BULK DISTRIBUTOR REPORTING

This procedure details the manual process of entering data for registered Bulk Distributor reporting. Data may also be entered by Microsoft Excel spreadsheet upload. This process is detailed in a separate user guide.

To create a Tax Session, select the "Tax Filing" tab at the top left of the Oregon Fuels Tax System screen. From the drop-down list, select "Tax Sessions". The following screen is displayed:
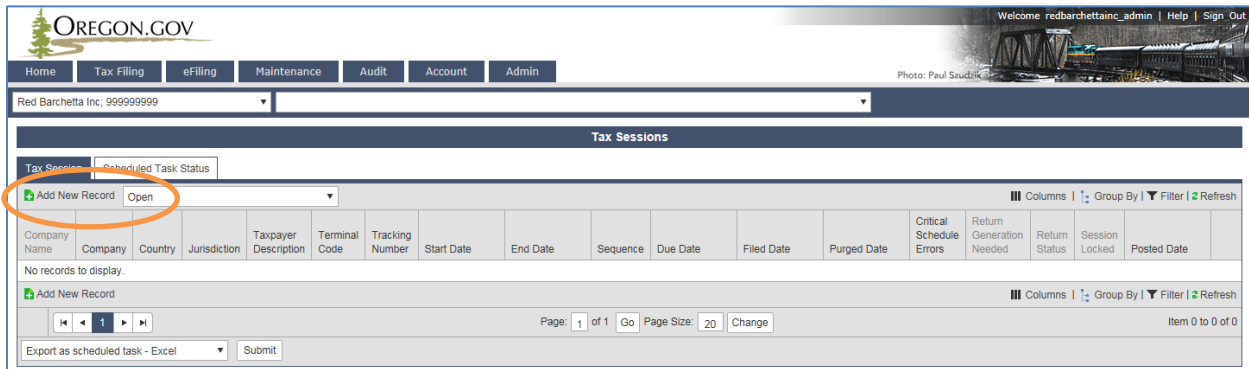

Figure 1. Tax session screen

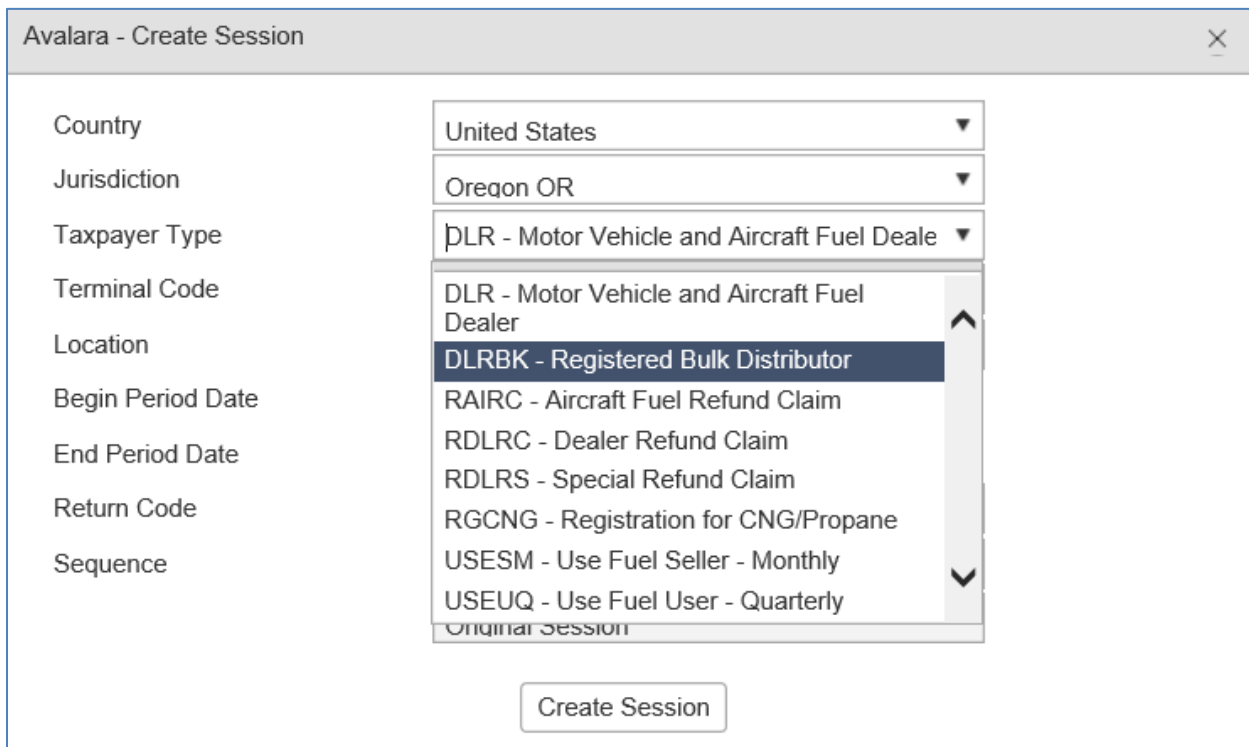Click "Add New Record" to create a new tax session. The following box appears:

Figure 2. Creating a tax session

Select "DLRBK – Registered Bulk Distributor" from the drop down box.

The appropriate ending date should prefill based on your beginning period date. Each report will start with the first day of the reporting period, regardless of when operations began during that period.

The tax report will now appear on the Tax Sessions screen.

