

APPLYING FOR A MOTOR VEHICLE FUEL DEALER 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”.

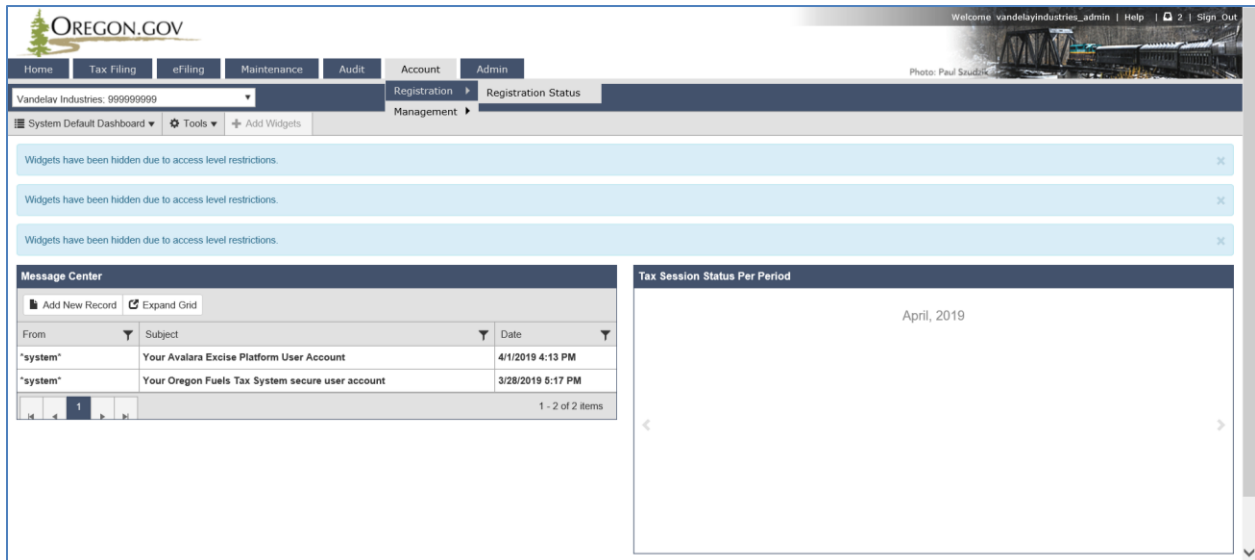


Figure 1. Beginning of registration process

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

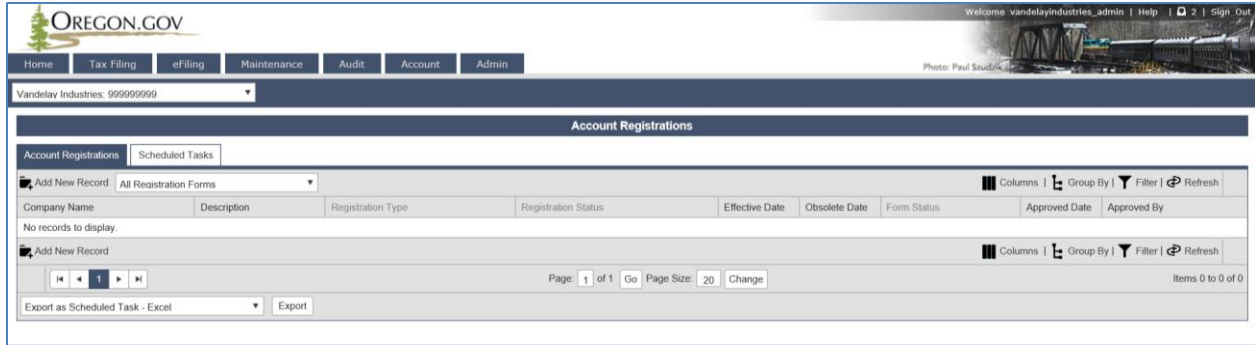


Figure 2. List of existing accounts

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

From the “Create Account Registration” pop-up window, select “APDLR – Application for Motor Vehicle Fuel Dealer License” from the “Account Type” drop-down box.

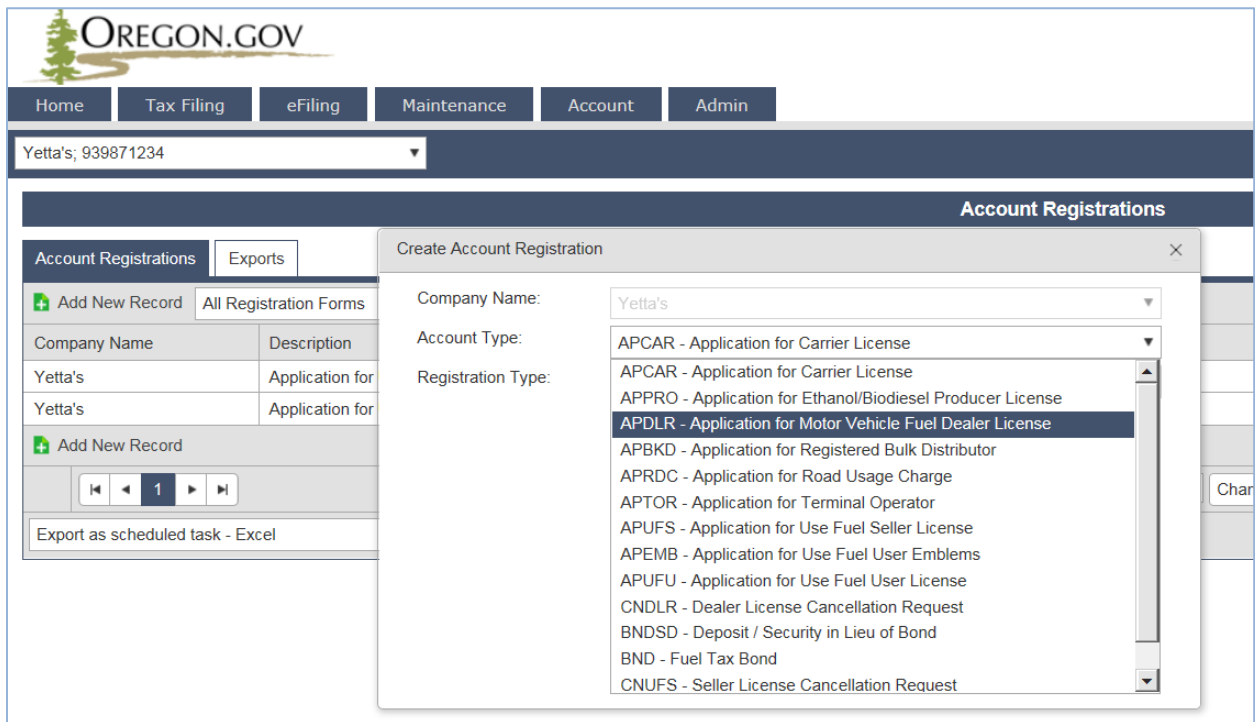


Figure 3. Create Account Registration screen

Then click “Insert” at the bottom of the window. From this same window, select the “Account Type” drop-down box again and select “BND - Fuel Tax Bond”. Then click “Insert” at the bottom of the window and close the window. The license application and bond application will show as two separate entries in the list of registrations.

When you select the line for the Dealer 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).

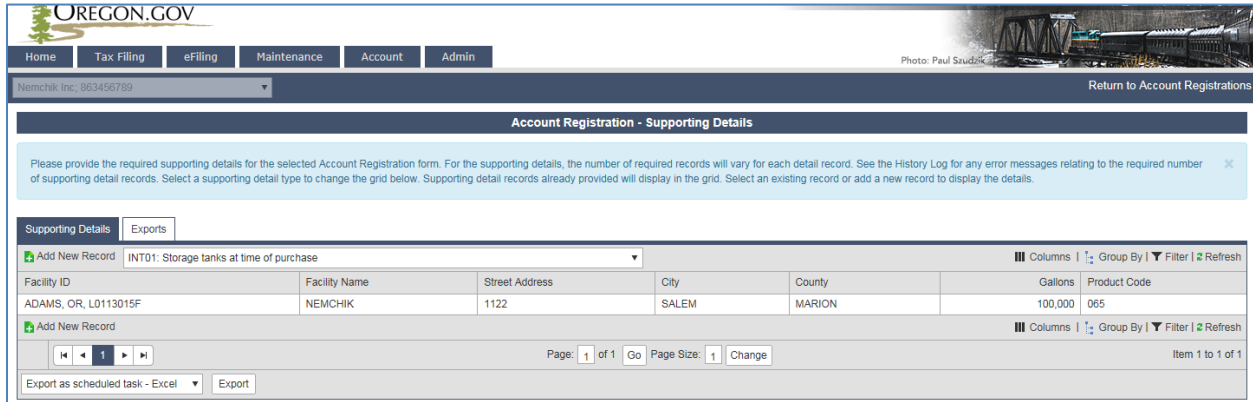


Figure 4. Supporting Details screen

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 INTO1 or INTO4 (storage information) and INTO5 (supplier information) to continue. If you have multiple locations, you will complete the INTO1 for each station or other sales facility, and INTO4 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.

