

APPLYING FOR A USE FUEL USER LICENSE

WHAT YOU WILL NEED:

- Applicant Name
- Valid Email Address
- Telephone Number
- Company Legal Name
- Company Trade Name (DBA – Doing Business As)
- 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”.

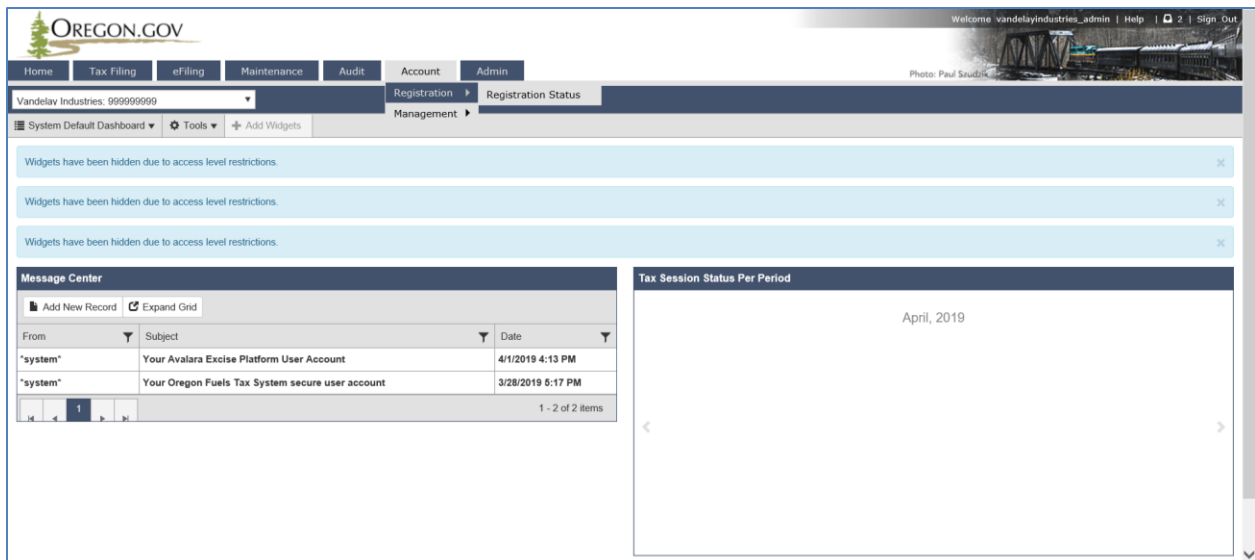


Figure 1. Beginning of registration process

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

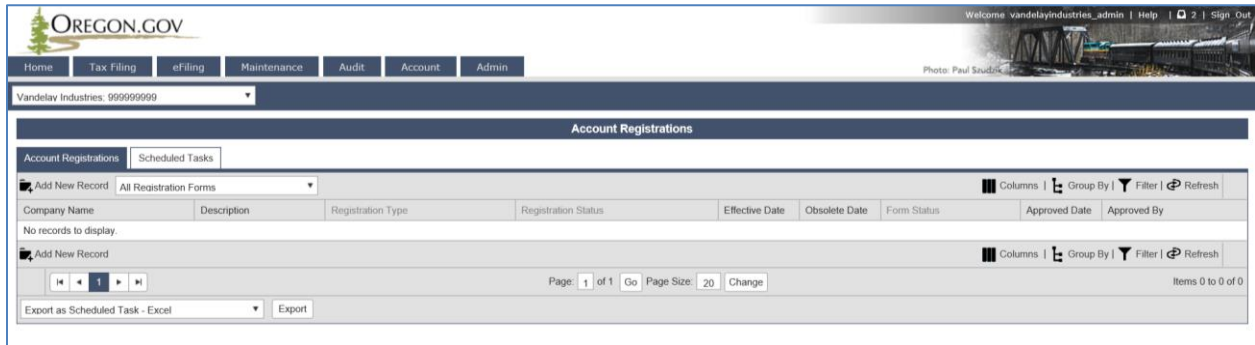


Figure 2. List of existing accounts

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

From the “Create Account Registration” pop-up window, select “APUFU – Application for Use Fuel User License” from the Account Type drop-down box.

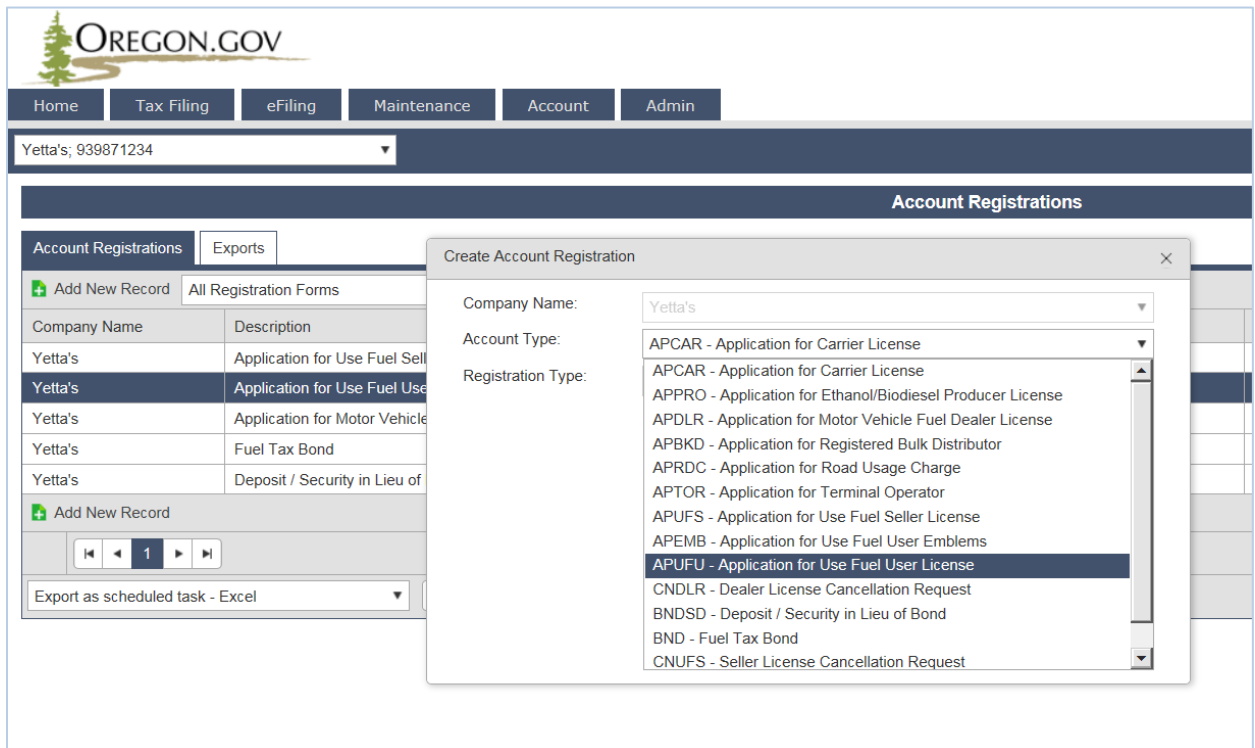


Figure 3. Create Account Registration screen

Then click the “Insert” button 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 the “Insert” button at the bottom of the window. The license application and bond application will show as two separate entries in the list of registrations.

