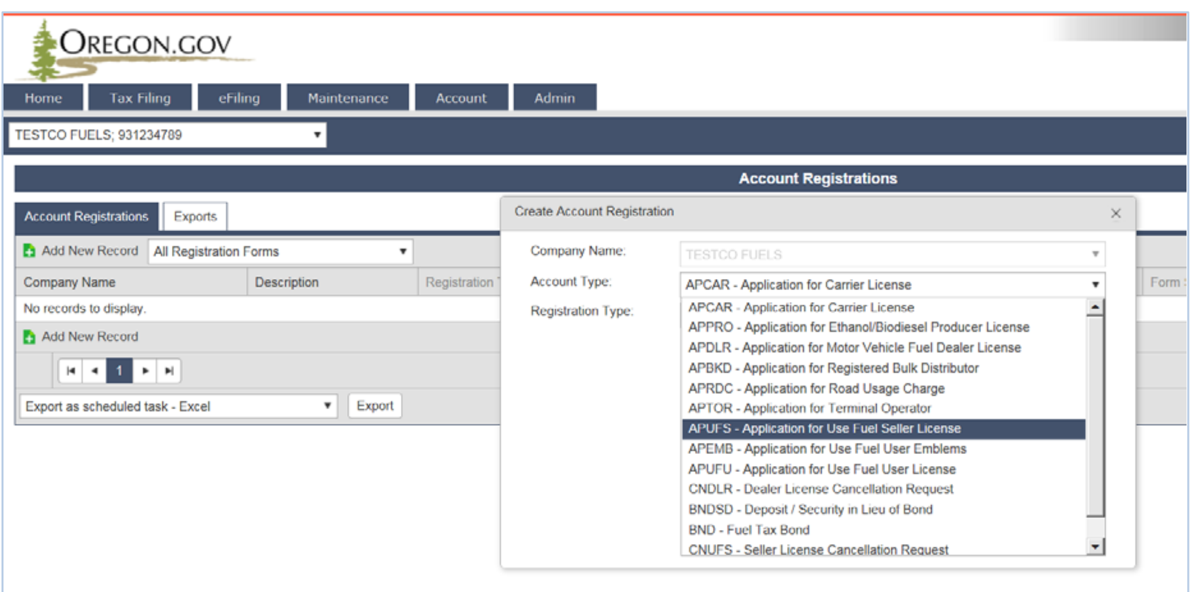
APPLYING FOR A USE FUEL SELLER LICENSE

WHAT YOU WILL NEED:

- Applicant Name
- Valid Email Address
- Telephone Number
- Company Legal Name
- Company Trade Name
- Social Security Number (SSN) or Federal Employer Identification Number (FEIN)
- Type of Organization (Corporation, LLC, etc.)
- Date Organized or Incorporated
- State of Registration and State Registry Number
- Physical Address
- Mailing Address
- Records Location
- Fuel Storage Locations (including type of fuel and number of gallons)
- Storage Locations Maintained in Oregon
- Principal Officers/Partners and their addresses
- Other State or Federal fuel licenses
- Supplier information
- Registered Agent or Managing Agent if applicable
- Any previous licenses issued to this company
- If the business was purchased, the prior owner name and license number
- Bond or Security Deposit information

To begin the application process, sign in to the Oregon Fuel Tax System, and select the "Account" tab. Then select "Registration" and then "Registration Status". If you currently have other licenses, you will find a list of them here. Click "Add New Record" located directly under the Account Registrations tab. From the "Create Account Registration" pop-up window, select "APUFA – Application for Use Fuel Seller License" from the Account Type drop-down box.

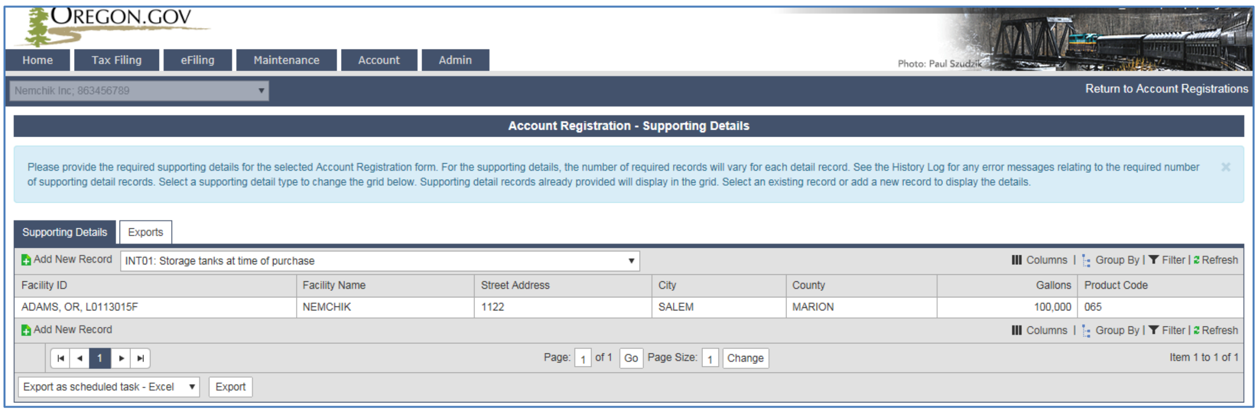


Then click “Insert” at the bottom of the window. From this same window, open the Account Type drop-down box again and select “BND - Fuel Tax Bond”. Then click “Insert” at the bottom of the window and close the window. The license application and bond application will show as two separate entries in the list of registrations.

When you select the line for the Seller license application, you will have a pop-up menu with the choice to:

Enter Supporting Details
Generate Registration Form
View Registration Form (not available until information is entered)
View/Submit Registration
View Certificate (not available until information is entered)

Select “ENTER SUPPORTING DETAILS” to complete the schedules for the application. The screen will change to the Supporting Details screen (shown below).



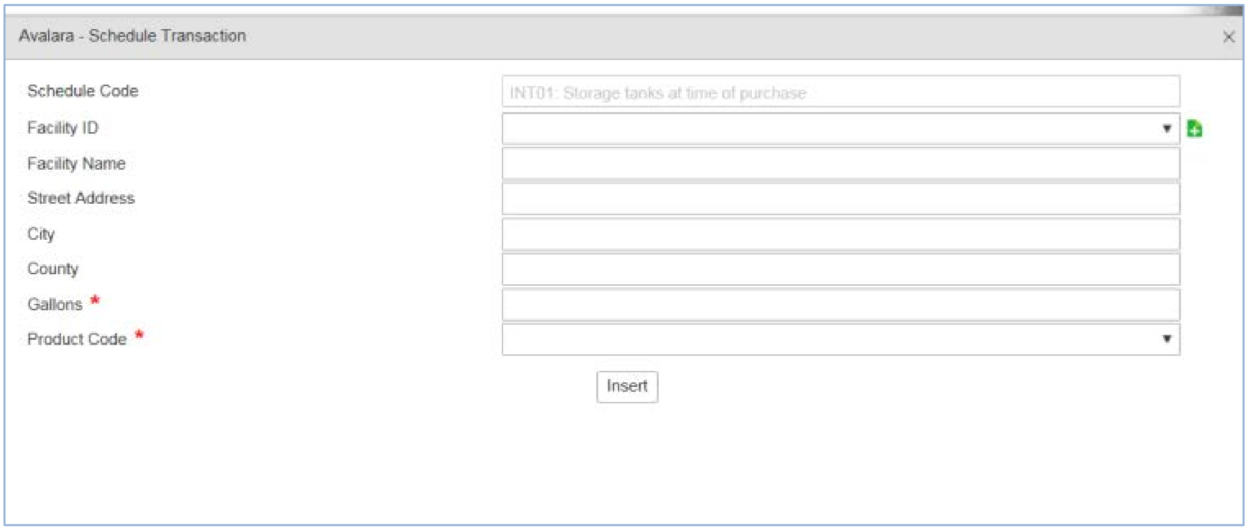
Most schedules are self-explanatory and describe the type of information required. Select the appropriate schedule from the drop-down box and the click “Add New Record” next to the schedule description to add that schedule to your application.

NOTE: You must enter information in at least INT01 or INT04 (storage information) and INT05 (supplier information) to continue. If you have multiple locations, you will complete the INT01 for each station or other sales facility, and INT04 for each storage facility.

When you click “Add New Record”, the pop-up window will appear for that specific schedule. See below for examples of each schedule.

As you finish each schedule, click “Insert” at the bottom of the window to save the information.