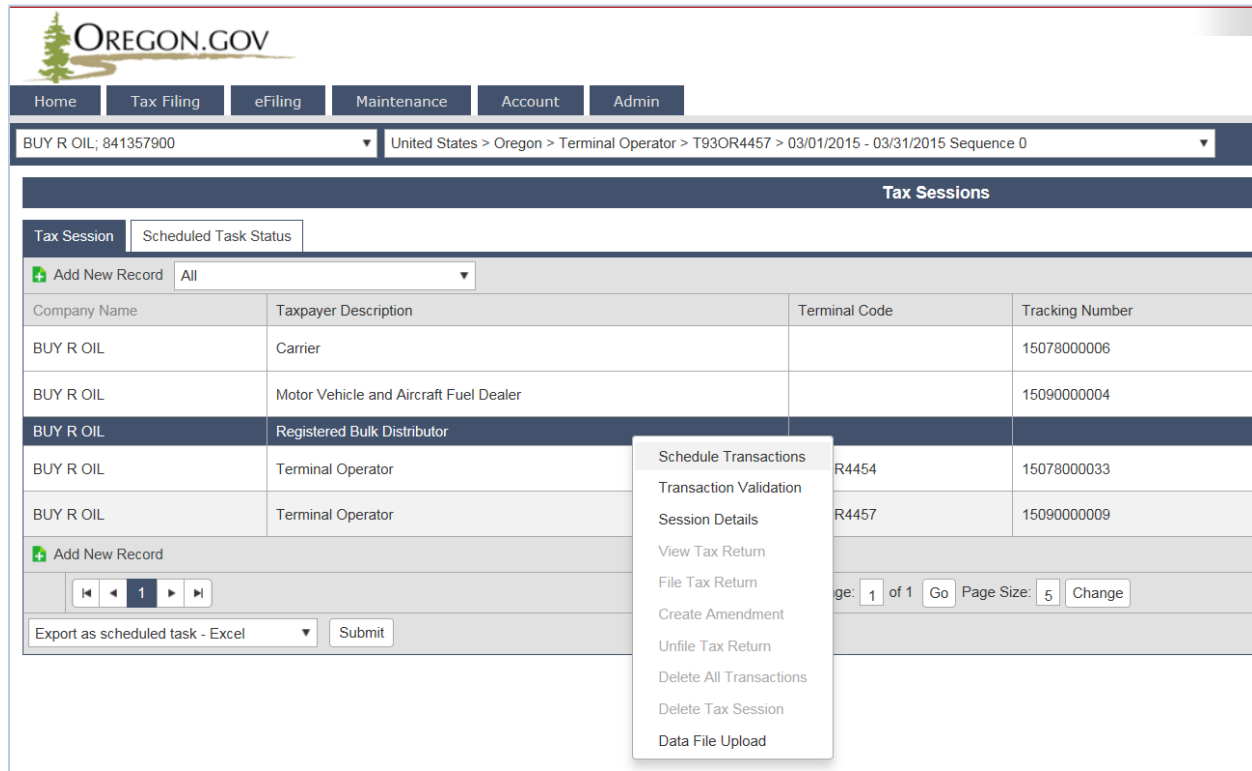Click on the tax session and select "Schedule Transactions" from the pop-up menu.

Figure 3. Select a line to bring up the menu

There are three schedule options for the Registered Bulk Distributor report:

Schedule 2 - Gallons Handled (receipts);
Schedule 5 - Gallons Delivered Tax Collected; and
Schedule 6 - Gallons Delivered Tax Not Collected.

Each schedule contains similar information:
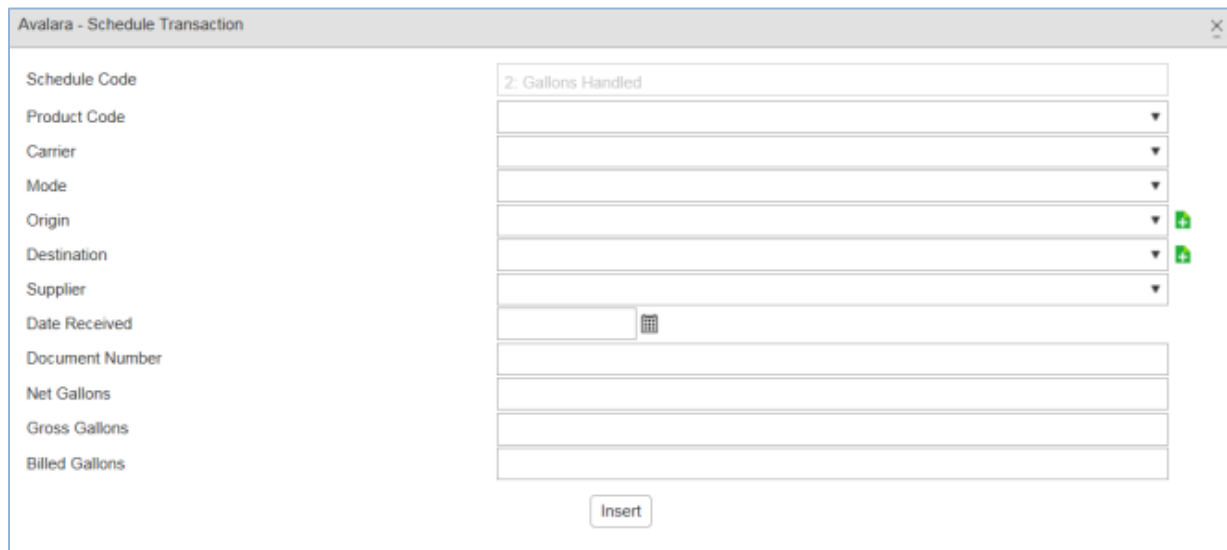
2. Gallons Handled

Figure 4. Schedule example

A red asterisk indicates a required field. When the field has a black triangle on the right side of the box, entry options can be selected from the drop down list.

Where the ![icon] is displayed, functions may be performed outside of this entry window.

Product Code   select appropriate fuel code from drop-down box (e.g., 170 – Bio-diesel)

Carrier   select the company delivering the fuel from the drop-down box

The alphabetical list displayed shows the first 25 records in the list. To display more, click on the "Items 1-25 out of xxx" text at the bottom of the list. Each click will add the next 25 items to the list. Scroll down to find the carrier name.

