APPLYING FOR A REGISTERED BULK DISTRIBUTOR 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".
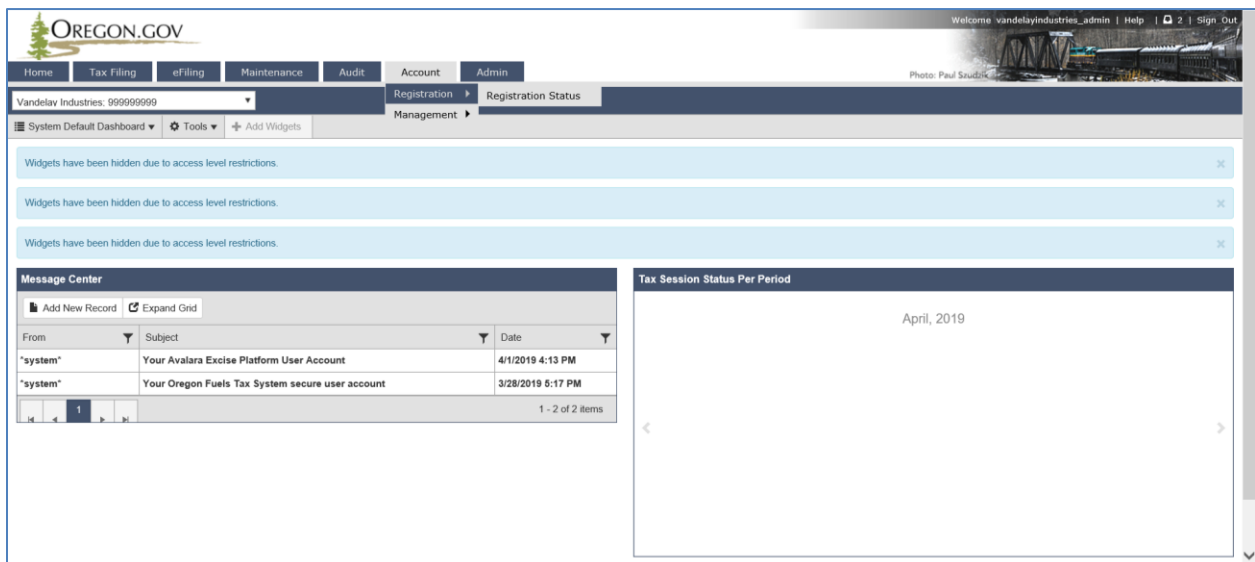

Figure 1. Beginning of registration process

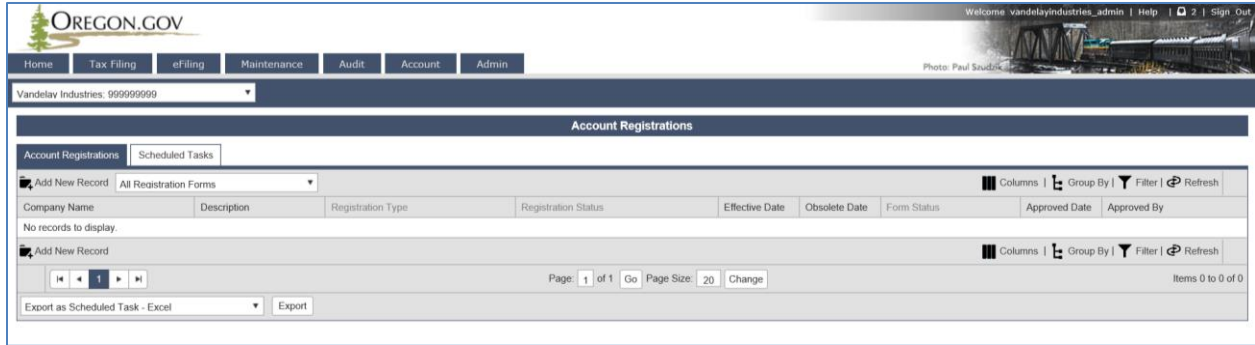If you currently have other licenses, you will find a list of them here.

Figure 2. List of existing accounts

Click "Add New Record" located directly under the "Account Registrations" tab.

From the "Create Account Registration" pop-up window, select "APBKD – Application for Bulk Distributor" from the "Account Type" drop-down box.
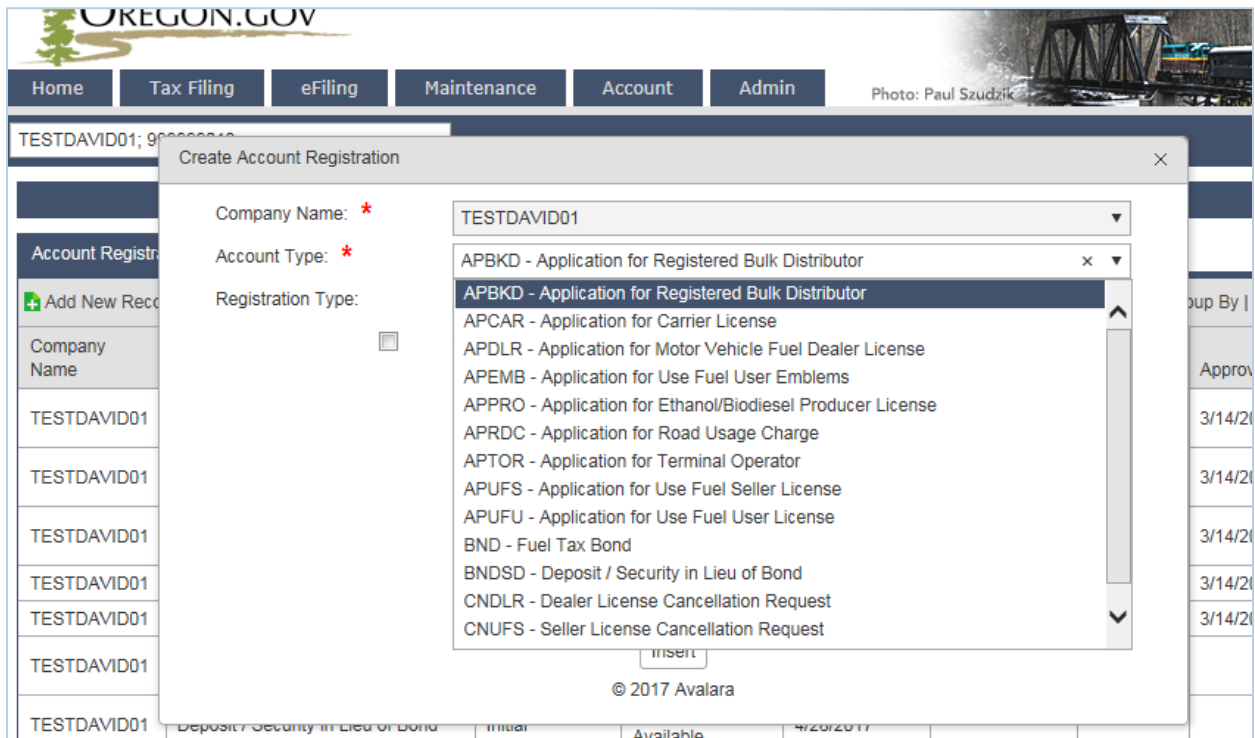

Figure 3. Create Account Registration screen

Then click "Insert" at the bottom of the window and close the window.

