

FUELS TAX COMPLIANCE GUIDE FOR USE FUEL USERS

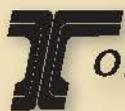
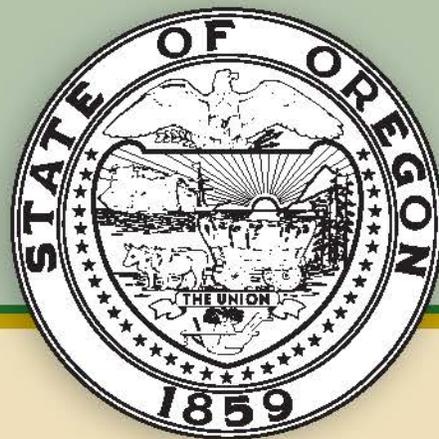


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Introduction to Fuels Tax in the State of Oregon

Whether by train, plane, car, bus, bicycle or on foot, we all depend in one way or another on a safe and reliable transportation system. A multi-billion dollar investment in our people, our environment and our state, Oregon's transportation system plays a role in nearly every aspect of life — we buy food that is trucked into a grocery store, our children travel to school on buses, tourists fly in, drive around the state and then fly out, fishermen earn a living with their boats, and goods are shipped in and out along rivers and the ocean – just to name a few.

A sound multimodal transportation system supports our existing economy, facilitates desired growth, reduces the costs of congestion and inefficiency, and links us together to promote success in all regions of the state.

The money that pays to preserve, improve and operate Oregon's road system comes from state, federal, county and city sources. Oregon funds its road system through "road user fees" based on these principles:

- Those who use the roads pay for them;
- Road users pay in proportion to the road costs for which they are responsible; and
- Road user fees are used for constructing, improving and maintaining roads.

(Excerpted from Oregon Department of Transportation Key Facts - 2008)

This publication discusses one of those "road user fees" -- fuels tax. Fuels tax is applied to all fuels used to propel motor vehicles on Oregon's roads and highways. The Fuels Tax Program is governed by Oregon Revised Statute 319, which divides fuel into two categories:

- Motor vehicle fuel and aircraft fuel taxes (non-diesel gasoline) – A motor vehicle fuel dealer is defined as any person who imports, exports, produces, refines, manufactures, blends or compounds motor vehicle fuel or aircraft fuel.
 - Motor vehicle fuel is taxed at 30¢/gallon
 - Aviation gas is taxed at 9¢/gallon
 - Jet fuel is taxed at 1¢/gallon
- Use fuel taxes (diesel, bio-diesel, propane, compressed natural gas, etc.)
 - Use fuel is taxed at 30¢/gallon

Use fuel licensees are divided into two main categories:

- **Use fuel sellers:** any person who sells use fuel to a user by placing these fuels into a receptacle of a motor vehicle, from which receptacle the fuel supplied is used to propel the motor vehicle on the roads of this state.
- **Use fuel users:** any person who receives fuels, other than gasoline or gasoline blends, into any receptacle on a motor vehicle with the fuel used to propel the motor vehicle on the highways of this state.

A use fuel bulk distributor is any person who sells bulk use fuel to a use fuel user, collects the tax and is not otherwise qualified as a use fuel seller, as defined by ORS 319.520 (9)), and is therefore not licensed with the state of Oregon.

This publication continues by outlining the responsibilities and requirements of **use fuel users**. Responsibilities and requirements of use fuel sellers, use fuel bulk distributor and motor vehicle fuel dealers are outlined in separate publications.

Use Fuel Users

Use fuel users may use fuel in a manner that requires them to obtain a valid user's license. The law requires the person receiving un-taxed use fuel into the fuel tank of the motor vehicle to be licensed under most circumstances. This includes, but is not limited to:

- manufacturing biofuels for use in your vehicles;
- placing waste vegetable oil directly into the fuel receptacle of a motor vehicle;
- operating vehicles over 26,000 pounds that are otherwise exempt from paying weight-mile tax (e.g. farm vehicles, charitable organizations, etc.);
- operating "split-weight" vehicles whose Oregon miles are not completely subject to the weight-mile tax;
- operating local government vehicles (cities, counties, state agencies, special districts, etc.); and
- operating vehicles for public schools or education service districts, under certain conditions.

Note: The tax liability and licensing requirement remains with the user who is placing the fuel into the fuel tank of the vehicle(s) that are going to be using the roads even if the user pays the tax to the bulk supplier. This is true even if the bulk supplier is registered and has agreed to remit the tax on behalf of the user.

How Do I Purchase Fuel Without the Tax?

Purchasing fuel without the tax is permitted if the user has operations that will use all or part of the fuel in a non-taxable manner (off-road, in equipment, etc.). Fuel may be purchased without paying the tax (also known as purchasing "ex-tax" or "tax-deferred," as the case may be), in the following manner:

- Bulk fuel sales are not taxable when delivered to the purchaser. This allows users to determine their taxable usage and remit tax accordingly. No credentials are necessary to purchase bulk fuel ex-tax. If tax is paid to the bulk supplier and the tax is not remitted to ODOT, then ODOT will look to the user to pay the tax because the tax liability remains the user's responsibility.
- Fuel may be sold without the tax if placed into vehicles presenting valid ODOT-issued credentials.
 - The most common of these credentials are weight receipts, plates or temporary passes issued by the Motor Carrier Transportation Division to vehicles subject to the weight-mile tax. F-plates are NOT a valid credential for the purpose of purchasing fuel ex-tax under the use fuel tax laws.
 - Another credential is an emblem provided by the Fuels Tax Group. An emblem is a document issued by the Oregon Department of Transportation's (ODOT) Fuels Tax Group, which authorizes the user to purchase fuel without the tax. Emblems are issued for a calendar year. An emblem must be presented to the seller at the time of sale. Emblems are only issued to users licensed by the Fuels Tax Group (see the section entitled *Application and Form Instructions*).

How Do I Become Licensed as a User?

The process begins with completing an application and providing a surety bond. Once these documents are provided and the information is verified, a license is issued containing a unique license number that is used in all reporting and correspondence. There are no licensing fees. Forms are available on our website (<http://fuelstax.oregon.gov>) or by contacting the Fuels Tax Group during regular business hours.

See the section entitled *Completing the Application*.

Once I Am Licensed, What Do I Need to Do?

Compliance with fuels tax law consists of several things:

Record Keeping

Records must be kept for a minimum of three years from the date the tax was due. Specifically, users must keep:

- Records showing tax was paid on all purchases and remitted to Fuels Tax Group, or
- Records of
 - fuel received or purchased, specific to each vehicle, supported by purchase invoices or receipts (both tax-paid and ex-tax);
 - each motor vehicle's mileage or hourly operations, supported by vehicle trip records;
 - bulk fuel purchased and used during the reporting period with detail of inventory, purchases, metered withdrawals, sales, and transfers, supported by fuel consumption records; and
 - Physical inventory taken at the end of the month and preserved for audit purposes.

Reporting

Reporting consists of submitting:

- a Use Fuel User Tax Report. The tax report is a summary of activity resulting in potential tax liability;
- supporting schedules detailing motor vehicle mileage or hourly operations and fuel usage activity summarized on the tax report; and
- payment of the tax liability (if applicable).
- A user may opt for the Use Fuel User Simplified Reporting, in which case the user only submits the Simplified Tax Report every month and no schedules.

Note: If you are a user that has an obligation to report to Motor Carrier Transportation Division, you may not want to opt for simplified reporting because it may preclude you from getting credit for taxes paid on fuel. If you have questions, please consult a Fuels Tax Group auditor.

Report due dates are based on average tax liability.

- If the average monthly tax liability is \$300 or greater, **or** the user who opts for Simplified Reporting: Monthly reporting due on 20th of the next calendar month.
- If the average monthly tax liability is less than \$300: Quarterly reporting due on 20th of the next calendar month.
 - 1st Quarter due April 20
 - 2nd Quarter due July 20
 - 3rd Quarter due October 20
 - 4th Quarter due January 20
- If the average annual tax liability is less than \$100: Annual reporting due on January 20th of the following year.

For users with only one vehicle that weighs less than 8,000 pounds, the annual tax report is due on or before March 1st of the following calendar year. An accurate record of total miles traveled must be kept to support Oregon use fuel miles.

Compliance with Audits

The licensee must cooperate in periodic audits performed remotely or on-site. Upon request, the licensee must also provide and make available required records to the Fuels Tax Group during normal business hours. In the event the auditor for the state is, at any time, required to go outside of Oregon in order to examine such records, the licensee must reimburse the state for travel expenses, including transportation, meals, and lodging costs incurred by the auditor.

What Is Involved in an Audit?

Audits are reviews of tax reports and supporting documentation that verify the accuracy of information reported. Audits may be conducted from our office, at the licensee's location or both.

Supporting documentation may be any one of the items listed in *Record Keeping* of the previous section. Once the audit is completed, there may be an assessment of additional taxes due, or another adjustment. Any assessment of additional taxes due must be disputed or paid within thirty days of the date of the assessment, otherwise the assessment becomes final and collection action may be taken.

Oregon Revised Statute 319 places a three year statute of limitations on making additional tax assessments. However, if sufficient evidence shows intent to defraud, neglect to comply or refusal to comply, assessments may be made past the three year limitation period.

What Are the Penalties for Non-Compliance?

Penalties and interest are applied based on the degree of non-compliance.

- Failure to obtain a license = 25% of the tax liability.
- Late reports and/or payments = 10% of the tax liability.
 - Reports and payments are considered to be filed timely if received on or before the due date or if a valid, legible United States Postal Service postmark/cancellation stamp or other third party evidence indicates the report/payment was remitted on the due date (postage meter machine dates are not considered valid evidence of timely filing as they may be changed by the user).
 - Late penalties apply to audit assessments as well.
- The interest applied to late payments of tax is 0.0329% (0.000329) daily which is approximately 1% per month or 12% per year.

How Often Will the Fuels Tax Group Be in Contact With Me?