You may also begin typing the name of the carrier and the list will automatically display and shorten based on what you continue to type. Select the correct record.

If you cannot locate the correct record, it is because you are using a name other than the one they are registered with or they are not registered with the Fuels Tax Group. If you cannot ascertain the correct name from the carrier or from contacting the Fuels Tax Group, you may need to enter the company into the system separately.

NOTE: You may not find them in the list because the Carrier designation may not have been added to the Business Entity record. SEE Creating Business Entities tutorial for details on adding designations to existing records.

Mode   select the mode of delivery used (e.g., truck, pipeline, etc.) from the drop-down box

Origin   select the origin of the fuel delivered – may be a terminal location different

than the Sellers name

If the origin is not found in the drop-down box, it may be added using the feature.

Destination   select the name of the company where fuel was delivered

If the destination is not found in the drop-down box, it may be added using the feature.

An Origin is the storage facility from which the fuel was removed. This may be a terminal location or the supplier's bulk location. If the terminal is known, enter the terminal location. The applicable Oregon choices are:

T93OR4453	Tosco Corp. - Coos Bay
T93OR4454	SFPP, LP
T91OR4465	Union Pacific Railroad Co.
T93OR4451	Sfpp, Lp
T91OR4450	Aircraft Service International, Inc
T93OR4455	BP West Coast Products LLC
T93OR4456	Chevron USA, Inc.- Portland
T93OR4457	Kinder Morgan Liquid Terminals, LLC
T93OR4458	McCall Oil and Chemical Corp.
T93OR4459	Shore Terminals LLC - Portland
T93OR4460	Kinder Morgan Tank Storage Terminal
T93OR4461	Shell Oil Products US
T93OR4462	Shore Terminals Llc
T93OR4463	Time Oil Co. - Portland
T93OR4464	ConocoPhillips PL - Portland
T93OR4464	Phillips 66 PL - Portland
T93OR4465	Arc Terminals Holdings LLC
T93OR4452	Tidewater Terminal - Umatilla

Begin entering the terminal number or partial name and the list will narrow the possible matches until you see the one you need.

Destinations are the storage facilities where the fuel was delivered. This may be your location or the final destination in the case of resales. The Fuels Tax Group assigns all locations a unique number. A list of each location number by address is available on the Fuels Tax Group website at

https://www.oregon.gov/odot/ftg/pages/index.aspx

Select the Facility Locations IDs document under Tax Information.

Please contact us if you need assistance in finding the correct destination.

If you need to create an Origin or Destination record, you may leave this entry screen and create the record. SEE Creating Locations tutorial.

As mentioned above, you may also create a Location record directly from this entry screen by selecting the feature.

Supplier/Buyer	select the name of the company selling/buying the fuel
Date Received	enter date or select from pop-up calendar next to field
Document Number	enter Bill of Lading (BOL) or invoice number
Net Gallons	enter Net gallons from BOL or invoice
Gross Gallons	enter Gross gallons from BOL or invoice
Billed Gallons	enter Billed gallons from the BOL or invoice ***If only Billed gallons is available, enter that figure in all three fields***

Click the "Insert" button at the bottom of the window. The system will display a notice in red at the top of the window that the record was inserted. The fields are blank again and another record may entered.

When you have completed your schedule entries, return to "Tax Sessions" and select the period you have entered.
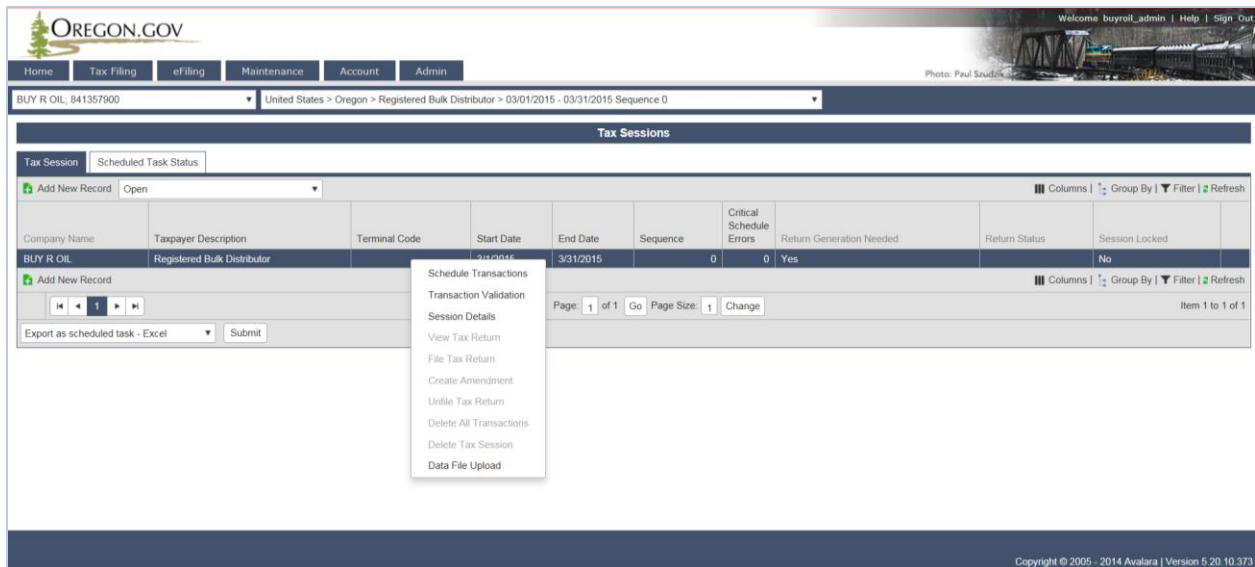
Figure 5. Viewing the report