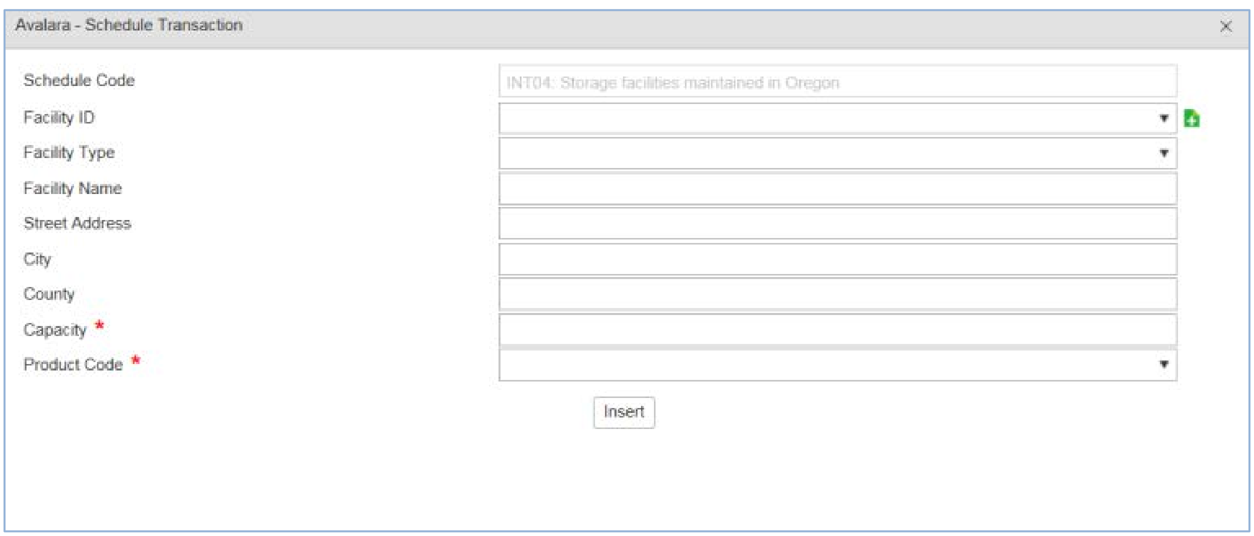
INT01: Storage tanks at the time of purchase



Select the facility ID from the drop-down box (enter partial name or address to use the search function), or list the facility name, address, and county in the appropriate fields.

Enter the gallons in the tank and the Product Code from the drop down list.

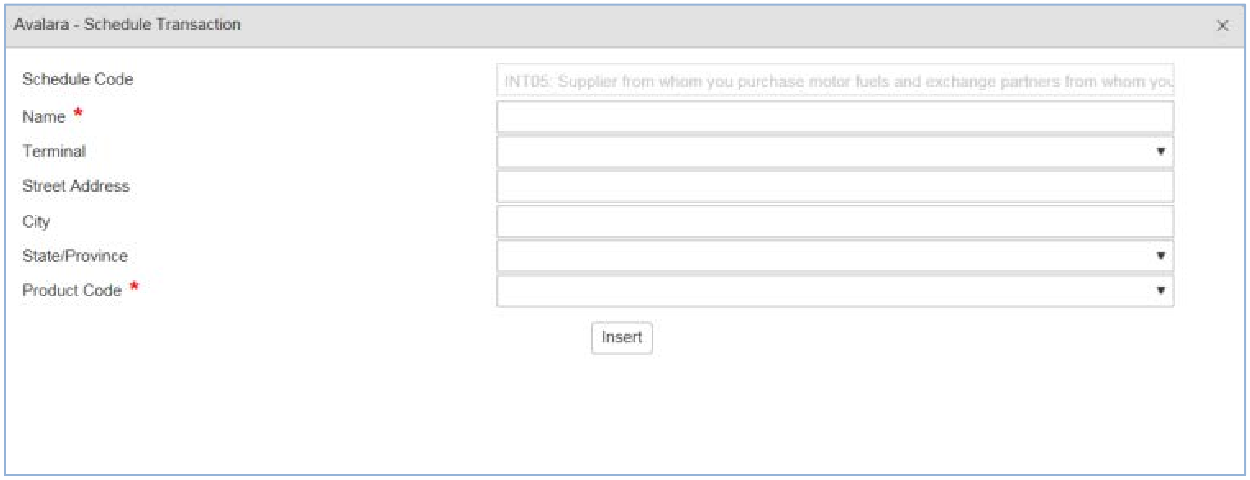
INT04: Storage facilities maintained in Oregon



Select the facility ID from the drop-down box (enter partial name or address to use the search function), or list the facility name, address, and county in the appropriate fields.

Enter the tank capacity in gallons and the Product Code from the drop-down list. Actions may be repeated for multiple entries before closing window.

INT05: Suppliers from whom you purchase motor fuels and exchange partners (required)

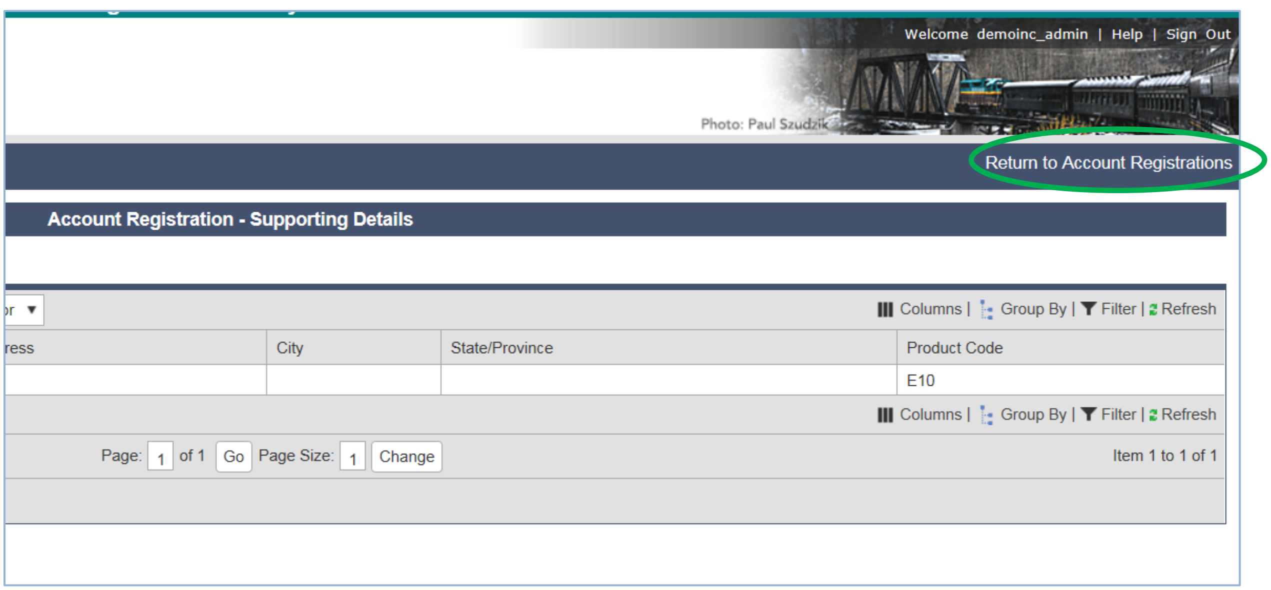


Enter the supplier's name in the first field.