INTO1: Storage tanks at the time of purchase

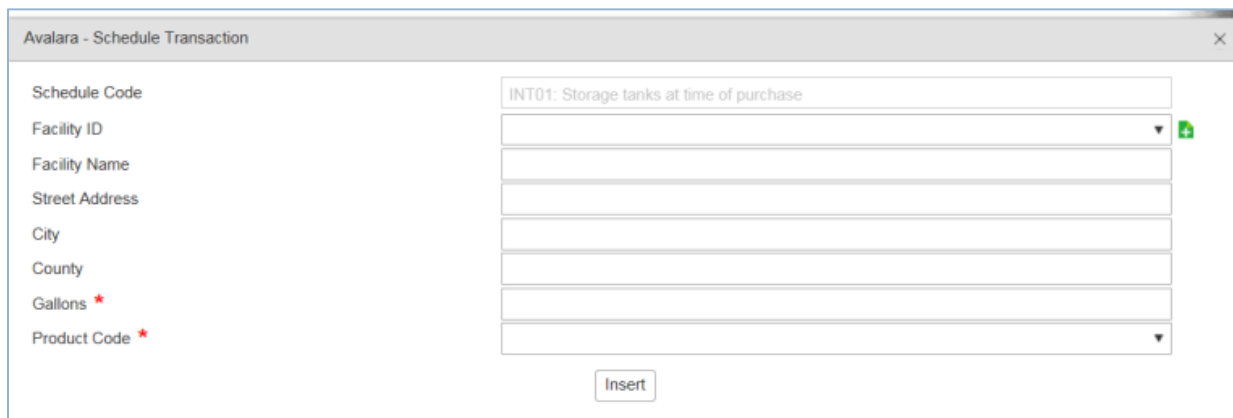


Figure 5. INTO1 screen sample

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)

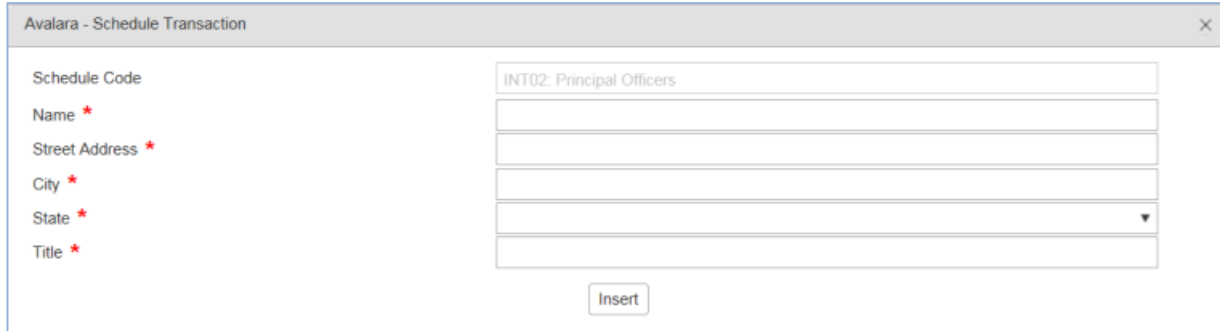


Figure 6. INT02 screen sample

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

INT03: Other fuel tax licenses and permits (state/province, federal, jurisdiction, etc.)



Figure 7. INT03 sample

Enter fuel licenses for other states or jurisdictions. This is required for import and export of fuel from other states. Actions may be repeated for multiple entries before closing window.

INT04: Storage facilities maintained in Oregon

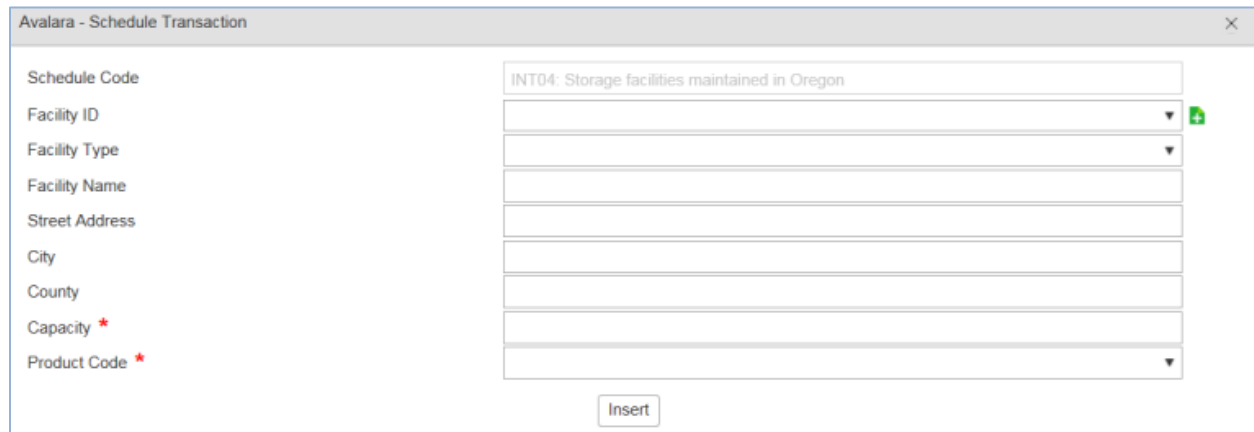


Figure 8. INT04 sample

- 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)

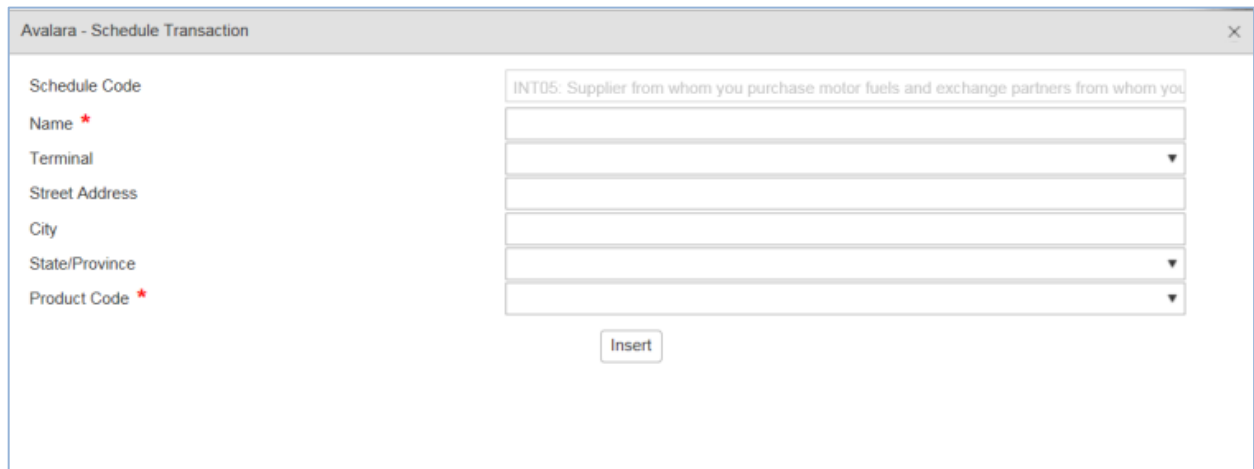


Figure 9. INT05 sample

- 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.

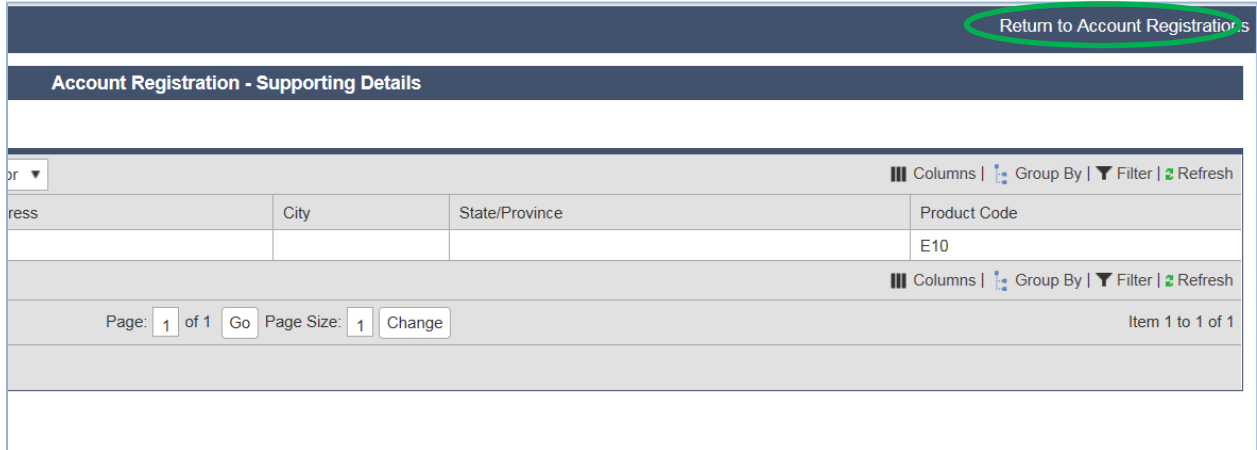


Figure 10. Return to Account Registrations hyperlink

Select “Application for Motor Vehicle Fuel Dealer License”. From the pop-up box select “Generate Registration Form” to bring up the Registration Details screen.

