

MOTOR VEHICLE FUEL DEALER LICENSE CANCELLATION

To cancel a license, login to the Fuels Tax System and select the "Account" tab. Then select "Registration" and then "Registration Status".

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35					_	_						
Home	Tax Filing	eFi	ling Ma	intenanc	e .	Audit	Acco	_	Admin			
Vandelay Indust	Vandelav Industries: 9999999999											
I≣ VanDelay ▼	I≣ VanDelay ▼											
Tax Session	Workflow							Message	Center			
			Status	6				Add	New Record	C	Expand Grid	
Tax Session		eFile	Transactions	Return	Filed	Due Date		From		Ŧ	Subject T	Date T
0					No ite	ms to display	(*system*		,	Your Avalara Excise Platform User Account	6/10/2019 1:31 PM
								system			Your Avalara Excise Platform User Account	5/14/2019 1:06 PM
								system			Your Avalara Excise Platform User Account	4/1/2019 4:13 PM
								system			Your Oregon Fuels Tax System secure user account	3/28/2019 5:17 PM
									1			1 - 4 of 4 items

Figure 1. Account Registration selection

The Account Registrations screen is displayed:

Home Tax Filing	eFiling Maintenance Audit Account	Admin			Photo	Paul Szudzik	MAR	
andelay Industries; 99999999	99 🔻							
		Acco	unt Registrations					
Account Registrations So	cheduled Tasks							
Add New Record All Rec	aistration Forms					Columns	占 Group By 🕇	Filter 🗬 Refrest
	Distration Forms	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Filter PRefresh Approved By
Company Name		Registration Type Initial	Registration Status Approved	Effective Date 4/1/2019	Obsolete Date		-	
Company Name Vandelay Industries	Description		-		Obsolete Date	Form Status	Approved Date	Approved By
Company Name Vandelay Industries Vandelay Industries	Description Application for Use Fuel User License	Initial	Approved	4/1/2019	Obsolete Date	Form Status Warnings	Approved Date	Approved By
	Description Application for Use Fuel User License Fuel Tax Bond	Initial Initial	Approved Application Available	4/1/2019 4/30/2019	Obsolete Date	Form Status Warnings Passed	Approved Date 6/13/2019	Approved By dnemch_at
Company Name Vandelay Industries Vandelay Industries Vandelay Industries	Description Application for Use Fuel User License Fuel Tax Bond Application for Use Fuel User Emblems	Initial Initial Initial	Approved Application Available Approved	4/1/2019 4/30/2019 4/30/2019	Obsolete Date	Form Status Warnings Passed Warnings	Approved Date 6/13/2019	Approved By dnemch_at
Company Name Vandelay Industries Vandelay Industries Vandelay Industries Vandelay Industries	Description Application for Use Fuel User License Fuel Tax Bond Application for Use Fuel User Emblems Deposit / Security in Lieu of Bond	Initial Initial Initial Initial	Approved Application Available Approved Application Available	4/1/2019 4/30/2019 4/30/2019 6/10/2019		Form Status Warnings Passed Warnings Warnings Warnings	Approved Date 6/13/2019	Approved By dnemch_at dnemch_at

Figure 2. Account Registrations screen

Click on "Add New Record" in the upper left corner.



lome Tax Fi	ling eFiling Maintenance	Account	Admin		Photo: Pa	ul Szudzik		
STDAVID01; 999999	9013 v							Í
				• • • • •	_			
		Create Account F	legistration		×			
ccount Registrations	Scheduled Tasks	Company N	ime: *	TESTDAVID01				
Add New Record	All Registration Forms	Account Tvp				III Column	s 🎦 Group By 🝸	Filter 2 Refres
ompany Name	Description			APBKD - Application for Registered Bulk Distributor	•	Form Status	Approved Date	Approved By
STDAVID01	Application for Motor Vehicle Fuel Dea	Registration		APCAR - Application for Carrier License APDLR - Application for Motor Vehicle Fuel Dealer License	^	Warnings	3/14/2017	nemchik ate
STDAVID01	Application for Use Fuel Seller License			APEMB - Application for Use Fuel User Emblems APPRO - Application for Ethanol/Biodiesel Producer License APRDC - Application for Road Usage Charge APTOR - Application for Terminal Operator		Warnings	3/14/2017	nemchik ate
STDAVID01	Application for Use Fuel User License					Passed	3/14/2017	nemchik_ate
STDAVID01	Fuel Tax Bond					Passed	3/14/2017	nemchik ate
STDAVID01	Deposit / Security in Lieu of Bond			APUFS - Application for Use Fuel Seller License		Passed	3/14/2017	nemchik ate
STDAVID01	Application for Motor Vehicle Fuel Dea			APUFU - Application for Use Fuel User License				
STDAVID01	Deposit / Security in Lieu of Bond			BND - Fuel Tax Bond				
STDAVID01	Application for Use Fuel User Emblem			BNDSD - Deposit / Security in Lieu of Bond CNDLR - Dealer License Cancellation Request		Warnings		
STDAVID01	Application for Registered Bulk Distribu			CNUES - Seller License Cancellation Request		Failed		
ESTDAVID01	Dealer License Cancellation Request			CNUFU - User License Cancellation Request	× I			
ESTDAVID01	Seller License Cancellation Request			© 2017 Avalara				
Add New Record				© 2017 Avalara		III Columns	s 🏪 Group By 🍸	Filter 2 Refrest
				Pages - of f On Page Sing Observe				Items 1 to 1
H 4 1 P				Page: 1 of 1 Go Page Size: 11 Change				Items 1 to 11
xport as scheduled t	ask - Excel Export							

