

FUELS TAX COMPLIANCE GUIDE FOR ETHANOL AND BIODIESEL PRODUCERS



Fuels Tax Group

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Introduction to Fuel Tax in the State of Oregon

Whether we travel 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 ride 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.*

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

- **Motor Vehicle Fuel and Aircraft Fuel** (gasoline, gasoline blends, and aviation fuel)
- **Use Fuel** (diesel, bio-diesel, propane, compressed natural gas, etc.)

Use Fuel is broken down further into three categories:

- **Use Fuel Seller** – Retail station, Fleet Fueling operation or Cardlock facility
- **Use Fuel User** – someone who purchases untaxed fuel for use on-road
- **Registered Bulk Distributor** - sells bulk Use Fuel but does not meet definition of a Use Fuel Seller

This publication continues by outlining the responsibilities and requirements of BIODIESEL and/or ETHANOL PRODUCERS – those who produce non-petroleum fuel products for sale, blending, or distribution. Producers generally will not incur a tax liability, but are an integral part of the fuel distribution system.

Biodiesel and Ethanol Producers

NOTE: This guide does not replace nor change Oregon Revised Statute (ORS) 319 or any Administrative Rule. Answers are condensed and simplified for convenience. See the ORS, Chapter 319, or the Oregon Administrative Rules for complete laws and requirements. Contact the Fuels Tax Group for unusual circumstances or questions.

Do I have to become registered as a Biodiesel and Ethanol Producer?

The law generally places the liability for the fuels tax on Motor Vehicle Fuel Dealers, Use Fuel Sellers, Use Fuel Users, or Bulk Distributors. The biodiesel or ethanol producer may sell products to one or more types of the licensees that are responsible for the tax.

Reporting biodiesel and ethanol product movement (production and sales within the state as well as fuel exported) allows the Fuels Tax Group to confirm that any products subject to tax are reported by the appropriate licensee.

How do I become registered as a Biodiesel and Ethanol Producer?

The process begins with registering in the Oregon Fuels Tax System (OFTS), completing a license application and submitting a bond or deposit in lieu of bond. Once this process is completed, any applicable documents are provided, and the information is verified; a license is issued. Additional license details include:

- No registration fees
- No bond is required
- Biodiesel and Ethanol Producer registration is valid until cancelled and is *not* transferrable
- A change in legal entity may require re-registering (contact the Fuels Tax Group for further assistance)

See the section entitled “Application and Registration Process”.

Once I am registered, what do I need to do?

Biodiesel and Ethanol producers may be independent or owned by/associated with a company that also has sales or storage of petroleum products. The recordkeeping requirements for those who purchase, blend, and/or sell the products in a taxable manner are outlined in separate publications, depending on the type of operation (see Terminal Operators, Motor Vehicle Fuel Dealers, Use Fuel Sellers, Use Fuel Bulk Distributors).

Compliance with Fuel Tax law consists of several things:

- Record keeping – You must keep the following records
 - Receipt, production, and distribution records for biodiesel and ethanol
 - Receipt and distribution records for petroleum products
 - Beginning and ending inventory for all storage tanks
 - Carrier information for receipts and deliveries
 - Supplier information for receipts
 - Customer information for distributions
 - Destination for delivery of products (physical address if within the state; city and state if exported from the state)
 - Fuel Type and gallons transported
 - Any other documents used or maintained to prepare the Registered Biodiesel and/or Ethanol Producer Report
- Reporting
 - Submission of Biodiesel / Ethanol Producer Report
 - Supporting Schedules detailing products received, produced, and delivered
 - Reports are due on the 25th of the next calendar month
 - If the due date falls on a weekend or holiday, the due date is the next business day.
- Compliance
 - Participation in and cooperation with periodic audits

- Timely response to information requests
- Required records must be made available upon request during normal business hours
- Records are to be summarized by calendar month

What is involved in an audit?

Audits review reports and verify the accuracy of information reported. Audits are completed from our office or at the licensee’s location. Supporting documents may be requested in an audit. This includes items listed in the “Recordkeeping” section of this guide.

How often will the Fuels Tax Group be in contact with me?