When you select the line for the Distributor 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
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).
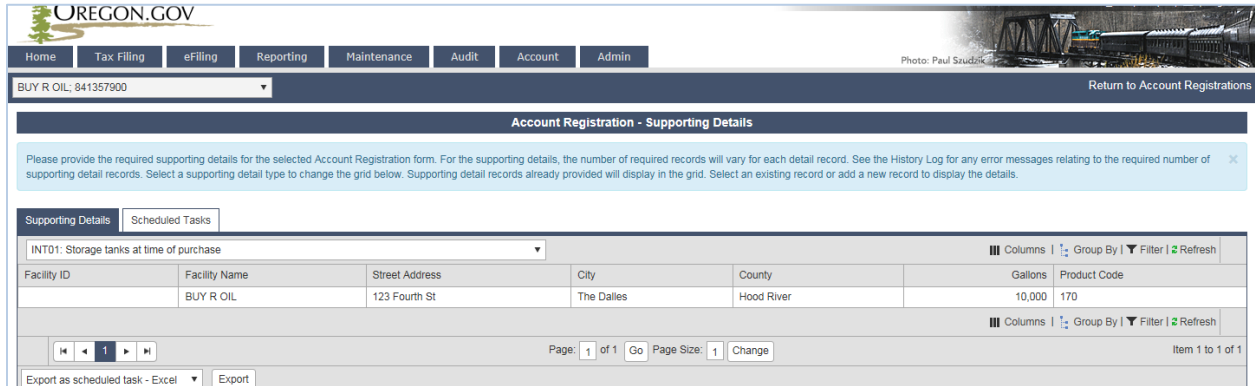

Figure 4. Supporting Details screen

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: 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", a 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.

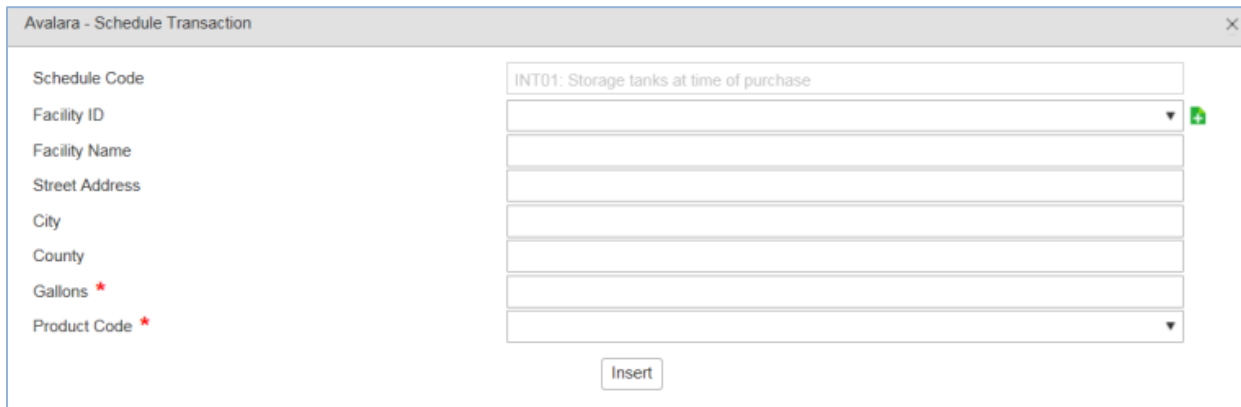### INT01: Storage tanks at the time of purchase

Figure 5. INT01 screen sample

Facility Name	Enter business name or tank description
Street Address	Physical address of tank
City	City of the physical address
County	County of the physical address
Gallons	Enter the total gallons in the tank at time of purchase

Product Code   Select product type from the drop down list.

Actions may be repeated for multiple entries before closing window.

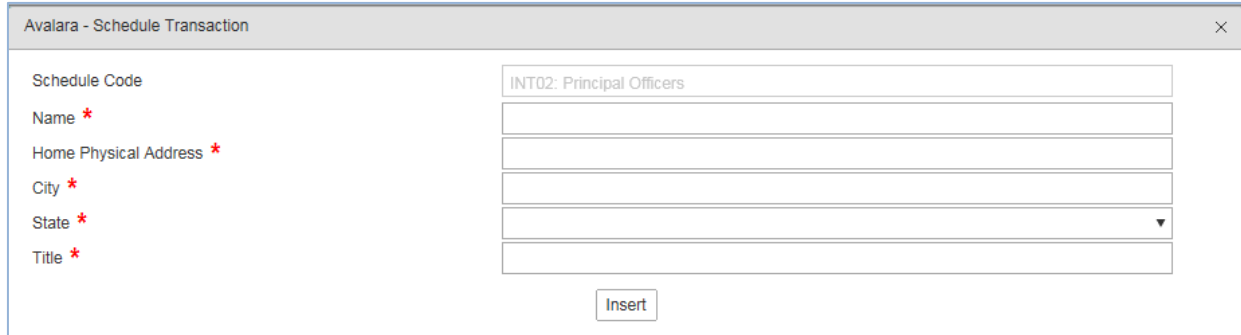### INT02: Principal Officers (required for most business entities)

Figure 6. INT02 screen sample

Enter the officer's name, officer's personal address and title. Actions may be repeated for multiple entries before closing window.

