

REFUND CLAIM - ALL JURISDICTIONS

This procedure details the manual process of entering data for a Fuels Tax refund claim.

To create a Refund 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:

Home Red Barchett	Tax Filir	N.GO ng 19999	V eFiling	Maintenan v	ce	Audit	Account	Admin				P	hoto: Paul Szu	Welcor	ne redba	rchettainc_	admin Help	Sign Out
									Tax Sessi	ons								
Tax Session	n Sched	uled Task	Status															
Add New	Record C	pen			•									III (Columns	l 🔓 Group	By Y Filter	2 Refresh
Company Name	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 records	to display.																	
Add New	Record														Columns	l 占 Group	By Y Filter	2 Refresh
H	∢ 1 ►	M						Page:	1 of 1 Go F	Page Size: 20	Change						Item	0 to 0 of 0
Export as s	cheduled tas	sk - 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	•	
Taxpayer Type	RDLRC - Dealer Refund Claim	•	
Terminal Code	Select a Terminal	•	
Begin Period Date	1/1/2015		
End Period Date	12/31/2015		
Sequence	0		
	Original Session	•	
	Create Session		

Figure 2. Create tax session screen

Select "RDLRC – Dealer Refund Claim" from the "Taxpayer Type" drop down box. Enter the beginning and ending period dates, click the "Create Session" button and close the box. The refund type and period will appear in your list of tax sessions.

Highlight the line, and select "Schedule Transactions" from the pop-up menu:



	I.GOV	-								
Home Tax Filing	g eFilin	g Reportin	g Maintenance	Audit A	Account	Admin				
MyTest; 246897531		•							•	
							Tax Ses	sions		
Tax Session Schedul	ed Task Status	7								
Add New Record Op	en		v							
										С
Company Name	Country	Jurisdiction	Taxpayer Description	Terminal Co	ode	Start Date	End Date	Sequence	Due Date	E
MyTest	USA	OR	Dealer Refund Claim			1/1/2015	12/31/2015		12/31/2015	
Add New Record	1				Schedu	le Transactions				
4 4 1 ►	н				Session	n Details	ige: 1 of 1 Go	Page Size: 1	Change	
Export as scheduled task	- Excel	▼ Submit			View Ta	ax Return				
					File Tax	Return				
					Create	Amendment				
					Unfile T	ax Return				
					Delete /	All Transactions				
					Delete	Tax Session				
					Data Fil	le Upload				
					Query S	Session (Beta)				
				l	, -	. /				

Figure 3. Refund tax session menu

The following screen appears:





Select the appropriate schedule from the drop down box and click "Add New Record".

INT01: Fuel Purchased, Used and Stored

Avalara - Schedule Transaction	×					
Transaction						
Schedule Code	INT01: Fuel Purchased, Used and Stored					
Product Code *						
State and Local Jurisdiction *						
Beginning Inventory *						
Purchases						
Ending Inventory *						
	Insert					
	Figure 5. INT01 Schedule entry screen					
Product Code	select from drop down box; most common codes are 065 – Clear Gasoline 160 – Clear Diesel 170 – Biodiesel E10 – Gasoline 10% ethanol E85 – Gasoline 85% Ethanol					
State and Local Jurisdiction	select from the drop down box (Oregon or applicable city or county – must enter a separate Schedule INTO1 when requesting a refund for multiple jurisdictions)					
Beginning Inventory	gallons of fuel in tank at beginning of period OR zero if no fuel is stored					
Purchases	total gallons of fuel purchased during period from all sources (retail, cardlock, etc.)					

Ending Inventory gallons of fuel in tank at end of period OR zero if no fuel is stored

After entering the data for a schedule, click the "Insert" button and close the box. If multiple entries are needed, begin typing in new information and click "Insert" after each entry.

INTO2: Fuel Storage (if applicable)

valara - Schedule Transaction			
Transaction			
Schedule Code	INT02: Fuel Storage		
Product Code *		•	-
Tank Name / Number *]
Origin *	Select a Location	•	
Use Type *		•	-
	Insert		

Figure 6. INT02 schedule entry screen

Product Code	select from drop down box; most common codes are 065 - Clear Gasoline 160 - Clear Diesel 170 - Biodiesel E10 - Gasoline 10% ethanol ESE Gasoline 25% Ethanol
Tank Name/Number	name or number you assigned to tank
Origin	Select supplier from drop down box – start typing the name to narrow the list of names in the drop down box
Use Type	Select how fuel is used from the drop down box.

After entering the data for a schedule, click the "Insert" button and close the box. If multiple entries are needed, begin typing in new information and click "Insert" after each entry.

