

MOTOR VEHICLE FUEL DEALER LICENSE CANCELLATION

To cancel a license, login to the Fuels Tax System and select the “Account” tab. Then select “Registration” and then “Registration Status”.

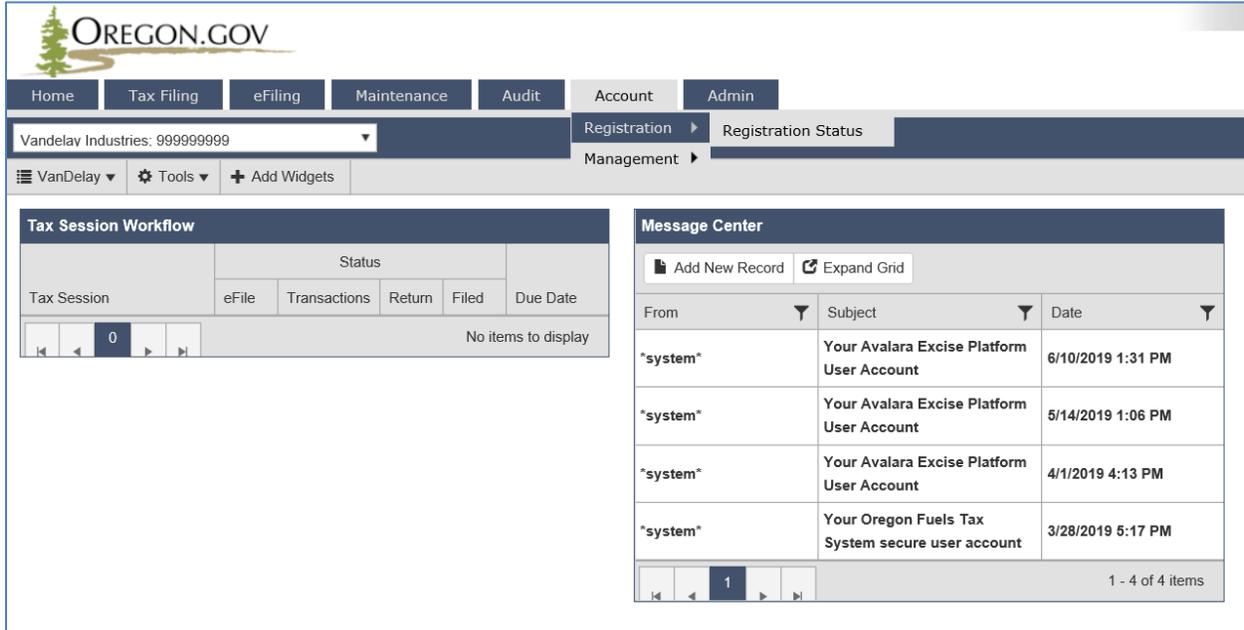


Figure 1. Account Registration selection

The Account Registrations screen is displayed:

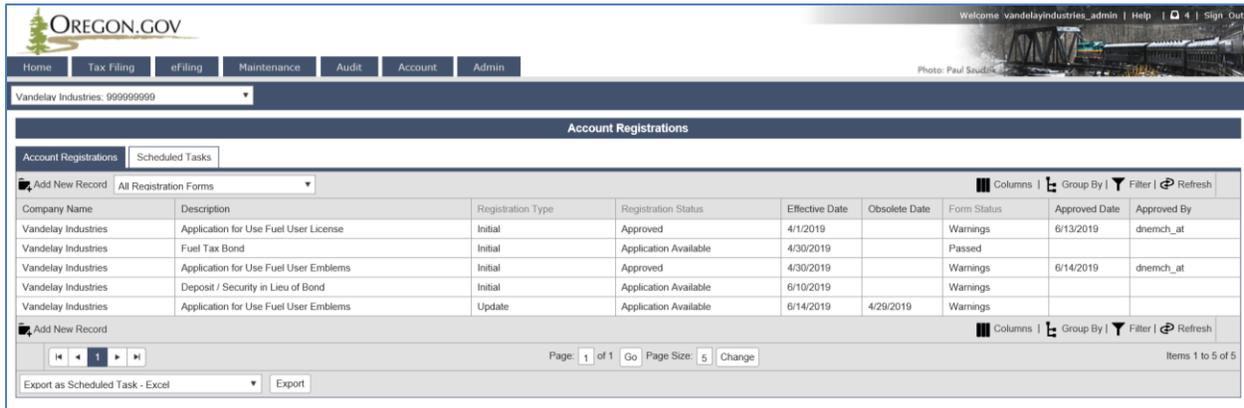


Figure 2. Account Registrations screen

Click on “Add New Record” in the upper left corner.