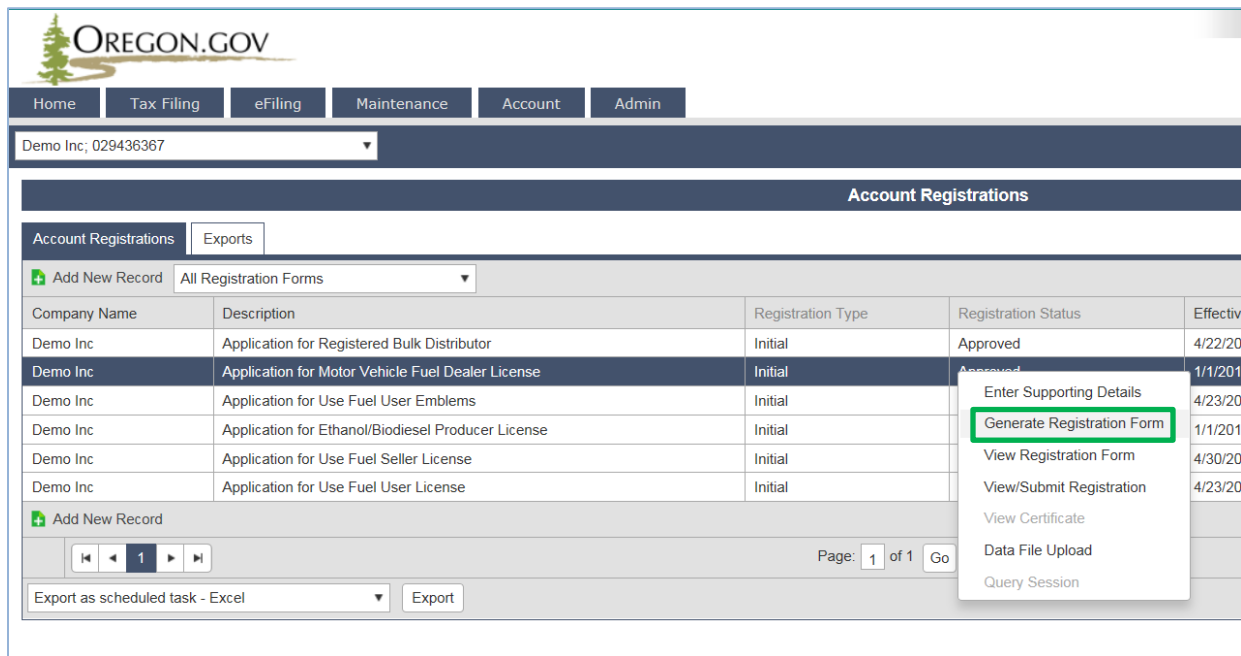


Figure 11. Selecting Generate Registration Form

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

1 – Application Type

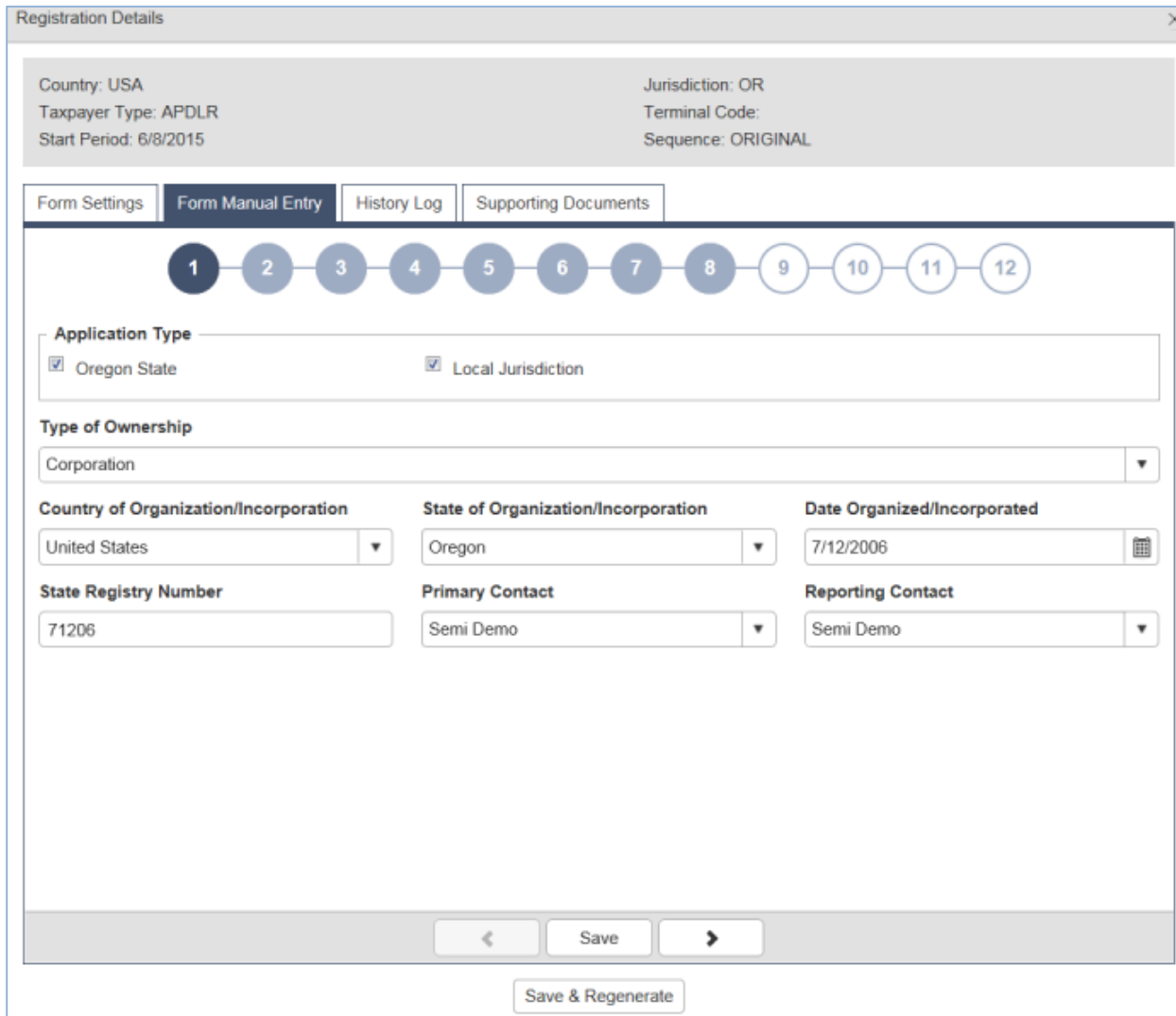


Figure 12. Form Manual Entry page 1

- | | |
|-----------------------|---|
| 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

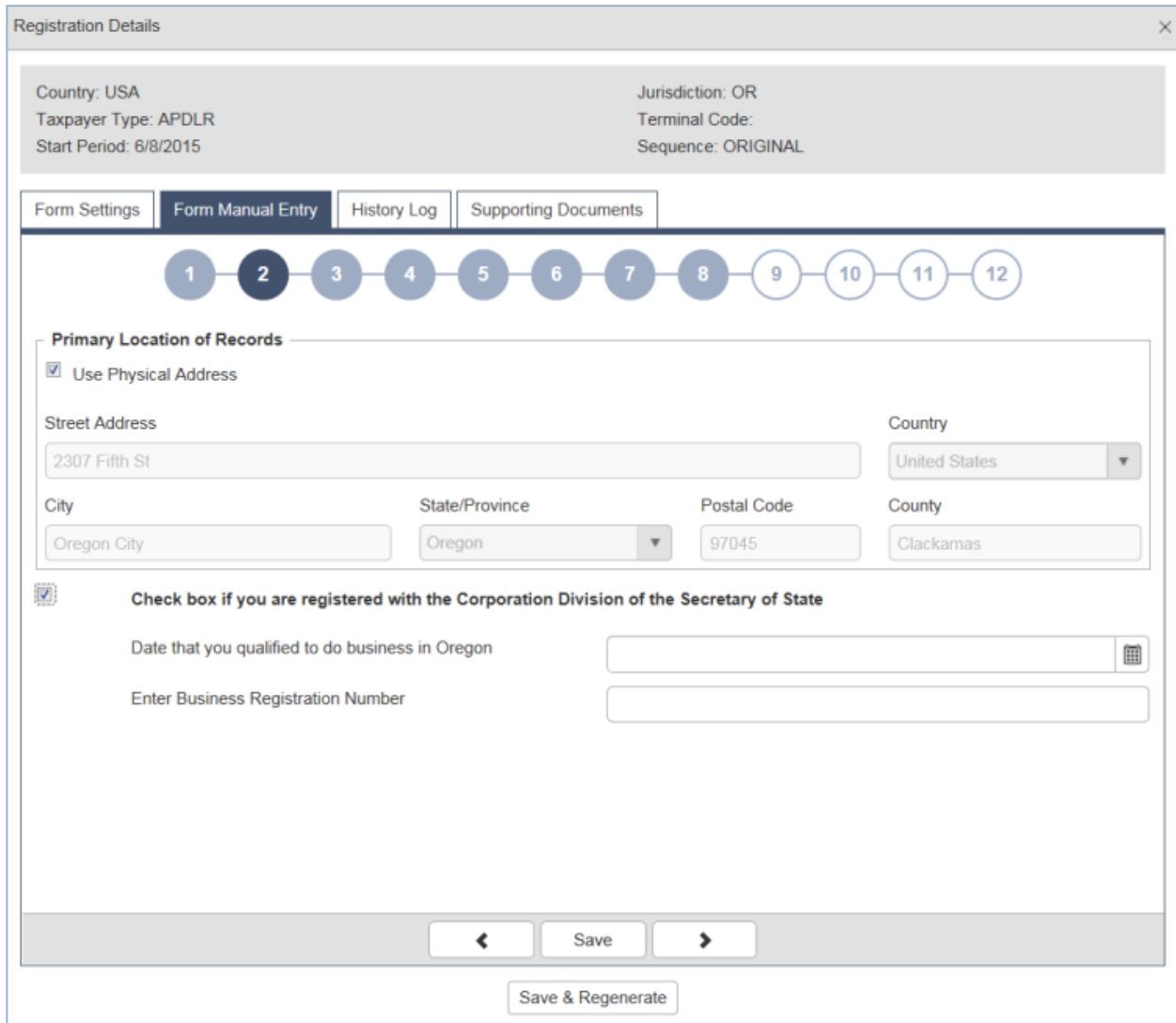


Figure 13. Form Manual Entry page 2

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.