To purchase fuel at retail locations without the tax, you will also need Fuels Tax Emblems. To generate emblems, select the “Account Type” drop-down box again and select “APEMB – Application for Use Fuel User Emblems”. Then click the “Insert” button at the bottom of the window and close

the window.

When you select the line for the User 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).

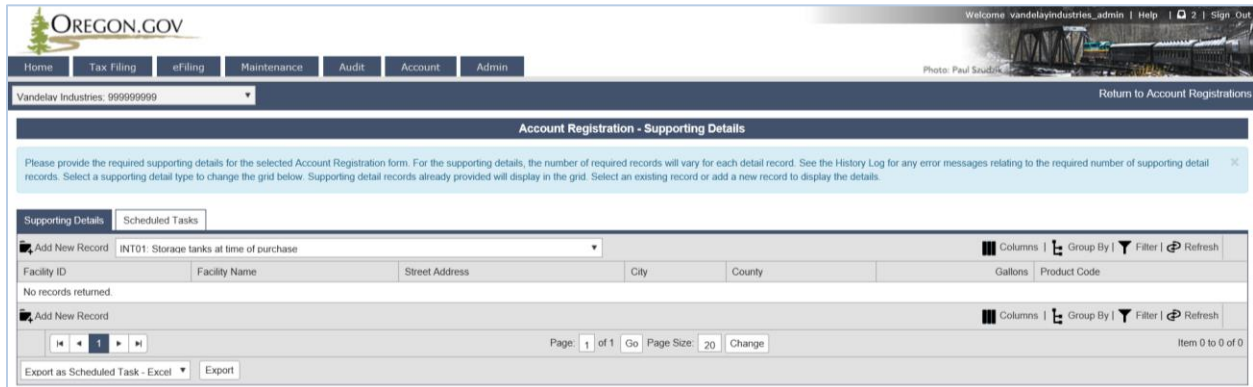


Figure 4. Supporting details

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: If you purchased a business with fuel in bulk storage tanks, you must complete Schedule INTO1. If you already own bulk storage tanks you must complete Schedule INTO4. Schedule INTO5 is used to list fuel supplier information. If you have multiple tanks, you will complete the INTO1 or INTO4 for each tank.

When you click “Add New Record”, the 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

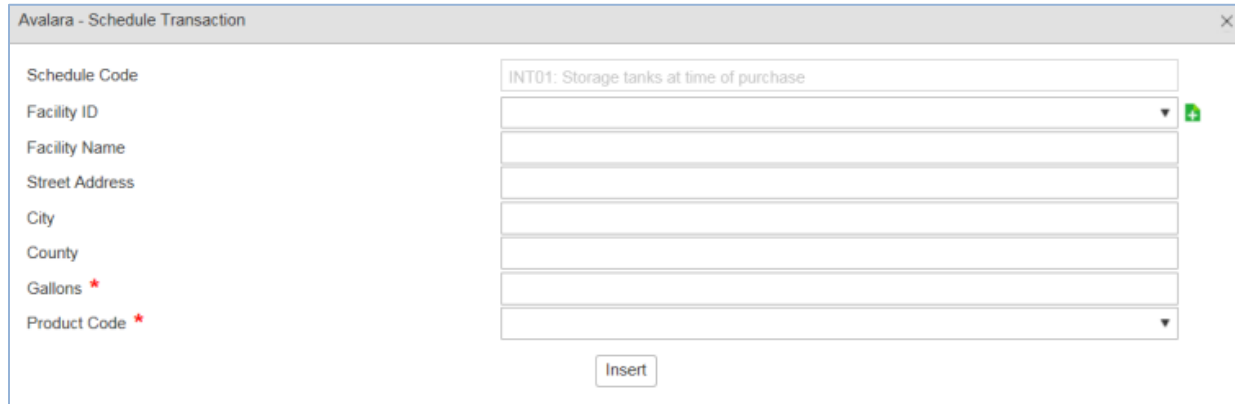


Figure 5. INT01 screen sample

- 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.

INT04: Storage facilities maintained in Oregon

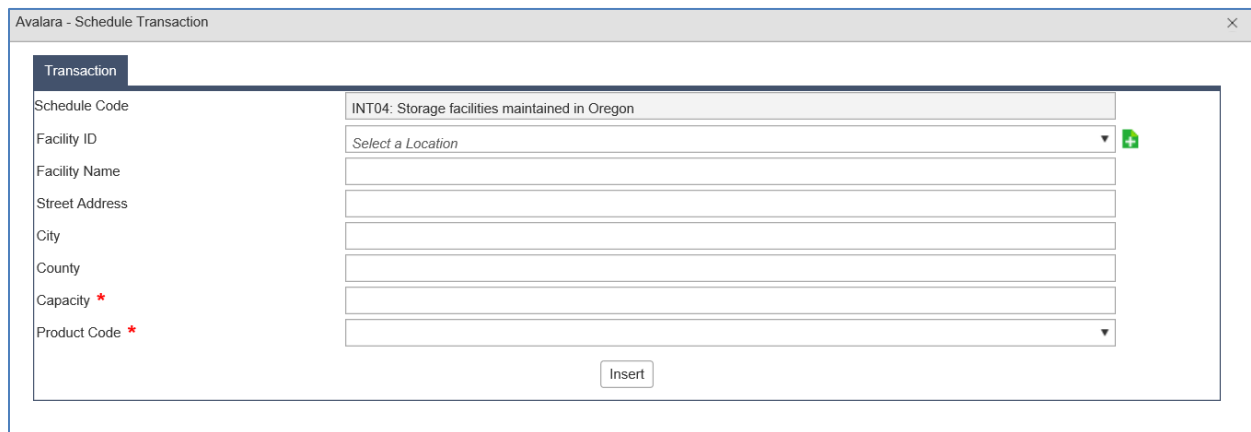


Figure 6. INT04 screen sample

- 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)