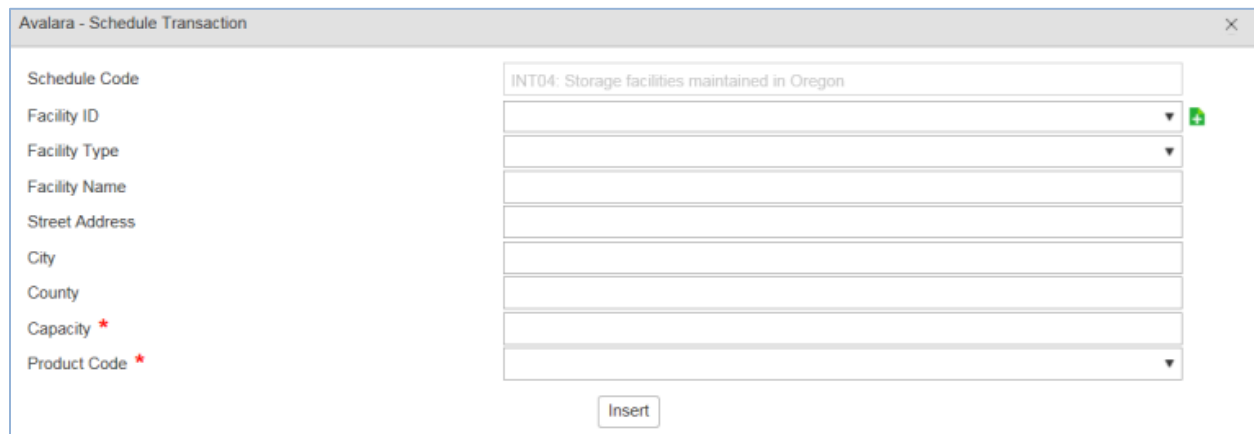### INT04: Storage facilities maintained in Oregon

Figure 7. INT04 screen sample

Facility Name	Enter business name or tank description
Street Address	Physical address of tank
City	City of the physical address
County	County of the physical address
Capacity	Maximum gallons of storage tank
Product Code	Select product type 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)
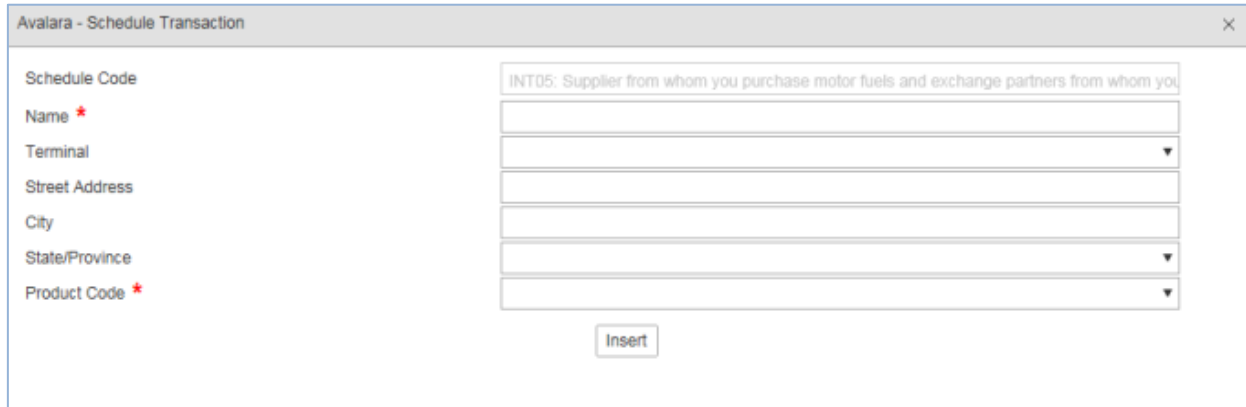
Figure 8. INT05 screen sample

Name	Enter the supplier's name
Terminal	If the supplier is a terminal, select it from the drop down box
Street Address	Physical address of supplier
City	City of physical address
State/Province	State of the physical address (select from drop-down list)
County	County of the physical address (select from drop-down list)
Purchase Type	Select how you purchase fuel from the drop-down list
Product Code	Select the product purchased from the drop-down list

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.
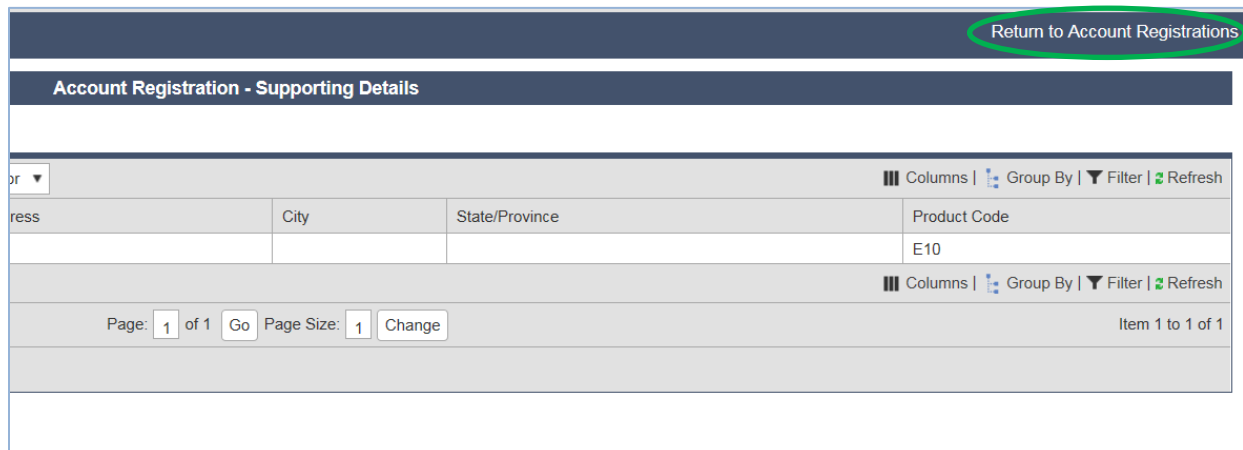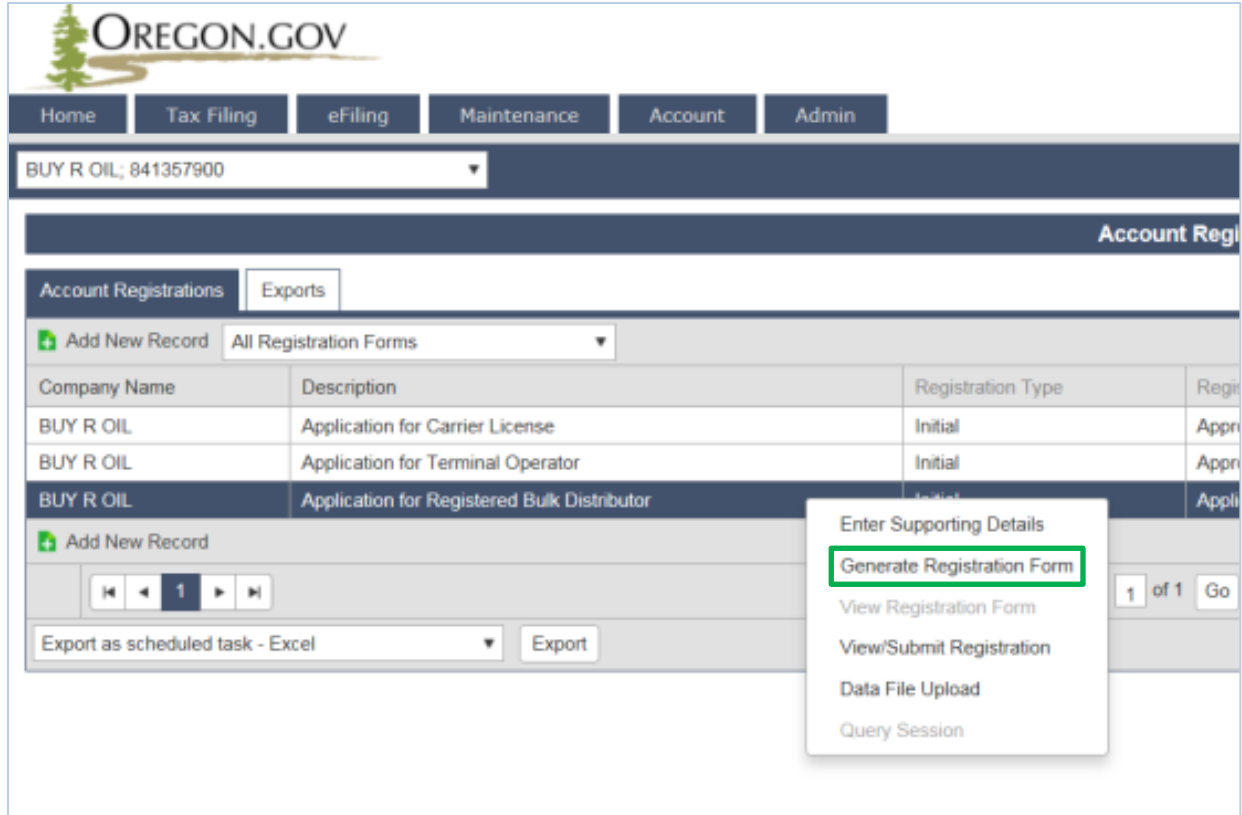
Figure 9. Return to Account Registrations hyperlink