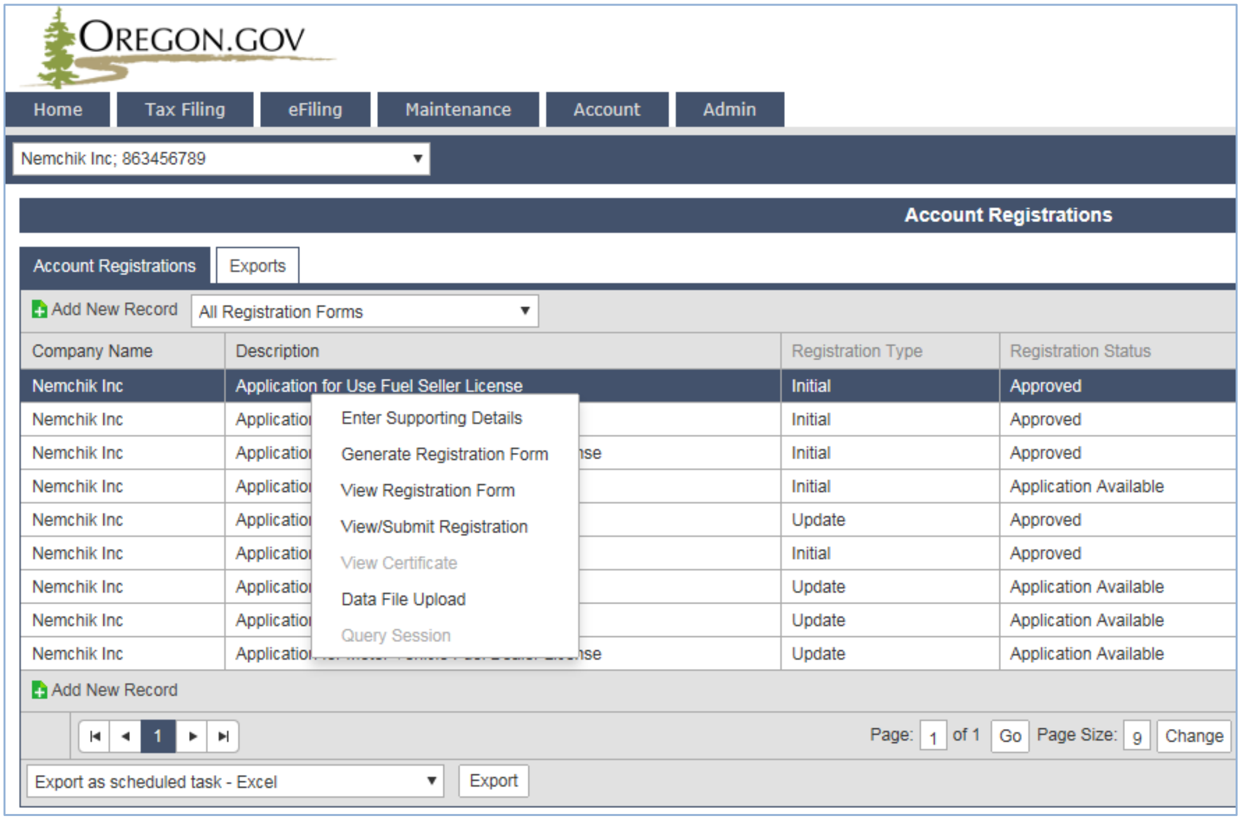
If the supplier is a terminal, select it from the drop down box. Otherwise, enter the address, city, and state in the applicable fields. These three fields are critical fields if a Terminal is not entered.

Select the Product Code from the drop down box. Actions may be repeated for multiple entries before closing window.

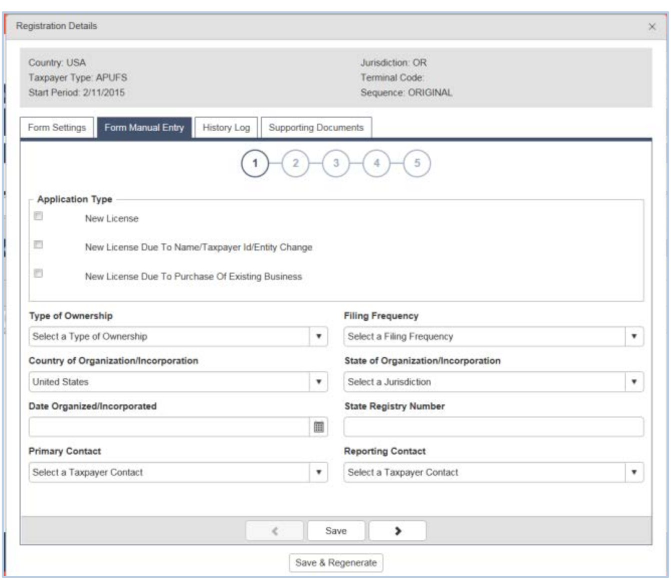
When the schedule entries are completed, click "Return to Account Registrations" in the upper right corner to return to Account Registrations, or navigate using the menu options.



Select the Seller license application. From the pop-up box select "Generate Registration Form" to bring up the registration details screen.



Select the Form Manual Entry tab and fill in the information on the screens.



1 – Application Type – Indicate the type of license you are applying for as well as the type of ownership from the drop-down box.

Select "Monthly" filing frequency unless you are relicensing and qualify for quarterly or annual reporting.

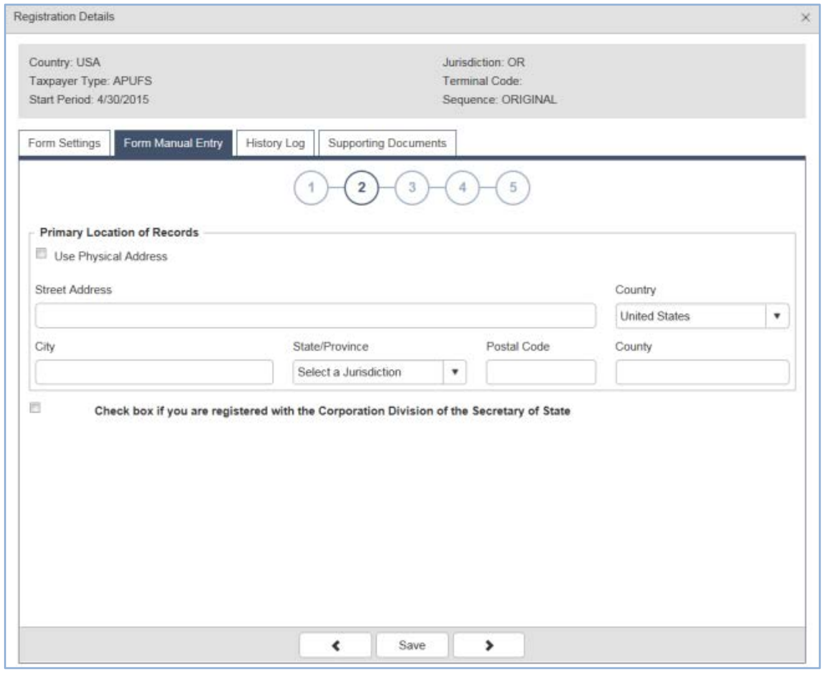
Enter your company information and select the primary contact and reporting contact from the drop down boxes.

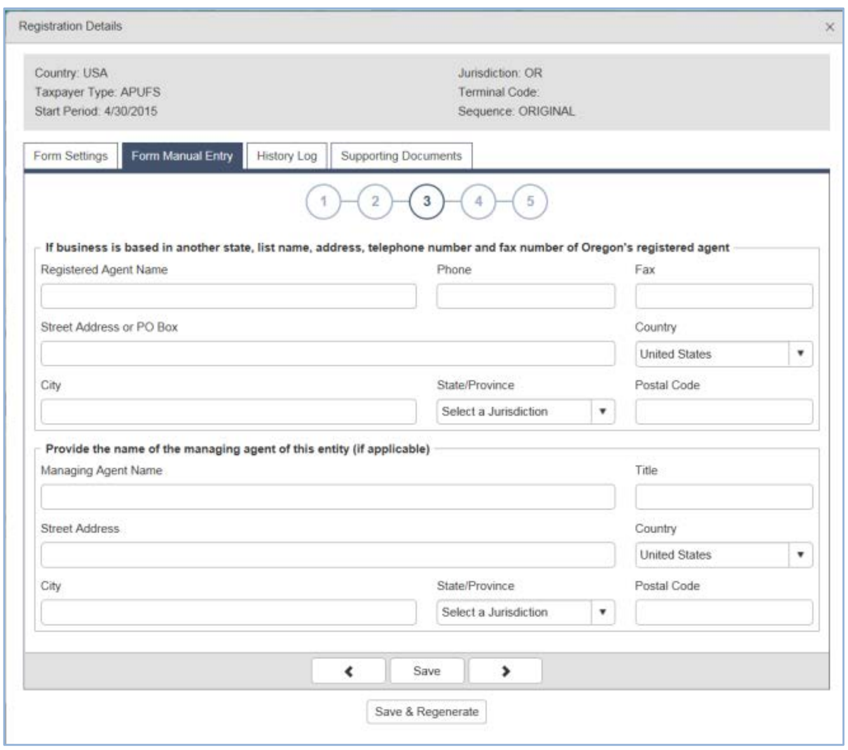
You can advance to the next screen by clicking the number in the bubble at the top of the window, or by using the arrow keys at the bottom of the window. Click "Save" at any time to save your work in process.

2 – Primary Location of Records and Oregon Secretary of State registration information.

Enter the location where the business records are kept, or click "Use Physical Address" if the records location is the same as your primary business location. A county is required.

If registered with the Oregon Secretary of State, check the box at the bottom and enter the date that you began doing business in Oregon and your business registration number.