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

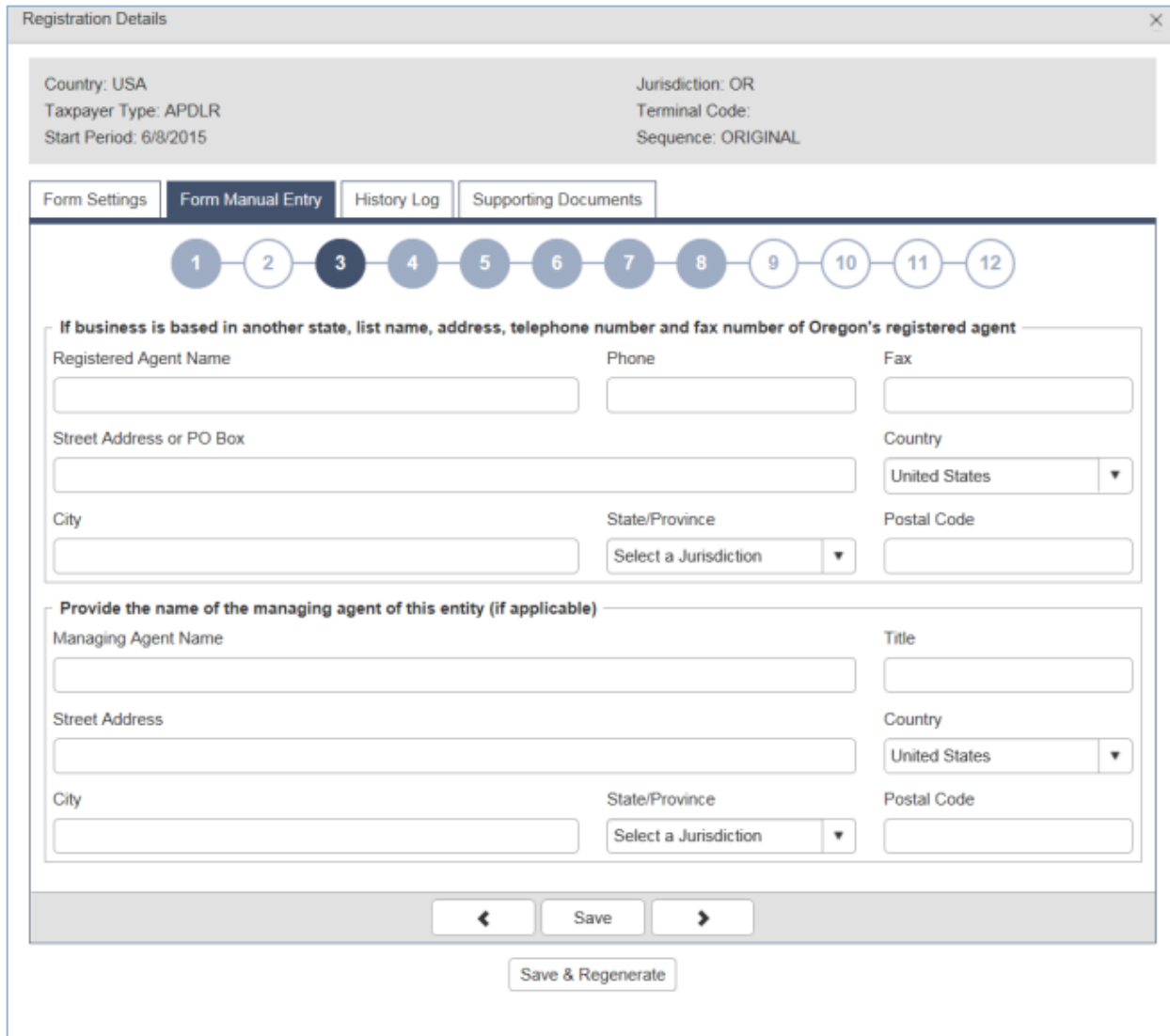
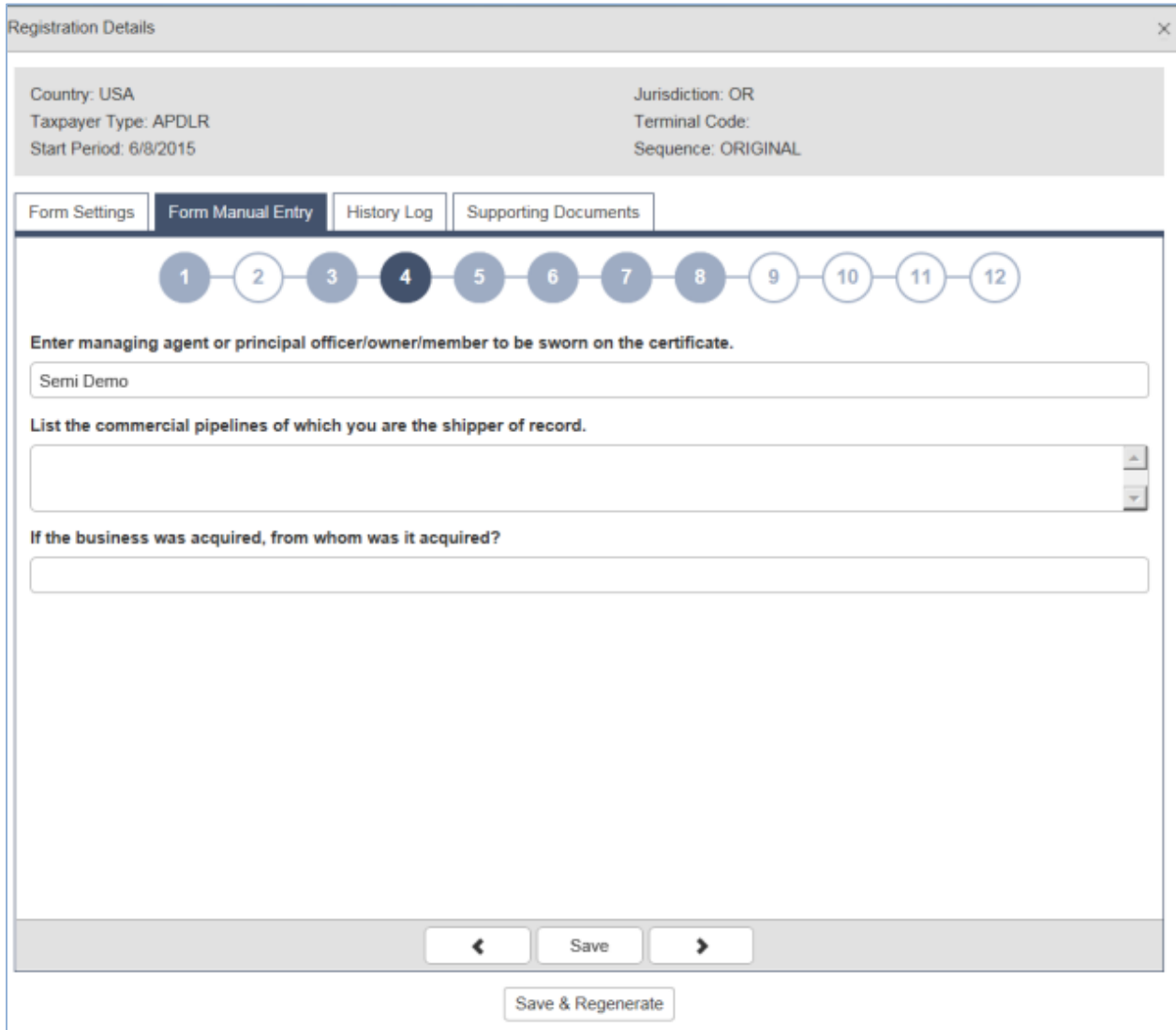


Figure 14. Form Manual Entry page 3

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 – Agent/Officer to be sworn on the certificate, pipeline information, former owner.

Registration Details

Country: USA Jurisdiction: OR
Taxpayer Type: APDLR Terminal Code:
Start Period: 6/8/2015 Sequence: ORIGINAL

Form Settings Form Manual Entry History Log Supporting Documents

1 2 3 4 5 6 7 8 9 10 11 12

Enter managing agent or principal officer/owner/member to be sworn on the certificate.

Semi Demo

List the commercial pipelines of which you are the shipper of record.

If the business was acquired, from whom was it acquired?

