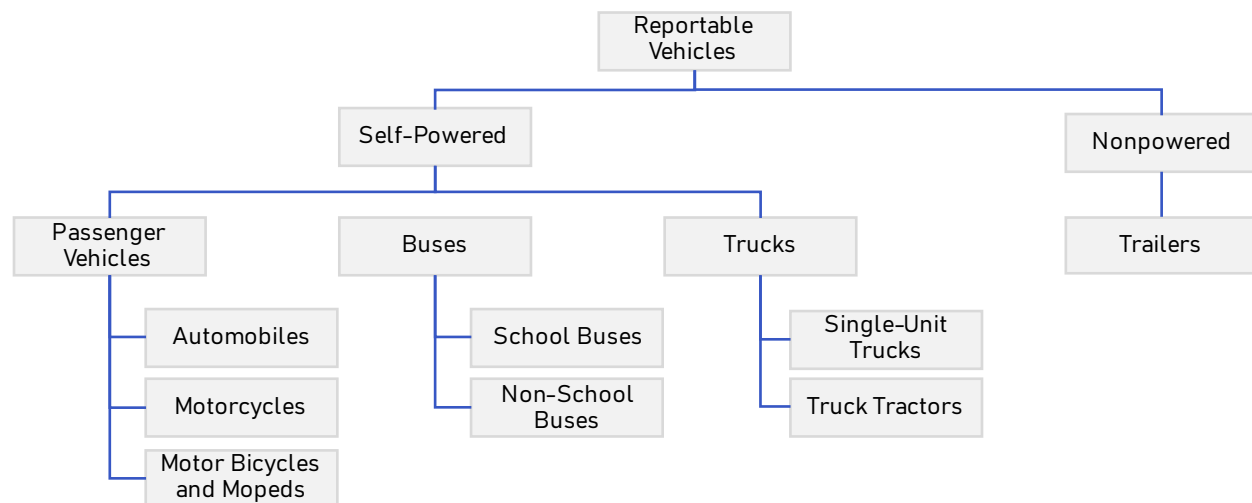
Vehicle registrations to be reported in FHWA Form 561 are for vehicles licensed to operate on public roads and highways.

There are four reportable vehicle categories and one non-powered category (trailers). The self-powered categories have subcategories, as follows:

- Passenger vehicles—automobiles, motorcycles, and motor bicycles and scooters.
- Buses—school bus and non-school bus.
- Trucks—single-unit trucks and truck tractors.

In the non-powered category are trailers, which are not broken down into subcategories.



Figure 4-1. Vehicle Categories and Subcategories



Vehicles that are not designed or licensed for highway transportation, such as all-terrain vehicles (ATVs), dirt bikes, and snowmobiles are not relevant for FHWA's purposes. Even if a State requires off-road recreational vehicles to be registered, if the vehicles are not licensed to be operated on public highways, they should not be included in the numbers reported on FHWA Form 561. All other vehicles registered for use on public highways are reported.



Exhibit 4-1. Include in or Exclude from Vehicles to Report

Include or Exclude	
	
<ul style="list-style-type: none"> • Passenger vehicles • Buses • Trucks • Trailers 	<ul style="list-style-type: none"> • Animal-drawn vehicles • Streetcars • Trolley buses • Road machinery • Off-road recreational vehicles • All-terrain vehicles (ATVs) • Dirt bikes • Snowmobiles

All reported registration numbers are broken down into public or private.

Publicly and Privately Registered Vehicles

All motor vehicles designed or licensed for highway transportation, whether owned publicly or privately, are reported on FHWA Form 561.

Many States exempt publicly registered motor vehicles from paying fees for registration, but these vehicles should nevertheless be included in the numbers reported on FHWA Form 561. Vehicles owned, rented, or leased by State, county, city, town, school district or any other political subdivision of the State are reported in the Government Registrations column.

Vehicles registered as private vehicles or for commercial use are reported in the Private Registrations column.

Figure 4-2. Examples of Publicly and Privately Registered Motor Vehicle Registration Plates



Motorcycle? Or Moped or Motor Bicycle?

The FHWA distinguishes between motorcycles on one hand and mopeds and motor bicycles on the other, although there are many similarities between the two categories.



For FHWA Form 561, a **motorcycle** is a vehicle with:

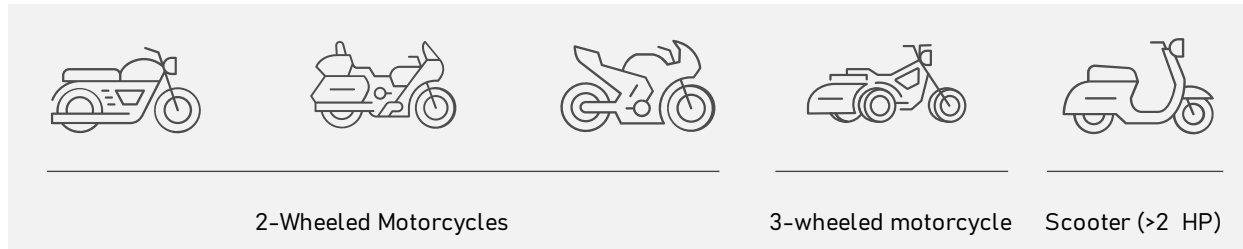
- Two or three wheels in contact with the ground and
- A seat or a saddle for driver and passengers and
- Wheel-rim diameter of 10 inches or more and
- More than 2 horsepower.

TAKE NOTE

In a Federal Register notice (76 FR 23854) dated April 28, 2011, FHWA modified the definition of motorcycle for State motor vehicle data reporting purposes.

Motorcycles may have or may not have an enclosure for the driver or passengers.

Figure 4-3. Motor Vehicles Classified as Motorcycles

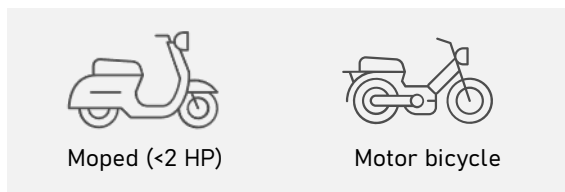


Sidecars and motorcycle trailers are not classified as vehicles. If a motorcycle has a sidecar or a trailer, the motorcycle with the sidecar or trailer is counted as one unit.

Motor bicycles and mopeds are vehicles with:

- Two wheels in contact with the ground and
- A seat or saddle for driver and passengers and
- A steering handlebar and
- Brake horsepower not exceeding 2 horsepower and
- No enclosure for driver or passenger.

Figure 4-4. Motor Vehicles Classified as Mopeds or Motor Bicycles



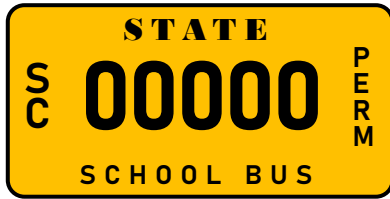
States should report passenger vehicles separately from motorcycles, mopeds, and motor bicycles, and motorcycles separately from motor bicycles and mopeds.

School Buses

Buses with a capacity of 10 passengers or more that are used primarily for transporting students in grades K-12 between home and school should be counted as school buses.



Figure 4-5. Example of Vehicle Registration Plate for a Publicly Registered School Bus



Motor Vehicles Registered by the Federal Government

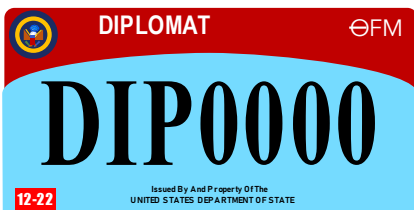
Many Federal agencies, such as General Services Administration, Department of Homeland Security, and the National Park Service, register their own motor vehicles. Vehicles registered to official foreign diplomats are another kind of federally registered vehicle. The State Department’s Diplomatic Motor Vehicle Program registers these vehicles.

Vehicles registered to the Federal Government should not be reported on FHWA Form 561.

Figure 4-6. Examples of Vehicle Registration Plates of Federal Government Agencies



Figure 4-7. Example of a Diplomatic Vehicle Registration Plate



In-Transit and Temporary Registrations

In-transit registrations are provided to vehicle owners who buy a car in one State but register it in another State. Temporary registrations are provided at the sale of a motor vehicle until the vehicle is registered permanently. Such registrations are valid for a set number of days. States should not report in-transit or temporary registrations; they should report only permanent registrations.

4.6 FHWA Form 561 Reporting Requirements

Reporting and form submission are done through the FHWA online portal to its data-reporting software, Fuels and FASH. The form can be partially completed, and entries saved for later submission.



Explanations of each item in the form are provided in the following section.

Tab 1: Identification Information

This section is for the basic identifying information: State name, reporting date, and collecting agency.

Tab 2: Registrations

This section is for the numbers of vehicle registrations active during the reporting period. There are four reportable vehicle categories—three self-powered groups (passenger vehicles, buses, and trucks) and one non-powered category (for trailers).

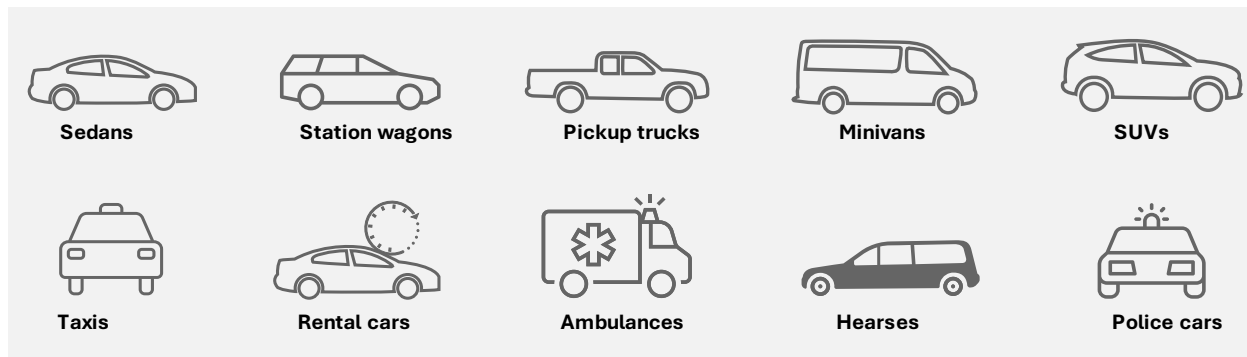
There are two columns under the Registrations tab, one for government, and one for private:

- **Government.** Government registrations include those issued by State, county, city, town, school district, and any other political subdivision of the State.
- **Private.** Private registrations include vehicles registered for private and commercial use.

Registration. Item 1, Automobiles

This item is for the number of registrations in effect for four- or more-wheeled passenger vehicles with a maximum gross vehicle weight of less than 10,000 pounds.

Figure 4-8. Examples of Vehicles Included in Automobiles



Vehicles owned by the various levels of State and local governments and registered in the State are reported in the Government Registrations column. All other automobiles are reported in the Private Registrations column.

Registration. Item 2, Motorcycles

This item is for motorcycle registrations. This is the number of vehicles that meet the criteria for motorcycles that require registration in the State, including motorcycles, scooters, and trikes, for government and private registrations (see section Motorcycle? Or Moped or Motor Bicycle?).

Registration. Item 3, Motor Bicycles and Mopeds

This item is for motor bicycle and moped registrations issued to government and private entities. These do not include vehicles that were counted in the motorcycles category.

**Registration. Item 4, Passenger Vehicles Subtotal** (SYSTEM-CALCULATED FIELD)

This item is the sum of passenger vehicle registrations issued to government and private entities. Fuels and FASH calculates this total automatically from items 1 to 3 on the registrations tab.

Registration. Item 5, School Buses

This item is for school bus registrations issued to government and private entities. This category includes buses with a 10-passenger or more capacity that are used primarily for transporting K-12 grade students between home and school.

If your State does not break down data into school and non-school bus subcategories, skip item 5 and item 6 on the registrations tab and enter the subtotal for all kinds of buses in item 7 on the registrations tab.

Registration. Item 6, Non-School Buses

This item is for non-school bus registrations issued to government and private entities. This category includes buses with a capacity of 10 passengers or more that are *not* used primarily for transporting K-12 student to and from school.

Registration. Item 7, Bus Subtotal (if itemized values are unable to be supplied)

This item is for States that do not break down bus registration data by school and non-school bus. If you did not enter data in item 5 or item 6 on the registrations tab, enter in this item the numbers of all registrations for all buses, both government owned and privately owned.

If your State provided data in items 5 and 6 on the registrations tab for school and non-school bus registrations, leave item 7 on the registrations tab blank.

Registration. Item 8, Bus Subtotal (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates this total automatically from items 5 and 6 on the registrations tab.

Registration. Item 9, Single-Unit Trucks

Single-unit truck—A truck, 10,000 pounds or more GVW, with a single frame supporting both the power and cargo-carrying portions of the vehicle.

This item is for recording the numbers of registrations issued for single-unit trucks of 10,000 pounds or more GVW to government and private entities. This category includes garbage collection trucks, neighborhood delivery trucks, camping and recreational vehicles, and motor homes. It also includes farm trucks that are operable on public roads. (Single-unit trucks of less than 10,000 pounds GVW are reported as passenger vehicles.)



Figure 4-9. Single Unit Trucks



Registration. Item 10, Truck Tractors

Truck tractor—A vehicle possessing only a power unit, with no cargo-carrying capacity on its frame.

This item is for the number of registrations for truck tractors, which are used to pull trailers and other vehicles. Include registrations for farm truck tractors unless your State restricts such vehicles from operating on public roads. Enter the numbers of truck tractor registrations issued to government and private entities.

Figure 4-10. Truck Tractors



Registration. Item 11, Truck Subtotal (if itemized values are not able to be supplied)

If your State does not break down trucks by single-unit and truck tractors, this item is for the numbers of truck registrations issued to government and private entities. Enter the total numbers of government-owned trucks and privately owned trucks in this item.

If you enter data in item 9 for single-unit trucks and in item 10 for truck tractors on the registrations tab, leave this item blank.

Registration. Item 12, Truck Subtotal (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates this item automatically from item 9 and item 10 on the registrations tab.

Registration. Item 13, Trailers

Trailer—a non-motorized vehicle meant to carry property or passengers that must be drawn by a motor vehicle.

This item is for the total number of trailers, including full, semi, mobile homes, and all others. Enter the numbers of all trailer registrations issued to government and private entities.



Receipts Tab

This section is for recording the fees and other receipts collected for vehicle registrations and registration-related actions. The data requested is for all registration fees collected during the reporting year.

Do not report the following types of receipts in this section:

- **Registration of agricultural tractors and other vehicles.** Receipts from the licensing of agricultural tractors, motorized equipment not used on highways, and animal-drawn vehicles are excluded from FHWA Form 561.
- **Special taxes for motor carriers.** Special taxes include gross receipts taxes; distance, weight-distance, or passenger-distance taxes; special license fees or weight taxes; franchise or permit fees; and fees for certificates of convenience or necessity. Do not include these taxes on FHWA Form 561, even if the motor vehicle department collects them. (These receipts are entered on FHWA Form 571.) *Include these taxes on FHWA Form 561 only if the taxes are imposed in lieu of registration fees.* In such a case, these taxes are considered registration fees and are reported under Vehicle Registrations in Tab 2 of FHWA Form 561.
- **Receipts not related to motor vehicle ownership or operation.** If the department that handles motor vehicle registrations collects fees or taxes not related in any way to the ownership and operation of motor vehicles, these receipts are excluded from FHWA Form 561.

