

USE FUEL SELLER LICENSE CANCELLATION

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

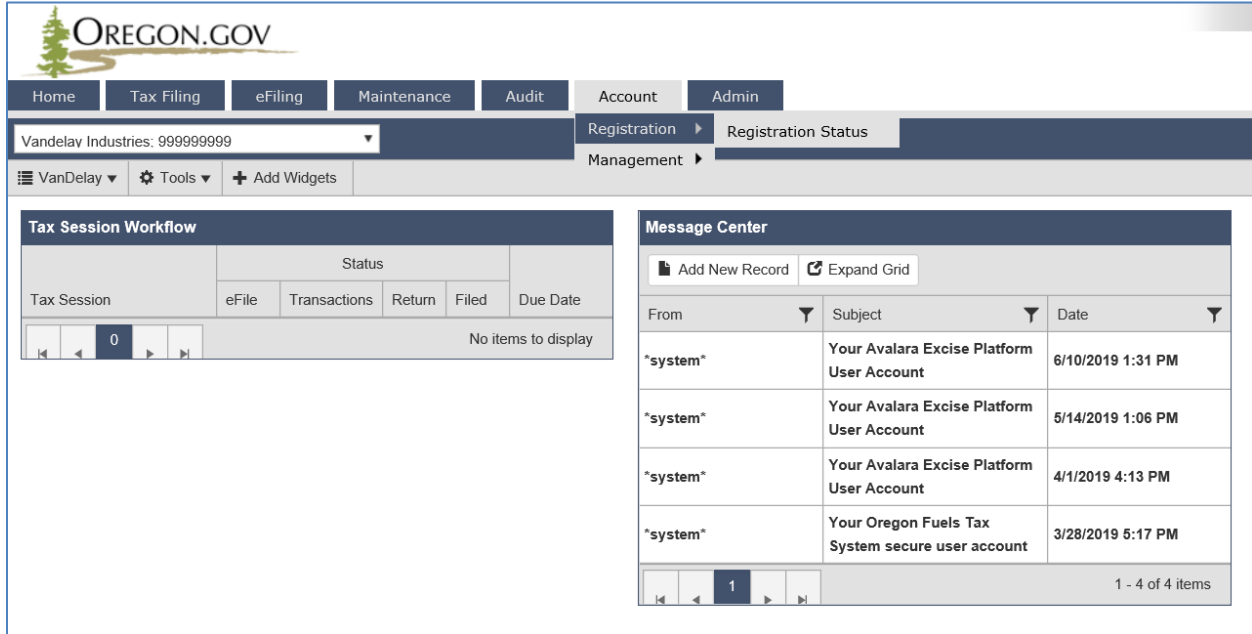


Figure 1. Account Registration selection

The Account Registrations screen is displayed:

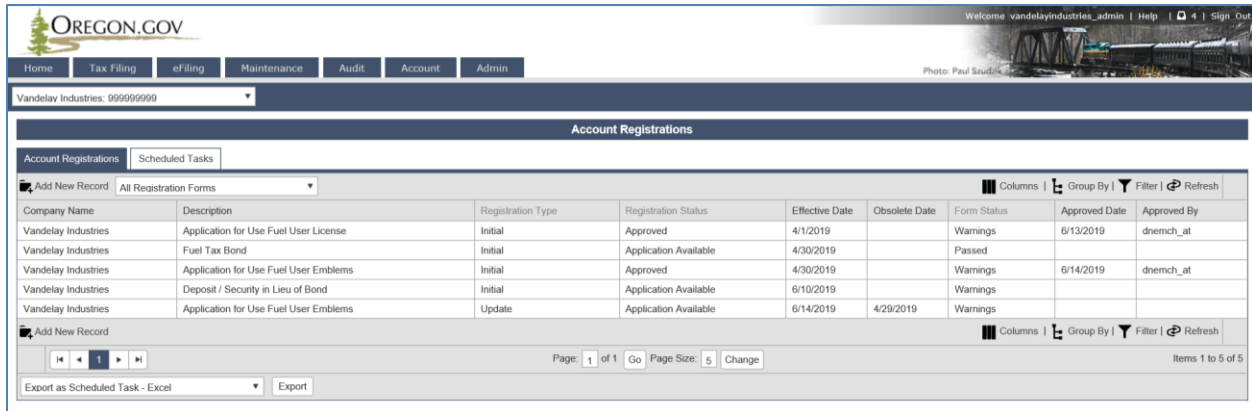


Figure 2. Account Registrations screen

Click on “Add New Record” in the upper left corner.

