



OKLAHOMA
Tax Commission

**New Gross Production System
FAQ**

1. Will we have to register for a new account if we already have an OkTAP login?

Users who already have an OkTAP login will not need to register for a new account. They will need to complete a simple process to establish the link between their gross production account and OkTAP login.

2. If Oklahoma Tax Commission (OTC) gross production tax integrates with the login to OkTAP, how does that affect current OkTAP login?

We will not be utilizing the logins from the current Gross Production Reporting Site. Your current OkTAP login will not change. If you do not have an OkTAP login you will need to register through the [Oklahoma Taxpayer Access Point](#)

3. Where will our reporting be completed now?

Your reporting will be done in your OkTAP account when the system goes live November 14, 2022. Until then you will continue to report through the current Gross Production Reporting System

4. Will our current bonds transfer over?

All active bonds will be transferred into the new system and associated with the proper account.

5. When will the new upload format and template be available? Users need time to update the software for their systems

The upload templates are now available and have been placed on Oklahoma Tax Commission [Gross Production page](#)

6. Do we need to change our current file from .csv to Excel or another format?

The new system will accept csv, xls, and xlsx files.

7. Once all your 341 data is entered, will there be an option available to print the entire report as a PDF or some format other than text?

We will look into possibly implementing this feature in the future.

8. How can we get more familiar with the required change in reporting forms?

The new Production Unit Number Registration or Change Request Form 340 and Gross Production Monthly Tax Report Form 341 have been added to our website with instructions on how to complete the forms.

9. Will there be a test environment for companies to submit files and make sure we have everything configured correctly before we go live?

The testing environment for uploads is currently under development. We will provide notification when it is available for use.

10. When will the new production reporting changes take affect (production month/accounting month)?

The new changes will impact September 2022 production month to be reported in November 2022

11. My question is regarding reclaimers only. Will I use the current Reclaimer and Transporter Monthly Tax Report of Oil Transported, Stored and Sold Form 323-A I populated and kept in the office as the one to upload or will there be a new form to use?

The Form 323-A has not been changed. The option to manually enter the information into OkTAP is modeled after the Form 323-A. The Form can also be uploaded using the 323-A template which mirrors the fields contained in the existing form.

12. If we are a reclaimer only, will Form 341 be the only form to be used for reporting, or will form 323-A still need to be executed as well?

The form 323-A will still need to be completed and filed as part of your monthly reporting through OkTAP

13. What if the operators that we haul for do not fill out the Form 340? As a purchaser, can we fill out those documents for them?

Only the current or the new operator can file a Form 340 adjusting the information of an existing PUN.

14. In this system, when we enter a PUN, the other fields should auto-populate. What happens when the OTC does not have the updated information, such as current operator?

The Form 340 would need to be completed to update the lease with the new information. In general, anytime there is a change to lease information, it should be communicated to the OTC and reported on the Form 340 within 30 days of the change.

15. Does the term "liability created" refer to the action of me filling out Form 341 or to the point at which we have been paid by the oil company?

Once the Form 341 has been successfully submitted through OKTAP and processed by the Oklahoma Tax Commission the liability will be established.

16. Where can I find the presentation slides?

The recording of the presentation and a copy of the slides is available on the Gross Production Homepage

17. My question is for reclaimers only. Will there be a user's guide published for Form 341 to walk through the steps to get to the form and populate it?

We are in the process of developing instructional material on how to file and submit both the Forms 340 and 341 through OKTAP.