

## MOTOR VEHICLE FUEL DEALER REPORTING

Motor Vehicle Fuel Dealer reporting has been combined so that taxes for the state of Oregon as well as for specific counties and cities are included on one report.

This procedure details the manual process of entering data into the system. Data may also be entered via the XML process as well as by Microsoft Excel spreadsheet upload. These processes are detailed in separate user guides.

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:

Hom Red Ba	Welcome redbarchettaine_admin         Help   Sign Out           Home         Tax Filing         eFiling         Maintenance         Audit         Account         Admin           Red Barchettaine; 99999999         V         V         V         V         V																	
									Tax Sessi	ons								
Taxa	Tar Consult of Task Status																	
Ad	d New Record	Open	)		•										Columns	🔓 Group	By   <b>T</b> Filter	2 Refresh
Comp Name	any Company	Country	Jurisdiction	Taxpayer Description	Terminal Code	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Purged Date	Critical Schedule Errors	Return Generation Needed	Return Status	Session Locked	Posted Date	
No re	No records to display.																	
🖪 Ad	Add New Record																	
	H         I         Page:         I         of 1         Go         Page Size:         20         Change         Item 0 to 0 of 0																	
Expo	rt as scheduled ta	isk - Excel	•	Submit														

Figure 1 Tax session screen

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

Avalara - Create Session		×			
Country	United States	•			
Jurisdiction	Oregon OR	•			
Taxpayer Type	DLR - Motor Vehicle and Aircraft Fuel Deale	•			
Terminal Code	DLR - Motor Vehicle and Aircraft Fuel Dealer	~			
Location	DLRBK - Registered Bulk Distributor				
Begin Period Date	RAIRC - Aircraft Fuel Refund Claim				
End Period Date	RDLRC - Dealer Refund Claim				
	RDLRS - Special Refund Claim				
Return Code	RGCNG - Registration for CNG/Propane				
Sequence	USESM - Use Fuel Seller - Monthly				
	USEUQ - Use Fuel User - Quarterly	•			
	Unginal Session				
	Create Session				

Figure 2. Creating a tax session



Select "DLR – Motor Vehicle and Aircraft Fuel Dealer" from the drop down box.

Enter the beginning period date, click the "Create Session" button and close the 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.

unt A	dmin									
			Home Tax Filing eFiling Maintenance Account Admin							
n > Motor Veł	nicle and Aircraft Fuel Dea	ler > 05/01/2015 - 0	5/31/2015 Sequenc	e 0	•					
			Tax S	essions						
	Terminal Code	Start Date	End Date	Sequence	Due Date					
		1/1/2016	12/31/2016	D	1/20/2017					
		6/1/2015	6/30/2015	0	7/20/2015					
		5/1/2015	5/31/2015		6/25/2015					
Schedule Transactions     Transaction Validation     Session Details	Ile Transactions	5/1/2015	5/31/2015	0	6/22/2015					
	n Details	5/1/2015	5/31/2015	D	6/22/2015					
View Ta	ax Return	4/1/2015	4/30/2015	0	5/20/2015					
File Tax	x Return	4/1/2015	4/30/2015	D	5/20/2015					
Create	Amendment									
Unfile T	Fax Return All Transactions		Page: 1 of 1	Go Page Size: 7	Change					
Delete	Tax Session									
Data Fi	le Upload									
	Schedu Schedu Transa Sessior View Tr File Ta: Create Unfile T Delete Dete File Ta:	Motor Vehicle and Aircraft Fuel Dea      Terminal Code      Schedule Transactions     Transaction Validation     Session Details     View Tax Return     File Tax Return     Create Amendment     Unfile Tax Return     Delete All Transactions     Delete Tax Session     Data File Upload	> Motor Vehicle and Aircraft Fuel Dealer > 05/01/2015 - 0       Terminal Code     Start Date       1/1/2016     0/1/2015       Schedule Transactions     5/1/2015       Transaction Validation     5/1/2015       Schedule Transactions     5/1/2015       Transaction Validation     5/1/2015       Schedule Transactions     5/1/2015       Transaction Validation     5/1/2015       Schedule Transactions     5/1/2015       Create Amendment     4/1/2015       Unfile Tax Return     4/1/2015       Delete All Transactions     Delete Tax Session       Data File Upload	Schedule Transactions         5/1/2015         5/31/2015         Schedule Transactions           Terminal Code         Start Date         End Date         1/1/2016         12/31/2016           6/1/2015         6/30/2015         5/31/2015         5/31/2015           Schedule Transactions         5/1/2015         5/31/2015           Transaction Validation         5/1/2015         5/31/2015           View Tax Return         4/1/2015         4/30/2015           File Tax Return         4/1/2015         4/30/2015           Create Amendment         Unfile Tax Return         Page: 1 of 1           Delete Tax Session         Data File Upload         File Upload	Sequence 0           Tax Sessions           Terminal Code         Start Date         End Date         Sequence           1/1/2016         1/1/2016         0					

Figure 3. Select a line to bring up the menu

There are thirteen schedule options for the Motor Vehicle Fuel Dealer tax report. Some licensees will need a few schedules; others will use all of them.

1: Gallons received (state) tax-paid
1: Gallons received (state) tax-paid
1H: Gallons received - county or city tax paid
2: Gallons received from licensed dealers tax-unpaid
3: Gallons imported direct to customer
4: Gallons imported into tax-free storage
5: Gallons delivered tax collected
5LO: Fuel distributor subject to local option taxes
6: Gallons delivered to licensed dealers tax not collected
7: Gallons exported
7E: Gallons sold for export - originating city and/or county tax paid
8: Gallons delivered to U.S. Government tax-exempt
10AC: Tax exempt sales in city jurisdiction
10AD: Tax exempt sales in county jurisdiction





**Schedule 1:** Gallons received (state) tax paid – Use this schedule to record purchases where only the Oregon tax is paid

**Schedule 1H:** Gallons received – county or city tax paid – Use this schedule to record purchases where you paid tax to a county or city.

If the tax is paid to both Oregon and a local jurisdiction, you will enter the same receipt on both Schedules 1 and 1H.

**Schedule 2:** Gallons received without the state or local taxes paid – Use this schedule to record purchases exempt of Oregon state tax from a source within the state.

If the tax is paid to the city or county ONLY (no Oregon tax paid) enter the same receipt on both Schedules 1H (for city/county tax paid) and 2 (for Oregon tax exempt).

