



Oregon

Theodore R. Kulongoski, Governor

Department of Transportation

Fuels Tax Group
550 Capitol St. NE
Salem, OR 97301-2530
(503) 378-8150
FAX (503) 378-3060
ODOTFuelsTax@odot.state.or.us

December 15, 2005

TO: Oregon Licensed Use Fuel Sellers **File Code:**

FROM: Fuels Tax Group, Oregon Department of Transportation

RE: New Use Fuel Seller Tax Report Forms

The Fuels Tax Group of the Oregon Department of Transportation (ODOT) is now publishing the new use fuel tax report forms. These forms are to be used by licensed sellers to report use fuel taxes to ODOT.

The primary benefits of the new forms include:

- Expanded retail stock summary schedule 1 to allow multiple locations to be listed on one page.
- Expanded retail pump meter readings schedule 2.
- New schedules 3, 4, and 5 to accommodate non-retail (cardlock), fleet fueling and other sales operations.
- Expanded instructions, including definitions, examples and line-by-line instructions to give clear guidance on how to complete the reports.

NOTE: If you only have attended retail sales and are accustomed to the “simple form” of previous years, you will not see much difference in the forms you will use to report your use fuel taxes.

New forms packets were mailed on December 15, 2005. Please start using the new forms to file your use fuel tax reports for the month of January 2006, due February 20, 2006. If you are approved for quarterly filing, begin using the enclosed forms with your 1st quarter report for 2006 due April 20, 2006. Old format forms may be used through the December 2005 or 4th quarter 2005 report period. If you did not receive a new forms packet please contact us and we will send a packet to you. The new forms will be available for download from the ODOT Website by late January 2006.

We will be happy to answer your questions as you begin using these new forms. Please do not hesitate to call us at 503-378-8150, or e-mail us at odotfuelstax@odot.state.or.us

When you call, tell the person who answers that you have a question or need help completing the new use fuel seller tax report forms and your call will be transferred to the appropriate staff member to respond to your concern.