Select "Application for Registered Bulk Distributor". From the pop-up box select "Generate Registration Form" to bring up the registration details screen.

Figure 10. Selecting Generate Registration Form

Select the "Form Manual Entry" tab, and fill in the information on the screens.
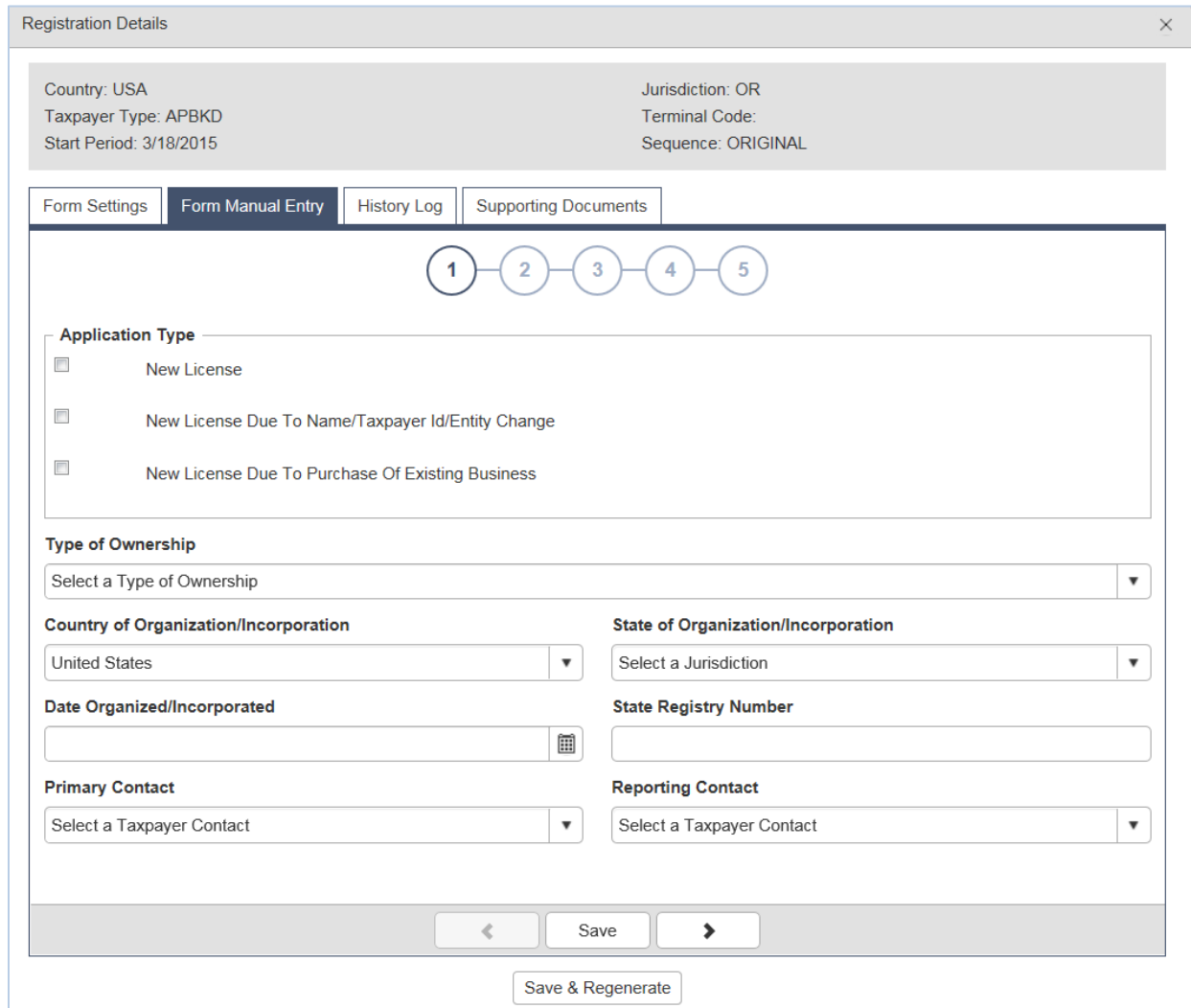
1 – Application type

Figure 11. Form Manual Entry page 1

Application Type	Check the box for the appropriate type of license
Type of Ownership	Select the type of ownership from the drop-down box
Country of . . .	Select country where incorporated or organized
State of . . .	Select state where incorporated or organized
Date Organized . . .	Date organized or incorporated
State Registry Number	Number received from state

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.