**Schedule 3:** Gallons imported directly to the customer – Use this schedule to record purchases imported into Oregon for direct delivery to customers; no state or local taxes are paid.

**Schedule 4:** Gallons imported into tax free storage – Use this schedule to record purchases imported into Oregon and placed into tax-exempt storage; no state or local taxes are paid.

**Schedule 5:** Gallons delivered with Oregon tax collected – Use this schedule to record gallons delivered that are subject to Oregon tax only.

**Schedule 5LO:** Gallons delivered with Oregon and local taxes collected – Use this schedule to record gallons delivered that are subject to both Oregon tax and a local jurisdiction (city or county) tax administered by the Fuels Tax Group. This schedule may include diesel deliveries subject to local jurisdiction taxes.

**Schedule 6:** Gallons delivered to licensed dealers without the tax – Use this schedule to record ex-tax sales to licensed dealers. If your customer is not licensed with the Fuels tax Group, you will need to pay the tax.

**Schedule 7:** Gallons exported outside the state of Oregon – Use this schedule to record exports to destinations outside Oregon. City and state are required fields for the destination.

**Schedule 7E:** Gallons exported outside the city/county when local taxes were paid – Use this schedule to record exports from a city or county jurisdiction to a location within the state.

**Schedule 8:** Gallons delivered to US Armed Forces tax-exempt – Use this schedule to record exempt gallons sold to the Armed Forces within Oregon.

Schedule 10: Gallons delivered to other tax-exempt entities (diplomats) Schedule 10AC: Tax-exempt sales in city jurisdictions Schedule 10AD: Tax-exempt sales in county jurisdictions Schedule 10D: Gallons delivered to diplomats

**Schedule INT01:** Product Transfer Disbursement – Use this schedule to report "rebranded" fuel disbursed from tanks.

Schedule INTO2: Product Transfer Receipt – Use this schedule to report the receipt of fuel to be



combined with other products.

**Schedule INTO3:** Ending Inventory – Use this schedule for ex-tax fuel in storage (for sales-based reporting). Enter the inventory for each location and fuel type. If you do not have tax-exempt storage in Oregon (receipts-based reporting), you will not report inventory figures (your receipts will match your distributions). Even if fuel is retained in the storage tank, it is reported and taxed at the time of purchase.

**Schedule INTO4:** In-state Refinery Production – Use this schedule to report fuel produced and sold to others without tax.

**NOTE:** Specific information is now required and entries cannot be submitted unless all required fields are completed. Some of this required information may already be present in the system whereas other information may need to be created at the time of entry, if not before. For example:

### CARRIER, SELLER, BUYER

These types of information are known as Business Entities. The system maintains a list of Business Entities already entered, which may be used by all reporters. It is best to make sure the Business Entity exists in the system before attempting to enter a schedule. Business Entities cannot be created during the data entry process.

Once a Business Entity is created, it must also be given all the appropriate designations.

For example, a company may be entered as a Carrier AND a Seller. It may be initially entered as one or the other but later amended to include both. It may also be entered to include all three designations.

SEE Creating Business Entities tutorial.

#### **ORIGIN, DESTINATION**

These types of information are known as Locations. The system maintains a list of Locations already entered, which may be used by all reporters. It is best to make sure the Location exists in the system before attempting to enter a schedule however Locations can be created during the data entry process.

For both types of information, widely known, non-proprietary information is already in the system. If you must create either record for your purposes, it is not viewable to other reporters.

SEE Creating Locations tutorial.



# ENTERING SCHEDULE INFORMATION

Select the applicable schedule from the drop down list and click "Add New Record".

The Receipts Schedules (1, 1H, 2, 3, 4) all use the same fields as shown below.

Avalara - Schedule Transaction			×
Schedule Code	1: Gallons received (state) tax-paid		
Product Code *			
Carrier *		•	1
Mode *		•	
Origin *		•	
Destination *		•	
Seller *		•	
Date Received *			_
Document Number *			
Net Gallons *			1
Gross Gallons *			1
Billed Gallons *			1
	Insert		

Figure 5. Receipts entry screen

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 <a>I</a> is displayed, functions may be performed outside of this entry window.

**Product Code** select appropriate fuel code from drop-down box (e.g., 065-Gasoline) 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:

T930R4453	Tosco Corp Coos Bay
T930R4454	SFPP, LP
T910R4465	Union Pacific Railroad Co.
T930R4451	Sfpp, Lp
T910R4450	Aircraft Service International, Inc
T930R4455	BP West Coast Products LLC
T930R4456	Chevron USA, Inc Portland
T930R4457	Kinder Morgan Liquid Terminals, LLC
T930R4458	McCall Oil and Chemical Corp.
T930R4459	Shore Terminals LLC - Portland
T930R4460	Kinder Morgan Tank Storage Terminal
T930R4461	Shell Oil Products US
T930R4462	Shore Terminals Llc
T930R4463	Time Oil Co Portland
T930R4464	ConocoPhillips PL - Portland
T930R4464	Phillips 66 PL - Portland
T930R4465	Arc Terminals Holdings LLC
T930R4452	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.

<u>Destinations</u> are the storage facilities where the fuel was delivered. This may be your location or the final destination in the case of resales. Most retail destinations have an "L" number assigned by the Department of Agriculture. Using this number, if known, will help narrow the search for the destination. Entering a name will also narrow the search.

**NOTE:** You may need to enter the station name rather than the company name. You may also know the company by their DBA or another name. 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 a feature.

Seller	select the name of the company selling 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

Select 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.

For Disbursements Schedules (5 – 10D), the same screen is used:

Avalara - Schedule Transactio		
Schedule Code	5: Gallons delivered tax collected	
Product Code *	×	
Carrier *	×	
Mode *	×	
Origin *	▼	÷
Destination *	▼	4
Buyer *	×	
Date Shipped *		
Document Number *		
Net Gallons *		
Gross Gallons *		
Billed Gallons *		
	Insert	
	Figure 6. Disbursements entry screen	
roduct Code	select appropriate fuel code from drop-down box (e.g., 065-Gasoline)	

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
	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 둼 feature.

Origin and Destination fields are both considered Locations and are housed in the same table in the system. If a location is entered using the Origin field function, it does not need to be re-entered using the Destination field function.

For Motor Vehicle Fuel, most, if not all, Locations are already in the system.