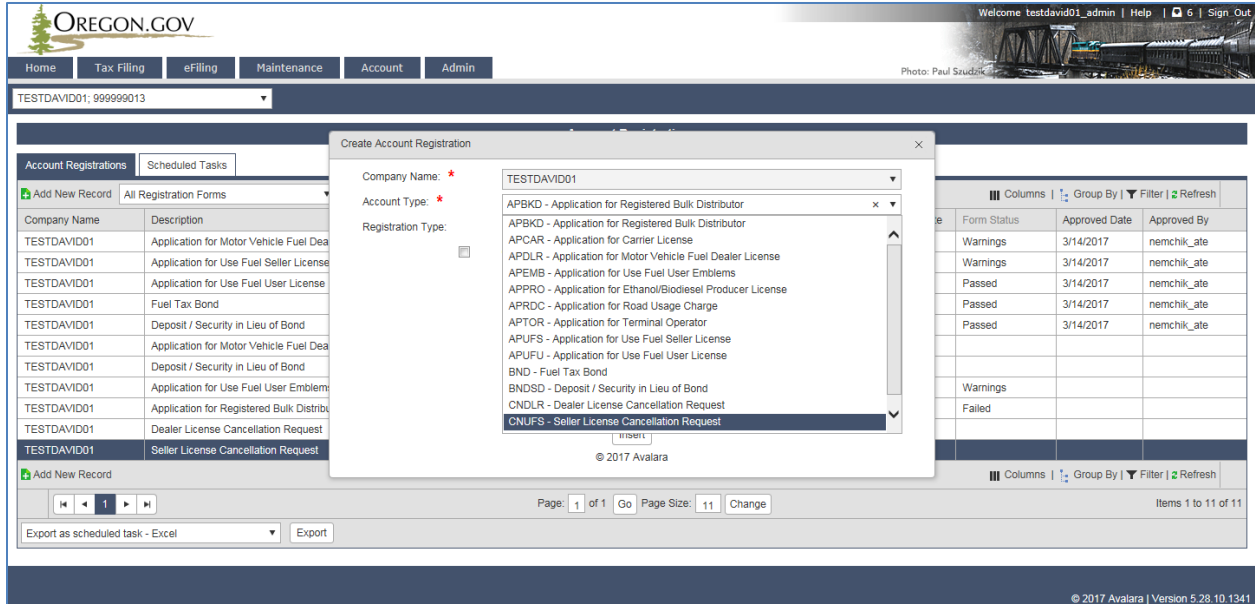


Figure 3. Seller license cancellation request

Select “CNUFS - Seller 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.