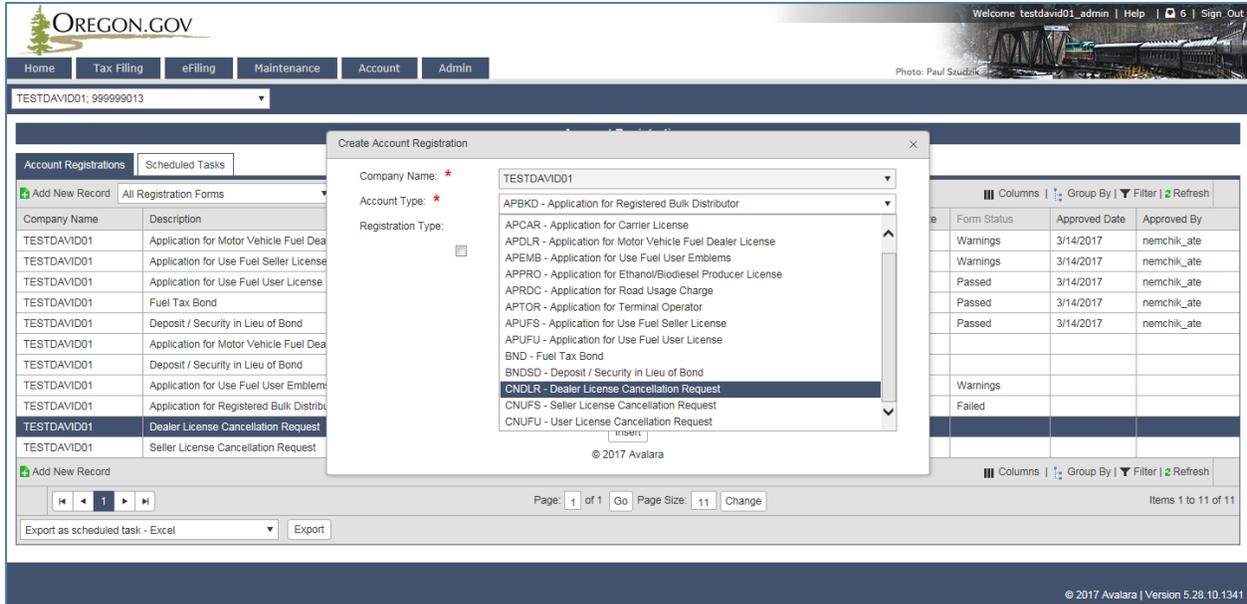


Figure 3. Dealer license cancellation request

Select “CNDLR - Dealer License Cancellation Request” in the “Account Type” field in the account registration window. Then click the “Insert” button at the bottom to add the request and then close the window.

Select the cancellation request from your “Account Registrations” list, and select “Generate Registration Form” from the pop up box.