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:

T930R4453	Tosco Corp Coos Bay
T930R4454	SFPP, LP
T910R4465	Union Pacific Railroad Co.
T930R4451	Sfpp, Lp
T910R4450	Aircraft Service International, Inc
T930R4455	BP West Coast Products LLC
T930R4456	Chevron USA, Inc Portland
T930R4457	Kinder Morgan Liquid Terminals, LLC
T930R4458	McCall Oil and Chemical Corp.
T930R4459	Shore Terminals LLC - Portland
T930R4460	Kinder Morgan Tank Storage Terminal
T930R4461	Shell Oil Products US
T930R4462	Shore Terminals Llc
T930R4463	Time Oil Co Portland
T930R4464	ConocoPhillips PL - Portland

T930R4464Phillips 66 PL - PortlandT930R4465Arc Terminals Holdings LLCT930R4452Tidewater 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.

<u>Destinations</u> are the storage facilities where the fuel was delivered. This may be your location or the final destination in the case of resales. Most retail destinations have an "L" number assigned by the Department of Agriculture. Using this number, if known, will help narrow the search for the destination. Entering a name will also narrow the search.

**NOTE:** You may need to enter the station name rather than the company name. You may also know the company by their DBA or another name. 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 a feature.

Seller	select the name of the company selling 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

Select 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.

### For Product schedules (INT01, INT02), the same screen is used:

Avalara - Schedule Transaction		×
Schedule Code	INT01: Product Transfer Disbursement	
Product Code *	•	
Document Date *		
Transferred Gallons *		
	Insert	

#### Figure 7. Miscellaneous entry schedules

Product Code	select appropriate fuel code from drop-down box (e.g., 065-Gasoline)
Document Date	enter date or select from pop-up calendar next to field
Transferred Gallons	enter the gallons transferred
For INT03: Ending Inve	entory and INTO4: In-state Refinery Production, the window asks for:
Product Code	select appropriate fuel code from drop-down box (e.g., 065-Gasoline)
Inventory Gallons	gallons remaining in inventory
OR	
Refinery gallons	gallons refined in state

# VIEWING THE REPORT

When schedule entries are completed, return to "Tax Sessions" and select the period entered.

OREGON.	GOV									Welco	ome buyroil_admin   Help	Sign Out		
Home Tax Filing	eFiling Maintenance Accourt	nt Ad	lmin						Photo: Pau	Szudzik Szudzik	and the second second			
BUY R OIL; 841357900	United States > Oregon	> Motor Vehic	cle and Aircraft Fuel Deal	er > 06/01/2015 - (	06/30/2015 Sequen	ice O	•							
	Tax Sessions													
Tax Session Scheduled	Tex Session Scheduled Tesk Status													
Add New Record Ope	n V									III Column	s   🏪 Group By   🍸 Filter   🕿	Refresh		
Company Name	Taxpayer Description +		Terminal Code	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status	Session Locked			
BUY R OIL	Aircraft Fuel Refund Claim			5/1/2015	5/31/2015	0	6/25/2015		Yes		No			
BUY R OIL	Carrier			4/1/2015	4/30/2015	0	5/28/2015		Yes		No			
BUY R OIL	Motor Vehicle and Aircraft Fuel Dealer			4/1/2015	4/30/2015	0	5/28/2015	0	Yes	Passed	No	e		
BUY R OIL	Motor Vehicle and Aircraft Fuel Dealer			6/1/2015	6/30/2015	0	7/27/2015		Yes		No			
BUY R OIL	Use Fuel Seller - Monthly	Schedule	Transactions	5/1/2015	5/31/2015	1	6/22/2015	77	Yes	Passed	No	c		
BUY R OIL	Use Fuel Seller - Monthly	Session D	Details	6/1/2015	6/30/2015	0	7/20/2015	0	Yes	Passed	No	c		
BUY R OIL	Use Fuel User - Monthly	View Tax	Return	5/1/2015	5/31/2015	0	6/22/2015	70	Yes	Failed	No	e		
Add New Record		Create Ar	mendment							III Column	s   🤚 Group By   🔻 Filter   2	Refresh		
H 4 1 F H		Unfile Tax	x Return		Page: 1 of 1	Go Page Size: 7	Change				Item 1	to 7 of 7		
Export as scheduled task -	Excel V Submit	Delete All	Il Transactions											
<u></u>		Delete Ta	ax Session											
		Data File	Upload											

Figure 8. Viewing the report

Select "Session Details" from the pop-up menu.



ession Details		×
Country: USA Taxpayer Type: DLR Start Period: 7/1/2019	Jurisdiction: OR Terminal Code: Sequence: ORIGINAL	
Form Settings History Lo	2g Supporting Documents Scheduled Tasks	
Country Jurisdiction	United States   Oregon OR	
Taxpayer Type	DLR - Motor Vehicle and Aircraft Fuel Dealer	
Tracking Number		
Begin Period Date	7/1/2019	
End Period Date	7/31/2019	
Sequence	0 ORIGINAL	
Filed Date	Open	
Include Schedules	$\checkmark$	
Tax Session Options		
Prepared by Submission Type	vandelavindustries admi     Taxpayer Group       ▼     Due Date       8/26/2019	ave Options
	Save & Regenerate	

Figure 9. 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.



The first page of the tax report contains summary information derived from the information entered in the schedules.

The gain/loss on line 5 is a calculated value. If you are a receipts-based dealer (line 1 and line 6 inventory figures are -0-) then the amount on line 5 should also be zero. A figure on this line would indicate that you are missing some receipts or you have deliveries that occurred in the next reporting period.