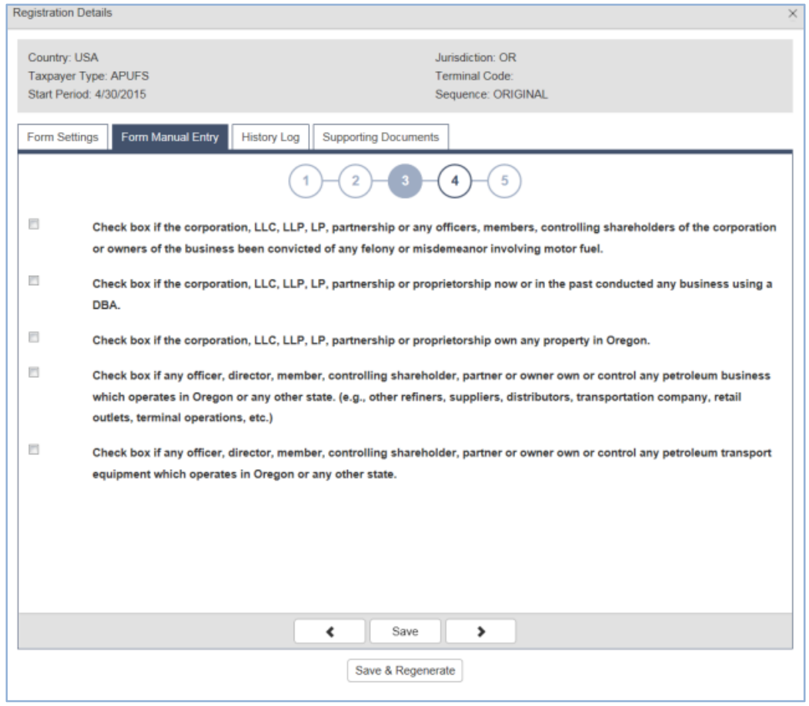
3 – Other state business registry (when applicable), and managing agent information

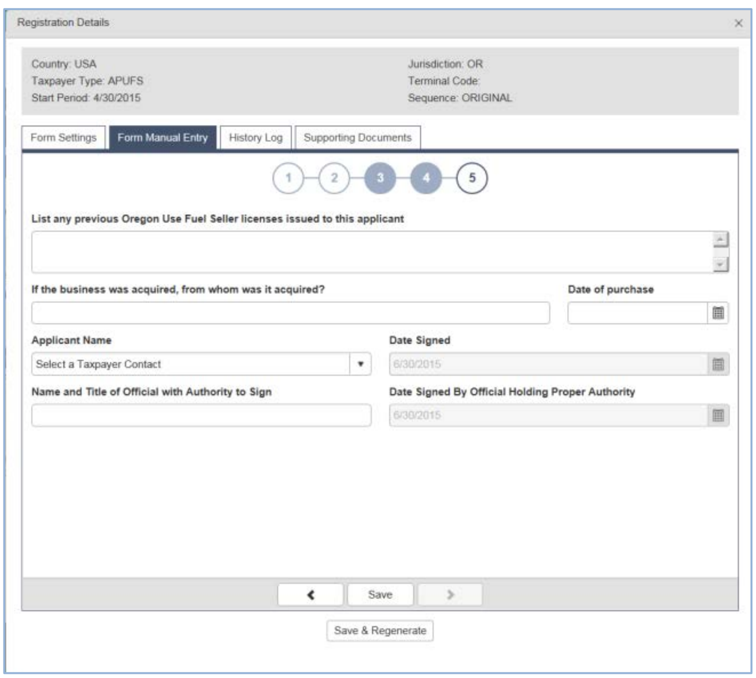
If your company is based outside Oregon, please list the registered agent for Oregon.

If you have a managing agent for your company, list that person's name and contact information in this screen also.

4 – Officer/member information

For any question where the answer is 'yes' check the box, and it will open an explanation box.





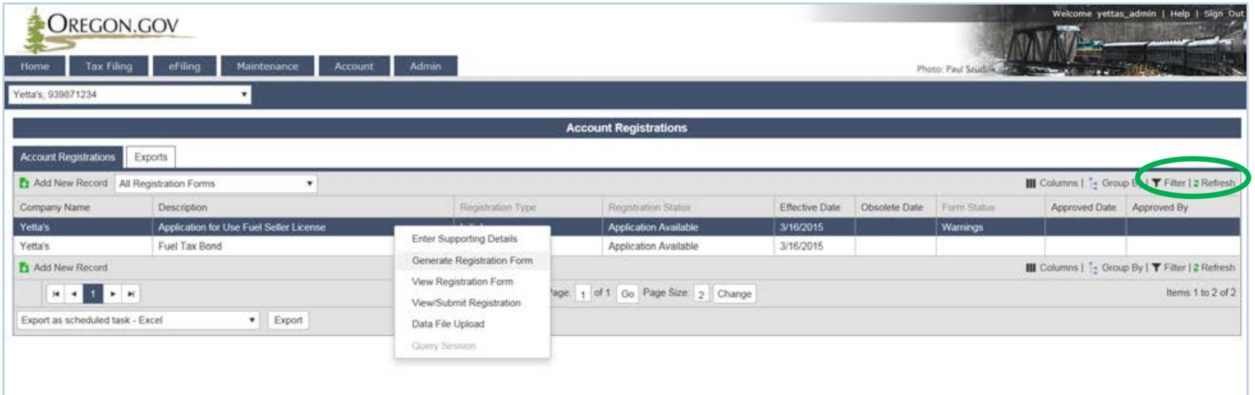
5 – Previous license information and Applicant name/signature authority and date signed (today)

List any previous Seller licenses held by this company and who the business was acquired from (if applicable).

Select the applicant name from the drop down box and type it in for the "Name and Title" box below. The date signed will auto-fill with the date the application is submitted.

Click "Save & Regenerate" at the bottom of the window. If you have any errors or omissions, you will receive an error notice. Correct the errors and regenerate the application.

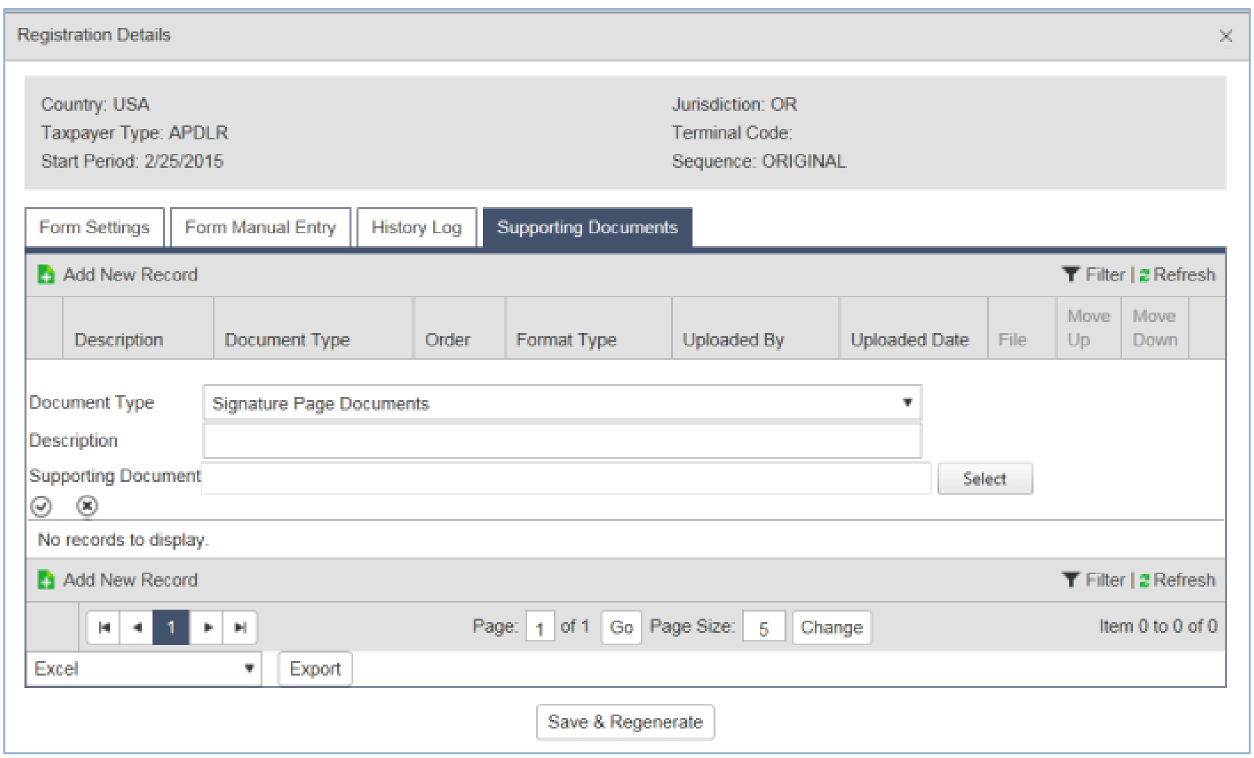
Return to the "Account Registrations" screen and refresh in the upper right corner to update the view. The "Form Status" column will change to either "Passed" or "Warnings". Click on the license application and select "View Registration Form" from the pop-up box. Review the PDF of the form and confirm the entries are correct.