The Fuels Tax Group is available Monday through Friday, 8:00 am to 5:00 pm to assist the public in complying with fuels tax law. We may also contact current licensees with recently revised information or reporting requirements, changes in application of fuels tax law or changes in industry that affect compliance.

The Fuels Tax Group will also contact licensees in writing for the following reasons:

- reports/payments were not received;
- errors in tax reports resulting in additional tax liability owing;
- errors in tax reports resulting in credits to the licensee;
- errors/omissions of required information; and/or
- any other issue requiring the licensee's attention.

Can I Ever Cancel My Use Fuel User License?

Once the conditions that required licensing are no longer present, you may request (in writing) that your license be canceled. The Use Fuel User Cancellation form (734-2807) is available by mail or on the Fuels Tax Group website at: <http://fuelstax.oregon.gov/>. If you request cancellation, you must continue to file reports until you receive a notice of cancellation from the Fuels Tax Group. The Fuels Tax Group may also contact you if it finds reason to believe you no longer need to be licensed.

Once I Am Filing Reports, Can I Ever Change the Filing Frequency?

Report filing due dates are based on the tax liability of the licensee. If the liability increases or decreases, the licensee may contact the Fuels Tax Group (in writing) and request the filing frequency be changed. Additionally, the Fuels Tax Group periodically reviews licensee filing history and will advise those licensees if their new tax liability has changed their filing requirements.

Application Instructions

Once the Fuels Tax Group receives the license application, it is reviewed for completeness. If additional information is needed, we will attempt to make contact by phone or e-mail to obtain the information. If all the required information is provided, the license will be issued along with the following:

- License – card displaying the license number and licensee information
- Reporting frequency – Use Fuel Users generally report on a calendar quarter; more or less frequent reporting may be required or allowed based on use usage amounts.
- Use Fuel User tax report forms and this Compliance Guide – also available on-line.

Completing the Application

The application to obtain a Use Fuel User license is available by mail or on the Fuels Tax Group website at: <http://fuelstax.oregon.gov/>.

The last page of the application contains instructions for its completion. Please make sure to provide:

- How the fuel is purchased and from whom.
- Ownership information including a copy of:
 - Articles of Incorporation;
 - Limited Liability Corporation Operating Agreement;
 - Partnership Agreement;
 - Charter or Certificate of Authority To Do Business; and/or
 - Any other document showing owners of the business
- Date of the first use of fuel.

Power of Attorney forms are also available and required if a licensee is using a person or entity to act in the licensee's behalf. The Fuels Tax Group will not provide information to anyone who is not duly authorized by the licensee.

Completing the Use Fuel User Bond form

This bond provides the department a means of recovering revenue in the case of default by the tax payer. The form must be signed by the licensee and the bond company as evidence that a bond was secured and is in force at the time of licensing. If the bonding company provides a similar form that is acceptable to the department, it may be used in lieu of the form provided with the license application or obtained from our website.

Bonds will be for an amount that is twice the estimated monthly tax liability. If the estimated monthly tax liability cannot be determined based on existing information, the minimum bond amount is \$100. Based on average tax liability, bond amounts may be increased or decreased either at the request of the licensee (in writing) or during the Fuels Tax Group's annual review of bonds.

Deposits in Lieu of Bond

Instead of providing a surety bond, the licensee may elect to place funds or securities on deposit with the department. This requires the completion of the Deposit in Lieu of Bond form which is available by mail or on the Fuels Tax Group website at: <http://fuelstax.oregon.gov/>. The form must be signed by the depositor.

Completing the Emblem Request form

Emblems are not required for E-plated vehicles, those who pay the tax when they fill their tanks at a fueling station into motor vehicles with a combined weight of 26,000 pounds or less, or for those who have valid Motor Carrier Transportation Department credentials allowing fuel to be purchased ex-tax.

The form to obtain use fuel vehicle emblems is available by mail or on the Fuels Tax Group website at: <http://fuelstax.oregon.gov/>. The form allows the use fuel user to request new emblems, delete existing emblems and make corrections on existing emblems. In all instances, some form of vehicle identification is required such as plate numbers. Emblems are issued for a calendar year and replaced annually through a verification and renewal process. There are no fees for emblems.

Tax Report and Schedule Instructions

The Use Fuel User Tax Report and supporting schedules are designed to meet statutory reporting and record keeping requirements while at the same time providing the necessary information for the Fuels Tax Group to verify the accuracy and validity of the information being reported. These forms have also been designed to accommodate the various types of Use Fuel User operations in use today.

Rather than leave a licensee in the dark as to how to properly report their fuel usage and remit the applicable taxes, this guide was created to provide step by step detailed instructions. Licensees may also contact the Fuels Tax Group at any time and receive one-on-one assistance from an experienced staff member.

The degree of complexity in completing these forms depends upon the licensee's operations. You may take into consideration whether some of your operation is not subject to taxation.

Ultimately, our goal is to enable licensees to file reports and supporting schedules that accurately summarize all motor vehicle operations (mileage or hourly) and fuel usage. These reports help calculate actual tax liability and allow the department to reconcile and verify the accuracy of the reports to ensure the licensee is in compliance with the law.

Some other issues that can complicate proper reporting are:

- purchasing and using both tax paid and ex-tax fuel;
- storing tax paid and ex-tax fuel in the same bulk storage tank;
- engaging in both off-road and on-road activities;
- operating a vehicle out of the state;
- operating vehicles subject to both the weight-mile tax and the fuels tax depending on their empty versus loaded weight (commonly referred to as "split-weight");
- operating farm vehicles on-road and off-road;
- operating self-propelled vehicles that are considered "equipment" on highway;
- using farm vehicles in a commercial manner ("haul for hire"); and
- having multiple companies sharing bulk storage fuel.

Note: Licensees may use the forms supplied by the Fuels Tax Group or may provide similar forms that provide the same type of information, **which have been reviewed and approved by the department.**

Use Fuel User Simplified Tax Reporting

Other users may opt for Use Fuel User Simplified Reporting. User Simplified Reporting allows users to report and pay tax on **ALL** gallons of fuel purchased regardless of usage. Payment of tax may be made to the properly registered bulk supplier or may be made directly to the department on a **MONTHLY** basis. Please note that if a user opts for User Simplified Reporting, **it does not relieve the user of any record keeping requirements mandated by Oregon law nor the legal obligation for the payment of the tax.** For this reason, it may be in the users' best interest to buy fuel without the tax, report those purchases and remit the taxes directly to Fuels Tax Group. This option and its accompanying tax report will be discussed after the regular user tax report and supporting schedules.

The Simplified Report option may not be advantageous for:

- school bus companies that have student and non-student miles,
- construction companies that fuel equipment and light fleet vehicles,
- motor carriers with split weight operations and potential dual tax liabilities,
- operations that use bulk fueling, retail and cardlock facilities or
- operations that produce bio-diesel.

NOTE: Users who purchase both tax-paid and ex-tax gallons CANNOT use simplified reporting.

Line By Line Instructions

The regular Use Fuel User Tax report and its accompanying schedules, the Use Fuel User Simplified Tax Report, and the Tax Report for annual filers are each summarized, line by line, on the following pages. Examples of these forms are provided at the end of the summary.

USE FUEL USER TAX REPORT (form 735-1325UU)

General Purpose: *to report total taxable gallons and calculate tax owed.*

Note: *Dyed diesel should not be included in this report unless it is used to propel motor vehicles on the highways despite federal prohibition.*

Reporting Period:

Write in the reporting period (the calendar month, quarter, or year) for which the report is being prepared. If you are an annual filer with one vehicle under 8,000 pounds, complete the applicable report.

Amended Reports:

If this report corrects a prior period report, check the box indicating this is an amended report. Complete the report with the corrected figures (as if filing for the first time), and attach all schedules that have been adjusted. When amending reports for prior years, you may use the current forms and correct the tax rate. From 1993 to 2010 the rate was \$0.24 per gallon.

User Information:

Complete the user name, address and license number (assigned by the Fuels Tax Group and displayed on the license card) fields in the header section of the report.

Line 1: Taxable Gallons of Use Fuel

Total of column 12 line 3 from Schedule A. All licensees are **REQUIRED** to fill out Schedule A (unless you opt for User Simplified Reporting).

Line 2: Fuel Purchased Tax-Paid

Total gallons of column 8 from Schedule C added to total tax paid gallons of line 5 from Schedule B. Include copies of invoices/receipts showing payment of the tax. Do not include tax paid fuel for which a Motor Carrier Transportation Division (MCTD) fuels tax credit has been/will be given, or fuel that was purchased out of state. Legible copies of all Oregon tax-paid invoices/receipts must be included with your reports. **Fueling information must be vehicle specific.**

Note: Tax paid on fuel still in bulk storage inventory is reported when the fuel is **USED** (put into the fuel receptacle of a motor vehicle), not when it is purchased.

Only include Oregon tax paid fuel that has been placed in each vehicle reported on Schedule A used to operate in Oregon. Also, you can only include that part of the Oregon tax paid fuel used in another state if additional tax is paid to the other state on the same fuel (**proof must be provided**).

Line 3: Total Taxable Gallons of Use Fuel

Subtract line 2 from line 1 and enter the result on line 3.

Rules for Rounding (Lines 1 through 3)

If your schedule includes fractional gallons, round up or down to the nearest whole gallon. For example, 12,915.502 gallons rounds up to 12,916 gallons while 43,258.498 gallons rounds down to 43,258 gallons.

Line 4: Use Fuel Tax

Multiply the gallons on line 3 by the current tax rate as indicated.

Line 5: Interest

Interest is due when the report and/or payment is received after the due date. Interest is computed on the net tax due as shown on line 4. The interest rate is 0.0329% per day (0.000329).

How to Compute Interest:

Enter the due date in the first box, and enter date paid (must match the postmark date, as referenced in the *What Are the Penalties for Non-Compliance?* section) in the second box on line 5. Count the number of days late, and enter in the third box on line 5.