FAX: (50) 376-000 FUEL I	DEAL	ER	IAX R	EΡ	ORI		00011	PORTLA	PO BOX 4
	COMPA	NY INFO	INNATION		U MEED	Tax DESCRIPTION			
WEB Demo	100	476528	913	- Service	40000366	06/01/2	2015		MENDMEN
CORES 355 Capitol St NE		Sale	m			-	OR	2	97301
	DEAL		ORTING						
OREGON DEALER ACTIVITY SUMMARY	GASOL	INA	GASOLINE		JET FUEL	ETHANOL	(INFORMATIO	IESEL DNAL)	TOTAL
<ol> <li>EX-TAX BEGINNING PHYSICAL INVENTORY (ABOVE OREGON POINT OF TAXATION) - MUST AGREE WITH PRIOR MONTH'S ENDING INVENTORY:</li> </ol>		0		0	0	0		0	
2. RECEIPTS (FROM PAGE 2, SECTION I, LINE 6):	1	46,674		0	0	0	8	8,000	
3. DISBURSEMENTS (FROM PAGE 2, SECTION II, LINE 12):	1	46,674		0	0	0		5,000	
<ol> <li>TRANSFERS FROM ONE PRODUCT TO ANOTHER INCLUDING ETHANOL BLENDED WITH GASOLINE:</li> </ol>		0		0	0	0	<u> </u>	0	
5. GAIN OR (LOSS): 6. EX-TAX ENDING PHYSICAL INVENTORY (ABOVE OREGON POINT OF		0		0	0		-	3,000	
TAXATION) - MUST AGREE WITH ACTUAL ENDING INVENTORY: TAXABLE GALLONS BECTION		U		U	U	u		0	
7. GROSS TAXABLE GALLONS (PAGE 2, SECTION II, LINE 7):		83,771		0	0				
8. LESS TAX-PAID PURCHASES (PAGE 2, LINE 2 PLUS PAGE 2, LINE 11):		40,524		0	0				
9. NET TAXABLE GALLONS (LINE 7 MINUS LINE 8):		43,247		0	0				
TAX COMPUTATION SECTION								_	
10. TAX RATE:		0.3	0	1.09	0.01			– L	
11. TAX DUE (MULTIPLY GALLONS ON LINE 9 BY THE RATE ON LINE 10):	\$ 12,	974.10	\$0	1.00	i 0.00			\$	12,974.
12. INTEREST (MULTIPLY TAX ON LINE 11, COLUMN F, BY NUMBER OF DAYS	LATE BY 0.	000329):						5	0.
13. PENALTY FOR LATE PAYMENT AT 0% (MULTIPLY TAX ON LINE 1	11, COLUMN	F, BY TH	E PENALTY R	ATE	IF ZERO TAX LIABI	LITY, THE PENAL	TY IS \$25.00)	: 5	0.
14. TOTAL DUE (ADD LINES 11, 12, AND 13):								5	12,974.
15. TOTAL DUE LOCAL JURISDICTIONS (FROM PAGE 3, LINE 18):								-	1,462
To draw for the (ADD DIALS 14 AND 15).		SIGNATU	PE					•	14,435.
SERVICE AT A LARGE CERTIFY THAT THIS REPORT INCLUDING THE ACCOMPANYING DISTRIBUTED DURING THE MONTH ABOVE STATED BY.	GISCHEBULE	AND STA	ATEMENTS, IS A	FULL	TRUE, AND COMPLE	REPORT OF THE	NUMBER OF C	ALLONS	SOLD, USED, A
SIGNATURE PRO	NT NAME				mus		DA	18	
							07	/08/2019	ŝ

Figure 10. Page 1 of tax report

If you have taxable deliveries of fuel into a city or county with a local tax, that amount is calculated on line 15 and included with the total due.

The tax will be calculated for local jurisdictions even if you are not currently licensed in those jurisdictions as long as the entries are included on Schedule 5LO.

If your report has "Warnings" when you are ready to file it, check the "History Log" in "Session Details" to see if you have fuel deliveries in jurisdictions where you are not currently licensed.

Home Tax File	N.GOV ling eFiling Reporting Maintenau	nce Audit Accour	it Admin	0				Ph	oto: Paul Szudz	Welcome miccle_ake   Hel	
Demo Inc; 029436367	United States > Oregon 3	Biodiesel / Ethanol Producer > 0	1/01/2015 - <mark>01/</mark> 31/20	115 Sequence 1		*					
				Tax	Sessions						
Tax Session Sched	duled Task Status										
Add New Record	Open 🔻								III Col	umns   🗽 Group By   🍸 Filter	r   g Refresh
Company Name	Texpayer Description	Terminal Code	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status	Session Locked	
Demo Inc	Registration for CNG/Propane		1/1/2016	12/31/2016	0	1/20/2017	D	Yes	Passed	No	c
Demo Inc	Registered Bulk Distributor		6/1/2015	6/30/2015	D	7/20/2015		Yes		No	
Demo loc	Motor Vehicle and Aircraft Fuel Dealer		5(1/2015	5/31/2015	0	6/25/2015	0	Yes	Warnings	No	c.

Figure 11. Warnings indicator sample screen

You can scroll through each page of your report prior to submitting it to the Fuels Tax Group.

Page 2 of the dealer report, shows the summary of receipts and disbursements. The amounts on line 6 and line 12 should be the same if you are a receipts-based dealer.