< Save >

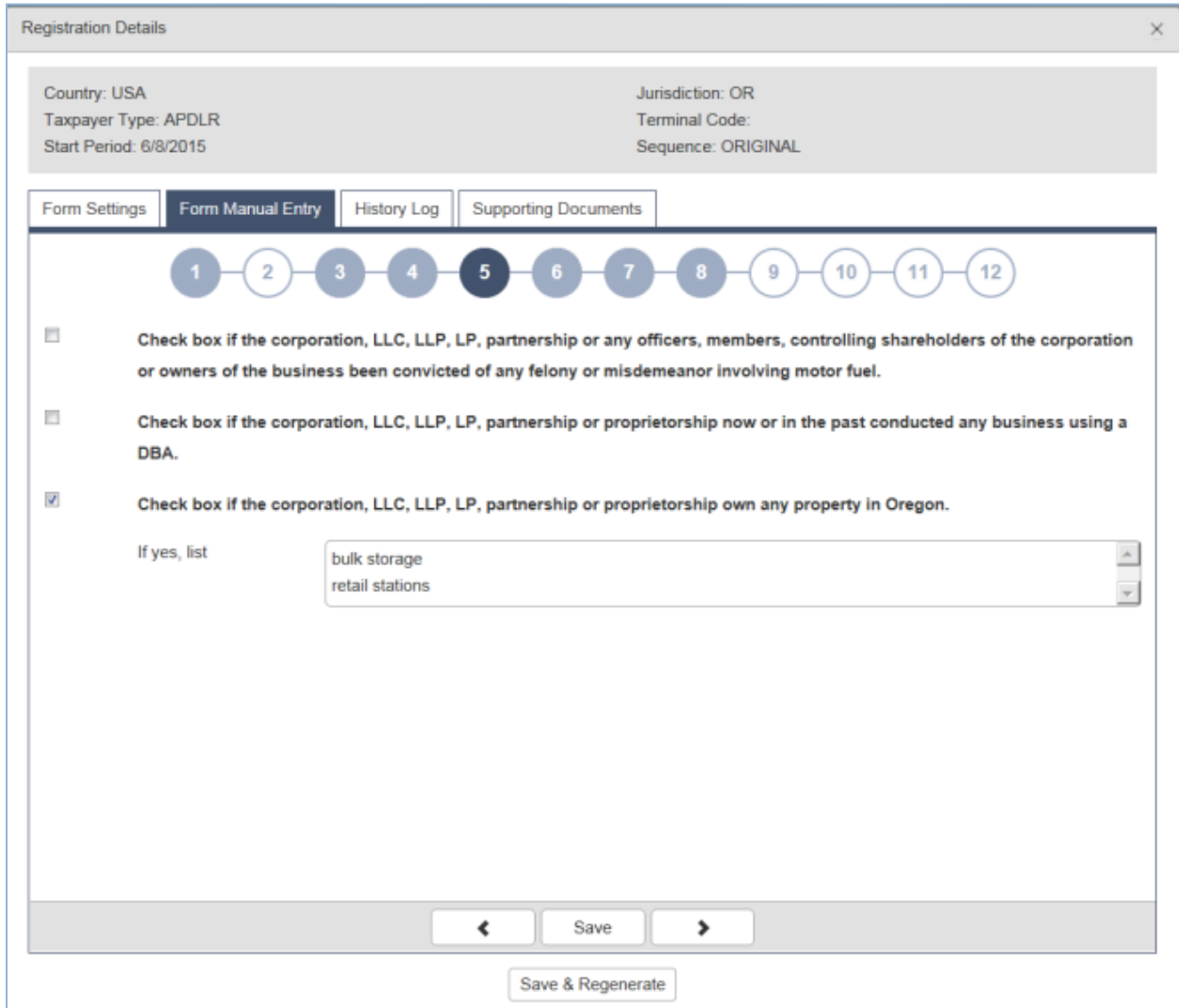
Save & Regenerate

Figure 15. Form Manual Entry page 4

List the managing agent, owner, or principal officer who is to be on the sworn certificate, any commercial pipelines on which you ship fuel and the date your business was purchased.

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 – Company information, property ownership



Registration Details

Country: USA
Taxpayer Type: APDLR
Start Period: 6/8/2015

Jurisdiction: OR
Terminal Code:
Sequence: ORIGINAL

Form Settings | **Form Manual Entry** | History Log | Supporting Documents

1 2 3 4 **5** 6 7 8 9 10 11 12

Check box if the corporation, LLC, LLP, LP, partnership or any officers, members, controlling shareholders of the corporation or owners of the business been convicted of any felony or misdemeanor involving motor fuel.

Check box if the corporation, LLC, LLP, LP, partnership or proprietorship now or in the past conducted any business using a DBA.

Check box if the corporation, LLC, LLP, LP, partnership or proprietorship own any property in Oregon.

If yes, list

bulk storage
retail stations

← Save →

Save & Regenerate

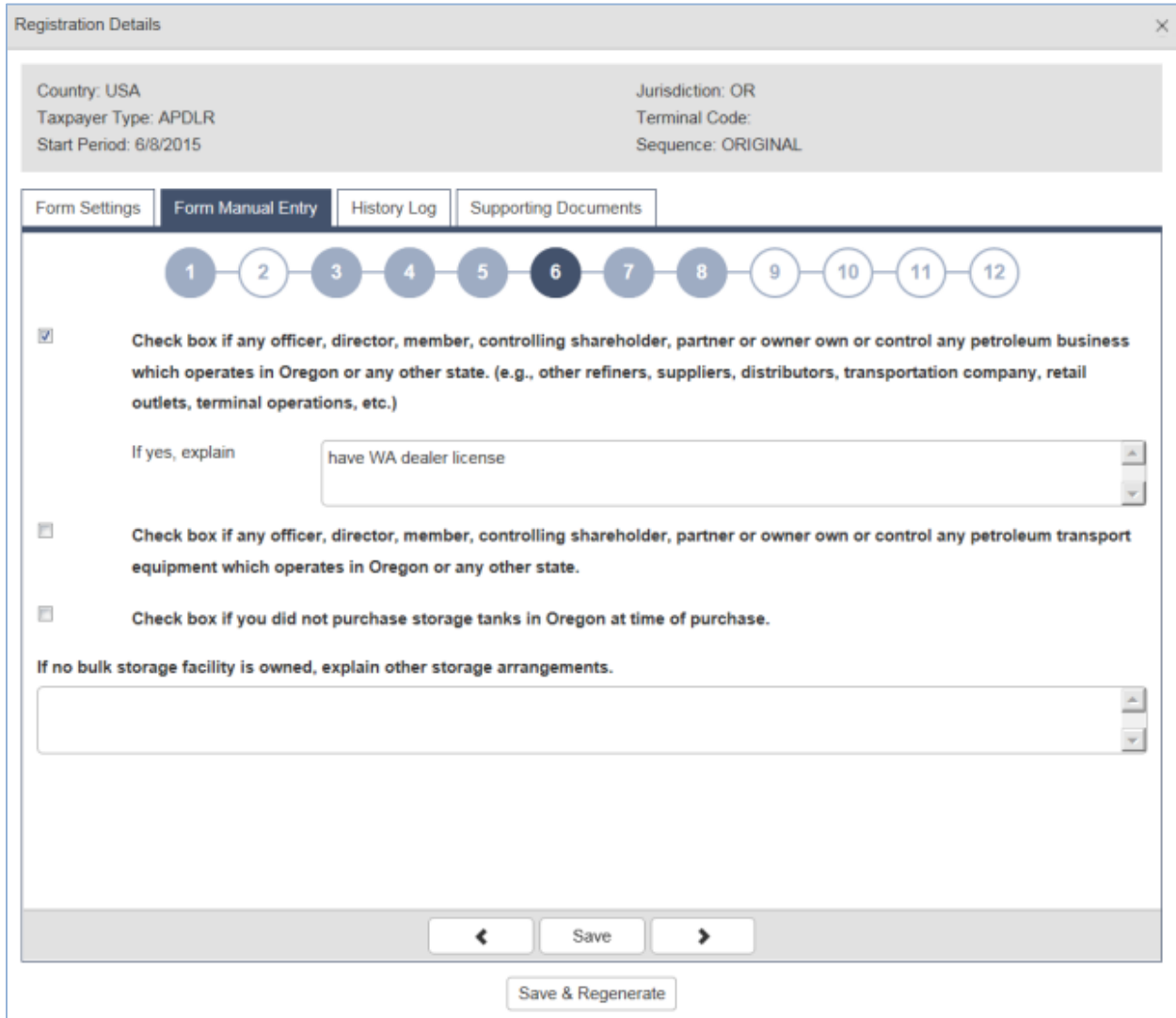
Figure 16. Form Manual Entry page 5

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.

6 – Officer/member information, storage locations or arrangements



Registration Details

Country: USA
Taxpayer Type: APDLR
Start Period: 6/8/2015

Jurisdiction: OR
Terminal Code:
Sequence: ORIGINAL

Form Settings | **Form Manual Entry** | History Log | Supporting Documents

1 2 3 4 5 **6** 7 8 9 10 11 12

Check box if any officer, director, member, controlling shareholder, partner or owner own or control any petroleum business which operates in Oregon or any other state. (e.g., other refiners, suppliers, distributors, transportation company, retail outlets, terminal operations, etc.)

If yes, explain

Check box if any officer, director, member, controlling shareholder, partner or owner own or control any petroleum transport equipment which operates in Oregon or any other state.

Check box if you did not purchase storage tanks in Oregon at time of purchase.

If no bulk storage facility is owned, explain other storage arrangements.

◀ Save ▶

Save & Regenerate

Figure 17. Form Manual Entry Page 6

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

If you did not list storage locations on the “INT” schedules, list your fuel storage arrangements on this screen.

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.

7 – Estimated gallons to be sold or used, by product type

Registration Details
✕

Country: USA	Jurisdiction: OR
Taxpayer Type: APDLR	Terminal Code:
Start Period: 6/8/2015	Sequence: ORIGINAL

Form Settings | Form Manual Entry | History Log | Supporting Documents

1
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12

Estimated gallons used/sold in Oregon (Please enter gallons)

	Gasoline	Jet Fuel	Aviation Gasoline	Alcohol/Ethanol	Diesel	Other
Sales to Licensed Oregon Dealers	<input type="text" value="50,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="20,000"/>	<input type="text" value="0"/>
Sales to Unlicensed Oregon Dealers	<input type="text" value="100,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="50,000"/>	<input type="text" value="0"/>

←
Save
→

Save & Regenerate

Figure 18. Form Manual Entry page 7

Estimate the number of gallons you expect to sell to licensed dealers by product type and also the gallons you expect to sell to unlicensed customers.

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.

8 – Import and/or Export information by fuel type and transportation type

Registration Details
✕

Country: USA	Jurisdiction: OR
Taxpayer Type: APDLR	Terminal Code:
Start Period: 6/8/2015	Sequence: ORIGINAL

Form Settings	Form Manual Entry	History Log	Supporting Documents
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1	2	3	4	5	6	8	9	10	11	12
---	---	---	---	---	---	---	---	----	----	----

Fuel products imported/exported into/out of Oregon (Please check all boxes that apply)

	Imports						Exports					
	Gasoline	Jet Fuel	Aviation Gasoline	Alcohol/Ethanol	Diesel	Other	Gasoline	Jet Fuel	Aviation Gasoline	Alcohol/Ethanol	Diesel	Other
Seagoing Vessel/Barge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transport Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tankwagon Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pipeline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Railroad Tank Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

←	Save	→
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Save & Regenerate

Figure 19. Form Manual Entry page 8

If you will be importing and/or exporting fuel, indicate the types of fuel and the method of transportation.