In some States, certain items of motor vehicle revenue, such as driver license fees, highway patrol fines, and fees for periodic inspection of motor vehicles, are collected by the State highway department (in which case they are reported as motor vehicle revenue on FHWA Form 531) or by some other agency independent of the motor vehicle department. All such receipts, however, should be reported on FHWA Form 561 or FHWA Form 562, as appropriate, or on a schedule attached thereto, regardless of which agency collects them.



Some States impose special taxes that must be paid at the time of purchase, such as first registration or titling of a motor vehicle. These are generally imposed in connection with a general State sales tax. States should determine if an excise tax like this is a tax on motor vehicle users or if it is part of general State taxes.

If a tax is imposed under a separate legislative act and the law states or implies that the tax is compensation for use of highways, it is considered a special tax on the motor vehicle user. These are reported on FHWA Form 561. If the tax is imposed on motor vehicles only and is considered a user tax, even if this is not clearly stated or implied in the law, the proceeds are reported in Receipts, Item 6, Other Receipts.

Receipts from a general sales tax applied to the purchase of motor vehicles, other commodities, or to general commodities with exceptions for items such as food, are not reported on FHWA Form 561.



Exhibit 4-2. Include in or Exclude from Taxes Reported

Include or Exclude	
 <ul style="list-style-type: none"> • Receipts from a tax imposed on motor vehicles only 	 <p>Receipts from</p> <ul style="list-style-type: none"> • Statewide general sales tax applied to purchase, first registration or titling • Agricultural tractors and other motor vehicles not used on highways • Animal-drawn vehicles • Special taxes for motor carriers <ul style="list-style-type: none"> • Gross receipts taxes • Distance, weight-distance, or passenger-distance taxes • Special license fees or weight taxes • Franchise or permit fees • Fees for certificates of convenience or necessity • Receipts not related to motor vehicle ownership or operation

To learn whether receipts from a certain tax on motor vehicles are reported on or excluded from FHWA Form 561, contact [FHWA Office of Highway Policy Information](#).

Receipts. Item 1, All Vehicle Registration Fees

This is for the revenues collected by the State from all vehicle registrations, including for government-use and private-use vehicles. To calculate total revenues, take the fee per registration and multiply it by the number of total registrations. Enter this amount in this item.

The level of detail in the data for vehicle registrations that a State keeps determines how total registration fees are calculated.

Receipts. Item 2, Dealers' License or Permit Receipts

This item is for the total revenues collected from issuing dealers' licenses or permits. Include only fees for special dealer or garage licenses issued by the regulating agencies or agencies licensing motor vehicles, inspection, and repair. Include revenue from all dealers' license plates, whether they are original or extra plates, and dealers' motorcycle plates. Do not include business licenses that are required of all businesses.

Receipts. Item 3, Certificates of Title Receipts

This item is for the fees collected from issuing certificates of titles and/or certificates of ownership. Calculate the total revenues for all certificates of titles (sometimes called certificates of ownership) issued and enter it in this item. This includes all new titles and titles that were transferred during the period, as well as the fees associated with transferring car titles. Some States may have exceptions and may not require fees for the transfer of titles.

Receipts. Item 4, Fines and Penalties Receipts

This item is for the fees related to motor vehicle registration violations. Include receipts from the fines and penalties collected by the motor vehicle department for infractions of motor



vehicle registration laws and regulations. Receipts from fines and penalties imposed for breaking traffic laws, such as parking and moving violations, are not included. Include oversize and overweight penalties but do not include permit fees for overweight or oversize vehicles. Permit fees go in item 5. Calculate the total revenue for all motor vehicle registration violations and enter it here.

Receipts Item 5, Oversize and/or Overweight Permit Receipts

This item is for receipts from the registration of oversize and/or overweight vehicles. Calculate total receipts for all oversize and overweight permits and enter here. No other type of fee or tax should be reported on FHWA Form 561—just the registration fee.



Receipts. Item 6, Other Receipts

This item covers all fees related to motor vehicle registration and operations collected by States other than those reported in itemized categories.

Calculate the total revenue for all other receipts and enter it in this item. This item covers all fees related to motor vehicle registration and operations other than those reported in Other Receipts. Other receipts may include registration fees received for vehicles with registration plates from another base jurisdiction or from States under a proration agreement such as the International Registration Plan (IRP), caravan fees, transit fees, towing fees, auto transport fees, vehicle safety inspection fees, vehicle emission test fees, title lien fees, and others. The dollar amount of other receipts should be minimal compared with itemized fees.

Also record collections and refunds for prior years.

Exhibit 4-3. Include in or Exclude from Other Receipts

Include or Exclude	
 <p>Receipts from fees for:</p> <ul style="list-style-type: none"> • Special license plates • Environmental license plates • Administrative expenses • Vehicle parking • Vehicle dealers and manufacturers • International Registration Plan (IRP) • Organ donor administration • Nonresident tags • Vehicle inspection 	 <p>Receipts from fees accounted for in other sections:</p> <ul style="list-style-type: none"> • Registration fees • Dealers' license or permit fees • Certificates of title fees • Fees collected in fines and penalties such as parking and moving violations • Oversize permits or penalties • Overweight permits or penalties

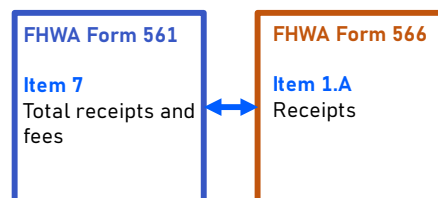
Receipts. Item 7. Total Receipts and Fees (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates the total automatically from items 1 through 6.



4.7 Relationship Between FHWA Form 561 and Other 500-Series Forms

FHWA Form 561 has one relationship with another FHWA 500-Series form. FHWA Form 561, Item 7, Total Receipts and Fees should equal FHWA Form 566, item 1.A, Receipts.



4.8 Quality Control

Fuels and FASH conducts certain validation tests when a State submits a form. Then it generates a report showing the total percentage change over the past 3-year period and a line graph for the 3-year period. The report highlights data that shows questionable trends from one year to the next. Fuels and FASH prompts the State to view the graphs and reports and to return to the form for editing if data variances are outside of normal trends.

Using the 3-year data reports generated by Fuels and FASH, compare data with the previous year's data, and if there is a significant increase, decrease, or other anomaly, investigate to identify the reason. If you find a legitimate reason for a large difference from the previous year's data, add a justification for the item. Otherwise, return to the data sources to rectify the data.

After a State submits a form, an FHWA analyst reviews the form, examining the data quality report and reading all notes, justifications, and comments. The analyst may ask for more information. After this review, the analyst may accept or reject a form. The following reasons could lead to a form being rejected:

- Numbers that appear incorrect—for example, if a reported yearly total looks like past monthly numbers instead of like an annual number.
- Obvious errors, including those introduced during data entry—for example, if the number of private motor bicycle and moped registrations is larger than the number of private automobile registrations.
- Questionable trends in submitted data.
- Insufficient or vague justification for deviation from expected data.

The FHWA analyst performs an in-depth review of all State forms for quality control. The FHWA staff may request additional information or corrections if the review finds erroneous data. States can go back to edit the form to explain the figures.

4.9 Adjustments to Data

The FHWA analyzes all State-reported data for consistency and for adherence to reporting guidelines. Analysts may adjust or model data to improve consistency and uniformity among States (e.g., balancing or redistributing vehicles by defined vehicle type categories). The analysis and adjustment are accomplished in close consultation with the State supplying the data.



4.10 Frequently Asked Questions

Why does FHWA ask States to report light-duty trucks under the Automobiles category but then recategorize them as trucks in the published MV-1 table?

Light-duty trucks, which include pickups, vans, and SUVs, are recategorized as trucks in the MV-1 for several reasons. States typically define vehicle types by body type for registration data reporting, but this data does not always align with the vehicle classifications used in FHWA's traffic monitoring system (TMAS). For this reason, we use the R.L Polk proprietary dataset (which the National Highway Traffic Safety Administration also uses). This data considers axle counts and spacing for vehicle type definition purposes that FHWA uses to reclassify the State-reported data. This helps FHWA data align more closely with the class data in TMAS (for example, auto VMT and truck VMT).

What is the definition of “publicly owned” in the Motor Vehicle tables?

Generally, publicly owned vehicles include those owned by governments at the Federal, State, municipal, and county levels. States should not report Federal fleet registrations. The FHWA receives its data about publicly owned federally owned vehicles from the General Services Administration.

Why is the data for my State published in the Motor Vehicle tables different from what we reported in the FHWA Form 561?

To mitigate the effects of poor data quality, FHWA makes checks to data. If State-submitted data raises questions about its accuracy, the State is contacted and asked to give the reasoning behind the questionable data and to correct and resubmit the data if possible. If the State cannot provide corrected data, the FHWA analyst adjusts the data. Previous-year data is adjusted using US Census population and government employment figures. Automobile and truck data are also adjusted to match proportional distributions found in the proprietary R.L. Polk dataset, which provides a national profile of all passenger vehicles registered in compliance with State requirements. The data is composed of a census of all registered passenger cars, light-duty trucks, and heavy trucks in the United States and provides indicators for new vehicle registration.

5 Driver Licensing and Fees

5.1 Background

States use FHWA Form 562 to report the number of driver licenses issued during the year and the fees collected for these licenses. States also report numbers of licensed drivers by kind of license, age or age group, and sex.

5.2 Dissemination and Use of the Data

FHWA uses the data on driver licenses for many purposes, including recording historical information for a dataset. These datasets serve as inputs to business processes such as analysis of highway investment needs, HTF monitoring, Federal-aid Highway Program fund apportionment, and technical assistance.

FHWA uses data from FHWA Form 562 in compiling tables that it publishes in the annual Highway Statistics publication. Data on licensed drivers and licensing fees is used extensively for highway planning, highway safety, and tax revenue projections.

Researchers and academia use the data for safety analysis, such as of driver crash rates, and to analyze trends that affect travel demand and system performance, such as the numbers of licensed drivers in various age groups. The insurance industry, for example, uses driver license registration data in its risk models.

5.3 State Responsibilities for Data Collection and Interagency Coordination

State DOTs are ultimately responsible for the submission of FHWA Form 562 to FHWA. Different States have different organizational structures, but typically, the State department of motor vehicles, department of public safety, or revenue department is responsible for collecting and submitting driver license data to FHWA. If the State DOT relies on other offices and agencies for the data required for FHWA Form 562, it should ensure that their processes for data collection meet the reporting requirements. Coordination among agencies to establish processes for translation or transformation of data may be necessary to meet reporting requirements.

The FHWA division office should coordinate with State agencies to identify the agencies, offices, and personnel responsible for data collection, preparation, quality control, and submission. Some division offices form user groups to encourage coordination among agencies for the preparation of data for FHWA.

Absence of coordination among State agencies may affect data quality and timeliness; staff turnover and retirement can disrupt established processes and affect data quality and timeliness. State agencies are encouraged to document their standard operating procedures for data collection, analysis, and reporting to ensure the transfer of this essential knowledge



when staff leave the agency. Proper documentation and knowledge transfer minimize the learning curve for new staff and reduce knowledge gaps that could lead to the reporting of erroneous data.

The State DOT should notify [FHWA Office of Highway Policy Information](#) of the contact information of the staff responsible for data preparation, including the person's name, position title, office or agency name, email address, and phone number.

5.4 Recent Changes in Requirements

This section summarizes recent changes in requirements for completing FHWA Form 562. The FHWA conducted a reassessment of the driver licensing program, including a review of the historic data, to determine the extent to which the data collected is used for publication. The FHWA also sought and received information from States about their reporting systems and limitations for data collection. The FHWA also surveyed other Federal agencies about how they use the data in FHWA Form 562 and which data they would like FHWA to continue collecting. With this information, the FHWA made the following changes to the reporting requirements for FHWA Form 562.

Table 5-1. Changes in FHWA Form 562 Reporting Requirements

Effective Date	Addition, Removal, or Change	Explanation of Change
01/2024	⊖	Removal of Term for which Issued column. States no longer have to report on the length of validity of each class or kind of license. Collecting the data was cumbersome for some States, and as a result, the data was not consistent. To reduce the burden on States, this data item was removed from FHWA Form 562 reporting.
01/2024	⊖	Removal of Renewal Date column. States are no longer required to report the kind of renewal date used (such as birthday of the driver or anniversary of license issuance). The data on kind of renewal date was not consistent and was not used by FHWA for reporting, analysis, or quality control. To reduce the burden on States, this item was removed from FHWA Form 562 reporting.
01/2024	⊖	Removal of Duplicates column. States are no longer required to provide data on duplicate driver licenses. Collecting the data was cumbersome for some States, as a result the data was not consistent. FHWA did not use the data for any reporting, analysis, or quality control. To reduce the burden on States, this data item was removed from FHWA Form 562 reporting.
01/2024	⊖	Removal of Net License in Force at End of Reporting Period column. States are no longer required to report the number of driver licenses in force by class at the end of the reporting period. This item required States to estimate the number of driver licenses revoked, suspended, or canceled because the driver was licensed in another State or died. Collecting the data on net licenses in force was cumbersome for some States, and the data was not consistent. FHWA did not use the data for any reporting, analysis, or quality control. To reduce the burden on States, this data item was removed from FHWA Form 562 reporting.
01/2024	↔	Change in the requirement for breaking down CDL license fees. Breakdown requirements are simplified. States are now required to provide driver license data by class for classes A, B, and C, and an aggregated "all others" classification. States may continue to provide the breakdown for all classes in use in their States in the Comments tab, but they are no longer required to do so (see Item B, Driver Licenses by Class).
01/2024	↔	Change in the requirement for breaking down non-CDL license fees. States are now required to provide only aggregated driver license data for all classes. States may continue to provide the breakdown for classes in use in their States in the Comments tab, but they are no longer required to do so (see Item B, Driver Licenses by Class).



Effective Date	Addition, Removal, or Change	Explanation of Change
01/2024	⊖	Removal of Prior-Year Data section. States are no longer required to submit prior-year data. Previously, entry of prior-year data facilitated FHWA's comparison of current-year and prior-year data, to detect anomalies. Fuels and FASH now retains the State-submitted data from the previous year for comparison with current-year data, so to reduce the burden on States, this item was removed from FHWA Form 562 reporting.
01/2024	⊖	Removal of requirement to report on driver license endorsements. States are no longer required to report on driver license endorsements. FHWA's review found that the data was cumbersome for States to gather and report and was not consistent. FHWA does not use the data for quality control, analysis, or reporting. To reduce the burden on the States, this data item was removed from FHWA Form 562 reporting.
01/2024	↔	Change in requirement to report miscellaneous data in an itemized format. States are no longer required to itemize miscellaneous data, although if a State wants to submit data by license class, it may do so. FHWA's review noted that data collection and reporting for this breakdown were cumbersome, and data was not consistent. FHWA does not use the data for quality control, analysis, or reporting.

5.6 Special Considerations

States may have to give special consideration to certain issues while compiling driver license data or may have unique circumstances in the collection and reporting of driver license data. The following provides information about how to treat some of these special considerations.

Learner Permits and Non-driver ID cards and the Under-16 Age Group

Do not include data on learner or instruction permits in data on licenses for all age groups.

All States have some kind of graduated licensing program for new drivers. Graduated licensing programs usually have three stages:



- Learner stage, during which all driving is supervised.
- Intermediate or provisional stage, during which unsupervised driving is permitted except under certain conditions, such as at night or with passengers.
- Full, unrestricted driving privileges.

