

CUSTOMER INFORMATION IMPORTANT – PLEASE READ

Now that you are a “cardlock customer,” please be aware of the continued requirements to remain a customer.

1. Remember to provide initial fire safety training to your employees who have access to cardlock. They *must* receive the training prior to dispensing any fuel.
2. IMPORTANT: The program that allows self service of gasoline is for commercial use only. Please remember that you will be in violation of law, subject to penalty, if you or anyone using your cards dispenses fuel into a vehicle that is not owned or used by the business. In other words, ***fueling for personal use is NOT ALLOWED***. The State Fire Marshal’s Office has the authority to issue citations of up to \$500 for each violation of law.
3. If you are using a license or income tax Schedule C or F as your proof of business, ***you will need to supply a new document every year***. Federal employer ID numbers must be correct, active and verifiable. If your number changes, you will need to provide the new number to your cardlock operator.
4. You will need to purchase at least 900 gallons of fuel (from any source) every 12 months. If you do not purchase 900 gallons from the operator you signed up with, you will need to keep receipts from other sources to prove you met the requirement. ***Please keep your receipts and provide them to your cardlock operator when requested.*** (Those customers who file a Schedule F that shows fuel is deducted {tax form line 21} for business purposes are exempt from purchasing 900 gallons as long as current Schedule F’s are provided every year.)

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