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.

9 – Types of fuel activities in Oregon (sales, exchange, consignment, trade)

Country: USA
Jurisdiction: OR

Taxpayer Type: APDLR
Terminal Code:

Start Period: 6/8/2015
Sequence: ORIGINAL

Form Settings
Form Manual Entry
History Log
Supporting Documents

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12

Fuel activity type (Please check all that apply)

	Gasoline	Jet Fuel	Aviation Gasoline	Alcohol/Ethanol	Diesel	Other
Exchanges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Direct Shipments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales on Consignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sell Fuel Products	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operate Service Stations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Issue cardlocks cards for use at non-retail locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade Fuel Products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

←
Save
→

Save & Regenerate

Figure 20. Form Manual Entry page 9

Indicate the types of fuel that you sell, exchange, consign, or trade for each of the transaction types listed.

NOTE: if you do not engage in any of these activities and do not import or export fuel, you may not need to be licensed as a dealer.

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.

10 – County licenses

Registration Details
✕

Country: USA	Jurisdiction: OR
Taxpayer Type: APDLR	Terminal Code:
Start Period: 1/4/2017	Sequence: ORIGINAL

Form Settings	Form Manual Entry	History Log	Comments	Supporting Documents	Scheduled Tasks
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1
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12

Fuel Activity in Local Jurisdictions (County) (Please check the boxes by fuel type where you will have activity)

	Gasoline	Alcohol/Ethanol	Other
County Jurisdictions			
Multnomah County	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Washington County	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

←
Save
→

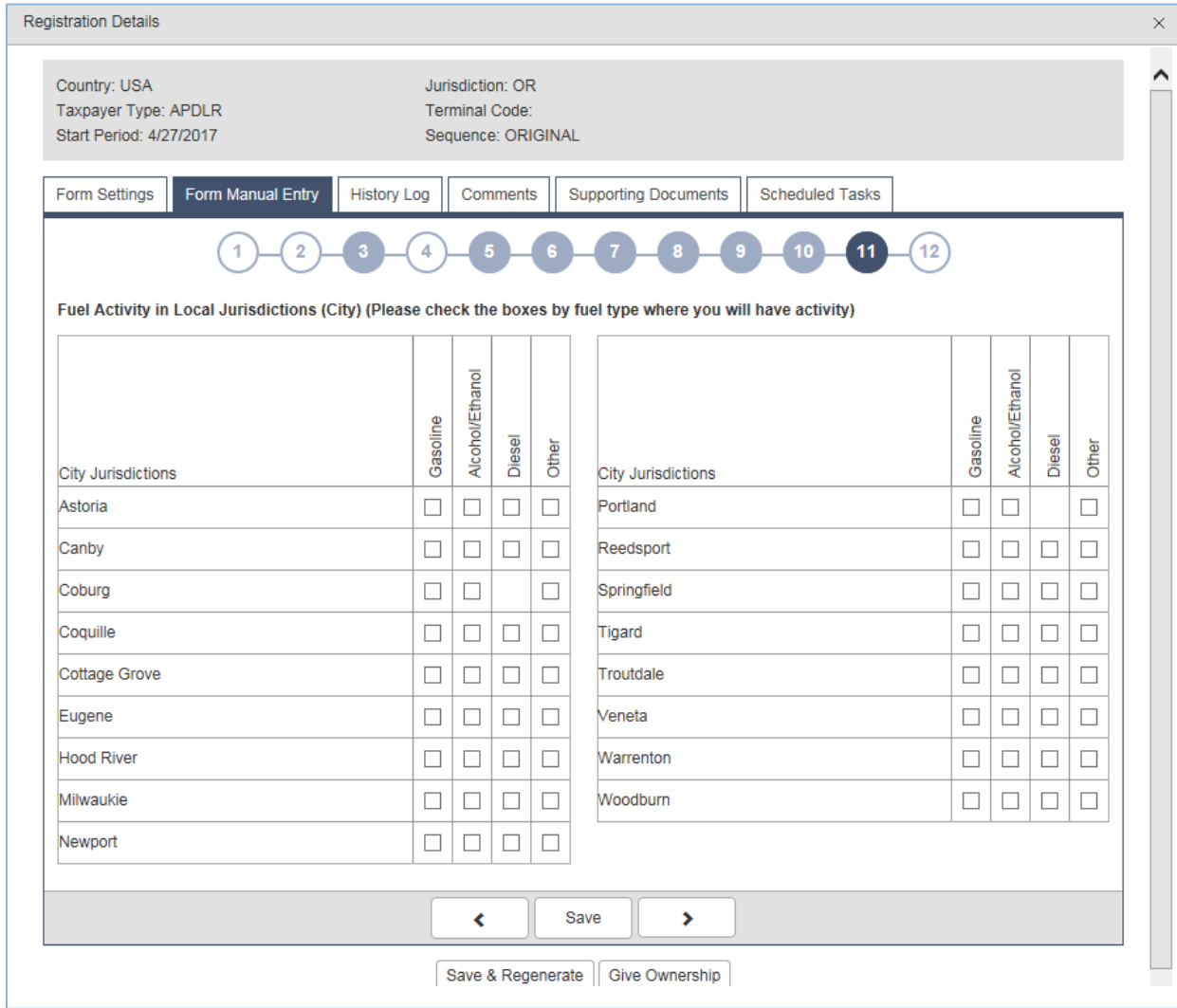
Save & Regenerate
Give Ownership

Figure 21. Form Manual Entry page 10

Indicate in which county or counties you have activity, and the types of fuel received or sold.

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.

11 – City licenses



Registration Details

Country: USA Jurisdiction: OR
 Taxpayer Type: APDLR Terminal Code:
 Start Period: 4/27/2017 Sequence: ORIGINAL

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

1 2 3 4 5 6 7 8 9 10 11 12

Fuel Activity in Local Jurisdictions (City) (Please check the boxes by fuel type where you will have activity)

City Jurisdictions	Gasoline	Alcohol/Ethanol	Diesel	Other
Astoria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Canby	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coburg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coquille	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cottage Grove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eugene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hood River	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Milwaukie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reedsport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Springfield	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tigard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Troutdale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Veneta	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warrenton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Woodburn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

< Save >

Save & Regenerate Give Ownership

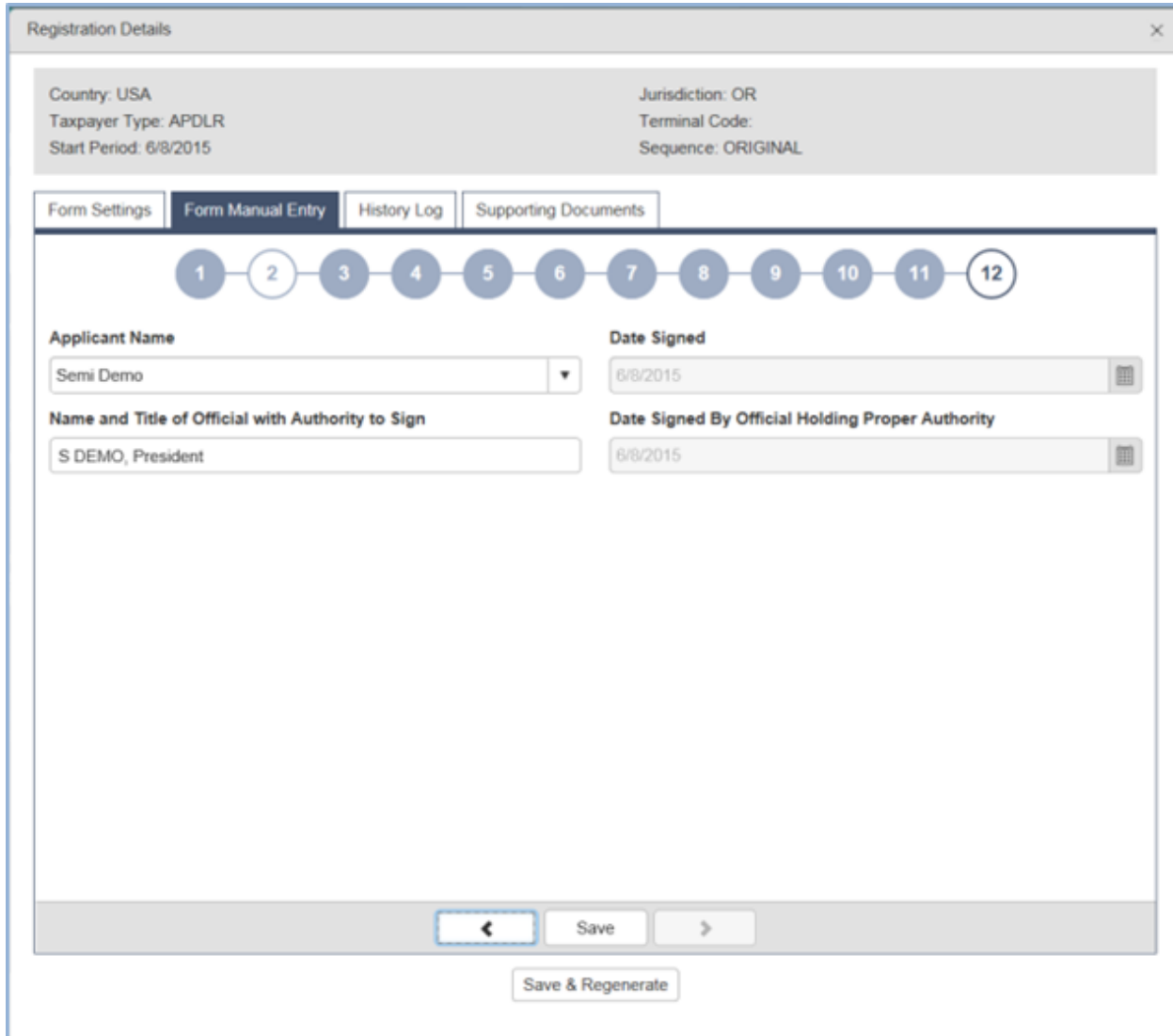
Figure 22. Form Manual Entry page 11

Indicate in which city or cities you have activity, and the types of fuel sold.

