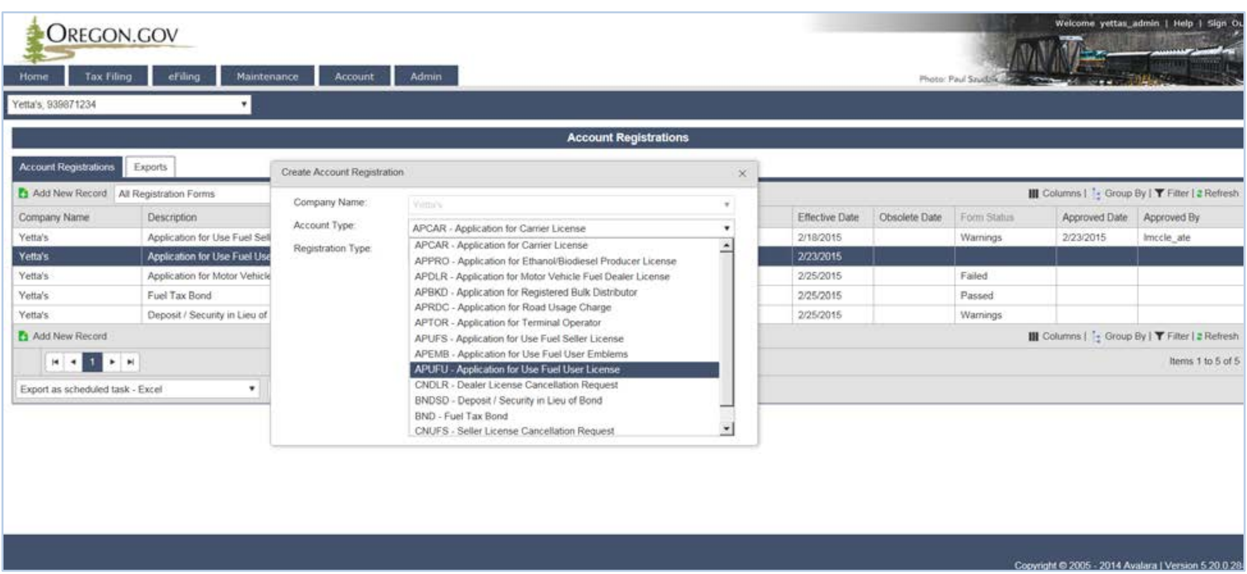
APPLYING FOR A USE FUEL USER LICENSE

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 Fuels 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 "APUFU – Application for Use Fuel User License" from the Account Type drop-down box.

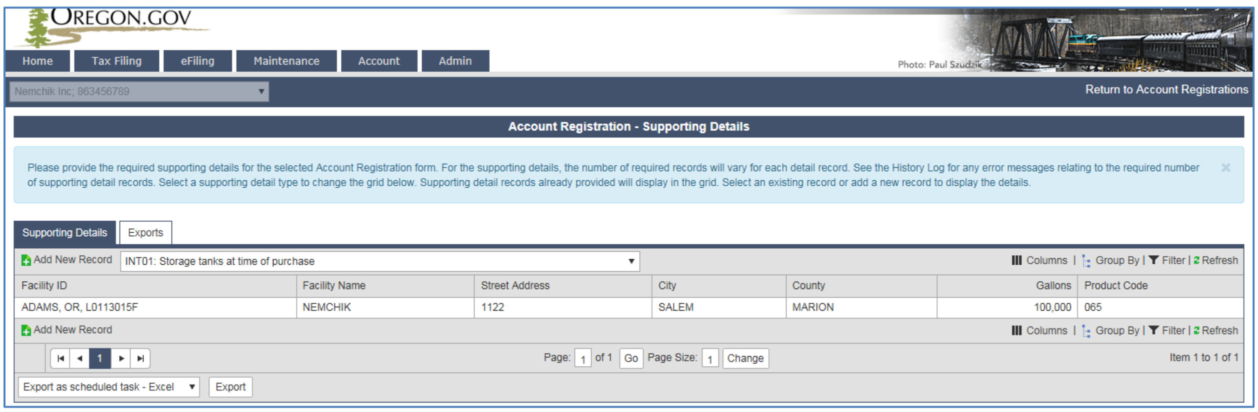


Then click “Insert” at the bottom of the window. From this same window, open the Account Type drop-down box again and select “BND - Fuel Tax Bond”. Then click “Insert” at the bottom of the window. The license application and bond application will show as two separate entries in the list of registrations. To purchase fuel at retail locations without the tax, you may also need Fuels Tax Emblems. To generate emblems, select “APEMB – Application for Use Fuel User Emblems”. Then click “Insert” at the bottom of the window and close the window.

When you select the line for the User 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).



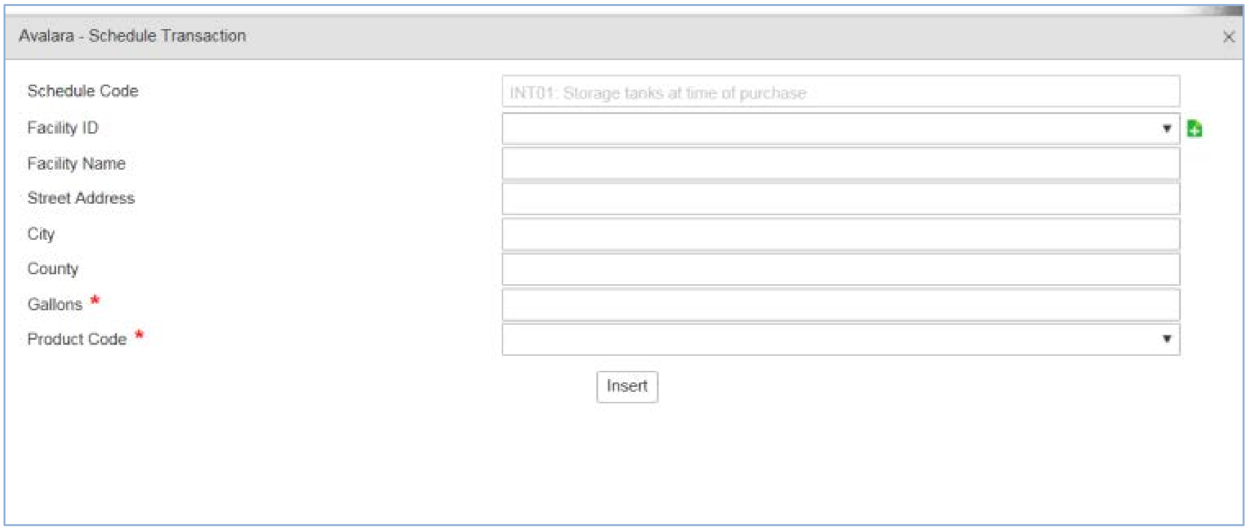
Most schedules are self-explanatory and describe the type of information required. Select the appropriate schedule from the drop-down box and then click “Add New Record” next to the schedule description to add that schedule to your application.

NOTE: If you purchased a business with fuel in bulk storage tanks, you must complete Schedule INT01. If you already own bulk storage tanks you must complete Schedule INT04. Schedule INT05 is used to list fuel supplier information. If you have multiple tanks, you will complete the INT01 or INT04 for each tank.

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.

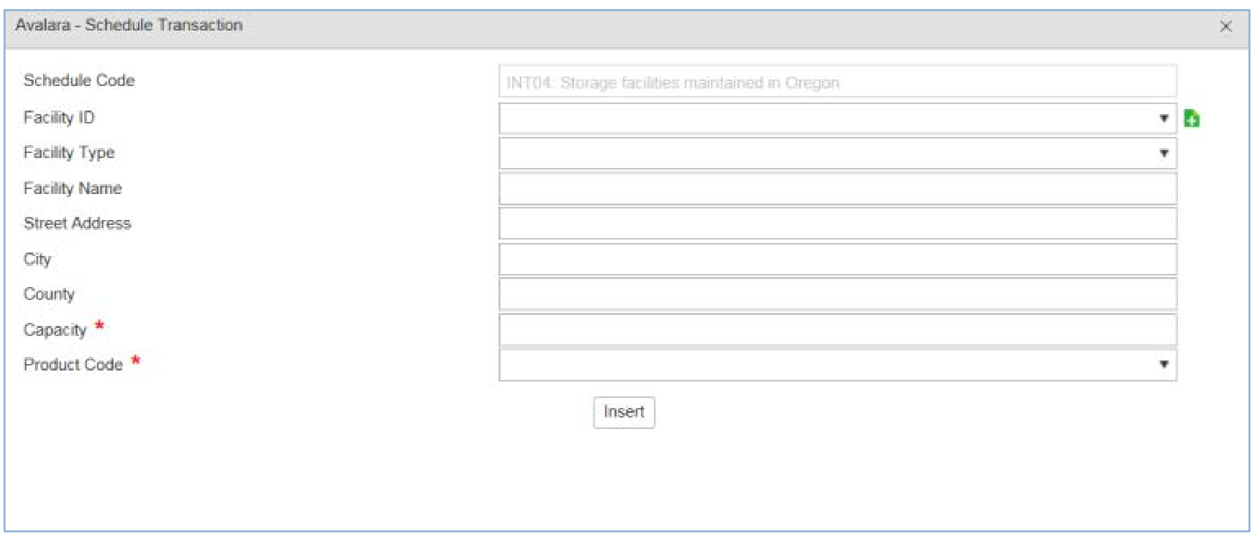
INT01: Storage tanks at the time of purchase



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.

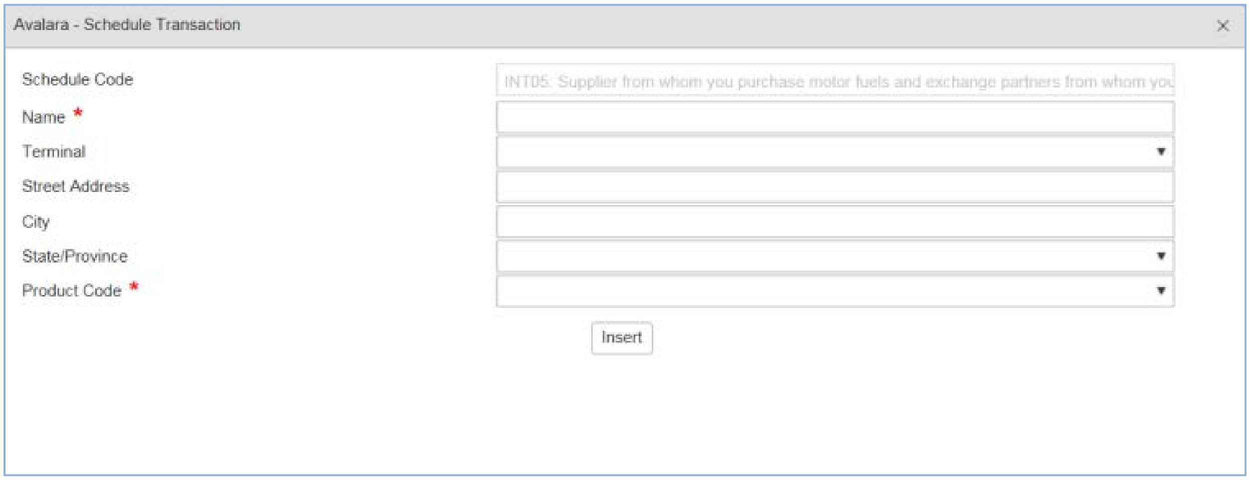
INT04: Storage facilities maintained in Oregon



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)