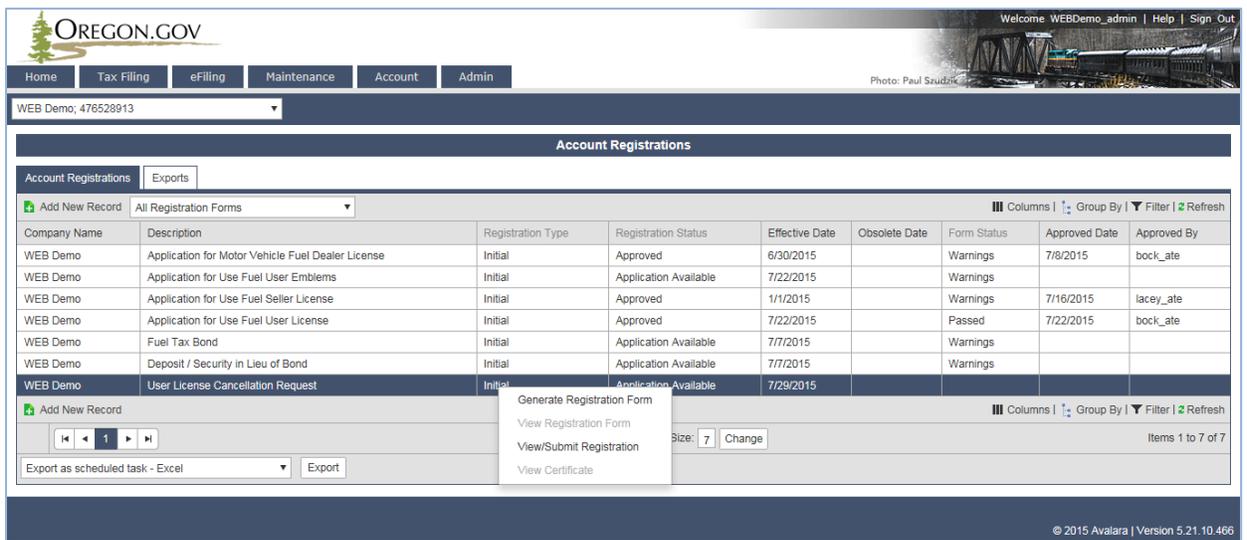


Figure 4. Generate cancellation request form

Select the “Form Manual Entry” tab from the registration details window. There are four screens requiring input.

You can use the circles at the top or the arrows at the bottom to advance to the next screen.

Page 1 – Select jurisdictions to be canceled

Registration Details
×

Country: USA	Jurisdiction: OR
Taxpayer Type: CNDLR	Terminal Code:
Start Period: 5/8/2017	Sequence: ORIGINAL

Form Settings	Form Manual Entry	History Log	Supporting Documents	Scheduled Tasks
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1
2
3
4

Please check the box(es) to indicate which license(s) you wish to cancel.

Jurisdiction	Jurisdiction
<input type="checkbox"/> Oregon State	<input type="checkbox"/> Milwaukie
<input type="checkbox"/> Multnomah County	<input type="checkbox"/> Newport
<input type="checkbox"/> Washington County	<input type="checkbox"/> Portland
<input type="checkbox"/> Astoria	<input type="checkbox"/> Reedsport
<input type="checkbox"/> Canby	<input type="checkbox"/> Springfield
<input type="checkbox"/> Coburg	<input type="checkbox"/> Tigard
<input type="checkbox"/> Coquille	<input type="checkbox"/> Troutdale
<input type="checkbox"/> Cottage Grove	<input type="checkbox"/> Veneta
<input type="checkbox"/> Eugene	<input type="checkbox"/> Warrenton
<input type="checkbox"/> Hood River	<input type="checkbox"/> Woodburn

←
Save
→

Save & Regenerate

Figure 5. Manual Entry Page 1

Check the box for each jurisdiction you are canceling.

You can advance to the next screen by clicking the number in the bubble at the top of the window, or by using the arrow keys at the bottom of the window. Click “Save” at any time to save your work in process.

Page 2 – Reason(s) for cancelation

Registration Details
✕

Country: USA	Jurisdiction: OR
Taxpayer Type: CNDLR	Terminal Code:
Start Period: 5/8/2017	Sequence: ORIGINAL

Form Settings
Form Manual Entry
History Log
Supporting Documents
Scheduled Tasks

1
2
3
4

Please answer each question.

Yes	No	
<input type="radio"/>	<input type="radio"/>	1. Are you requesting cancellation of your motor vehicle fuel dealer license(s) because there has been a change in ownership, membership, or partners, or because the corporation has been involved in a merger?
<input type="radio"/>	<input type="radio"/>	2. Are you requesting cancellation of your motor vehicle fuel dealer license(s) because you sold the business?
<input type="radio"/>	<input type="radio"/>	3. Are you importing or exporting motor fuel into or out of the jurisdiction(s) for which you are cancelling your license?
<input type="radio"/>	<input type="radio"/>	4. Will you be blending, producing, and compounding motor vehicle fuel (including ethanol up to grade E85)?