Note: some cities include diesel as motor vehicle fuel in their fuels tax program. Contact the Fuels Tax Group for further information if needed.

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.

12 – Applicant name/signature authority and date signed (today).



Registration Details

Country: USA
Taxpayer Type: APDLR
Start Period: 6/8/2015

Jurisdiction: OR
Terminal Code:
Sequence: ORIGINAL

Form Settings | **Form Manual Entry** | History Log | Supporting Documents

1 2 3 4 5 6 7 8 9 10 11 12

Applicant Name
Semi Demo

Date Signed
6/8/2015

Name and Title of Official with Authority to Sign
S DEMO, President

Date Signed By Official Holding Proper Authority
6/8/2015

< Save >

Save & Regenerate

Figure 23. Form manual Entry page 12

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”.

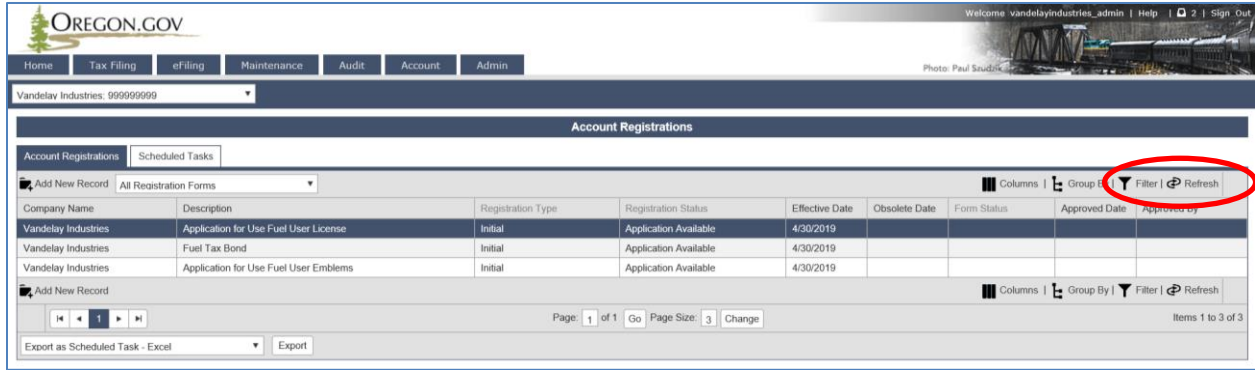


Figure 24. Refreshing Account Registrations screen

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.

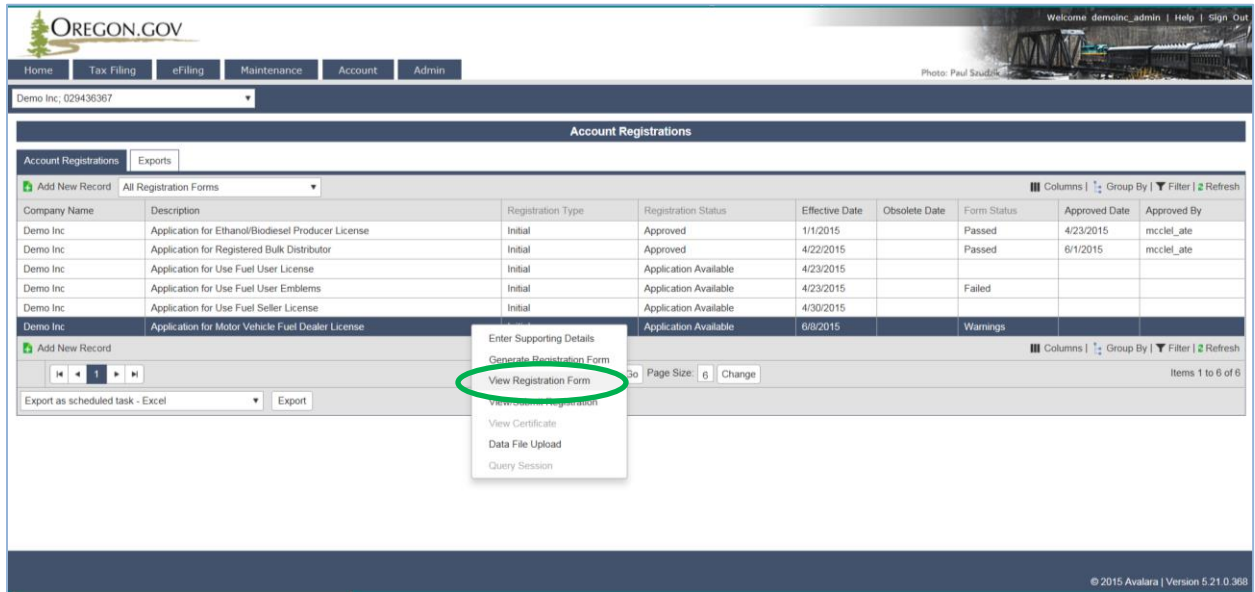


Figure 25. Viewing the Registration Form

Print the “OREGON MOTOR VEHICLE FUEL DEALER CERTIFICATE” (generally the last page of the form). If you are also applying for county fuel licenses or some city jurisdictions, print the certificates for those licenses when applicable. Sign and notarize the certificate(s), 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.

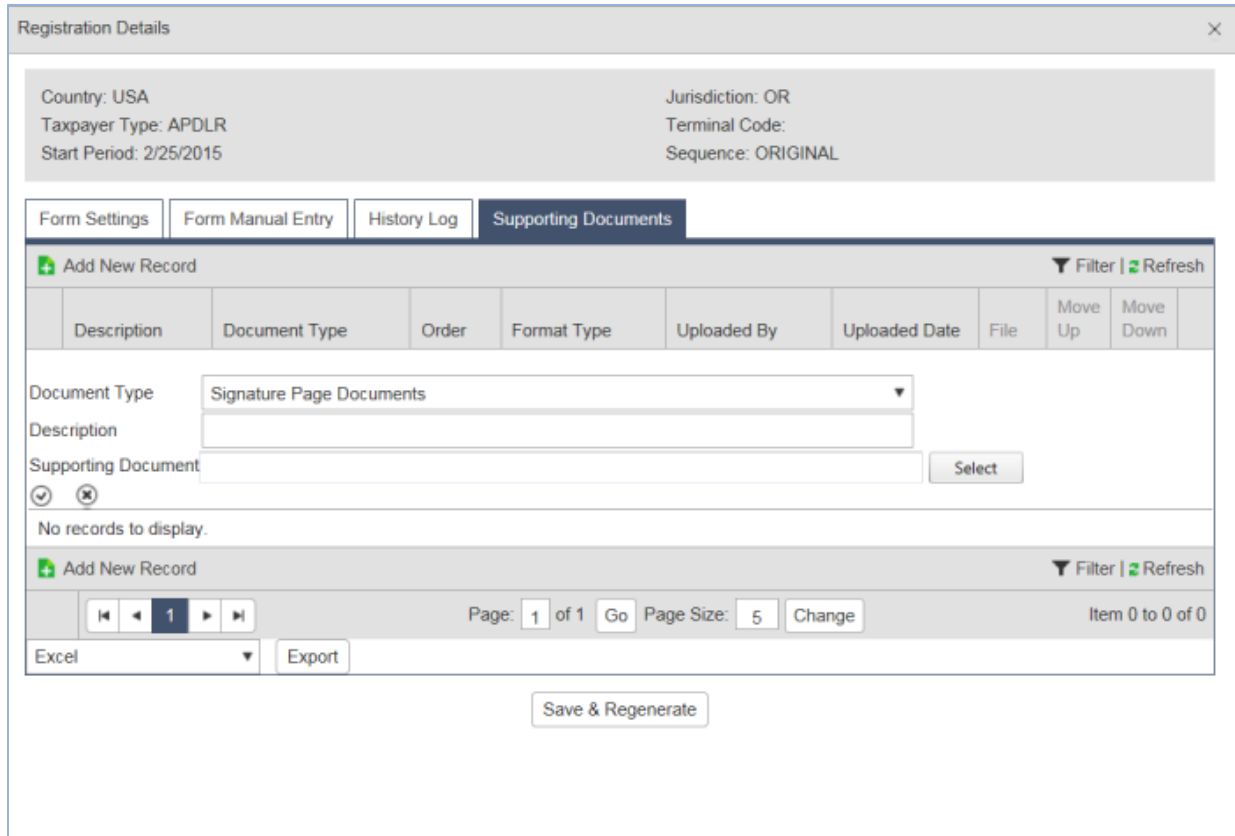


Figure 26. Supporting Documents screen

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.