Rules for graduated licensing vary by State, and States have different laws for the age at which teens are allowed to drive. In most states, drivers under 16 with learner permits are allowed to drive only under supervision, hence should not be reported in FHWA Form 562. Some States allow teens below the age of 16 to obtain a provisional license, and some States issue under-16 licenses for special cases such as during the harvest season and for the purpose of going to and from school.

Provisional or fully unrestricted licenses issued for drivers under the age of 16 during the reporting period should be reported only on FHWA Form 562.



Exhibit 5-1. Include in or Exclude from Licenses in Under-16 Age Group

Include or Exclude	
 <ul style="list-style-type: none"> • Provisional or intermediate licenses • Full unrestricted licenses 	 <ul style="list-style-type: none"> • Learner permits

Canceled and Suspended Licenses

Do not include licenses with a status of suspended at the end of the reporting year. Do not include licenses canceled because of emigration, death, or revocation during the year.

Breakdown of Driver License Data by Age Group for Older Populations

Some States do not collect the exact age of drivers, especially for older age groups. For example, a State may only record the age of a driver over 75 years of age as “over 75 years” without recording the actual age. In some cases, the State collects the data, but the State’s systems cannot output the data for the age groups required for FHWA Form 562. These States may have to estimate the number of driver licenses for these age groups. See Items 2 to 23, Age Groups from 16 to 85 and Older for instructions on breaking down the driver license data by age group for the older population.

Motorcycle-Only License

Some States issue licenses to individuals who do not have a license to drive an automobile but are eligible to drive motorcycles or scooters. For States that issue motorcycle-only licenses, report these licenses by age group on FHWA Form 562 in items 1 to 23. Motorcycle endorsement on driving licenses should not be counted as a separate entry under these items.

5.7 FHWA Form 562 Reporting Requirements

Reporting and form submission are done through the online FHWA portal to Fuels and FASH, the FHWA data-reporting software. The form can be partially completed, and entries saved for later submission.

An explanation of each item in the form is provided in the following section.

Commercial and Non-commercial Driver Licenses (CDL)

Commercial driver license—The CDL group is defined in 49 CFR 383.91. The Commercial Motor Vehicle Safety Act of 1986 establishes minimum standard requirements and requires a single State-issued license for operators of commercial motor vehicles.



Non-commercial—A non-CDL is the standard driver license, with which drivers may drive a vehicle for recreational or professional reasons. Non-CDLs include licenses for taxi drivers, food delivery drivers, and small truck drivers. Non-commercial drivers may drive only certain types of vehicles. A non-CDL does not allow the driver to operate vehicles over 26,000-pound gross vehicle weight, vehicles with trailers of more than 10,000 pounds gross vehicle weight, passenger vehicles of more than 10 passengers, or hazmat vehicles.

Classes of Driver Licenses

Class A—Issued to drivers of any combination of vehicles with a gross combined weight rating or gross combined weight of 26,001 pounds or more (ex.: tractor-trailers, truck and trailer combination, tank vehicles, flatbeds).

Class B—Issued to drivers of any single vehicle with a gross combined weight rating or gross combined weight of 26,001 pounds or more. Examples are straight trucks, large passenger buses, articulated buses, box trucks, dump trucks and small trailers.

Class C—Issued to drivers of any single vehicle, or combination of vehicles, that does not meet the definition of Class A or Class B, but is either designed to transport 16 or more passengers, including the driver, or is used in the transportation of hazardous materials as defined in 49 CFR 383.5. Examples are passenger vans, combination vehicles not covered by class A and B, and Small Hazmat vehicles.

All other classes—All classes besides A, B, and C; may include endorsements and restrictions.

Number of Licensed Drivers Tab

This is for the number of driver licenses active during the reporting year, for commercial and non-commercial, broken down by age and sex.

Entries should exclude learner or instruction permits, non-driver identification cards, and any license in a suspended status. Also exclude licenses canceled because of emigration, death, or revocation.

States should not treat licenses endorsed for motorcycle as a separate license, but motorcycle-only licenses should be considered separate licenses.

Enter the data by sex and age.

Item 1, Under-16 Age Group

This item is for all licenses issued for drivers under 16 years old for the reporting period. Only a few States issue driver licenses for drivers under age 16. Only those States should report licenses here. If your State licenses drivers under age 16, enter the number of licenses issued, by gender. If your State does not license drivers under 16 years old, enter 0 for male, female, and other.

Items 2 to 23, Age Groups from 16 to 85 and Older

Record driver licenses issued during the reporting period for drivers in the following age groups. Each group has a separate item number for data entry:

- | | |
|-----------------|------------------|
| 2. 16 years | 13. 35–39 years |
| 3. 17 years | 14. 40–44 years |
| 4. 18 years | 15. 45–49 years |
| 5. 19 years | 16. 50–54 years |
| 6. 20 years | 17. 55–59 years |
| 7. 21 years | 18. 60–64 years |
| 8. 22 years | 19. 65–69 years |
| 9. 23 years | 20. 70–74 years |
| 10. 24 years | 21. 75–79 years |
| 11. 25–29 years | 22. 80–84 years |
| 12. 30–34 years | 23. 85 and over. |

Enter the total number of driver licenses in the appropriate column.

If State driver licensing systems do not accommodate data collection for all age groups in items 2 through 23, estimate the data for the missing age groups. Estimate using the observed distribution of the general resident population by age and sex. If State population data for age and sex exists, use State data. Otherwise, use annual U.S. Census Bureau estimates of the resident population, which is broken down by year and by male or female. To estimate, use the percentage distribution of the general resident population by age and sex. See the sample calculation in the box on the next page.

If a State cannot pull data for a certain age cohort, it should provide estimates for male and female only. Regardless of which source is used, specify the data source in the note.

Item 24, Total (system-calculated field)

Fuels and FASH calculates the total automatically by summing all licenses issued for all age groups for each column (male and female).

Driver Licenses Tab 562 p1

This section is for the number of driver licenses issued during the reporting period. Columns are provided for each kind of permit and license for the following information:

- **Number of licenses issued during the year.** Record the number of licenses issued during the reporting year by kind issued. This includes all types of licenses and permits, including restricted, DWI, and hardship permits. Non-driver identification cards (if issued) should be entered in item F.
- **Fee per issue.** Enter the fee per license by the kind of permit or license. If there is a service charge or agent's fee in addition to the basic issuance fee, show it in Miscellaneous and make a note explaining it. Show learner or beginner permit fees separately when there is a separate charge. When part of the learner permit fee is applied to the driver license fee, enter that amount with the driver license fee and add a note with an explanation.
- **Total collections.** Fuels and FASH calculates the total automatically from the Number of Licenses Issued and Fee Per Issue for each kind of license or permit.



Exhibit 5-2. Sample Calculation for Using U.S. Census Bureau Data to Estimate Age Groups

A State records the total number of male and female, drivers over 75 years old but does not break down the ages by year—only that the driver is over 75 years old.

To complete FHWA Form 562, the State therefore estimates the number of driver licenses for the age groups 75–79 years, 80–84 years, and 85 years and over. The State computes the breakdown into groups in the following way.

Beginning with the male population, it obtains estimates of the resident population by year. It does not have its own population data, so it uses Census Bureau population estimates. Census data is published by single year of age up to age 100. (It does not disaggregate over 100 years of age.)

The State takes the most recent data on the number of men for every year age 75 and up from the Census Bureau table Annual Estimates of the Resident Population by Single Year of Age and Sex for the United States. Then it aggregates the data to get the age groups required for FHWA Form 562. The following example shows calculations for the first age group.

Census Data for Men Ages 75 to 79

Age	Population
75 years	998,390
76 years	1,003,690
77 years	854,930
78 years	760,170
79 years	701,319
Total 75–79 years	4,318,499

The State does the same for the other age groups required on FHWA Form 562 and gets the following table:

US Census Male Resident National Population

Age Group	Population
75–79 years	4,318,499
80–84 years	2,679,724
85 and over	2,376,488

Then the State computes the percentage distribution for each age group:

$$75-79 \text{ years: } 4,318,499 \div 9,374,711 = 0.46$$

$$80-84 \text{ years: } 2,679,724 \div 9,374,711 = 0.29$$

$$85 \text{ and over: } 2,376,488 \div 9,374,711 = 0.25$$

These calculations give the numbers in the following table.

Share of Age Groups over Age 75 in US Census Male Resident National Population

Age Group	Population	Share of Total Population
75–79 years	4,318,499	0.46
80–84 years	2,679,724	0.29
85 and over	2,376,488	0.25
Total of over-75	9,374,711	1.00

The State applies these factors to the number of male drivers over 75 years of age licensed in the State—233,359 licensed male drivers over 75:

$$75-79 \text{ years: } 233,359 \times 0.46 = 107,345$$

$$80-84 \text{ years: } 233,359 \times 0.29 = 67,674$$

$$85 \text{ and over: } 233,359 \times 0.25 = 58,340$$

These calculations give the numbers in the next table.

Estimates for State-Licensed Male Drivers Over Age 75 by Age Group

Age Group	Number of Drivers
75–79 years	107,345
80–84 years	67,674
85 and over	58,340

These are the numbers that the State enters in items 21, 22, and 23, for men.

The State does the same to estimate the numbers of women drivers over age 75 by age group.

Item A, Learner Permits

This item is for all learner permits issued for commercial and non-commercial purposes and the fee per issue. Do not break down the number of learners permits by class.

Item B, Driver Licenses by Class

This item is for the number of driver licenses issued and the fee per driver license collected in the reporting period. It includes new and renewal driver licenses issued for commercial and non-commercial purposes during the year.



Exhibit 5-3. Averaging Data for CDL Classes

A State classifies new CDLs into A, B, C, D, M, and V classes. The next table shows the number of licenses issued and the fee per issue for each class for the year.

New CDLs Issued, by Class, and Their Fees

Class	No. Issued	Fee Per Issue	Total Collections ^a
Class A	51,356	\$64.25	\$3,299,623
Class B	15,251	\$54.25	\$827,367
Class C	1,176	\$34.25	\$40,278
Class D	945,931	\$34.25	\$32,398,136
Class M	110	\$34.25	\$3,767
Class V	7,829	\$6.25	\$48,931

^a Rounded to the nearest whole dollar.

FHWA requires the aggregation of data for all classes besides A, B, and C, so the State sums the number of licenses issued for its D, M, and V classes:

$$945,931 + 110 + 7,829 = 955,046$$

Then it sums the fees collected for D, M, and V class licenses:

$$\$32,398,136.75 + \$3,767.50 + \$48,931.25 = \$32,450,835.50$$

Then it divides the total amount of fees collected by the number of licenses issued for all other classes:

$$\$32,450,835.50 \div 955,046 = \$34.02.$$

The next table shows the data to report on FHWA Form 562 for this example.

New CDLs Issued, by Class, with All Other Classes Combined, and Their Fees

Class	No. Issued	Fee per Issue	Total Collections ^a
Class A	51,356	\$64.25	\$3,299,623
Class B	15,251	\$54.25	\$827,367
Class C	1,176	\$34.25	\$40,278
All other	955,046	\$34.02	\$32,450,836

^a Rounded to the nearest whole dollar. Fuels and FASH computes Total Collections automatically.

A State classifies new non-CDLs into D, E, F, and M classes. The next table shows the number of licenses it issued and the fee per issue for each class.

New non-CDLs Issued, by Class, and their Fees

Class	No. Issued	Fee Per Issue	Total Collections
Class D	140,231	\$32.00	\$4,487,392
Class E	960	\$12.00	\$11,520
Class F	1,200	\$12.00	\$14,400
Class M	11,126	\$15.00	\$166,890

The State then aggregates the data for all classes by summing the licenses issued for D, E, F, and M classes:

$$140,231 + 960 + 1,200 + 11,126 = 153,517$$

Then it calculates the average fee per issue for all classes, dividing total collections by total number of licenses issued:

$$\$4,680,202.50 \div 153,517 = \$30.49$$

This gives the average fee per issue for all non-CDLs.

All Non-CDLs Issued and Average Fee per Issue

Class	No. Issued	Fee Per Issue	Total Collections
All classes	153,517	\$30.49	\$4,680,203

States are not required to submit driver license data by license class but may do so if their State tracks this information. Similarly, if a State wants to submit driver license data by vehicle class, it may do so. States can submit CDL data for classes A, B, C, and all others. For non-CDLs, States can combine driver license data for all classes. If your State's definition of a class includes both commercial and non-commercial licenses, add a note specifying the number of commercial licenses included.

Enter the number of driver licenses and the fee per issue for the following categories:

- **Commercial (New)**—new CDLs issued during the reporting period, by the following subcategories based on the class of vehicles as defined by FMCSA:
 - Class A
 - Class B
 - Class C
 - All other classes.



- **Commercial (Renewal)**—renewals of all commercial driver licenses issued during the reporting period for the same classes as for Commercial (New).
- **Non-commercial (New)**—all new non-commercial driver licenses issued during the reporting period.
- **Non-commercial (Renewal)**— all classes of renewals of non-commercial driver licenses issued during the reporting period.

A driver license is classified as new when it is issued for the first time in your State. A driver license renewal is a license from your State that is reissued because the license was expiring or had expired. Fees collected from licenses issued as replacement because of loss or damage are reported under Item E, Miscellaneous. States do not have to enter the number of replacement licenses issued on FHWA Form 562.

Enter the number of licenses issued, the fee per issue, and the total monetary value of all learner permits issued. Enter the fee per issue in the appropriate column next to the number of the license issued for each category and subcategory.

If the State has data for the number of licenses issued and the fee per issue for each class of driver license, the data may have to be aggregated for FHWA Form 562. Combine the number of licenses issued and the fee per issue for the following items:

- All Other Classes (New Commercial)
- All Other Classes (Renewal Commercial)
- All Classes (New non-commercial)
- All Classes (Renewal non-commercial).

Item C, Total Licenses (SYSTEM-CALCULATED FIELD)

This item is for licenses and learners permits issued for commercial and non-commercial purposes and the amount of money collected from issuing these licenses. Totals are calculated automatically from data entered in item A (Learner Permits) and item B (Driver License by Class).

Driver Licenses Issued-562 pg. 2 & pg. 3

Item D, Nondriver Identification Cards

This item is for all non-driver identification cards issued during the year and the fee per issue. These figures are not broken out by sex or age.

Item E, Miscellaneous

This item is optional. The item includes miscellaneous CDL fees and non-CDL fees, such as examination fees, service charges, and skill test fees. Do not include fees reported elsewhere.

Reporting this data is not a requirement, but States can provide the data if it is readily available. Enter the number of non-driver identification cards issued during the reporting period and the fee per issue in the appropriate columns. If there are multiple different fees, calculate an average by dividing total collections by the number of non-driver cards issued. Enter this number in the Fee Per Issue column.



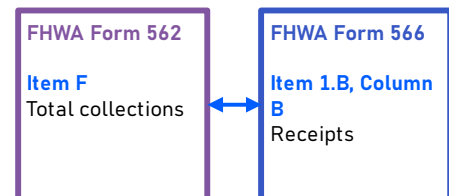
Item F, Total (SYSTEM-CALCULATED FIELD)

= FHWA Form 566, Item 1.B (Column B), Receipts

This item includes all licenses, non-driver identification cards, and miscellaneous licenses issued. Total licenses and total collections are calculated automatically when data is entered for items C, D, and E.

5.8 Relationships with Other Forms

The total collections reported on FHWA Form 562, item F (Total), which is the sum of collections for learner permits, CDL and non-CDL, non-driver ID cards, and miscellaneous fees for CDL and non-CDL licenses, should be equal to the receipts entered in FHWA Form 566, item 1.B, Column B (Reconciliation of Receipts).