Multiply the tax on line 4 by the number of days late by 0.000329 (the daily interest rate), and enter the result on line 5. For example, if you owed \$3,500 in tax, and were 10 days late with your payment, the interest due would be \$11.52 (3,500 x 10 x 0.000329).

Line 6: 10% Late Payment Penalty

The 10% late payment penalty is due whenever your report and/or payment is received after the due date. The penalty is computed on the net tax liability, NOT the tax balance due (as in the case when a partial payment is made). To calculate the penalty, multiply the net tax as computed on line 4 by 0.1 (ten percent); enter the result on line 6.

You may request, in writing, a waiver of the late payment penalty. When your request is received, filing history and other factors will be reviewed to determine whether you meet the criteria for a penalty waiver. Payments are applied first to penalty, then to interest, then to tax. Any remaining balance will continue to accrue interest until paid.

If you file your report late and do not include penalty and interest with your remittance, the Fuels Tax Group will compute the amount due and issue a Customer Service Letter (CSL) showing the balance due. The letter will show a tax balance due, with interest accrued from the postmark date of the report to the due date stated on the letter.

Line 7: Other Amounts Paid or Deducted

List additional obligations being paid (audit assessments, invoices, etc.) or pre-approved credits being taken and provide supporting documentation (e.g., letter from the Fuels Tax Group, copy of invoice, copy of audit assessment, etc.).

Amended Reports

If you are filing a report to amend a prior period report, enter the amount paid with the original report on line 7. Deduct this amount from the revised amount due shown on line 4. If the amended report results in additional tax due, remit the tax, and any penalty and interest due if the revised report is filed after the due date for the report period. Penalty and interest are calculated on the additional tax. If the revised report results in a credit, we will review the amended report and issue a determination.

Line 8: Total Due

Add the amounts on lines 4, 5, 6, and 7, and enter the total on line 8.

CERTIFICATION OF USER:

Sign and date the completed form on the lines provided, and legibly print the name of the person signing the form, and the title. Print the name and title of the report preparer on the line indicated, if other than the person signing the report.

Example of the Tax Report

Make check payable to and mail report and payment to :
OREGON DEPT OF TRANSPORTATION
FUELS TAX GROUP UNIT 06
PO BOX 4395
PORTLAND OR 97208-4395

State of OREGON Use Fuel User Tax Report

This report is required to be received by the ODOT-Fuels Tax Group on or before the **20th** day of the month/quarter, or year, following the end of the calendar reporting period. See Use Fuel User Compliance Guide for specific information on due dates.

OREGON DEPARTMENT OF TRANSPORTATION
FUELS TAX GROUP - MS21
550 CAPITOL ST NE
SALEM OR 97301-3871
PHONE: (503) 378-8150 or (888) 753-2525
FAX: (503) 378-3060
<http://fuelstax.oregon.gov>

CALENDAR MONTH/QUARTER/YEAR FOR THIS REPORT: Jan-12

CHECK BOX IF THIS REPORT AMENDS A PREVIOUS REPORT (See User Compliance Guide)

Please print.

Licensee Name	Oregon Use Fuel User Trucking		USE FUEL USER LICENSE NUMBER	12345	
Address	1234 User Street				
City	Salem	State	OR	Zip Code	97000

TAXABLE GALLONS:

GALLONS

1 TAXABLE GALLONS OF FUEL (from Schedule A, column 12, line 3)					736		
2 FUEL PURCHASED TAX PAID from:	Sched B line 5	0	plus	Sched C col 8	182	=	182
NOTE: Copies of tax-paid invoices/receipts (specific to each vehicle(s) reported on Schedule A) must be attached. Fuels tax credits received (on weight mile reports, etc.) must be subtracted from the tax paid fuel being reported in line 2. See instructions.							
3 TOTAL TAXABLE GALLONS OF USE FUEL (line 1 minus line 2)						554	
4 USE FUEL TAX (multiply taxable gallons on line 3 by the current tax rate of 0.30)						\$166.20	
5 INTEREST (when applicable)	DUE DATE	2/21/2012	POSTMARK DATE	40996	DAYS LATE	35	\$1.91
MULTIPLY TAX ON LINE 4 BY NUMBER OF DAYS LATE BY 0.000329							
6 10% LATE PAYMENT PENALTY: multiply tax due on line 4 by .10						\$16.62	
7 OTHER AMOUNTS PAID/(DEDUCTED) (attach documentation; see User Compliance Guide)							
8 TOTAL DUE (add lines 4, 5, 6, AND 7)						\$184.73	

MAKE CHECKS PAYABLE TO OREGON DEPARTMENT OF TRANSPORTATION (ODOT)

CERTIFICATION OF USER: I hereby certify that this report, including the accompanying schedules and statements, is a full, true, and complete report of the number of gallons of "fuel" as defined by ORS 319.520 used to propel motor vehicles on the highway. MUST BE SIGNED BY A PRINCIPAL OFFICER OR BY AN AUTHORIZED AGENT WHEN MADE BY A CORPORATION, AND BY THE MANAGING AGENT OR OWNER WHEN MADE BY A FIRM OR ASSOCIATION. AN INDIVIDUAL IS REQUIRED TO SIGN HIS OR HER OWN REPORT.

_____ SIGNATURE	_____ TITLE	_____ DATE
_____ PRINTED NAME OF SIGNER (SEE CERTIFICATION ABOVE)	_____ PRINTED NAME AND TITLE OF REPORT PREPARER	

735-1325UU (rev 01/11)

SCHEDULE A – VEHICLE OPERATIONS

General Purpose of Form: *to record total miles traveled and total amount of fuel used by each vehicle, combined with taxable gallons from Schedule A(H) (if applicable), to determine total taxable gallons. All licensees are **REQUIRED** to complete Schedule A unless the user opts for simplified reporting.*

Reporting Period and User Information:

Write in the reporting period (the calendar month, quarter, or year) and license number for which this report is being prepared.

Column 1: Vehicle Equipment Number

Enter the identifying number you have assigned to the vehicle. If a card-operated fueling system is used, include the card name or number in this field and it will assist us in associating fuel purchases to a specific vehicle.

Column 2: Vehicle Emblem or Plate Number

Enter the emblem number assigned to this vehicle by the Fuels Tax Group or qualified ODOT credentials (e.g. weight receipt, plate number, etc.). ODOT credentials other than emblems are issued by the Motor Carrier Transportation Division.

Column 3: Ending Odometer Reading

Enter the odometer reading from the vehicle, taken at the close of operation on the last day of the calendar month (or last day of the reporting period). Ending odometer readings become the beginning odometer readings for the next reporting period. Gaps in odometer readings are one of the most common errors resulting in tax adjustment.

Column 4: Beginning Odometer Reading

Enter the odometer reading from the vehicle, taken at the beginning of operation on the first day of the calendar month (or first day of the calendar reporting period). This will be the same figure as the ending odometer reading from the prior reporting period.

Column 5: Total Miles Traveled

Column 3 minus column 4. Calculate for each vehicle listed.

Column 6: Out of State or Off Road Miles

If the vehicle is operated outside the state of Oregon, or off-road on private property, those miles may be deducted from total miles traveled in determining Oregon use fuel miles. These are called exempt miles; all exempt miles must be properly documented. Acceptable documentation includes trip records with odometer or hubometer readings that show the mileage when the vehicle left the state and when it returned, and when it is operated on private property. Failure to maintain appropriate documentation may result in disallowance of exempt miles thereby increasing Oregon use fuel miles; resulting in assessment of additional tax due when the licensee is audited or reviewed.

NOTE: Some motor vehicles (e.g., equipment) used on highway may simply have a gauge for monitoring hours the equipment is operated. In those instances, sufficient records are required to show how much fuel was used by the equipment and whether the fuel was used in a taxable manner. **These operations are reported on Schedule A(H) to be discussed later.**

Column 7: Oregon Miles Reported to MCTD

If some of the vehicle's Oregon operation is subject to Oregon's weight-mile tax, the miles reported to Motor Carrier Transportation Division (MCTD) may be deducted when determining Oregon use fuel miles. Only deduct those miles that were reported as Oregon miles, and for which the weight-mile tax was paid. On-road operations exempt from the weight-mile tax are subject to the use fuel tax.

Column 8: Student Transportation Miles

If vehicles are used by a school or education service district or its contractor, the miles traveled while transporting students to and from school or school-sponsored events may be deducted from total miles traveled when determining Oregon use fuel miles. If the school vehicles are not used to transport students, these operations are not exempt from tax.

Note: Driver training, route planning and maintenance are considered student transportation miles.

Column 9: Oregon Use Fuel Miles

Subtract column 6, column 7 and column 8 from column 5 to determine Oregon use fuel miles.

Column 10: Total Gallons of Fuel Used

Enter the total fuel used, per vehicle, **from all sources**. This includes fuel purchased both in and out of the state. Fuel purchased in Oregon or outside the state of Oregon should be documented on Schedule B or Schedule C, as needed. If a vehicle(s) has recorded gallons on both Schedules B and C, the gallons must be combined in this column. This figure is used in conjunction with total miles traveled to compute average miles per gallon per vehicle for the reporting period.

Column 11: Average Miles per Gallon (MPG)

Total miles traveled (column 5) divided by total fuel used (column 10). This takes into account all fuel purchased and all miles traveled during the report period.

Note: MPG may fluctuate dramatically from one report to the next, due to when the fuel is actually used. It is important that the average MPG for each vehicle be calculated using the actual gallons put into the vehicle and total miles operated during a given report period.

Column 12: Taxable Gallons

Divide column 9 by column 11 (use fuel miles divided by average MPG). This determines the gallons of fuel subject to the use fuel tax.

Total the gallons in column 12 on line 1. Add the amounts on lines 1 and 2 and enter the total on line 3: carry the total forward to line 1 of the Use Fuel User Tax Report (taxable gallons of fuel).