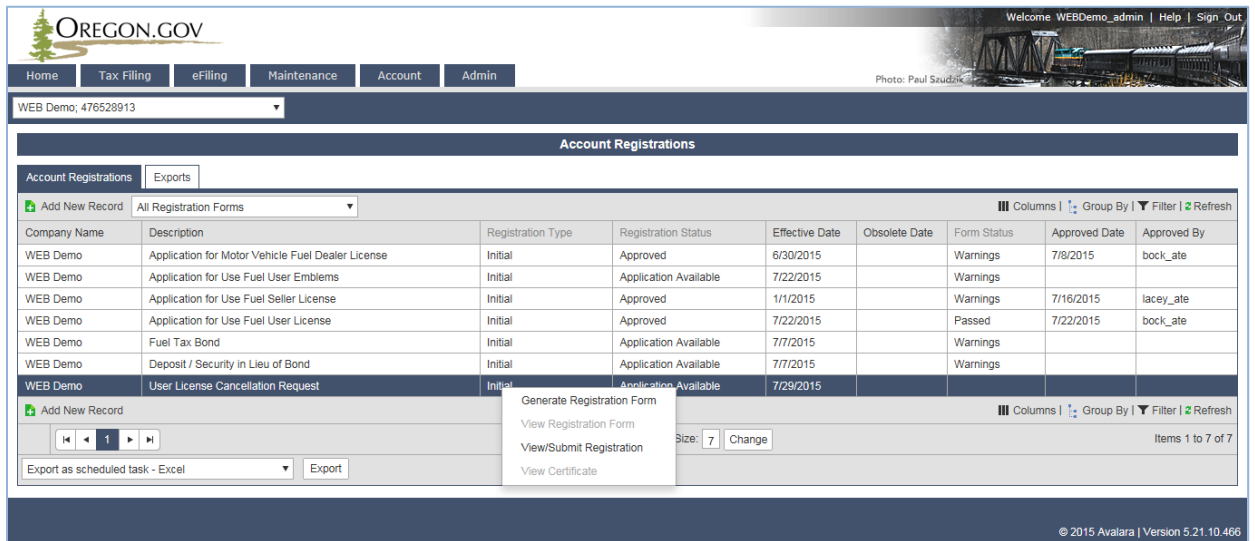


Figure 4. Generate cancellation request form

Select the “Form Manual Entry” tab from the registration details window. There are three 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 – Reason(s) for cancellation

Registration Details
✕

Country: USA	Jurisdiction: OR
Taxpayer Type: CNUFS	Terminal Code:
Start Period: 5/8/2017	Sequence: ORIGINAL

Form Settings	Form Manual Entry	History Log	Supporting Documents	Scheduled Tasks
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1 —
 2 —
 3

Please answer each question.

Yes	No	
<input type="radio"/>	<input type="radio"/>	1. Are you requesting cancellation of your seller license because you are no longer in business?
<input type="radio"/>	<input type="radio"/>	2. Are you selling diesel fuel and/or another use fuel? (Selling also includes other companies using your fuel at cost.)
<input type="radio"/>	<input type="radio"/>	3. Are you requesting cancellation of your seller license because you sold the business?