INT03: Equipment and Non-Licensed Vehicles

Avalara - Schedule Transaction	
Transaction	
Schedule Code	INT03: Equipment and Non-Licensed Vehicles
Product Code *	τ
State and Local Jurisdiction *	T
Equipment Type *	τ
Number of Items *	
Gallons Consumed during Claim Period *	
	Insert

Figure 7. INT03 schedule entry screen

Product Code	select from drop down box; most common codes are 065 – Clear Gasoline 160 – Clear Diesel 170 – Biodiesel E10 – Gasoline 10% ethanol E85 – Gasoline 85% Ethanol
State and Local Jurisdiction	select from the drop down box (Oregon or applicable city or county – must enter a separate Schedule INTO3 when requesting a refund for multiple jurisdictions)
Equipment Type	select from drop down box
Number of Items	number of pieces of equipment
Gallons Consumed	Total gallons used in this equipment

Repeat this entry for each different piece of equipment.

If there is a piece of equipment that uses more than one type of fuel, you must list the equipment under each fuel type.

After entering the data for a schedule, click the "Insert" button and close the box. If multiple entries are needed, begin typing in new information and click "Insert" after each entry.

INT04: Fuel Used to Propel Licensed Vehicle

Avalara - Schedule Transaction	×					
Transaction						
Schedule Code	INT04: Fuel Used to Propel Licensed Vehicles					
Product Code *	T					
State and Local Jurisdiction *						
Equipment Type *	×					
Vehicle Description						
Plate Number						
Total Miles Traveled *						
Total Gallons Used *						
On Road Miles						
Off Road Miles						
	Insert					
	Figure 8. INT04 schedule entry screen					
Product Code	select from drop down box; most common codes are 065 – Clear Gasoline 160 – Clear Diesel 170 – Biodiesel E10 – Gasoline 10% ethanol E85 – Gasoline 85% Ethanol					
State and Local Jurisdiction	select from the drop down box (Oregon or applicable city or county – must enter a separate Schedule INTO4 when requesting a refund for multiple jurisdictions)					
Equipment Type	select from drop down box					
Vehicle description	Make and model of vehicle					
Plate Number	license plate number					
Total Miles Traveled	all miles for period					
Total Gallons Used	Total gallons used in this vehicle for period					
On Road Miles	Miles driven on public roads					
Off Road Miles	Miles driven on private property/off road					

Repeat this entry for each vehicle.

After entering the data for a schedule, click the "Insert" button and close the box. If multiple entries are needed, begin typing in new information and click "Insert" after each entry.

INT05: Other Refundable Use

Avalara - Schedule Transaction	×
Transaction	
Schedule Code	INT05: Other Refundable Use
Product Code *	
State and Local Jurisdiction \star	
Equipment Type *	
Refundable Gallons *	
	Insert
	Figure 9. INT05 schedule entry screen
Product Code	select from drop down box; most common codes are 065 – Clear Gasoline 160 – Clear Diesel 170 – Biodiesel E10 – Gasoline 10% ethanol E85 – Gasoline 85% Ethanol
State and Local Jurisdiction	select from the drop down box (Oregon or applicable city or county – must enter a separate Schedule INT05 when requesting a refund for multiple jurisdictions)
Equipment Type	select from drop down box
Refundable Gallons	other gallons used in a refundable manner (e.g., blending purposes, solvent, slash burning, or Native American refund)

After entering the data for a schedule, click the "Insert" button and close the box. If multiple entries are needed, begin typing in new information and click "Insert" after each entry.

INTO6: Farm Use (if applicable)

valara - Schedule Transaction			×
Transaction			
Schedule Code	INT06: Farm Use		1
Product Code *		•	
Farm Location *	Select a Location	•	
Kind of Crops *			
Acres *			
If Leased, From Whom			
Explanation of Custom Work [Acres not Owned or Leased]			
	Insert		
L			-
			-

Figure 10. INT06 schedule entry screen

Product Code

select from drop down box; most common codes are 065 – Clear Gasoline

- 160 Clear Diesel
- 170 Biodiesel
- E10 Gasoline 10% ethanol
- E85 Gasoline 85% Ethanol

Farm Location

If the location of the farm is already in our system, begin typing the name to narrow down the results in the drop down box. If it is not in the system, click the green + to the right of the field.

The following screen is displayed:

ara - Location			
Original Copy			
Country *	United States	Effective Date *	
Region/State *	Select a Jurisdiction	Obsolete Date	
Terminal Code	•		
Description *		Custom Id Code	
Address Line 1		Airport Code	
Address Line 2		Alternate Jurisdiction	
City	•	Alternate Facility Number	
Postal Code		DEP Number	
County	•	Location Type	•
County Code		Outside City Limits	•
		Insert	

Figure 11. Location entry screen

Fill in the required fields (marked by a red asterisk) and click the "Insert" button at the bottom of the screen.