PROPANE AND NATURAL GAS CONVERSION:

For propane and CNG (compressed natural gas) a conversion factor is applied to the total taxable gallons before computing the tax. Once the gallons are totaled in column 12, divide the gallons by the following factors to compute the related taxable gallons:

Propane: Total taxable gallons divided by 1.3 (for example, 1000 gallons / 1.3 = 769 taxable gallons)

Natural Gas: Total taxable gallons divided by 1.2 (for example, 1000 gallons / 1.2 = 833 taxable gallons)

NOTE: These fuels are delivered using a temperature controlled valve that is scaled to deliver fuel at 60 degrees.

SCHEDULE A(H) – VEHICLE (EQUIPMENT) HOURLY OPERATIONS

General Purpose of Form: *to record total hours operated and total amount of fuel used by each vehicle (equipment) to determine total taxable gallons to be carried over to Schedule A line 2.*

Reporting Period and User Information:

Write in the reporting period (the calendar month, quarter, or year) and license number for which this report is being prepared.

Column 1: Vehicle Equipment Number or Description

Enter the identifying number or description you have assigned to the vehicle. If a card-operated fueling system is used, include the card name or number in this field and it will assist us in associating fuel purchases to a specific vehicle.

Column 2: Vehicle Emblem or Plate Number

Enter the emblem or plate number assigned to this vehicle by ODOT (if applicable).

Column 3: Ending Hour Reading

Enter the hour reading from the vehicle, taken at the close of operation on the last day of the calendar month (or last day of the reporting period). Ending hour readings become the beginning hour readings for the next reporting period. Gaps in hour readings are one of the most common errors resulting in tax adjustment.

Column 4: Beginning Hour Reading

Enter the hour reading from the vehicle, taken at the beginning of operation on the first day of the calendar month (or first day of the calendar reporting period). This will be the same figure as the ending hour reading from the prior reporting period.

Column 5: Total Hours Operated

Column 3 minus column 4. Calculate for each vehicle listed.

Column 6: Out of State Hours

If the vehicle is operated outside the state of Oregon, those hours may be deducted from total miles traveled in determining Oregon use fuel hours. These are called exempt hours; all exempt hours must be properly documented. Acceptable documentation includes trip records with hour readings that show the hours when the vehicle left the state and when it returned. Failure to maintain appropriate documentation may result in disallowance of exempt hours thereby increasing Oregon use fuel hours; resulting in assessment of additional tax due when the licensee is audited or reviewed.

Column 7: Off Road Hours

If the vehicle is operated off road on private property, those hours may be deducted from total hours operated in determining Oregon use fuel hours. These are called exempt hours; again, all exempt hours must be properly documented. Acceptable documentation includes trip records with hour readings that show the hours when the vehicle is operated on private property. Failure to maintain appropriate documentation may result in disallowance of exempt hours thereby increasing Oregon use fuel miles; resulting in assessment of additional tax due when the licensee is audited or reviewed.

Column 8: Oregon Use Fuel Hours

Subtract column 6 and column 7 from column 5 to determine Oregon use fuel hours.

Column 9: Total Gallons of Fuel Used

Enter the total fuel used, per vehicle, **from all sources**. This includes fuel purchased both in and out of the state. Fuel purchased in Oregon or outside the state of Oregon should be documented on Schedule B or Schedule C, as needed. If a vehicle(s) has recorded gallons on both Schedules B and C, the gallons must be combined in this column. This figure is used in conjunction with total hours operated to compute average hours per gallon per vehicle for the reporting period.

Column 10: Average Hours per Gallon (HPG)

Total hours traveled (column 5) divided by total fuel used (column 9). This takes into account all fuel purchased and all hours operated during the report period.

Note: HPG may fluctuate dramatically from one report to the next, due to when the fuel is actually used. It is important that the average HPG for each vehicle be calculated using the actual gallons put into the vehicle and total hours operated during a given report period.

Column 11: Taxable Gallons

Divide column 8 by column 10 (use fuel hours divided by average HPG). This determines the gallons of fuel subject to the use fuel tax.

Forward the total of column 11 to line 2 of column 12 of the Schedule A.

PROPANE AND NATURAL GAS CONVERSION:

For propane and CNG (compressed natural gas) a conversion factor is applied to the total taxable gallons. Once the gallons are totaled in column 11, divide the gallons by the following factors to compute the taxable gallons to be carried over to Schedule A:

Propane: Total taxable gallons divided by 1.3 (for example, 1000 gallons / 1.3 = 769 taxable gallons)

Natural Gas: Total taxable gallons divided by 1.2 (for example, 1000 gallons / 1.2 = 833 taxable gallons)

NOTE: These fuels are delivered using a temperature controlled valve that is scaled to deliver fuel at 60 degrees.

SCHEDULE B – BULK FUEL STOCK SUMMARY

General Purpose of Form: *to summarize use fuel stored, purchased and withdrawn from bulk tanks (e.g. onsite stationary tanks and portable tanks).*

The Fuel Consumption Record, the Consumption Section and invoices are the supporting documents for this schedule and are discussed later.

Note: The complexity of the record keeping involved is directly affected by tax status of the fuel withdrawn, tax status of the receiving vehicle(s)/equipment, tax status of the tanks used by the licensee and whether tax-paid and ex-tax purchases are co-mingled into one tank.

For example, a licensee may have two tanks. One is supplied with tax-paid fuel and one is supplied with ex-tax fuel. All vehicles where their operations are subject to fuels tax will receive fuel from the tank holding tax paid fuel. All vehicles where 100% of their operations are NOT subject to the fuels tax (equipment not used on highway, weight-mile vehicles, etc.) and non-vehicular equipment will receive fuel from the ex-tax tank.

If a single tank is used, the licensee is strongly encouraged to purchase all fuel ex-tax. If the user purchases some fuel tax paid and some ex-tax, the licensee will need to keep detailed records of the tax status of all fuel purchased and placed in the tank along with detailed records of the tax status of all fuel withdrawn from the tank. Running inventories of each tax status must be maintained in a consistent fashion. You will want to contact the Fuels Tax Group to acquire a Schedule B that will accommodate this type of co-mingled activity (discussed later).

Reporting Period and User Information:

Write in the reporting period and license number for which this report is being prepared.

Tank Name/Number/Descriptor

For each bulk tank, enter the tank name or identifier. Use one column for each tank. If you have more than two tanks, use multiple copies of this schedule in order to record information for each of your tanks. Each tank must monitor either tax paid or ex-tax fuel handled.

Line 1: Physical Inventory at Beginning of Period

Enter the beginning physical inventory (number of gallons) of use fuel in each tank. The beginning inventory is the total gallons of use fuel on hand for that tank at the beginning of the reporting period. The beginning inventory MUST agree with the ending inventory of the previous reporting period.

Note: An acceptable method must be used to measure beginning and ending tank inventory levels. This may be either manual stick readings or electronic tank monitor readings.

Line 2: Total Gallons Purchased

Enter the total gallons of use fuel purchased during the reporting period for each tank, which is obtained from the summary total of purchases from each supplier detailed and totaled at the bottom of the page (Total Purchases), and carried over to this line.

Line 3: Gallons Available for Use

Enter the sum of line 1 plus line 2 for each tank.

Line 4: Physical Inventory at End of Period

Enter the ending physical inventory (number of gallons) of use fuel in each tank. The ending physical inventory is the total gallons of use fuel in the tank at the end of the last day of the reporting period. Obtain ending tank inventory only by acceptable methods of measurement. The ending inventory will become the beginning inventory for the next reporting period.

Line 5: Use Fuel Consumed During Report Period (to be carried over to Schedule A)

Compute from consumption records the total metered gallons of fuel used in Schedule A vehicles.

Line 6: Use Fuel Consumed During Report Period (for equipment not used on highway, off-road use, and 100% weight-mile operations)

Compute from consumption records the total metered gallons of fuel used in containers, vehicles and equipment that are not reported on Schedule A.

Purchases (Summary)

Summary record of fuel purchases, by each supplier, deposited into each tank are totaled in this section and carried over to line 2.

Note: If dyed diesel from a bulk storage tank is placed into a vehicle/equipment used on highway, this bulk storage tank must also be reported on the Schedule B and reflected the same as instructed above.

Example of Schedule B

State of Oregon Use Fuel User Tax Report SCHEDULE B - Bulk Fuel Stock Summary with Fuel Purchases and Usage		OREGON DEPARTMENT OF TRANSPORTATION FUELS TAX GROUP - MS21 550 CAPITOL ST NE SALEM OR 97301-3871 PHONE: (503) 378-8150 or (888) 753-2525 FAX: (503) 378-3060 http://fuelstax.oregon.gov	
Space is provided for two tanks (use additional forms for additional tanks). If you co-mingle tax-paid and ex-tax purchases into one tank, use Form 735-1325 Sched B CM. See the Use Fuel User Compliance Guide for additional information on column entries.			
Period: <u>Jan-12</u> License #: <u>12345</u>			
Tank Name(s)/Number(s)/Description(s): <u>Tank 1 (10k)</u>			
INVENTORY		Storage	Storage
1	Physical inventory at beginning of period:	500	
2	Total Gallons Purchased:	2,000	
3	Gallons Available For Use (line 1 + line 2):	2,500	
4	Physical inventory at end of period:	1,763	
5	Use Fuel Consumed During Report Period (to be Carried Over to Schedule A):	735	
6	Use Fuel Consumed During Report Period (for Off-Road Equipment and Use, and 100% Weight-Mile Trucks):	-	
PURCHASES (Summary)			
Supplier(s)		Gallons Purchased	Gallons Purchased
<u>Use Fuel Supplier #1</u>		2,000	
Total Purchases (should carry over to line 2):		2,000	
735-1325 Sch B (01/11) Attach additional pages if necessary			

Schedule B for Co-Mingling Fuel

The Schedule B below will be used if you choose to co-mingle tax-paid and ex-tax fuel in the same bulk storage. Co-mingling fuel will not only complicate reporting but record keeping as well. Fuels Tax Group strongly recommends that you do not co-mingle fuel.