←
Save
→

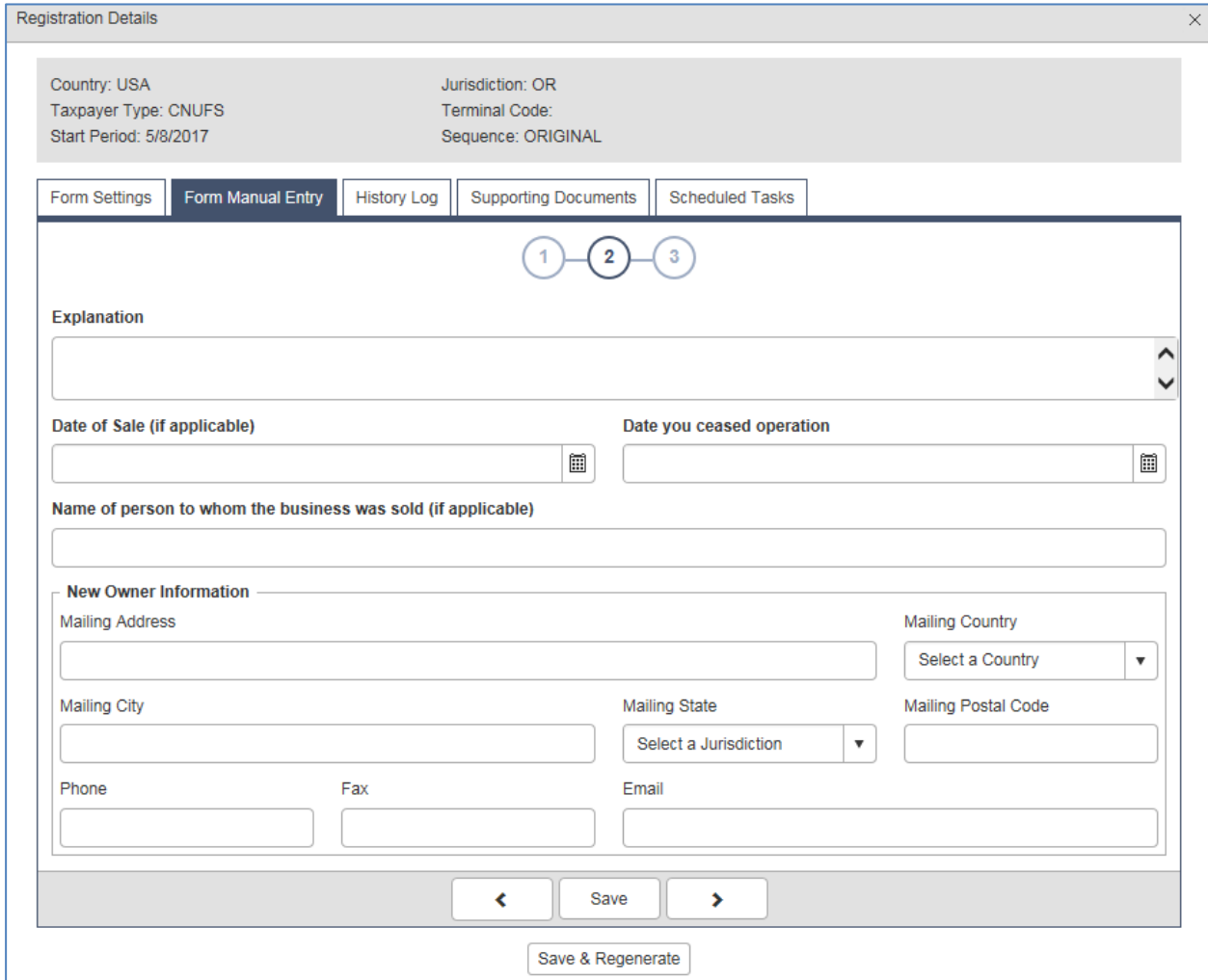
Save & Regenerate

Figure 5. Form manual Entry page 1

Answer all three questions. Answering “Yes” to question three will not allow cancellation.

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 – Enter explanation for cancellation request and new business owner if business was sold.



Registration Details

Country: USA Jurisdiction: OR
Taxpayer Type: CNUFS Terminal Code:
Start Period: 5/8/2017 Sequence: ORIGINAL

Form Settings **Form Manual Entry** History Log Supporting Documents Scheduled Tasks

1 2 3

Explanation

Date of Sale (if applicable) Date you ceased operation

Name of person to whom the business was sold (if applicable)