←
Save
→

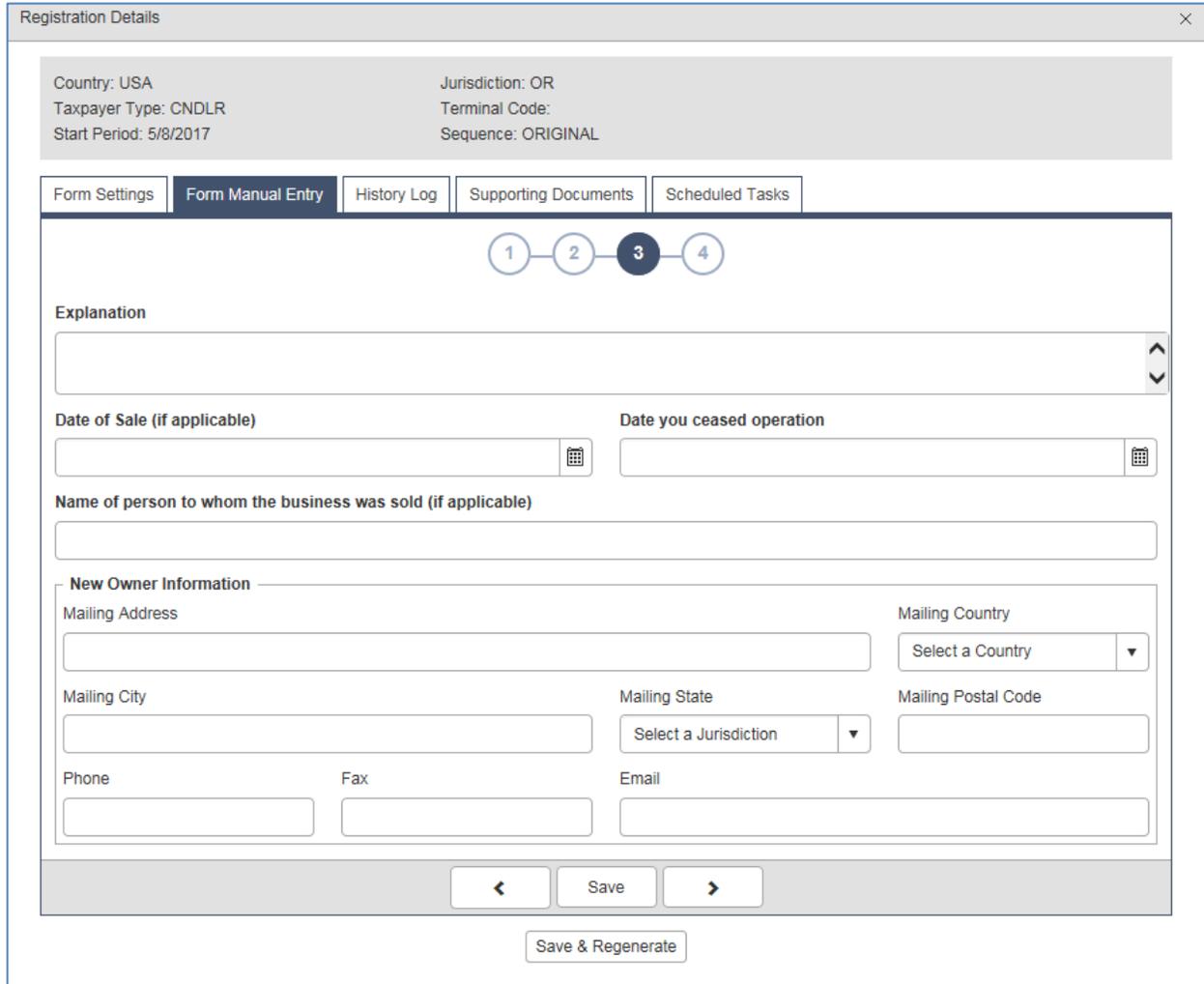
Save & Regenerate

Figure 6. Manual Entry Page 2

Answer all four questions. Answering “Yes” to questions three or four will not allow cancelation.

You can advance to the next screen by clicking the number in the bubble at the top of the window, or by using the arrow keys at the bottom of the window. Click “Save” at any time to save your work in process.

Page 3 – Enter explanation for cancelation request and new business owner if business was sold.