Print the signature page of the application, sign and notarize it and attach it to the application before submitting to the Department.

To attach documents, return to the "Account Registrations" page, select your application, and select "Generate Registration Form" from the pop-up box.

Go to the Supporting Documents tab and select "Add New Record". The Signature Page Documents screen is displayed.



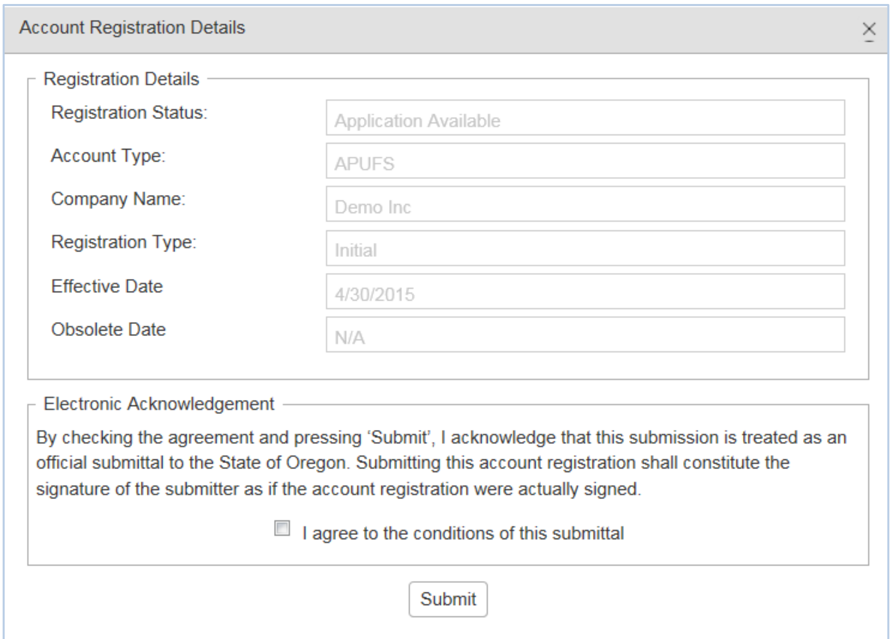
To attach the signature file, scan and save the signed form to a file folder where it can be accessed easily. Click the "Select" box and navigate to the signature document you scanned and saved earlier.

The file name will show up in the supporting documents box. Click the checkmark in the small circle on the left to save the file to be uploaded with the application.

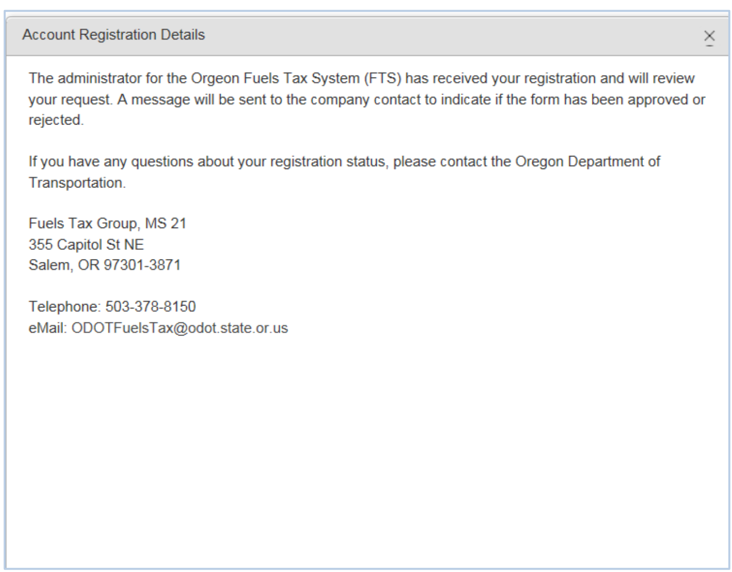
If you have more than one document to attach, click “Add New Record” and repeat the process to attach another document.

Click “Save & Regenerate” and close the window. You are ready to file your application.

Select the license application and then select “View/Submit Registration” from the pop-up box. Click the check box to agree to the conditions of the submittal, and click “Submit”. This will send your license application request to the Fuels Tax Group for review.

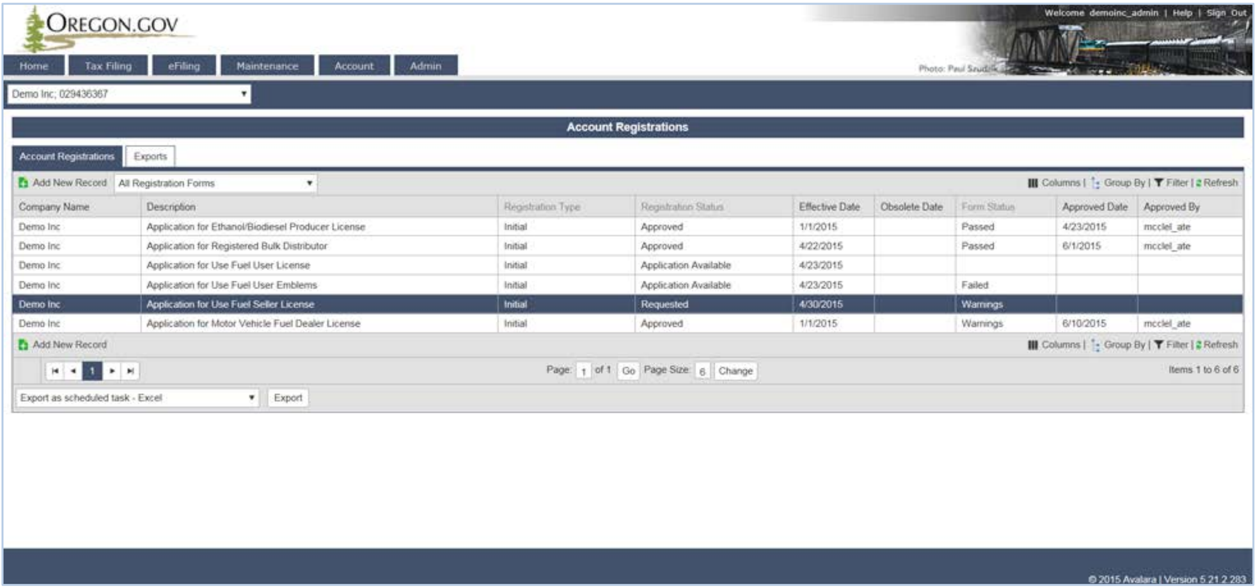


You will receive an acknowledgement of your submission with our contact information.



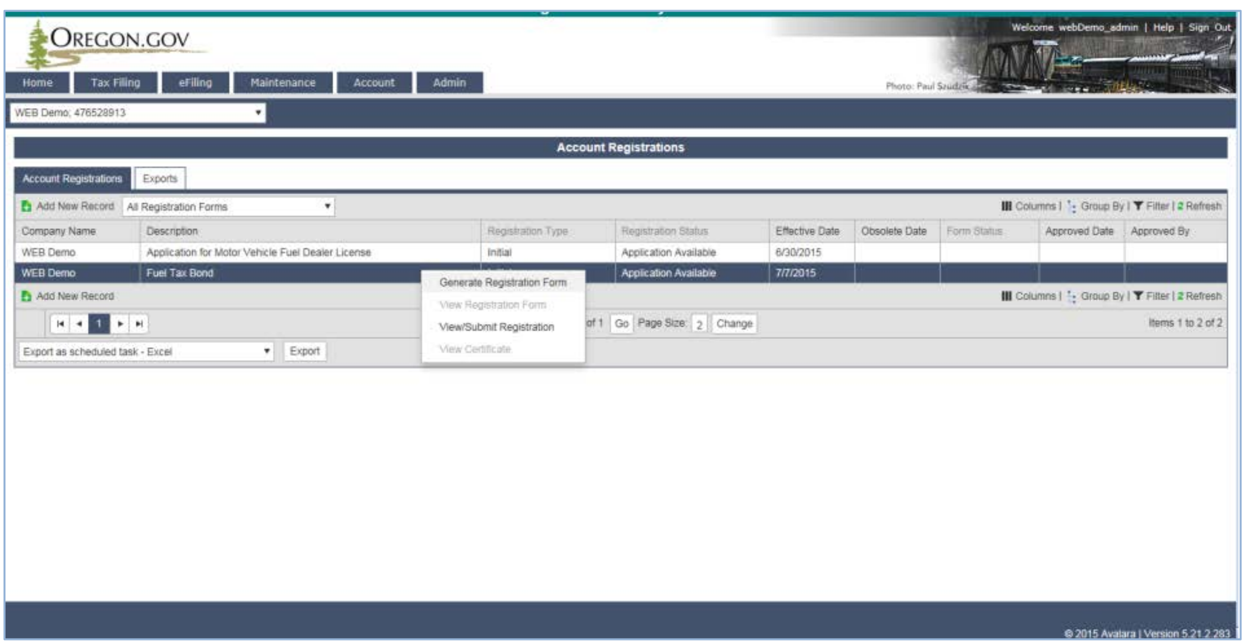
When your license is approved, you will receive an email which details the effective date of your license, the license number, and a link to the reporting system.