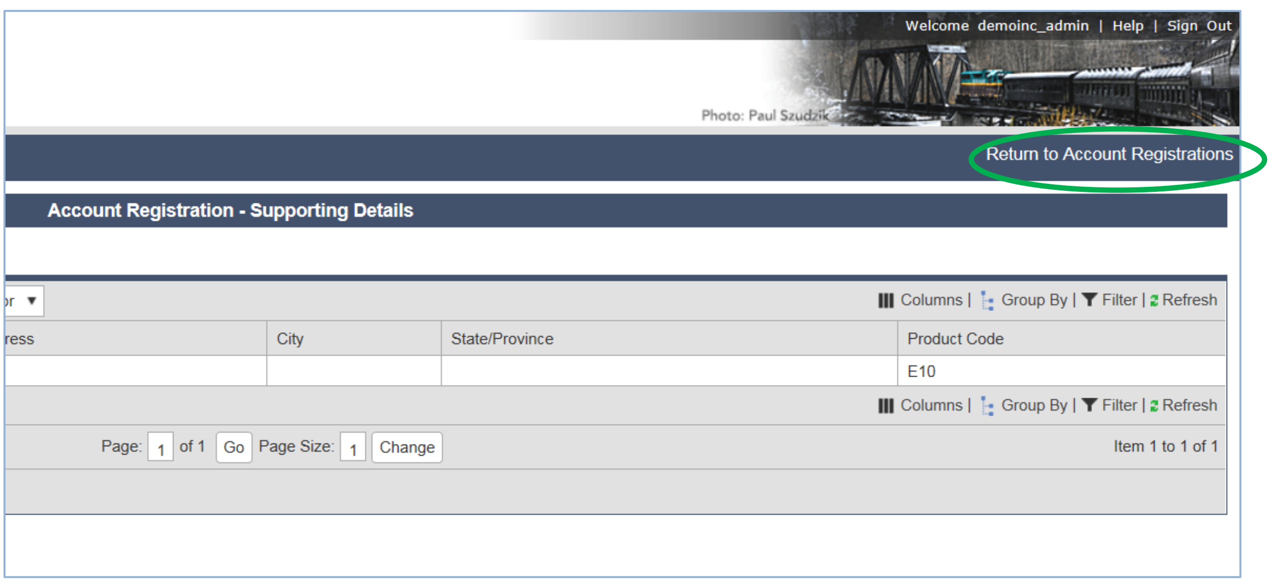


Enter the supplier's name in the first field.

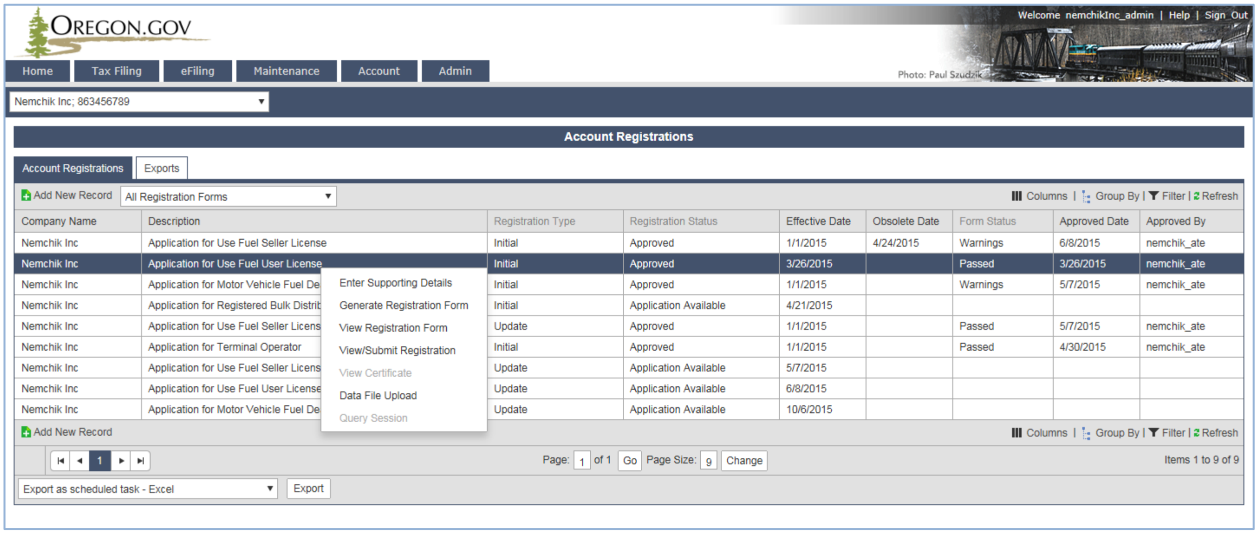
If the supplier is a terminal, select it from the drop down box. Otherwise, enter the address, city, and state in the applicable fields. These three fields are critical fields if a Terminal is not entered.

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.

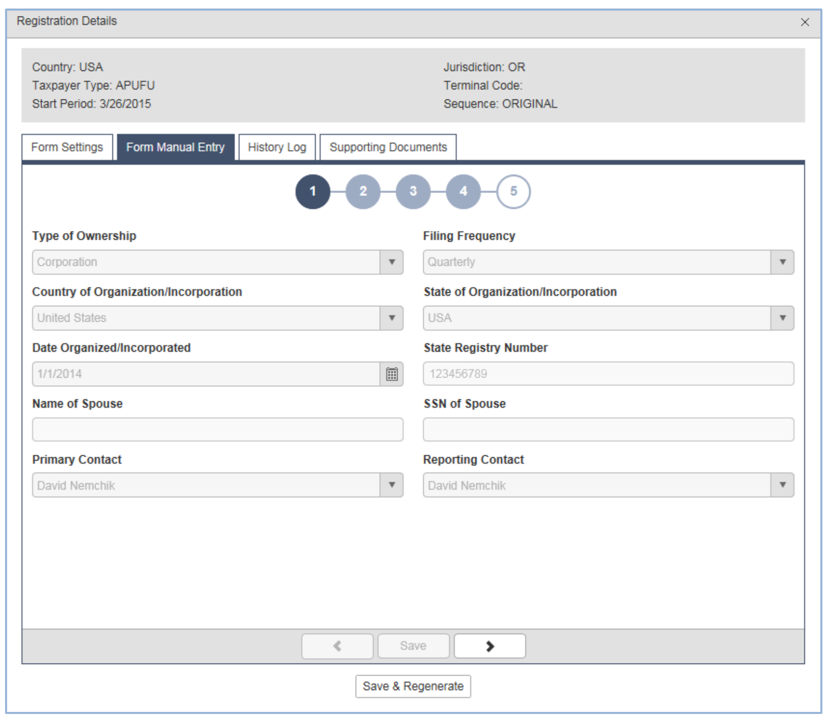


Select the User license application. From the pop-up box, select "Generate Registration Form" to bring up the registration details screen.



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

1 – Type of Ownership – Indicate the type of ownership from the drop-down boxes.



Select "Quarterly" filing frequency unless you are relicensing and qualify for annual or monthly reporting.

If you are married and the sole proprietor of your business, you can list your spouse's name and social security number to add them to the account.

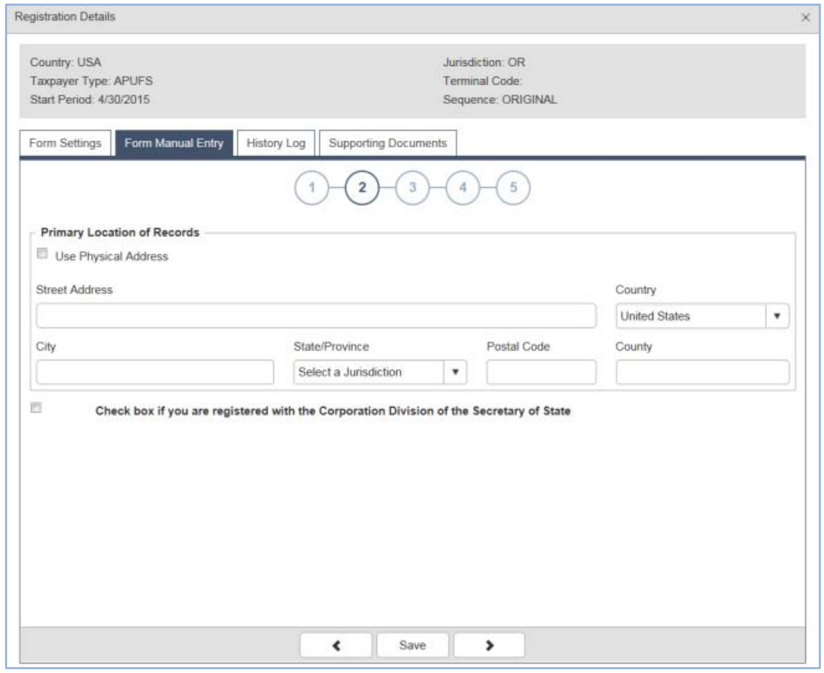
Select the primary contact and reporting contact from the drop down boxes.

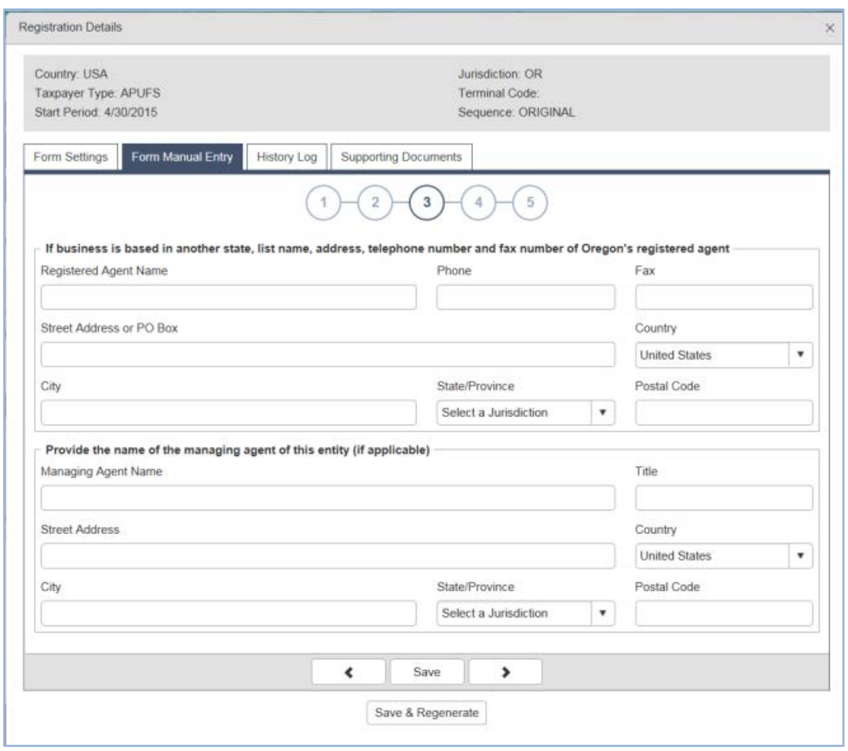
You can advance to the next screen by clicking the number in the bubble at the top of the window, or by using the arrow keys at the bottom of the window. Click "Save" at any time to save your work in process.

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.