If you choose to co-mingle tax-paid and ex-tax into the same bulk storage tank, you will want to contact the Fuels Tax Group and ask for the proper schedule to report this activity.

Example of Schedule B – Co-Mingled

State of Oregon Use Fuel User Tax Report SCHEDULE B - Bulk Fuel Stock Summary with Fuel Purchases and Usage Co-Mingled Tanks		OREGON DEPARTMENT OF TRANSPORTATION FUELS TAX GROUP - MS21 550 CAPITOL ST NE SALEM OR 97301-3871 PHONE: (503) 378-8150 or (888) 753-2525 FAX: (503) 378-3060 http://fuelstax.oregon.gov			
<p>This form takes into account mixing of tax paid fuel and ex-tax fuel in a common tank. If tax paid fuel and ex-tax fuel are kept separately, use either column as applicable. Space is provided for two tanks (use additional forms for additional tanks). See the Use Fuel User Compliance Guide for additional information on column entries.</p>					
Period: Jan-12 License #: 12345					
	Tank #1 (10k)	Tank #2 (20k)			
	Oregon Tax paid storage	Ex-tax Storage	Oregon Tax paid storage	Ex-tax storage	
INVENTORY					
1	Physical inventory at beginning of period:				
	500	1,000			
2	Total Gallons Purchased:				
	2,000	3,000			
3	Gallons Available For Use (line 1 + line 2):				
	2,500	4,000			
4	Physical inventory at end of period:				
	1,763	1,562			
5	Use Fuel Consumed During Report Period (to be Carried Over to Schedule A):				
	735	1,438			
6	Use Fuel Consumed During Report Period (for Off-Road Equipment and Use, and 100% Weight-Mile				
	-	1,000			
PURCHASES (Summary)					
Supplier(s)	Oregon Tax paid gallons	Ex-tax gallons	Oregon Tax paid gallons	Ex-tax gallons	
Use Fuel Supplier #2	2,000	3,000			
Total Purchases (should carry over to line 2):	2,000	3,000			
735-1325 Sch B CM(01/11) Attach additional pages if necessary					

SCHEDULE C – USE FUEL PURCHASED AND PRODUCED

General Purpose of Form: to record all use fuel purchased (at retail service stations, cardlock, etc.) and/or produced, other than bulk fuel deliveries.

Reporting Period and User Information:

Write in the reporting period and license number for which this report is being prepared.

Column 1: Vehicle Equipment Number and/or Plate or Emblem Number

Enter the identifying number you have assigned to the motor vehicle. If a card-operated fueling system is used, include the card name or number in this field associating fuel purchases to the specific vehicle.

Enter the ODOT-issued credential number assigned to the vehicle.

Column 2: Invoice Date

Enter the date the fuel was purchased as shown on the invoice/receipt issued by the supplier/seller. For cardlock billings, the invoice date is the date the fuel was withdrawn.

Column 3: Invoice Number

Enter the invoice number from the retail or cardlock billing. Incidental retail purchases may not have an identifying transaction number on the receipt.

Column 4: Purchased From

Enter the name of the station or cardlock company from which you purchased fuel.

Column 5: Purchase Location

Enter the location (city and state at a minimum) where the fuel was purchased.

Column 6: Type of Fuel

Enter the type of use fuel purchased. Most often this will be diesel, but may be other use fuels such as propane, CNG, biofuels, etc.

Note: If dyed diesel is purchased for on-road use it must be reported here.

Column 7: Ex-Tax Gallons

Fuel purchased outside Oregon, as well as fuel purchased inside Oregon ex-tax, must be included in this column, and included in column 10 of Schedule A. This would also include untaxed waste vegetable oil or fuel produced and put into a motor vehicle.

Column 8: Tax-Paid Gallons

Only include Oregon tax-paid gallons in column 8. **(Fuel taxes paid to other states may not be claimed as a credit but are entered as ex-tax gallons in column 7).** Gallons in columns 7 and 8 must be combined and included in column 10 of Schedule A, which is used to compute vehicle miles per gallon for the reporting period.

Forward the total Oregon tax-paid gallons on Schedule C column 8 to line 2 (Sched. C col 8 box) of the Use Fuel User Tax Report. See instructions for limitation of credit for Oregon tax paid gallons in instructions for line 2 of the tax report.

USE FUEL USER SIMPLIFIED REPORTING (form 735-1325 USR)

General Purpose of Form: *to allow users who opt to pay tax on all fuel purchased to report on one form.,*

User Simplified Reporting allows users to report how many gallons of fuel they purchased on one form. Because of the lack of vehicle specific reporting detail, users who opt for User Simplified Reporting must pay tax on all gallons purchased from all types of fuel vendors (bulk, cardlocks, and retail stations).

NOTE: If you opt for User Simplified Reporting, **it does not relieve you of any record keeping requirements mandated by Oregon law or the legal obligation for the payment of the tax.**

Reporting Period and User Information:

Write in the reporting period and license number for which this report is being prepared.

Note: Users who opt for User Simplified Reporting must report on a monthly basis, regardless of average tax liability.

The user may only report using either the Oregon Tax-Paid Gallons Purchased or Oregon Ex-Tax Gallons Purchased methods, but not both at the same time.

Lines 1-16: Fuel Suppliers/Vendors and Purchases

Write in all of the suppliers/vendors from which you have purchased fuel in Oregon. Users can pay tax in two ways: either they can buy all of their gallons ex-tax and pay the tax to the Fuels Tax Group directly, or they can pay tax at the time of purchase to their licensed use fuel seller(s) or registered bulk fuel distributor(s). If you paid the tax at the time of purchase, write the number of gallons in the "Oregon Tax-Paid Gallons Purchased" column. If you did not pay tax at the time of purchase (you bought ex-tax fuel) then write the number of gallons in the "Oregon Ex-Tax Gallons Purchased" column.

NOTE: It is in the user's best interest to ensure the bulk fuel supplier is paying tax to the Fuels Tax Group. The user will only receive credit for the amount of tax remitted by the bulk supplier because **by law, users are responsible for ensuring the tax is paid to the state of Oregon.**

Line 17: Total Gallons of Fuel Purchased

Add lines 1 to 16 for Oregon Tax-Paid Gallons Purchased or for Oregon Ex-Tax Gallons Purchased.

Rules for Rounding

If you have fractional gallons, round up or down to the nearest whole gallon. For example, 12,915.502 gallons rounds up to 12,916 gallons while 43,258.498 gallons rounds down to 43,258 gallons.

NOTE: Include copies of invoices/receipts showing payment of the Oregon fuels tax. Legible copies of all Oregon tax-paid invoices/receipts must be included with your report.

Line 18: Use Fuel Tax

Multiply the gallons on line 17, for the Oregon Ex-Tax Gallons Purchased only, by the current tax rate as indicated.

Line 19: Interest

Interest is due when the report and/or payment is received after the due date. Interest is computed on the net tax due as shown on line 18. The interest rate is 0.0329% per day (0.000329).

How to Compute Interest:

Enter the due date in the first box, and enter date paid (must match the postmark date, as referenced in the *What Are the Penalties for Non-Compliance?* section) in the second box on line 19. Count the number of days late, and enter in the third box on line 19.

Multiply the tax on line 4 by the number of days late by 0.000329 (the daily interest rate), and enter the result on line 19. For example, if you owed \$3,500 in tax, and were 10 days late with your payment, the interest due would be \$11.52 ($3,500 \times 10 \times 0.000329$).

Line 20: 10% Late Payment Penalty

The 10% late payment penalty is due whenever your report and/or payment is received after the due date. The penalty is computed on the net tax liability, NOT the tax balance due (as in the case when a partial payment is made). To calculate the penalty, multiply the net tax as computed on line 18 by 0.1 (ten percent); enter the result on line 20.

You may request, in writing, a waiver of the late payment penalty. When your request is received, it will be reviewed to determine whether you meet the criteria for a penalty waiver. Payments are applied first to penalty, then to interest, then to tax. Any remaining balance will continue to accrue interest until paid.

If you file your report late and do not include penalty and interest with your remittance, the Fuels Tax Group will compute the amount due and issue a Customer Service Letter (CSL) showing the balance due. The letter will show a tax balance due, with interest accrued from the postmark date of the report to the due date in the letter.

Line 21: Other Amounts Paid or Deducted

List additional obligations being paid (audit assessments, invoices, etc.) or pre-approved credits being taken and provide supporting documentation (e.g., letter from the Fuels Tax Group, copy of invoice, copy of audit assessment, etc.).

Amended Reports

If you are filing a report to amend a prior period report, enter the amount paid with the original report on line 21. Deduct this amount from the revised amount due shown on line 18. If the amended report results in additional tax due, remit the tax, and any penalty and interest due if the revised report is filed after the due date for the report period. Penalty and interest are calculated on the additional tax. If the revised report results in a credit, we will review the amended report and issue a determination.

Line 22: Total Due

Add the amounts on lines 18, 19, 20, and 21, and enter the total on line 22.

Example of Use Fuel User Simplified Reporting:

Make check payable and mail report and remittance to:
**OREGON DEPT OF TRANSPORTATION
 FUELS TAX GROUP UNIT 06
 PO BOX 4395
 PORTLAND OR 97208-4395**

**State of OREGON
 Use Fuel User
 Simplified Tax Report**

This report is required to be filed with the Oregon Department of Transportation on or before the **20th** of the month following the end of the reporting period.

