

## USER LICENSE CANCELLATION

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

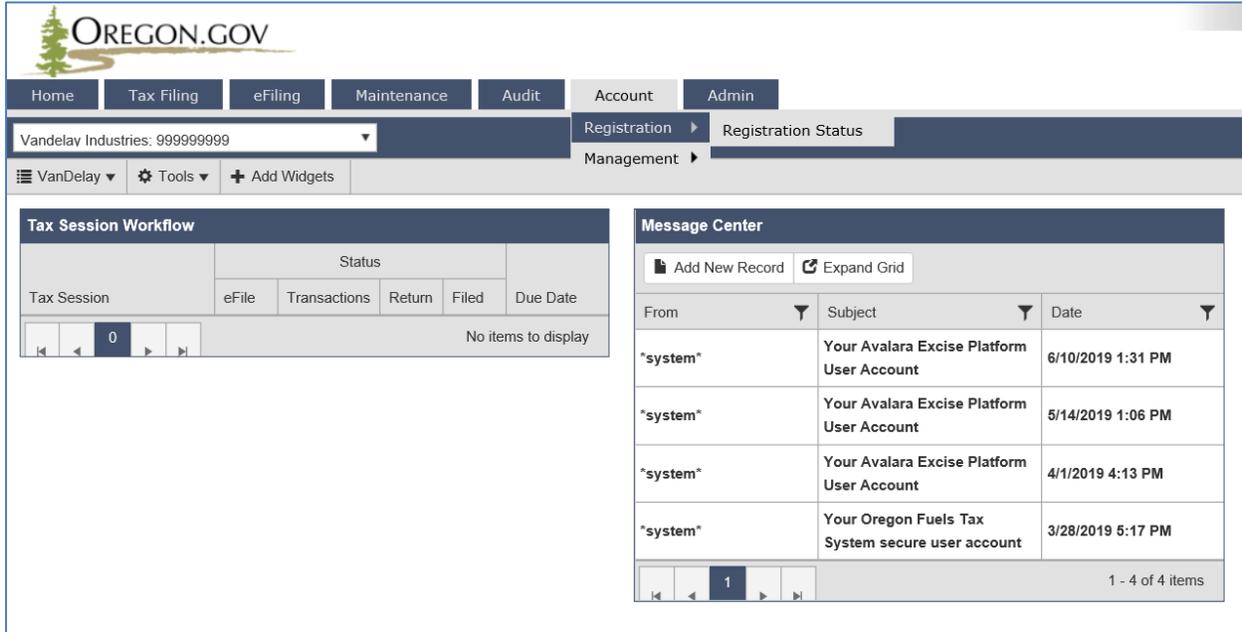


Figure 1. Account Registration selection

The Account Registrations screen is displayed:

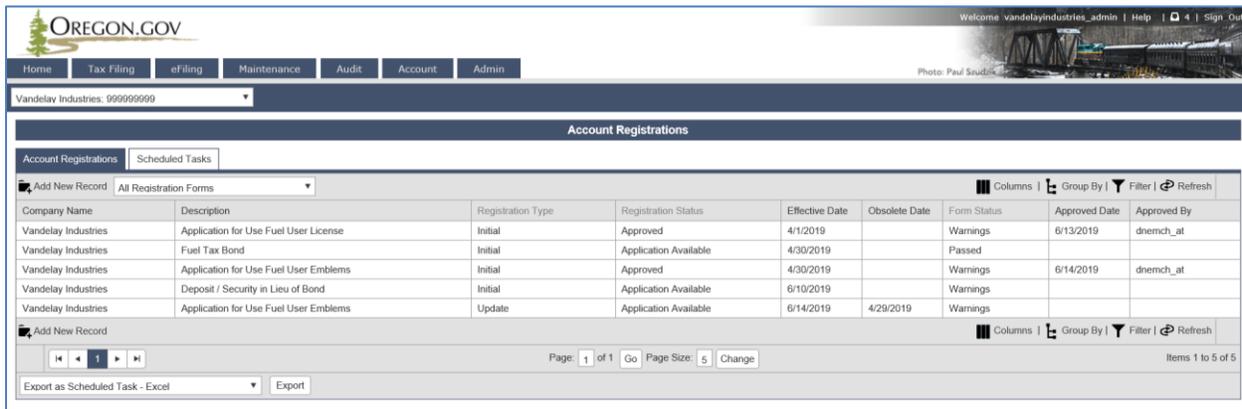
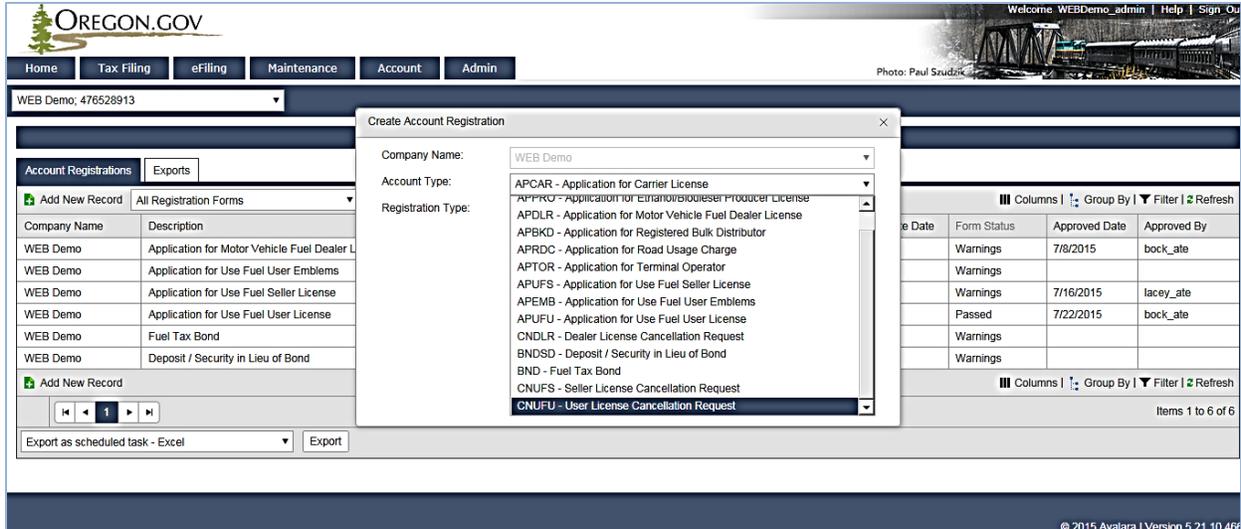


Figure 2. Account Registrations screen

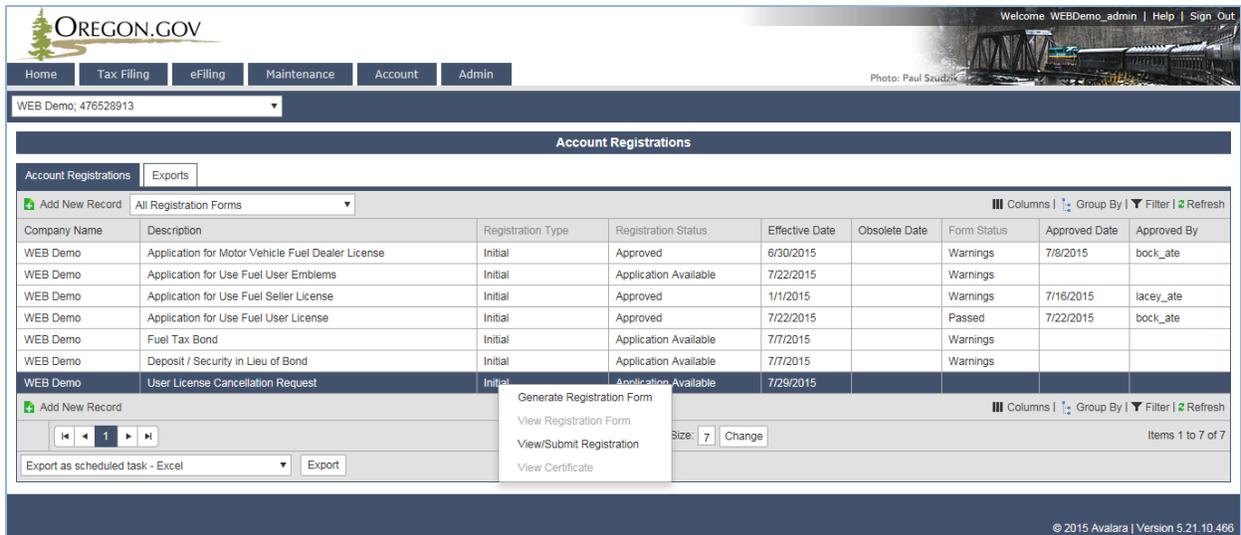
Click on “Add New Record” in the upper left corner.