Registration Details

Country: USA Jurisdiction: OR
 Taxpayer Type: CNDLR Terminal Code:
 Start Period: 5/8/2017 Sequence: ORIGINAL

Form Settings Form Manual Entry History Log Supporting Documents Scheduled Tasks

1 — 2 — 3 — 4

Explanation

Date of Sale (if applicable) Date you ceased operation

Name of person to whom the business was sold (if applicable)

New Owner Information

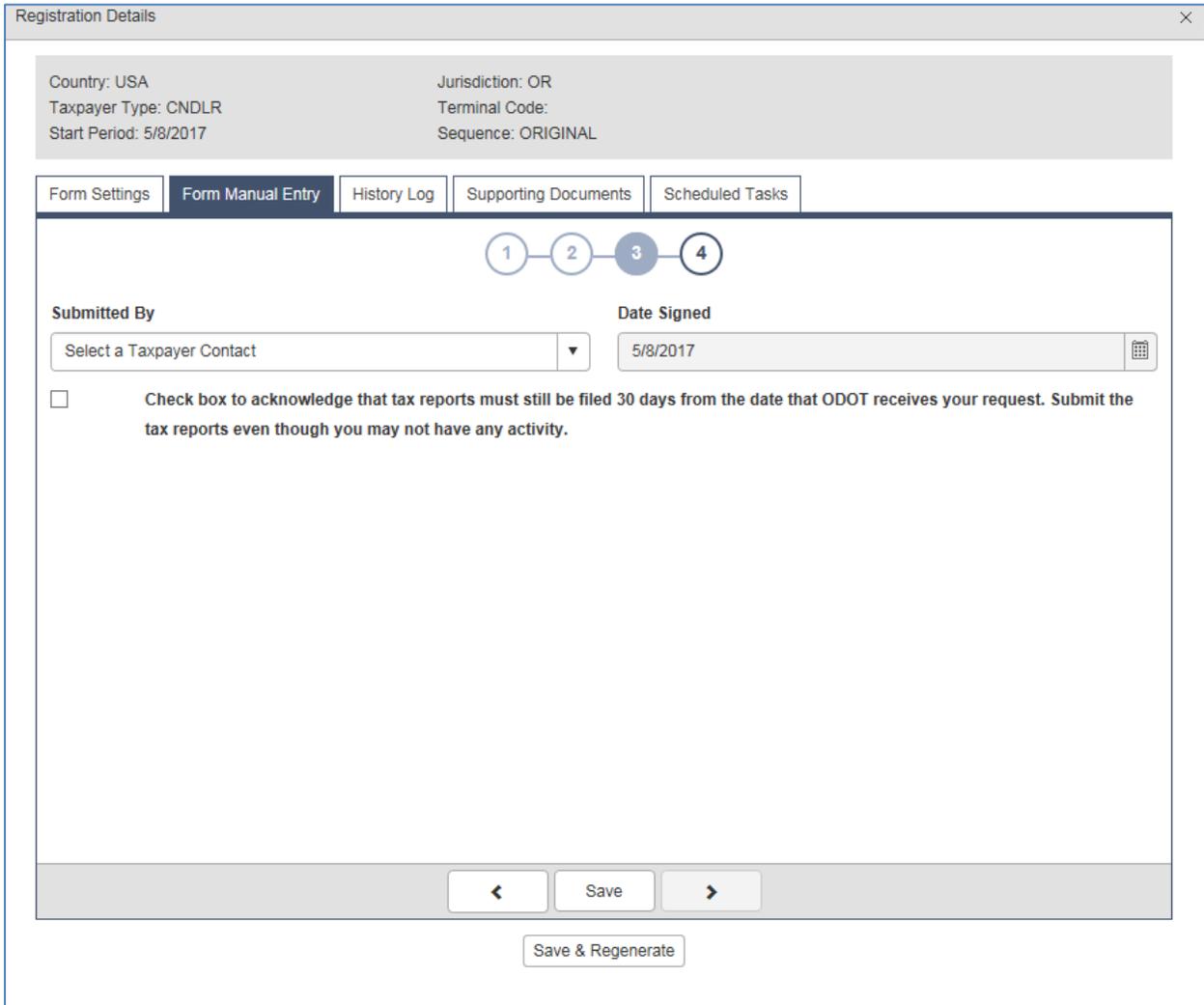
Mailing Address Mailing Country
 Mailing City Mailing State Mailing Postal Code
 Phone Fax Email

Save & Regenerate

Figure 7. Manual Entry Page 3

You can advance to the next screen by clicking the number in the bubble at the top of the window, or by using the arrow keys at the bottom of the window. Click “Save” at any time to save your work in process.

