

FUELS TAX COMPLIANCE GUIDE FOR TERMINAL OPERATORS



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 Terminal Operators. Terminal Operators will not incur a tax liability, but are an integral part of the fuel distribution system.

TERMINAL OPERATOR

Terminal Operators manage fuel storage in a fuel depot or tank farm that is also referred to as a fuel terminal. Products from these locations are normally transported by carriers (pipeline, rail, truck, ship, or barge) to distributors, sellers, and users.

Oregon considers Terminal Operators as a Registered Fuel Handler. Monthly reporting is required.

Do I have to become registered as a Terminal Operator?

Tracking terminal activity allows ODOT to follow fuel to the point of taxation. This is one of the methods that ODOT uses to determine that all appropriate fuel taxes have been paid to the Department to support the state highway fund.

How do I become registered as a Terminal Operator?

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 registration details include:

- No registration fees
- No bond is required
- Terminal Operators 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?

Compliance with Fuel Tax law consists of several things:

- Record keeping – You must keep the following records
 - Receipt and distribution records for petroleum products
 - Customer information for distributions
 - Any other documents used or maintained to prepare the Terminal Operator Report
- Reporting
 - Submission of Terminal Operator Report
 - Supporting Schedules detailing products received and disbursed
 - 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 Terminal Operator 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, 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 tax 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.

Application and 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>

Please make sure to provide:

- 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;
- Signature certifying the accuracy of the information provided

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

Terminal Report and Schedule Instructions

The Terminal Operators report and supporting schedules is 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 tax 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 Terminal Report.

TERMINAL REPORT - (FORM 734-2920)

General Purpose: To provide detail of Oregon terminal activity, receipts and disbursements, for gasoline, ethanol, aircraft fuel, and diesel. This report is used to determine product movement to the Oregon taxation point for both motor vehicle fuel and use fuel.

Terminal Information: Enter the name of the Terminal, Location of Terminal, the Terminal Control Number (TCN), and the name of the full calendar month and year for which this report is filed.

Operator Information: Enter the name under which your Terminal Operator registration is issued, Tax Identification Number, the contact telephone number and email address, the company address, the city name, the state code, and postal code.

Required Supporting Schedules:

- Schedule of Terminal Receipts - Schedule 15A
- Schedule of Terminal Disbursements – Schedule 15B

LINE 1 – BEGINNING INVENTORY – Enter beginning inventory for each product (should be same as previous periods ending inventory)

Line 2 – RECEIPTS – Enter fuel received totals from Schedule 15A for each product type

LINE 3 – TOTAL AVAILABLE - Line 1 plus Line 2

LINE 4 – TOTAL DISBURSEMENTS - Enter fuel disbursed totals from Schedule 15B for each product type

LINE 5 – GALLONS AVAILABLE – Line 3 minus Line 4

LINE 6 – GAIN OR (LOSS) - Enter the gallons gained or lost during fuel movement.

LINE 7 – ACTUAL ENDING INVENTORY - Enter physical ending inventory at the terminal.

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

Example of Terminal Operator Report



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

TERMINAL REPORT

TO BE FILED BY ALL TERMINAL OPERATORS

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

RESET PAGE

RESET ALL PAGES

PRINT PAGE

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TERMINAL INFORMATION		
NAME OF TERMINAL	FILING PERIOD END DATE	TERMINAL CODE NUMBER (TCN)
LOCATION OF TERMINAL		

OPERATOR					
NAME	FEIN	TELEPHONE NUMBER	EMAIL ADDRESS		
ADDRESS		CITY	STATE	ZIP CODE	

TRANSACTIONS FOR THE MONTH							
	SCHEDULE	GASOLINE	ETHANOL	AIRCRAFT FUELS		DIESEL	MISC
				AVIATION GAS	JET FUEL		
1. BEGINNING INVENTORY							
2. TOTAL RECEIPTS	15A						
3. TOTAL AVAILABLE (LINE 1 PLUS LINE 2)							
4. TOTAL DISBURSEMENTS	15B						
5. GALLONS AVAILABLE (LINE 3 MINUS LINE 4)							
6. STOCK GAINS AND LOSSES							
7. ACTUAL ENDING INVENTORY							

SIGNATURE		
AUTHORIZED SIGNATURE	TITLE	DATE

FORM T34-2920 (5-14)

PAGE 1

SCHEDULE 15A – Receipts

Company Information:

Enter the name under which your Terminal Operator registration is issued, Tax Identification Number, the Terminal Control Number (TCN), the name of the full calendar month and year for which this report is filed, and the Product Code.