5.9 Quality Control

Fuels and FASH conducts certain validation tests when a State submits a form. Then it generates a report showing the total percentage change over the past 3-year period and a line graph for the 3-year period. The report highlights data that shows questionable trends from one year to the next. Fuels and FASH prompts the State to view the graphs and reports and to return to the form for editing if data variances are outside of normal trends.

Using the 3-year data reports generated by Fuels and FASH, compare data with the previous year's data, and if there is a significant increase, decrease, or other anomaly, investigate to identify the reason. If you find a legitimate reason for a large difference from the previous year's data, add a note providing the justification. Otherwise, return to the data sources to rectify the data.

After a State submits a form, an FHWA analyst reviews it, examining the data quality report and reading all justifications and submission comments. The analyst may ask for more information. After this review, the analyst may accept or reject a form. The following reasons could lead to a form being rejected:

- Questionable total values.
- Numbers of driver licenses or amounts collected that are multiple times more or less than prior-year or prior-month amounts.
- Obvious errors, which could be human errors caused by the person entering the data—for example, if the number of CDLs is much higher than non-commercial licenses.
- Negative numbers where they would not be expected.
- Numbers that are very round, such as exactly 500,000 licenses in a field.
- Missing amounts in fields where amounts are usually reported.

After the form is accepted, the FHWA analyst performs an in-depth review of all State forms for quality control. If The FHWA staff may request additional information or corrections if the results of their review show erroneous data. States can go back to edit the form and add a note to the problematic item to explain the figures.



5.10 FHWA Adjustments to State Data

The FHWA analyzes State-reported data for consistency and for adherence to reporting guidelines. Analysts may adjust or model license driver data by age cohort for older drivers to when States do not provide data for these specific age groups to FHWA.

5.11 FAQs

Should driver permits be reported with licensed drivers?

For FHWA reporting purposes, a new driver learning how to drive is not considered a licensed driver, but a driver in a graduated licensing program during which unsupervised driving is permitted under certain conditions is considered a licensed driver and should be reported along with drivers with full driving privileges.

My State offers multiple renewal terms for driver licenses and non-driver ID cards, and the fee for each term varies. How do I report them all in the FHWA Form 562?

Reporting all offered terms and tiered fees is not necessary. Instead, calculate an average fee per issue. Please see instructions in this guidebook on how to do so.

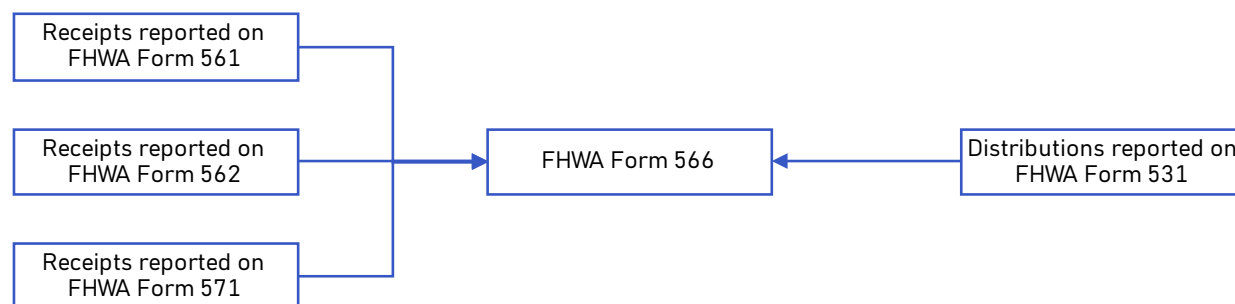
6 Initial Distribution of Highway-Related Receipts

6.1 Background

FHWA Form 566, State Motor Vehicle Registration Fees and Other Receipts: Initial Distribution by Collecting Agencies, provides FHWA with a measure of the funds flowing from collecting agencies to expending agencies. It summarizes the gross revenues collected from State taxation of motor vehicles, driver licenses, and motor carriers and reports the initial distribution of those tax receipts.

States report the initial distribution of tax revenue in FHWA Form 561, FHWA Form 562, and FHWA Form 571. The revenues reported on FHWA Form 566 should be consistent with the receipts reported on FHWA Form 561, FHWA Form 562, and FHWA Form 571, and the distributions reported on FHWA Form 531.

Figure 6-1. Information Shared with FHWA Form 566



Completing FHWA Form 566 does not eliminate or alter the requirement to complete FHWA Form 561, FHWA Form 562, FHWA Form 571, and FHWA Form 531.

6.2 Use and Dissemination of the Data

The FHWA uses State-reported data to support the annual processing, compilation, development, and certification of national datasets, which are used to perform analysis of highway system investment needs and levels of investment, highway system user activities and revenue sources, and HTF transactions, including Federal-aid Highway Program funding apportionments to States.

The FHWA also uses data from FHWA Form 566 to compile tables for the annual Highway Statistics publication. The FHWA analysts and other analysts at the national and State levels use the data in forecasting tax revenue, highway deterioration, and fuel consumption, and in transportation planning for determining conformance with air quality standards, multimodal design analysis, and roadway safety analysis.



6.3 State Responsibilities for Data Collection and Interagency Coordination

State DOTs are ultimately responsible for the submission of FHWA Form 566 to FHWA. Different States have different organizational structures but FHWA Form 566 should be prepared using the records of the agencies that are responsible for the collection and distribution of funds from the taxation of motor vehicles, drivers, motor carriers, and other vehicles for hire. This often includes the State department of motor vehicles or State public utilities commission. Different agencies may collect the data required for FHWA Form 566—in some States, a different agency for each form that feeds into FHWA Form 566 (which are FHWA Form 561, FHWA Form 562, and FHWA Form 571). When the collecting agency is not the distributing agency and is only a conduit for transferring funds to the distributing agency, the State office or agency that maintains the most complete records of funds and distributions, such as the treasurer, comptroller, or auditor, should complete FHWA Form 566.

The FHWA division office should coordinate with State agencies to identify the agencies, offices, and personnel responsible for data collection, preparation, and quality control. Some division offices form user groups to encourage coordination among agencies for the preparation of data for FHWA.

If the State DOT relies on other offices and agencies for the data required for FHWA Form 566, it should ensure that their processes for data collection meet FHWA's reporting requirements. Coordination among agencies to establish processes for translation or transformation of data may be necessary to meet reporting requirements.

Absence of coordination among State agencies may affect data quality and timeliness; staff turnover and retirement can disrupt established processes and affect data quality and timeliness. State agencies should document their procedures for data collection, analysis, and reporting to ensure the transfer of this essential knowledge when staff leave an agency. Proper documentation and knowledge transfer flatten the learning curve for new staff and reduce knowledge gaps that could lead to the reporting of erroneous data.

The State DOT should notify FHWA Office of Highway Policy Information of the contact information of the staff responsible for data preparation, including the person's name, position title, office or agency name, email address, and phone number.

6.4 Recent Changes in Requirements

This section summarizes the recent changes in requirements for completing FHWA Form 566. The FHWA conducted a reassessment of the motor vehicle and motor-carrier revenue program, including a review of the historic data, to determine the extent to which the data collected is used for publication. The FHWA also sought and received information from States about their reporting systems and limitations for data collection. The FHWA also surveyed other Federal agencies about how they use the data in FHWA Form 566 and which data they would like FHWA to continue collecting. With this information, FHWA made the following changes to the reporting requirements for FHWA Form 566.



Table 6-1. Changes in FHWA Form 566 Reporting Requirements

Effective Date	Addition, Removal or Change	Explanation of Change
01/2024	←→	Change the requirement to break down amounts distributed by fund type or purpose. FHWA no longer requires States to submit itemized data on amounts distributed but does still require reporting of total amounts distributed (item 8). To reduce the burden on States, this item was removed from FHWA Form 566 reporting. This change reduced the number of items on FHWA Form 566 from 10 to 9.
01/2024	←→	Change requirements by combining the data on expenditures by State collecting agencies with deductions by State collecting agencies (item 4). FHWA Form 566 States still must itemize amounts for each collecting agency under item 4, however.
01/2024	⊖	Removal of requirement to submit prior-year data. FHWA no longer requires States to submit data on motor carriers from previous years in FHWA Form 566. Because FHWA can now access data from prior-year forms, State submission of prior-year data in FHWA Form 566 is unnecessary, and the section for prior-year data was removed.

6.5 Special Considerations

States may have to give special consideration to certain issues while compiling data on motor vehicle and motor carrier revenue or may have unique circumstances in the collection and reporting of the data. The following provides information about how to treat some of these special considerations.

Reliance on Data from FHWA Form 561, FHWA Form 562, and FHWA Form 571

FHWA Form 566 must be completed after FHWA Form 561, FHWA Form 562, and FHWA Form 571 are completed. The other three forms must be completed before data is entered in FHWA Form 566 because data from these forms is used in FHWA Form 566.

Reconciliation of Receipts (other Cases)

FHWA Form 566 has a section—from item 1.D to item 1.F—for reconciling data that can be used in a variety of ways. The following uses are common:

- Refunds not deducted on FHWA Form 561, FHWA Form 562, and FHWA Form 571.** Generally, refunds are deducted on FHWA Form 561, FHWA Form 562, and FHWA Form 571. But if refunds were not deducted, deduct and identify them on FHWA Form 566 in item 1.D, 1.E, or 1.F. These are identified so that the total in item 1.G contains net receipts after refunds are issued.
- Receipts not accounted for on FHWA Form 561, FHWA Form 562, and FHWA Form 571.** For receipts that were not reported on FHWA Form 561, FHWA Form 562, or FHWA Form 571, report them on FHWA Form 566 in item 1.D, 1.E, or 1.F.
- Variation in reporting periods.** When multiple State agencies provide data for FHWA Form 566, the reporting periods of the agencies may vary. For example, if the Department of Transportation reports data for the fiscal year for FHWA Form 561 and the Department of Motor Vehicles reports data for the calendar year for FHWA Form 562, the data in these forms must be reconciled in FHWA Form 566, item 1.D, 1.E, or 1.F.

This is not an exhaustive list of ways to use items 1.D, 1.E, and 1.F but an illustrative sample.



6.6 FHWA Form 566 Reporting Requirements

Explanations of each item in the form and how to determine what data from FHWA Form 561, FHWA Form 562, and FHWA Form 571 goes in the form are provided in this section. FHWA Form 561, FHWA Form 562, and FHWA Form 571 should be completed before FHWA Form 566 is completed.

Item 1.A, Reconciliation of Receipts—Registration and Related Fees

= FHWA Form 561, Item 7, Total Receipts and Fees

This item is for reporting vehicle registration receipts collected during the reporting year, including registration fees, title fees, and dealer licenses. This should be the same value that is on FHWA Form 561 item 7, Total Receipts and Fees.

If the reporting periods for FHWA Form 561 and FHWA Form 566 are different, inquire with the agencies responsible for providing the data to obtain the correct data for the months corresponding to the reporting period for FHWA Form 566.

Item 1.B, Reconciliation of Receipts—Driver License Fees

= FHWA Form 562, Item F, Total Collections

This item is for the total funds collected from the issuance of driver licenses during the reporting period. This should be the same value as that in FHWA Form 562, item F, Total Collections.

The reporting periods for FHWA Form 562 and FHWA Form 566 should be the same. If the reporting periods of the data collecting agency (such as the DMV) and the DOT are different, inquire with the data collecting agency for data on the months corresponding to the reporting period.

Item 1.C, Reconciliation of Receipts—Motor Carrier Taxes

= FHWA Form 571, Item 9, Column 7, Total Motor-Carrier Taxes Paid

This item is for the total funds collected from motor carrier taxes during the reporting period. This includes gross receipt, distance, and weight/capacity taxes; flat-rate fees; certificate or permit fees; and other miscellaneous fees and taxes. Enter the amount of these receipts for the reporting period. This should be the same value as that in FHWA Form 571, item 9 (Total Carriers) and column 7 (Total Motor-Carrier Taxes Paid).

The reporting period for FHWA Form 571 and FHWA Form 566 should be the same. If the reporting periods of the data collecting agency (such as the DMV) and the DOT are different, inquire with the data collecting agency for data on the months corresponding to the reporting period.

Items 1.D to 1.F, Reconciliation of Receipts

This item includes information to reconcile data between various forms. Refer to Special Considerations for examples of conditions for which these items can be used to reconcile receipts reported in FHWA Form 561, FHWA Form 562, and FHWA Form 571.



One common use of these items is when differences in the reporting periods for FHWA Form 561, FHWA Form 562, and FHWA Form 571 do not coincide with the reporting period for FHWA Form 566. (Ordinarily these reporting periods coincide.) But if the forms are compiled for a registration year that does not coincide with the year being reported, differences may exist. When differences exist, a reconciliation statement should be completed. Items 1.D. through 1.F. may be used for this purpose. One example of the use of this item is to report on vehicle license fees in lieu of abandoned vehicle fees, State motor vehicle license fees, or transportation permits.

See the example in Exhibit 6-1.

Item 1.G, Reconciliation of Receipts—Total Receipts (SYSTEM-CALCULATED FIELD)

This item is the sum of total funds collected from all fees in items 1.A to 1.F. during the reporting period.

Fuels and FASH calculates this total automatically from data entered in items 1.A, 1.B, 1.C, and any data in optional items 1.D, 1.E, and 1.F.

Item 2.A, Deductions by County and Local Officials—Collection and Administrative Expense

This item is for the amount either retained by or paid to county and other local governments for their expenses in collecting motor vehicle and driver license fees, administering motor vehicle registration laws, issuing driver licenses, and providing other services normally associated with a State department of motor vehicles.

Enter the total funds retained by or paid to county and other local governments during the reporting period for

- Collecting motor vehicle and driver license fees
- Administering motor vehicle registration laws
- Issuing driver licenses
- Providing other services normally associated with a department of motor vehicles.

Exhibit 6-1. Sample Reconciliation of Receipts

A State submits FHWA Form 566 on a calendar year basis.

The State collects the data it needs for this form from three other FHWA 500-Series forms:

- FHWA Form 561
- FHWA Form 562
- FHWA Form 571.

In this State, the Department of Transportation provides the data for FHWA Form 562 and FHWA Form 571, and the Department of Motor Vehicles collects the data for FHWA Form 561. But the two reporting agencies report data on different schedules, as the next table shows.

Form	Reporting Agency	Time Period Reported
		Calendar year:
FHWA Form 561	Department of Motor Vehicles	January 1, 2021– December 31, 2021
		Fiscal year:
FHWA Form 562	Department of Transportation	October 1, 2020– September 30, 2021
		Fiscal year:
FHWA Form 571	Department of Transportation	October 1, 2020– September 30, 2021

The data released by the DMV for FHWA Form 561 aligns with the schedule for FHWA Form 566 and does not need adjusting.

But the DOT schedule does not align, and the State must adjust the data from FHWA Form 562 and FHWA Form 571.

To complete FHWA Form 566, the State adjusts the data from FHWA Form 562 and FHWA Form 571. It

- Excludes data for October, November, and December 2020
- Uses the data as reported to FHWA for January through September 2021
- For October, November, and December 2021, divides the annual data by 12 to obtain monthly or it queries the reporting agency's database for the missing months.
- Adds a note in FHWA Form 566 that the data for October, November, and December 2021 have not yet been reported to FHWA and are considered provisional.



Item 2.B, Deductions by County and Local Officials—Other Deductions

This item is for any deduction or expense for services at the county or other local government level not reported on item 2.A. during the reporting year. Enter the amount of any other funds retained by or paid to the county or other local government not entered in item 2.A. If you enter an amount in item 2.B, add a note explaining the amount entered.

