

FAQ – LOCATION CODES / FACILITY ID

Who does this apply to?

- All licensees EXCEPT Use Fuel Users
- All fuels including dyed diesel not sold as home heating oil EXCEPT propane not dispensed into a vehicle.
- All reporting, electronic or paper.
- All location codes (facility ID, origin and destination) EXCEPT the home heating oil codes (HHO), and Terminal Location Codes.
- Origin locations for imports and destination locations for exports

Why are you doing this?

ODOT is tasked with administration of state motor fuel taxes, and has agreements with two counties and seventeen cities to administer their local taxes. In addition, we are regularly asked for information regarding fuel sales, including the origin and destination. In order to accurately calculate the state and local taxes; and to provide consistent and accurate information, ODOT is updating Oregon Fuels Tax System (OFTS) location codes by adding or updating the Location Code/Facility ID. Licensees will be required to use the updated Location Code/Facility ID when completing and filing tax reports.

When does this take effect?

- Currently, the Motor Vehicle Fuel Dealer report requires an OFTS location code/facility ID on the following schedules:
 - Oregon origin on Schedule 7E
 - Oregon destination on Schedules 1H, 5LO, 10, 10AC, and 10AD
- Currently the Use Fuel Seller report requires an OFTS location code/facility ID on the following schedule:
 - Oregon destination on Schedule 6BLK
- Licensees currently using OFTS location code/facility ID on their tax reports may experience failed transactions if you are not using the updated numbers.
- All tax reports not using the OFTS location codes/facility ID's may experience reporting failures in 2021.

How do I know if I need new location codes / facility ID's?

The updated facility ID's will use nine digits and be formatted with three numbers (the last three numbers of a locations zip code), three letters (a county code), and three numbers (sequential for each series). e.g. 301MAR101
You will need new codes if you use the following as a facility ID:

- Zip codes.
- L codes.
- Codes assigned between July 2015 – June 2020, that have not been used in reporting.
- Special codes with names or unique designations.

What do I do if I need new codes?

- Identify the locations that need new codes for your next report.
- Using the Request form/Excel worksheet, provide for each location: the customer name, the *physical* address of the origin or destination to include city, county, and zip code. Email the request to OdotFuelsTax@odot.state.or.us or Fax the form to 503-378-3060.
- If you have questions contact your assigned auditor or the Fuels Tax Group at 503-378-8150 or toll free 888-753-2525.

Why can't I just send a list of my customers instead of requesting them for each report?

We have found that assigning codes based on customer lists result in codes assigned to customers that do not need a code; former customers, card lock customers, home heating oil customers, etc.

Why does it take so long to get codes?

We have changed our process so that each location requested is reviewed for correct and complete information and mapped for jurisdiction coding PRIOR to issuing the location code/facility ID.

What if my report is late because I didn't get my codes in time?

Licensees have 20-25 days to prepare their reports after a reporting period closes. The sooner you submit your request the greater the assurance that you have the codes you need to submit your report on time. As with any late report, a penalty waiver request may be submitted to ODOT, and the circumstances surrounding late tax reports will be addressed on a case-by-case basis.

How do I report with the new codes?

- Licensees who do not report inventory and/or pump meter readings simply substitute the new code for the old code in their reports.
- Licensees who report inventory and/or pump meter readings will need to make some special entries in the *first* report using the new codes.
 - Beginning Inventory will be blank; enter your ending inventory with the new code.
 - For Pump Meter Readings:
 - Beginning Pump Meter Readings will show under the old code for each pump.
 - Enter a Closing Pump Meter Reading (INT02 transaction) under the old location code for each pump equal to the beginning reading and change the Pump Status to R for Retired.
 - Enter a Beginning Pump Meter Reading (INT03 transaction) under the new location code for each pump equal to the beginning reading under the old location code with Pump Status A for Active.
 - Enter a Closing Pump Meter Reading (INT02 transaction) under the new location code for each pump that shows your actual end of report number with Pump Status A for Active.
 - After the first report your Pump Meter Readings and Inventory readings will roll to the next report as usual. You then only need to go back to entering your ending inventory and closing pump meter readings as before.
- If you have report errors or need assistance contact your assigned auditor or call the Fuels Tax Group at 503-378-8150 (Toll Free 888-753-2525) or email OdofuelsTax@odot.state.or.us.

What if I use the new code but the report doesn't show city or county tax?

- There are several places in Oregon where we commonly assume an address is within a jurisdiction, but mapping reveals it is not. For example, Portland is generally considered Multnomah County, however some Portland addresses are not inside the city limits or Multnomah county. Appropriate jurisdiction is determined by mapping and coded to the in/out field in OFTS.
- If you feel there is an error contact your assigned auditor or call the Fuels Tax Group at 503-378-8150 (Toll Free 888-753-2525) or email OdofuelsTax@odot.state.or.us