We will contact current licensees/registrants with updated information or reporting requirements, changes in application of Fuels Tax Law or changes in industry that affect compliance.

We will contact you in writing for:

- Reports not received.
- Errors or missing required information.
- Any other issue that requires your attention.

We are available Monday through Friday 8:00am-5:00pm.

How do I cancel my Biodiesel and Ethanol Producer Registration?

License cancellations are requested through the Oregon Fuels Tax System. If necessary, requests may be submitted in writing to the Fuels Tax Group or by completing a cancellation form (available on the Fuels Tax Group website at <https://www.oregon.gov/ODOT/FTG/Pages/Fuels-Tax-Forms.aspx>). The written request must contain:

- Registrant information;
- Last date of operation;
- Disposition of business (closed, sold, no longer transporting fuel, etc.) or
- Reason registration is not required; and
- Name and contact information of new owner (if applicable)

Your license cancellation will become effective 30 days after ODOT receives your request. You must continue to file reports through the cancellation date. List your ending tank inventory readings with your last report.

***NOTE:** Writing “final report” or similar verbiage on the report may not result in your license being canceled timely. All information listed above must be included when requesting a cancellation.*

Once I am filing reports, may I change the filing frequency?

No, Biodiesel and Ethanol Producers are required to report monthly. At this time, there is no option to change the reporting frequency.

Application & Registration Process

Account Applications and License Registrations are submitted through the Oregon Fuels Tax System. If additional information is needed, we will attempt to make contact by phone, email or postal mail to obtain the information. When all the required information is provided, the registration will be issued.

Completing the Application

The Fuels Tax Group website contains a link to the Oregon Fuels Tax System as well as tutorials for completing the registration and application processes: <http://fuelstax.Oregon.gov>

Information needed to complete the process include:

- type of operation
- ownership information
 - Articles of Incorporation
 - LLC Operating Agreement
 - Partnership Agreement
 - Charter or Certificate of Authority To Do Business
 - any other document showing owners of the business;
- list of storage facilities in Oregon
- previous owner (if applicable)
- bulk storage information
- date of first sale of fuel
- suppliers

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

Report and Schedule Instructions

The Biodiesel / Ethanol Producer Report and supporting schedules are designed to provide the necessary information for the Fuels Tax Group to verify the accuracy and validity of the information being reported.

In the event the Oregon Fuels Tax System is not available, the report may be submitted using a paper report. Complete the report as follows:

Line By Line Instructions

NOTE: Schedules should be completed prior to completing the Report.

BIODIESEL / ETHANOL PRODUCER REPORT (Form 734-2927)

Company Information:

Enter the name under which your registration is issued, Tax Identification Number, license number, calendar month and the year for which this report is filed, address and name and title of report preparer.

Line 1 - Beginning Inventory - Enter the gallons in storage at the opening of business on the first day of the month, summarized from the gallons reported on the Detail Schedule of Inventory. This should match the closing inventory reading from the prior month.

Line 2 - Gallons Produced - Enter the total gallons of fuel produced from the Detail Schedule of Inventory in the appropriate column.

Line 3 - Sales from Disbursement Schedules (schedule 6 or schedule 7) - Enter the total gallons of fuel sold or distributed to customers as detailed on Schedule of Disbursements 6 (ex-tax sales) or 7 (export sales).


Line 4 - Gain (-) or Loss (+) - Enter the total gallons gained or lost during storage or transportation of products.

Line 5 - Ending Physical Inventory - Enter the gallons in storage at the close of business on the last day of the month, summarized from the gallons reported on the Detail Schedule of Inventory. This should become the beginning inventory reading for the next month.

Line 6 - Diesel Receipts (from schedule 2) - Enter the total gallons of clear diesel purchased for use in production from the detail in Schedule 2.

SIGNATURE - Sign the report and include Printed Name, Title and date.