When you close the electronic notification window, you will see the status of your license application has changed to “Requested”.

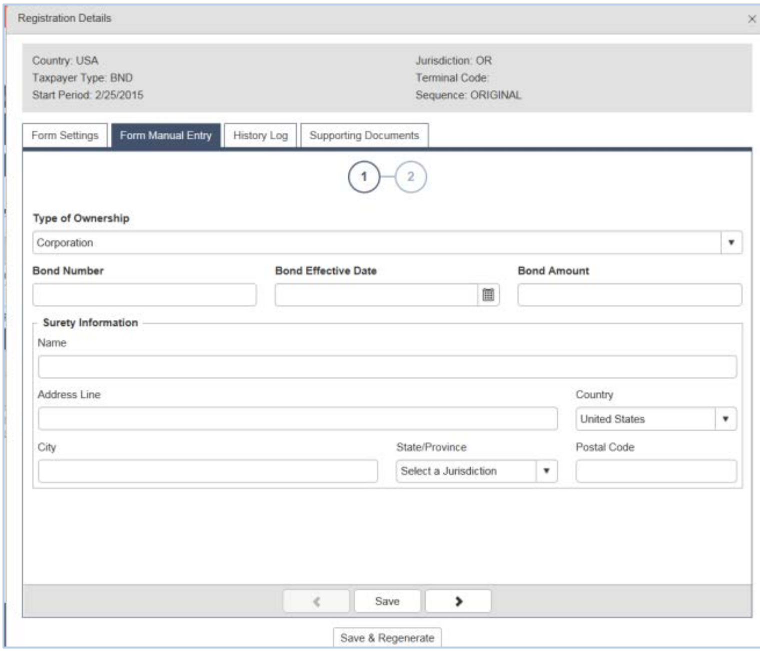


COMPLETING THE BOND APPLICATION

From the “Account Registrations” screen, select the Fuel Tax Bond line. From the pop-up box, select “Generate Registration Form”. This will bring up the registration details screen.



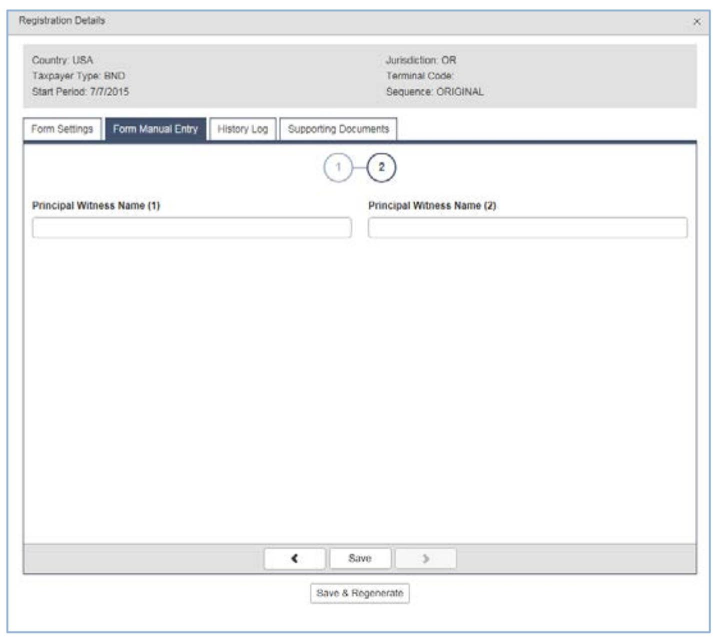
Select the “Form Manual Entry” tab and complete the bond information.



Screen 1 - enter your Type of Ownership, the bond number, effective date, and amount of the bond (available on the documents from your insurance company).

Surety information is the company issuing the bond.

Screen 2 – Enter witness names.



When these screens are complete, click “Save & Regenerate” and close this window.

Any errors will be displayed on the screen.

Once the form generation is complete, you can view the bond form, print, and scan it along with the bond from the surety company.

To view the document, return to the “Account Registrations” screen. If the Form Status column for the record is blank, select “Refresh” to the right of the screen. When the column changes to “Warnings”, select the Fuel Tax Bond line and then select “View Registration Form” from the pop-up box.

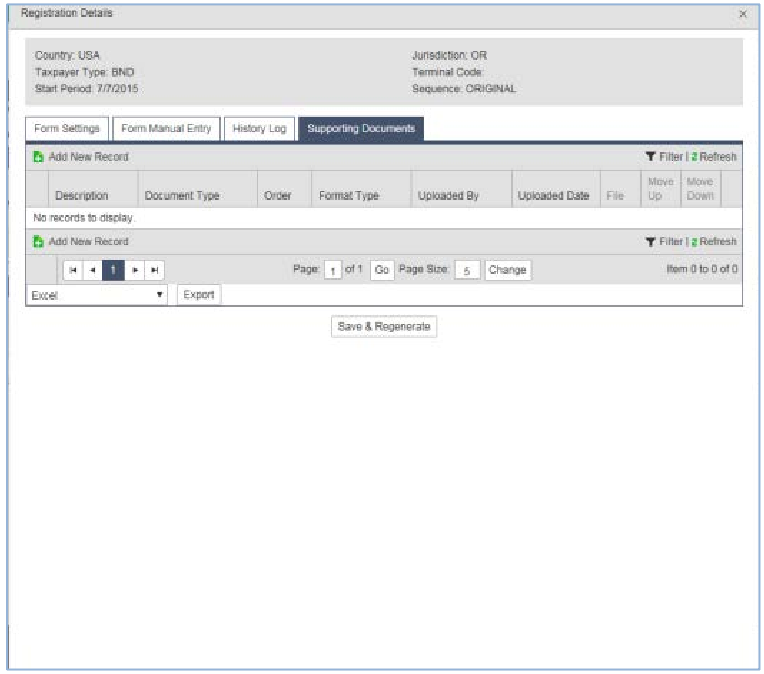
Print this form and have the witnesses sign the document. Scan the document and save it in a place on your computer that can easily be retrieved later.

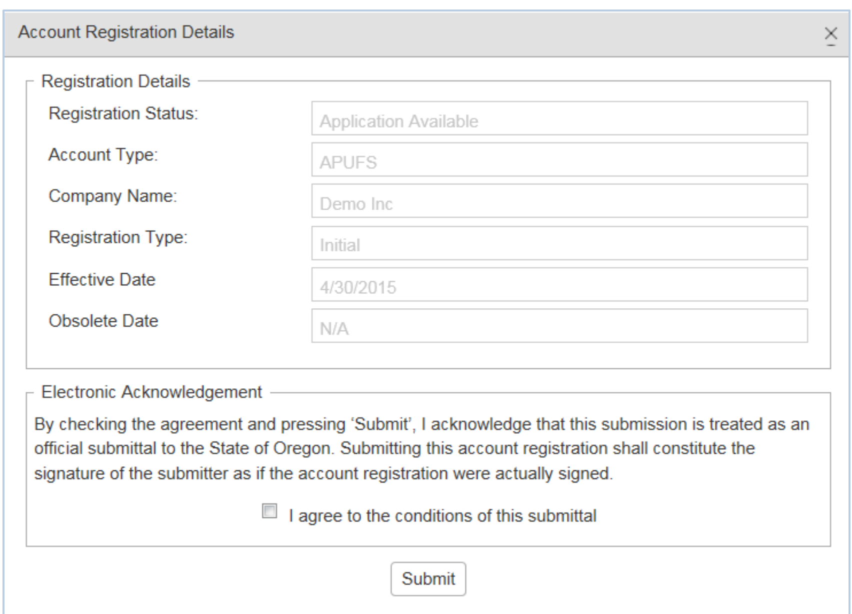
From the “Account Registrations” screen, select Fuel Tax Bond then select “Generate Registration Form”.

Select the “Supporting Documents” tab.

Click “Add New Record”. The Application/Account Registration Documents type is displayed. Click “Select” and browse for the document.

