

PBT Web File Upload- Common Issues

If you are having problems with uploading a file, some common reasons are:

- **Dropping leading zeroes in ID numbers or the product code**

When you open a .csv file, the formatting can become corrupt and the leading zeroes may drop. To correct this, place an apostrophe (') at the beginning of any field with a leading zero.

- **Including commas as part of the business name**

Do **not** use commas as part of the business name. All commas (except those used as column separators) must be removed from the file.

Note: Placing any field in quotation marks will **not** cause the comma to be ignored: these commas will still be read as column separators and cause an invalid number of columns.

- **Incorrectly entering the TCN**

On all schedule parts with a TCN field, you are only required to enter the TCN **or** the city, state, ZIP code, and country. If you enter the TCN **and** the city, state, ZIP code, or country, the system will require you to fill out the other applicable address fields in that section

- **Providing headers in the upload file**

Do **not** include any headers in your upload file. The system will read this as data.

- **Providing information on separate sheets within a file**

All upload files must contain only one sheet. Our system does not support workbooks that contain multiple sheets. Only the first sheet will be uploaded.

- **Using the invalid product code 124**

The FTA product code 124 (Gasahol) is **not** valid for New York State PBT purposes. You must replace this FTA product code with the corresponding FTA subtype code for Ethanol (E01-E99) or Methanol (M01-M99) blend.

- **Failing to file a separate Form FT-941, *Terminal Operator's Monthly Report of Diesel Motor Fuel and Motor Fuel inventory*, report for each terminal location**

If you receive the error *Only one reconciliation allowed per your account* for part 1 of your upload, you have uploaded information for multiple terminals (each with a separate location). You must file a separate Form FT-941 for each terminal location. Once you complete Form FT-941 for your first location, select the **File another return** button on the Confirmation page to begin filing Form FT-941 for your next terminal location.