

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".

OREGON.GOV										
Home Tax Fill	Home Tax Filing eFiling Maintenance Audit Account Admin Registration > Registration Status									
Vandelav Industries; 999 ≣ VanDelay ▼ ✿ Too	Vandelav Industries: 9999999999 V V Management V ≣ VanDelav ▼ ✿ Tools ▼ + Add Widgets									
Tax Session Workflo	N						Message Center	i		
		Status	S			1 [Add New Record	C	Expand Grid	
Tax Session	eFile	Transactions	Return	Filed	Due Date		From	T	Subject T	Date T
	1			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 - 4 of 4 items

Figure 1. Account Registration selection

The Account Registrations screen is displayed:

OREGON.GOV Welcome vandelayindustres_utime Heip a 4 Home Tax Filing eFiling Maintenance Audit Account Admin										
Vandelay Industries: 999999999	• •									
		Acco	unt Registrations							
Account Registrations Sch	eduled Tasks									
Add New Record All Regis	stration Forms					Column:	s 占 Group By 🍸	Filter 🗬 Refresh		
Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By		
Vandelay Industries	Application for Use Fuel User License	Initial	Approved	4/1/2019		Warnings	6/13/2019	dnemch_at		
Vandelay Industries	Fuel Tax Bond	Initial	Application Available	4/30/2019		Passed				
Vandelay Industries	Application for Use Fuel User Emblems	Initial	Approved	4/30/2019		Warnings	6/14/2019	dnemch_at		
Vandelay Industries	Deposit / Security in Lieu of Bond	Initial	Application Available	6/10/2019		Warnings				
Vandelay Industries	Application for Use Fuel User Emblems	Update	Application Available	6/14/2019	4/29/2019	Warnings				
🗰 Add New Record										
H 4 1 P H Page 1 of 1 Go Page Store 5 Change Items 1 to 5 of 5										
Export as Scheduled Task - Ex	Export as Scheduled Task - Excel Export									

Figure 2. Account Registrations screen

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



Home Tax Fi	ling eFiling Maintenance	Account Admin		Photo: P	aul Szudzik		
ESTDAVID01; 999999	013 🔻						
		Create Account Registration		×			
Account Registrations	Scheduled Tasks	Company Name: *	TESTDAVID01	,			
Add New Record	All Registration Forms	Account Type: *	APBKD - Application for Registered Bulk Distributor	× T	III Columns	🚦 Group By 🕇	Filter 2 Refresh
Company Name TESTDAVID01	Description Application for Motor Vehicle Fuel Dea Application for Use Fuel Selier License Application for Use Fuel User License Fuel Tax Bond Deposit / Security in Lieu of Bond Application for Motor Vehicle Fuel Dea Deposit / Security in Lieu of Bond Application for Registered Bulk Distribu Dealer License Cancellation Request Selier License Cancellation Request	Registration Type:	APBKO - Application for Registered Bulk Distributor APCAR - Application for Carrier License APDLR - Application for Vehicle Fuel Dealer License APBKO - Application for Use Fuel User Emblems APRO - Application for Road Usage Charge APTOR - Application for Road Usage Charge APTOR - Application for Use Fuel User License APUFS - Application for Use Fuel User License APUFS - Application for Use Fuel User License BNO - Fuel Tax Bond BNOSD - Deposit / Security in Lieu of Bond CNDLR - Dealer License Cancellation Request <u>CNUFS - Selier License Cancellation Request</u> <u>(USE)</u> <u>(2017 Availara</u>		e Form Status Varnings Varnings Passed Passed Passed Passed Varnings Varnings Varnings Falled	Approved Date 3/14/2017 3/14/2017 3/14/2017 3/14/2017 3/14/2017 	Approved By nemchik_ate nemchik_ate nemchik_ate nemchik_ate
Add New Record					III Columns	🧯 Group By 🝸	Filter 2 Refresh
Export as scheduled t	ask - Excel		raye. 1 ui Go raye size: 11 Change				items 1 to 11

Figure 3. Seller license cancelation 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.