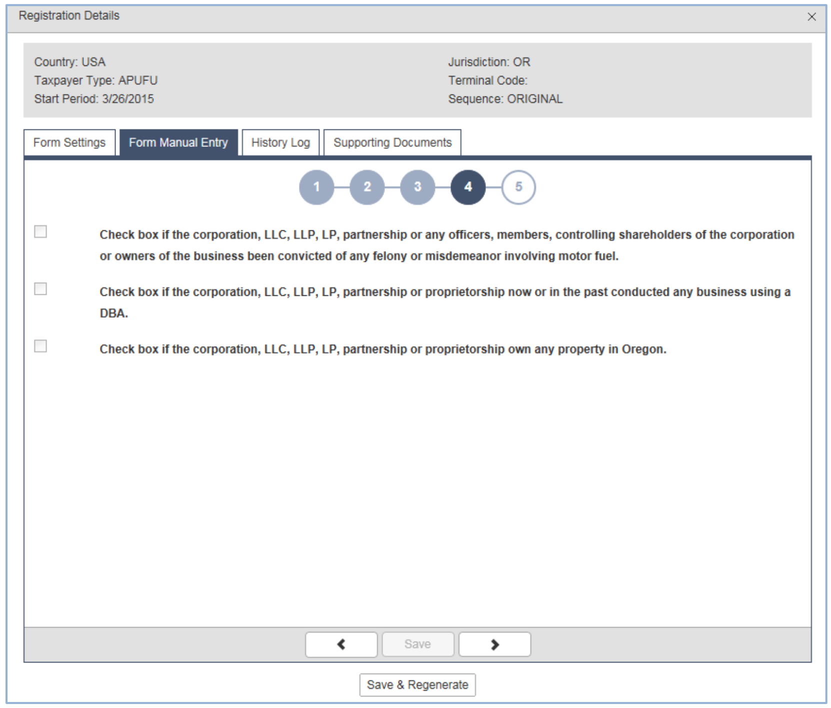
3 – Other state business registry (when applicable), and managing agent information

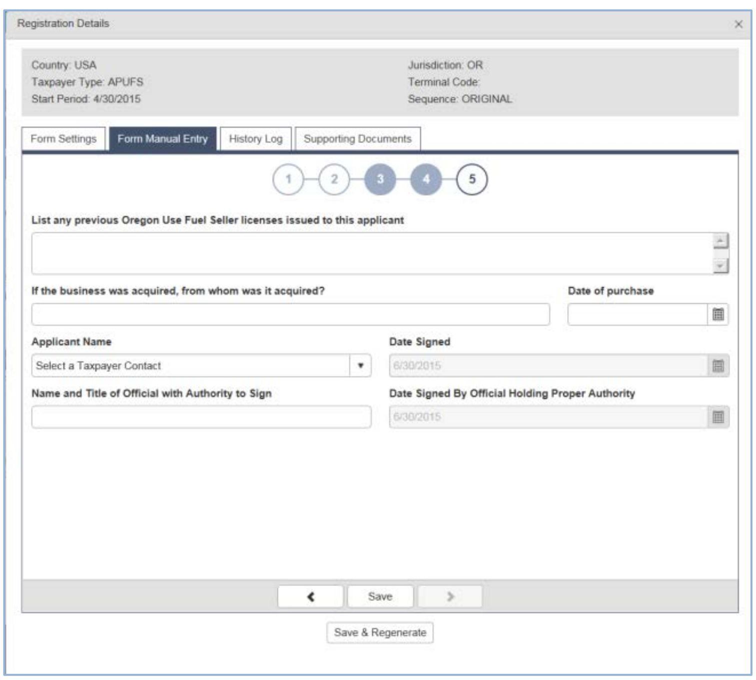
If your company is based outside Oregon, please list the registered agent for Oregon.

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.





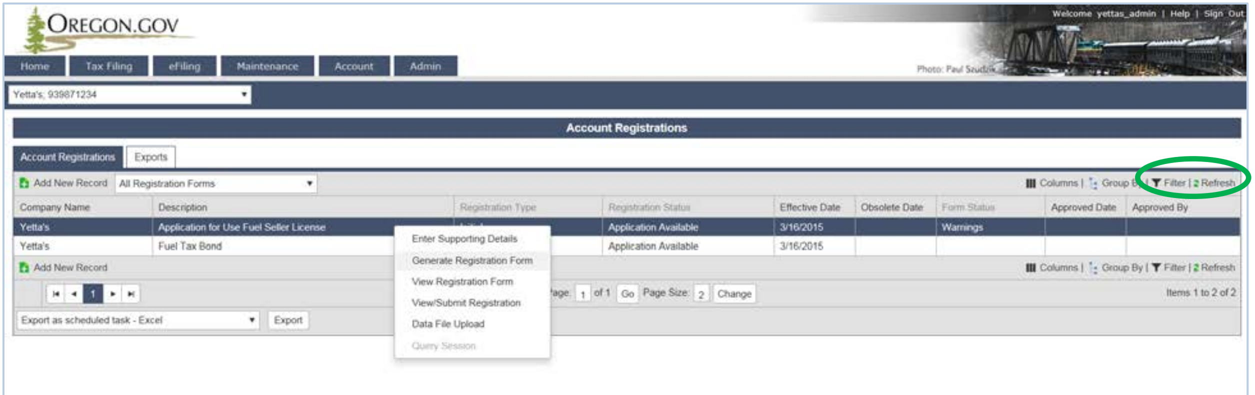
5 – Previous license information and Applicant name/signature authority and date signed (today)

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.

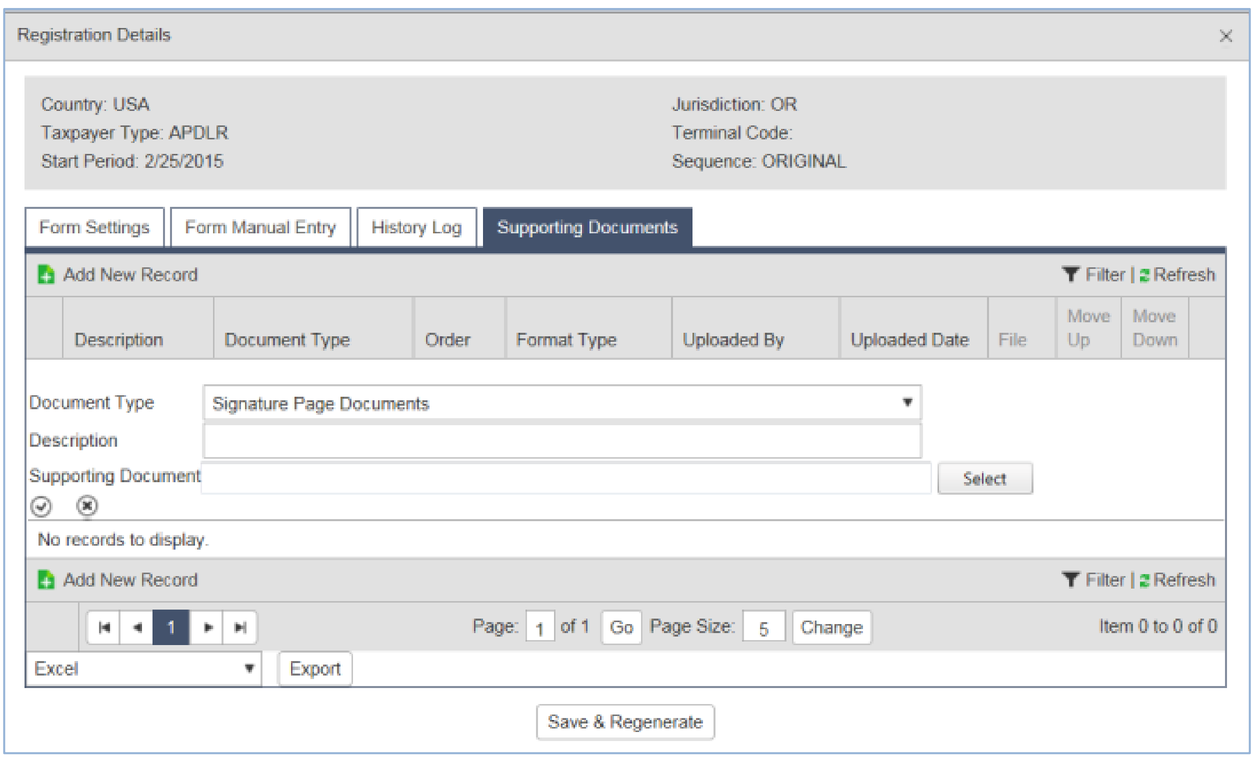
Return to the “Account Registrations” screen and refresh in the upper right corner to update the view. The “Form Status” column will change to either “Passed” or “Warnings”. Click on the license application and select “View Registration Form” from the pop-up box. Review the PDF of the form and confirm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



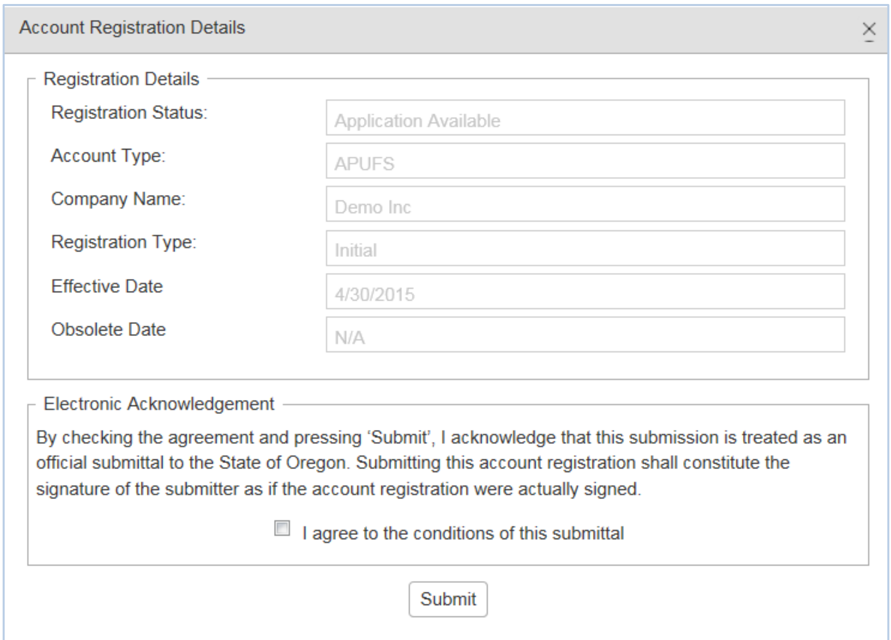
To attach the signature file, scan and save the signed form to a file folder where it can be accessed easily. Click the “Select” box and navigate to the signature document you scanned and saved earlier.

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.

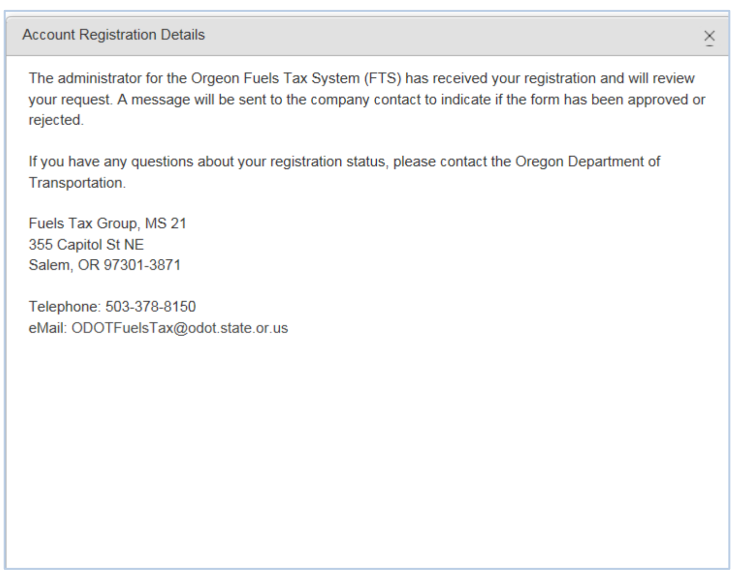
If you have more than one document to attach, click "Add New Record" and repeat the process to attach another document.

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

Select the license application and 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.