Page 4 – Submission acknowledgement



Registration Details

Country: USA Jurisdiction: OR
Taxpayer Type: CNDLR Terminal Code:
Start Period: 5/8/2017 Sequence: ORIGINAL

Form Settings Form Manual Entry History Log Supporting Documents Scheduled Tasks

1 — 2 — 3 — 4

Submitted By Date Signed

Select a Taxpayer Contact 5/8/2017

Check box to acknowledge that tax reports must still be filed 30 days from the date that ODOT receives your request. Submit the tax reports even though you may not have any activity.

< Save >

Save & Regenerate

Figure 8. Form manual entry page 4

Select your name from the drop down box. The date will auto-fill with today's date.

Click the "Save and Regenerate" button at the bottom of the window.

Once you have generated the registration form, return to the "Account Registrations" screen and click on the line for the cancellation you want to view or submit.

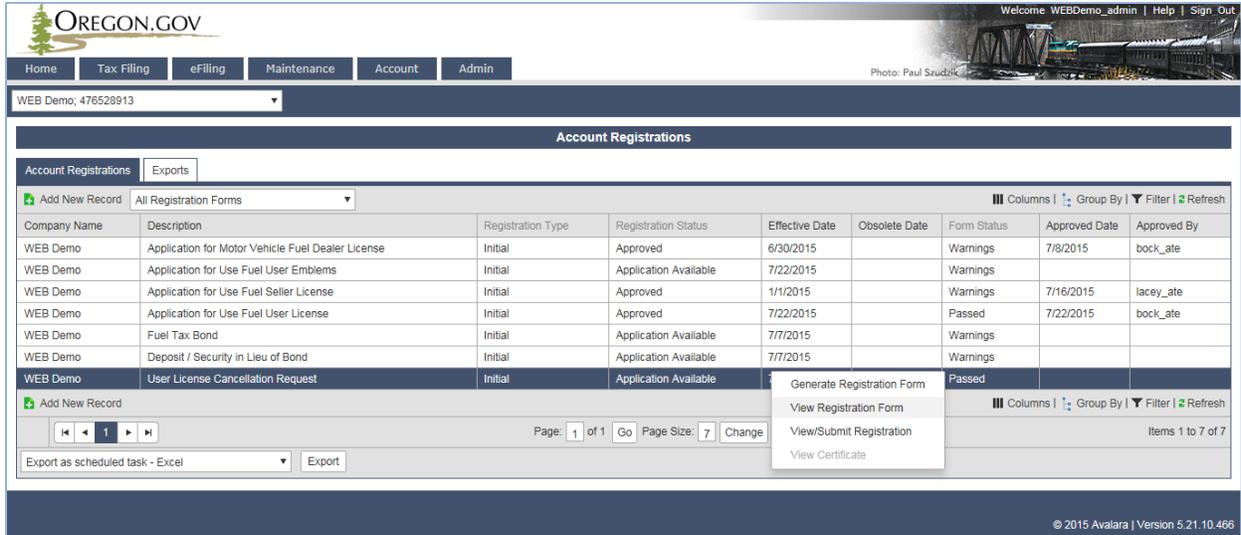


Figure 9. Account Registration screen

To view the form, click on “View Registration Form” to view a PDF of the document to be submitted. If all information looks correct, using the same process, click on “View/Submit Registration” to submit the cancellation request to the Fuels Tax Group.

When you submit the cancellation request, you will receive a summary box with the license information, and an electronic acknowledgement statement.