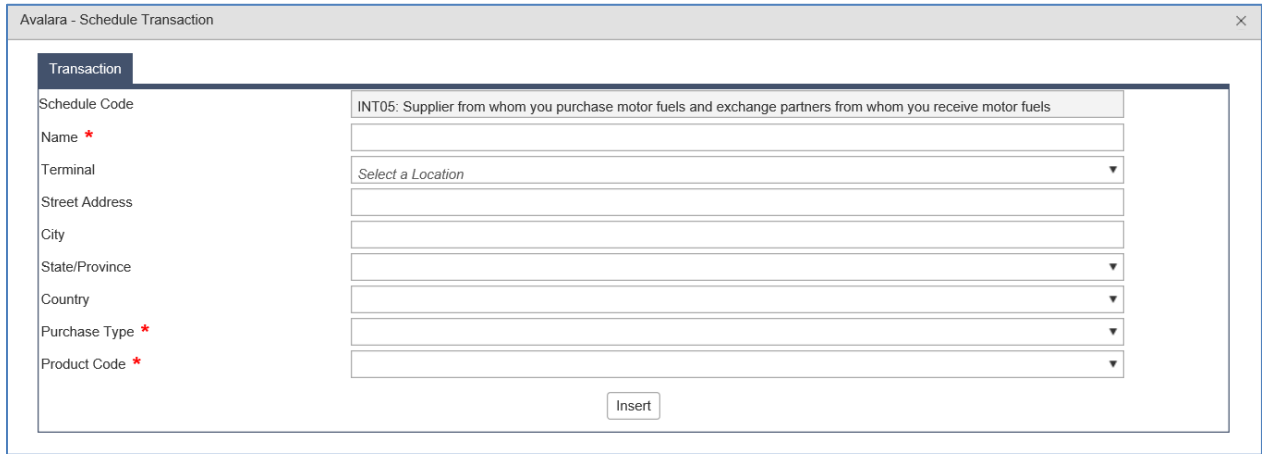


Figure 7. INT05 screen sample

- 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.

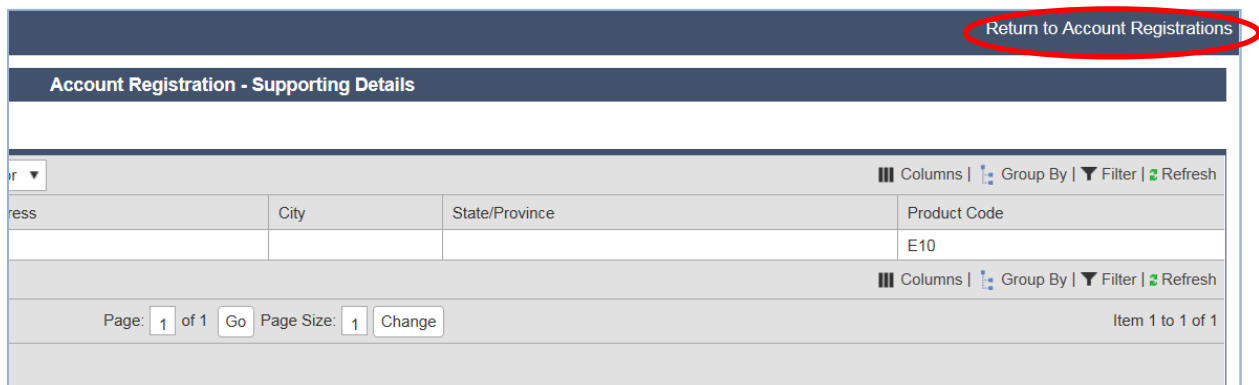


Figure 8. Return to Account Registrations hyperlink

Select “Application for Use Fuel User License”. From the pop-up box, select “Generate Registration Form” to bring up the Registration Details screen.



OREGON.GOV

Home Tax Filing eFiling Maintenance Account Admin

Nemchik Inc; 863456789

Account Registrations Exports

+ Add New Record All Registration Forms

Company Name	Description	Registration Type
Nemchik Inc	Application for Use Fuel Seller License	Initial
Nemchik Inc	Application for Use Fuel User License	Initial
Nemchik Inc	Application for Motor Vehicle Fuel De	Initial
Nemchik Inc	Application for Registered Bulk Distrib	Initial
Nemchik Inc	Application for Use Fuel Seller Licens	Update
Nemchik Inc	Application for Terminal Operator	Initial
Nemchik Inc	Application for Use Fuel Seller Licens	Update
Nemchik Inc	Application for Use Fuel User License	Update
Nemchik Inc	Application for Motor Vehicle Fuel De	Update

- Enter Supporting Details
- Generate Registration Form
- View Registration Form
- View/Submit Registration
- View Certificate
- Data File Upload
- Query Session

