Web Filing – Excel Upload

Those companies who intend to continue to file via the web, by uploading an Excel file, can continue to do so. HOWEVER, this method will only accommodate a single sales period per Excel file. If the current period report for which reporting is due is January 2017, only detail lines can be submitted for January 2017. If there are amendments for three previous periods, there will have to be three separate Excel files submitted for those three previous amendments.

For Excel Upload Web Filing:

1. See the draft Excel format ‘Sample OGT Excel Import File’ for the worksheet format that will be used.

Please note that there is some new information that must be provided in order to file Oil and Gas Taxes.

1. For Sales period reporting for previous periods to implementation of the new Severance Tax, the Legacy PUN must be entered for each detail line.
2. From Severance Tax implementation current and future periods, the OCD Property ID and the OCD Pool ID must be entered in lieu of legacy PUN.
3. When a state or federal agreement exists, the state agreement number or the ONRR agreement number must also be provided.
4. The detail provided for amendments is different. See both the Excel spreadsheet ‘Partial Replacement Amendment Process…’ and the PUN and Return – Technical Industry Specification’ files to understand how an amendment must be specified.