Select "Session Details" from the pop-up menu.
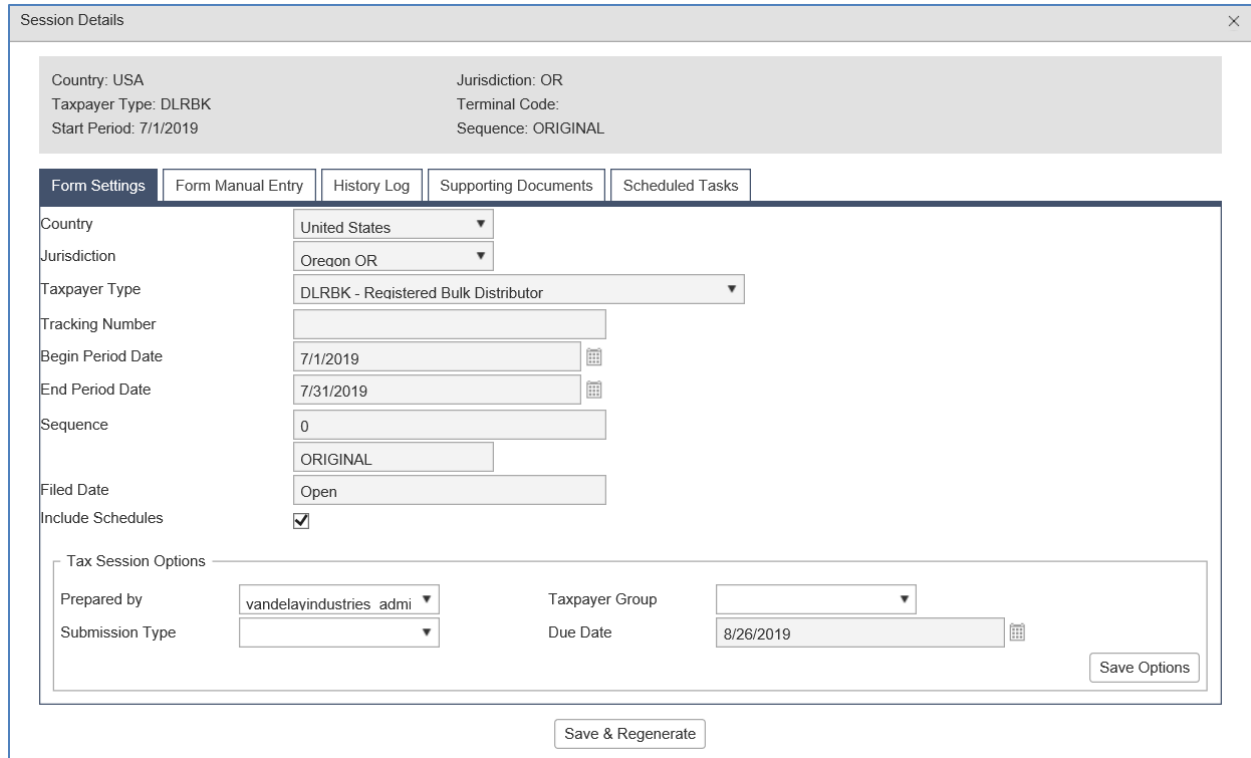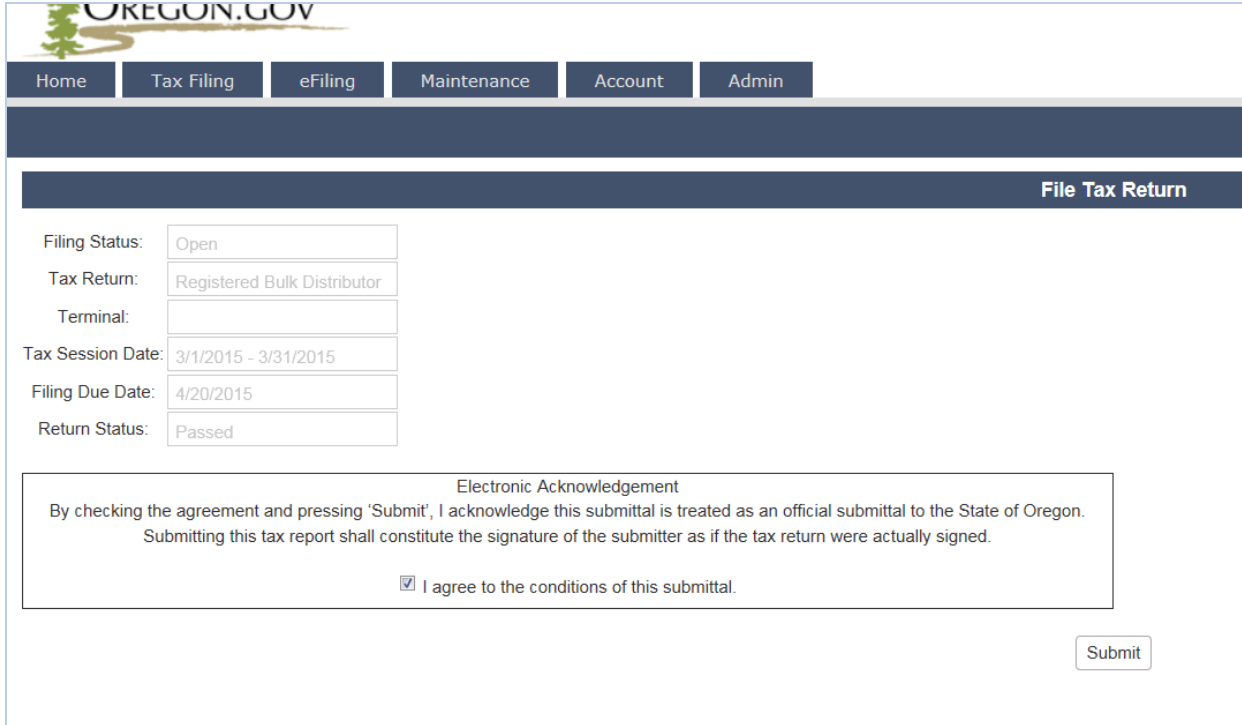
Figure 5. Session Details screen

In the Session Details window, click the "Save and Regenerate" button at the bottom and close the window.