NOTE: The county is not marked as a required field, but it needs to be entered.

Kind of Crops	crops raised
Acres	total acres
If Leased, From Whom	name of person you are renting the acreage from
Explanation of Custom Work	description of other work for hire (if applicable)

After entering the data for a schedule, click the "Insert" button and close the box. If multiple entries are needed, begin typing in new information and click "Insert" after each entry.

INT07: Fuel Exported in Vehicle Tank or by Bulk

Avalara - Schedule Transaction		×
Transaction		
Schedule Code	INT07: Fuel Exported in Vehicle Tank or by Bulk	
Product Code *		•
State and Local Jurisdiction *		•
Destination City and State *	Select a Location	▼ 🚹
Refundable Gallons *		
	Insert	
	Figure 12. INT07 schedule entry screen	
Product Code	select from drop down box; most common codes are 065 – Clear Gasoline 160 – Clear Diesel 170 – Biodiesel E10 – Gasoline 10% ethanol	

State and Local Jurisdiction	select from the drop down box (Oregon or applicable city or county – must enter a separate Schedule INTO7 when requesting a refund for multiple jurisdictions)
Destination City and State	If the destination is already in our system, begin typing the name to narrow

E85 - Gasoline 85% Ethanol

Destination City and State	If the destination is already in our system, begin typing the name to narrow
	down the results in the drop down box. If it is not in the system, click the
	green + to the right of the field.

The following screen is displayed:

Country *	United States	Effective Date *	
Region/State *	Select a Jurisdiction	Obsolete Date	
Terminal Code	•		
Description *		Custom Id Code	
Address Line 1		Airport Code	
Address Line 2		Alternate Jurisdiction	
City	•	Alternate Facility Number	
Postal Code		DEP Number	
County	•	Location Type	•
County Code		Outside City Limits	v

Figure 13. Location entry screen

Fill in the required fields (marked by a red asterisk) and click the "Insert" button at the bottom of the screen.

Refundable Gallons

Total gallons exported

After entering the data for a schedule, click the "Insert" button and close the box. If multiple entries are

needed, begin typing in new information and click "Insert" after each entry.

INTO8: Commercial Boat Use (if applicable)

Transaction	
Schedule Code	INT08: Commercial Boat Use
Product Code *	
State and Local Jurisdiction *	
quipment Type *	
escription of Refundable Use *	
oat / Vessel Registration Number *	
commercial / Charter License Number *	
lefundable Gallons *	

Figure 14. INT08 schedule entry screen

Product Code	select from drop down box; most common codes are 065 – Clear Gasoline 160 – Clear Diesel 170 – Biodiesel E10 – Gasoline 10% ethanol E85 – Gasoline 85% Ethanol
State and Local Jurisdiction	select from the drop down box (Oregon or applicable city or county – must enter a separate Schedule INT08 when requesting a refund for multiple jurisdictions)
Equipment Type	select from drop down box
Description of Refundable Use	how boat is used
Boat/Vessel Reg Number	registration number
Comm'l/Charter License Number	commercial registration number
Refundable Gallons	Total gallons used in this vessel for period

Repeat this entry for each vessel.

After entering the data for a schedule, click the "Insert" button and close the box. If multiple entries are needed, begin typing in new information and click "Insert" after each entry.

INT09: Governmental Agencies Use

Avalara - Schedule Transaction	×
Transaction	
Schedule Code	INT09: Governmental Agencies Use
Product Code *	
State and Local Jurisdiction *	×
Equipment Type *	v
Refundable Gallons *	
	Insert
	Figure 15. INT09 schedule entry screen
Product Code	select from drop down box; most common codes are 065 – Clear Gasoline 160 – Clear Diesel 170 – Biodiesel E10 – Gasoline 10% ethanol E85 – Gasoline 85% Ethanol
State and Local Jurisdiction	select from the drop down box (Oregon or applicable city or county – must enter a separate Schedule INTO9 when requesting a refund for multiple jurisdictions)
Equipment Type	select from drop down box

Refundable Gallons gallons used in a refundable manner

After entering the data for a schedule, click the "Insert" button and close the box. If multiple entries are needed, begin typing in new information and click "Insert" after each entry.