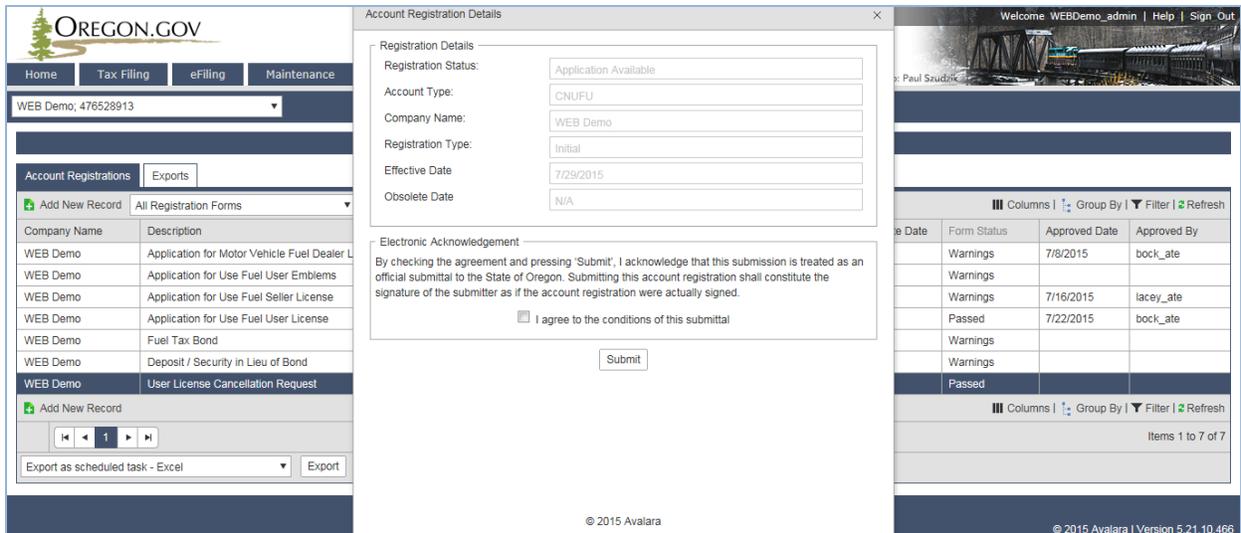


Figure 10. Submit cancellation request

Click on the check box to acknowledge acceptance of the terms of the submission, and click the button labeled “Submit”.

You will receive an acknowledgement of your submission with our contact information.

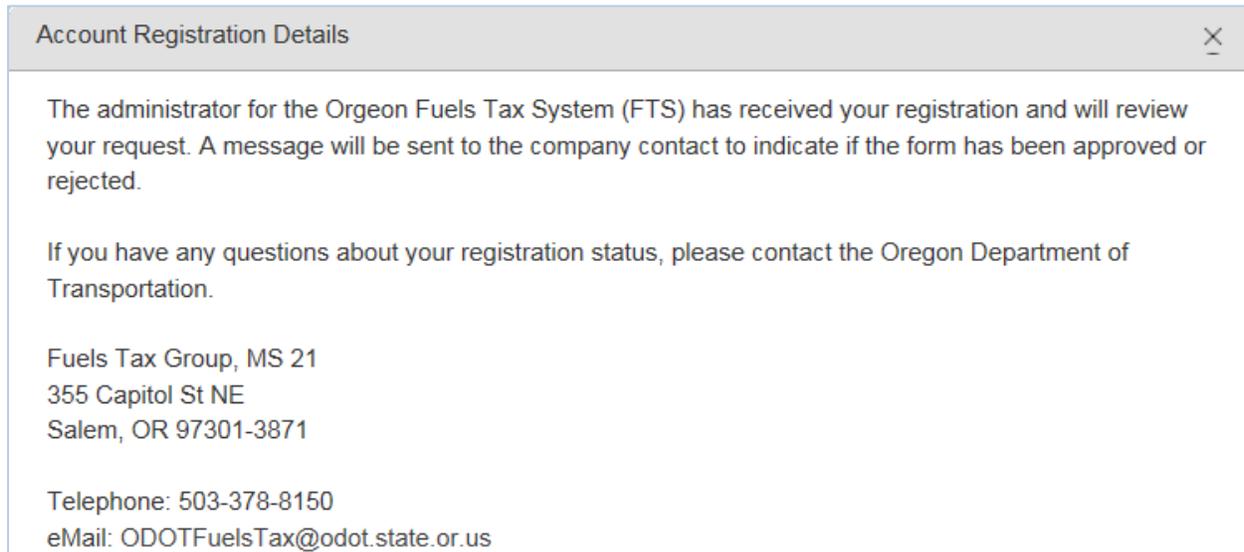


Figure 11. Confirmation of submission