COMP	PANY INFORM	ATION				
WEB Demo		PBN 475	5528913	CRIME NUMBER 40000355	TAX REPOR	T PERIOD
ECTION I		I	I		1	
RECEIPTS: (SEE INSTRUCTIONS)	FROM	GASOLINE	OOLUMN B AVIATION GASOLINE	COLUMN C JETFUEL	ETHANOL	DIESEL
1. IN-STATE REFINERY PRODUCTION:		0	0	0	0	
2. GALLONS RECEIVED (STATE) TAX-PAID (FORWARD AMOUNTS TO PAGE 1, LINE 8):	1	40,524	0	0		
3. GALLONS RECEIVED FROM LICENSED DEALERS TAX-UNPAID:	2	43,750	0	0	0	8,0
4. GALLONS IMPORTED DIRECT TO CUSTOMER:	3	31,941	0	0	0	
5. GALLONS IMPORTED INTO TAX-FREE STORAGE:	4	30,459	0	0	0	
8. TOTAL RECEIPTS (TOTAL LINES 1 THROUGH 5): (FORWARD TOTAL RECEIPTS ON LINE 6 TO PAGE 1, LINE 2)		145,574	0	0	0	8,0
6. TOTAL RECEIPTS (TOTAL LINES 1 THROUGH 5): (FORWARD TOTAL RECEIPTS ON LINE 6 TO PAGE 1, LINE 2) SECTION II	FROM	COLLIMN A GASOLINE	COLUMN B AVATON	COLUMN C	COLUMN D	COLUMN E DIESEL
6. TOTAL RECEIPTS (TOTAL LINES 1 THROUGH 5): (FORWARD TOTAL RECEIPTS ON LINE 6 TO PAGE 1, LINE 2) SECTION II DISBURSEMENTS: (SEE INSTRUCTIONS)	FROM SCHEDULE	COLLIMN A GASOLINE	COLUMIN B AMATION GASOLINE	COLUMN C JET FUEL	COLUMN D ETHANOL	COLUMIN E DIESEL
8. TOTAL RECEIPTS (TOTAL LINES 1 THROUGH 5): (FORWARD TOTAL RECEIPTS ON LINE 6 TO PAGE 1, LINE 2) SECTION II DISBURSEMENTS: (SEE INSTRUCTIONS) 7. GALLONS DELIVERED TAX COLLECTED (FORWARD AMOUNTS TO PAGE 1, LINE 7)	FROM SCHEDULE 5 / SLO	COLUMN A GASOLINE 83,771	COLUMIN B AMATION GASOLINE	COLUMN C JET FUEL 0	COLUMN D ETHANOL	COLUMN E DIESEL
8. TOTAL RECEIPTS (TOTAL LINES 1 THROUGH 5): (FORWARD TOTAL RECEIPTS ON LINE 6 TO PAGE 1, LINE 2) EECTION II DISBURSEMENTS: (SEE INSTRUCTIONS) 7. GALLONS DELIVERED TAX COLLECTED (FORWARD AMOUNTS TO PAGE 1, LINE 7): 8. GALLONS DELIVERED TO LICENSED DEALERS TAX NOT COLLECTED:	FROM SCHEDULE 5 / 5LO 6	00LUMN A GASOLINE 83,771 34,300	COLLMIN B AVATION GASOLINE 0 0	OCLUMINIC JETT PUEL 0 0	COLUMN D ETHANOL	COLUMIN E DIESEL
6. TOTAL RECEIPTS (TOTAL LINES 1 THROUGH 5): (FORWARD TOTAL RECEIPTS ON LINE 6 TO PAGE 1, LINE 2) EECTION II DISBURSEMENTS: (SEE INSTRUCTIONS) 7. GALLONS DELIVERED TAX COLLECTED (FORWARD AMOUNTS TO PAGE 1, LINE 7): 8. GALLONS DELIVERED TO LIGENSED DEALERS TAX NOT COLLECTED: 9. GALLONS EXPORTED:	FROM SCHEDULE 5 / SLO 6 7	00LUMN A 0ASOLINE 83,771 34,300 28,603	COLLIMIN B AVATION GASOLINE D 0 0	COLLINN C JET FUEL 0 0 0	COLUMN D ETHANOL	COLUMN E DIESEL 5,0
6. TOTAL RECEIPTS (TOTAL LINES 1 THROUGH 5): (FORWARD TOTAL RECEIPTS ON LINE 6 TO PAGE 1, LINE 2) EECTION II DISBURSEMENTS: (SEE INSTRUCTIONS) 7. GALLONS DELIVERED TO LICENSED DEALERS TAX NOT COLLECTED: 8. GALLONS DELIVERED TO LICENSED DEALERS TAX NOT COLLECTED: 9. GALLONS DELIVERED TO U.S. GOVERNMENT TAX-EXEMPT: 10. GALLONS DELIVERED TO U.S. GOVERNMENT TAX-EXEMPT:	PROM SCHEDULE 5 / SLO 6 7 8	00LLIMN A 0ASOLINE 83,771 34,300 28,603 0	COLLIMIN B AMATION GASOLINE 0 0 0	COLUMN C JET FUEL 0 0 0 0	COLUMN D ETHANOL 0 0	COLUMIN E DIESEL 5,0
6. TOTAL RECEIPTS (TOTAL LINES 1 THROUGH 5): (FORWARD TOTAL RECEIPTS ON LINE 6 TO PAGE 1, LINE 2) ECTION II NISBURSEMENTS: (SEE INSTRUCTIONS) 7. GALLONS DELIVERED TO LICENSED DEALERS TAX NOT COLLECTED: 8. GALLONS DELIVERED TO LICENSED DEALERS TAX NOT COLLECTED: 9. GALLONS DELIVERED TO U.S. GOVERNMENT TAX-EXEMPT: 11. GALLONS DELIVERED TO U.S. GOVERNMENT TAX-EXEMPT: 11. GALLONS DELIVERED TO U.S. GOVERNMENT TAX-EXEMPT: 11. GALLONS DELIVERED TO U.S. GOVERNMENT TAX-EXEMPT:	SCHEDULE 5 / SLO 6 7 8 10D	00LUMN A QASOLINE 83,771 34,300 28,603 0 0	COLLIMIN B AMATION GASOLINE 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	COLUMIN C JET FUEL 0 0 0 0 0	COLLIMN D ETHANOL D D D D D D D D D	COLUMIN E DESEL 5,0
TOTAL RECEIPTS (TOTAL LINES 1 THROUGH 5):     (FORWARD TOTAL RECEIPTS ON LINE 6 TO PAGE 1, LINE 2)      ECTION II      DISBURSEMENTS: (SEE INSTRUCTIONS)      7. GALLONS DELIVERED TO LICENSED DEALERS TAX NOT COLLECTED:     8. GALLONS DELIVERED TO LICENSED DEALERS TAX NOT COLLECTED:     9. GALLONS DELIVERED TO U.S. GOVERNMENT TAX-EXEMPT:     11. GALLONS DELIVERED TO U.S. GOVERNMENT TAX-EXEMPT:     12. TOTAL DISBURSEMENTS (TOTAL LINES 7 THROUGH 10):	SCHEDULE 5 / SLO 6 7 8 10D	00LLIMN A QASOLINE 83,771 34,300 28,603 0 0 146,574	COLLIMIN B AMATION GASOLINE 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	COLUMIN C JET FUEL 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	COLLIMN D ETHANOL D C C C C C C C C C C C C C C C C C C	COLUMIN E DESEL 5,0 5,0
6. TOTAL RECEIPTS (TOTAL LINES 1 THROUGH 5): (FORWARD TOTAL RECEIPTS ON LINE 6 TO PAGE 1, LINE 2) RECTION II DISBURSEMENTS: (SEE INSTRUCTIONS) 7. GALLONS DELIVERED TAX COLLECTED (FORWARD AMOUNTS TO PAGE 1, LINE 7): 8. GALLONS DELIVERED TO LICENSED DEALERS TAX NOT COLLECTED: 9. GALLONS DELIVERED TO U.S. GOVERNMENT TAX-EXEMPT: 10. GALLONS DELIVERED TO U.S. GOVERNMENT TAX-EXEMPT: 11. GALLONS DELIVERED TO DIPLOMATS: 12. TOTAL DISBURSEMENTS (TOTAL LINES 7 THROUGH 10): (FORWARD DISBURSEMENTS ON LINE 12 TO PAGE 1, LINE 3)	FROM SCHEDULE 5 / SLO 6 7 8 10D	COLLIMN A GASOLINE 83,771 34,300 28,603 0 146,674	COLLIMN B AVAATION GAASOLINE 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	COLLINEN C JETT PUEL 0 0 0 0 0 0	COLUMN D ETHANOL 0 0 0 0 0 0 0 0 0 0 0 0 0 0	COLUMIN E DIESEL 5,0

This view includes columns for ethanol and diesel reporting, though they are not always taxable fuels for a licensed dealer. Many of the local jurisdictions (now included in the combined report) include diesel as a taxable fuel in their jurisdiction. Ethanol becomes a taxable product when blended with



gasoline.