Request forms or information from:
**Oregon Department of Transportation
 FUELS TAX GROUP-MS21
 355 CAPITOL ST NE
 SALEM OR 97301-2530
 TEL: (503) 378-8150 or (888) 753-2525
 FAX: (503) 378-3060
 http://fueltax.oregon.gov**

CALENDAR MONTH FOR THIS REPORT **January 2012**

CHECK BOX IF THIS REPORT REVISES A PREVIOUS REPORT (See Use Fuel User Compliance Guide)

Licensee Name: Use Fuel User Trucking	License #: 12345
Address: 1234 User St	
City: Salem	State: OR
ZIP: 97000	

FUEL SUPPLIERS/VENDORS (Only one purchase option may be used when reporting)	OREGON TAX-PAID GALLONS PURCHASED	OREGON EX-TAX GALLONS PURCHASED
1 Seller Supplier #1		2,000
2		
3		
4		
5		
6		
7		
TOTAL GALLONS OF USE FUEL PURCHASED (add lines 1 through 7)		2,000

8 TOTAL GALLONS OF FUEL PURCHASED	2,000
9 USE FUEL TAX (multiply total ex-tax gallons purchased on line XX by the current tax rate of .30)	600
10 INTEREST (when applicable) DUE DATE 2/20/2012 MAIL DATE 2/22/2012 DAYS LATE 2 <small>MULTIPLY TAX ON LINE 5 BY NUMBER OF DAYS LATE BY .000329</small>	0.39
11 10% LATE PAYMENT PENALTY (Multiply tax due on line 5 by .10)	60
12 OTHER AMOUNTS PAID/DEDUCTED (ATTACH DOCUMENTATION; SEE USER COMPLIANCE GUIDE)	0
13 TOTAL DUE (ADD LINES 5,6,7,and 8)	660.39

MAKE CHECKS PAYABLE TO OREGON DEPARTMENT OF TRANSPORTATION (ODOT) and ATTACH ALL TAX -PAID INVOICES AND RECEIPTS.

CERTIFICATION OF USER: I hereby certify that this report, including the accompanying schedules and statements, is a full, true, and complete report of the number of gallons of "fuel" as defined by ORS 319.520 purchased tax-paid or ex-tax in the State of Oregon during the report period. **Further, by my signature, I waive any rights to a refund of Oregon fuel tax if any of the reported fuel is used in a non-taxable manner.**

SIGNATURE	PRINTED NAME OF LICENSEE	DATE

735-1325USR (01/11)

USE FUEL USER TAX REPORT

(Form 735-1325UA, only for annual filers with 1 vehicle under 8,000 pounds)

Reporting Period:

Write in the calendar year for which the report is being prepared.

User Information:

Complete the user name, address and license number (assigned by the Fuels Tax Group and displayed on the license card) fields in the header section of the report.

Line 1: Vehicle Operations

If you are an annual filer with one vehicle under 8,000 pounds, this section of the tax report substitutes for Schedule A.

Column A: Ending Odometer Reading

Enter the odometer reading from the vehicle, taken at the close of operation on December 31. Ending odometer readings become the beginning odometer readings for the next reporting period. Gaps in odometer readings are one of the most common errors resulting in tax adjustment.

Column B: Beginning Odometer Reading

Enter the odometer reading from the vehicle, taken at the beginning of operations or January 1. This will be the same figure as the ending odometer reading from the prior reporting period.

Column C: Total Miles Traveled

Column A minus column B.

Column D: Out of State or Off Road Miles

If the vehicle is operated outside the state of Oregon, or off-road on private property, those miles may be deducted when determining Oregon use fuel miles. All exempt miles must be documented. Acceptable documentation includes trip records with odometer readings that show the mileage when the vehicle left the state and when it returned, and when it operated on off-road on private property.

Column E: Oregon Use Fuel Miles

Column C minus column D.

Column F: Total Gallons of Fuel Used

Enter the total gallons of fuel used **from all sources**. This includes fuel purchased both in and out of the state. This is documented on Schedule B and/or Schedule C, as applicable, using actual gallons. This figure is used in conjunction with total miles traveled to compute average miles per gallon for the reporting period.

Column G: Average Miles per Gallon (MPG)

Column C divided by column F. This takes into account all fuel purchased and all miles traveled during the report period. If chosen, a reasonable average MPG may be applied instead.

Note: If not applying a reasonable MPG, but using actual gallons, MPG may fluctuate dramatically from one report to the next due to when the fuel is actually used.

Column H: Taxable Gallons

Divide column E by column G. This determines the gallons of fuel subject to the use fuel tax.

Line 2: Taxable Gallons of Use Fuel

The total from Column H of line 1 is entered here.

Line 3: Fuel Purchased Tax-Paid

Include copies of invoices/receipts showing payment of the Oregon fuels tax. Legible copies of all Oregon tax-paid invoices/receipts must be included with your reports. Fuel purchases must be vehicle specific.

Note: Tax paid on fuel still in bulk storage inventory is accounted for when the fuel is **USED** (put into the fuel receptacle of a motor vehicle), not when it is purchased.

Also, only include Oregon tax paid fuel that has been placed in the motor vehicle used to operate in Oregon and that part of the fuel used in another state if additional tax is paid to the other state on the same fuel (**proof must be provided**).

Line 4: Total Taxable Gallons of Use Fuel

Subtract line 3 from line 2 and enter the result on line 4.

Line 5: Use Fuel Tax

Multiply the gallons on line 4 by the current tax rate as indicated.

Line 6: Interest

Interest is due when the report and/or payment are received after the due date. Interest is computed on the net tax due as shown on line 5. The interest rate is 0.0329% per day (0.000329).

How to Compute Interest:

Enter the due date in the first box (must match the postmark date - see *What Are the Penalties for Non-Compliance?* section), and enter date paid in the second box on line 6. Count the number of days late, and enter in the third box on line 6.

Multiply the tax on line 5 by the number of days late by 0.000329 (the daily interest rate), and enter the result on line 6. For example, if you owed \$3500 in tax, and were 10 days late with your payment, the interest due would be \$11.52 ($3500 \times 10 \times 0.000329$).

Line 7: 10% Late Payment Penalty

The 10% late payment penalty is due whenever your report and/or payment are received after the due date. The penalty is computed on the net tax liability, NOT the tax balance due (as in the case when a partial payment is made). To calculate the penalty, multiply the net tax as computed on line 5 by 0.1 (ten percent); enter the result on line 7.

You may request, in writing, a waiver of the late payment penalty, providing the reason you feel you qualify for it. When your request is received, it will be reviewed to determine whether you meet the criteria for a penalty waiver. Payments are applied first to penalty, then to interest, then to tax. Any remaining balance will continue to accrue interest until paid.

If you file your report late and do not include penalty and interest with your remittance, the Fuels Tax Group will compute the amount due and issue a Customer Service Letter (CSL) showing the balance due. The letter will show a tax balance due, with interest accrued from the postmark date of the report to the due date stated on the letter.

Line 8: Other Amounts Paid or Deducted

List additional obligations being paid (audit assessments, invoices, etc.) or pre-approved credits being taken and provide supporting documentation (e.g., letter from the Fuels Tax Group, copy of invoice, copy of audit assessment, etc.).

Amended Reports

If you are filing a report to revise a prior period report, enter the amount paid with the original report on line 8. Deduct this amount from the revised amount due shown on line 5. If the revised report results in additional tax due, remit the tax, and any penalty and interest due if the revised report is filed after the due date for the report period. Penalty and interest are calculated on the additional tax. If the revised report results in a credit, we will review the amended report and issue a determination.

Line 9: Total Due

Add the amounts on lines 5, 6, 7, and 8, and enter the total on line 9.

CERTIFICATION OF USER:

Sign and date the completed form on the lines provided, and legibly print the name of the person signing the form, and their title. Print the name and title of the report preparer on the line indicated, if other than the person signing the report.

Example of Completed Tax Report for Annual Filers with 1 Vehicle under 8,000 pounds

Make check payable and mail report and remittance to: OREGON DEPT OF TRANSPORTATION FUELS TAX GROUP UNIT 06 PO BOX 4395 PORTLAND OR 97208-4395		State of OREGON Use Fuel User Tax Report <small>This report is required to be filed with the Oregon Department of Transportation on or before March 1st of the year following the end of the previous calendar year.</small>		UA Request forms or information from: Oregon Department of Transportation FUELS TAX GROUP-MS21 355 CAPITOL ST NE SALEM OR 97301-2530 TELE: (503) 378-8150 or (888) 753-2525 FAX: (503) 378-3060 http://fuelstax.oregon.gov				
CALENDAR YEAR FOR THIS REPORT		2012						
<input type="checkbox"/> CHECK BOX IF THIS REPORT REVISES A PREVIOUS REPORT (See Use Fuel User Compliance Guide)								
Licensee Name: John Doe				License #: 56789				
Address: 1234 Main Drive								
City: Uertown			State: OR		ZIP: 97000			
(A) ENDING ODOMETER (12/31)	(B) BEGINNING ODOMETER (1/1)	(C) TOTAL MILES TRAVELED (A) - (B)	(D) OUT OF STATE/ OFF ROAD MILES	(E) OREGON USE FUEL MILES (C) - (D)	(F) TOTAL GALLONS USED	(G) CALCULATED MPG - (C)/(F) or INDUSTRY AVG	(H) OREGON TAXABLE GALLONS (E)/(G)	
1	112,000	100,000	12,000	2,000	10,000	800	15	667
2	TAXABLE GALLONS OF FUEL (from column H above)						667	
3	LESS: FUEL PURCHASED TAX PAID (attach tax-paid invoices or receipts)							
4	TOTAL TAXABLE GALLONS OF USE FUEL as defined by ORS 319.520 (line 2 minus line 3)						667	
5	USE FUEL TAX (multiply taxable gallons on line 4 by the current tax rate of .30)							200.1
6	INTEREST (when applicable)		DUE DATE	MAIL DATE	DAYS LATE			
			Mar 1, 2013	Mar 15, 2013	14			
	MULTIPLY TAX ON LINE 5 BY NUMBER OF DAYS LATE BY .00329							0.92
7	10% LATE PAYMENT PENALTY (Multiply tax due on line 5 by .10)							20.01
8	OTHER AMOUNTS PAID/DEDUCTED (ATTACH DOCUMENTATION; SEE USER COMPLIANCE GUIDE)							0
9	TOTAL DUE (ADD LINES 5,6,7,and 8)							221.03
MAKE CHECKS PAYABLE TO OREGON DEPARTMENT OF TRANSPORTATION (ODOT)								
CERTIFICATION OF USER: I hereby certify that this report, including the accompanying schedules and statements, is a full, true, and complete report of the number of gallons of "fuel" as defined by ORS 319.520 used to propel motor vehicles on the highways of the State of Oregon during the report period.								
<input type="text"/> SIGNATURE			<input type="text"/> PRINTED NAME OF SIGNER			<input type="text"/> DATE		
<small>735-1325UA (01/10)</small>								

Record Keeping and Documentation

Accurate record keeping and documentation protect you. It will help you verify purchases, both tax-paid and ex-tax. Below are tools to help you keep records that you can provide if you are audited.