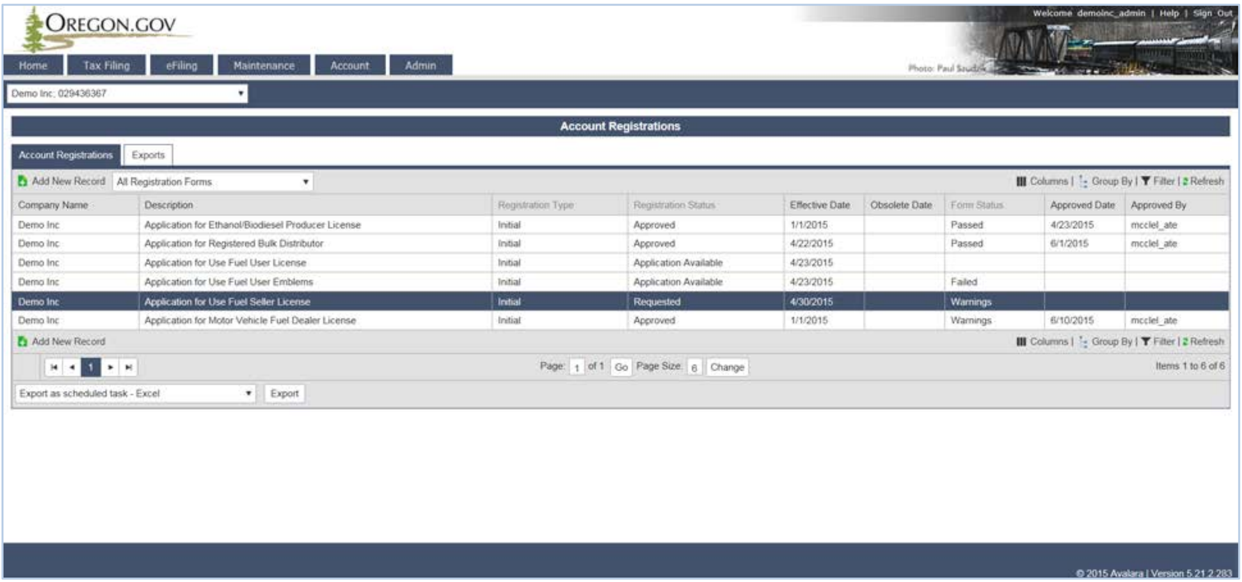


You will receive an acknowledgement of your submission with our contact information.



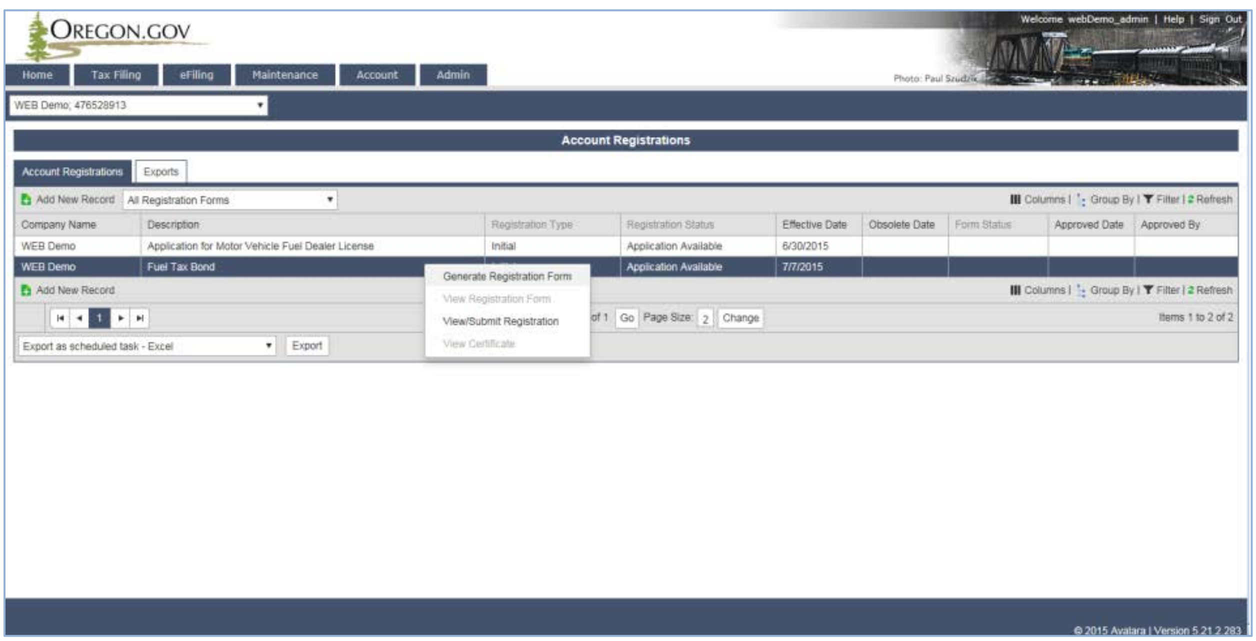
When your license is approved, you will receive an email which details the effective date of your license, the license number, and a link to the reporting system.

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

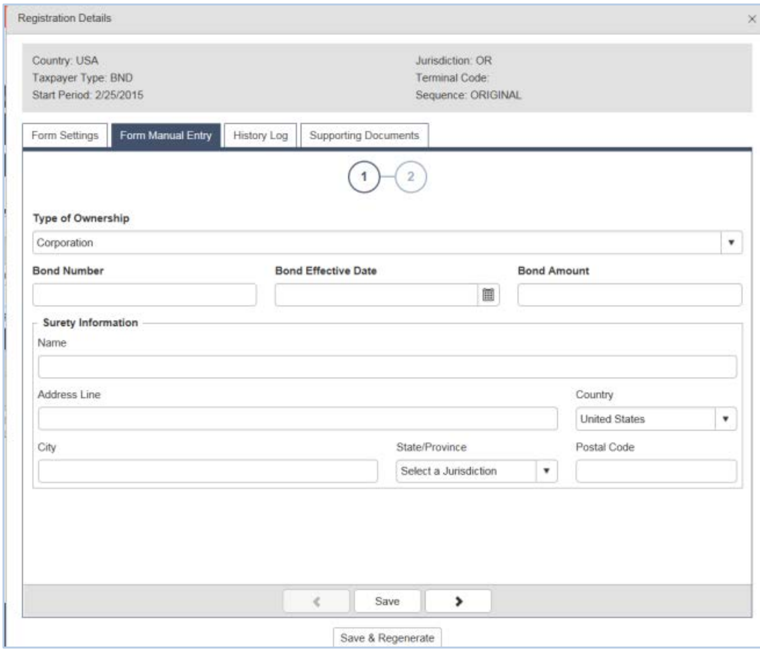


COMPLETING THE BOND APPLICATION

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.



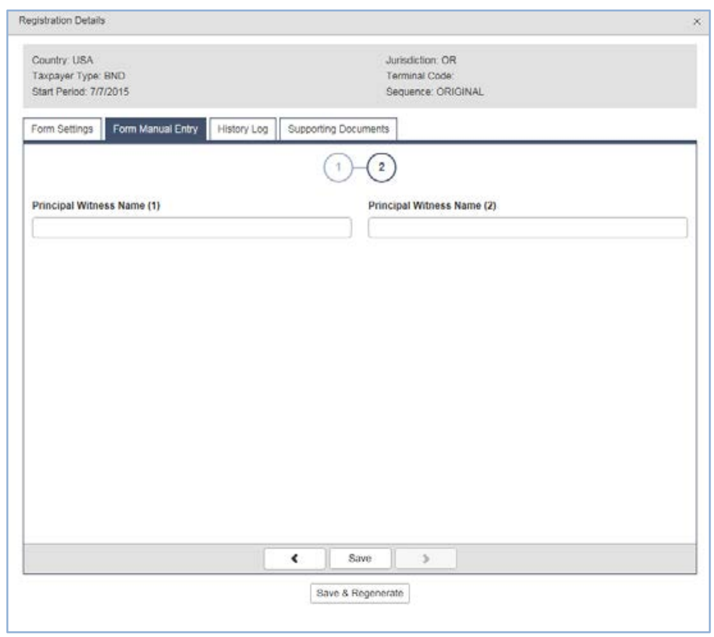
Select the "Form Manual Entry" tab and complete the bond information.



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.

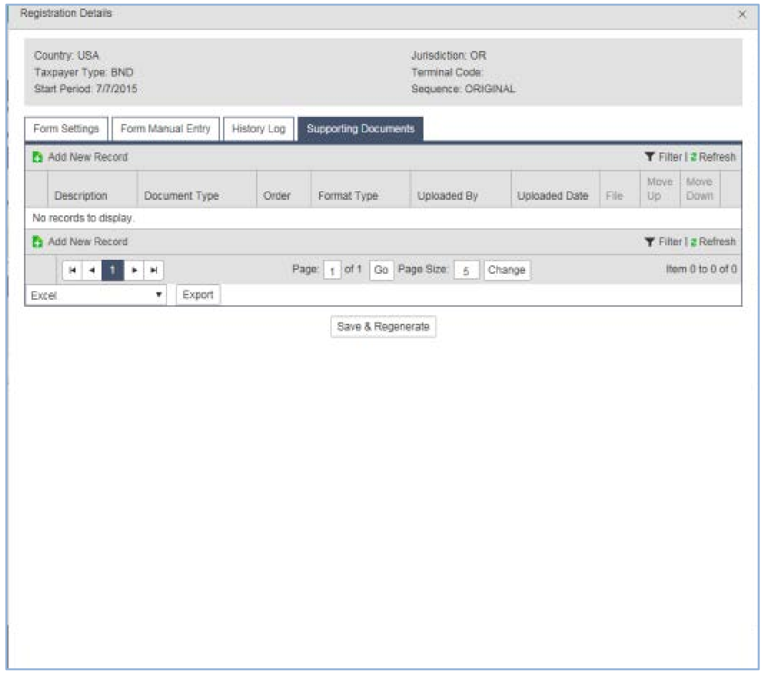
Print this form and have the witnesses sign the document. Scan the document and save it in a place on your computer that can easily be retrieved later.

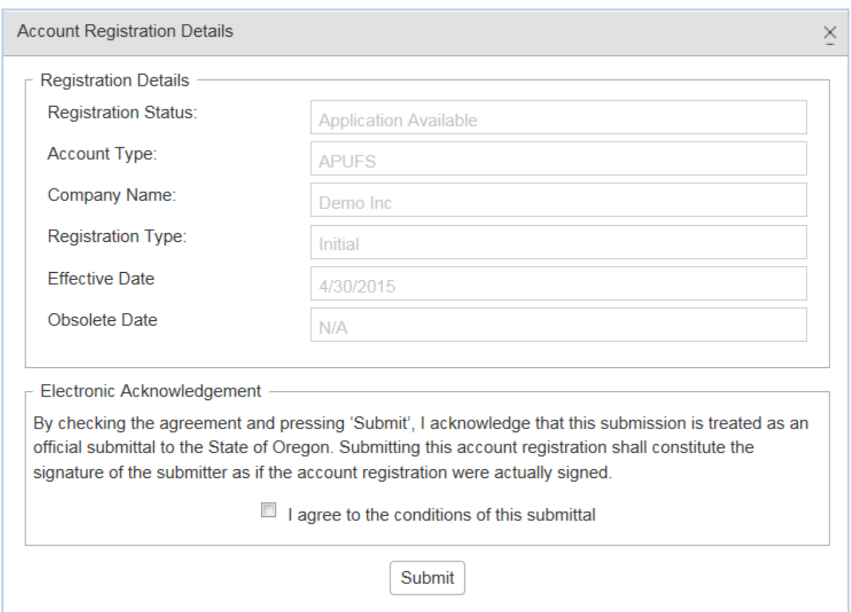
From the "Account Registrations" screen, select Fuel Tax Bond then select "Generate Registration Form".

Select the “Supporting Documents” tab.