These deductions are expenses incurred at the county or local level that are covered by the fees collected. For example, salaries for employees that work at the county or local level or administrative expenses belong in this item.

Do not deduct amounts paid to local governments for highway or other purposes in item 2.B. Such State-to-local transfers are reported in item 8.

TAKE NOTE

State-to-local transfers are reported in item 8.

Item 2.C, Deductions by County and Local Officials—Total (SYSTEM-CALCULATED FIELD)

This item reports the total funds retained by or paid to county and other local governments.

Fuels and FASH calculates this total automatically from data entered in items 2.A (Collection and Administrative Expense) and 2.B (Other Deductions).

TAKE NOTE

If your State includes estimated service charges for such local collection expenses in FHWA Form 561, Receipts tab, item 6, also include them in this item.

Item 3, Net Receipts by State Collecting Agency (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates this total automatically from data entered in items 1.G (Total Receipts) and 2.C (Total).

Item 4, Deductions by State Collecting Agency

This item reports total deductions by the State collecting agency used for operation and administration for expenses associated with the administration of motor vehicle, driver license, and motor carrier taxation before the funds are deposited in the State treasury or are otherwise disposed. If actual collection expenses are unavailable, they should be estimated.

Depending on the way the State deposits the collections from its motor vehicle, driver license, and motor carrier taxation programs, one of the following two scenarios could arise:

1. Total collections are deposited in the State treasury as a credit to a transportation trust fund, a highway trust fund, or a highway agency.
 - a. If the State deposits total collections in the State treasury as a credit to a transportation trust fund, a highway trust fund, or a highway agency and makes no deduction for collection expenses, then item 4.I should equal zero.
 - b. If the State deposits total collections in the State treasury as a credit to a transportation trust fund, a highway trust fund, or a highway agency, and then pays expenses for collection to the collecting agency from such a fund after the initial distribution of revenues is made, then item 4.I should equal zero and the entire distribution made to collecting agencies is entered in Item 8, Amounts Distributed.
2. Total collections are deposited in the State general fund for general purposes and the general fund pays collection agency costs after distributing revenue. Such costs should be entered in item 4, with the net proceeds as distributed to the general fund shown in item 8.



Items 4.A to H Expenditures by State Collecting Agency

This is for amounts expended by the State department of motor vehicles or other collecting agency. For most States, this item equals the collecting agency deductions reported in item 4.

For items 4.A to 4.D, enter State collecting-agency expenditures on highway law enforcement and safety activities. Highway law enforcement and safety activities include:

- Traffic supervision and the enforcement of State highway laws and ordinances.
- Highway, traffic, and driver safety programs.
- Motor vehicle inspection programs.
- Enforcement of vehicle size and weight limitations.

For detailed definitions of these items, see section 2.1, Receipts and Expenditures of State Highway Agencies, instructions for FHWA Form 532, item A.5.

Do not include expenditures made by other State agencies for highway law enforcement and safety activities. Enter such amounts on FHWA Form 532, item A.5.

For items 4.E to 4.G, enter the collecting agency expenses for the administration of motor vehicle, driver-license, and motor-carrier taxation.

For item 4.H, enter and identify expenditures of the State collecting agency included in item 4 that do not fit in the categories for items 4.A to 4.G. Item 4.H must have a deduction explanation entered.

To avoid duplication, do not report on FHWA Form 566, item 4, any amount reported on FHWA Form 532.

TAKE NOTE

Amounts reported in these items are combined with amounts reported on HWA Form 532, items A.5.a to A.5.d to create the total expenditures on highway law enforcement and safety by all State agencies.

If the collection expenses reported in item 4 represent appropriations rather than actual expenditures, there may be differences between items 4 and 10. If the collecting agency's retained revenues differ from its actual expenditures, explain the difference in a note in the and provide the collecting agency's opening and closing cash balances.

Item 4 may also be used to report additional collection expenses that were funded by other revenue sources, such as State general funds or highway funds.

Item 4.I Total Expenditures (SYSTEM-CALCULATED FIELD)

This item includes the total expenditures by State collecting agency. Fuels and FASH calculates this total automatically from items 4A to 4.H.

Item 5, Net Funds Available for Distribution (SYSTEM-CALCULATED FIELD)

This item is for net total funds available for distribution to pay to other agencies or apply to their accounts. Fuels and FASH calculates this amount automatically from item 3 (Net Receipts by State Collecting Agency) and items 10 A to I (Expenditures by State Collecting Agency).

Item 6, Balance Undistributed at End of Previous Year

This item is for the balance remaining from the previous reporting year. Enter the amount of any balance in the hands of the State collecting agency or any balance in its credit at the



beginning of the reporting year. If this amount is different from the amount reported as undistributed at the end of the prior year, explain the difference.

If FHWA Form 566 is prepared using the records of a State treasurer, auditor, or comptroller, the balance may be the amount in a revolving fund, the general fund, or a highway-user distribution account in the State treasury. States may have to combine this fund balance with any amount in the hands of the collecting agency to account for the total amount of undistributed funds.

Item 7, Total Funds Available for Distribution (SYSTEM-CALCULATED FIELD)

Fuels and FASH calculates this total automatically from data entered in item 5, Net Funds Available for Distribution, and item 6, Balance Undistributed at End of Previous Year.

Item 8, Amounts Distributed

This item shows the allocation of motor vehicle, driver license, and motor carrier revenues. If the amounts distributed and other road user taxes are placed in an intermediate clearing fund, such as a highway-user tax distribution fund, also provide a balance statement of the clearing fund.

Generally, refunds are deducted on FHWA Form 561, FHWA Form 562, and FHWA Form 571. But if refunds were not deducted, deduct them while computing the total amounts distributed on FHWA Form 566 in item 8. Add a note to identify these refunds.

Item 9, Balance Undistributed at End of Year (SYSTEM-CALCULATED FIELD)

This item is for the total funds available for distribution (item 7) minus the total funds distributed (item 8.K). Fuels and FASH calculates this item automatically.

6.7 Supplemental Information

FHWA Form 566 is a condensed statement of finances that FHWA relies on to interpret the data submitted by the States and to understand transactions. Supplemental schedules, such as balance statements of the motor vehicle inspection fund, driver training fund, and highway patrol fund, help FHWA perform its functions. Annual reports or budgets of the department of motor vehicles, department of public safety, highway patrol, and other transportation-related agencies that collect funds are also helpful reference material for FHWA analysts.

When new State legislation affects the amount or distribution of motor vehicle or motor carrier revenues, also provide a copy of the legislation.

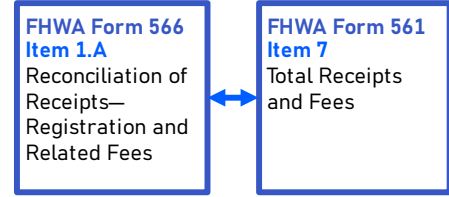
6.8 Relationships Between FHWA Form 566 and Other Forms

The data in FHWA Form 566 is related to data in several other FHWA 500-Series forms: FHWA Form 561, FHWA Form 562, and FHWA Form 571.



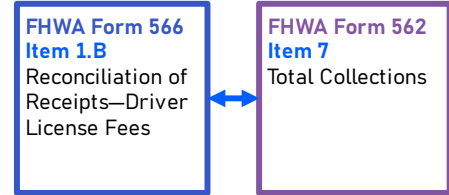
FHWA Form 566, Item 1.A

The reconciliation of fees reported on FHWA Form 566, item 1.A (Registration and Related Fees), which is the total value of receipts during the reporting year, including registration fees, title fees, dealer licenses, and other receipts, should be equal to the receipts entered for FHWA Form 561, item 7 (Total Receipts and Fees).



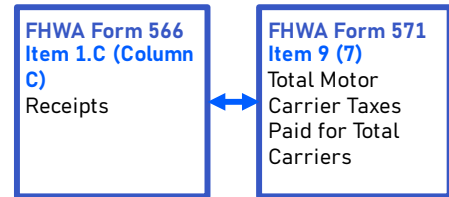
FHWA Form 566, Item 1.B

The reconciliation of fees reported on FHWA Form 566, item 1.B (Driver License Fees), which is the total funds collected from issuing drivers licenses during the reporting period, should be equal to the value entered for FHWA Form 562, item 7 (Total Collections).



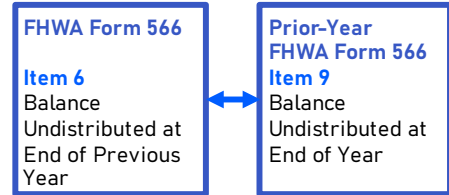
FHWA Form 566, Item 1.C

The reconciliation of fees reported on FHWA Form 566, item 1.C (Motor Carrier Taxes), which is the total funds collected from motor carrier taxes during the reporting year, should be equal to the value entered for FHWA Form 571, item 9 (Total Motor Carrier Taxes Paid for Total Carriers).



FHWA Form 566, Item 6

The amount in FHWA Form 566, item 6, should be equal to the value entered for prior year FHWA Form 566, item 9 (Balance Undistributed at End of Year). If these values do not agree, provide a note explaining why.



Summary Table

The table summarizes these relationships.

Table 6-2. Summary of Relationships Between FHWA Form 566 and Other 500-Series Forms

FHWA Form 566 Item No.	Item Name	Equals	Form	Item No.	Item Name
1.A	Reconciliation of Receipts—Registration and Related Fees	=	FHWA Form 561	7	Total Receipts and Fees
1.B	Reconciliation of Receipts—Driver License Fees	=	FHWA Form 562	F	Total Collections
1.C	Reconciliation of Receipts—Motor Carrier Taxes	=	FHWA Form 571	9 (column 7)	Total Motor Carrier Taxes Paid for Total Carriers
6	Balance Undistributed at End of Previous Year	=	Prior year FHWA Form 566	9	Balance Undistributed at End of Year



6.9 Quality Control

FHWA Form 566 is completed after FHWA Form 561, FHWA Form 562, and FHWA Form 571. Fuels and FASH flags values entered in FHWA Form 566 that differ from values entered in FHWA Form 561, FHWA Form 562, and FHWA Form 571.

Fuels and FASH conducts certain validation tests when a State submits a form. Then it generates a report showing the total percentage change over the past 3-year period and a line graph for the 3-year period. The report highlights data that shows questionable trends from one year to the next. Fuels and FASH prompts the State to view the graphs and reports and to return to the form for editing if data variances are outside of normal trends.

Using the 3-year data reports generated by Fuels and FASH, compare data with the previous year's data, and if there is a significant increase, decrease, or other anomaly, investigate to identify the reason. If there is a legitimate reason for a large difference from the previous year's data, add a note. Otherwise, return to the data sources to rectify the data.

After a State submits a form, an FHWA analyst reviews the form, examining the data quality report and reading all notes, justifications, and comments. The analyst may ask for more information. After this review, the analyst may accept or reject a form. The following reasons could lead to a form being rejected:

1. Numbers that appear incorrect—for example, if a reported yearly total looks like past monthly numbers instead of like an annual number.
2. Obvious errors, including those introduced during data entry—for example, if the number of private motor bicycle and moped registrations is larger than the number of private automobile registrations.
3. Questionable trends in submitted data.
4. Insufficient or vague justification for deviation from expected data.

The FHWA analyst also performs an in-depth review of all State forms for quality control. The FHWA staff may request additional information or corrections if their review finds erroneous data. States can go back to edit the form to explain the figures.

Adjustments to Data

The FHWA analyzes all State-reported data for consistency and for adherence to reporting guidelines. The analysis is accomplished in close consultation with the State supplying the data.

7 State Taxation of Motor Carriers

7.1 Background

This chapter provides instructions for preparing FHWA Form 571, Receipts from the State Taxation of Motor Vehicles Operated for Rent (for Hire) and Other Motor Carriers. Vehicles operated for rent and certain other vehicles that, because of the specific nature of their operations, are subject to taxation not imposed on motor vehicles in general, are known as motor carriers. Motor carriers can be cars, buses, or trucks.

States use FHWA Form 571 to report the motor carrier taxes collected throughout the year, by vehicle type. Gross receipt taxes, distance taxes, weight and capacity taxes, flat rate fees, certificate and permit fees, and miscellaneous fees are reported on this form.

7.2 Uses and Dissemination of the Data

FHWA uses State-reported data to support the annual processing, compilation, development, and certification of national datasets, which are used to perform analysis of highway system investment needs and levels of investment, highway system user activities and revenue sources, and HTF transactions, including Federal-aid Highway Program funding apportionments to States.

The FHWA also uses data from FHWA Form 571 to compile tables for the annual publication Highway Statistics publication. The FHWA analysts and other analysts at the national and State levels use the data in forecasting tax revenue, highway deterioration, and fuel consumption, and in transportation planning for determining conformance with air quality standards, multimodal design analysis, and roadway safety analysis.

7.3 State Responsibilities for Data Collection and Interagency Coordination

State DOTs are ultimately responsible for the submission of FHWA Form 571 to FHWA. Different States have different organizational structures, and if the State DOT relies on other offices and agencies such as department of revenue or department of motor vehicles for the data required for FHWA Form 571, it should ensure that their processes for data collection meet FHWA's reporting requirements. Coordination among agencies to establish processes for the translation or transformation of data may be necessary to meet reporting requirements.

The FHWA division office should coordinate with State agencies to identify the agencies, offices, and personnel responsible for data collection, preparation, and quality control. Some division offices form user groups to encourage coordination among agencies for the preparation of data for FHWA.



Absence of coordination among State agencies may affect data quality and timeliness; staff turnover and retirement can disrupt established processes and affect data quality and timeliness. State agencies should document their procedures for data collection, analysis, and reporting to ensure the transfer of this essential knowledge when staff leave an agency. Proper documentation and knowledge transfer flatten the learning curve for new staff and reduce knowledge gaps that could lead to the reporting of erroneous data.

The State DOT should notify FHWA Office of Highway Policy Information of the contact information of the staff responsible for data preparation, including the person’s name, position title, office or agency name, email address, and phone number.

7.4 Changes in Requirements

This section summarizes the recent changes in requirements for completing FHWA Form 571. The FHWA conducted a reassessment of the motor carrier program, including a review of the historic data, to determine the extent to which the data collected is used for publication. The FHWA also sought and received information from States about their reporting systems and limitations for data collection. The FHWA also other Federal agencies about how they use the data in FHWA Form 571 and which data they would like FHWA to continue collecting. With this information, FHWA made the following changes to the reporting requirements for FHWA Form 571.

Table 7-1. Changes in FHWA Form 571 Reporting Requirements

Effective Date	Addition, Removal, or Change	Change in Requirement
01/2024		Exemption for reporting FHWA Form 571. Some States that do not collect motor carrier taxes for the State DOT highway account purposes are exempt from FHWA Form 571 reporting. These States must indicate their exemption in Fuels and FASH and provide an explanation for the exemption.
01/2024		Removal of requirement to classify motor carriers by carrier type. States are no longer required to classify motor carriers by carrier type (ex.: common carriers, private motor carriers, and other for-hire carriers) in items 2, 4, 5, and 7. FHWA Form 571
01/2024		Removal of requirement to classify motor carriers by class of service. It is no longer required to classify motor carriers by class of service (ex.: intrastate or interstate) in items 2, 4, 5, and 7. FHWA Form 571
01/2024		Breakdown by trailer/semitrailer made optional. States are no longer required to break down data in item 7 by trailer/semitrailer but may do so if they track that data.
01/2024		Removal of prior year data section. States are no longer required to submit prior year data in FHWA Form 571.