+ Add New Record

Figure 9. Selecting Generate Registration Form

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

1 – Type of Ownership

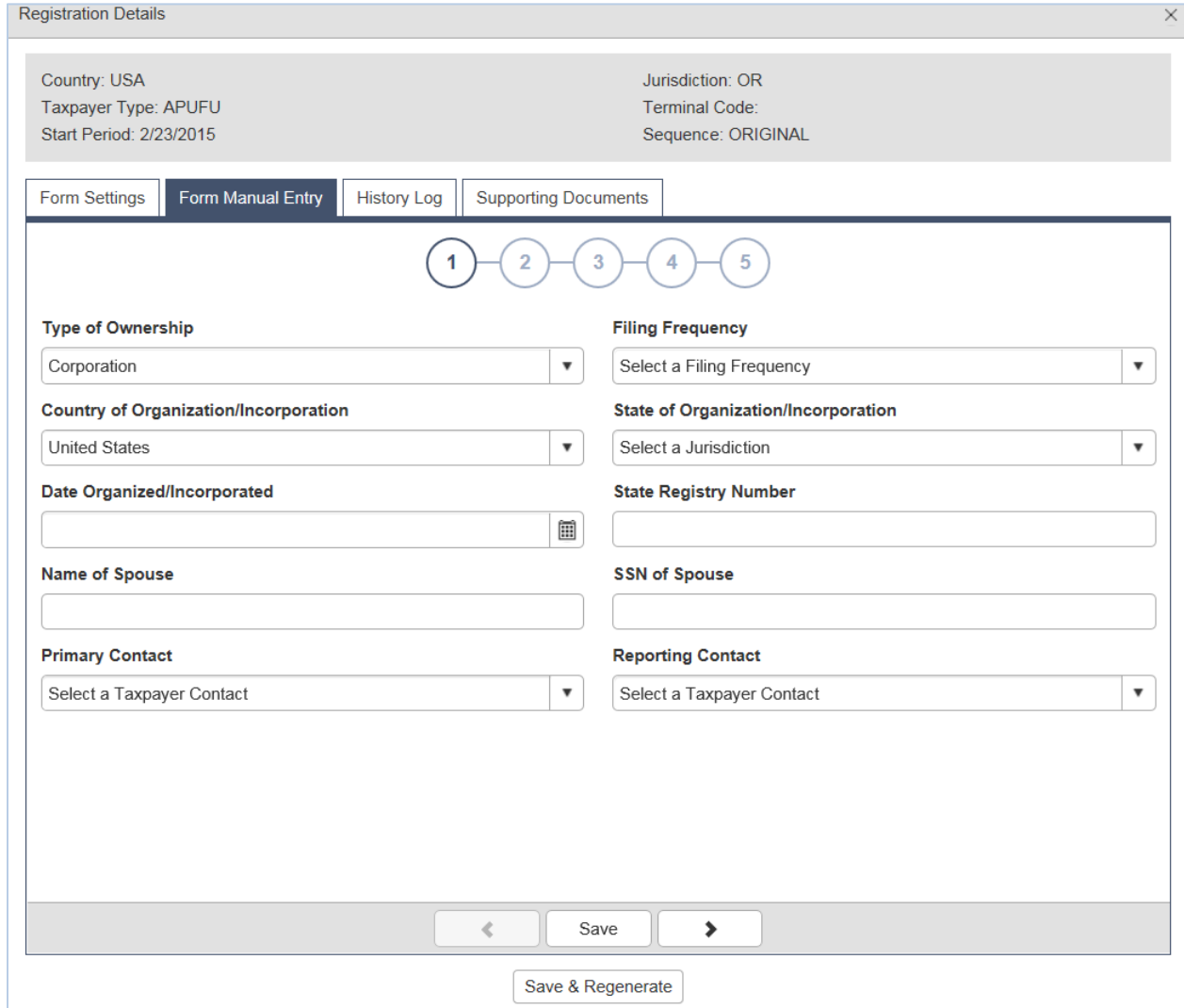


Figure 10. Form Manual Entry page 1

Type of Ownership	Select the type of ownership from the drop-down box
Filing Frequency	Select “Quarterly” from the drop-down list
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

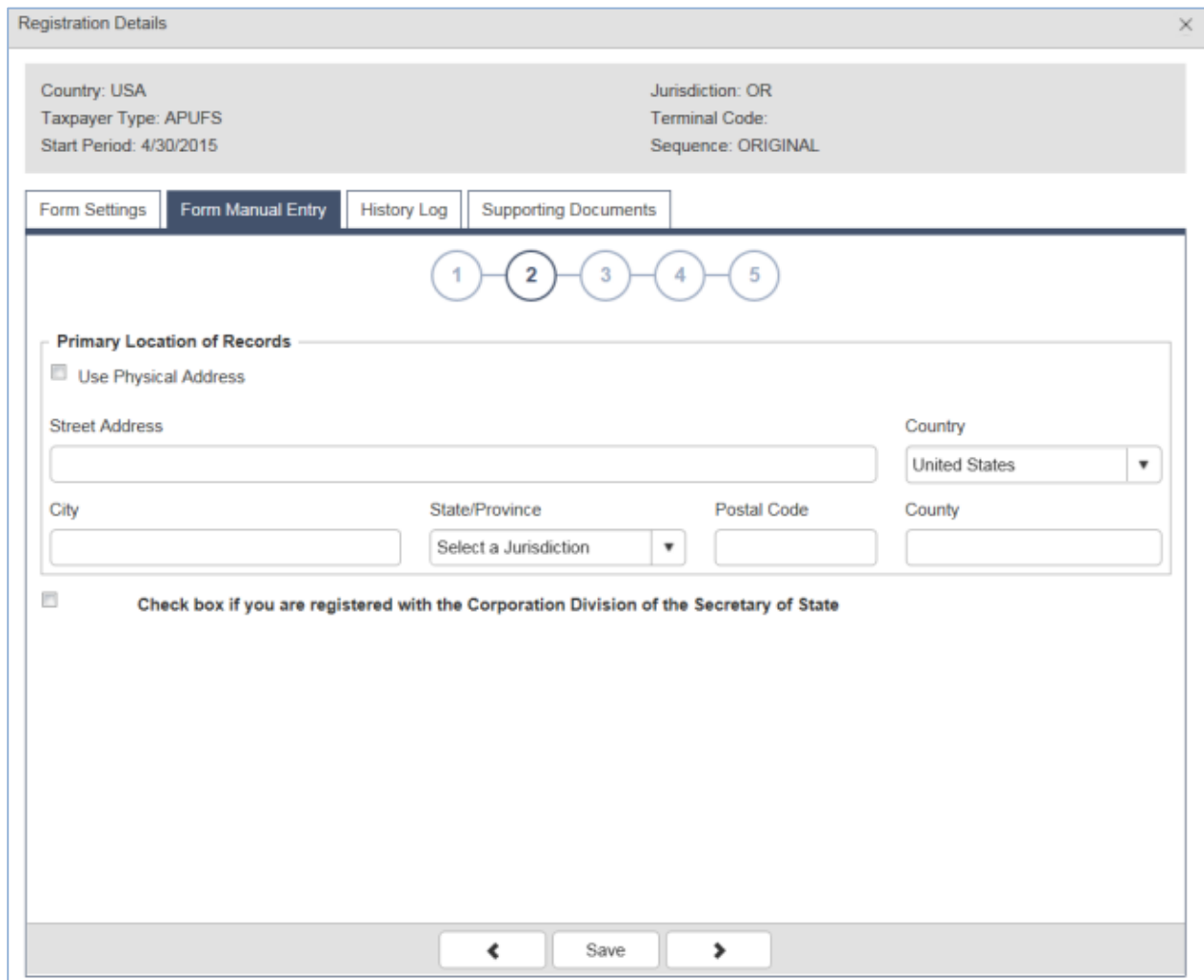
If you are married and the sole proprietor of your business, you can list your spouse’s name and social security number to add them to the account.

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.



The screenshot shows a web application window titled "Registration Details". At the top, there is a summary of registration information: Country: USA, Taxpayer Type: APUFS, Start Period: 4/30/2015, Jurisdiction: OR, Terminal Code, and Sequence: ORIGINAL. Below this is a navigation bar with tabs for "Form Settings", "Form Manual Entry" (which is selected), "History Log", and "Supporting Documents". The main content area is titled "Primary Location of Records" and contains a checkbox for "Use Physical Address". Below this are input fields for "Street Address", "City", "State/Province" (a dropdown menu with "Select a Jurisdiction"), "Postal Code", "Country" (a dropdown menu with "United States"), and "County". At the bottom of the form is another checkbox: "Check box if you are registered with the Corporation Division of the Secretary of State". At the very bottom of the window are navigation buttons: a left arrow, a "Save" button, and a right arrow. Above the form fields are five numbered bubbles (1-5) for navigation.

