

MEMO

DATE: January 3, 2007

TO: Road User Fee Pilot Program Volunteers

FROM: Jill Pearson, Project Manager

SUBJECT: **Reminder--Mail in Gas Receipts by January 15, 2007.**

Please submit your Oregon gas receipts by January 15 in order to receive your gas tax refund. Receipts postmarked after January 15 will be processed with the next and final refund period in April.

- Receipts can be from any gas station in Oregon. Only include receipts from Leather's if you did not receive the gas tax credit at the pump. You will know this if the receipt does not show a credit listed as "ST Fuel Tax."
- Use the Business Reply Mail envelope that was provided in your mid point instruction packet to mail in your gas receipts. Your envelope(s) has your name and car information already printed on it/them. Please make sure that the appropriate receipts go into the appropriate envelope(s).
- If you have misplaced your Business Reply Mail envelope, use the enclosed envelope. Otherwise keep the envelope for your next and final mailing to be sent on or before April 15, 2007. A good way to ensure that your receipts don't get lost is to keep this envelope in your car at all times. If you need an additional envelope(s) please call me at 1.866.520.3344.
- **The gas receipts MUST show the following information:**
 - The name and address, including the state, of the station**
 - The date of the transaction**
 - The type of fuel purchased & price per gallon**
 - The number of gallons purchased**
 - The name of the head of household (person who signed the original contract)**
 - License plate number of the vehicle into which the fuel was placed**
- If any of your gas receipts are missing the above information, please write the information on the receipt manually. If any of the above is not present on the receipt, that receipt will not be eligible for reimbursement.
- Expect to receive your refund check within 4-6 weeks of the time you mailed it to ODOT.
- Receipts for gas purchased outside Oregon will not be accepted.