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

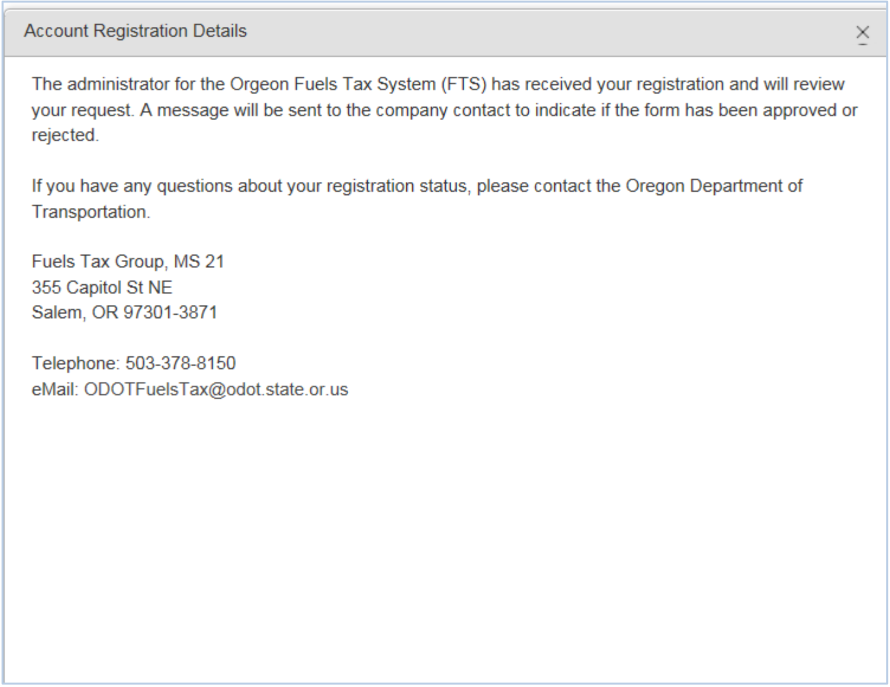
The file name will show up in the supporting documents box. Click the checkmark in the small circle on the left to save the file to be uploaded with the application.





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.

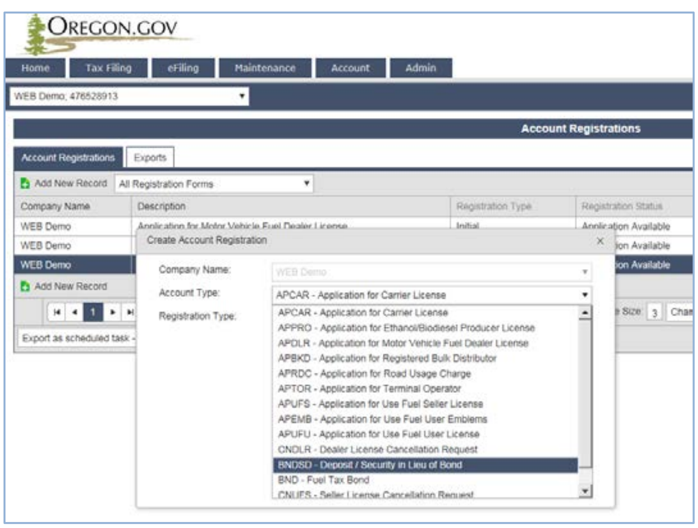


When your application is approved, you will receive an email which details the effective date of your license, the license number, and a link to the reporting system.

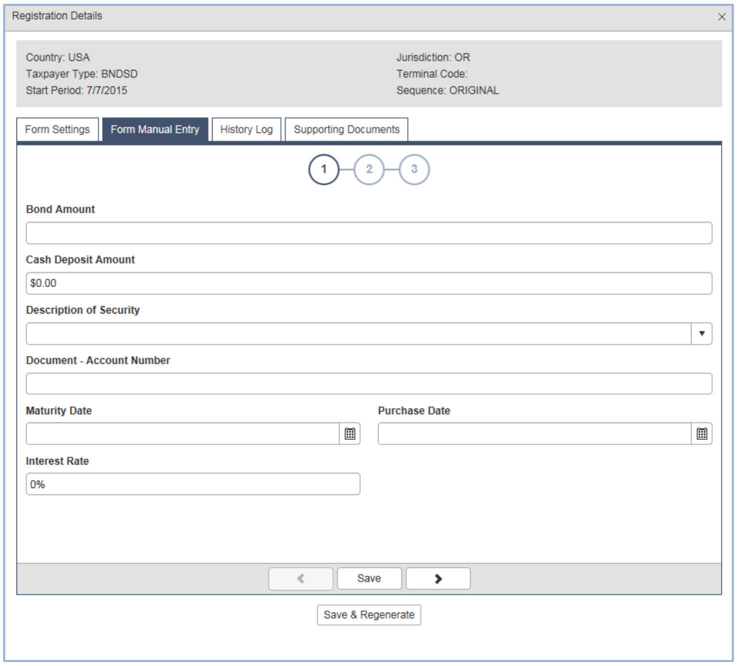
When you close the electronic notification window, you will see the status of your application has changed to "Requested".

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.

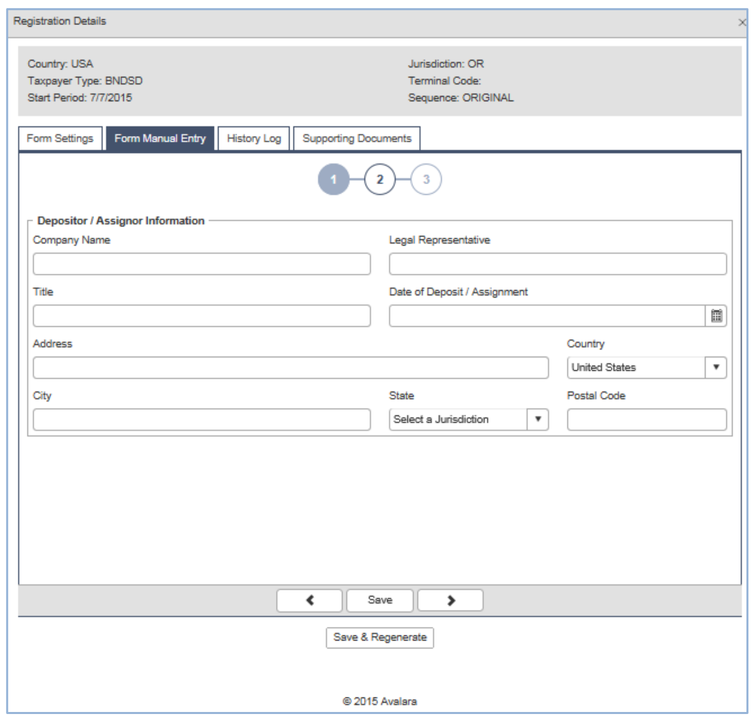


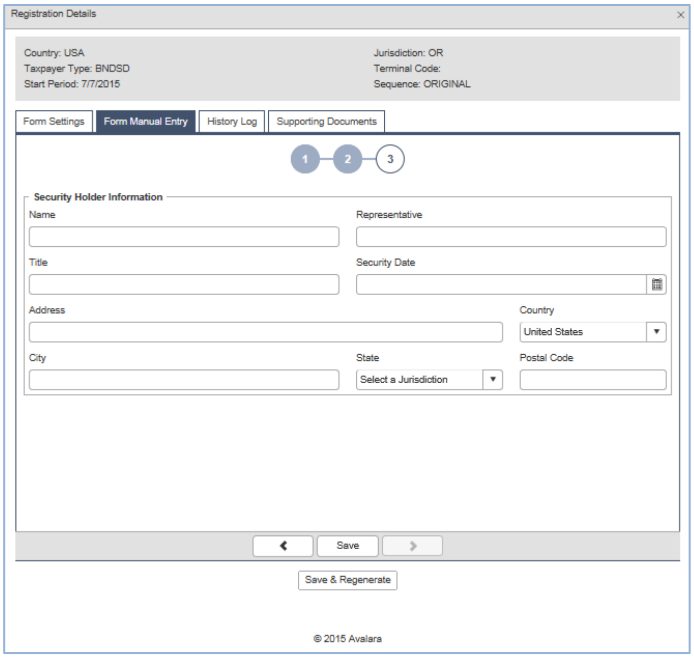
Select the “Form Manual Entry” tab and complete the necessary information.

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.

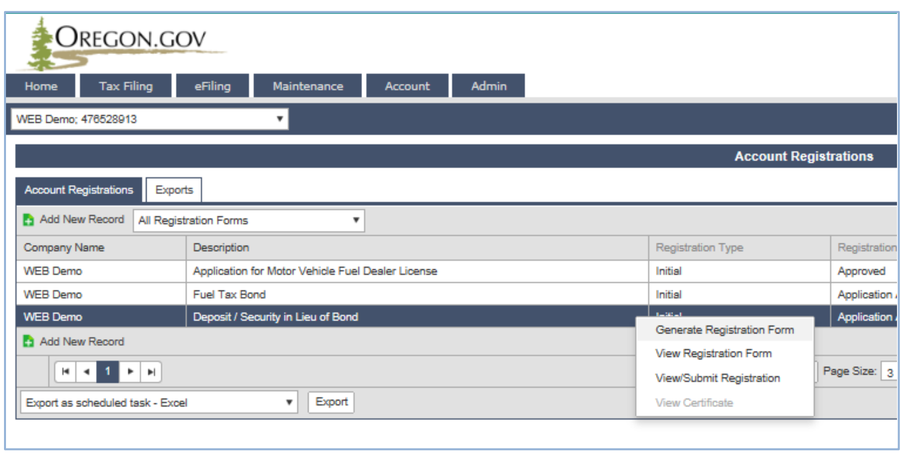
For other securities, enter the name of the company holding the certificate or other investment, the contact person and the date the security was deposited.

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.

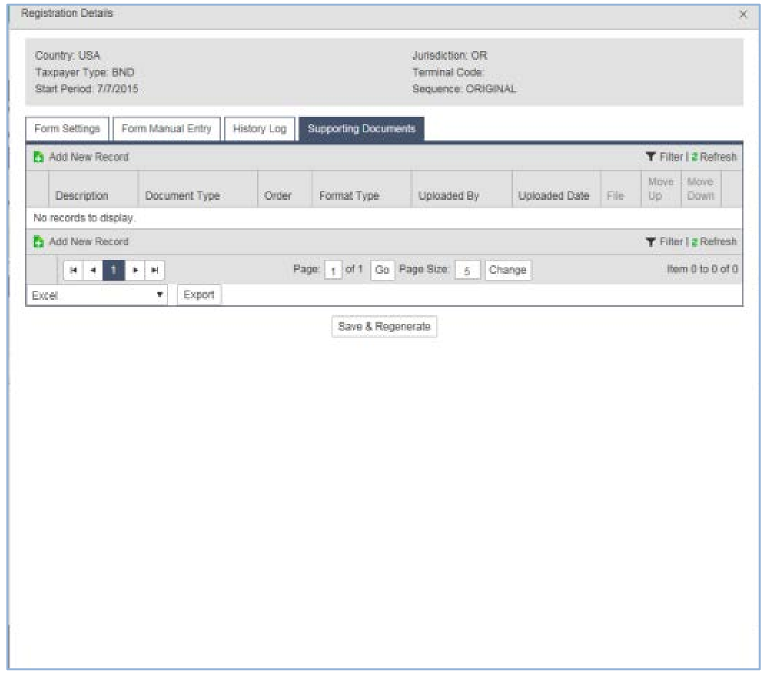


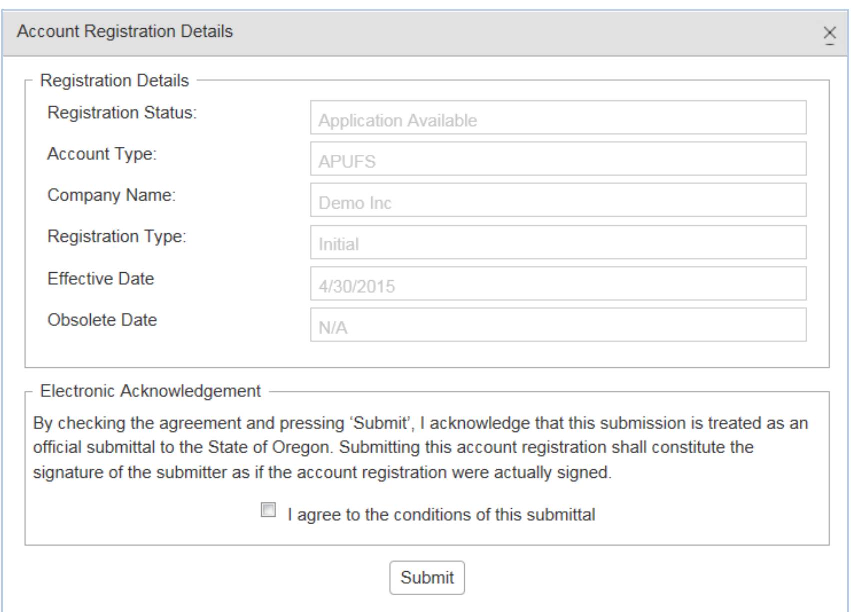
Once scanned, the Deposit Application is ready to be filed. From the Account Registrations screen, select the Deposit/Security line and then select “Generate Registration Form” from the pop-up box.