7.5 Special Considerations

States may have to give special consideration to certain uncommon issues in compiling data, or they may have unique circumstances in the collection and reporting of data on motor carrier taxation. The following gives States more information about how to handle some of these circumstances.





Which State Taxes to Report on FHWA Form 571

FHWA Form 571 is designed to provide a record of special State taxes—those in addition to registration fees—paid by each type of motor carrier. Report all State-imposed motor carrier taxes regardless of the collecting agency.

Taxes imposed by county or municipal governments on motor vehicles operated for hire and on other motor carriers are not reported on FHWA Form 571.

In some States, special motor-carrier taxes imposed by the State are collected by county or local government officers, who deduct amounts for collection expenses (or for other purposes) and forward the net collections to the State collecting agency. Report the amounts deducted in FHWA Form 566. If your State does not track the amount of such deductions, estimate the amounts for FHWA Form 566.

Exhibit 7-1. Include in or Exclude from State Taxes to Report

Include or Exclude	
	
<ul style="list-style-type: none"> • All State taxes, regardless of collecting agency • State-imposed taxes collected by county or local government, including the deductions by county or local government for collection 	<ul style="list-style-type: none"> • Taxes imposed by county or municipal governments.

7.6 FHWA Form 571 Reporting Requirements

FHWA Form 571 is designed to provide a record of special State taxes, in addition to registration fees, paid by each type of motor carrier.

Report all State-imposed motor carrier taxes, regardless of the collecting agency. But do not report taxes imposed by county or municipal governments on motor vehicles operated for hire and other motor carriers.



Explanations of each item in the form are provided in the following section.

Special Motor Carrier Taxes Collected

This section should include the sum of different types of motor carrier taxes collected. Examples of what to include and exclude in FHWA Form 571 are shown below.



Exhibit 7-2. Include in or Exclude from State Motor Carrier Taxes to Report

Include or Exclude	
	
<ul style="list-style-type: none"> • Weight-distance taxes • Passenger-distance taxes • Special-license taxes based on weight or capacity • Certificates of convenience 	<ul style="list-style-type: none"> • State sales tax • Tax on general business operations • Registration fees for weight or capacity

Column 1, Gross Receipts Taxes

This column is for the total sum of all taxes levied on motor carriers for the reporting period. Include taxes levied on motor carriers, but do not include receipts from general taxes, such as sales tax or gross receipt taxes applied to general business operations.

Column 2, Distance Taxes

In this column, enter the sum of all taxes based on distance that were collected during the reporting period. This includes all distance, weight-distance, and passenger-distance taxes.

Column 3, Weight/Capacity Taxes

This column is for the sum of all taxes collected during the reporting period from special-license taxes based on weight or capacity. Do not include registration fees for weight or capacity of motor vehicles.

Column 4, Flat Rate Fees

Enter the sum of all flat business fees and occupation licenses fees collected during the reporting period.

Column 5, Certificate or Permit Fees

This column is for the sum of all fees imposed for the issuance of certificates of convenience and necessity during the reporting period.

Column 6, Miscellaneous Fees

This column is for miscellaneous fees related to motor carriers that are not reported in the other categories. Add a note detailing specific information about the fees.

Column 7, Total Motor-Carrier Taxes Paid (SYSTEM CALCULATED)

This column is for the total of all motor-carrier taxes paid. Fuels and FASH calculates this item automatically from the totals of columns 1 to 6.

Entering Tax Data for Vehicle Type

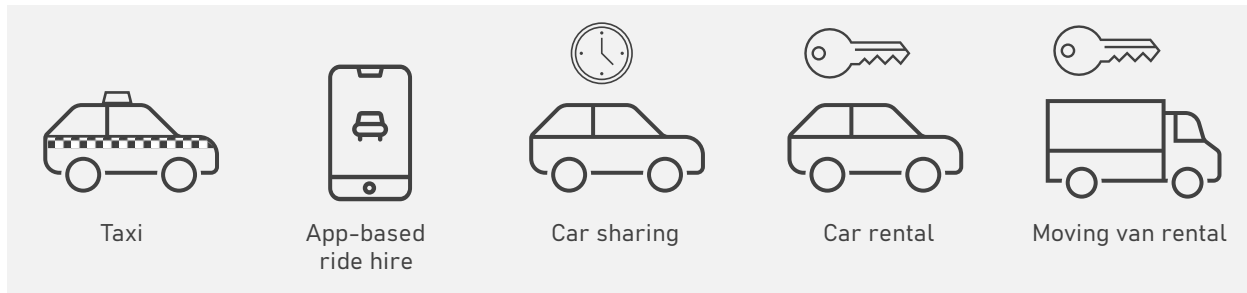
This section is for tax information by vehicle type.

Item 1, Passenger Cars for Hire

This item is for all taxes collected for passenger cars for hire during the reporting period. Include all taxicabs, delivery cars, app-based ride hire, car rentals, car sharing, and other automobiles operated for hire including moving van rentals.



Figure 7-1. Examples of Passenger Cars for Hire



Item 2, Motor Carrier Buses

This item is for taxes collected for motor carrier buses during the reporting period. Include motor vehicles that seat more than 11 passengers that are operated for hire or are otherwise subject to taxation as motor carriers. Exclude school buses unless they are subject to special motor carrier taxes. If school buses are subject to special motor carrier taxes, add a note to that effect.

Item 3, Total Passenger Motor Carriers (SYSTEM-CALCULATED FIELD)

This item is for taxes collected for passenger motor carriers during the reporting period. Fuels and FASH calculates this item automatically from items 1 and 2.

Item 4, Motor Trucks

This item is for taxes collected for single-unit trucks during the reporting period. A truck of 10,000 pounds or more GVW, with a single frame supporting both the power and cargo-carrying portions of the vehicle, is considered a single-unit truck. This category includes garbage collection trucks, neighborhood delivery trucks, camping and recreational vehicles, and motor homes.

Item 5, Tractor Trucks, Road Tractors

This item is for taxes on tractor trucks, road tractors, and similar trucks—trucks that are equipped as power units for combination vehicles—during the reporting period. If your State does not segregate tractor trucks and road tractors from other trucks or if it registers tractor-semitrailer combinations as trucks, add a note to that effect.

If your State does not report tractor-semitrailer combinations separately but as single entities, report the fees paid by such combinations here and add a note of explanation. Report extra trailer units in Item 7, Trailers and Semitrailers.

Item 6, Total Freight Motor Carriers (SYSTEM-CALCULATED FIELD)

This item is for taxes collected for motor trucks and tractor trucks, road tractors, and similar trucks. Fuels and FASH calculates the total automatically from items 4 and 5.

Item 7, Trailers and Semitrailers

This item is optional. It is for reporting separate taxes imposed on trailers and semitrailers, if any. If your State taxes trailers and semitrailers as separate vehicles, enter the amount collected here. Enter zero if your State does not wish to provide the data.



But if the State tax on a trailer or semitrailer is part of the tax imposed on the hauling vehicle, report that amount in Item 4, Motor Trucks or Item 5, Tractor Trucks, Road Tractors, as appropriate, and add a note here about where the tax is reported.

Item 8, Total Freight Carriers (SYSTEM-CALCULATED FIELD)

This item is for taxes collected for freight motor carriers and trailers and semitrailers. Fuels and FASH calculates this item automatically from items 6 and 7. (Item 6 is already the subtotal of items 4 and 5.) If trailers and semitrailers are not reported, this item has the same value as item 6.

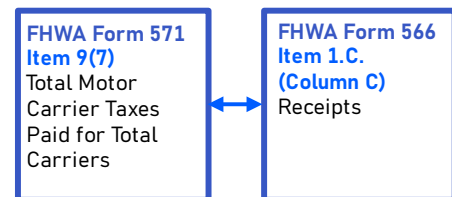
Item 9, Total Carriers (SYSTEM-CALCULATED FIELD)

= FHWA Form 566, Item 1.C, Reconciliation of Receipts—Motor Carrier Taxes

This item is for taxes collected from total passenger motor carriers and total freight carriers. Fuels and FASH calculates the total from data in items 3 and 8.

7.7 Relationships Between FHWA571 For 571 and Other Forms

Form 571 has a relationship with one other FHWA 500-Series form. Item 9(7) on FHWA Form 571 (Total Motor Carrier Taxes Paid for Total Carriers) should be equal to the receipts reported in FHWA Form 566, column C, item 1.C. Motor Carrier Taxes.



7.8 Quality Control

Fuels and FASH conducts certain validation tests when a State submits a form. Then it generates a report showing the total percentage change over the past 3-year period and a line graph for the 3-year period. The report highlights data that shows questionable trends from one year to the next. Fuels and FASH prompts the State to view the graphs and reports and to return to the form for editing if data variances are outside of normal trends.

Using the 3-year data reports generated by Fuels and FASH, compare data with the previous year's data, and if there is a significant increase, decrease, or other anomaly, investigate to identify the reason. If there is a legitimate reason for a large difference from the previous year's data, add a justification for the item. Otherwise, return to the data sources to rectify the data.

After a State submits a form, an FHWA analyst reviews it, examining the data quality report and reading all justifications and submission comments. The analyst may ask for more information. After this review, the analyst may accept or reject a form. The following reasons could lead to a form being rejected:

- Numbers that appear incorrect—for example, if a reported yearly total looks like past monthly numbers instead of like an annual number.
- Obvious errors, including those introduced during data entry—for example, if the number of private motor bicycle and moped registrations is larger than the number of private automobile registrations.



- Questionable trends in submitted data.
- Insufficient or vague justification for deviation from expected data.

The FHWA analyst performs an in-depth review of all State forms for quality control. The FHWA staff may request additional information or corrections if the review finds erroneous data. States can go back to edit the form to explain the figures.

Adjustments to Data

The FHWA analyzes all State-reported data for consistency and for adherence to reporting guidelines. The analysis is accomplished in close consultation with the State supplying the data.

Appendix A. Glossary

All other classes—All driver license classes besides class A, B, C; may include endorsements and restrictions.

Aviation gasoline—Gasoline used in airplanes with internal combustion and piston engines only, not jets or turboprops. Aviation gasoline is a petroleum-based fuel designed for use in aircraft internal combustion engines and complying with the MIL-G-5572 specification or ASTM D-91-79 specification (ex.: Avgas 100/130, Avgas 100LL, UL91). Jet fuel is not included in aviation gasoline.

Biodiesel—A renewable, biodegradable fuel manufactured domestically from vegetable oils, animal fats, or recycled restaurant grease.

Compressed natural gas (CNG)—Fuel gas composed of methane (CH₄) compressed to less than 1 percent of the volume it occupies at standard atmospheric pressure.

Class A driver license—Issued to drivers of any combination of vehicles with a gross combined weight rating or gross combined weight of 26,001 pounds or more (examples include: tractor-trailers, truck and trailer combination, tank vehicles, flatbeds).

Class B driver license—Issued to drivers of any single vehicle with a gross combined weight rating or gross combined weight of 26,001 pounds or more. Examples are straight trucks, large passenger buses, articulated buses, box trucks, dump trucks and small trailers.

Class C driver license—Issued to drivers of any single vehicle, or combination of vehicles, that does not meet the definition of Class A or Class B, but is either designed to transport 16 or more passengers, including the driver, or is transporting hazardous materials as defined in 49 CFR 383.5. Examples include: passenger vans, combination vehicles not covered by class A and B and Small Hazmat vehicles.

Commercial driver license—The CDL group is defined in the C49 CFR83.91. The Commercial Motor Vehicle Safety Act of 1986 establishes minimum standard requirements and requires a single State-issued license for operators of commercial motor vehicles.

E85—An ethanol-gasoline blend containing ethanol at between 51percent and 83 percent of the mix, depending on geography and season; also called flex fuel.

Gasoline blend—A blend of motor gasoline with alcohol in which 5.7 percent or more of the product is alcohol (ex.: E10, E15, M10, M15). Alcohol includes methanol and ethanol but does not include alcohol produced from petroleum, natural gas, or coal, nor does it include alcohol with a proof of less than 190.

General obligation bonds—Although interest and redemption can be paid from specified revenues or State general revenues, these bonds are backed by the full faith and credit of the State. Occasionally, the State issues bonds to finance the construction of toll facilities. When the State guarantees these bonds, they should be included with general obligation issues.

Highway-use alternative fuels—Fuels other than gasoline, gasohol, E85, M85, diesel, or kerosene. This includes LPG (propane, butane), compressed natural gas (CNG), liquefied natural gas (LNG), hydrogen, and biodiesel such as soy diesel.

Highway-use diesel—The distillate fuel oil sold for use in motor vehicles that use the compression ignition engine. Diesel fuel is refined from crude oil and from biomass materials. Diesel blends are not included in this category.

Highway-use kerosene—A light fuel oil obtained by distilling petroleum. The kerosene that is sold for highway use includes blends with diesel for use in public transit vehicles, on-highway public vehicles, and private, commercial vehicles.

Limited obligation bonds—Also called revenue bonds, these bonds are usually secured only by the revenue from specific taxes and fees. For toll projects, the security may not be restricted to the revenue earned by the project. However, they are still classified as limited obligation bonds unless backed by the full faith and credit of the State.

Liquefied natural gas (LNG)—Natural gas that has been cooled to a liquid state, at about -260° Fahrenheit, for shipping and storage.

Liquid petroleum gas (LPG)—Any of several mixtures of the volatile hydrocarbon propene, propane, butene, and butane.

M85—Fuel blend made up of 85 percent methanol and 15 percent gasoline.

Motor bicycle and moped—A vehicle with two wheels in contact with the ground and a seat or saddle for driver and passengers, and a steering handlebar, and brake horsepower not exceeding 2 horsepower and no enclosure for the driver or passenger.

Motor gasoline—A finished, complex mixture of relatively volatile hydrocarbons with or without small quantities of additives, which have been blended to form a fuel suitable for use in spark-ignition engines.

Motor vehicle—Any vehicle driven or drawn by mechanical power manufactured primarily for use on public highways, except any vehicle operated exclusively on a rail or rails (23 CFR 1215.3).

Motorcycle—A vehicle with two or three wheels in contact with the ground and a seat or a saddle for driver and passengers and a wheel-rim diameter of 10 inches or more, and more than 2 horsepower.

Neat alcohol—Any liquid at least 85 percent of which consists of methanol, ethanol, or other alcohol produced from a substance other than petroleum or natural gas (ex.: E85, M85).

Non-commercial driver license—A non-CDL is the standard driver license, with which drivers may drive a vehicle for recreational or professional reasons. Non-CDLs include licenses for taxi drivers, food delivery drivers, and small truck drivers. Non-commercial drivers may drive only certain types of vehicles. A non-CDL does not allow the driver to operate

vehicles over 26,000-pound gross vehicle weight, vehicles with trailers of more than 10,000 pounds gross vehicle weight, passenger vehicles of more than 10 passengers, or hazmat vehicles.

Reimbursement obligations—These are obligations to reimburse local governments for the cost of local roads taken into the State system.

Single-unit truck—A truck, 10,000 pounds or more GVW, with a single frame supporting both the power and cargo-carrying portions of the vehicle.

Toll revenue bonds—These are bonds, generally issued by the separate State commissions or authorities responsible for the facilities, that are secured solely by the earnings of the facilities.

Trailer—A non-motorized vehicle meant to carry property or passengers that must be drawn by a motor vehicle.

Truck tractor—A vehicle possessing only a power unit, with no cargo-carrying capacity on its frame.

