



STATE TAX COMMISSION OF MISSOURI

RAILROAD ELECTRONIC REPORTING INSTRUCTIONS FOR PRIVATE RAIL CAR MILEAGE (Schedule 21)

TO: ALL RAILROADS WITH PRIVATE CAR MILEAGE IN MISSOURI

The State Tax Commission of Missouri (STC) has implemented a standardized electronic file format for processing private rail car marks and mileage on your system each tax year. This special computer file is an additional requirement to the full detailed private car mileage report required by Schedule 21.

In order to facilitate the railroad company's compliance with this reporting requirement, technical specifications and a sample electronic file are available on the STC's website. Please download the following excel spreadsheet from: <http://stc.mo.gov/106company/>

1. Private Car Railroad Miles By Mark record layout final.xls

Tab 1 - provides the technical specifications of the file layout;

Tab 2 - is a sample ASCII electronic file with sample data laid out in the exact specifications as presented in the record layout file.

The required fields are: railroad account number, tax year (for example, use tax year 2016 for calendar year 2015 mileage data), private car mark, private car total mileage.

After compiling the mileage data in the ASCII electronic file format, email the electronic file to: originalassessment@stc.mo.gov

Pursuant to Section 151.030 RSMo, your company has until April 1st to file the required private car mileage data.

The Commission appreciates the effort and time spent by you and your company to improve the process of original assessment of distributable property.

If you need assistance or have any questions regarding this requirement, please contact the Original Assessment Section at 573-751-2414, or send an email to:

OriginalAssessment@stc.mo.gov