- Gasoline
 - 065 – Gasoline
 - E10 – Gasoline Ethanol-Blended
 - E85 – Gasoline Ethanol-Blended Flex
- Ethanol
 - E00 – 100% Ethanol
 - E99 – 99% Ethanol (Denatured Alcohol)
- Aircraft Fuels
 - 125 – Aviation Gasoline
 - 130 – Jet Fuel
- Diesel
 - 160 – Diesel
 - 228 – Dyed Diesel
- Miscellaneous
 - 061 – Natural Gasoline
 - 072 – Dyed Kerosene
 - 100 – Transmix
 - 142 – Kerosene
 - 175 – Residual Fuel Oil
 - 279 – Marine Diesel Oil
 - 280 – Marine Gas Oil

COMPLETE A SEPARATE TERMINAL SCHEDULE 15A FOR EACH PRODUCT CODE.

Carrier Name - Enter the name of the company that transports the product from the terminal.

Carrier FEIN - Enter the Tax Identification Number of the Carrier

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 the terminal is known, 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.

Mode – Enter the mode of transportation

- J Truck
- R Rail
- B Barge
- PL Pipeline
- S Ship (Ocean Vessel)
- BA Book Adjustment
- ST Stationary Transfer
- CE Summary, and
- RT Removal from Terminal (other than by truck or rail for sale or consumption)

Position Holder - Enter the name of the company that owns the product as reflected on the records of the terminal operator (same as the Federal definition).

Position Holder FEIN - Enter the Tax Identification Number of the Position Holder.

Date Received - Enter the date the carrier arrives at the terminal with the product or when exchanged at the terminal, the date the product title is transferred.

Document Number - Enter the identifying number from the shipping document issued at the terminal when product was removed over the rack. In the case of pipeline or barge movements, it is the pipeline or barge ticket number.

Net Gallons - Enter the net gallons delivered to the terminal. The total of all amounts entered in this column should agree with the amount shown on Line 4 of the Terminal Report. Round load by load gallons to the nearest whole gallon.

Gross Gallons - Enter gross gallons delivered to the terminal. Round load by load gallons to the nearest whole gallon.

For each Schedule 15A completed, compute a total of gallons delivered at the bottom of the schedule in the TOTAL box. Forward the grand total to the Terminal Report, Line 4 for all columns.

SCHEDULE 15B – Disbursements

Company Information:

Enter the name under which your Terminal Operator registration is issued, Tax Identification Number, the Terminal Control Number (TCN), the name of the full calendar month and year for which this report is filed, and the Product Code.

- Gasoline
 - 065 – Gasoline
 - E10 – Gasoline Ethanol-Blended
 - E85 – Gasoline Ethanol-Blended Flex
- Ethanol
 - E00 – 100% Ethanol
 - E99 – 99% Ethanol (Denatured Alcohol)
- Aircraft Fuels
 - 125 – Aviation Gasoline
 - 130 – Jet Fuel
- Diesel
 - 160 – Diesel
 - 228 – Dyed Diesel
- Miscellaneous
 - 061 – Natural Gasoline
 - 072 – Dyed Kerosene
 - 100 – Transmix
 - 142 – Kerosene
 - 175 – Residual Fuel Oil
 - 279 – Marine Diesel Oil
 - 280 – Marine Gas Oil

COMPLETE A SEPARATE TERMINAL SCHEDULE 15B FOR EACH PRODUCT CODE.

Carrier name - Enter the name of the company that transports the product from the terminal.

Carrier FEIN - Enter the Tax Identification Number of the Carrier

Mode – Enter the mode of transportation

- J Truck
- R Rail
- B Barge
- PL Pipeline
- S Ship (Ocean Vessel)
- BA Book Adjustment
- ST Stationary Transfer
- CE Summary, and
- RT Removal from Terminal (other than by truck or rail for sale or consumption)

Destination - Enter the Facility ID that the product was transported from/to. When received into or from a terminal, use the IRS Terminal Control Number (TCN). If not known, enter the destination city and state. 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

Position Holder - Enter the name of the company that owns the product as reflected on the records of the terminal operator (same as the Federal definition).

Position Holder FEIN - Enter the Tax Identification Number of the Position Holder.

Exchange Position Holder - If product is exchanged at the terminal with another position holder, enter the name of the company that is the recipient of the exchange.

Exchange Position Holder FEIN - Enter the Tax Identification Number of the Exchange Position Holder.