Figure 11. Form Manual Entry page 2

Enter the physical address 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

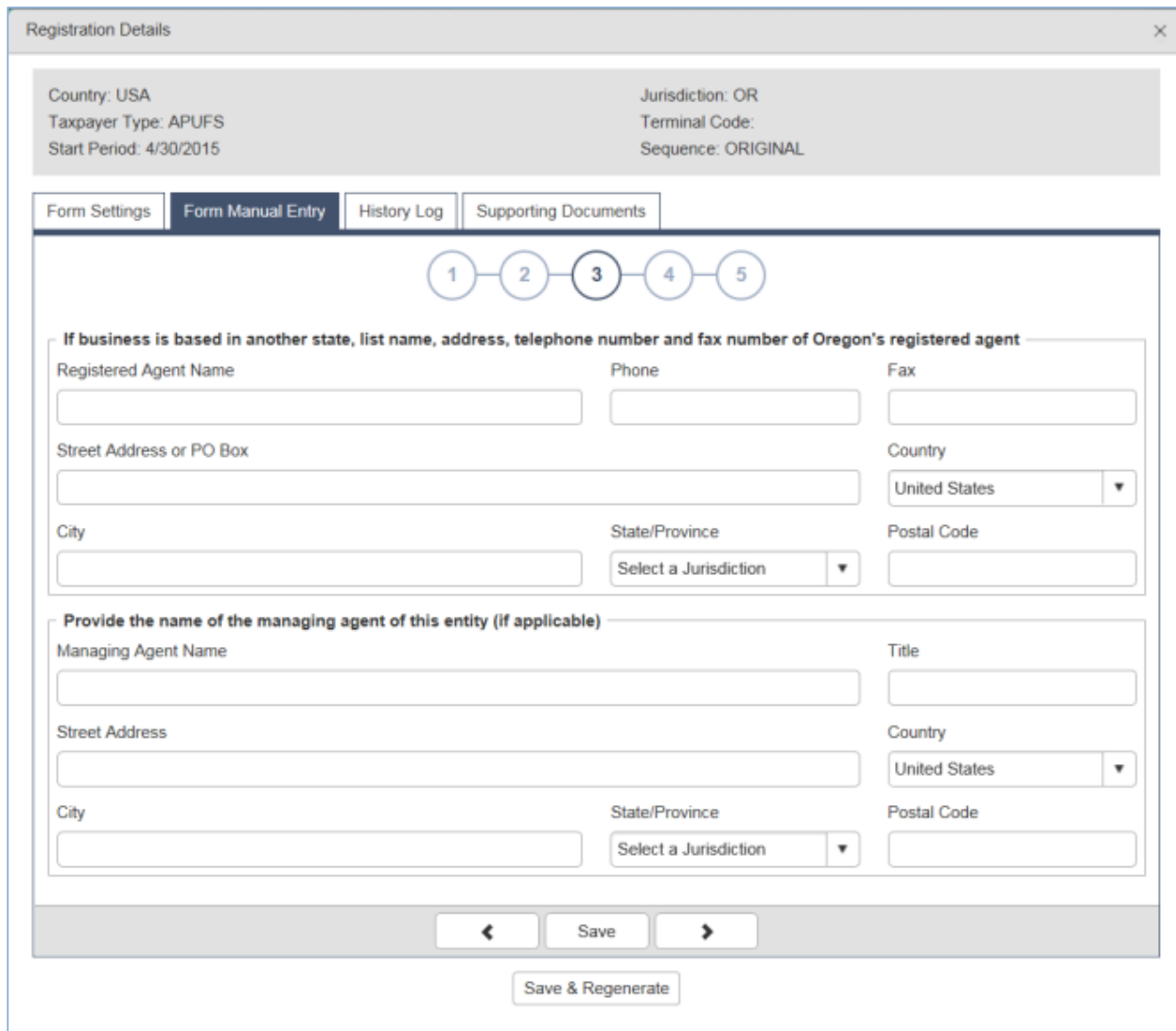


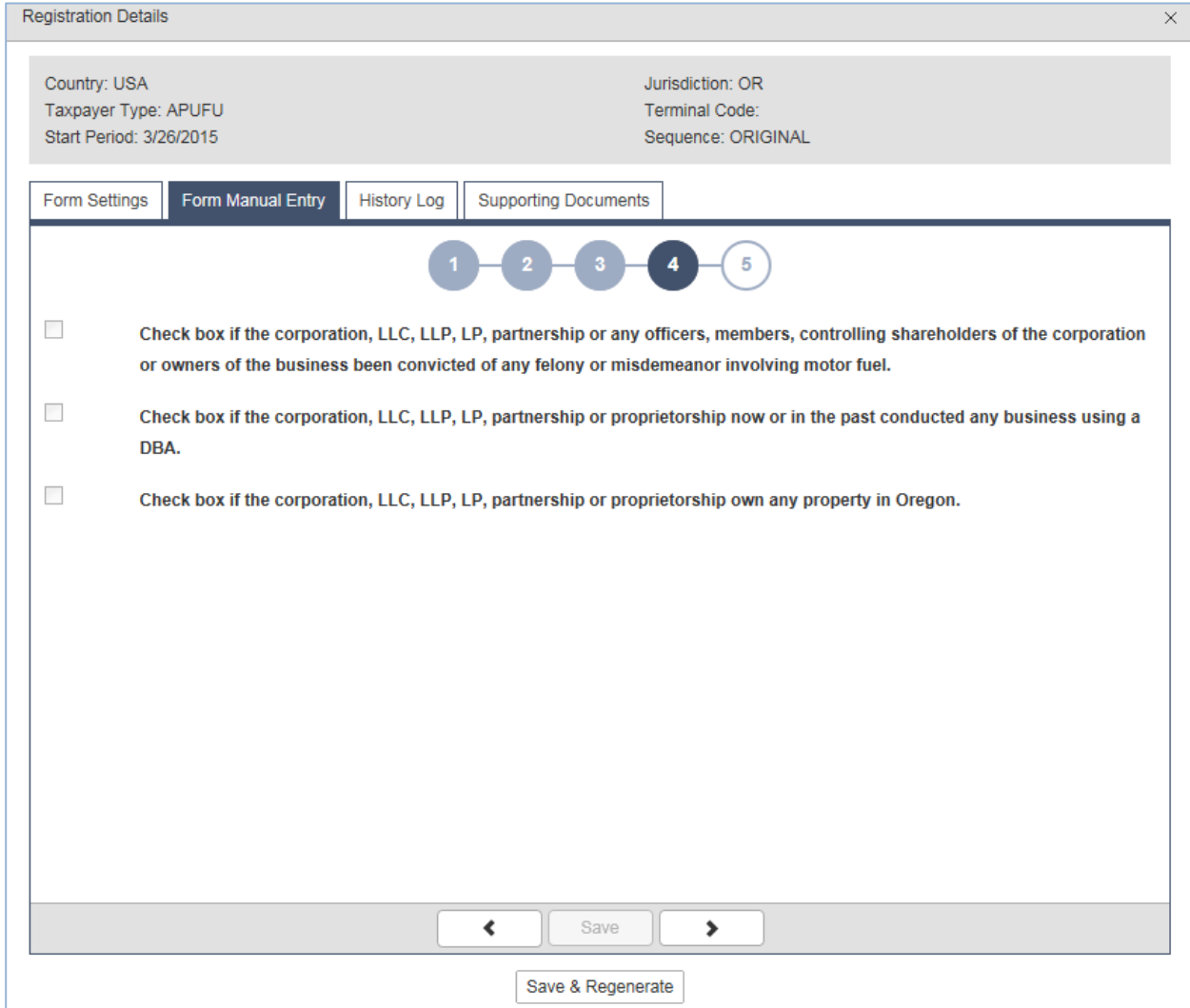
Figure 12. Form Manual Entry page 3

If your company is based outside Oregon, please enter the information for 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 – Officer/member information



Registration Details

Country: USA
Taxpayer Type: APUFU
Start Period: 3/26/2015

Jurisdiction: OR
Terminal Code:
Sequence: ORIGINAL

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

1 2 3 **4** 5

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.