New Owner Information

Mailing Address Mailing Country
Mailing City Mailing State Mailing Postal Code

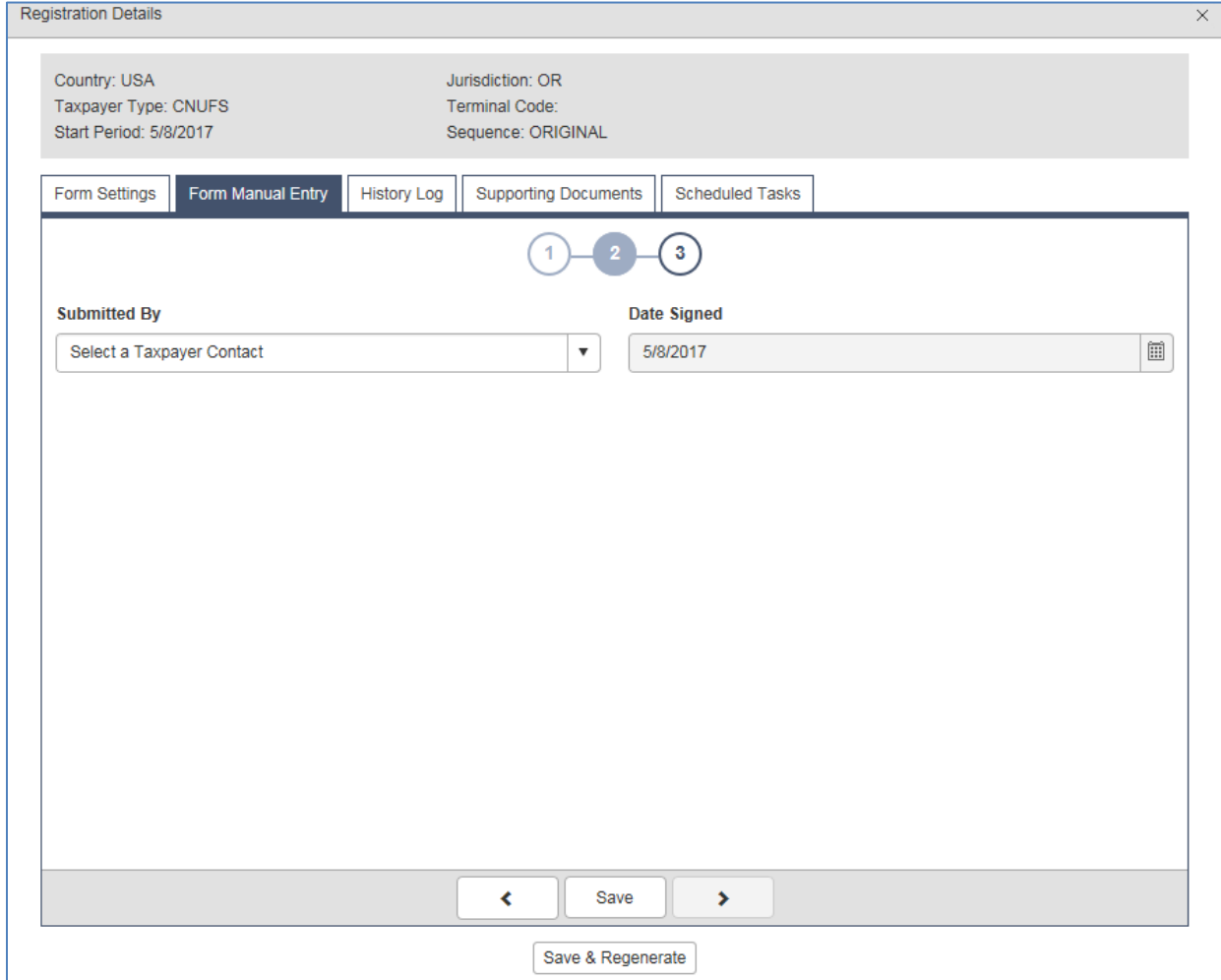
Phone Fax Email

Save & Regenerate

Figure 6. Form Manual Entry page 2

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 – Submission acknowledgement



Registration Details

Country: USA Jurisdiction: OR
Taxpayer Type: CNUFS Terminal Code:
Start Period: 5/8/2017 Sequence: ORIGINAL

Form Settings Form Manual Entry History Log Supporting Documents Scheduled Tasks

1 — 2 — 3

Submitted By Date Signed

Select a Taxpayer Contact 5/8/2017

< Save >

Save & Regenerate

Figure 7. Manual Entry Form page 3

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

Click "Save and Regenerate" 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.

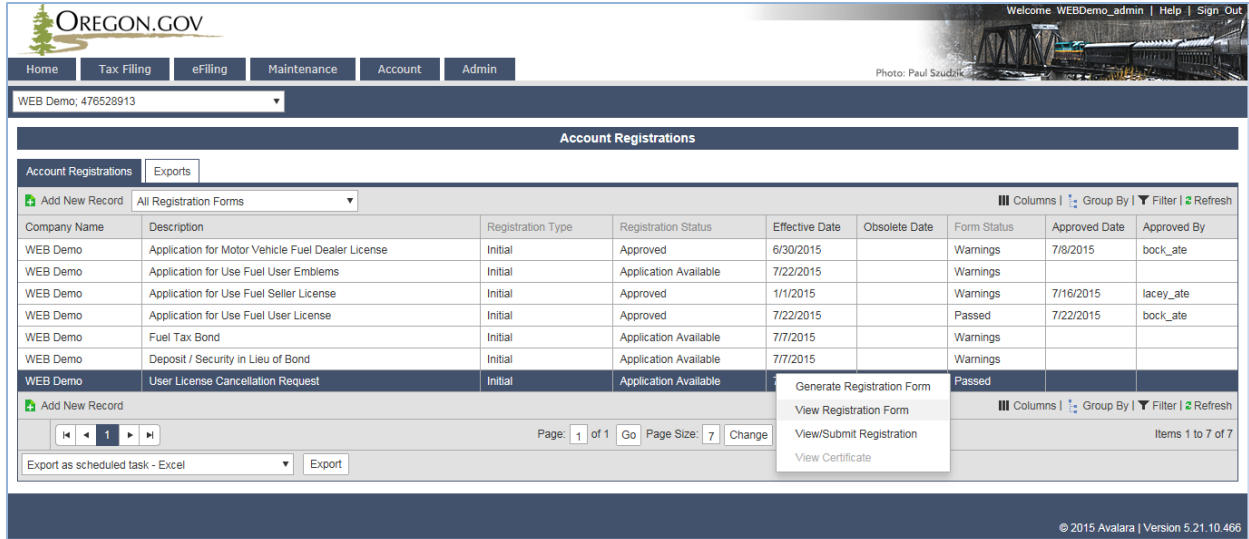


Figure 8. Account Registration screen

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.