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.

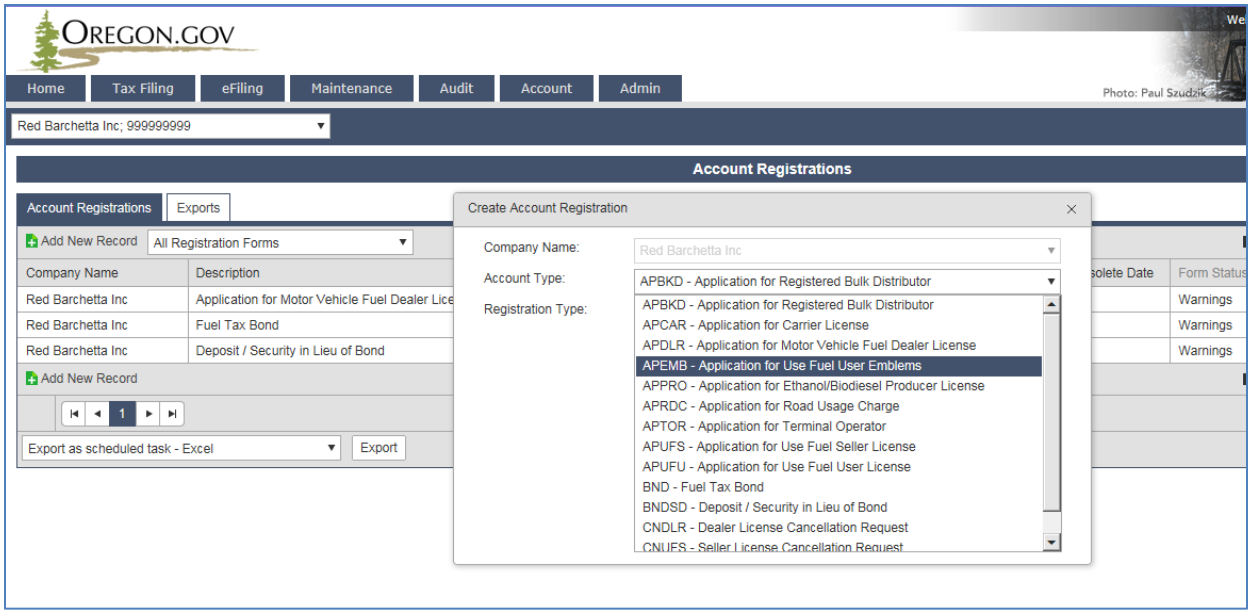
When your application is approved, you will receive an email which details the effective date of your license, the license number, and a link to the reporting system.

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

USE FUEL USER EMBLEMS (LICENSE MUST BE APPROVED BEFORE SUBMITTING EMBLEM REQUEST)

Use Fuel User Emblems are issued for each vehicle reported on your Use Fuel User tax report. Emblems are used to notify the seller of the fuel (generally in retail situations) that you are licensed by the Fuels Tax Group to remit tax directly to the state, and may purchase use fuel without the tax. If you do not request emblems, you will generally be charged the tax when purchasing fuel at retail locations.

From the “Account Registrations” screen, click “Add New Record” located directly under the Account Registrations tab. From the “Create Account Registration” pop-up window, select the “Application for Use Fuel User Emblems” line from the Account Type drop-down box.

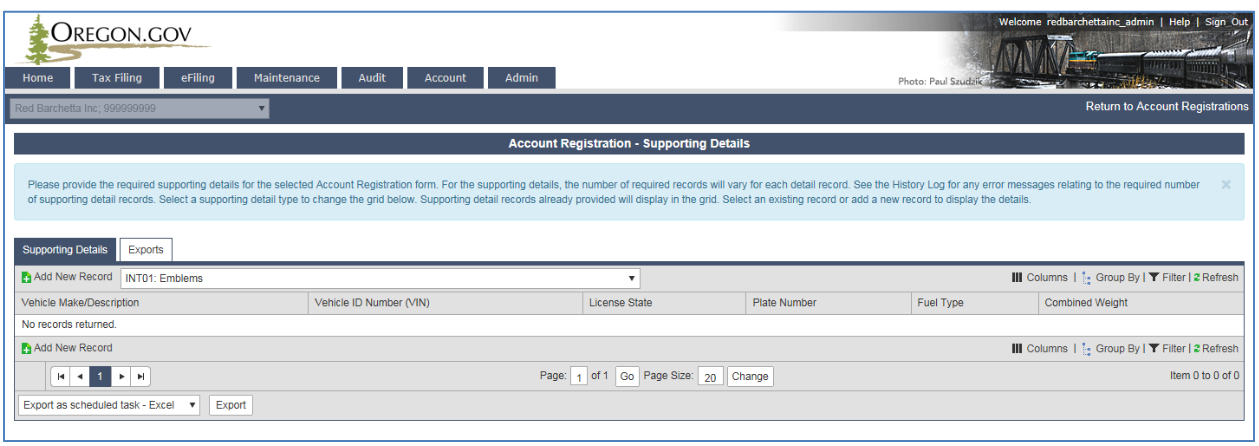


Then click “Insert” at the bottom of the window and close the window.

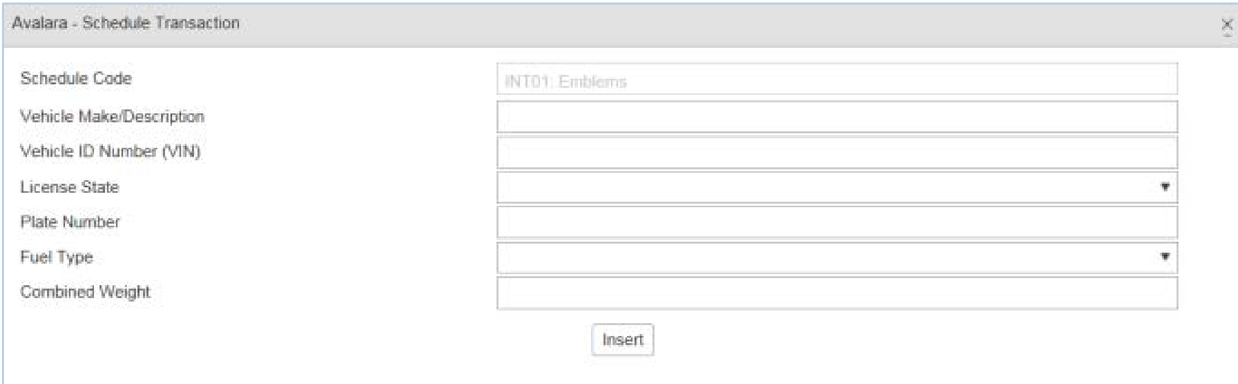
When you select the line for the User license application, you will have a pop-up menu with the choice to:

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)
Data File Upload

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



The supporting details consist of one schedule (INT01) for emblem requests. Click "Add New Record" to add a vehicle to your emblem list. The following pop-up window appears:



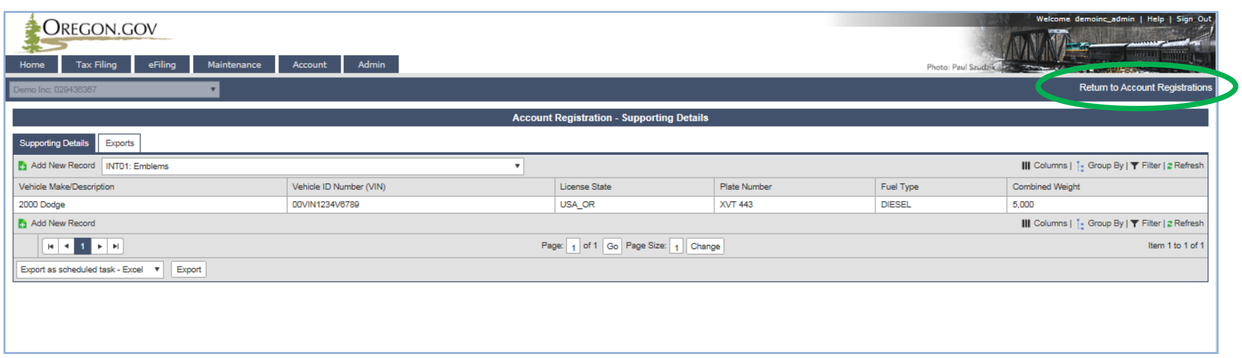
The information needed to complete this schedule can be found on the vehicle, or on the title or registration for each vehicle.

Enter the make, VIN, license plate and state, type of fuel (diesel, propane, CNG, LNG) and the weight of the vehicle.

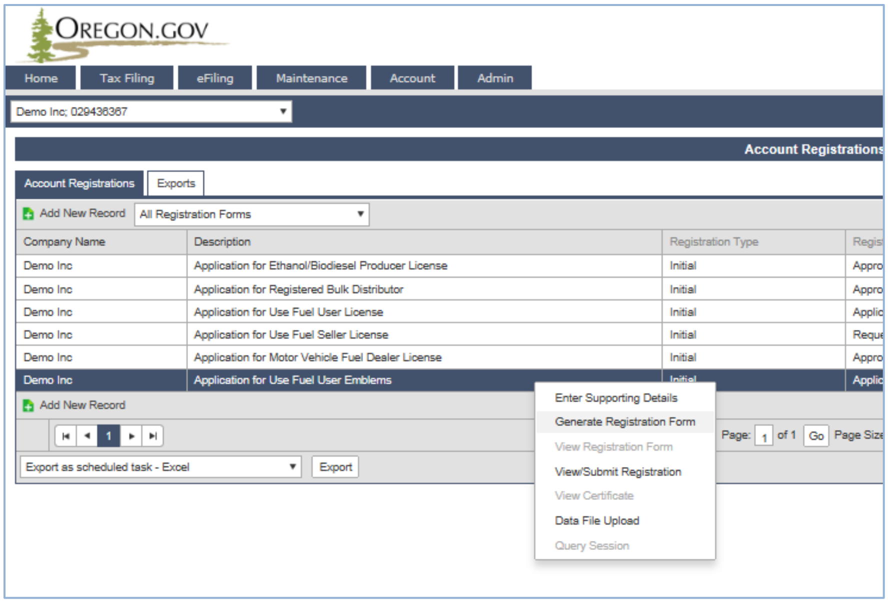
As you finish each vehicle, click "Insert" at the bottom of the window to save the information.

