



SUPPORTING UTAH SCHOOLS AND INSTITUTIONS

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

Material Permit Revenue Report

Payor Name: _____ Account No. _____
 Address: _____ Page _____ of _____
 City: _____
 State: _____ Zip Code: _____

1. State Lease Number: _____
2. Product Type: _____
3. Report Period, From: _____ To: _____
4. Quantity: _____
5. Rate: \$ _____
6. Amount Due: \$ _____
7. Deductions: \$ _____
8. Amount Paid \$ _____

I, _____, the preparer of this report, declare under penalty of perjury that the information contained herein is accurate, true, and complete.

Preparer's Signature: _____ Date: _____

Telephone No.: _____ E-mail: _____

Material Permit Revenue Report Instructions

1. **State Lease Number:** for example, "ML 0001"
2. **Transaction Type:**
 - GB – Granular borrow, pit run material
 - RB – Road base, crushed or screened material
 - WSR – Washed sand or rock
 - PG – Pea gravel or road chips
 - SGS – Sand and gravel
3. **Report Period:** The month or the beginning and ending month the transactions occurred, reported either every month, quarter, semi-annually, or annually as per lease agreement. Reports are due as specified in your material permit or by agency rule. If not specified in the material permit, the report and payment is due by the last day of the month that succeeds the last month of the permit year.
4. **Quantity:** If applicable, the quantity or volume of production or sales of material permit commodities are as described in the material permit.
5. **Rate:** The rate by volume the lessor retained as described in the material permit.
6. **Amount Due:** Multiply line 4 by line 5.
7. **Deductions:** 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.
8. **Amount Paid:** The amount due on line 6 less any deductions from line 7.

Upon completion, please verify all calculations.