Select the tax session again and then click on "View Tax Report" in the pop up menu. The report will be displayed as part of the system window (depending on your system, it may be a new window that is opened). Review the report for completeness and accuracy.

Return to "Tax Sessions" and select the line for the report. Select "File Tax Return" from the pop up menu.

The File Tax Return screen is displayed.
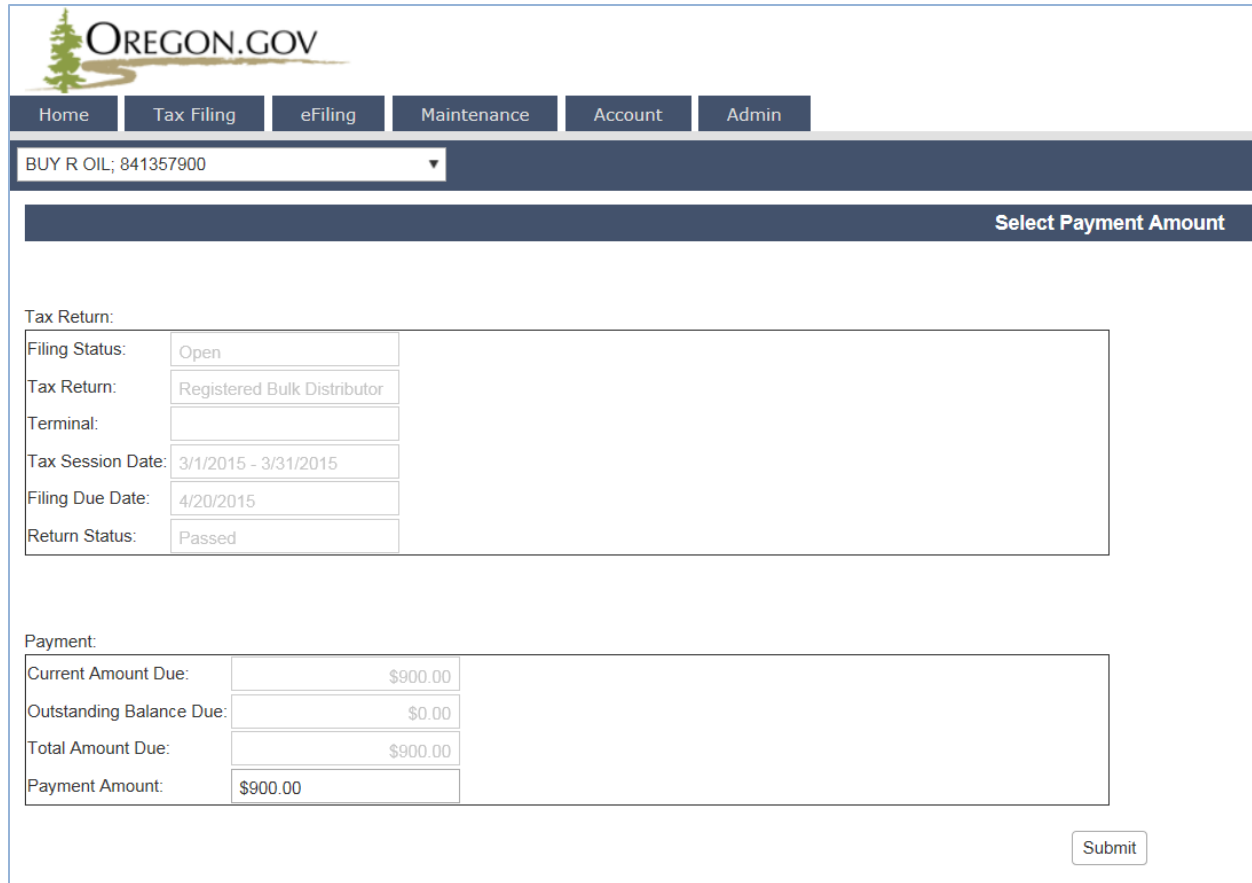
Figure 6. Submittal screen

Check the box at the bottom of the statement agreeing with the conditions.

Once you accept the conditions of the electronic filing, the "Submit" box will become available to click and the process will continue with paying the amount due, if applicable.

When a return is submitted where no amount is due, an acknowledgement screen is displayed.

When a report is submitted with an amount due, the following screen is displayed:
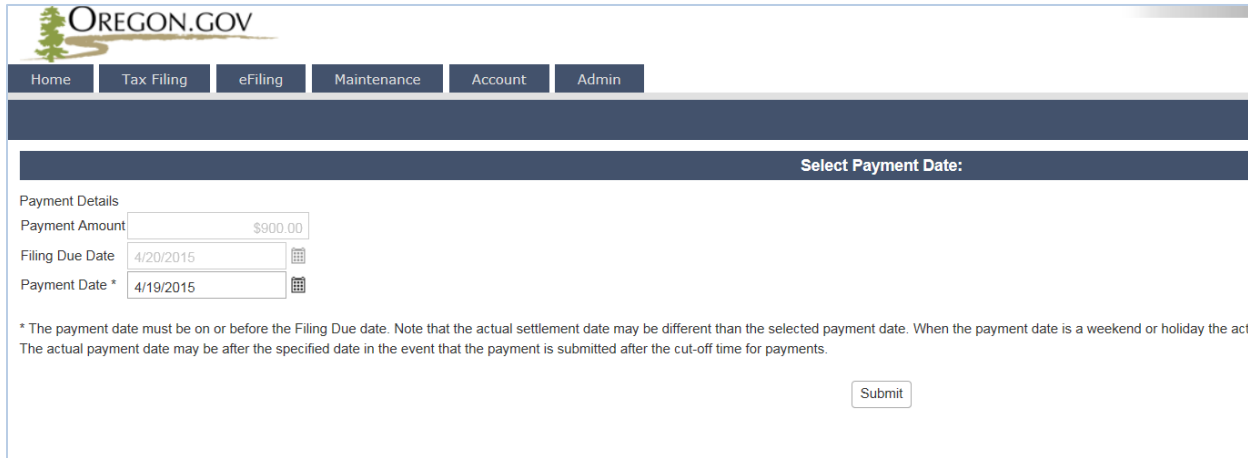
Figure 7. Select payment amount screen

The Payment Amount displayed is the amount due from the tax report being submitted. This is the minimum amount that can be paid.