Home Tax F	DN.GOV		Photo: Paul Szu	Welco	me WEBDemo_adm	in Help Sign Out				
WEB Demo; 47652891	13 🔻							r i i i i i i i i i i i i i i i i i i i		
	Account Registrations									
Account Registration	s Exports									
Add New Record	All Registration Forms					III Colu	mns 🗽 Group By	▼ Filter 2 Refresh		
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	7/29/2015						
Add New Record		Generate Registra	Form			III Colu	mns 🗽 Group By	Y Filter 2 Refresh		
I I	► H	View/Submit Regi	stration Size: 7 Chang	e				Items 1 to 7 of 7		
Export as scheduled	task - Excel Export	View Certificate								
							© 2015 Avalara	Version 5.21.10.466		

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

istratio	n Deta	ills				
Country: USAJurisdiction: ORTaxpayer Type: CNUFSTerminal Code:Start Period: 5/8/2017Sequence: ORIGINAL						
Form	Setting	ys Form Manual Entry History Log Supporting Documents Scheduled Tasks				
		1-2-3				
Pleas	e ansv	wer each question.				
Yes	No		1			
0	01	1. Are you requesting cancellation of your seller license because you are no longer in business?				
0	0 2	2. Are you selling diesel fuel and/or another use fuel? (Selling also includes other companies using your fuel at cost.)				
0	03	3. Are you requesting cancellation of your seller license because you sold the business?				
		Save Save				

Figure 5. Form manual Entry page 1

Answer all three questions. Answering "Yes" to question three 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 2 – Enter explanation for cancelation request and new business owner if business was sold.

Country: USA Taxpayer Type: CNUFS Start Period: 5/8/2017	Jurisdiction: OR Terminal Code: Sequence: ORIGINAL	
Form Settings Form Manual Entry	History Log Supporting Documents Schedul	led Tasks
	1-2-3	
Explanation		
Date of Sale (if applicable)	Date you ceas	sed operation
Name of person to whom the busines		
New Owner Information	was sold (if applicable)	Mailing Country
- New Owner Information	was sold (if applicable)	Mailing Country
- New Owner Information Mailing Address Mailing City	Mailing State	Mailing Country Select a Country Mailing Postal Code
New Owner Information Mailing Address Mailing City Phone	Mailing State Mailing State Select a Juris	Mailing Country Mailing Country Select a Country Mailing Postal Code isdiction
- New Owner Information Mailing Address Mailing City Phone	Mailing State Mailing State Select a Juri ax Email	Mailing Country Select a Country Mailing Postal Code isdiction

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

Country: USA Jurisdiction: OR Taxpayer Type: CNUFS Sequence: ORIGINAL Form Settings Form Manual Entry History Log Supporting Documents Scheduled Tasks 1 2 3 Submitted By Date Signed Select a Taxpayer Contact Sf8/2017 IB	istration Details		
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	Country: USA Taxpayer Type: CNUFS Start Period: 5/8/2017	Jurisdiction: OR Terminal Code: Sequence: ORIGINAL	
July Select a Taxpayer Contact 5/8/2017	Form Settings Form Manual Ent	y History Log Supporting Documents Scheduled Tasks	
Submitted By Select a Taxpayer Contact		1_2_3	
Select a Taxpayer Contact	Submitted By	Date Signed	
< Save >	Select a Taxpayer Contact	▼ 5/8/2017	
Save >			
< Save >			
		Save S	

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.



Home Tax Fi WEB Demo; 47652891	Home Tax Filing eFiling Maintenance Account Admin Photo: Paul Soudher WEBDemo, 476528913								
		Account	Registrations						
Account Registrations	Exports								
Add New Record	All Registration Forms					III Colur	nns 🔓 Group By	▼ Filter 2 Refresh	
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 Re	egistration Form	Passed			
Add New Record				View Regist	ration Form	🚻 Columns 🏣 Group By 🍸 Filter 🛢 Refresh			
Page: 1 of 1 Go Page Size: 7 Change					t Registration	Items 1 to 7 of 7			
Export as scheduled task - Excel				View Certificate					
L									
							© 2015 Avalara	Version 5.21.10.466	

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.

		Account Registration Details	Welcome WEBDemo_admin Help Sign_Out						
OKEGO	N.GOV	Registration Details		A.O.NZA	11-20-				
Home Tax Filing eFiling Maintenance		Registration Status: Application Available			AVANA				
		Account Type:	. Tear Sz						
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 — By checking the agreement and pr		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		Warnings	7/16/2015	lacey_ate			
WEB Demo	Application for Use Fuel User License	E 1		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									
			© 2015 Avalara			© 2015 Avalara	Version 5.21.10.466		

Figure 9. 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 10. Confirmation of submission