Appendix B. Acronyms and Abbreviations

ASTM	American Society for Testing and Materials
ATV	all-terrain vehicle
CDL	commercial driver license
CFR	Code of Federal Regulations
CNG	compressed natural gas
DMV	Department of Motor Vehicles
DOT	Department of Transportation
DWI	driving while intoxicated
FASH	Financial Analysis System for Highways
FHWA	Federal Highway Administration
FMCSA	Federal Motor Carrier Safety Administration
GVW	gross vehicle weight
HPPI	Office of Highway Policy Information
HSS	Highway Statistics Series
HTF	Highway Trust Fund
IFTA	International Fuel Tax Agreement
IRP	International Registration Plan
LNG	liquefied natural gas
LPG	liquified petroleum gas
NHS	National Highway System
SPR	State Planning and Research Program

Appendix C. Form Templates

FHWA Form 531 (Page 1)

This public report burden for this information collection is estimated to average 40 hours.		Form Approved OMB No. 2125-0032
STATE HIGHWAY INCOME		State
		Year Ending (mm/yy):
INFORMATION FROM THE RECORDS OF:		PREPARED BY:
B.1. State motor-fuel taxes		B.6. Funds from FHWA (Identify by purpose)
a. Total Distributed (from FHWA-556, Item 8k)		a. Highway purpose
b. Adjustments Due To Timing differences		b. Transit purpose
c. Less Collection Costs Not Shown on FHWA-556		c. Total, FHWA-531, B.6
d. Other (Specify)		B.7. Funds from other Federal agencies (Identify by agency)
e. Other (Specify)		a. Federal Transit Admin.- Highway purpose
f. Net Income, FHWA-531, B.1		b. Federal Transit Admin.- Transit purpose
B.2. State motor vehicle, motor carrier and driver license taxes, fees, etc.		c. National Highway Traffic Safety Admin.
a. Total Distributed (from FHWA-566, Item 8k)		d. Forest Service (Reserve funds)
b. Adjustments Due To Timing differences		e. Bureau of Indian Affairs
c. Less Collection Costs Not Shown on FHWA-566		f. Bureau of Land Management
d. Other (Specify)		g. Bureau of Reclamation
e. Other (Specify)		h. Mineral Management Service
f. Net Income, FHWA-531, B.2		i. Army Corps of Engineers
B.3. Appropriations from State general funds (Indicate purpose e.g., State Highways, State Police, Grants To Counties, etc.)		j. Department of Energy
a.		k. Federal Emergency Management Agency
b.		l. (Specify)
c.		m. (Specify)
d.		n. (Specify)
e.		o. (Specify)
f.		p. Total, FHWA-531, B.7
g. Total, FHWA-531, B.3		Report Totals for Items B.8 and B.9 on page 2
B.4. Other State taxes or fees (Identify by type of tax)		B.10. Miscellaneous State highway income (Identify major items)
a. Sales And Use Taxes		a. Interest On Investments, Sinking Funds
b. Severance Taxes		b. Interest On Investments, Other Accounts
c. (Specify)		c. Private Contributions
d. (Specify)		d. (Specify)
e. (Specify)		e. (Specify)
f. Total, FHWA-531, B.4		f. (Specify)
Report Totals for Item B.5 on page 2		g. (Specify)
		h. (Specify)
		i. Total, FHWA-531, B.10
NOTES AND COMMENTS:		

FHWA Form 531 (Page 2)

STATE:	YEAR ENDING (mm/yy):			
ITEM		TOTAL ALL FUNDS	(A)	(B)
A. BALANCES ON HAND AT BEGINNING OF YEAR:				
1. Reported At End of Prior Year		0		
2. Adjustments of Balances		0		
3. Balance at Beginning of Year		0	0	0
B. INCOME:				
1. State Motor-Fuel Taxes		0		
2. State Motor Vehicle, Driver License and Motor Carrier taxes and fees		0		
3. Appropriations from State General Funds		0		
4. Other State Taxes or Fees		0		
5. Funds from Toll Facilities		0		
6. Funds from Federal Highway Administration		0		
7. Funds from Other Federal Agencies		0		
8. Funds from Local Governments		0		
9. Proceeds of Sale of Bonds (from FHWA-541, Item 9.H)		0		
10. Miscellaneous State Highway Income		0		
11. Total Income (B.1 Thru B.10)		0	0	0
C. INTERFUND TRANSFERS, IN (Must equal Item B, form FHWA-532)		0		
D. TOTAL FUNDS ACCOUNTED FOR (A.3 + B.11 + C; Must equal Item D, form FHWA-532)		0	0	0

FHWA Form 532 (Page 1)

STATE HIGHWAY EXPENDITURES		STATE:
		YEAR ENDING (mm/yy)
A. 1 Capital outlay on state system		
a. Cost of acquiring right-of-way		
b. Preliminary and construction engineering		
c. Construction of highways		
d. Total, A.1		
Report Total for Item A.2 on page 2		
A. 3 Highway and traffic services		
a. Traffic control operations		
b. Snow and ice removal		
c. Other		
d. Total, A.3		
A. 4 General administration and miscellaneous expenditures for State system		
a. General administration and engineering		
b. Highway planning and research		
c. Total, A.4		
A. 5 Law Enforcement and Safety		
a. Traffic supervision		
b. Highway, traffic, and driver safety programs		
c. Vehicle inspection		
d. Vehicle size and weight enforcement		
e. Total, A.5		
Expenditures on Other Roads and Streets	A.7 Other State roads not on State System	A.9 Locally administered roads
a. Capital outlay		
b. Maintenance and Traffic Services		
c. Administration		
d. Total, A.7 and A.9		
Report Total for Items A.6, A.8 and A.10 on page 2		
Expenditures for Mass transit Purposes	A.11 Direct Expenditures	A.12 Grants-in-aid
a. Capital Outlay		
b. Operations and Maintenance		
c. Administration, Planning, and Research		
d. Debt Service		
e. Total, A.11 and A.12		
A.13 Expenditures for Nontransportation Purposes		
a. Transfers to State General Fund for State general purposes		
b. (Specify)		
c. (Specify)		
d. (Specify)		
e. (Specify)		
f. (Specify)		
g. Total, A.13		

FHWA Form 532 (Page 2)

STATE:	YEAR ENDING (mm/yy)				
0	0				
ITEM	TOTAL ALL FUNDS	(A)	(B)		
A. EXPENDITURES:					
1. Capital outlay on State system	0				A-1
2. Maintenance of State system	0				A-2
3. Highway and traffic services on State system	0				A-3
4. General administration and misc. expenditures for State system	0				A-4
5. Law enforcement and safety	0				A-5
6. Debt service on State obligations for highways:					
a. Paying agents fees, etc.	0				A-6a
b. Interest	0				A-6b
c. Retirement by current income (Net value. Relates to par value from FHWA-542, column 5)	0				A-6c
d. Retirement by refunding (Net value. Relates to par value from FHWA-542, column 6)	0				A-6d
7. Expenditures on Other State roads not on State system	0				A-7
8. Transfers to toll facilities (specify facility)	0				A-8
9. Expenditures by State on locally administered roads	0				A-9
10. Grants-in-aid to local governments	0				A-10
11. Expenditures by State on mass transportation	0				A-11
12. Grants-in-aid for mass transportation purposes	0				A-12
13. Expenditures for non-transportation purposes	0				A-13
14. Total expenditures (A.1 thru A.13)	0	0		0	A-14 Total
B. INTERFUND TRANSFERS, OUT (must equal item C, form FHWA-531)	0				B.
C. UNEXPENDED BALANCES AT END OF YEAR	0				C. Balances
D. TOTAL FUNDS ACCOUNTED FOR (A-14 + B + C; must equal item D, form FHWA-531)	0	0		0	D. Total All

FHWA Form 534

U. S. Department of Transportation Federal Highway Administration STATE HIGHWAY CAPITAL OUTLAY AND MAINTENANCE EXPENDITURES <i>(Classified by Functional System)</i>		STATE:	
		YEAR ENDING (mm/yy):	
		AREA AND FUNCTIONAL SYSTEM:	
EXPENDITURES BY IMPROVEMENT TYPES	ON NATIONAL HIGHWAY SYSTEM	OFF NATIONAL HIGHWAY SYSTEM	TOTAL
I. CAPITAL OUTLAY			
A. NEW FACILITIES			
1. RIGHT-OF-WAY COSTS			
2. ENGINEERING COSTS			
3. CONSTRUCTION OF NEW ROADS			
4. CONSTRUCTION OF NEW BRIDGES			
5. TOTAL			
B. CAPACITY ADDITIONS TO EXISTING FACILITIES			
1. RIGHT-OF-WAY COSTS			
2. ENGINEERING COSTS			
3. RELOCATION WITH ADDED CAPACITY			
4. RECONSTRUCTION WITH ADDED CAPACITY			
5. MAJOR WIDENING			
6. BRIDGE REPLACEMENT WITH ADDED CAPACITY			
7. BRIDGE REHABILITATION WITH ADDED CAPACITY			
8. TOTAL			
C. SYSTEM PRESERVATION			
1. RIGHT-OF-WAY COSTS			
2. ENGINEERING COSTS			
3. RELOCATION WITH NO ADDED CAPACITY			
4. RECONSTRUCTION WITH NO ADDED CAPACITY			
5. RESTORATION, REHABILITATION, & RESURFACING			
6. MINOR WIDENING			
7. BRIDGE REPLACEMENT WITH NO ADDED CAPACITY			
8. BRIDGE REHABILITATION WITH NO ADDED CAPACITY			
9. TOTAL			
D. SYSTEM ENHANCEMENT AND OPERATION			
1. ENGINEERING COSTS			
2. SAFETY IMPROVEMENTS			
3. TRAFFIC MANAGEMENT / TRAFFIC ENGINEERING			
4. ENVIRONMENTAL IMPROVEMENTS			
5. OTHER ENHANCEMENTS			
6. TOTAL			
E. TOTAL CAPITAL OUTLAY (Lines A + B + C + D)			
II. MAINTENANCE			

FHWA Form 536 (General Information)

		<i>FORM APPROVED OMB NO. 2125-0032</i>
U.S. Department of Transportation Federal Highway Administration	LOCAL HIGHWAY FINANCE	STATE:
		REPORT YEAR ENDING
SOURCE:	COLLECTING AGENCY OR AGENCIES:	
	THIS INFORMATION FROM RECORDS OF:	
	COMPILED UNDER DIRECTION OF:	
TOTAL LOCAL JURISDICTIONS IN YOUR STATE:		
TOTAL LOCAL JURISDICTIONS REPORTED:		
TOTAL LOCAL JURISDICTIONS NOT REPORTED:		0
DATA SOURCE METADATA:		
NAMES OF LOCAL JURISDICTIONS NOT REPORTED:		
NAMES OF LOCAL JURISDICTIONS ESTIMATED:		

Form FHWA-536 (Rev. 02-2025) Page 1

LOCAL HIGHWAY FINANCE REPORT				STATE:
				0
				REPORT YEAR ENDING DATE(mm/yyyy):
				01/1900
I. DISPOSITION OF HIGHWAY-USER REVENUES AVAILABLE FOR LOCAL GOVERNMENT EXPENDITURE				
ITEM	A. Local Motor-Fuel Taxes	B. Local Motor-Vehicle Taxes	C. Receipts from State Highway-User Taxes	D. Receipts from Federal Highway Administration
1. Total receipts available				
2. Minus amount used for collection expenses				
3. Minus amount used for nonhighway purposes				
4. Minus amount used for mass transit				
5. Total (1 - (2 through 4))	\$0	\$0	\$0	\$0
II. RECEIPTS FOR ROAD AND STREET PURPOSES - DETAIL				
ITEM	AMOUNT	ITEM	AMOUNT	
A.3. Other Local Imposts:		A.4. Miscellaneous Local Receipts:		
a. Property Taxes and Assessments		a. Interest on investments		
b. Non-property Taxes and Assessments Imposts		b. Other Misc. Local Receipts		
c. Total (a + b)	\$0	c. Total (a + b)	\$0	
ITEM	AMOUNT	ITEM	AMOUNT	
C. Receipts from State Government		D. Receipts from Federal Government		
1. Highway-user Taxes (from Item I.C.5.)	\$0	1. FHWA (from Item I.D.5.)	\$0	
2. State General Funds		2. Other Federal Agencies:		
3. Other State funds:				
a. State Bond Proceeds				
b. Non-State Bond Proceeds				
c. Total (a + b)	\$0			
4. Total (1 + 2 + 3c)	\$0	3. Total (1 + 2)	\$0	
III. EXPENDITURES FOR ROAD AND STREET PURPOSES - DETAIL				
ITEM	AMOUNT			
A.1. Capital outlay:				
a. Right-Of-Way Costs				
b. Engineering Costs				
c. Construction Costs				
d. Total Capital Outlay (a+ b + c)	\$0			

LOCAL HIGHWAY FINANCE REPORT				STATE:
				0
				REPORT YEAR ENDING DATE(mm/yyyy):
				01/1900
I. DISPOSITION OF HIGHWAY-USER REVENUES AVAILABLE FOR LOCAL GOVERNMENT EXPENDITURE				
ITEM	A. Local Motor-Fuel Taxes	B. Local Motor-Vehicle Taxes	C. Receipts from State Highway-User Taxes	D. Receipts from Federal Highway Administration
1. Amount used for highway purposes	\$0	\$0	\$0	\$0
II. RECEIPTS FOR ROAD AND STREET PURPOSES			III. EXPENDITURES FOR ROAD AND STREET PURPOSES	
ITEM	AMOUNT	ITEM	AMOUNT	
A. Receipts from Local Sources:		A. Local highway expenditures:		
1. Local Highway-user Taxes		1. Capital Outlay (from page 1, Item III.A1.d)	\$0	
a. Motor Fuel (from Item I.A.1)	\$0	2. Maintenance:		
b. Motor Vehicle (from Item I.B.1)	\$0	3. Road and Street Services:		
c. Total (a + b)	\$0	a. Snow and Ice Removal		
2. General Fund Appropriations		b. Other & Traffic Control Operations		
3. Other Local Imposts (from page 1, Item II.A3.c)	\$0	c. Total (a + b)	\$0	
4. Miscellaneous Local Receipts (from page 1, Item II.A4.c)	\$0	4. General Administration & Miscellaneous		
5. Transfers from Toll Facilities		5. Highway Law Enforcement and Safety		
6. Proceeds of Sale of Bonds and Notes:		6. Total (1 through 5)	\$0	
a. Bonds - Original Issues		B. Debt Service on Local Obligations:		
b. Bonds - Refunding Issues		1. Bonds:		
c. Notes		a. Interest		
d. Total (a + b + c)	\$0	b. Redemption		
7. Total (1 through 6)	\$0	c. Total (a + b)	\$0	
B. Private Contributions		2. Notes:		
C. Receipts from State government (from page 1, Item II.C.4)	\$0	a. Interest		
D. Receipts from Federal government (from page 1, Item II.D.3)	\$0	b. Redemption		
E. Total receipts (A.7 + B + C + D)	\$0	c. Total (a + b)	\$0	
		3. Total (1c + 2c)	\$0	
		C. Payments to State for Highways		
		D. Payments to Toll Facilities		
		E. Total Expenditures (A6 + B3 + C + D)	\$0	
IV. LOCAL HIGHWAY DEBT STATUS				
<i>(Show all entries at par)</i>				
ITEM	OPENING DEBT	AMOUNT ISSUED	REDEMPTIONS	CLOSING DEBT
A. Bonds (Total)		\$0	\$0	\$0
1. Bonds (Refunding Portion)		\$0	\$0	\$0
B. Notes (Total)		\$0	\$0	\$0

This public report burden for this information collection is estimated to average 5 hours.