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

Ori	EGON.	GOV											
Home	Tax Filing	eFil	ing R	eporting M	aintenance	Audit	Account	Admin					
MyTest; 246897	531			United States >	Oregon > Deale	er Refund Claim >	01/01/2015 - 12/3	1/2015 Se	equence O			•	
										Tax Ses	sions		
Tax Session	Scheduled	Task Stat	us										
Add New Re	ecord Oper	1		•									
Company Name	Company	Country	Jurisdiction	Taxpayer Description	Terminal Code	Tracking Number	Start Date	End Da	ite	Sequence	Due Date	Filed Date	Purged I
MyTest	2269	USA	OR	Dealer Refund Claim			1/1/2015	12/31/2	2015	n	12/31/2015		
Add New Re	ecord		1						Scheo	dule Transact action Validat	tions		
	1 ► ►]							Sessi	on Details	Size: 1	Change	
Export as sche	eduled task -	Excel	 Subr 	nit					View	Tax Return			
									File T	ax Return			
									Create Amendment				
							Untile	Tax Return					
						Delete	a Tax Session	ions					
									Data	File Upload	'		
									Query	Session			
									Query	Session (Be	ta)		

Figure 16. Session Detail location on menu

Select "Session Details" from the pop-up menu. The following screen is displayed:

Session Details						×
Country: USA Taxpayer Type: RDLRC Start Period: 6/1/2017		Jurisdiction: OR Terminal Code: Sequence: ORIGINAL				
Form Settings Form Ma	anual Entry History Log	Supporting Documents	Scheduled Tasks			
Country	United States	T				
Jurisdiction	Oregon OR	•				
Taxpayer Type	RDLRC - Dealer Re	fund Claim	•			
Tracking Number						
Begin Period Date	6/1/2017					
End Period Date	6/30/2017					
Sequence	0					
	ORIGINAL					
Filed Date	Open					
Include Schedules						
□ Tax Session Options —						
Prepared by	flybynight admin	Taxpayer	Group	•		
Submission Type	••••••••••••••••••••••••••••••••••••••	Due Date	7/31	1/2017		
	L				Save Optio	ons
		Save 8	Regenerate			

Figure 17. Session detail window

Select "Form Manual Entry" and complete the applicable fields.

ession Details		
Country: USA Taxpayer Type: RDLRC Start Period: 6/1/2017	Jurisdiction: OR Terminal Code: Sequence: ORIGINAL	
Form Settings Form Manual Entry History Log	Supporting Documents Scheduled T	asks
Field	Check to Override	Value
Indicate if fuel is acquired in bulk:		
Indicate if fuel is acquired from cardlock:		
Enter other methods used to acquire fuel:		
Indicate if fuel is acquired from retail:		
County Name		•
Date of Last Claim: *		
Principal Business? *		
Do you sell fuel to others?		
Do you maintain separate storage facilities for refundab non-refundable use?	le and	
	Save & Regenerate	

Figure 18. Form Manual Entry tab

Select the "Supporting Documents" tab. Click "Add New Record" and a dialog box will appear to upload the needed documents.

ssion Details										
Country: USA Taxpayer Type: Start Period: 1/1	RDLRC /2015				Jurisdiction: OR Terminal Code: Sequence: ORIGIN	IAL				
Form Settings	Form Manual Entr	y Filer Int	ent Hist	ory Log Comn	nents Supporting Do	ocuments Sche	eduled Task	s		
Add New Rec	ord					III Columns	Group B	y 🍸 Filte	er 🖁 Refi	resh
Description	Document 1	уре	Order	Format Type	Uploaded By	Uploaded Da	ate File	Move Up	Move Down	
No records to dis	splay.									
Add New Rec	ord					III Columns	Group B	y I 🍸 Filte	er 🖁 Refi	resh
	1 🕨 📕		Pa	ge: 1 of 1 Go	Page Size: 10 Ch	nange		Ite	em 0 to 0	of 0
Excel	▼ Exp	ort								
			Sav	e & Regenerate	Give Ownership					

Figure 19. Supporting Document tab

Once you have all fields entered and documents attached, click the "Save & Regenerate" button at the bottom of the screen.

Close the dialog box and select the refund line again.

Select "View Tax Report" from the pop up menu and verify the information is correct.

Select "Return to Tax Sessions" in the top right corner of the screen and select the refund line again.

Select "File Tax Return". The following screen is displayed:

Oregon.gov							
Home T	ax Filing eFiling	Maintenance	Audit	Account	Admin		
						File Tax	Return
Filing Status:	Open]					
Tax Return:	Dealer Refund Claim						
Terminal:]					
Tax Session Date:	6/1/2017 - 6/30/2017]					
Filing Due Date:	7/31/2017]					
Return Status:	Warnings						
Electronic Acknowledgement By checking the agreement and pressing 'Submit', I acknowledge this submittal is treated as an official submittal to the State of Oregon. Submitting this tax report shall constitute the signature of the submitter as if the tax return were actually signed. I agree to the conditions of this submittal. Submit							

Figure 20. Electronic Acknowledgement

Check the box at the bottom to agree to the submittal. Then click the "Submit" button at the bottom of the screen.

If there are balances due in the system for your account, the refund will be reduced by these amounts.