The third page of the dealer report shows the detail of the local jurisdiction taxes. This schedule supports the amount shown on line 15 on the front page of the report.

		RECEIPT	S AND DISBUR	SEMENTS SU	MMARY	,		PORT	TLAND OR 97208-43
			COMPANY INF	ORMATION					
TESTDAVID01				FEIN	9999999013	LICENSE NUMB	54351	TAX REF	OS/01/2017
COLUMN A LOCAL JURISDICTION	COLUMN B SALES IN JURISDICTION (FROM SCHEDULE 6LO)	COLUMN C TAX PAID PURCHASES (FROM SCHEDULE 1H)	COLUMN D DEDUCTIONS (FROM SCHEDULES 7E, 10AC, 10AD, AND 10)	COLUMN E TAXABLE GALLONS (COLUMN B MINUS COLUMN C AND D)	COLUMN F RATE	COLUMN G AMOUNT DUE (COLUMN E * RATE)	COLUMN H PENALTY		COLUMN I INTEREST
1. CITY OF ASTORIA	0	0	0	0_	0.03	\$ 0.00	\$ (	0.00	\$0.
2. CITY OF CANBY	0	0	0	0.	0.03	\$ 0.00	\$ (	0.00	\$ 0.
3. CITY OF COBURG	0	0	0	0 -	0.03	\$ 0.00	\$ (	0.00	\$ 0.
4. CITY OF COQUILLE	0	0	0	0_	0.03	\$ 0.00	\$ (	0.00	\$0.
5. CITY OF COTTAGE GROVE	0	0	0	0_	0.03	\$ 0.00	\$ (	0.00	\$ 0.
6. CITY OF EUGENE	0	0	0	0 -	0.05	\$ 0.00	\$ (	0.00	\$0.
7. CITY OF HOOD RIVER	0	0	0	0_	0.03	\$ 0.00	\$ (	0.00	\$0.
8. CITY OF MILWAUKIE	0	0	0	0_	0.02	\$ 0.00	\$ (	0.00	<b>\$ 0</b> .
9. CITY OF NEWPORT	0	0	0	0 -	0.01	\$ 0.00	\$ (	0.00	<b>\$ 0</b> .
0. CITY OF PORTLAND	1,000	0	0	1,000 -	0.1	\$ 100.00	\$ (	0.00	\$0.
1. CITY OF REEDSPORT	1,000	0	0	1,000 -	0.03	\$ 30.00	\$ (	0.00	\$ O.
2. CITY OF SPRINGFIELD	0	0	0	0 -	0.03	\$ 0.00	\$ (	0.00	<b>\$ 0</b> .
3. CITY OF TIGARD	0	0	0	0_	0.03	\$ 0.00	\$ (	0.00	\$0.
4. CITY OF TROUTDALE	1,000	0	0	1,000 -	0.02	\$ 20.00	\$ (	0.00	\$ 0.
5. CITY OF VENETA	0	0	0	0_	0.03	\$ 0.00	\$ (	0.00	\$ 0.
6. CITY OF WARRENTON	0	0	0	0_	0.03	\$ 0.00	\$ (	0.00	\$0.
7. CITY OF WOODBURN	0	0	0	0_	0.01	\$ 0.00	\$	0.00	\$ 0.
8. MULTNOMAH COUNTY	2,000	0	0	2,000 -	0.03	\$ 60.00	\$ (	0.00	\$0.
9. WASHINGTON COUNTY	0	0	0	0_	0.01	\$ 0.00	\$ (	0.00	\$0.
0. TOTALS						\$ 210.00	S I	00	\$ 0

Figure 13. Page 3 of tax report

Receipts schedules are sorted by type of receipt (taxed, ex-tax, import, etc.) and fuel code. These schedules may be several pages depending on the types of fuel received.



RUBLES TAX GROUP, MB 21 355 CAPITOL ST NH SQLEAN CRIMING - SHT PH (S03) 379-9150 CR (BHR) 753-3525 FAX: (S03) 379-9150 CR (BHR) 753-3525

### MOTOR VEHICLE FUEL AND AIRCRAFT FUEL DEALER TAX REPORT

Wester Top-Maeter region por emit: COCIE wester good and and MALL REPORT AND REMITTANCE TO: ODOT FUELS TAX GROUP, UNIT 06 DO DOX 4305 PORTLAND OR 97206-4365

SCHEDULE OF RECEIPTS (1, 1H, 2, 3, and 4)

					COMPANY	INFORMATION						
COMPANY NAME				FEN		LICENSE NUMBER	1	AX REPORT PERS	00	SCHEDULE CC	CE P	COUCT CODE
Demo Inc				02943	6367	40000066		MAY 2	015	2		E10
(1) CARIFER NAME	(2) CARRER FEIN	(3) MODE	(4) POINT OF ORIGIN	(S D	POINT OF	(5) SELLER NAME	(7) SELLERS FEIN	(8) DATE RECEIVED	(9) DOCUMENT NUMBER	(10) NET GALLONS	(11) GROSS GALLON	(12) BILLED 8 GALLONS
BUY R OIL	841357900	J	T930R4457	EUGE	NE, OR	KINERGY MARKETIN	93130244	6 05/05/2015	504065	8,900	9,0	8,900
BUY R OIL	841357900	J	T930R4457	EUGE	NE, OR	KINERGY MARKETIN	93130244	6 05/10/2015	504110	11,350	11,3	11,350
BUY R OIL	841357900	J	T930R4457	PORT	LAND, OR	KINERGY MARKETIN	93130244	46 05/18/2015	505518	7,000	7,	00 7,000
BUY R OIL	841357900	J	T930R4457	ROSE	BURG, OR	KINERGY MARKETIN	93130244	6 05/20/2015	139247	11,500	11,3	11,500
BUY R OIL	841357900	J	T93OR4457	PORT	LAND, OR	KINERGY MARKETIN	93130244	46 05/23/2015	506523	5,000	5,1	5,000

Figure 14. Receipts schedule

Distribution schedules are also sorted by type of disbursement (taxed, ex-tax, export, etc.) and fuel code. There may be several pages of schedule 5, 5LO, 6, 7, 7E, and/or 10 depending on the types of fuel sold or distributed. The schedule 5LO will include multiple jurisdictions on the same schedule, sorted by fuel type.