**Figure 3. User license cancellation request**

Select “CNUFU - User 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 three 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 – Reason(s) for cancelation

✕

Country: USA	Jurisdiction: OR
Taxpayer Type: CNUFU	Terminal Code:
Start Period: 7/29/2015	Sequence: ORIGINAL

Form Settings

Form Manual Entry

History Log

Supporting Documents

1
2
3

Please answer each question.

Yes	No	
<input type="radio"/>	<input type="radio"/>	1a. Are you requesting cancellation of your user license because you have sold the business? 1a. Date of sale <input style="width: 95%;" type="text"/>
		1a. Name of person to whom the business was sold <input style="width: 95%;" type="text"/>
		1a. Address <span style="float: right;">1a. Phone</span> <input style="width: 65%;" type="text"/> <input style="width: 25%;" type="text"/>
<input type="radio"/>	<input type="radio"/>	1b. Are you requesting cancellation of your user license because you have closed the business or have changed operations that no longer require licensing? 1b. Date you ceased or changed operations <input style="width: 95%;" type="text"/>

Figure 5. Form Manual Entry page 1

Answer the questions on each screen by clicking the “Yes” or “No” button for each question. Include the information in fields 1a and 1b.

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 continued

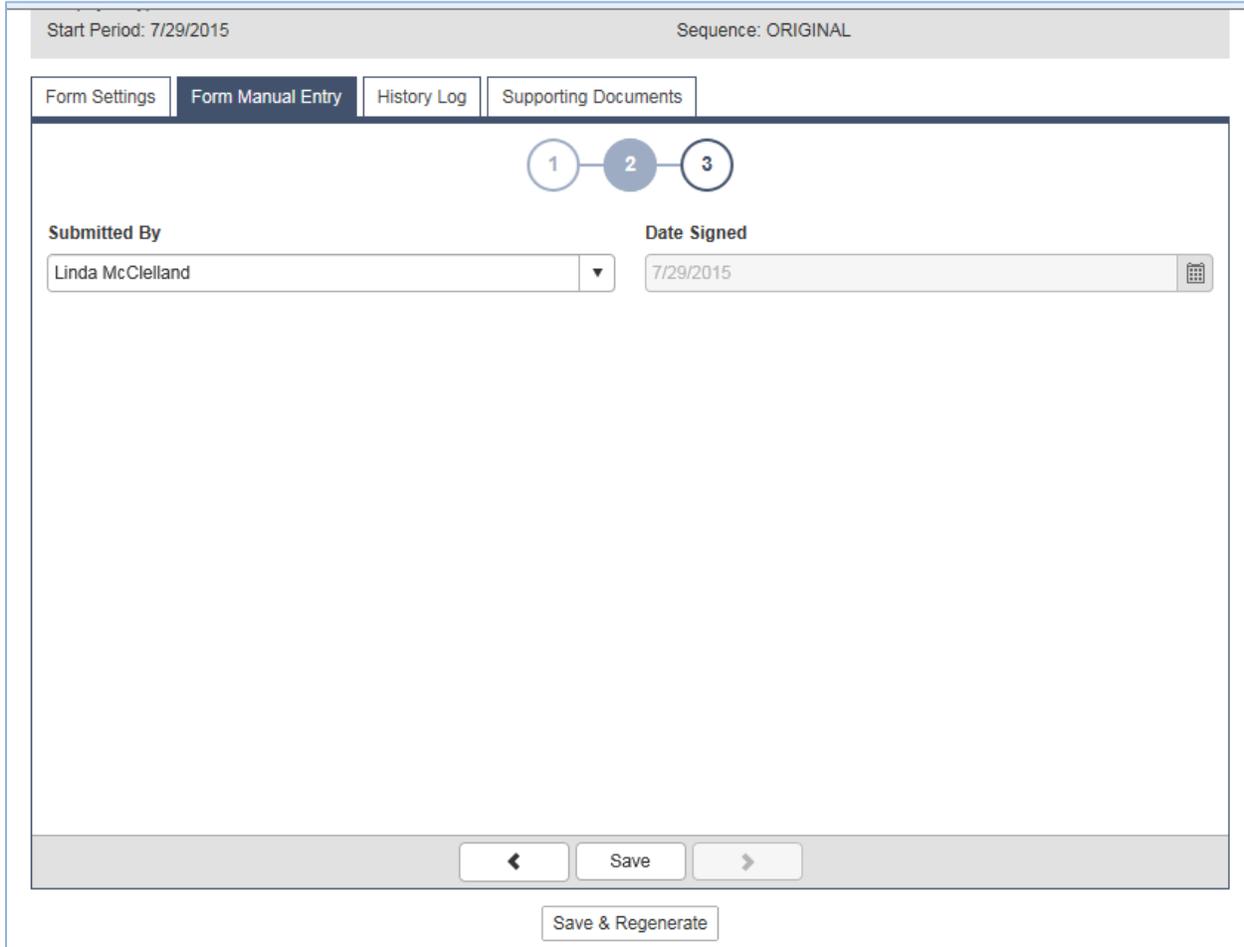
Country: USA Taxpayer Type: CNUFU Start Period: 7/29/2015	Jurisdiction: OR Terminal Code: Sequence: ORIGINAL																
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> <span>Form Settings</span> <span style="background-color: #f0f0f0; padding: 2px 5px;">Form Manual Entry</span> <span>History Log</span> <span>Supporting Documents</span> </div>																	
<div style="display: flex; justify-content: center; gap: 20px;"> <span style="border: 1px solid gray; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">1</span> <span style="border: 1px solid gray; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">2</span> <span style="border: 1px solid gray; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">3</span> </div>																	
<b>Yes</b>	<b>No</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30px; text-align: center;"><input type="radio"/></td> <td style="width: 30px; text-align: center;"><input type="radio"/></td> <td style="padding: 5px;">2. Do you operate any motor vehicle(s), registered at 26,000 pounds or under, using untaxed use fuel (e.g. waste vegetable oil, diesel, biodiesel, propane, CNG, etc.)?</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="padding: 5px;">3. Do you operate any farm-plated (F-plate) vehicle(s) with declared weight(s) of over 26,000 pounds?</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="padding: 5px;">4. Do you operate any vehicle(s) (e.g., tow trucks, mobile home toters), with combined declared weights (split-weights) at both less than or equal to 26,000 pounds and over 26,000 pounds?