Continue to add as many records as necessary to list all use fuel powered vehicles owned or operated by this licensee. You may also list unlicensed vehicles by entering the description or fleet number in place of the license plate.

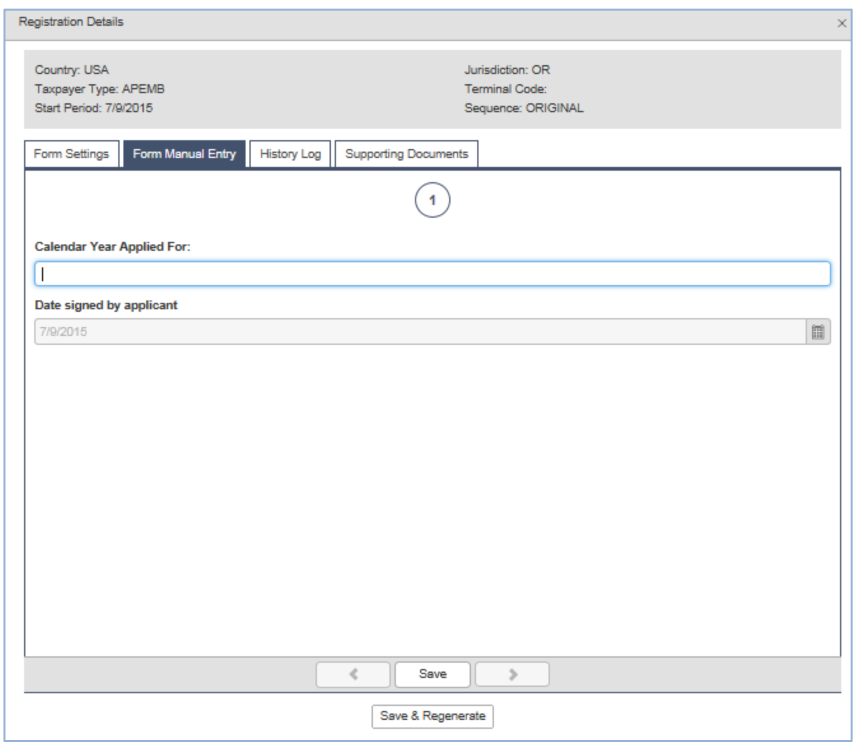
Once you have entered all vehicles and equipment that need emblems, close the window and return to the "Account Registrations" list, either by navigating through the menu or clicking on the link in the upper right corner of the schedule window.



Select the "Application for Use Fuel User Emblems" line and select "Generate Registration Form" from the pop-up menu.



On the Registration Details pop-up screen, select the "Form Manual Entry" tab and indicate the year for the emblems, and the date signed (defaults to today).

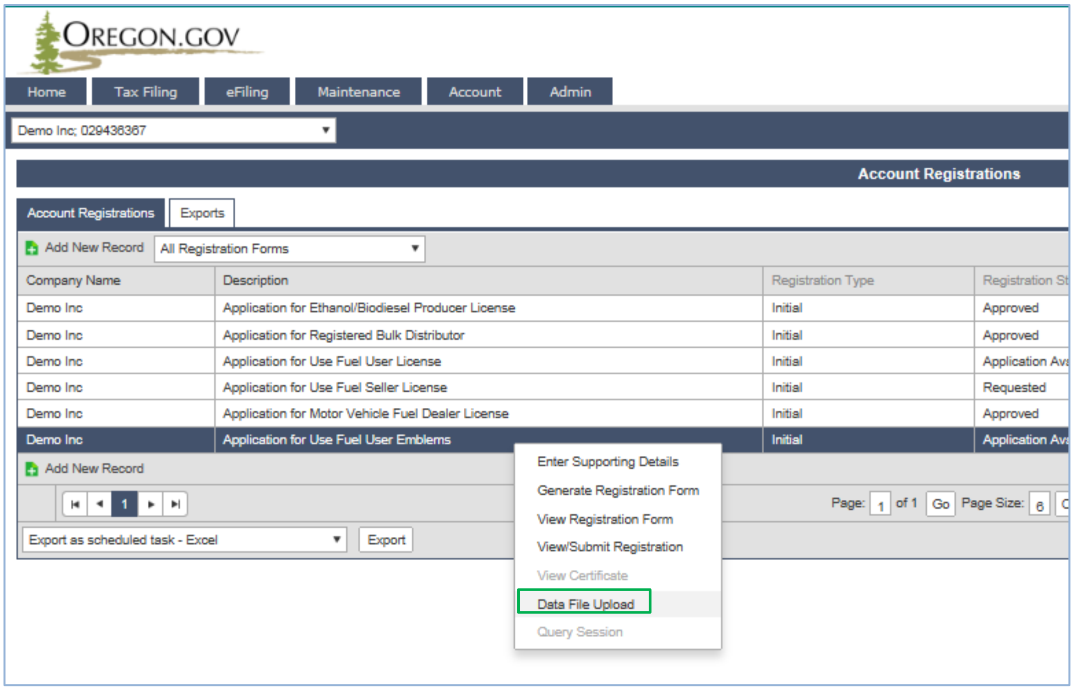


Click on "Save & Regenerate" at the bottom of the window and close the form.

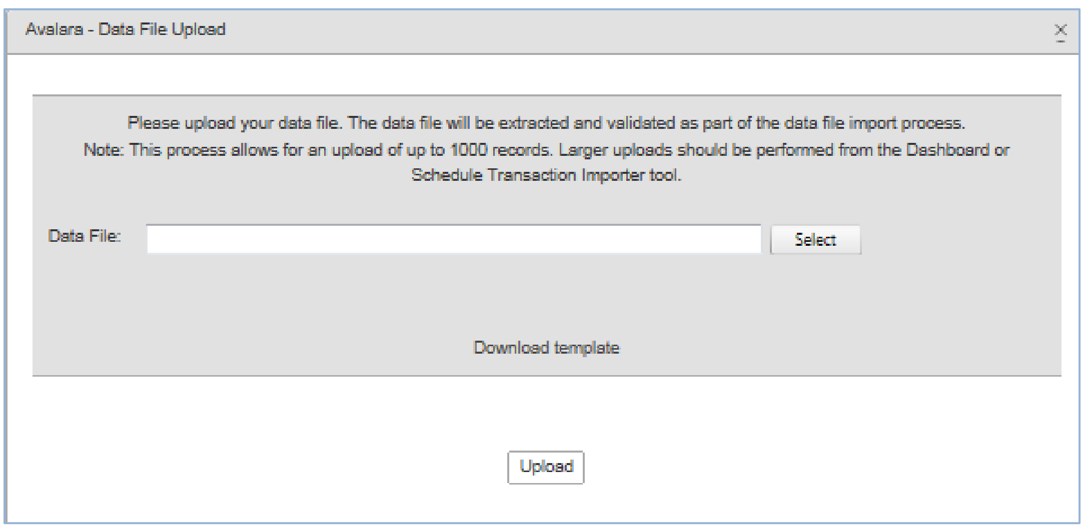
You can then return to the Account Registration list, click on the "Application for Use Fuel User Emblems", view the emblem request for accuracy, and submit the application for emblems.

If you have a large number of vehicles, you may also submit your emblem request using a Microsoft Excel template upload. Instead of entering the INT01 information manually, you can enter it into an Excel template. If you already have your fleet information in an electronic format, this would simplify the process.

From the "Account Registrations" screen, select the "Application for Use Fuel User Emblems" line and select “Data File Upload” from the pop-up box.

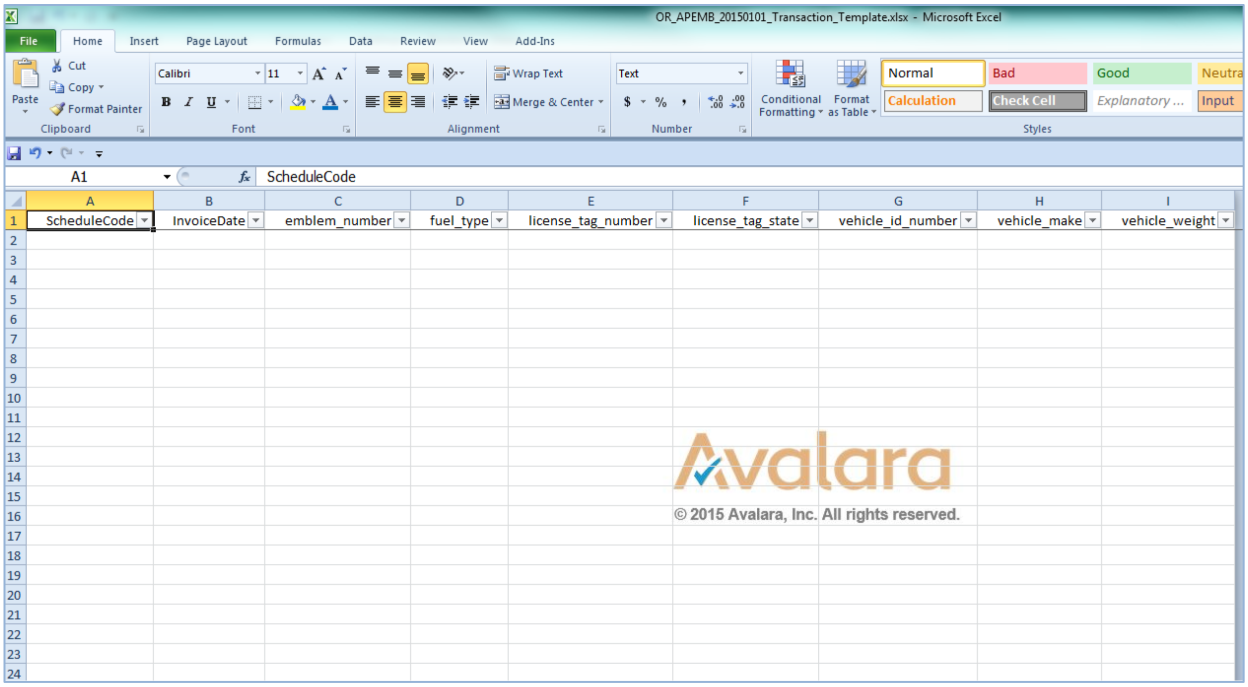


This will bring up a window to access the Excel worksheet for vehicle entries.



Click on “Download Template” in the bottom of the gray portion of the window to access the template. You can save this template and just update it each year when applying for renewal of emblems.

The template contains the same vehicle information as the schedule INT01. The Excel format allows you to enter the information in columns rather than going through multiple forms, and you can cut and paste information from other sources.