Figure 3. Dealer license cancellation request

Select "CNDLR - Dealer License Cancellation Request" in the "Account Type" field in the account registration window. Then click the "Insert" button at the bottom to add the request and then close the window.

Select the cancellation request from your "Account Registrations" list, and select "Generate Registration Form" from the pop up box.

Home Tax Fi	ling eFiling Maintenance Account	Admin			_	Photo: Paul Szu	udzik werc	ome WEBDemo_adn	in Help Sign C
		Acco	ınt Registrat	ions					
Account Registrations Add New Record	Exports All Registration Forms						III Col	umns 🗽 Group By	T Filter 2 Refres
Company Name	Description	Registration Type	Registratio	n Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
WEB Demo	Application for Motor Vehicle Fuel Dealer License	Initial	Approved		6/30/2015		Warnings	7/8/2015	bock_ate
WEB Demo	Application for Use Fuel User Emblems	Initial	Application	Available	7/22/2015		Warnings		
WEB Demo	Application for Use Fuel Seller License	Initial	Approved		1/1/2015		Warnings	7/16/2015	lacey_ate
WEB Demo	Application for Use Fuel User License	Initial	Approved		7/22/2015		Passed	7/22/2015	bock_ate
WEB Demo	Fuel Tax Bond	Initial	Application	Available	7/7/2015		Warnings		
WEB Demo	Deposit / Security in Lieu of Bond	Initial	Application	Available	7/7/2015		Warnings		
WEB Demo	User License Cancellation Request	Initial Generate Regi		Available	7/29/2015		III Col	umns 🗽 Group By	Y Filter 2 Refre
Export as scheduled t	View Registrat View/Submit R View Certificat	egistration	Size: 7 Change	9				Items 1 to 7 o	
	ask - Excel Export	View Certification	,						

Figure 4. Generate cancellation request form

Select the "Form Manual Entry" tab from the registration details window. There are four screens requiring input.

You can use the circles at the top or the arrows at the bottom to advance to the next screen.



Page 1 – Select jurisdictions to be canceled

istratior	n Details		
Тахрау	ry: USA Jurisdiction: OR yer Type: CNDLR Terminal Code: Period: 5/8/2017 Sequence: ORIGIN,	AL	
Form §	Settings Form Manual Entry History Log Supporting Doc	uments	Scheduled Tasks
	1-2)(3)_4
Please	e check the box(es) to indicate which license(s) you wish to car	ncel.	
	Jurisdiction		Jurisdiction
	Oregon State		Milwaukie
	Multnomah County		Newport
	Washington County		Portland
	Astoria		Reedsport
	Canby		Springfield
	Coburg		Tigard
	Coquille		Troutdale
	Cottage Grove		Veneta
	Eugene		Warrenton
	Hood River		Woodburn
	<	Save	>
	Gaue S	& Regene	rate

Figure 5. Manual Entry Page 1

Check the box for each jurisdiction you are canceling.

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.



Page 2 – Reason(s) for cancelation

istratio	n Dei	ails	
	iyer T	SA Jurisdiction: OR ype: CNDLR Terminal Code: 1: 5/8/2017 Sequence: ORIGINAL	
Form	Settir	Igs Form Manual Entry History Log Supporting Documents Scheduled Tasks	
		1-2-3-4	
		swer each question.	
Yes	0	 Are you requesting cancellation of your motor vehicle fuel dealer license(s) because there has been a change in ownership, membership, or partners, or because the corporation has been involved in a merger? 	
0	0	2. Are you requesting cancellation of your motor vehicle fuel dealer license(s) because you sold the business?	
0	0	3. Are you importing or exporting motor fuel into or out of the jurisdiction(s) for which you are cancelling your license?	
0	0	4. Will you be blending, producing, and compounding motor vehicle fuel (including ethanol up to grade E85)?	
		< Save >	
		Save & Regenerate	Ī

Figure 6. Manual Entry Page 2

Answer all four questions. Answering "Yes" to questions three or four will not allow cancelation.

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.