</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="padding: 5px;">5. Does your company now have only registered motor vehicle(s) with declared weight(s) over 26,000 pounds for which 100% of Oregon operation is taxed by Motor Carrier weight/mile tax? Date of change or explanation <div style="border: 1px solid gray; height: 20px; width: 100%; margin-top: 5px;"></div></td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="padding: 5px;">6. Do you maintain on-site stationary and/or portable bulk storage tank(s) storing use fuel from which motor vehicles are fueled?</td> </tr> </table>	<input type="radio"/>	<input type="radio"/>	2. Do you operate any motor vehicle(s), registered at 26,000 pounds or under, using untaxed use fuel (e.g. waste vegetable oil, diesel, biodiesel, propane, CNG, etc.)?	<input type="radio"/>	<input type="radio"/>	3. Do you operate any farm-plated (F-plate) vehicle(s) with declared weight(s) of over 26,000 pounds?	<input type="radio"/>	<input type="radio"/>	4. Do you operate any vehicle(s) (e.g., tow trucks, mobile home toters), with combined declared weights (split-weights) at both less than or equal to 26,000 pounds and over 26,000 pounds?	<input type="radio"/>	<input type="radio"/>	5. Does your company now have only registered motor vehicle(s) with declared weight(s) over 26,000 pounds for which 100% of Oregon operation is taxed by Motor Carrier weight/mile tax? Date of change or explanation <div style="border: 1px solid gray; height: 20px; width: 100%; margin-top: 5px;"></div>	<input type="radio"/>	<input type="radio"/>	6. Do you maintain on-site stationary and/or portable bulk storage tank(s) storing use fuel from which motor vehicles are fueled?
<input type="radio"/>	<input type="radio"/>	2. Do you operate any motor vehicle(s), registered at 26,000 pounds or under, using untaxed use fuel (e.g. waste vegetable oil, diesel, biodiesel, propane, CNG, etc.)?															
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<div style="display: flex; justify-content: center; gap: 20px;"> <span style="border: 1px solid gray; padding: 5px 15px;">←</span> <span style="border: 1px solid gray; padding: 5px 15px;">Save</span> <span style="border: 1px solid gray; padding: 5px 15px;">→</span> </div>																	

Figure 6. Form Manual Entry page 2

Answer the questions on each screen by clicking the “Yes” or “No” button for each question. Answering “Yes” to questions two, three and 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 – Submission acknowledgement



Start Period: 7/29/2015 Sequence: ORIGINAL

Form Settings Form Manual Entry History Log Supporting Documents

1 2 3

Submitted By Linda McClelland

Date Signed 7/29/2015

Save & Regenerate

Figure 7. Form Manual Entry page 3

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

Click "Save and Regenerate" 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.