OFFICIENT DEFENSION PULLS TAK GROUP SOLUTION AND AND MALENO OF STOPPORT ROOM STOPPORT ROOM STOPPORT ROOM STOPPORT	OPECIAL DEPARTMENT OF TRANSPORTATESY TUES TAX GROUP, M3 21 28 CMPTCs 17 NS 28 CMPTCs 17 CMPTCs 17 NS 28 CMPTCs 17 CMPTCs 17 NS 28 CMPTCs 17 CMPTCs 17 CMPTCs 17 NS 28 CMPTCs 17													
				COMPAN	Y INFORMATION									
COMPANY NAME			Film		LICENSE NUMBER	10	WREPORT PER	00	SCHEDULE CO	OE PROD	2010/005			
Demo Inc				029436367	40000066		MAY 2	015	6		E10			
(1) CARRIER NAME	(2) CARRER FEIN	(3) MODE	(4) POINT OF ORIGIN	(5) POINT OF DESTINATION	(4) BUYER NAME	(7) BUYERS FEN	(8) DATE SHIPPED	(P) DOCUMENT NUMBER	(10) NET GALLONS	(11) GROSS GALLONS	(12) BILLED GALLONS			
BUY R OIL	841357900	J	PORTLAND, OR	HILLSBORO, OR	FUEL SVC8	76029197	7 05/20/2015	139247	11,500	11,375	11,500			
BUY R OIL	841357900	J	T91WA4406	ASTORIA, OR	FUEL SVCS	76029197	05/27/2015	117944	11,300	11,450	11,450			
BUY R OIL	841357900	J	PORTLAND, OR	PORTLAND, OR	WORLD FUEL SVCS	76029197	05/10/2015	504110	11,350	11,300	11,350			

Figure 15. Disbursement schedule

Once report entries are completed and errors resolved, 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.

Orec	GON.GOV					
Home Ta	ax Filing eFiling	Maintenance	Account	Admin		
					File Tax	Returi
Filing Status:	Open					
Tax Return:	Motor Vehicle and Aircraft F	]				
Terminal:						
Tax Session Date:	5/1/2015 - 5/31/2015	]				
Filing Due Date:	6/25/2015	]				
Return Status:	Warnings					
By checking the	agreement and pressing 'Sul report shall oc	Elect omit', I acknowledge th nstitute the signature o I agree to	tronic Acknowledg is submittal is tree of the submitter as the conditions of	vement ated as an offici s if the tax returr this submittal.	al submittal to the State of Oregon. Submitting this tax I were actually signed.	amit

Figure 16. 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:



OREGON.GOV												
Home Ta	ax Filing	) eFiling	Maintenance	Account	Admin							
Demo Inc; 0294383	367		•									
										Selec	t Paym	nent Amour
Tax Return:												
Filing Status:	Open											
Tax Return:	Motor 1	/ehicle and Aircraft Fi										
Terminal:												
Tax Session Date:	5/1/201	15 - 5/31/2015										
Filing Due Date:	6/25/20	115										
Return Status:	Warnin	gs										
Payment:												
Current Amount D	ue:	\$12	,978.04									
Outstanding Balance Due:			\$0.00									
Total Amount Due:		\$12	,978.04									
Payment Amount:		\$12,978.04										
											Sut	bmit

Figure 17. 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.

O	regon.c	ίΟV				
Home	Tax Filing	eFiling	Maintenance	Account	Admin	Photo: Paul Szudzik
						Select Payment Date:
Payment Deta Payment Amo Filing Due Dat Payment Date	ils unt <b>*</b> e 6/26/2017	\$1,110.0	D 11			
* The paymen weekend and	t date must be on / or holiday. The a	or before the Fili actual payment da	ng Due date. Note tha ate may be after the s <sub>l</sub>	it the actual settle pecified date in the	ment date may e event that the	be different than the selected payment date. When the payment date is a weekend or holiday the actual sch e payment is submitted after the cut-off time for payments.
				Eiguro 19	Select p	avment date screen

Figure 18. 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.

ORE	EGON.GOV
Home	
Select Payment	Method:
C Auto Payment	Automatic payments use the payment method setup in US Bank for recurring variable payments. When a recurring variable payment has been successfully setup with US Bank, automatic payments are enabled in the Payment Processing Setup screen accessed through the Account Management menu option. To create or modify a US Bank recurring variable payment, select the Update US Bank Payment Details option below.
	If the payment is not successful, additional interest may be charged for outstanding due items.
<ul> <li>One Time</li> </ul>	A one-time payment is made by entering or selecting a saved payment method with US Bank. Selecting this option will transfer to the US Bank E-Payment Service to complete the payment.
Payment	If a payment is not successful, additional interest may be charged for outstanding due items.
	Submit Update US Bank Payment Details

Figure 18. Payment type screen

Click "Submit" to proceed to the US Bank site and enter the account information for the initial setup.

Make a Payment My Account	
Make a Payment	
My Payment	
Buels Tax Payments ZMSA           Amount Due \$12,978.04           Due Date 07/21/2015           Tracking Number 15202000003	
Payment Information Frequency One Time	
One Time Payment Amount Recurring Payment Payment Date Pay now	
Payment Method	
Sample Check         1215           123 Man St.         1215           Anythem, NO 12345         Ditt           Particities         3           Particities         3	

Figure 19. 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.



Payment Method	
Sample Check 13 Man Bio 2745 0 0745	1215 Incluse ess Check
Bank Routing Number	
Bank Account Number	
Bank Account Type	
Account Nickname (Optional)	
Email Address linda.k.mcclelland@odot.state.or.	
Continue Cancel	
<b>Usbank</b> .	Customer Service   Help   Privacy Policy   🔒 Security

Figure 20. 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.