< Save >

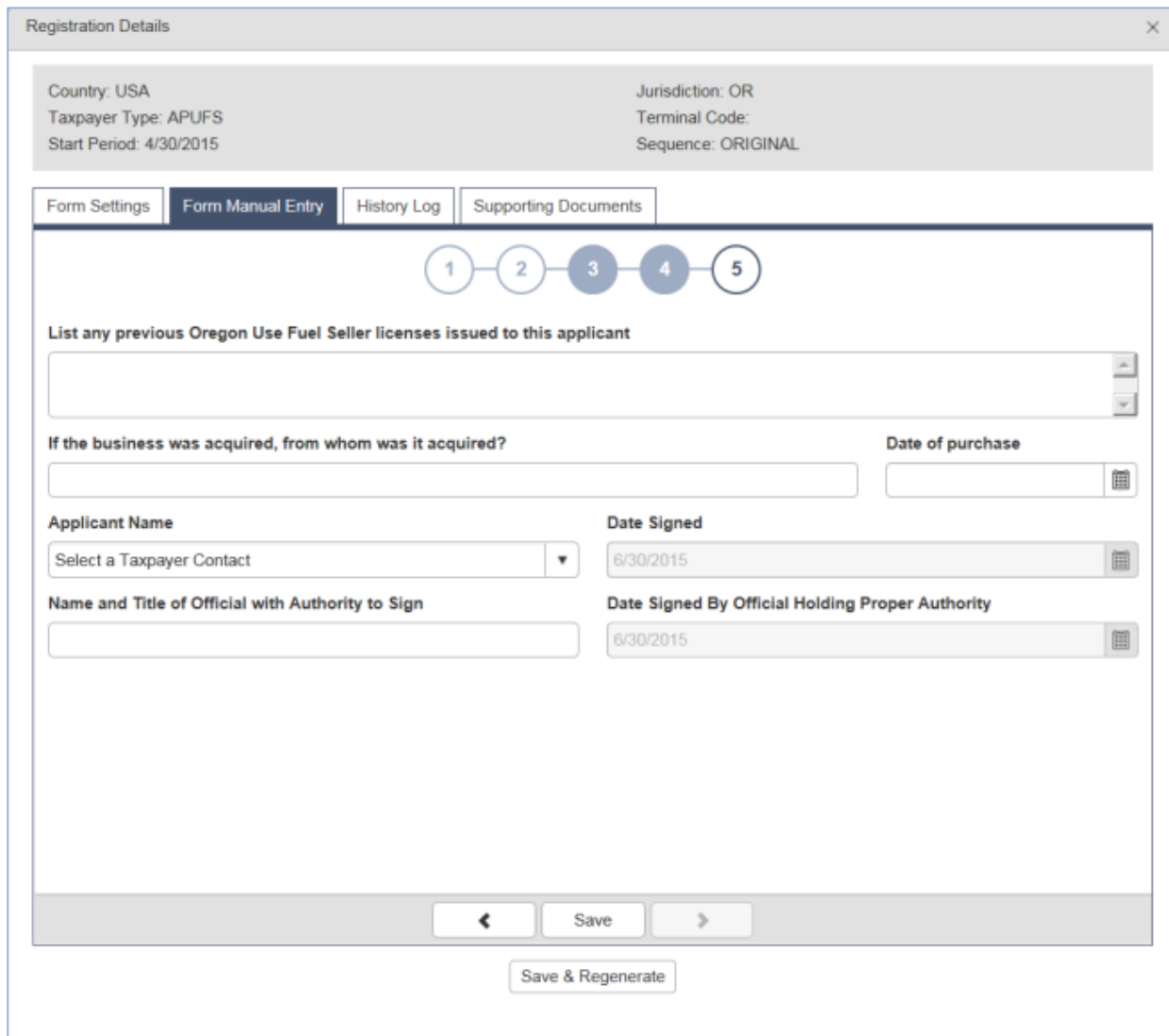
Save & Regenerate

Figure 13. Form Manual Entry page 4

For any question where the answer is 'yes' check the box, and it will open an explanation box.

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 – Previous license information and Applicant name/signature authority and date signed (today)



The screenshot shows a web application window titled "Registration Details" with a close button (X) in the top right corner. The window is divided into several sections:

- Header Information:** Country: USA, Taxpayer Type: APUFS, Start Period: 4/30/2015, Jurisdiction: OR, Terminal Code: , Sequence: ORIGINAL.
- Navigation Tabs:** Form Settings, Form Manual Entry (selected), History Log, Supporting Documents.
- Progress Indicators:** A series of five circles numbered 1 to 5, with circle 3 highlighted in blue.
- Main Content Area:**
 - A text input field with a scroll bar: "List any previous Oregon Use Fuel Seller licenses issued to this applicant".
 - Two input fields: "If the business was acquired, from whom was it acquired?" and "Date of purchase" (with a calendar icon).
 - Two rows of input fields:
 - Row 1: "Applicant Name" (with a dropdown menu showing "Select a Taxpayer Contact") and "Date Signed" (with a calendar icon showing "6/30/2015").
 - Row 2: "Name and Title of Official with Authority to Sign" and "Date Signed By Official Holding Proper Authority" (with a calendar icon showing "6/30/2015").
- Footer:** A row of buttons: a left arrow, "Save", and a right arrow. Below this is a "Save & Regenerate" button.

Figure 14. Form Manual Entry page 5

List any previous User licenses held by this company and who the business was acquired from (if applicable).

Enter previous owner’s name (if applicable) and date of purchase.

Select the applicant name from the drop-down box. Enter this name and title in the “Name and Title” box below. 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”.

