



Highway Use Tax Layout for Upload

Enter data into the spreadsheet according to the layout below. All data is left justified including numeric entries. All fields are required unless otherwise stated. To compute the tax due in the data record, see [tax rate schedule 1](#) and [tax rate schedule 2](#) for highway use tax. Be sure to use the proper tables in the tax rate schedules according to your filing method. Multiple tax rates can be reported for one permit in a data row, depending on your filing method.

Header record

Header record is first row only

Column	Element name	Max Length	Field Type	Remarks
A	Header label identifier	4	Alpha Numeric	Constant "1HUT"
B	File creation date time stamp	16	Alpha Numeric	Creation time stamp Format: MM/DD/CCYY HH:MM
C	Form type identifier	6	Alpha Numeric	Constant "MT-903"
D	Taxpayer identification number	11	Alpha Numeric	Use taxpayer identification number of return filed No special characters or hyphens
E	Taxpayer name	48	Alpha Numeric	Legal name of taxpayer, no commas
F	Taxpayer street address	30	Alpha Numeric	Street address of taxpayer, no commas
G	Taxpayer city	25	Alpha	City of taxpayer, no commas
H	Taxpayer state	2	Alpha	Use standard postal abbreviation
I	Taxpayer zip code or postal code	9	Alpha Numeric	No special characters or hyphens

Data record

Enter data record starting in row 2.

Column	Element name	Length	Field Type	Remarks
A	Certificate number	6	Alpha Numeric	1st character must be alphanumeric and the remaining 5 characters must be numeric May duplicate an existing 6 character certificate number
B	Vehicle Identification Number(VIN)	17	Alpha Numeric	1 – 17 characters -no spaces -no special characters including hyphens - required if Owner equipment number (OEN) is blank
C	Owner Equipment Number (OEN)	10	Alpha Numeric	1 – 10 characters -no spaces -no special characters including hyphens -required if Vehicle Identification number (VIN) is blank
D	Gross Weight	6	Numeric	Gross weight of vehicle May not be less than Unloaded weight
E	Unloaded Weight	6	Numeric	Unloaded weight of vehicle May not be greater than Gross weight
F	Type of Vehicle	7	Alpha	Truck or Tractor
G	Hauling Timber, or Bulk Raw Milk Indicator	1	Alpha	'Y' = Yes 'N' = 'No If you have 3 or fewer vehicles for this filing period hauling certain timber products or bulk raw milk, indicate those vehicles with a 'Y'. Do not enter more than 3. If you do enter greater than 3 then NYS Department of Taxation & Finance will apply schedule 1 tax rates to all vehicles.

Column	Element name	Length	Field Type	Remarks
Unloaded Method - Highway Use Tax				
H	Taxable Miles in New York	8	Numeric	Taxable miles for "Unloaded" filing method. Enter mileage as a whole number or tenths may be entered. Maximum entry: 999999.9
I	Highway Use Tax Due	12	Numeric	Dollar & cents, no commas. Maximum entry: 999999999.99
Gross Method				
J	Laden Taxable Miles	8	Numeric	Taxable miles for "Gross" filing method. Enter mileage as a whole number or tenths may be entered. Maximum entry: 999999.9
K	Laden Tax Due	12	Numeric	Dollar & cents, no commas. Maximum entry: 999999999.99
Gross Method - Tractor with trailer				
L	Unladen Taxable Miles	8	Numeric	Taxable miles for "Gross" filing method for Tractor with Trailer. Enter mileage as a whole number or tenths may be entered. Maximum entry: 999999.9
M	Unladen Tax Due	12	Numeric	Dollar & cents, no commas. Maximum entry: 999999999.99
Gross Method – Truck or tractor without trailer				
N	Unladen Taxable Miles	8	Numeric	Taxable miles for "Gross" Filing Method for Truck or tractor without trailer. Enter mileage as a whole number or tenths may be entered. Maximum entry: 999999.9
O	Unladen Tax Due	12	Numeric	Dollar & cents, no commas. Maximum entry: 999999999.99

Hash record

Enter Hash record after Data record.

Position	Element name	Length	Field Type	Remarks
A	Hash label identifier	4	Alpha	Constant "HASH"
B	Item type	5	Alpha	Constant "TOTAL"
C	Hash amount	12	Numeric	Sum of all tax due from each data record on the file. Dollars & cents, no commas. Maximum entry: 999999999.99
D	Hash Count	6	Numeric	Total number of data records on the file excluding header, hash and trailer.

Trailer record

Trailer record immediately follows Hash Record.

Position	Element name	Length	Field Type	Remarks
A	Trailer label identifier	4	Alpha Numeric	Constant "1EOF"
B	Number of records	5	Numeric	Number of return records on the file, including, hash record. Header and trailer records are excluded.