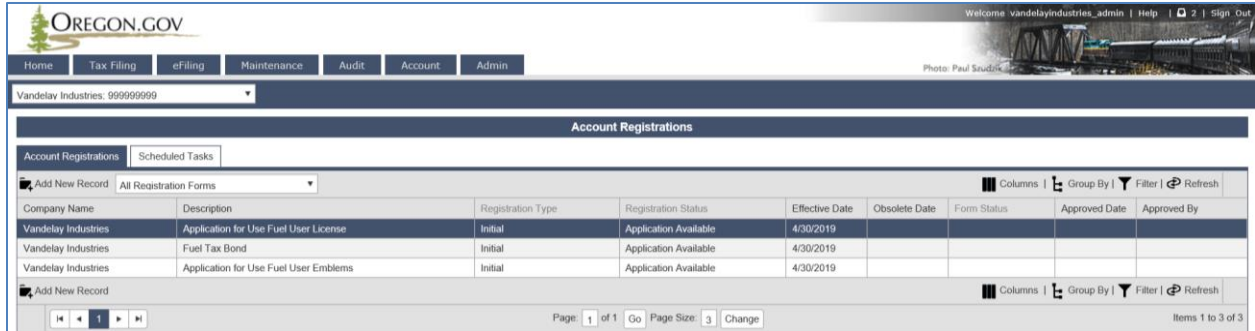


Figure 27. Selecting application to view

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

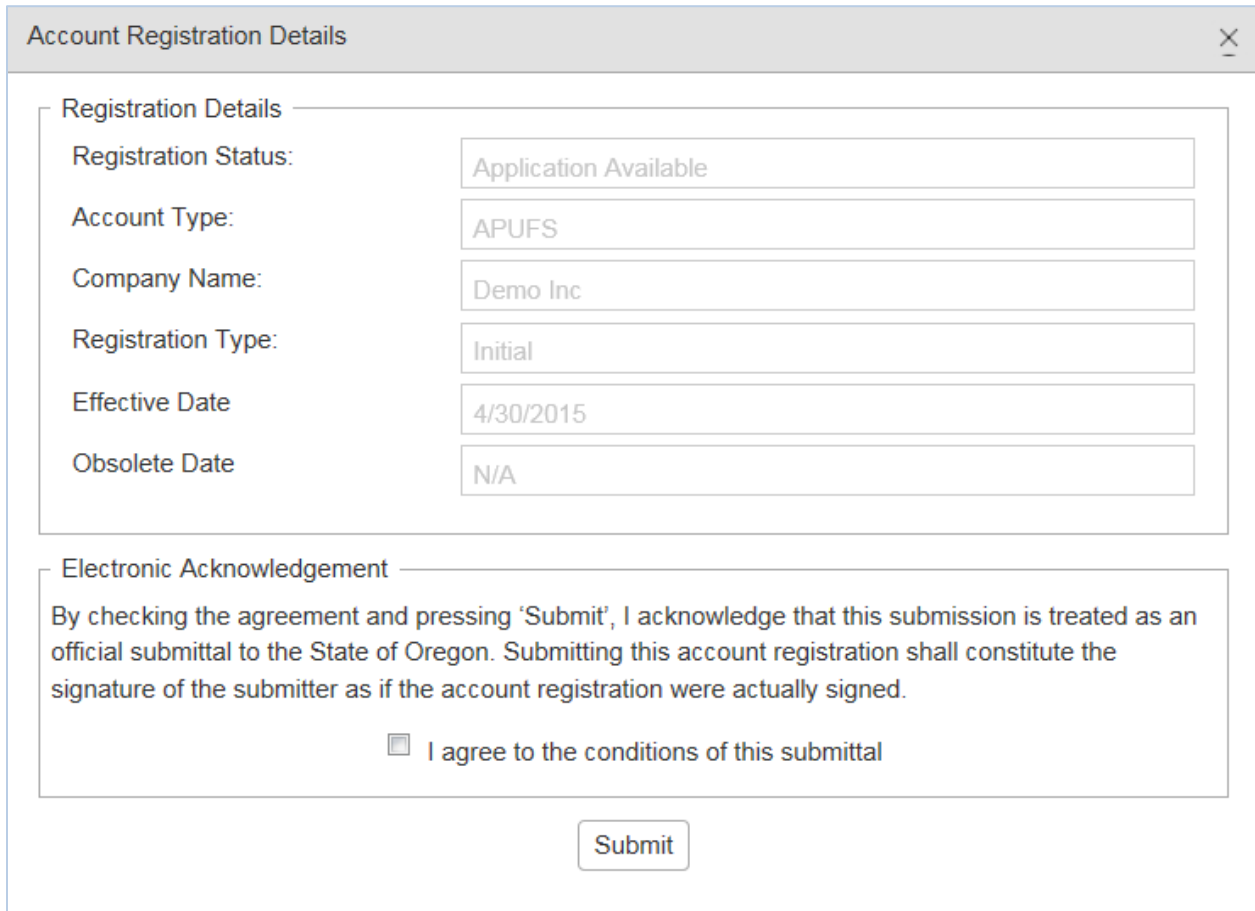


Figure 28. Submitting the application

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.

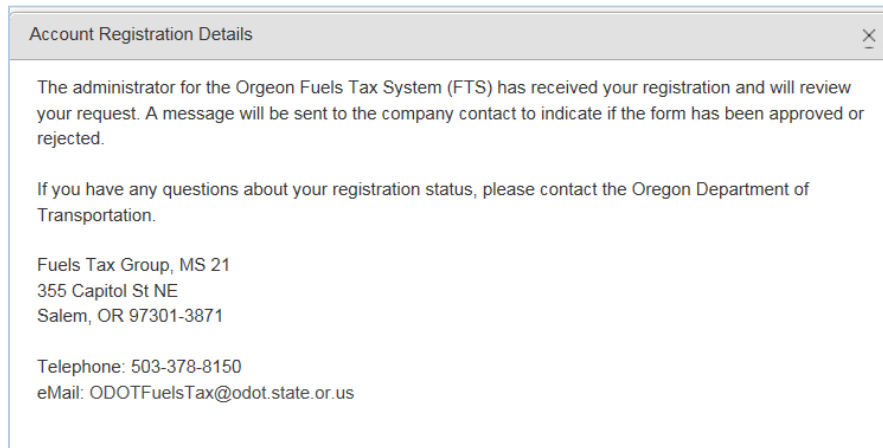


Figure 29 Confirmation of submittal sample

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”.

If you selected the bond application earlier, complete that form also, and submit with your application. Additional instructions on completing the bond form are found in a separate tutorial titled LICENSING – BOND OR DEPOSIT.

UPDATING YOUR LICENSE APPLICATION

If you find that you need additional licenses after the initial license application, you will follow a similar procedure. From the Account Registrations screen, select “Add New Record”. When you select Dealer License Application, the registration screen will have your company name in gray, and the registration type will be “Update”. At the bottom of the screen is an option to “Copy Data from the Closest Prior Session”. If your company information is the same, check the box next to this entry and click “Insert”.

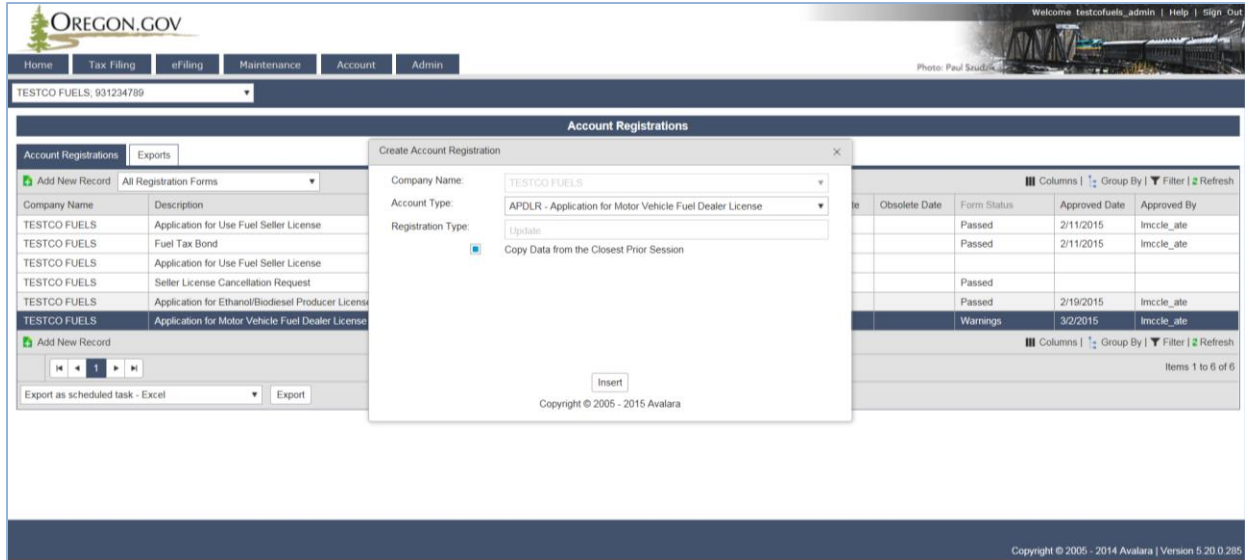


Figure 30. Example of updating the application

A new Dealer Application with the registration type of “Update” will appear on your Account Registration screen. Select this license to add additional jurisdictions to your existing dealer license.

Select “Enter Supporting Details” from the pop up menu if needing to add information to these schedules. Other licensing information may be updated by selecting “Generate Registration Form” from the pop up menu. Select the “Form Manual Entry” tab and go through each screen as you did with the original application, adding or changing information as applicable.

Once the updates are complete, select “Save and Regenerate” to prepare the updated license application. The registration form will show all Dealer licenses for the company submitting the updated registration. View the updated registration, print the signature pages, and attach them to the application for submission. Submit the updated license in the same manner as the original. You may need to increase your fuels tax bond depending on the expected increase in tax liability. If you are not sure whether your bond amount is sufficient, please contact the Fuels Tax Group.