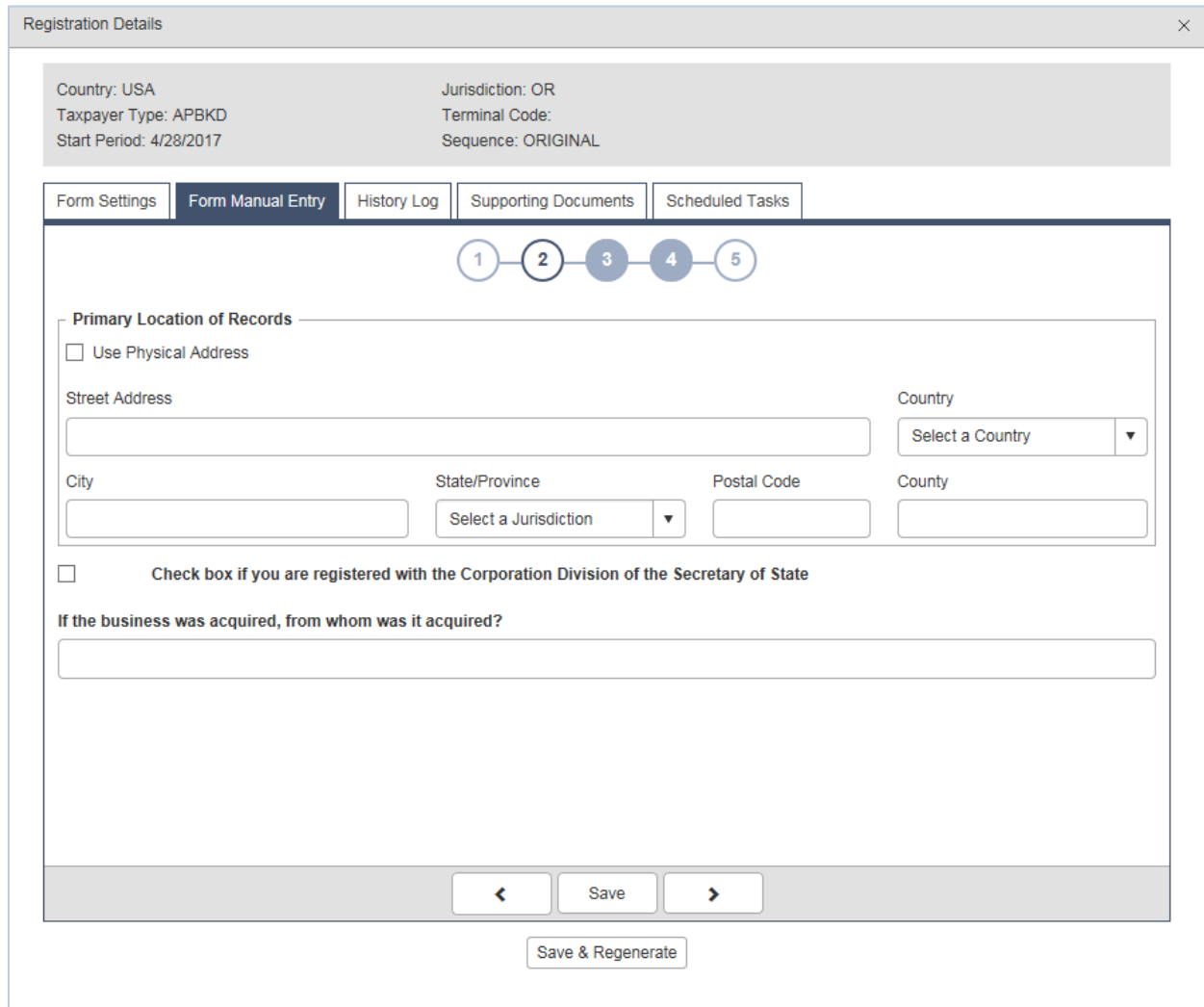## 2 – Primary Location of Records and Oregon Secretary of State registration information

Figure 12. Form manual Entry page 2

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.

Country   Select from drop-down list
City   City of physical address
State/Province   Select from drop-down list
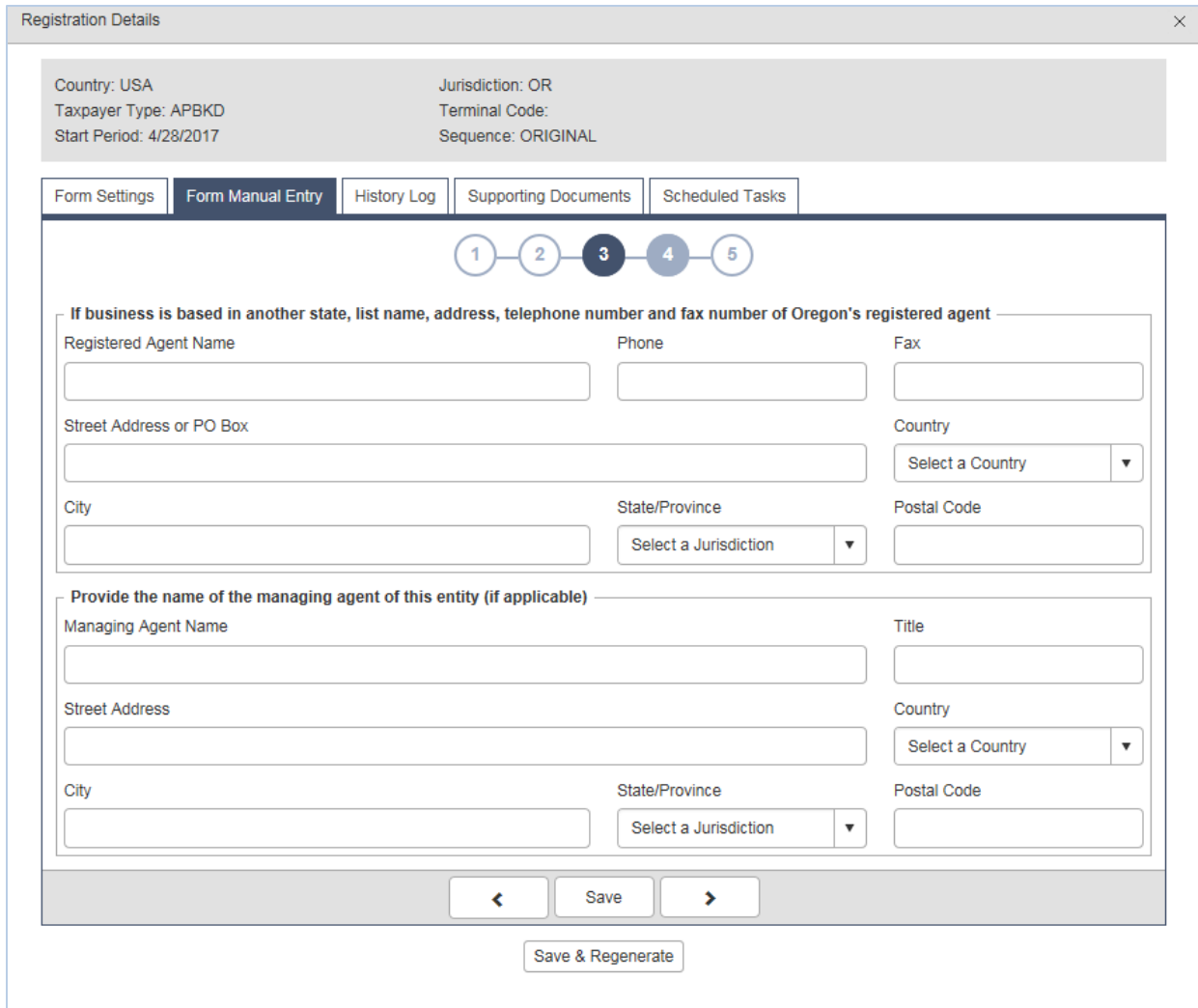Postal Code   Enter postal code
County   REQUIRED – Enter county