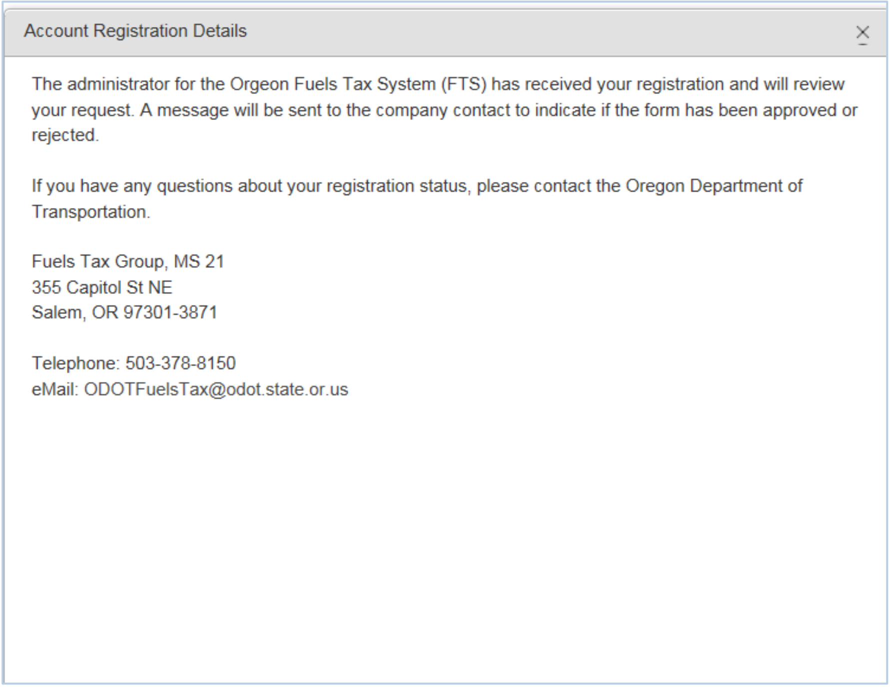
The file name will show up in the supporting documents box. Click the checkmark in the small circle on the left to save the file to be uploaded with the application.





From the “Account Registrations” screen, select the Fuel Tax Bond application and then select “View/Submit Registration” from the pop-up box. Click the check box to agree to the conditions of the submittal, and click “Submit”. This will send your license application request to the Fuels Tax Group for review.

You will receive an acknowledgement of your submission with our contact information.

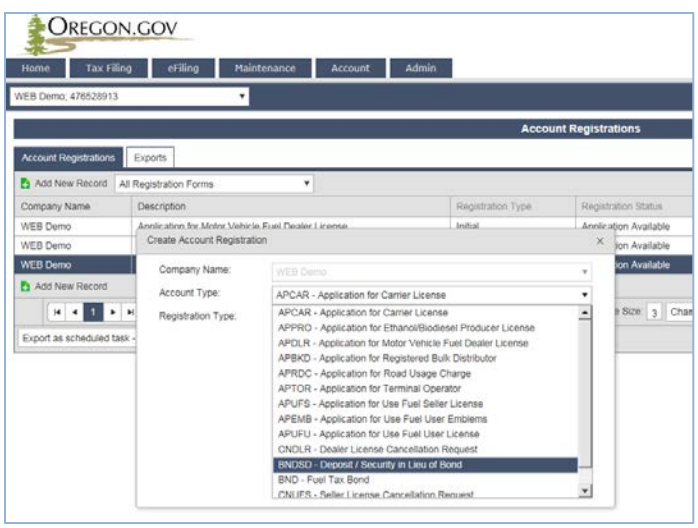


When your application is approved, you will receive an email which details the effective date of your license, the license number, and a link to the reporting system.

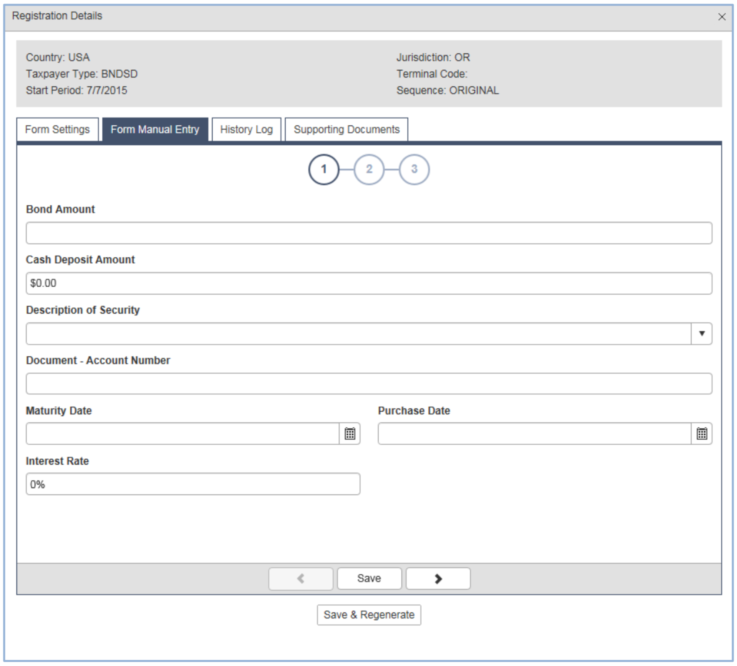
When you close the electronic notification window, you will see the status of your application has changed to “Requested”.

FUELS TAX DEPOSIT/SECURITY IN LIEU OF BOND

You may choose to post a deposit or security in lieu of a surety bond. This application is found in the same area as the Fuel Tax Bond. Select “BNDSD – Deposit/Security in Lieu of Bond” when you “Add New Record” from the “Account Registrations” screen.



Once you select and insert the Deposit/Security option, click on that line and select “Generate Registration Form” from the pop-up box.

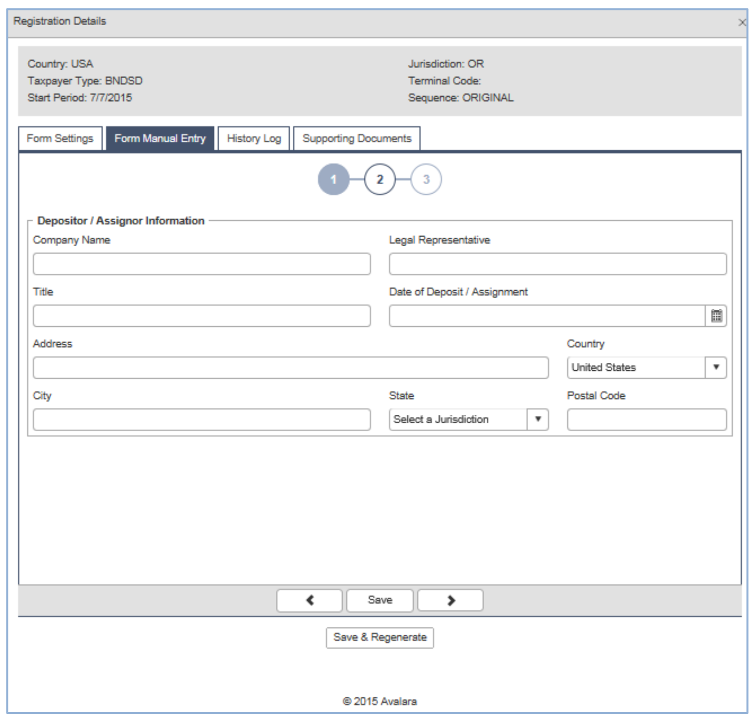


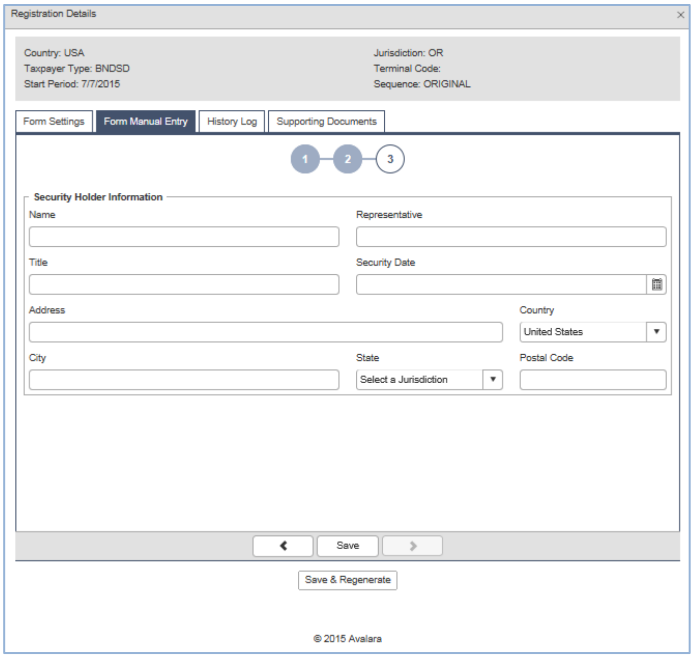
Select the “Form Manual Entry” tab and complete the necessary information.