If you have amounts due from previous tax report errors or adjustments, they will show in the "Outstanding Balance Due:" field.

When also paying on an outstanding balance, enter the new amount being paid in the "Payment Amount" field and click the "Submit" button. The "Select Payment Date" screen is displayed.
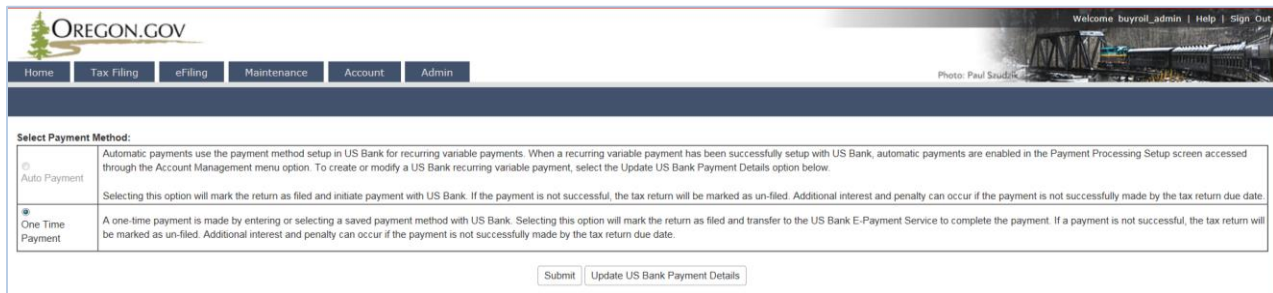
Figure 8. Select payment date screen

The payment may be made as soon as the report is finished or can be delayed until the due date. Enter the date you want the payment to process in the "Payment Date" field and click the "Submit" button.

If this is the first time a payment is being made in the system, One Time Payment is the only option available.

Figure 9. Payment type screen

Click the "Submit" button to proceed to the US Bank site and enter the account information for the initial setup.
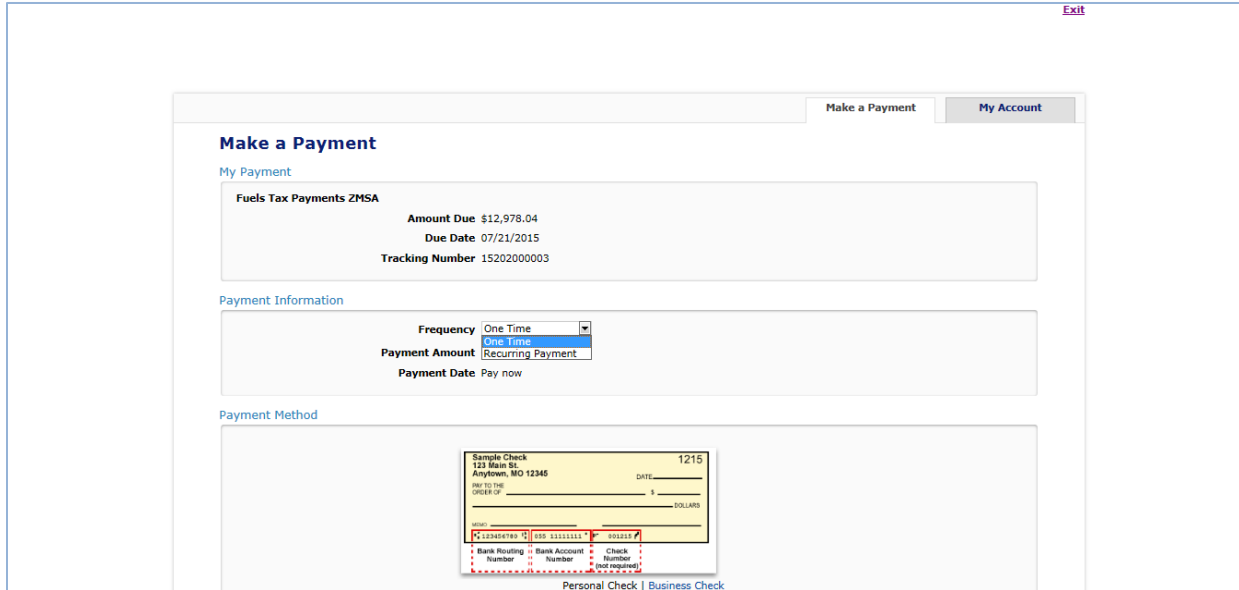
Figure 10. US Bank payment screen

The "Payment Information" area allows you to enter the frequency as one time or recurring payment. Selecting "Recurring Payment" will allow you to schedule automatic payments.