Example of Tax Report



OREGON DEPARTMENT OF TRANSPORTATION
FUELS TAX GROUP, MS 21
355 CAPITOL ST NE
SALEM OR 97301-3871
PH: (503) 378-6150 OR (888) 753-2525
FAX: (503) 378-3080

BIODIESEL AND ETHANOL PRODUCER REPORT

Website: <http://fueltax.oregon.gov>
email: ODOTFuelsTax@odot.state.or.us

RESET PAGE

RESET ALL PAGES

PRINT PAGE

PRINT ALL PAGES

COMPANY INFORMATION

<small>COMPANY NAME</small>	<small>FEIN</small>	<small>ODOT REGISTRY NUMBER</small>	<small>TAX REPORT PERIOD</small>	<input type="checkbox"/> AMENDMENT
<small>ADDRESS</small>	<small>CITY</small>	<small>STATE</small>	<small>ZIP CODE</small>	<small>NAME AND TITLE OF PREPARER</small>

SUMMARY SCHEDULE OF INVENTORY:

1. BEGINING INVENTORY
2. GALLONS PRODUCED
3. SALES FROM DISBURSEMENT SCHEDULE (SCHEDULE 6 OR 7)
4. GAIN (-) OR LOSS (+)
5. ENDING PHYSICAL INVENTORY

ETHANOL	B20- USED COOKING OIL	ALL OTHER BIODIESEL

PRODUCT 160 - DIESEL UNDYED USED IN PRODUCTION

<small>6. DIESEL RECEIPTS (SCHEDULE 2)</small>	
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SIGNATURE

CERTIFICATION OF SELLER: 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 HANDLED DURING THE REPORT PERIOD.

NOTE: THIS REPORT 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 OR BY AN INDIVIDUAL FOR HIS OR HER OWN REPORT.

<small>SIGNATURE</small>	<small>PRINT NAME</small>	<small>TITLE</small>	<small>DATE</small>

FORM 734-2927 (5-14)

DETAIL SCHEDULE OF INVENTORY

Company Information:

Enter the name under which your registration is issued, Tax Identification Number, license number, calendar month and the year for which this report is filed.

Complete the following information for each tank or plant. Use a separate section for each tank or product type:

Plant: Enter the plant name or identifying code

Product Code: Enter the product stored in this plant/tank

- 160 Diesel Undyed
- 170 Biodiesel
- B20 Biodiesel made with at least 20% Used Cooking Oil
- E00 100% Ethanol
- E99 99% Ethanol (Denatured Alcohol)
- E10 10% Ethanol
- E85 85% Ethanol

Percent of Biodiesel or Ethanol: Indicate the percentage of Biodiesel or Ethanol in the product stored.

Line 1 - Beginning Inventory - Enter the gallons in storage at the opening of business on the first day of the month for each tank. This should match the closing inventory reading from the prior month.

Line 2 - Gallons Produced - Enter the total gallons of fuel produced during the reporting period for each fuel type.

Line 3 - Sales from Disbursement Schedules (schedule 6 or schedule 7) - Enter the total gallons of fuel sold or distributed to customers as detailed on Schedule of Disbursements 6 (ex-tax sales) or 7 (export sales).

Line 4 - Gain (-) or Loss (+) - Enter the total gallons gained or lost during storage or transportation of products.

Line 5 - Ending Physical Inventory - Enter the gallons in storage at the close of business on the last day of the month for each tank. This will become the beginning inventory reading for the next month.

Summarize the totals on lines 1 through 5 by fuel type (ethanol, B20 used cooking oil, and other biodiesel blends) and enter the totals in the appropriate columns on the front page of the Biodiesel and Ethanol Producer Report.

Example of Detail Schedule of Inventory



OREGON DEPARTMENT OF TRANSPORTATION
 FUELS TAX GROUP, MD 21
 355 CAPITOL ST NE
 SALEM OR 97301-3871
 PH: (503) 378-8150 OR (888) 753-2525
 FAX: (503) 378-3060