Screen 1 – Enter the bond amount and the cash deposit amount. These two figures will be the same when submitting a check, but the deposit amount may be higher if a security is used that is worth more than the required bond amount.

Select the type of security from the drop down menu (certificate of deposit, certified check, letter of assignment) and include the document number, maturity date, and purchase date.

Screen 2 – Enter the depositor/Assigner information including the company name, legal representative, date of deposit or assignment, and the address.





Screen 3 - For cash deposits, enter the Department of Treasury, Salem OR as the Security Holder.

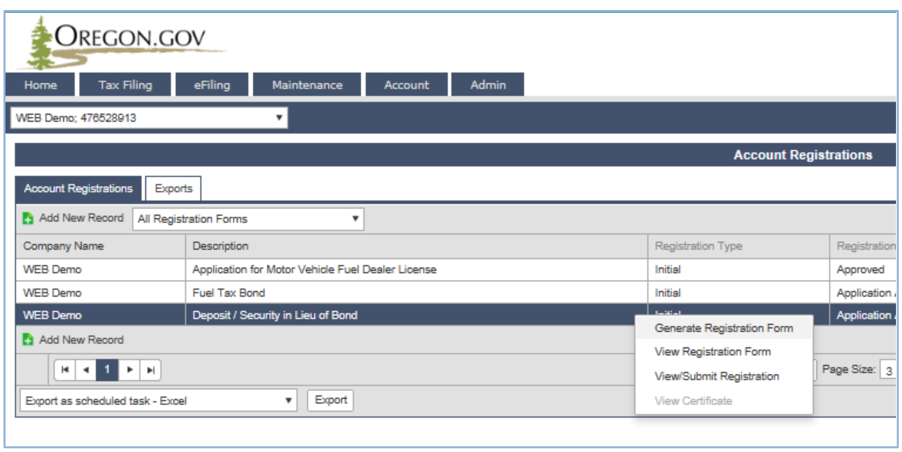
For other securities, enter the name of the company holding the certificate or other investment, the contact person and the date the security was deposited.

When your entries are completed, click “Save & Regenerate” at the bottom of the data entry window to save your information and generate the form.

Any errors will be displayed on the screen.

Once the form generation is complete, print the form, and sign and notarize the document. Scan the form as you did with other application documents.

To view the document, return to the “Account Registrations” screen. If the Form Status column for the record is blank, select “Refresh” to the right of the screen. When the column changes to “Warnings”, select the Deposit/Security line and then select “View Registration Form” from the pop-up box. The document can be printed from this screen.

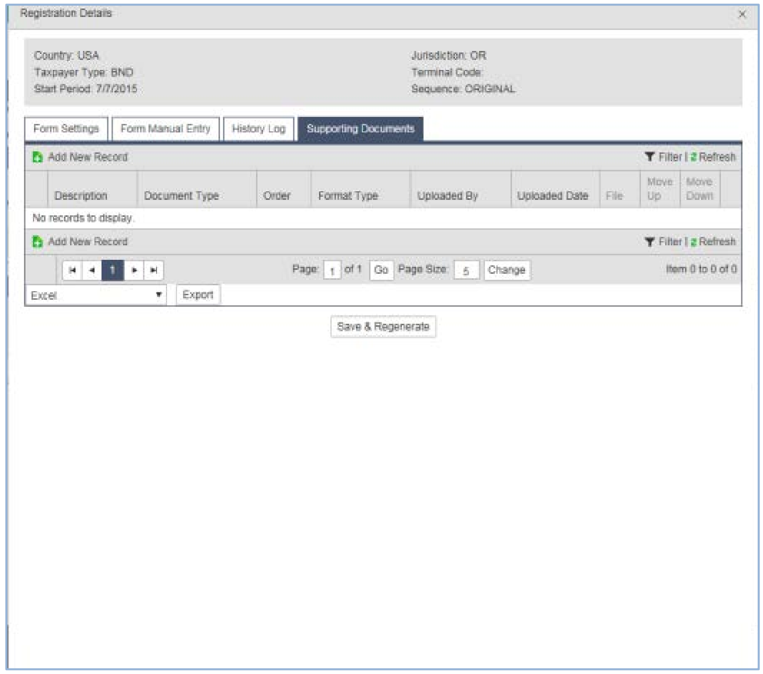


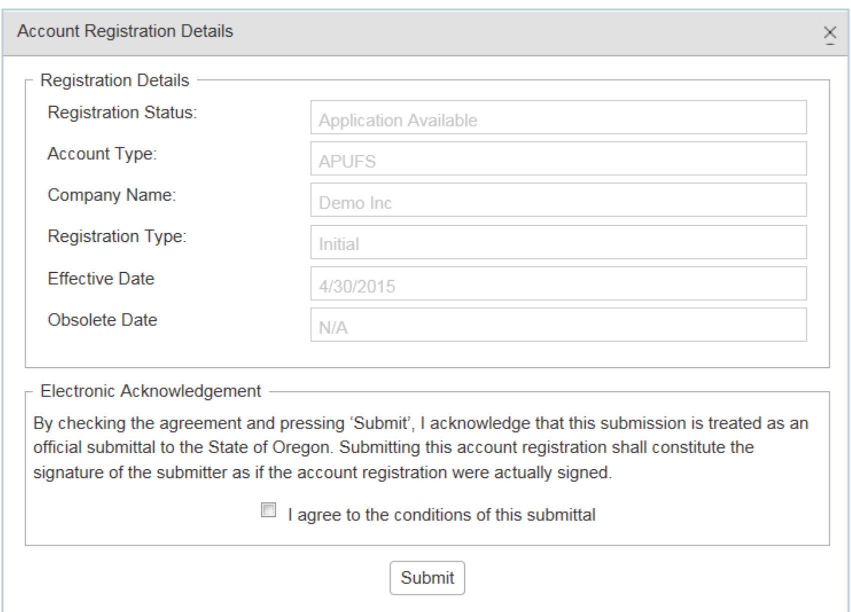
Once scanned, the Deposit Application is ready to be filed. From the Account Registrations screen, select the Deposit/Security line and then select “Generate Registration Form” from the pop-up box.

Select the "Supporting Documents" tab.

Click "Add New Record". The Application/Account Registration Documents type is displayed. Click "Select" and browse for the document.

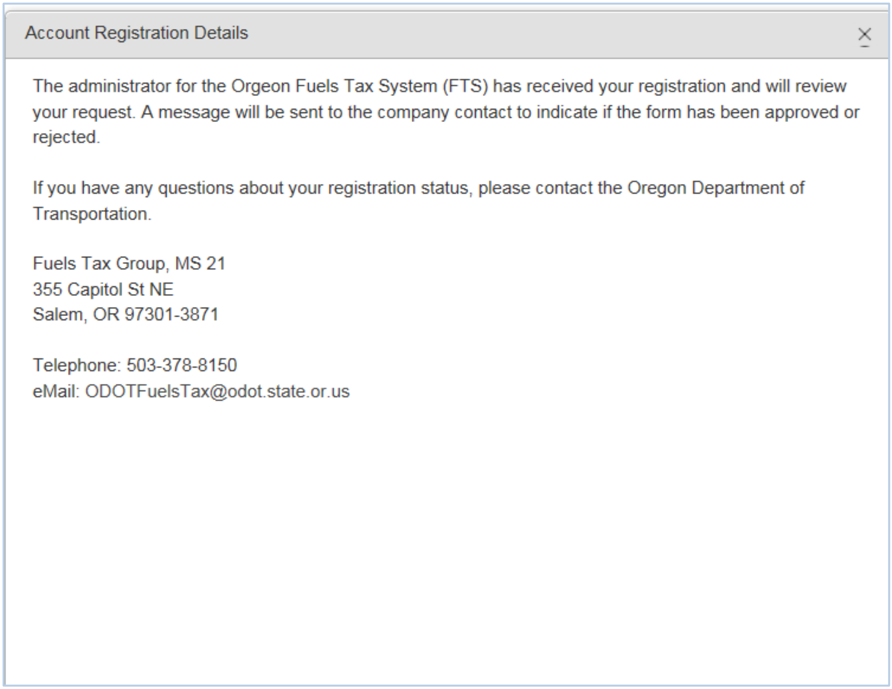
The file name will show up in the supporting documents box. Click the checkmark in the small circle on the left to save the file to be uploaded with the application.





From the "Account Registrations" screen, select the Deposit/Security application and then select "View/Submit Registration" from the pop-up box. Click the check box to agree to the conditions of the submittal, and click "Submit". This will send your license application request to the Fuels Tax Group for review.

You will receive an acknowledgement of your submission with our contact information.



When your application is approved, you will receive an email which details the effective date of your license, the license number, and a link to the reporting system.

When you close the electronic notification window, you will see the status of your application has changed to “Requested”.