In the lower part of the window, enter your checking account or savings account information for the payment.
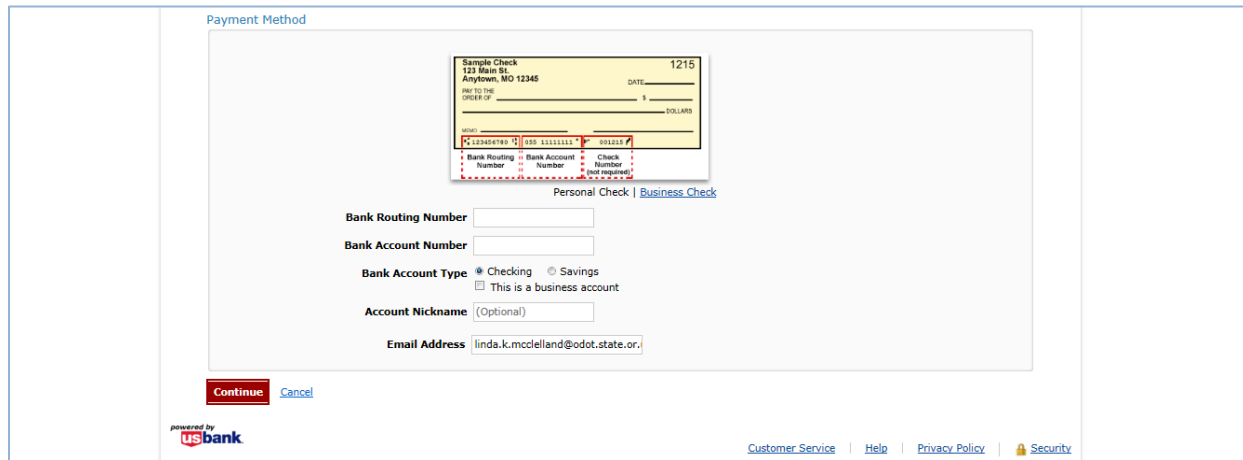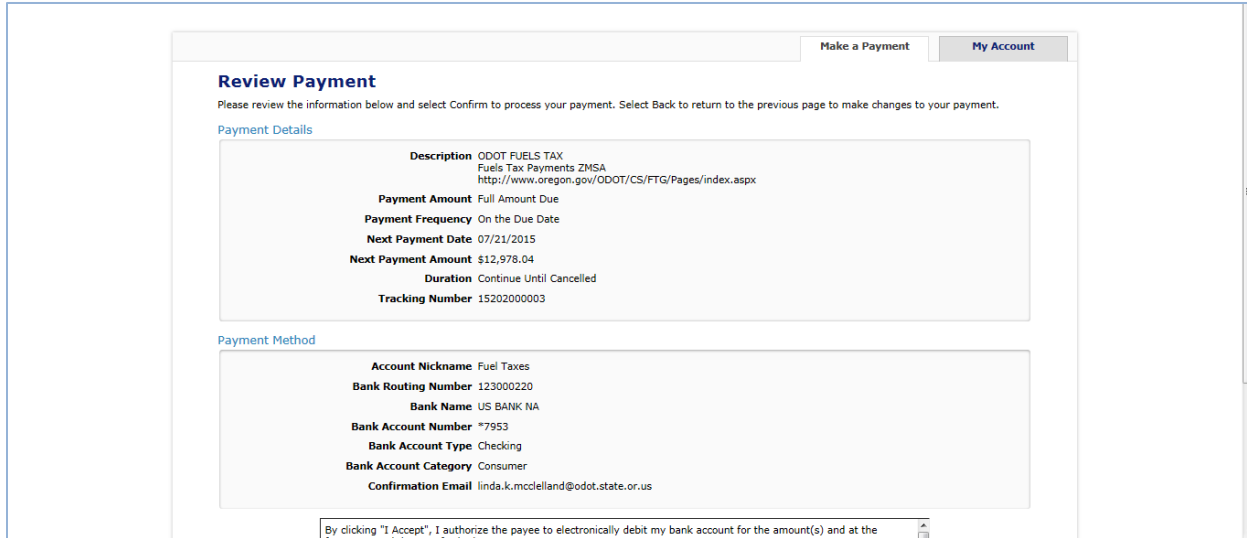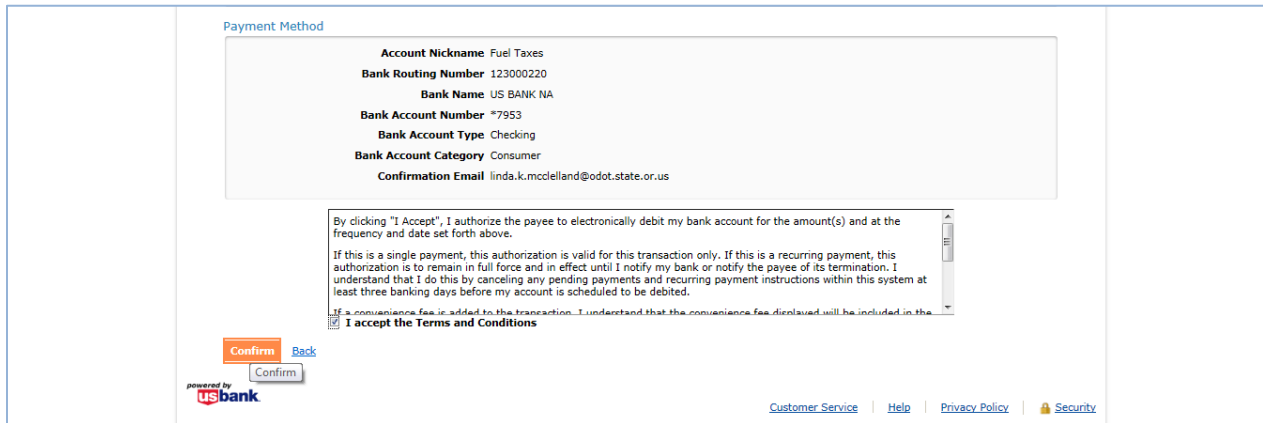

Figure 11. Bank account information

Once you have entered your bank account information, click "Continue" at the bottom of the screen to go on to confirm the payment information.