Date Shipped - Enter the date the carrier leaves the terminal with the product or when exchanged at the terminal, the date the product title is transferred.

Document Number - Enter the identifying number from the shipping document issued at the terminal when product was removed over the rack. In the case of pipeline or barge movements, it is the pipeline or barge ticket number.

Net Gallons - Enter the net gallons withdrawn from the terminal. The total of all amounts entered in this column should agree with the amount shown on Line 4 of the Terminal Report. Round load by load gallons to the nearest whole gallon.

Gross Gallons - Enter gross gallons withdrawn from the terminal. Round load by load gallons to the nearest whole gallon.

For each Schedule 15B completed, compute a total of gallons delivered at the bottom of the schedule in the TOTAL box. Forward the grand total to the Terminal Report, Line 4 for all columns.

AMENDING TERMINAL 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 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

Terminal Operators are required to keep the following records for three years and make them available upon request:

Stock summary - showing monthly totals for the gallons of fuel sold, stored, handled or produced for each fuel type. Records are to be maintained for each operated distributing location within the state, with an analysis as to inventories, receipts, sales, production, transport, use, transfers, and loss or gain.

Purchase journal - showing the number of gallons of fuel purchased or received each month, supported by purchase invoices or other documents.

Sales journal - showing the number of gallons of fuel sold or distributed each month, supported by sales invoices to cover each sale or delivery. Sales invoice forms shall be approved by the Department and shall include at least the following information:

- Date of sale or delivery.
- Point of origin
- Name of position holder or exchange position holder making the sale or delivery.
- All invoices shall separately state and describe to the satisfaction of the Department and the different products shipped there under and shall be serially numbered, except where other sales invoice controls acceptable to the Department are maintained.
- Name and address of the purchaser and delivery point if different from the mailing address.
- Gallons of fuel sold.
- Place and state where the delivery was made.

A physical inventory of fuel shall be taken at least at the end of each calendar month and preserved for audit purposes.

All required records shall be summarized into calendar month totals and should be centralized in the accounting office. The Department has the authority to investigate, examine and audit fuel handlers to support the administration of fuel tax under ORS 319. Fuel handlers, whether registered or unregistered, who fail to make records available for inspection are subject to assessment based on “best available information,” and possible collection action.

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) 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.

CLOSING PHYSICAL INVENTORY: The gallons in ex tax bulk storage facilities at the close of each calendar month (Should agree with the beginning physical inventory for the next calendar month).

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 delivered from within Oregon by the seller to locations outside Oregon constitutes an export by the seller. Fuel delivered from within Oregon by the purchaser to locations outside Oregon constitutes an export by the purchaser.

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

FUEL TYPE: Reportable products. See the list on page 3 for products and codes.

IMPORT SALES: Fuel delivered into Oregon from outside the State of Oregon by the seller constitutes an import by the seller. Fuel delivered into Oregon from outside the State of Oregon by the purchaser constitutes an import by the purchaser.

IMPORT TRANSFERS: Product that is acquired outside of Oregon and delivered into ex-tax storage facilities within Oregon that are owned or controlled by the licensee.

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.

OREGON MOTOR VEHICLE FUEL DEALER: An entity or person who:

- (1) Imports or causes to be imported motor vehicle fuels or aircraft fuels for sale, use or distribution in, and after the same reaches the State of Oregon.

- (2) Produces, refines, manufactures or compounds motor vehicle fuels or aircraft fuels in the State of Oregon for sale, use or distribution in Oregon.
- (3) Acquires in Oregon for sale, use or distribution in Oregon motor vehicle fuels or aircraft fuels with respect to which there has been no license tax previously incurred.
- (4) Acquires title to or possession of motor vehicle fuels or aircraft fuels in Oregon and exports the product out of this state.

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

OPENING PHYSICAL INVENTORY: The gallons in ex-tax bulk storage facilities at the beginning of each calendar month (Should agree with the closing physical inventory (ex-tax product only) from the previous calendar month). For purposes of Oregon motor vehicle/aircraft fuel tax reporting, ex-tax bulk storage facilities DO NOT include facilities that are connected by pipeline to a cardlock/keylock, service station and/or any other facility from which fuel may be withdrawn directly for sale or delivery into the fuel tanks of motor vehicles.

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

TAX-PAID: Product on which the Oregon tax has been paid.

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 97301-2530

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

MAIL REPORTS TO

Oregon Department of Transportation
Fuels Tax Group
355 Capitol St NE
Salem, OR 97301-2530

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*.