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.

If business was purchased, enter name of seller.

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.

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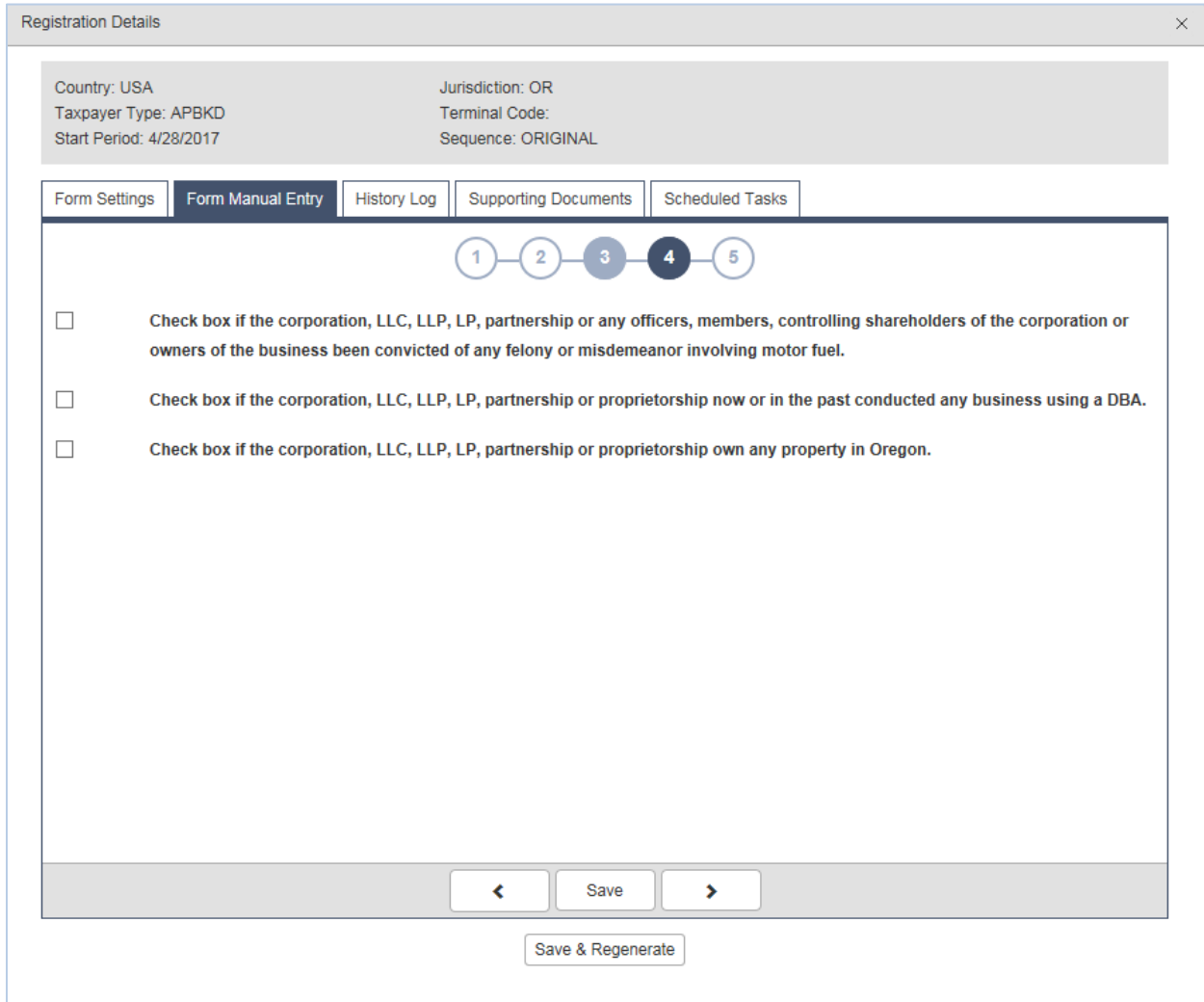

Figure 13. Form Manual Entry page 3

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.

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.

4 – Company information, property ownership

Check the boxes if any of the statements apply to your company or its officers, members, or controlling shareholders.

List any property owned in Oregon if 3rd check box is selected.

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.