Figure 12. Review payment screen

Check the box at the bottom of the electronic statement to accept the Terms and Conditions and then click "Confirm" to continue to the payment review.

Figure 13. Verifying the payment information

When your payment has been completed, the confirmation screen showing the reference number and payment details will be displayed.
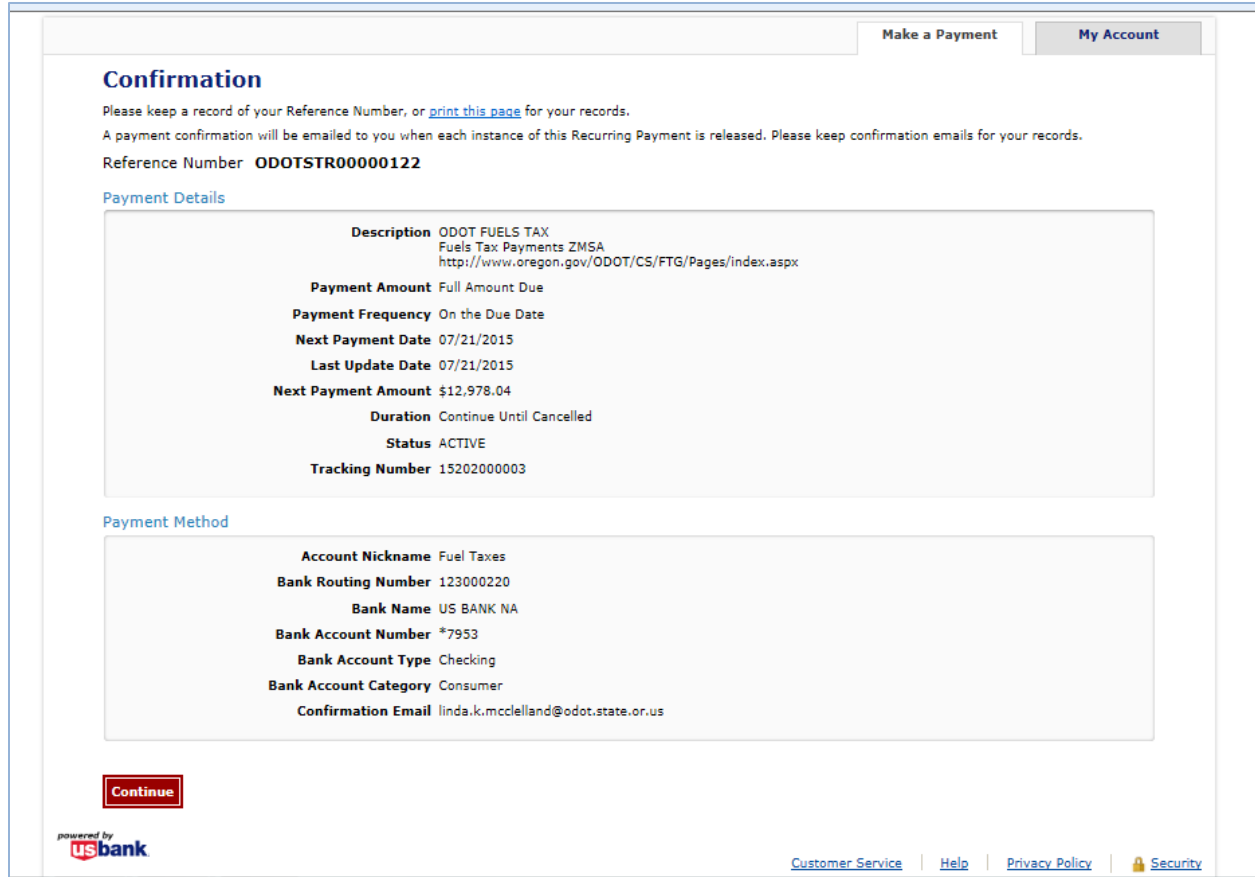
Figure 14. Payment confirmation page

Click the "Continue" button to leave the US Bank site. The Fuels Tax System "Payment History" confirmation screen will be displayed. This screen shows the date the payment was created, tracking number, the status and amount.
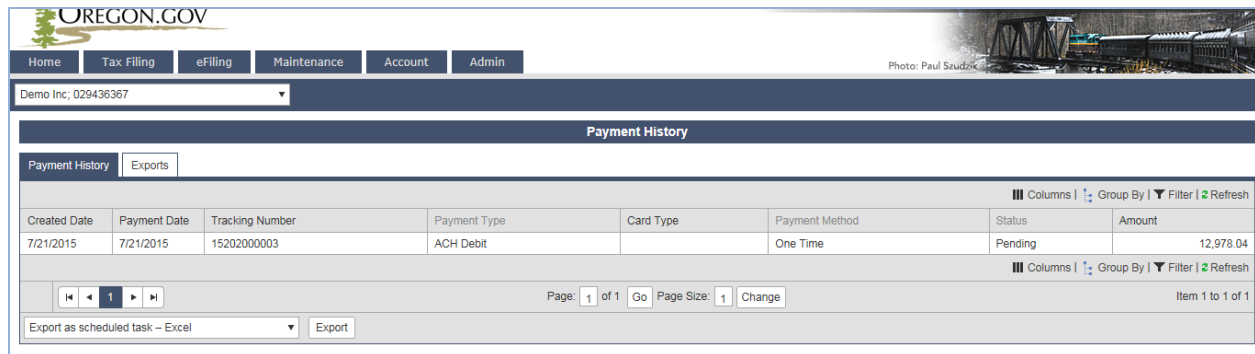
Figure 15. Payment history screen

The Status will show as Pending until the payment processes through the bank.

Return to the "Tax Sessions" screen. The tax session will now display a date in the "Filed Date" column and the Fuels tax System confirmation number in the "Tracking Number" field.

Figure 16. Tax session screen showing filed tax report