Fuel Consumption Record

General Purpose of Form: *The Fuel Consumption Record lists periodic beginning/ending physical inventory readings, individual fuel purchases and metered withdrawals from bulk storage tanks by date and vehicle/equipment identifier. The summary totals are forwarded to Schedule B:*

- *the Stock Summary and purchase information,*
- *the Consumption Section line 5 for Schedule A vehicles, and*
- *Line 6 for vehicles or equipment not reported on Schedule A.*

For example, the Fuel Consumption Record may show 10 withdrawals into truck XYZ during the reporting period. The Consumption Section on Schedule B however, will only show one entry for truck XYZ (the total of all the withdrawn gallons).

At the beginning of each reporting period, record the physical tank inventory (the beginning inventory must match the ending inventory from the previous period). During the reporting period, record purchases and withdrawals made from the inventory. Withdrawal records must identify the vehicle or piece of equipment, or container into which the fuel was placed, and the readings must be metered.

At the end of the reporting period, record the physical tank inventory reading. This will be the ending inventory figure for Schedule B, line 4. Take summary detail of Schedule A motor vehicle fuelings to the Consumption Section of Schedule B line 5. Total fuel consumption for vehicles, equipment or containers not recorded on Schedule A are taken to line 6 of Schedule B.

The Fuel Consumption Record is not required to be attached to your Use Fuel User Tax Report, but must be retained for at least three years from the due date of the report to document fuel disbursements and be presented when requested by the department.

Note: Statute requires fuel handlers of all bulk storage tanks (stationary or portable), whether for on-road (e.g., undyed low sulfur diesel) or off-road (e.g., dyed high/low sulfur diesel) use, to maintain the same type record keeping systems (fuel consumption records). **Unaccounted for fuel in either on-road or off-road storage tanks will be presumed used on highway and public roads and is taxable.**

Example of Fuel Consumption Record

State of Oregon Use Fuel User Tax Report FUEL CONSUMPTION RECORD

Period: Jan-12 License #: 12345

This form takes into account mixing of tax paid fuel and ex-tax fuel in a common tank. If tax paid fuel and ex-tax fuel are kept separately, use either column as applicable. See the Use Fuel User Compliance Guide for additional information.

OREGON DEPARTMENT OF TRANSPORTATION

FUELS TAX GROUP - MS21

550 CAPITOL ST NE

SALEM OR 97301-3871

PHONE: (503) 378-8150 or (888) 753-2525

FAX: (503) 378-3060

<http://fuelstax.oregon.gov>

Tank Name/ Number/ Fuel Type: Tank #1 (10k)

INVENTORY

Oregon Tax
paid
storage Ex-tax
storage

Physical Inventory at beginning of month: _____ 500

Physical Inventory at end of month: _____ 1,763

Record of individual withdrawals or additions

Date	Fuel Purchases (+)	OR	Vehicle or container info. (-)	Meter Start	Meter Stop	Oregon Tax Paid gallons	Ex-tax gallons
<u>1/1/2012</u>			<u>5</u>	<u>50,000</u>	<u>50,114</u>		<u>114</u>
<u>1/2/2012</u>	<u>Use Fuel Supplier #1</u>						<u>1,000</u>
<u>1/5/2012</u>			<u>7</u>	<u>50,114</u>	<u>50,181</u>		<u>67</u>
<u>1/9/2012</u>			<u>11</u>	<u>50,181</u>	<u>50,206</u>		<u>25</u>
<u>1/9/2012</u>			<u>9</u>	<u>50,206</u>	<u>50,331</u>		<u>125</u>
<u>1/15/2012</u>			<u>5</u>	<u>50,331</u>	<u>50,431</u>		<u>100</u>
<u>1/20/2012</u>			<u>9</u>	<u>50,431</u>	<u>50,590</u>		<u>159</u>
<u>1/25/2012</u>	<u>Use Fuel Supplier #1</u>						<u>1,000</u>
<u>1/28/2012</u>			<u>9</u>	<u>50,590</u>	<u>50,735</u>		<u>145</u>

Total gallons placed in cans or equipment _____ 0

Total gallons placed in vehicles whose usage is subject 100% to Weight-Mile tax _____ 0

Total of above two lines _____ 0

Total gallons placed in vehicles recorded on Schedule A (NOT subject 100% to Weight/Mile tax) _____ 735

Total Consumption: _____ 735

735-1325 FCR (01/11)

Attach additional pages if necessary

The Consumption Section

The Consumption Section is a summary of fuel withdrawals placed into each Schedule A vehicle, which is obtained from fuel consumption records (see *Fuel Consumption Record* section for further details). This usage is included on Schedule A, column 10, and the total consumption from this page must also match line 5 on Schedule B.

The complexity of the record keeping involved is directly affected by:

- tax status of the fuel consumed,
- tax status of the receiving vehicle(s)/equipment and
- number of tanks used by the licensee.

For example, a licensee may have two tanks. One is supplied with tax paid fuel and one is supplied with ex-tax fuel. All vehicles where their operations are subject to fuels tax will receive fuel from the tank holding tax paid fuel. All vehicles where 100% of their operations are NOT subject to the fuels tax (equipment not used on highway, weight-mile vehicles, etc.) and non-vehicular equipment will receive fuel from the ex-tax tank.

If a single tank is used, the licensee is strongly encouraged to purchase all fuel ex-tax. Otherwise, the licensee will need to keep detailed records of the tax status of all fuel purchased and placed in the tank along with detailed records of the tax status of all fuel withdrawn from the tank (see schedule B for commingled fuel). This will cause the tank to have two fuel inventories, one tax paid and the other ex-tax. Running inventories of each tax status must be maintained in a consistent fashion. If you choose to co-mingle tax-paid and ex-tax fuel in the same bulk storage, it will complicate reporting and record keeping. Fuels Tax Group strongly recommends that you do not co-mingle fuel.

Examples of various user documents:

Use Fuel User Emblem

Below is an example of a use fuel user emblem that may be issued to a motor vehicle. These are issued by the Fuels Tax Group on an annual basis. The beginning of the emblem number starts with the current year.

		STATE OF OREGON USE FUEL TAX EMBLEM			
LICENSE NUMBER 12345-0	ISSUE DATE 01-01-2011	EXPIRATION DATE 12-31-2011	EMBLEM NUMBER 2011 42305		
2011	MAKE OR DESCRIPTION OF VEHICLE 2004 GMC	KIND OF FUEL DIESEL	COMBINED WEIGHT 18,500		
	VIN 1VIN04GMC1234567	LICENSE PLATE T 38574			
ODOT CONSTRUCTION CO 550 CAPITAL ST NE SALEM OR 97301			Notice to sellers: This Oregon Use Fuel emblem entitles the purchaser to buy special fuels for the vehicle described, exclusive of the Oregon Use Fuel tax for the year indicated. To support Oregon ex-tax sale of fuel, please record the emblem number on your sales invoice. See reverse for conditions of use.		
735-1328 (10/08)		See reverse for emblem use and information			

Examples of Tax Paid Purchases Receipts and Invoices

An invoice may be written on a credit card sales slip, in a receipt book, or on a form designed for the purpose of documenting tax paid sales. Keep in mind that all information must be included on the invoice. Tax paid purchases must be traceable to a specific vehicle reported on Schedule A to be allowed as a credit.

SELLER PETROLEUM
1234 MAIN ST
SELLERTOWN OR 97000

NAME Use Fuel Customer
ADDRESS 9870 Outer Limits
CITY Awayout OR 97000
DATE mm/dd/yy

20 gallons diesel \$52.99
Oregon diesel tax 6.00
\$58.99

SELLER PETROLEUM
1234 MAIN ST
SELLERTOWN OR 97000

EXEMPT DIESEL SALES RECEIPT

DATE mm/dd/yy
PURCHASER The Excavation Company
ADDRESS 4567 Equipment Drive
CITY Diggit OR 97000
10 GALLONS \$ 31.99
MINUS DIESEL TAX (3.00)
AMOUNT PAID \$ 28.99

INDICATE:
VEHICLE LIC _____
EQUIPMENT backhoe
CONTAINER _____

Example of a custom form for ex-tax sales. Example demonstrates equipment use.

Example of a tax-paid invoice written on a receipt book. Seller's name can be imprinted, written, or stamped.

Following is an example of an invoice written on a credit card slip. Your vendor's credit card slip format may vary. This example demonstrates an F-plated vehicle, which includes the fuels tax.

<p>TIC-TAC FARMING 789 OTHER ST USERTOWN, OR 97000</p> <div style="border: 1px solid black; width: fit-content; margin: 10px auto; padding: 2px;">02/10/2011</div> <p>USE FUEL SUPPLIER 1234 MAIN ST SELLERTOWN, OR 97000</p> <p>_____ PURCHASER SIGNATURE</p>	<p style="text-align: right;">INVOICE # 20100101</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">PRODUCT</th> <th style="width: 15%;">QTY</th> <th style="width: 15%;">PRICE</th> <th style="width: 30%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>GAS DSL OIL OTHR</td> <td style="text-align: center;">100</td> <td style="text-align: center;">2.899</td> <td style="text-align: right;">\$ 289.90</td> </tr> <tr> <td>GAS DSL OIL OTHR</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">Oregon Tax</td> <td style="text-align: right;">\$ 30.00</td> </tr> <tr> <td colspan="3">TOTAL DUE</td> <td style="text-align: right;">\$ 319.90</td> </tr> </tbody> </table> <p>LICENSE/DESCRIPTION: : F012345</p>	PRODUCT	QTY	PRICE	AMOUNT	GAS DSL OIL OTHR	100	2.899	\$ 289.90	GAS DSL OIL OTHR				Oregon Tax			\$ 30.00	TOTAL DUE			\$ 319.90
PRODUCT	QTY	PRICE	AMOUNT																		
GAS DSL OIL OTHR	100	2.899	\$ 289.90																		
GAS DSL OIL OTHR																					
Oregon Tax			\$ 30.00																		
TOTAL DUE			\$ 319.90																		

Fleet Fueling or Cardlock Statements

For fleet fueling or cardlock statements, the same information is required, but the invoice does not have to be generated for each sale. The sales information can be accumulated electronically and printed on the periodic customer statement. The statement will show the detail of each fueling per vehicle and will include the same information as shown for the invoice requirements above.