**BIODIESEL AND ETHANOL
 PRODUCER REPORT
 DETAIL SCHEDULE OF INVENTORY**

Website: <http://fueltax.oregon.gov>
 email: ODOTFuelTax@odot.state.or.us

RESET SCHEDULE

PRINT SCHEDULE

COMPANY INFORMATION					
COMPANY NAME			FEIN	ODOT REGISTRY NUMBER	REPORT PERIOD
PLANT					
PRODUCT CODE					
PERCENT BIODIESEL OR ETHANOL					
LINE 1 BEGINNING INVENTORY					
LINE 2 GALLONS PRODUCED					
LINE 3 SALES FROM DISBURSEMENT SCHEDULE					
LINE 4 GAIN (-) OR LOSS (+)					
LINE 5 ENDING PHYSICAL INVENTORY					
PLANT					
PRODUCT CODE					
PERCENT BIODIESEL OR ETHANOL					
LINE 1 BEGINNING INVENTORY					
LINE 2 GALLONS PRODUCED					
LINE 3 SALES FROM DISBURSEMENT SCHEDULE					
LINE 4 GAIN (-) OR LOSS (+)					
LINE 5 ENDING PHYSICAL INVENTORY					
PLANT					
PRODUCT CODE					
PERCENT BIODIESEL OR ETHANOL					
LINE 1 BEGINNING INVENTORY					
LINE 2 GALLONS PRODUCED					
LINE 3 SALES FROM DISBURSEMENT SCHEDULE					
LINE 4 GAIN (-) OR LOSS (+)					
LINE 5 ENDING PHYSICAL INVENTORY					

PRODUCT CODES: 160 - DIESEL UNDYED
 170 - BIODIESEL
 B20 - B20 OR GREATER MADE
 WITH USED COOKING OIL

E00 - 100% ETHANOL
 E99 - 99% ETHANOL (DENATURED ALCOHOL)
 E10 - 10% ETHANOL
 E85 - 85% ETHANOL

SCHEDULE 2 – RECEIPTS

Company Information:

Enter the name under which your registration is issued, Tax Identification Number, license number, calendar month and the year for which this report is filed.

This schedule is used to report receipts of diesel or gasoline for blending with the biodiesel or ethanol produced. A separate schedule should be completed for each product type.

Product Code: Enter the product stored in this plant/tank

- 160 Diesel Undyed
- 170 Biodiesel
- B20 Biodiesel made with at least 20% Used Cooking Oil
- E00 100% Ethanol
- E99 99% Ethanol (Denatured Alcohol)
- E10 10% Ethanol
- E85 85% Ethanol

Percent of Biodiesel or Ethanol: Indicate the percentage of Biodiesel or Ethanol in the product stored.

CARRIER INFORMATION: Columns 1 through 3

Identify the carrier of the fuel for this delivery. Include: The carrier name, Tax Identification Number if known, and Mode of Transport (see list below).

MODE (of transport):

- J Truck
- R Rail
- B Barge
- PL Pipeline
- S Ship (Ocean Vessel)

Point of Origin - An Origin is the storage facility from which the fuel was removed. This may be a terminal location or the supplier's bulk location. If from a terminal, enter the terminal location. The applicable Oregon choices are:

T910R4450 Aircraft Service International, Inc
T930R4456 Chevron USA, Inc.- Portland
T930R4464 ConocoPhillips PL - Portland
T930R4457 Kinder Morgan Liquid Terminals, LLC
T930R4460 Kinder Morgan Tank Storage Terminal
T930R4458 McCall Oil and Chemical Corp.
T930R4466 Olympic Pipeline Company - Portland
T930R4464 Phillips 66 PL – Portland
T930R4455 Seaport Midstream Partners, LLC
T930R4454 SFPP, LP
T930R4461 Shell Oil Products US
T930R4459 Shore Terminals LLC - Portland
T930R4452 Tidewater Terminal – Umatilla
T930R4463 Time Oil Co. - Portland
T930R4453 Tosco Corp. - Coos Bay
T910R4465 Union Pacific Railroad Co.
T930R4465 Zenith Energy Holdings

If from a supplier's bulk location, enter the Location code supplied by the Fuels Tax Group.

If the fuel was imported, enter the city and state of Origin.

Point of Destination - Enter the Location code for your bulk storage location, if applicable, or the end customers Location code supplied by the Fuels Tax Group. For exports, enter the destination city and state where the fuel was unloaded.

