



State of Utah
School and Institutional
Trust Lands Administration

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FOR OFFICE USE ONLY
Receipt Date
Receipt Number
Amount Received
Check Number

Surface Revenue Report

Please print or type

Payor Name: _____
 Address: _____

 City: _____
 State: _____ Zip Code: _____

Account No. _____
 Page _____ of _____

- 1) State Lease Number: _____
- 2) Transaction/Product Type: _____
- 3) Report Period, From: _____ To: _____
- 4) Quantity: _____
- 5) Price: \$ _____
- 6) Gross Receipts: \$ _____
- 7) Adjustments: \$ _____
- 8) Net Value: \$ _____
- 9) Rate: _____
- 10) Amount Due: \$ _____
- 11) Deductions: \$ _____
- 12) Amount Paid: \$ _____

Preparer's Name: _____ Date: _____

Telephone No: _____ E-mail _____

Surface Revenue Report Instructions

Enter Payor Name and Account No. (Lessee number)

1) **State Lease Number:** for example, SULA 0001.

2) **Transaction Type:** PR – Percentage rent
PRG – Percentage rent on fuel sales, volume reported in gallons
If both types of transactions occur within the report period, submit separate reports
Product Types: CR – Crop Share, WHT – wheat, SWI, salt water injection, EL – Electricity (KW)

3) **Report Period:** the month or the beginning and ending month the transactions occurred, reported either every month, quarter, semi-annually, or annually. Reports are due as specified in your lease agreement or by agency rule. If not specified in the lease agreement, the report and payment is due by the last day of the month that succeeds the last month of the lease year.

4) **Quantity:** if applicable, the quantity or volume of gasoline sold in the report period.

5) **Price:** if applicable, the weighted average price per unit of sales.

6) **Gross Receipts:** the total monies collected for the transacted volume reported on line 4 and/or the total gross receipts of all other revenue producing activities as described in the lease agreement.

7) **Adjustments:** If applicable, to gross value before the calculation of the gross percentage rent owed. Only allowed if provided for in the lease agreement.

8) **Net Value:** the value basis for determining the gross percentage (line 6 minus line 7).

9) **Rate:** the percentage rent rate described in the lease agreement.

10) **Amount Due:** multiply the net value on line 8 by the rate on line 9.

11) **Deductions:** for taking a credit for prepaid lease rent and other amounts preauthorized by the agency. The deduction is limited to the amount due for the period. The prepayments may only be recovered in the current lease year.

12) **Amount Paid:** the amount due on line 10 less any deductions from line 11.

Upon completion, please verify all calculations.