The fleet fueling or cardlock statement does not have to be formatted exactly the same as the example shown. This example demonstrates the elements of the invoice: supplier name and address, user name and address, date of the transaction, location, product gallons, tax status, and vehicle identifier.

In the following example, the first card listed has only a card number but the user enters the vehicle number in the miscellaneous column when fueling. The second card shows a vehicle plate number, but could just as well be a vehicle number or emblem number, which is assigned to a specific vehicle. The third card is a vehicle subject to weight-mile taxes, and includes the weight receipt number issued by Motor Carrier Division.

USE FUEL SUPPLIER									
1234 Main ST									
Sellertown OR 97000									
Use Fuel User									
9870 Main Drive									
Usertown OR 97000									
CARD: 243756									
Date	Location	Misc	Odom	Product	Qty	Price	Fed Tax	St Tax	
1/3/2011	Usertown	11		ULS Dsl	23.47		5.73	7.04	
1/7/2011	Usertown	22		ULS Dsl	15.11		3.69	4.53	
1/12/2011	Usertown	11		ULS Dsl	22.94		5.60	6.88	
CARD: T 120034									
Date	Location	Misc	Odom	Product	Qty	Price	Fed Tax	St Tax	
1/5/2011	Sellertown		169754	ULS Dsl	47.51		11.59	14.25	
1/10/2011	Sellertown		170279	ULS Dsl	42.09		10.27	12.63	
1/15/2011	Sellertown		170632	ULS Dsl	52.31		12.76	15.69	
CARD: YABC 123									
Date	Location	Misc	Odom	Product	Qty	Price	Fed Tax	St Tax	
1/3/2011	Usertown		431289	ULS Dsl	77.83		18.99	0.00	
1/6/2011	Outtatown		431741	ULS Dsl	89.67		21.88	0.00	
1/10/2011	Sellertown		432249	ULS Dsl	98.38		24.00	0.00	
1/12/2011	Sellertown		432502	ULS Dsl	53.22		12.99	0.00	
1/15/2011	Usertown		432897	ULS Dsl	81.43		19.87	0.00	

Usually, where fleet fueling documentation is done at the time of fueling, the attendant inputs some sort of electronic vehicle identification; for cardlock, the card determine the tax status of the sale and identifies the vehicle to which the card is assigned.

Copies of all tax paid invoices/receipts (specific to each vehicle(s) reported on Schedule A or Schedule A(H)) must be attached to the tax report to verify tax payment.

Terminology and Definitions

Average Miles per Gallon: Total miles traveled divided by total gallons used. This takes into account all use fuel purchased/produced/added and all miles traveled during the reporting period for each motor vehicle.

Bulk Use Fuel Sales: These are generally sales into a bulk storage tank. This tank may be set in a fixed location or portable, but is separate from the tank that operates a vehicle or equipment.

Cardlock Card: A fuel card that is issued for a specific vehicle, a specific piece of equipment or a group of equipment;

Ex-tax Sales of Use Fuel: Ex-tax sales are sales of use fuel dispensed into vehicles, equipment or containers that are exempt from the Oregon state fuel tax at the time fuel is sold. An invoice documenting the sale and the reason the sale is exempt is completed at the time of the transaction.

Exempt Miles: These are miles traveled by a motor vehicle that is not subject to the Oregon state fuels tax. They include miles traveled out-of-state, off-road (private property), reported to Motor Carrier Transportation Division and student transportation.

Exemption Certificate (Certification of Oregon 'Use Fuel' Tax Exempt Status): A certificate completed by a customer and returned to a non-retail seller to document the reasons for having an ex-tax card for use at a cardlock facility. The certificate requires that the customer mark the reason(s) for the ex-tax card, and list the weight receipts if licensed through the Motor Carrier Transportation Division or emblem numbers if licensed through the Fuels Tax Group. Other documentation for exemption includes government vehicles, and unlicensed vehicles, farm, or off-road equipment.

Highway: means every way, thoroughfare and place, of whatever nature, open for use of the public for the purpose of vehicular travel.

Implement of husbandry: equipment primarily designed to be used in agriculture

Incidentally operated: means the equipment is allowed up to five (5) miles on-road travel starting from the location the equipment was garaged or parked the previous day. If in excess of these miles, all on-road use is subject to tax.

Motor Vehicle: all self-propelled vehicles operated on the highway, except an implement of husbandry used in agricultural operations and only incidentally operated or moved upon the highway.

Natural Gas (CNG or LNG): Compressed Natural Gas (CNG) and Liquefied Natural Gas (LNG) are other forms of use fuel. CNG/LNG is not taxed unless it is put into a motor vehicle.

Non-retail facility: An unattended facility accessible only by cardlock card and not associated with a retail facility; or an unattended portion of a retail facility separate from the retail operations and accessible only by cardlock card.

Propane: Propane is another form of use fuel. Propane is not taxed unless it is put into a motor vehicle.

Pump meter readings: Meter readings are a record of the numbers shown on the physical meter located on each pump. Meter readings must be taken at each occurrence of fueling or at least once a month, at the close of business on the last day of the calendar month. Meter readings are to be retained for at least three years.

Retail Fueling Station: This is a fueling facility where attendants dispense fuel into a motor vehicle. It also includes truck stops, where customers may dispense fuel into their own vehicles and attendants close the sales transactions.

Registered Bulk Distributor: is an entity who sells bulk use fuel to a use fuel user but does not qualify as a use fuel seller (as defined by ORS 319.520 (9)), and is therefore not licensed with the state of Oregon. Bulk Distributors must be registered as a third party payer and report all tax-paid user purchases to the Department.

Rounding: Gallons carried forward to the tax report are reported in whole gallons. When rounding gallons, use 5/4 standard rounding, where anything 0.5 and above rounds up to the next whole gallon, and anything below 0.5 rounds down to the next whole gallon. For example, 45,495.501 rounds up to 45,496, while 53,437.492 rounds down to 53,437.

Simplified User Reporting: Means a use fuel user who opts to pay tax on all gallons purchased on a monthly basis at bulk facilities, retail facilities, and non-retail facilities and report those purchases in a format determined by the Department.

Tank Inventory Readings: Tank readings or stick readings measure the physical inventory (in gallons) of the fuel in the tank at that point. Tank readings may be physical stick readings, or a print from an electronic tank monitoring system that reads the tank inventory. Oregon law and administrative rules require that tank readings be taken at least once a month, at the close of business on the last day of the calendar month. Tank readings are to be retained with other use fuel records for at least three years.

Taxable Gallons: Gallons of fuel subject to the use fuel tax. This is arrived at by dividing the use fuel miles by the average MPG, for each motor vehicle within the reporting period.

Third Party Payer: means either a bulk facility that reports all bulk fuel sales, collects and remits the applicable tax to the state of Oregon on behalf of use fuel users, or a licensed use fuel seller who is collecting and remitting the applicable tax to the state of Oregon on behalf of use fuel users as part of its operation

Total Gallons: These are all gallons of use fuel placed into the fuel receptacle of a motor vehicle (inside or outside the state of Oregon) used to propel it down the highway. It consists of all use fuel purchased, produced and even waste vegetable oil placed into a motor vehicle. This figure is used in conjunction with total miles traveled to compute average miles per gallon per vehicle for a reporting period.

Untaxed purchases: These purchases are commonly called tax-exempt, ex-tax or tax deferred purchases which are used interchangeably. They are purchases of use fuel, either at the pump or in bulk, when the Oregon fuels tax is not collected at the point of sale or delivery.

Use Fuel: By statute, use fuel is defined as any combustible gas, liquid or material of a kind used for the generation of power to propel a motor vehicle on the highways except motor vehicle fuel as defined in ORS 319.010. For practical purposes, it is anything other than gasoline (motor vehicle fuel) used to propel vehicles on public roads. The most common use fuel is diesel, but also includes propane, compressed natural gas (CNG), liquefied natural gas (LNG), bio-diesel, dyed diesel and any other product that can be used to operate the engine of a motor vehicle.

Use Fuel Miles: These are miles traveled by a motor vehicle over Oregon's public highways that are subject to state fuels tax. They are the total miles traveled by a motor vehicle less exempt miles.

CONTACT INFORMATION

For additional information or questions not addressed in the instructions provided, please contact us:

Oregon Department of Transportation
Fuels Tax Group – MS21
355 Capitol St NE
Salem, OR 97301-3871

Telephone (503) 378-8150
Facsimile (503) 378-3060
Email ODOTFuelsTax@odot.state.or.us
Website <http://fuelstax.oregon.gov/>

MAIL REPORTS AND PAYMENTS TO:

Oregon Department of Transportation
Fuels Tax Group unit 06
P O Box 4395
Portland, OR 97208-4395

Note: Through the instructions in this guide, the Fuels Tax Group has attempted to completely and correctly advise licensees on proper compliance including tax report completion and record keeping requirements. This guide is not intended to replace or change Oregon Revised Statute 319 or any Administrative Rule. We have made our best effort to address all types of reporting situations, however, due to changing technology or unusual circumstances, it is possible that a licensee may receive special instructions from an auditor intended to address *only that special situation*.