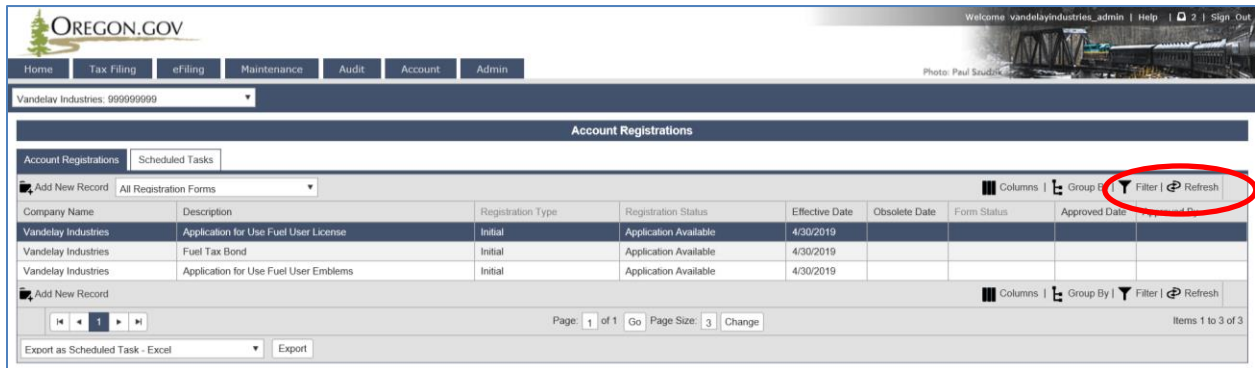


Figure 15. Refreshing account registrations screen

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.

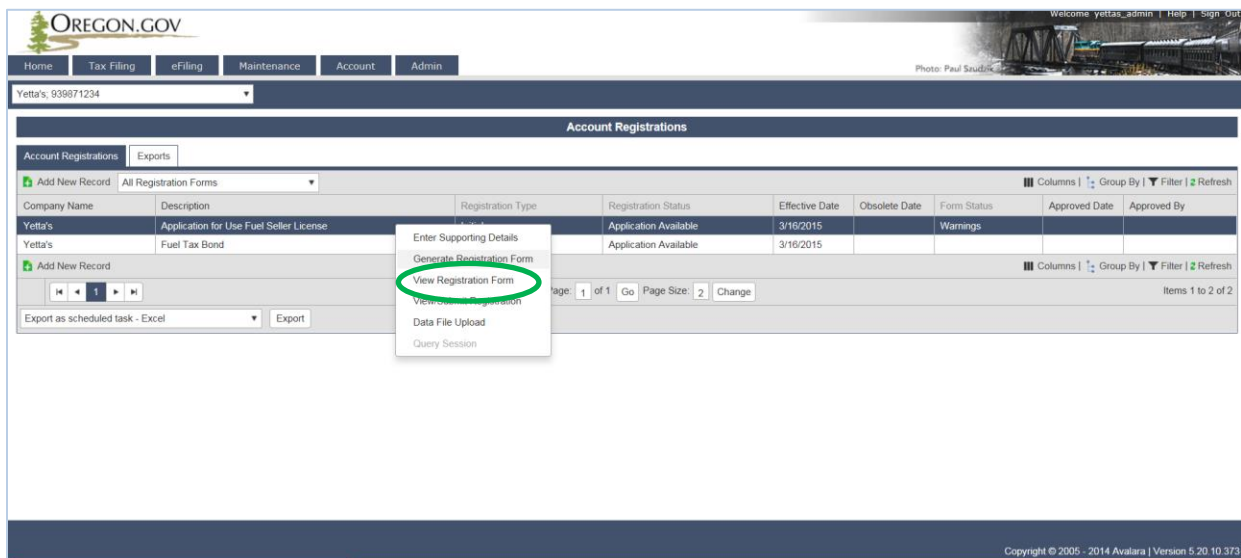


Figure 16. Viewing the Registration Form

Print the signature page of the application, sign it, scan a copy to your computer, and attach it 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 select “Add New Record”.

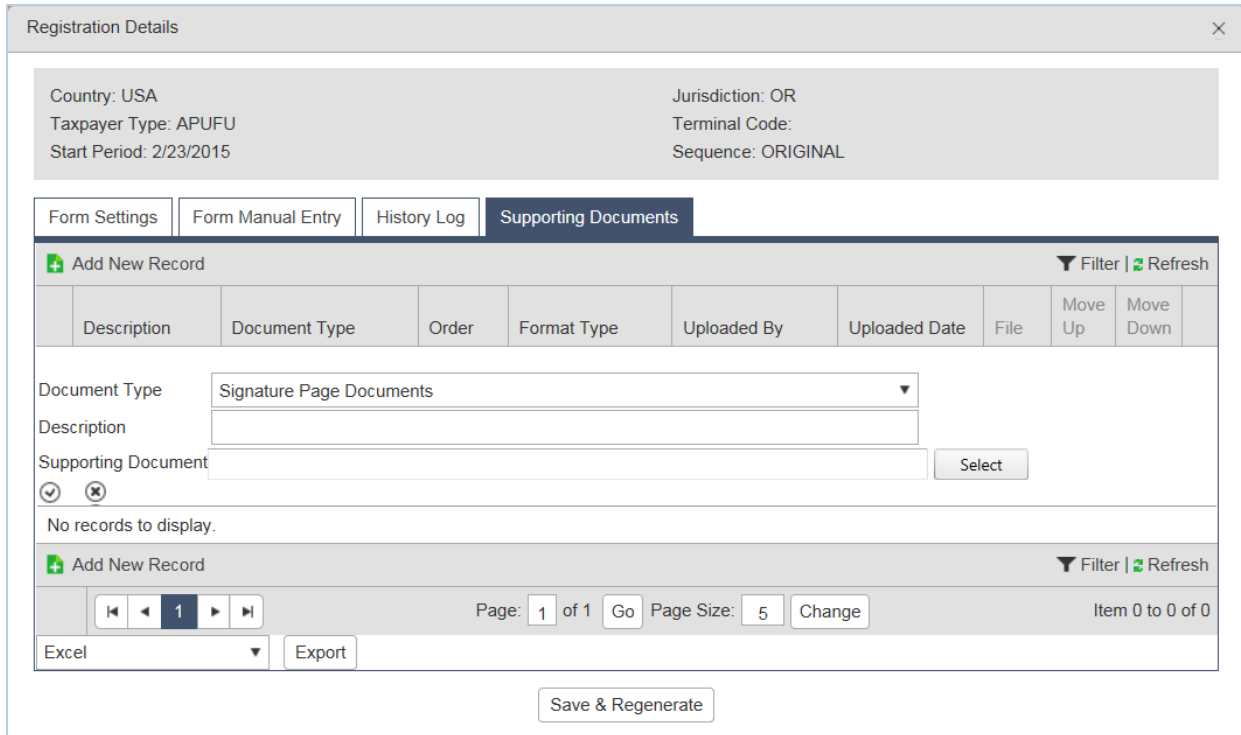


Figure 17. Supporting Documents screen

To attach the signature file, scan and save the signed form to a location on your computer where it can be accessed easily.