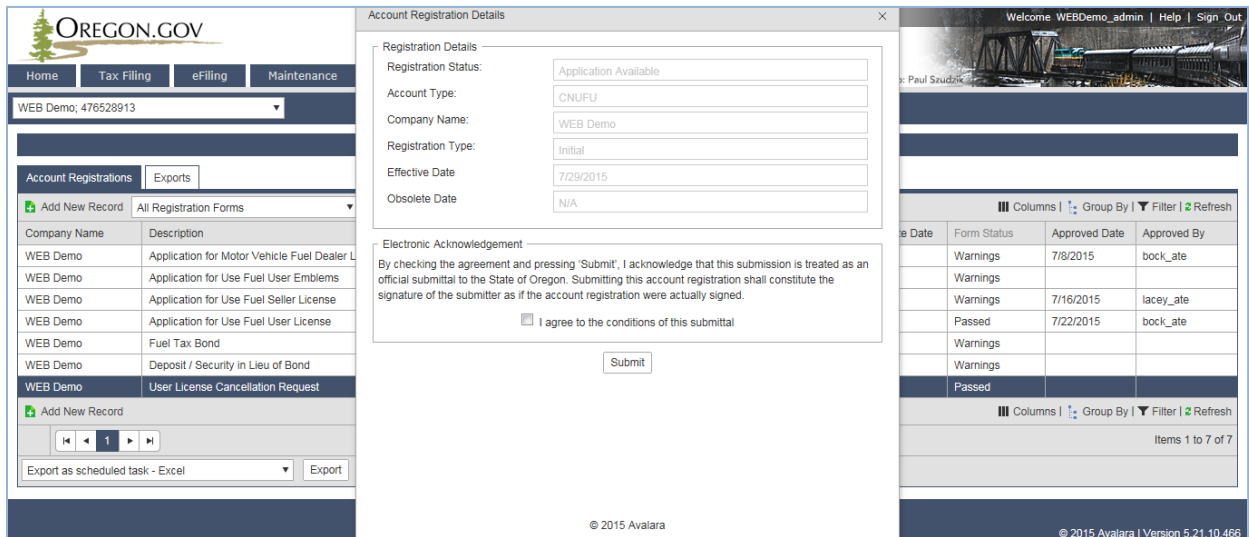


Figure 9. Submit cancellation request

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.

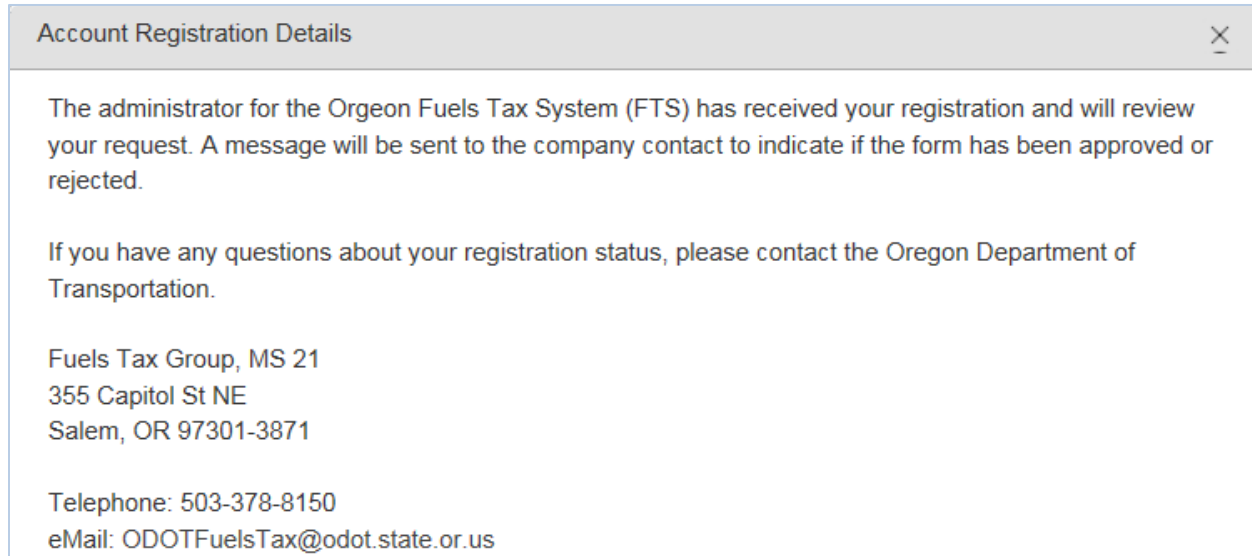


Figure 10. Confirmation of submission