Supplier's Name (6) and FEIN (7) - The company from which you purchased the fuel, and their Tax identification Number.

Date Received - The date the fuel was delivered to your tank or your customer's location. This may be different from the load date if the fuel was in transport overnight.

Document Number - Enter the bill of lading number. If a bill of lading was not issued, enter the shipping document/delivery ticket number.

Net Gallons - Enter net gallons purchased on a load by load basis. Round load by load gallons to the nearest whole gallon.

Gross Gallons - Enter gross gallons purchased on a load by load basis. Round load by load gallons to the nearest whole gallon.

Billed Gallons - Enter billed gallons purchased on a load by load basis. Round load by load gallons to the nearest whole gallon.

Forward the total gallons from column 12 (billed gallons) to line 6 of the Biodiesel and/or Ethanol Producer Report.

Example of Schedule 2 - Receipts



OREGON DEPARTMENT OF TRANSPORTATION
 FUELS TAX GROUP, MS 21
 355 CAPITOL ST NE
 SALEM OR 97301-3871
 PH: (503) 378-6150 OR (888) 753-2525
 FAX: (503) 378-3060

**BIODIESEL AND ETHANOL
 PRODUCER REPORT
 SCHEDULE OF RECEIPTS
 SCHEDULE 2**

Website: <http://fueltax.oregon.gov>
 email: DDOTFuelTax@odot.state.or.us

RESET SCHEDULE

PRINT SCHEDULE

COMPANY INFORMATION												
COMPANY NAME				FEIN		DDOT REGISTRY NUMBER		REPORT PERIOD		PRODUCT CODE		% BIODIESEL/ETHANOL
(1) CARRIER NAME	(2) CARRIER FEIN	(3) MODE	(4) POINT OF ORIGIN	(5) POINT OF DESTINATION	(6) SUPPLIER NAME	(7) SUPPLIER FEIN	(8) DATE RECEIVED	(9) DOCUMENT NUMBER	(10) NET GALLONS	(11) GROSS GALLONS	(12) BILLED GALLONS	
TOTAL												

PRODUCT CODES: 160 - DIESEL UNDYED
 170 - BIODIESEL
 B20 - B20 OR GREATER MADE
 WITH USED COOKING OIL

E00 - 100% ETHANOL
 E99 - 99% ETHANOL (DENATURED ALCOHOL)
 E10 - 10% ETHANOL
 E85 - 85% ETHANOL

SCHEDULE OF DISBURSEMENTS

Company Information:

Enter the name under which your registration is issued, Tax Identification Number, license number, calendar month and the year for which this report is filed.

This schedule is used to report disbursements of diesel or gasoline for blending with the biodiesel or ethanol produced. A separate schedule should be completed for each product type.

Schedule Code:

- 6 Ex Tax Sales
- 7 Export Sales

Product Code: Enter the product stored in this plant/tank

- 160 Diesel Undyed
- 170 Biodiesel
- B20 Biodiesel made with at least 20% Used Cooking Oil
- E00 100% Ethanol
- E99 99% Ethanol (Denatured Alcohol)
- E10 10% Ethanol
- E85 85% Ethanol

Percent of Biodiesel or Ethanol: Indicate the percentage of Biodiesel or Ethanol in the product stored.

CARRIER INFORMATION: Columns 1 through 3

Identify the carrier of the fuel for this delivery. Include: The carrier name, Tax Identification Number if known, and Mode of Transport (see list below).

MODE (of transport):

- J Truck
- R Rail
- B Barge
- PL Pipeline
- S Ship (Ocean Vessel)

Point of Origin - An Origin is the storage facility from which the fuel was removed. This may be a terminal location or the supplier's bulk location. If from a terminal, enter the terminal location. The applicable Oregon choices are:

T910R4450 Aircraft Service International, Inc
T930R4456 Chevron USA, Inc.- Portland
T930R4464 ConocoPhillips PL - Portland
T930R4457 Kinder Morgan Liquid Terminals, LLC
T930R4460 Kinder Morgan Tank Storage Terminal
T930R4458 McCall Oil and Chemical Corp.
T930R4466 Olympic Pipeline Company - Portland
T930R4464 Phillips 66 PL - Portland
T930R4455 Seaport Midstream Partners, LLC
T930R4454 SFPP, LP
T930R4461 Shell Oil Products US
T930R4459 Shore Terminals LLC - Portland
T930R4452 Tidewater Terminal - Umatilla
T930R4463 Time Oil Co. - Portland
T930R4453 Tosco Corp. - Coos Bay
T910R4465 Union Pacific Railroad Co.