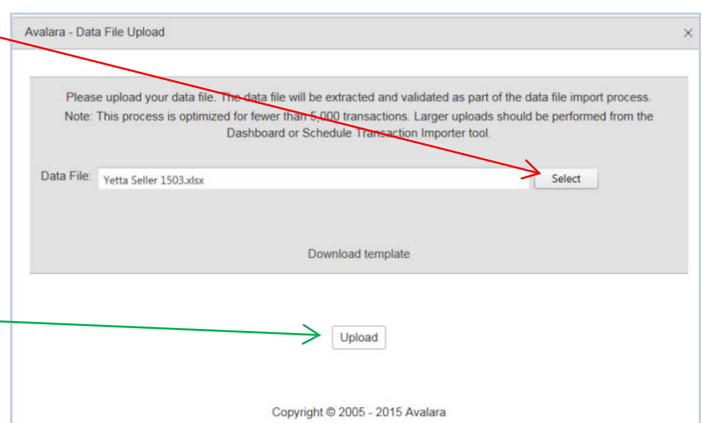
Complete each column as follows:

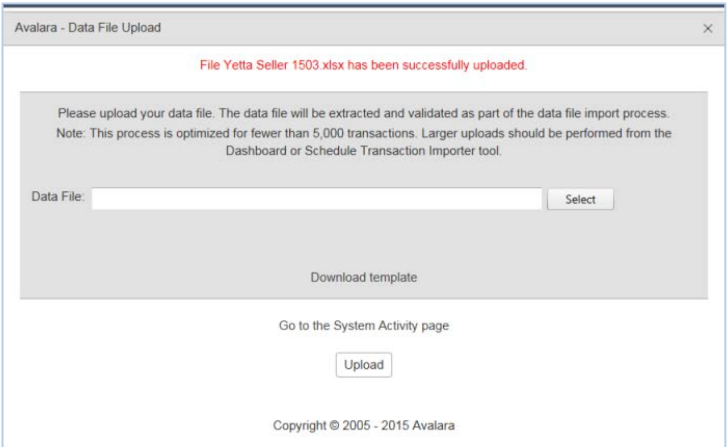
ScheduleCode	INT01
InvoiceDate	(leave blank)
emblem_number	(leave blank)
fuel_type	Diesel, CNG, LNG or Propane
license_tag_number	vehicle plate number or equipment identifier
license_tag_state	state that issued plate or “Oregon” for equipment
vehicle_id_number	VIN from vehicle or equipment number
vehicle_make	make of vehicle or equipment
vehicle_weight	weight of vehicle or equipment

When you have completed the entries, save the file in a location you can find easily. Return to the “Account Registrations” screen and select the Emblem Application line. Select “Data File Upload” from the pop-up box. The following screen appears:

Click on “Select” and navigate to the file you saved for this license and period. Once you have identified the file, highlight it and click “Open” in the selection window. Your file name will appear in the data file entry field.

Then click “Upload” at the bottom of this window to import your transaction data into the Fuels Tax System.



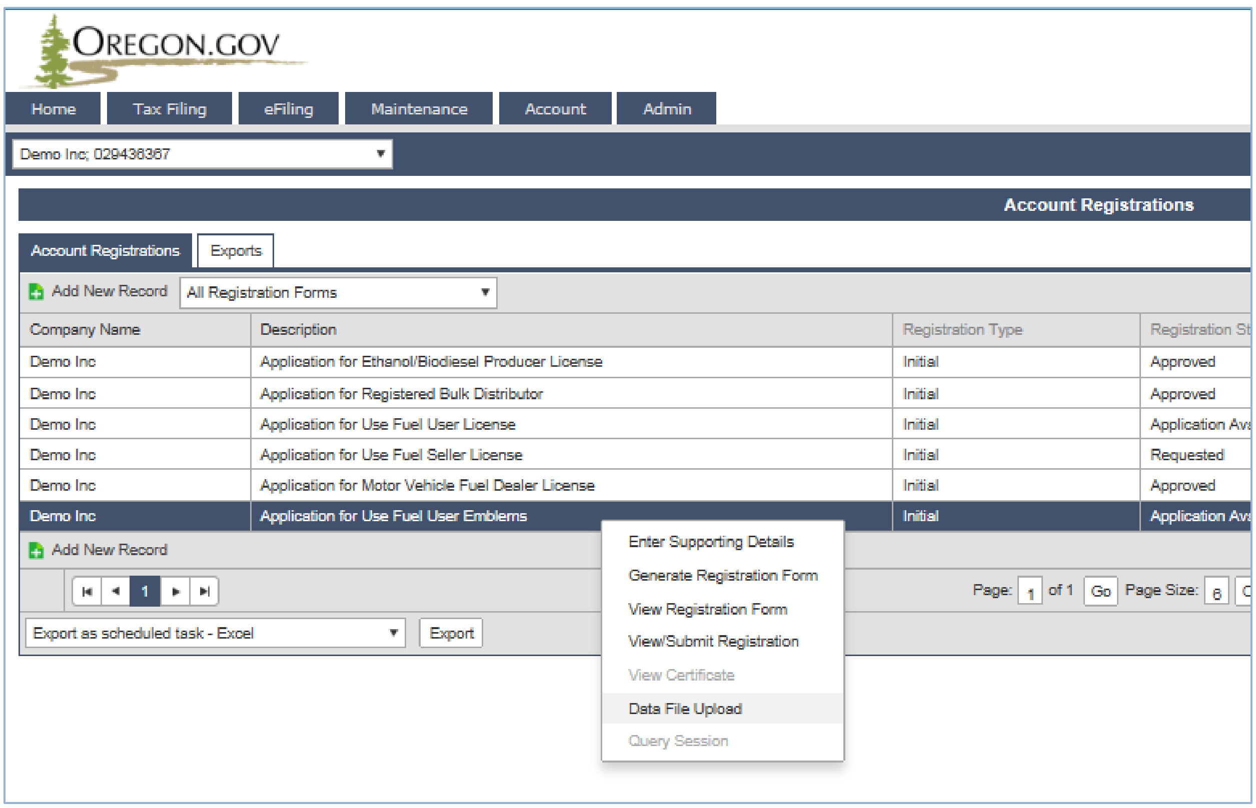


Once the file has been uploaded, you will get a message in red at the top of the screen that the file has been successfully uploaded and an option to view the system activity at the bottom.

The system activity window shows the date and time of the upload, the file name, and processing results (total transactions, passed (accepted), warnings, and errors). You can also access the system activity through the ADMIN > SYSTEM ACTIVITY tab.

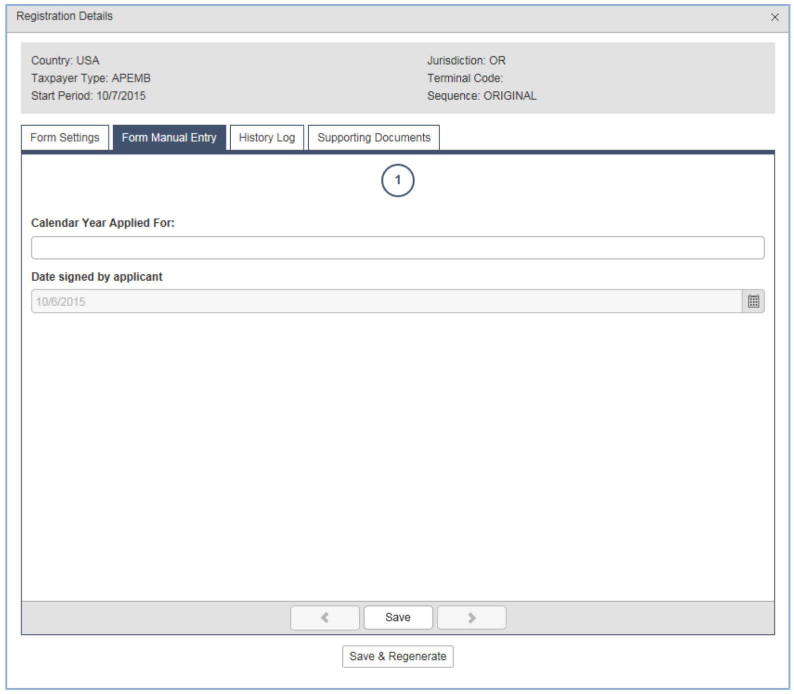
The worksheet will populate the INT01 entries. At this point a year must be manually entered.

Return to the "Account Registrations" screen and select the "Application for Use Fuel User Emblems" line. Select "Generate Registration Form" from the pop-up box.

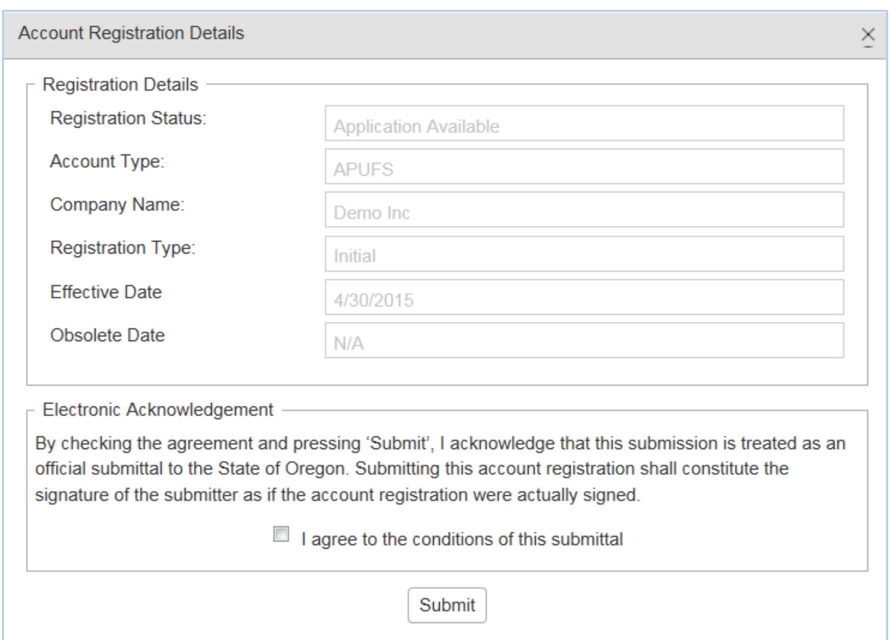


Select the Form Manual Entry tab.

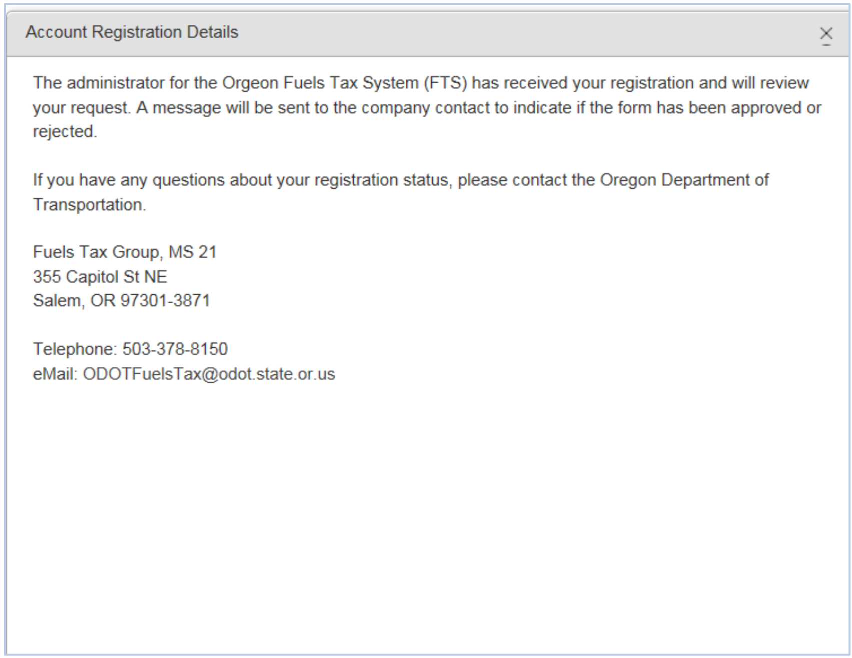
Enter the calendar year applied for and select "Save & Regenerate" at the bottom of the screen and close the window.



Click on the "Application for Use Fuel User Emblems" line and select "View/Submit Registration". From the "Account Registration Details" screen, 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 request is approved, you will receive an email which details the information pertaining to the emblem request and a link to the reporting system.



Account Registration Details

The administrator for the Orgeon Fuels Tax System (FTS) has received your registration and will review your request. A message will be sent to the company contact to indicate if the form has been approved or rejected.

If you have any questions about your registration status, please contact the Oregon Department of Transportation.

Fuels Tax Group, MS 21
355 Capitol St NE
Salem, OR 97301-3871

Telephone: 503-378-8150
eMail: ODOTFuelsTax@odot.state.or.us

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