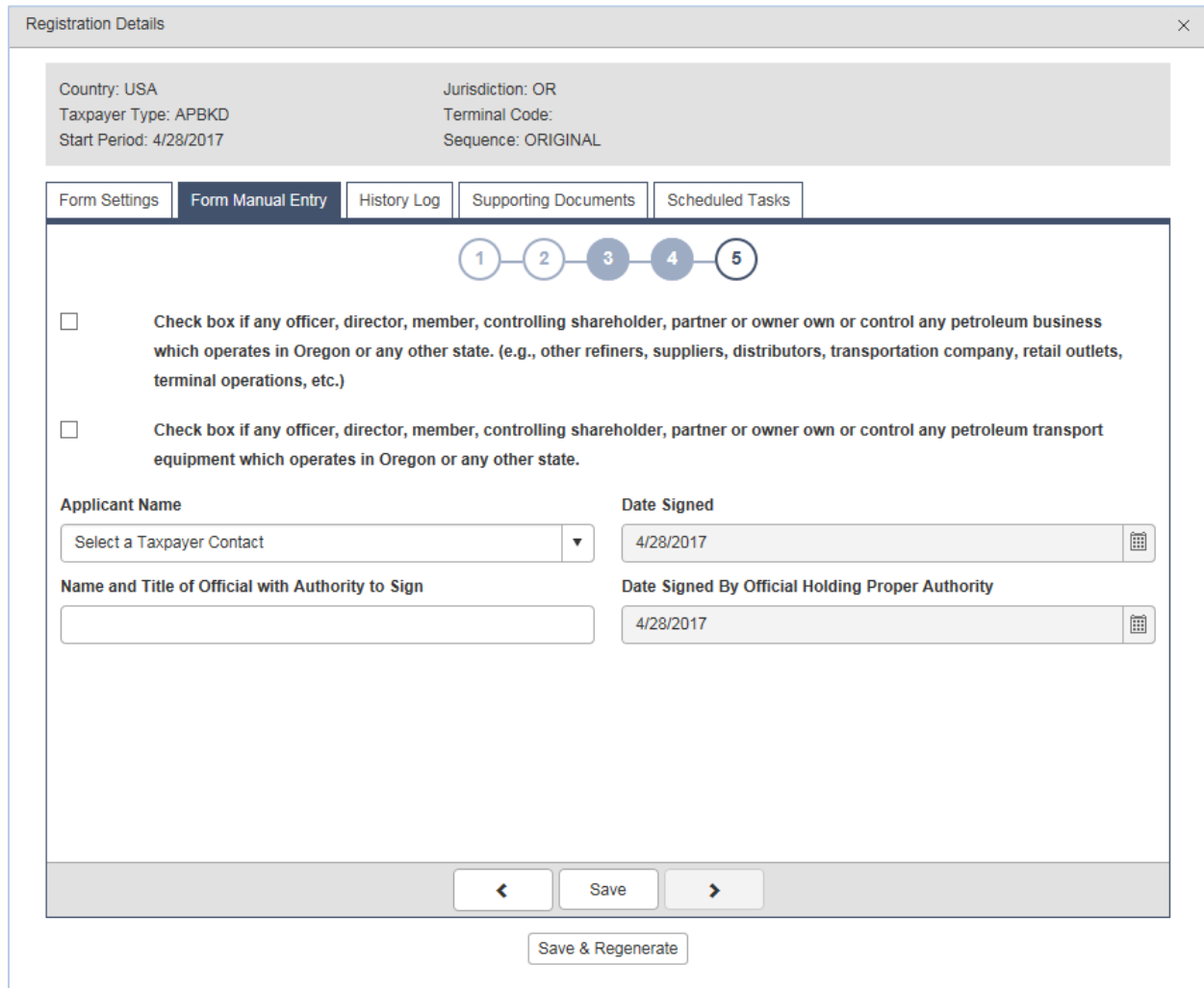5 – Officer/member information, storage locations or arrangements

Figure 15. Form Manual Entry page 5

Check the box if any of these statements apply to your company. Enter your explanation in the space provided.

Select the applicant name from the drop down box. Use this name in the "Name and Title" box below it if there is no other Authorized signer. 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 by clicking the "Save & Regenerate" button at the bottom of the window.

Once correct, close the window.

After closing the window, the "Account Registrations" screen returns. Update the screen by clicking "Refresh" in the upper right corner of the screen. The "Form Status" column will change to either "Passed" or "Warnings".
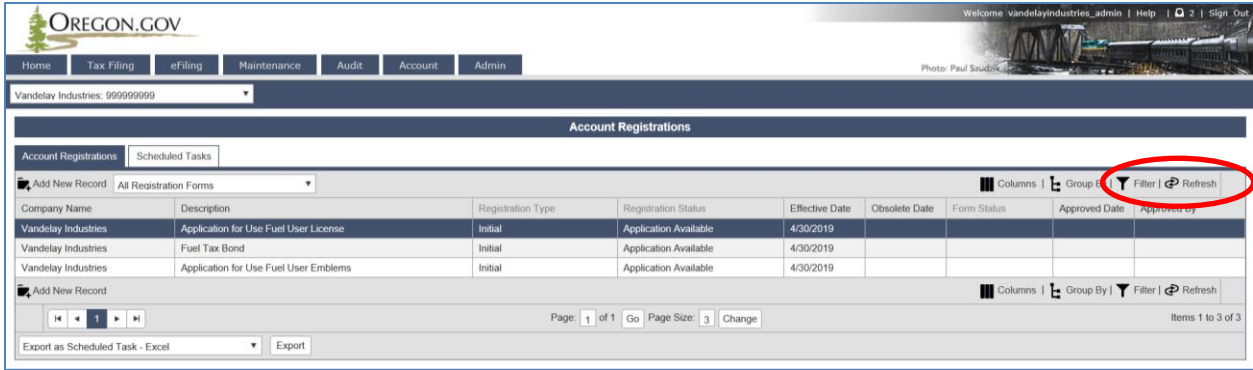
Figure 16. Refreshing Account Registrations screen