OMB No. 2120-0042

STATE TRANSPORTATION OBLIGATIONS ISSUED DURING YEAR AND ALLOTMENT OF PROCEEDS		STATE	STATE TRANSPORTATION OBLIGATIONS ISSUED DURING YEAR AND ALLOTMENT OF PROCEEDS									
		YEAR ENDING (mm/yy)	DESCRIPTION OF ISSUE									
ITEM	TOTAL		1	2	3	4	5	6	7	8	9	10
1. Statute Authorizing Issue												
2. Total Bonds Authorized												
3. Total Bonds Sold to End of Year												
4. Pooled Interest Rate(s) Percent												
5. Source of Funds For Debt Service												
6. Nominal Date of Issue												
7. Date of Sale												
8. Proceeds of Sales During Year:												
A. Par Value												
B. Premium (+) or Discount(-)												
C. Accrued Interest												
D. Total (A To C)												
9. Allotment of Proceeds of Sales:												
A. Allotments For Highways and Mass Transit												
(1). For Construction of State Highways												
(2). For Construction of Local Roads/Streets												
(3). For Construction of Toll Facilities												
(4). For Construction of Mass Transit Facilities												
(5). Other (Specify)												
(6). For Debt Service												
(a) For Bond Sale & Other Admin Costs												
(b) For Interest												
(c) For Redemption												
(d) For Refunding Bonds or Notes												
(7). Total (1 through 6)												
B. Allotments For Other Purposes												
(1). (Specify)												
(2). (Specify)												
(3). Total (1 + 2)												
C. Total Allotments (A + B)												
D. Amount Unallotted End of Year												
Notes and Comments:												
THIS INFORMATION FROM THE RECORDS OF												
PREPARED BY												

FHWA Form 551M (Page 1)

The public report burden for this information collection is estimated to average 6 hours

MONTHLY MOTOR-FUEL CONSUMPTION						State Name	
						Year	
						Month of Sale or Transfer	
						Units (check one) Gallons Liters	
Item	Line No.	Gasoline (1)	Gasohol (2)	Private and Commercial		Total (5)	
				Highway Diesel (3)	Alternate Fuels (4)		
1. Gross Volume Reported							
2. Fully Tax Exempt	a. Losses-Flat %						
	b. Losses-Actual						
	c. Federal						
	d.						
	e.						
	f.						
	g.						
	h.						
	i.						
	j. Total (a. thru i.)						
3. Gross Volume Taxed (1.-2.j.)							
4. Fully Refunded	a. Agriculture						
	b. Aviation						
	c. Industrial/Commercial						
	d. Construction						
	e. Boating						
	f.						
	g.						
	h.						
	i.						
	j.						
	k.						
	l.						
	m.						
	n.						
	o.						
	p.						
	q.						
r.							
s.							
t. Total (a. thru s.)							
5. Net Volume Taxed (Partial Exemption or Refund)	a. At Full Rate						
	b. Aviation						
	c.						
	d.						
	e.						
	f.						
g.							
h.							
i.							
j. Total (a. thru i., 3.-4.t.)							
6. Source							
a. Agency Preparing this Report							
b. Compiled under Direction of							

Form FHWA-551M (Rev. 10/2005)

FHWA Form 556 (Page 1)

The public report burden for this information collection is estimated to average 12 hours.

FORM APPROVED OMB NO. 2125-0032

STATE MOTOR-FUEL TAX RECEIPTS AND INITIAL DISTRIBUTION BY COLLECTION AGENCIES		STATE NAME:		
		YEAR ENDING (mm/yy):		
ITEM	VOLUME TAXES		OTHER RECEIPTS	TOTAL
	GASOLINE	SPECIAL FUELS		
	(A)	(B)	(C)	(D)
1. Receipts for Year				
a.	(1) Gross collections by distributor			
Volume Tax Collections	(2) Less: distributor allowance for collection expense			
	(3) Gross receipts by State (1) - (2)			
	(4) Less: refunds and credits			
	(5) Net receipts (3) - (4)			
b.	(1) Distributor and dealer licenses			
All Other Receipts Under Motor-Fuel Tax Laws	(2) Motor-fuel inspection fees			
	(3) Fines, penalties, and interest			
	(4) Motor-carrier fuel tax registration (decals)			
	(5) Alternative fuel tax decals (inlieu of volume tax)			
	(6)			
	(7)			
	(8)			
	(9)			
	(10) Total (1) thru (9)			
c. Net Total Receipts	a. + b.			
2. Nonhighway Dedications of Volume Tax from Nonhighway Gasoline				
a.				
b.				
c.				
d.				
e. Total	a. thru d.			
3. Adjusted Total Receipts 1 - 2				
4. Deductions by State Collecting Agency *				
a.	Expense of Collecting & Administering Volume Taxes			
b.	Expense of Inspecting Motor Fuel			
c.				
d. Total	a. + b. + c.			
5. Net Proceeds Available for Distribution 3. - 4.				
6. Balance Undistributed at End of Previous Year				
7. Total Funds Available for Distribution 5. + 6.				
8. Amounts Distributed (Specify Fund or Purpose)				
a.				
b.				
c.				
d.				
e.				
f.				
g.				
h.				
i.				
j.				
k. Total	a. thru j.			
9. Balance Undistributed at End of Year 7. - 8.				

* If collecting agency activities are funded by another revenue source, note this fact and provide the actual collection and administrative expenses in a footnote.

FHWA Form 556 (Page 2)

STATE MOTOR-FUEL TAX RECEIPTS AND INITIAL DISTRIBUTION BY COLLECTION AGENCIES	STATE NAME: 0
	YEAR ENDING (mm/yy): 0
	RECONCILIATION BETWEEN FHWA-551M VOLUME AND FHWA-556 COLLECTIONS MAY BE SHOWN HERE, OR IN AN ATTACHMENT.
INTERSTATE MOTOR-CARRIER FUEL TAX (FUEL USE TAX) RECEIPTS:	
	Gasoline Special Fuels
IMC fuel tax receipts	_____
Less: IMC refunds and credits	_____
Net IMC fuel tax receipts	_____
Notes and Comments:	
COLLECTING AGENCY:	
INFORMATION FROM RECORDS OF:	
COMPILED UNDER DIRECTION OF:	
Form FHWA-556 (Rev. 12-98)	

Identification Information

Information Item	Response
State	
Reporting Year End Date(mm/yyyy)	
Collecting Agency	
Information from the records of:	
Compiled under the direction of:	

Vehicle Registrations

Vehicle Type	Government Registrations	Private Registrations
1. Automobiles		
2. Motorcycles		
3. Motor Bicycles and Mopeds		
4. Passenger Vehicles Sub-Total	0	0
5. School Buses		
6. Non-School Buses		
7. Bus Sub-Total (If itemized values are unable to be supplied)		
8. Bus Sub-Total	0	0
9. Single-Unit Trucks (over 10,000 lbs max GVW)		
10. Truck Tractors		
11. Truck Sub-Total (If itemized values are unable to be supplied)		
12. Truck Sub-Total	0	0
13. Trailers		

Vehicle Registration Fees and Receipts

Types of Fees and Receipts	Fees Collected
1. All Vehicle Registration Fees	
2. Dealers' license or permit receipts	
3. Certificates of title receipts (new and transfer)	
4. Fines and penalties receipts	
5. Oversize and/or overweight permit receipts	
6. Other receipts	
7. Total, Receipts and Fees	\$ 0

This public report burden for this information collection is estimated to average 14.5 hours		Form Approved: OMB No. 2125-0032	
		STATE	
STATE DRIVER LICENSES AND FEES		Reporting Year End Date(mm/yyyy)	
DO NOT INCLUDE LEARNER PERMITS OR MOTORCYCLE ONLY LICENSES UNDER SECTION I.			
SECTION I -- NUMBER OF LICENSED DRIVERS			
AGE GROUPS	MALE	FEMALE	TOTAL
1. Under 16			0
2. 16 Years			0
3. 17 Years			0
4. 18 Years			0
5. 19 Years			0
6. 20 Years			0
7. 21 Years			0
8. 22 Years			0
9. 23 Years			0
10. 24 Years			0
11. 25-29 Years			0
12. 30-34 Years			0
13. 35-39 Years			0
14. 40-44 Years			0
15. 45-49 Years			0
16. 50-54 Years			0
17. 55-59 Years			0
18. 60-64 Years			0
19. 65-69 Years			0
20. 70-74 Years			0
21. 75-79 Years			0
22. 80-84 Years			0
23. 85 and Over			0
24. TOTAL (1-23)	0	0	0
		COLLECTING AGENCY OR AGENCIES	
SOURCE	THIS INFORMATION FROM THE RECORDS OF		
	COMPILED UNDER DIRECTION OF		

FHWA Form 562 (cont'd)

Page 2

SECTION II--DRIVER LICENSES ISSUED			
KINDS OF PERMITS AND/OR LICENSES	Number Issued During Year	Fee Per Issue	Total Collections
A. LEARNER PERMITS:			
1 . Commercial			\$0.00
2 . Non-Commercial			\$0.00
TOTAL LEARNER PERMITS	0		\$0.00
COMMERCIAL: (New)			
3 . Class A			\$0.00
4 . Class B			\$0.00
5 . Class C			\$0.00
6 . Class all other classes			\$0.00
COMMERCIAL: (Renewal)			
7 . Class A			\$0.00
8 . Class B			\$0.00
9 . Class C			\$0.00
10 . Class all other classes			\$0.00
NON-COMMERCIAL - All Classes: (New)			\$0.00
NON-COMMERCIAL - All Classes: (Renewal)			\$0.00
TOTAL LICENSES	0		\$0.00
C. TOTAL (A + B)	0		\$0.00

Form FHWA-562 (12-2007)

Page 3

SECTION II--DRIVER LICENSES ISSUED (continued)			
KINDS OF PERMITS AND/OR LICENSES	Number Issued During Year	Fee Per Issue	Total Collections
D. NON-DRIVER I.D. CARDS			\$0.00
E. MISCELLANEOUS:			
1 . CDL Fees			\$0.00
2 . Non-CDL Fees			\$0.00
SUBTOTAL (D + E)	0		\$0.00
F. TOTAL (C + D + E)	0		\$0.00

Form FHWA-562 (12-2007)

FHWA Form 566

Page 1

The public report burden for this information collection is estimated to average 24 hours.

FORM APPROVED OMB NO. 2125-0032

U.S. Department of Transportation Federal Highway Administration	STATE MOTOR VEHICLE REGISTRATION FEES AND OTHER RECEIPTS: INITIAL DISTRIBUTION BY COLLECTING AGENCIES	STATE
		Reporting Year End Date (mm/yyyy)
SOURCE:	COLLECTING AGENCY OR AGENCIES:	
	THIS INFORMATION FROM RECORDS OF:	
	COMPILED UNDER DIRECTION OF:	

Form FHWA-566 (Rev. 12-2007) Page 1

Page 2

ITEM	REGISTRATION AND RELATED FEES (Ref. FHWA-561) (A)	DRIVER LICENSE FEES (Ref. FHWA-562) (B)	MOTOR CARRIER TAXES (Ref. FHWA-571) (C)	TOTAL (D)
1. RECONCILIATION OF RECEIPTS:				
A. RECEIPTS, SECTION IV, FHWA-561				\$0.00
B. RECEIPTS, ITEM II.H, FHWA-562				\$0.00
C. RECEIPTS, ITEM 9, COLUMN 7, FHWA-571				\$0.00
D.				\$0.00
E.				\$0.00
F.				\$0.00
G. TOTAL RECEIPTS (A thru F)	\$0.00	\$0.00	\$0.00	\$0.00
2. DEDUCTIONS BY COUNTY AND LOCAL OFFICIALS:				
A. COLLECTION AND ADMINISTRATIVE EXPENSE				\$0.00
B. OTHER DEDUCTIONS (Specify)				\$0.00
C. TOTAL (A & B)	\$0.00	\$0.00	\$0.00	\$0.00
3. NET RECEIPTS BY STATE COLLECTING AGENCY (1G-2C)	\$0.00	\$0.00	\$0.00	\$0.00
4. DEDUCTIONS BY STATE COLLECTING AGENCY:				
A. HIGHWAY PATROL AND TRAFFIC SUPERVISION				\$0.00
B. HIGHWAY, TRAFFIC AND DRIVER SAFETY PROGRAMS				\$0.00
C. VEHICLE INSPECTION				\$0.00
D. VEHICLE SIZE AND WEIGHT ENFORCEMENT				\$0.00
E. VEHICLE REGISTRATION (include titling)				\$0.00
F. DRIVER LICENSING AND EXAMINATION				\$0.00
G. ADMINISTRATION, DATA PROCESSING AND MISCELLANEOUS				\$0.00
H. OTHER (Specify)				\$0.00
I. TOTAL EXPENDITURES (A thru H)	\$0.00	\$0.00	\$0.00	\$0.00
5. NET FUNDS AVAILABLE FOR DISTRIBUTION (3-4)	\$0.00	\$0.00	\$0.00	\$0.00
6. BALANCE UNDISTRIBUTED AT END OF PREVIOUS YEAR				\$0.00
7. TOTAL FUNDS AVAILABLE FOR DISTRIBUTION (5+6)	\$0.00	\$0.00	\$0.00	\$0.00
8. AMOUNTS DISTRIBUTED				\$0.00
9. BALANCE UNDISTRIBUTED AT END OF YEAR (7-8K)	\$0.00	\$0.00	\$0.00	\$0.00

Form FHWA-566 (12-2007)

Page 2

FHWA Form 571

Page 1

The public report burden for this information collection is estimated to average 24 hours. FORM APPROVED OMB NO. 2125-0032

U.S. Department of Transportation Federal Highway Administration	RECEIPTS FROM STATE TAXATION OF MOTOR VEHICLES OPERATED FOR HIRE AND OTHER MOTOR CARRIERS	STATE
		Reporting Year End Date (mm/yyyy)
SOURCE:	COLLECTING AGENCY OR AGENCIES:	
	THIS INFORMATION FROM RECORDS OF:	
	COMPILED UNDER DIRECTION OF:	

Form FHWA-571 (Rev. 12-2007) Page 1

Page 2

Special motor-carrier taxes collected								
Type of vehicle and class of service	Gross Receipts Taxes (1)	Distance Taxes (2)	Weight/Capacity Taxes (3)	Flat Rate Fees (4)	Certificate or Permit Fees (5)	Miscellaneous Fees (6)	Total Motor-Carrier Taxes Paid (7)	
1. Passenger cars for hire							\$0.00	
2. Motor carrier buses							\$0.00	
3. Total passenger motor carriers (1+2)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4. Motor trucks							\$0.00	
5. Tractor trucks, road tractors, etc.							\$0.00	
6. Total freight motor carriers (4+5)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
7. Trailers and semitrailers (OPTIONAL)							\$0.00	
8. Total freight carriers (6+7)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
9. Total carriers (3+8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
10. WERE SPECIAL TAXES PAID BY ANY OF THE ABOVE CARRIERS IMPOSED IN LIEU OF REGISTRATION FEES							<input style="width: 50px; height: 15px;" type="text"/>	<- Y for Yes; N for No
IF YES, INDICATE BY ASTERISKS THE VEHICLES CONCERNED AND THE SPECIAL FEES PAID IN LIEU OF REGISTRATION FEES.								

Form FHWA-571 (Rev. 12-2007)

Page 2