If from a supplier's bulk location, enter the Location code supplied by the Fuels Tax Group.

If the fuel was imported, enter the city and state of Origin.

Point of Destination - Enter the Location code for your bulk storage location, if applicable, or the end customers Location code supplied by the Fuels Tax Group. For exports, enter the destination city and state where the fuel was unloaded.

Supplier's Name (6) and FEIN (7) - The company from which you purchased the fuel, and their Tax identification Number.

Date Received - The date the fuel was delivered to your tank or your customer's location. This may be different from the load date if the fuel was in transport overnight.

Document Number - Enter the bill of lading number. If a bill of lading was not issued, enter the shipping document/delivery ticket number.

Net Gallons - Enter net gallons purchased on a load by load basis. Round load by load gallons to the nearest whole gallon.

Gross Gallons - Enter gross gallons purchased on a load by load basis. Round load by load gallons to the nearest whole gallon.

Billed Gallons - Enter billed gallons purchased on a load by load basis. Round load by load gallons to the nearest whole gallon.

Forward the total gallons from column 12 (billed gallons) to line 6 of the Biodiesel and/or Ethanol Producer Report.

Example of Schedule of Disbursements



OREGON DEPARTMENT OF TRANSPORTATION
 FUELS TAX GROUP, MQ 21
 355 CAPITOL ST NE
 SALEM OR 97301-3871
 PH: (503) 378-8150 OR (888) 753-2525
 FAX: (503) 378-3060

BIODIESEL AND ETHANOL PRODUCER REPORT

Website: <http://fueltax.oregon.gov>
 email: DDOTFuelsTax@dotnet.state.or.us

SCHEDULE OF DISBURSEMENTS

COMPANY INFORMATION										
COMPANY NAME			FEIN	DOT REGISTRY NUMBER		REPORT PERIOD	SCHEDULE CODE	PRODUCT CODE	% BIODIESEL/EETHANOL	
(1) CARRIER NAME	(2) CARRIER FEIN	(3) MODE	(4) POINT OF ORIGIN	(5) POINT OF DESTINATION	(6) BUYER NAME	(7) BUYER FEIN	(8) DATE SHIPPED	(9) DOCUMENT NUMBER	(10) BILLED GALLONS	
PRODUCT CODES: 160 - DIESEL UNDYED 170 - BIODIESEL B20 - B20 OR GREATER MADE WITH USED COOKING OIL								E00 - 100% ETHANOL E99 - 99% ETHANOL (DENATURED ALCOHOL) E10 - 10% ETHANOL E85 - 85% ETHANOL		
TOTAL										

AMENDING REPORTS

The purpose of amended reports is to show increases or decreases to gallons and amounts previously reported for a given period.

NOTE: Do not show amendments for multiple report periods on the same amended report.

Complete a tax report form in the same manner as detailed above but check the AMENDMENT box on page 1.

For unreported information, only include data omitted from the original report. To correct previously reported information, enter the data as originally reported but with negative gallons. Then report it on the correct schedule as positive gallons.

Record Keeping and Documentation

Biodiesel and Ethanol Producers will report on a calendar month. All records are to be maintained using a calendar month. Records of biodiesel and ethanol produced, and fuel products purchased, blended, and delivered are to be organized by month. Records will include but are not limited to the following:

- Receipt, production, and distribution records for biodiesel and ethanol
- Receipt and distribution records for petroleum products
- Beginning and ending inventory for all storage tanks
- Carrier information for receipts and deliveries
- Supplier information for receipts
- Customer information for distributions
- Records of sales and withdrawals of fuel, by fuel type
- Destination for delivery of products (physical address if within the state; city and state if exported from the state)
- Fuel Type and gallons transported
- Any other documents used or maintained to prepare the Registered Biodiesel and/or Ethanol Producer Report

Terminology and Definitions

ADDITIVES: Any chemical or product added to gasoline typically to improve or enhance characteristics of the product.