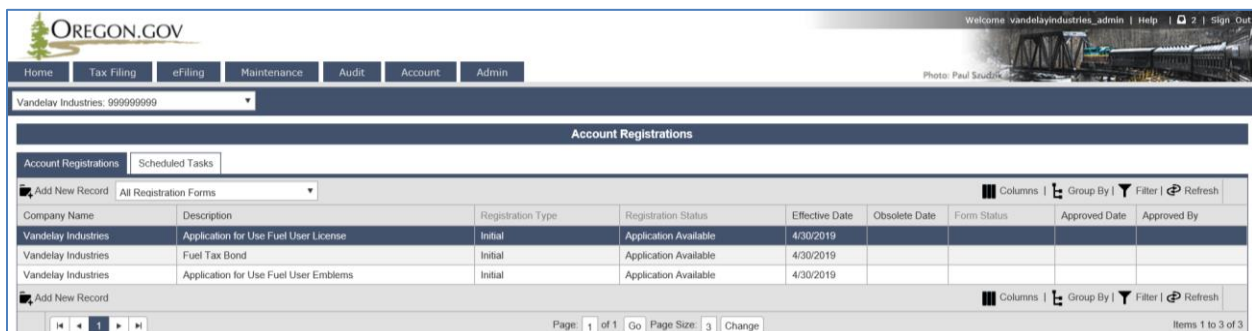
Click the “Select” box and navigate to the signature document you scanned and saved earlier.

The file name will now 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.

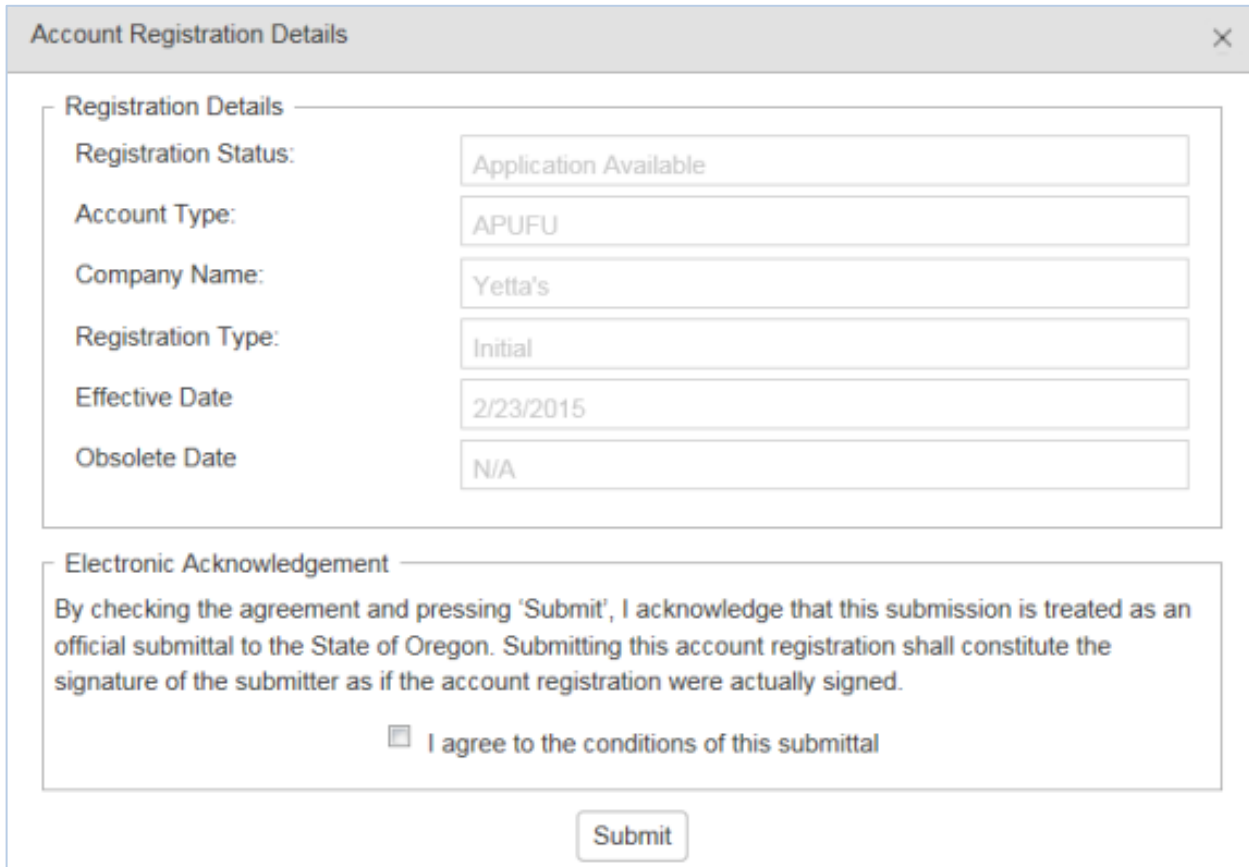
Select the Application from the Account Registration screen.



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	Application Available	4/30/2019				
Vandelay Industries	Fuel Tax Bond	Initial	Application Available	4/30/2019				
Vandelay Industries	Application for Use Fuel User Emblems	Initial	Application Available	4/30/2019				

Figure 18. Selecting application to view

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



The screenshot shows a window titled "Account Registration Details" with a close button (X) in the top right corner. The window is divided into two main sections. The first section, "Registration Details", contains several fields: "Registration Status" (Application Available), "Account Type" (APUFU), "Company Name" (Yetta's), "Registration Type" (Initial), "Effective Date" (2/23/2015), and "Obsolete Date" (N/A). The second section, "Electronic Acknowledgement", contains a paragraph of text: "By checking the agreement and pressing 'Submit', I acknowledge that this submission is treated as an official submittal to the State of Oregon. Submitting this account registration shall constitute the signature of the submitter as if the account registration were actually signed." Below this text is a checkbox labeled "I agree to the conditions of this submittal". At the bottom center of the window is a "Submit" button.

Figure 19. Submitting the application

Click the check box to agree to the conditions of the submittal, and then click the “Submit” button at the bottom of the box. 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.



The screenshot shows a window titled "Account Registration Details" with a close button (X) in the top right corner. The window contains the following text: "The administrator for the Oregon Automated Fuel Tax System (AFTS) 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." Below this is another paragraph: "If you have any questions about your registration status, please contact the Oregon Department of Transportation." The contact information is listed as: "Fuels Tax Group, MS 21, 355 Capitol St NE, Salem, OR 97301-3871, Telephone: 503-378-8150, eMail: ODOTFuelsTax@odot.state.or.us".

Figure 20. 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.

If you will also need emblems for your user license, you may submit that application after your user license application has been accepted. Additional instructions on completing the emblem application are found in a separate tutorial titled LICENSING – USER EMBLEMS.