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.
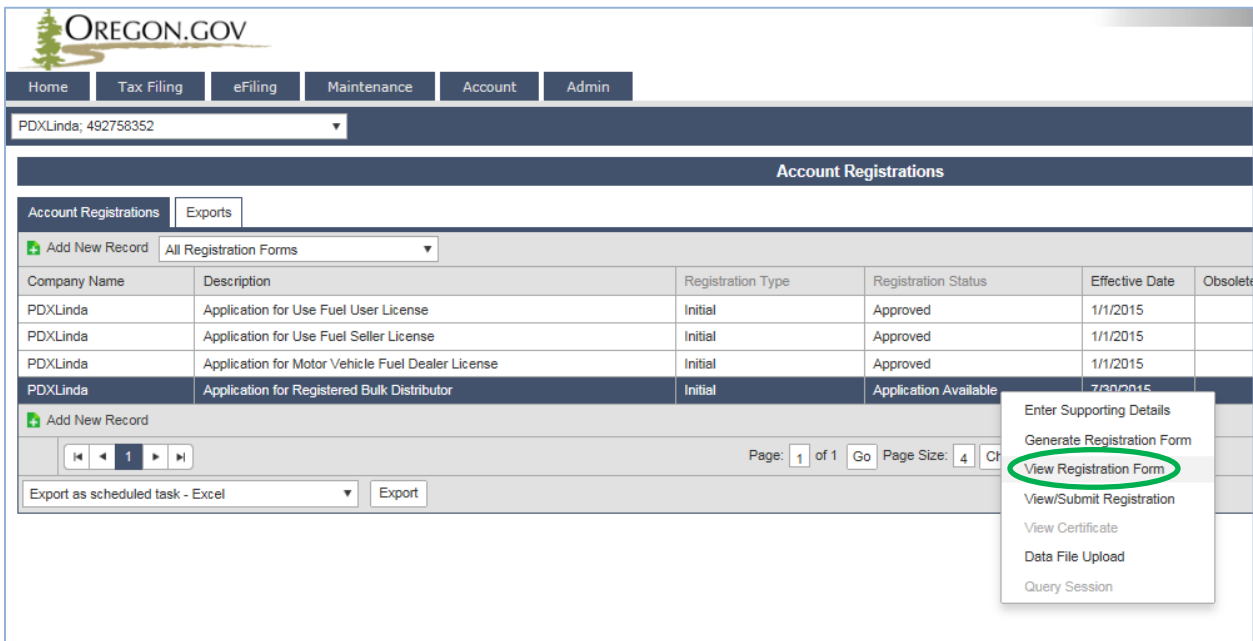

Figure 17. Viewing the Registration Form

Print the signature page of the application, sign the application, scan a copy to your computer, and attach 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 click "Add New Record".

The Signature Page Documents screen is displayed.

Figure 18. Supporting Documents screen

To attach the signature file, scan and save the signed form to a location on your computer 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 Application from the Account registration screen.

Figure 19. Selecting application to view

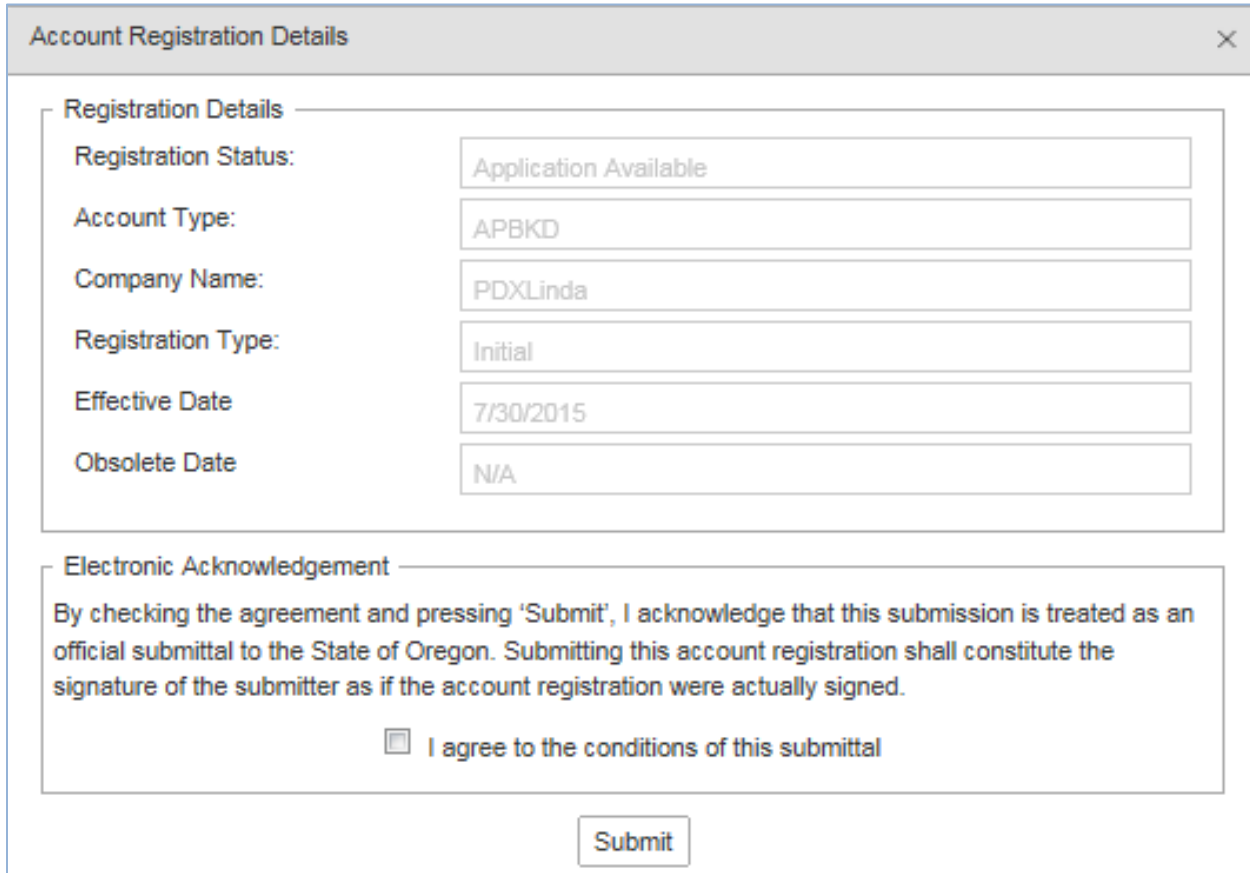Select "View/Submit Registration" from the pop-up box.

Figure 20. Submitting the application

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.
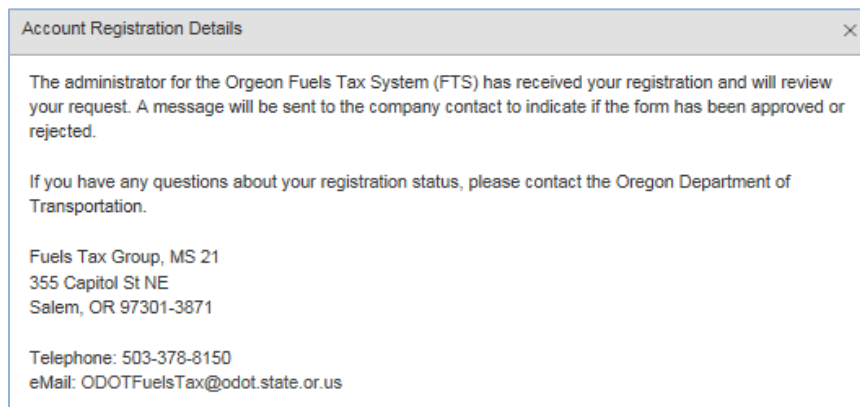

Figure 21. Confirmation of submittal sample

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".