AIRCRAFT FUEL: Any gasoline and any other inflammable or combustible gas or liquid by whatever name such gasoline, gas or liquid is known or sold, usable as fuel for the operation of aircraft, except gas or liquid, the chief use of which, as determined by the Department of Transportation is for purposes other than the propulsion of aircraft.

AVIATION GASOLINE: Special grades of gasoline prepared for aircraft reciprocating engines (typically aviation gasoline is used to propel smaller aircraft that do not use jet fuel).

BLENDING: The mixing together by any process whatsoever, of any one or more products with other products, and regardless of the original character of the products so blended, provided the resultant product so obtained is suitable or practicable for use as a motor vehicle fuel, except such blending as may occur in the process known as refining by the original refiner of crude petroleum. The commingling of products during transportation in a pipeline is not considered blending.

BILL OF LADING: The document issued at the terminal which completely identifies the product(s) and quantities loaded and the parties to the transaction.

BULK PLANT / BULK STORAGE FACILITY: Receiving and distributing facility for petroleum products (commonly includes truck loading rack(s), product receiving capabilities and storage tanks or other warehousing facilities for petroleum products).

CARRIER: The transportation company or entity hauling the product.

ETHANOL: Alcohol (ethanol is typically the product blended with gasoline to oxygenate the fuel, increase octane and to improve engine emissions).

ETHANOL GASOLINE: Gasoline that has been blended with ethanol to produce an ethanol blended gasoline - A combination of ethanol and gasoline.

EXPORTS: Fuel or other petroleum products delivered from within Oregon to a location outside the state. Whether fuel is considered exported by the seller or the purchaser depends on when transfer of the ownership of the product occurs.

EX-TAX: Includes motor vehicle fuel, aircraft fuel, or use fuel on which no Oregon tax has been paid.

FUEL TYPE: Reportable petroleum products.

IMPORTS: Fuel or other petroleum products delivered into Oregon from a location outside the state. Whether the fuel is considered imported by the seller or purchaser depends on when transfer of the ownership of the product occurs.

JET FUEL: Kerosene type fuels or blends of gasoline, distillates and residual oils used as fuel for gas turbine powered aircraft (jet engine powered aircraft).

MOTOR VEHICLE FUEL: Gasoline and any other inflammable or combustible gas or liquid, by whatever name such gasoline, gas or liquid is known or sold, usable as fuel for the operation of motor vehicles, except gas or liquid, the chief use of which, as determined by the Department of Transportation, is for purposes other than the propulsion of motor vehicles upon the highways of this state.

NATURAL GAS (CNG or LNG): Compressed Natural Gas (CNG) or Liquefied Natural Gas (LNG) are other forms of Use Fuel. CNG/LNG is not taxed unless it is put into a motor vehicle.

PROPANE: Propane is another form of Use Fuel that only becomes taxable if it is put into the fuel tank of a motor vehicle.

REBRAND: To change a non-taxable product to a taxable product, or to change a taxable product to a non-taxable product.

REGISTERED FUEL HANDLER: includes but is not limited to fuel transporters, biodiesel producers, ethanol producers, and terminal operators who handle fuel products. It does not include dealers in Motor Vehicle Fuel or Use Fuel Sellers licensed by the state of Oregon.

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, and any other product that can be used to operate the engine of a motor vehicle.

WITHIN OREGON TRANSFERS: Product that is transferred from one bulk storage facility located in Oregon to another bulk storage facility located in Oregon.

CONTACT INFORMATION

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

FOR GENERAL CORRESPONDENCE

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

Telephone	(503) 378-8150 or (888) 753-2525
Fax	(503) 378-3060
E-mail	ODOTFuelsTax@odot.state.or.us
Website	http://fuelstax.oregon.gov/

For direct numbers to specific staff members, please see our website.

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*.

