REFUND CLAIM - ALL JURISDICTIONS

This procedure details the manual process of entering data for Use Fuel User reporting. Data may also be entered via the Microsoft Excel spreadsheet upload. This process is detailed in separate user guides.

To begin entering data, a Tax Session must be created. A Tax Session represents a tax report for a specific month. To create a Tax Session, select the “Tax Filing” tab at the top left of the Oregon Fuels Tax System screen. From the drop-down list, select “Tax Sessions”. The following screen is displayed:

![Tax session screen](image)

Click “Add New Record” to create a new tax session. The following box appears:

![Create tax session screen](image)

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

Highlight the line, and select “Schedule Transactions” from the options on the pop-up menu:
The following screen appears:
Select the appropriate schedule from the drop down box and click “Add New Record”. After entering the data for a schedule, click the “Insert” button and close the box. If multiple entries are needed, begin typing in new information and click “Insert” after each entry.

**INT01: Fuel Purchased, Used and Stored**

![INT01 Schedule entry screen](image)

**Product Code**
select from drop down box; most common codes are
- 065 – Clear Gasoline
- 160 – Clear Diesel
- 170 – Biodiesel
- E10 – Gasoline 10% ethanol
- E85 – Gasoline 85% Ethanol

**State and Local Jurisdiction**
select from the drop down box (Oregon or applicable city or county – must enter a separate Schedule INT01 when requesting a refund for multiple jurisdictions)

**Beginning Inventory**
gallons of fuel in tank at beginning of period OR zero if no fuel is stored

**Purchases**
total gallons of fuel purchased during period from all sources (retail, cardlock, etc.)

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

**INT02: Fuel Storage (if applicable)**

![INT02 schedule entry screen](image)
Product Code: select from drop down box; most common codes are
- 065 – Clear Gasoline
- 160 – Clear Diesel
- 170 – Biodiesel
- E10 – Gasoline 10% ethanol
- E85 – Gasoline 85% Ethanol

Tank Name/Number: name or number you assigned to tank

Origin: Select supplier from drop down box – start typing the name to narrow the list of names in the drop down box

Use Type: Select how fuel is used from the drop down box.

**INT03: Equipment and Non-Licensed Vehicles**

![Figure 7. INT03 schedule entry screen](image)

Product Code: select from drop down box; most common codes are
- 065 – Clear Gasoline
- 160 – Clear Diesel
- 170 – Biodiesel
- E10 – Gasoline 10% ethanol
- E85 – Gasoline 85% Ethanol

State and Local Jurisdiction: select from the drop down box (Oregon or applicable city or county – must enter a separate Schedule INT03 when requesting a refund for multiple jurisdictions)

Equipment Type: select from drop down box

Number of Items: number of pieces of equipment

Gallons Consumed . . .: Total gallons used in this equipment

Repeat this entry for each different piece of equipment.

If there is a piece of equipment that uses more than one type of fuel, you must list the equipment under each fuel type.
INT04: Fuel Used to Propel Licensed Vehicle

![Figure 8. INT04 schedule entry screen](image)

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

Repeat this entry for each vehicle.
INT05: Other Refundable Use

![Figure 9. INT05 schedule entry screen](image)

**Product Code**
select from drop down box; most common codes are
- 065 – Clear Gasoline
- 160 – Clear Diesel
- 170 – Biodiesel
- E10 – Gasoline 10% ethanol
- E85 – Gasoline 85% Ethanol

**State and Local Jurisdiction**
select from the drop down box (Oregon or applicable city or county – must enter a separate Schedule INT05 when requesting a refund for multiple jurisdictions)

**Equipment Type**
select from drop down box

**Refundable Gallons**
other gallons used in a refundable manner (e.g., blending purposes, solvent, slash burning, or Native American refund)

INT06: Farm Use (if applicable)

![Figure 10. INT06 schedule entry screen](image)

**Product Code**
select from drop down box; most common codes are
- 065 – Clear Gasoline
- 160 – Clear Diesel
- 170 – Biodiesel
- E10 – Gasoline 10% ethanol
E85 – Gasoline 85% Ethanol

Farm Location

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

The following screen is displayed:

![Location entry screen](image)

**Figure 11. Location entry screen**

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

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

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

**INT07: Fuel Exported in Vehicle Tank or by Bulk**

![Schedule entry screen](image)

**Figure 12. INT07 schedule entry screen**

- **Product Code** select from drop down box; most common codes are
  - 065 – Clear Gasoline
160 – Clear Diesel
170 – Biodiesel
E10 – Gasoline 10% ethanol
E85 – Gasoline 85% Ethanol

State and Local Jurisdiction select from the drop down box (Oregon or applicable city or county – must enter a separate Schedule INTO7 when requesting a refund for multiple jurisdictions)

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

The following screen is displayed:

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

Refundable Gallons Total gallons exported
INT08: Commercial Boat Use (if applicable)

Figure 14. INT08 schedule entry screen

Product Code: select from drop down box; most common codes are:
- 065 – Clear Gasoline
- 160 – Clear Diesel
- 170 – Biodiesel
- E10 – Gasoline 10% ethanol
- E85 – Gasoline 85% Ethanol

State and Local Jurisdiction: select from drop down box (Oregon or applicable city or county – must enter a separate Schedule INT08 when requesting a refund for multiple jurisdictions)

Equipment Type: select from drop down box

Description of Refundable Use: how boat is used

Boat/Vessel Reg Number: registration number

Comm’l/Charter License Number: commercial registration number

Refundable Gallons: Total gallons used in this vessel for period

Repeat this entry for each vessel.
INT09: Governmental Agencies Use

Product Code
- select from drop down box; most common codes are
  - 065 – Clear Gasoline
  - 160 – Clear Diesel
  - 170 – Biodiesel
  - E10 – Gasoline 10% ethanol
  - E85 – Gasoline 85% Ethanol

State and Local Jurisdiction
- select from the drop down box (Oregon or applicable city or county – must enter a separate Schedule INT09 when requesting a refund for multiple jurisdictions)

Equipment Type
- select from drop down box

Refundable Gallons
- gallons used in a refundable manner

When you have completed your schedule entries, return to “Tax Sessions” and select the period you have entered.
Select “Session Details” from the pop-up menu. The following screen is displayed:
Select “Form Manual Entry” and complete the applicable fields.

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

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

Close the dialog box and select the refund line again.
Select “View Tax Report” from the pop up menu and verify the information is correct.

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

Select “File Tax Return”. The following screen is displayed:

![Figure 20. Electronic Acknowledgement](image)

Click the box at the bottom to agree to the submittal. Then click the “Submit” button at the bottom of the screen.

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