		Make a Payment	My Account
Review Payment			
Please review the information below and select Confir	rm to process your payment. Select Back to return to th	e previous page to make changes to y	our payment.
Payment Details			
Description	ODOT FUELS TAX Fuels Tax Payments ZMSA http://www.oregon.gov/ODOT/CS/FTG/Pages/index.asp	рх	
Payment Amount	Full Amount Due		
Payment Frequency	On the Due Date		
Next Payment Date	07/21/2015		
Next Payment Amount	\$12,978.04		
Duration	Continue Until Cancelled		
Tracking Number	15202000003		
Payment Method			
Account Nickname	Fuel Taxes		
Bank Routing Number	123000220		
Bank Name	US BANK NA		
Bank Account Number	*7953		
Bank Account Type	Checking -		
Bank Account Category	Consumer		
Confirmation Email	linda.k.mcclelland@odot.state.or.us		
Ry dicking "I Accept", I puthod	ize the payor to electronically debit my bank account fo	r the amount(s) and at the	

Figure 21. 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.



	Payment Method
	Account Nickname Fuel Taxes
	Bank Routing Number 123000220
	Bank Name US BANK NA
	Bank Account Number *7953
	Bank Account Type Checking
	Bank Account Category Consumer
	Confirmation Email linda.k.mcclelland@odot.state.or.us
	By dicking "I Accept", I authorize the payee to electronically debit my bank account for the amount(s) and at the frequency and date set forth above. If this is a single payment, this authorization is valid for this transaction only. If this is a recurring payment, this authorization is to remain in full force and in effect until I notify my bank or notify the payee of its termination. I understand that I do this by canceling any pending payments and recurring payment instructions within this system at least three banking days before my account is scheduled to be debited. If schemeiners fast is dided to the transaction. I understand that the convenience fast direlated will be included in the
powere	Confirm Back Confirm Spank Customer Service   Help   Privacy Policy   A Security

Figure 22. Verifying the payment information

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

Confirmation			
Please keep a record of your Reference Number, or j	print this page for your records.		
A payment confirmation will be emailed to you when	each instance of this Recurring Payment is released. Please keep	confirmation emails for you	ur records.
Reference Number ODOTSTR00000122			
Payment Details			
Description	ODOT FUELS TAX Fuels Tax Payments ZMSA http://www.oregon.gov/ODOT/CS/FTG/Pages/index.aspx		
Payment Amount	Full Amount Due		
Payment Frequency	On the Due Date		
Next Payment Date	07/21/2015		
Last Update Date	07/21/2015		
Next Payment Amount	\$12,978.04		
Duration	Continue Until Cancelled		
Status	ACTIVE		
Tracking Number	15202000003		
Payment Method			
Account Nickname	Fuel Taxes		
Bank Routing Number	123000220		
Bank Name	US BANK NA		
Bank Account Number	*7953		
Bank Account Type	Checking		
Bank Account Category	Consumer		
Confirmation Email	linda.k.mcclelland@odot.state.or.us		
Continue			
( by			

Figure 23. 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.



Home T Demo Inc; 029436	GON.GO Tax Filing	Filing Maintenance Accoun	t Admin		Photo: Paul Szudzic		
			Payn	ent History			
Payment History	/ Exports						
						🚻 Columns   🔚 G	roup By   🍸 Filter   🛢 Refresh
Created Date	Payment Date	Tracking Number	Payment Type	Card Type	Payment Method	III Columns   🔓 G	roup By   <b>Y</b> Filter   2 Refresh Amount
Created Date 7/21/2015	Payment Date 7/21/2015	Tracking Number 15202000003	Payment Type ACH Debit	Card Type	Payment Method One Time	Columns   te G	Amount 12,978.04
Created Date 7/21/2015	Payment Date 7/21/2015	Tracking Number 15202000003	Payment Type ACH Debit	Card Type	Payment Method One Time	Columns   Columns   G Status Pending	roup By   ▼ Filter   2 Refresh Amount 12,978.04 roup By   ▼ Filter   2 Refresh
Created Date 7/21/2015	Payment Date 7/21/2015	Tracking Number 15202000003	Payment Type ACH Debit Page: 1 of 1	Card Type Go Page Size: 1 Char	Payment Method One Time ge	Columns   : G Status Pending Columns   : G	roup By   ▼ Filter   2 Refresh Amount 12,978.04 roup By   ▼ Filter   2 Refresh Item 1 to 1 of 1

Figure 24. 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.

ORE	GON.C	JOV									<b>IDNI</b>	MARCON .		
Home T	Fax Filing	eFiling Maintenar	nce Accour	nt Admin						Photo: Paul Szud	zik	A Constant	ille.	
TESTDAVID01; 9	99999013	▼ Unite	d States > Oregon >	Motor Vehicle and	I Aircraft Fuel Deal	er > 05/01/20	17 - 05/31/2017 S	equence O		•				
						Tax Se	ssions							
Tax Sessions	Scheduled	Tasks												
Add New Reco	ord All		T								III Columns	🔓 Group By   🎙	🕶 Filter   🛢 Re	efresh
Company Name	Company	Taxpayer Description	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Critical Schedule Errors	Return Generation Needed	Return Status	Posted Date	Total Tax	Generate Return
TESTDAVID01	2627	Use Fuel User - Quarterly		4/1/2017	6/30/2017	0	7/20/2017		0	Yes	Passed		441.57	c
TESTDAVID01	2627	Motor Vehicle and Aircraft Fuel Dealer	17125000002	5/1/2017	5/31/2017	0	6/26/2017	5/5/2017	0	No	Passed		1,110.00	¢
TESTDAVID01	2627	Motor Vehicle and Aircraft Fuel Dealer		4/1/2017	4/30/2017	0	5/25/2017		0	Yes	Warnings		2,357.90	c
TESTDAVID01	2627	Use Fuel Seller - Monthly		4/1/2017	4/30/2017	0	5/22/2017		0	Yes	Passed		441.32	c
Add New Reco	🖹 Add New Record													
H 4	1 <b>F</b> H				Page	e: 1 of 1 (	30 Page Size:	4 Change					Iten	n 1 to 4 of 4
Export as sched	luled task - E	xcel 🔻 Submit												

Figure 25. Tax session screen showing filed tax report