Page 3 – Enter explanation for cancelation request and new business owner if business was sold.

stration Details			
Country: USA Taxpayer Type: CNDLR Start Period: 5/8/2017			
Form Settings Form Manual Entry	History Log Supporting Docume	nts Scheduled Tasks	
	1-2-	3-4	
Explanation			
			\sim
Date of Sale (if applicable)		Date you ceased operation	
			
Name of person to whom the busines	ss was sold (if applicable)		
New Owner Information			
Mailing Address			Mailing Country
			Select a Country 🔹
Mailing City		Mailing State	Mailing Postal Code
		Select a Jurisdiction	
Phone	Fax	Email)
	< Sav	re >	
	Sav		
	Save & Re	generate	
	·		

Figure 7. Manual Entry Page 3

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.



Page 4 – Submission acknowledgement

gistration Details	>
Country: USAJurisdiction: ORTaxpayer Type: CNDLRTerminal Code:Start Period: 5/8/2017Sequence: ORI	
Form Settings Form Manual Entry History Log Supporting	Documents Scheduled Tasks
1_	2_3_4
Submitted By	Date Signed
Select a Taxpayer Contact	▼ 5/8/2017 III
٢	Save
Sa	ave & Regenerate

Figure 8. Form manual entry page 4

Select your name from the drop down box. The date will auto-fill with today's date.

Click the "Save and Regenerate" button at the bottom of the window.

Once you have generated the registration form, return to the "Account Registrations" screen and click on the line for the cancellation you want to view or submit.



35	DN.GOV Filing eFiling Maintenance Account	Admin			Photo: Paul Szi			
		Accoun	t Registrations					
Account Registration	ns Exports							
Add New Record	All Registration Forms					III Col	lumns 🎍 Group By	🝸 Filter 🖁 Refres
Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
WEB Demo	Application for Motor Vehicle Fuel Dealer License	Initial	Approved	6/30/2015		Warnings	7/8/2015	bock_ate
WEB Demo	Application for Use Fuel User Emblems	Initial	Application Available	7/22/2015		Warnings		
WEB Demo	Application for Use Fuel Seller License	Initial	Approved	1/1/2015		Warnings	7/16/2015	lacey_ate
WEB Demo	Application for Use Fuel User License	Initial	Approved	7/22/2015		Passed	7/22/2015	bock_ate
WEB Demo	Fuel Tax Bond	Initial	Application Available	7/7/2015		Warnings		
WEB Demo	Deposit / Security in Lieu of Bond	Initial	Application Available	7/7/2015		Warnings		
WEB Demo	User License Cancellation Request	Initial	Application Available	Generate R	egistration Form	Passed		i i i i i i i i i i i i i i i i i i i
Add New Record				View Regist	ration Form	🚻 Columns 🏣 Group By 🝸 Filter 🕯 Refres		
1	► H	Page: 1 of 1	Go Page Size: 7 Change	e View/Submi	t Registration			Items 1 to 7 or
Export as scheduled	t task - Excel Export			View Certifi	cate			

Figure 9. Account Registration screen

To view the form, click on "View Registration Form" to view a PDF of the document to be submitted. If all information looks correct, using the same process, click on "View/Submit Registration" to submit the cancellation request to the Fuels Tax Group.

When you submit the cancellation request, you will receive a summary box with the license information, and an electronic acknowledgement statement.

OREGON.GOV		Account Registration Details	×	Welcome WEBDemo_admin Help Sign_Out					
OREGO	N.GOV	Registration Details			AD.NZA	11	and the second s		
Home Tax Fil	Home Tax Filing eFiling Maintenance		Registration Status: Application Available						
WED Dome: 170500040		Account Type:	CNUFU		udzik				
WEB Demo; 476528913	•	Company Name:	WEB Demo						
		Registration Type:	Initial						
Account Registrations	Exports	Effective Date							
Add New Record	All Registration Forms	Obsolete Date	N/A	🚻 Columns 🏣 Group By 🝸 Filter 2 Refresh					
Company Name	Description	Electronic Astronomical energy		e Date	Form Status	Approved Date	Approved By		
WEB Demo	Application for Motor Vehicle Fuel Dealer L	Electronic Acknowledgement —	essing 'Submit', I acknowledge that this submission is treated as an		Warnings	7/8/2015	bock_ate		
WEB Demo	Application for Use Fuel User Emblems	official submittal to the State of Or		Warnings					
WEB Demo	Application for Use Fuel Seller License	signature of the submitter as if the	account registration were actually signed.		Warnings	7/16/2015	lacey_ate		
WEB Demo	Application for Use Fuel User License	E 1	agree to the conditions of this submittal		Passed	7/22/2015	bock_ate		
WEB Demo	Fuel Tax Bond]		Warnings				
WEB Demo	Deposit / Security in Lieu of Bond		Submit		Warnings				
WEB Demo	User License Cancellation Request				Passed				
Add New Record			🚻 Columns 🏣 Group By 🝸 Filter 2 Refresh						
			Items 1 to 7 of 7						
Export as scheduled task - Excel Export									
			© 2015 Avalara			© 2015 Avalara	Version 5.21.10.466		

Figure 10. Submit cancelation request

Click on the check box to acknowledge acceptance of the terms of the submission, and click the button labeled "Submit".



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

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

Figure 11. Confirmation of submission

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