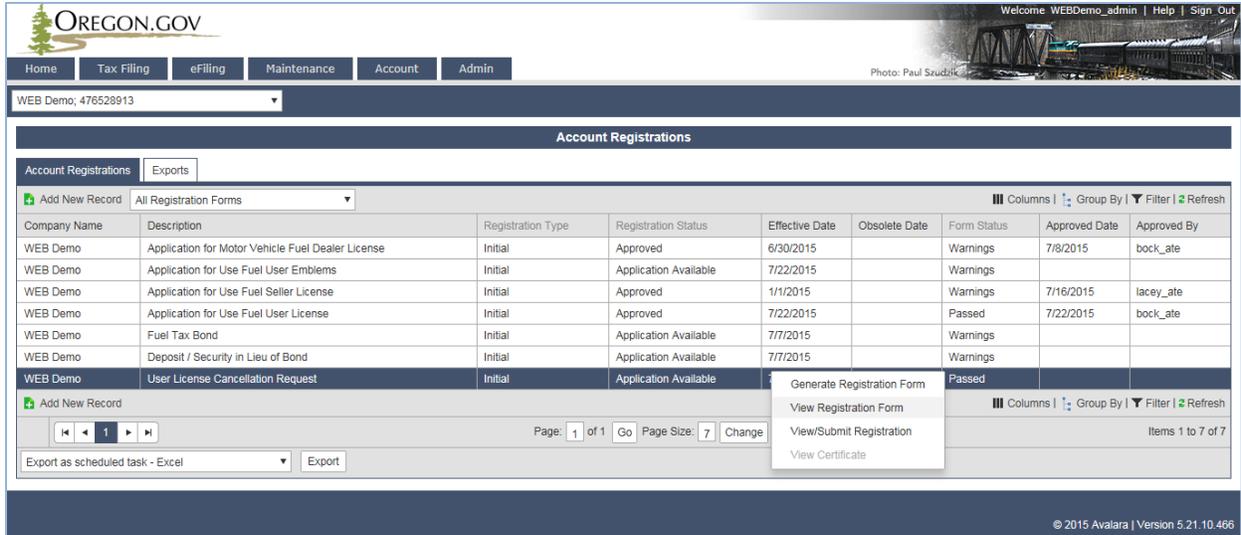


Figure 8. Account Registration screen

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.

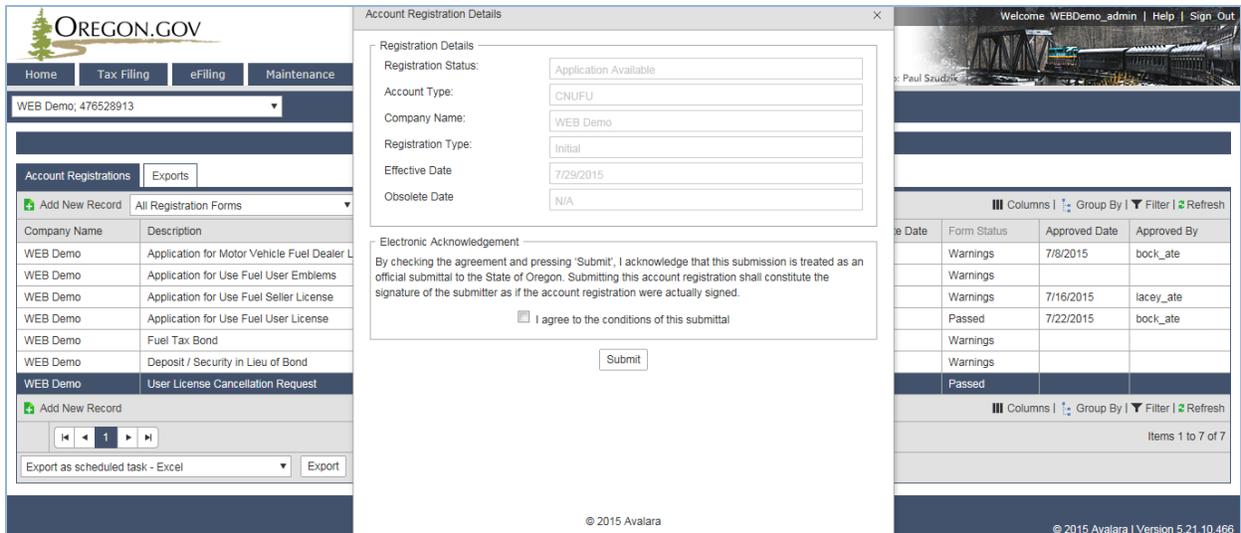


Figure 9. Submit cancellation request

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.

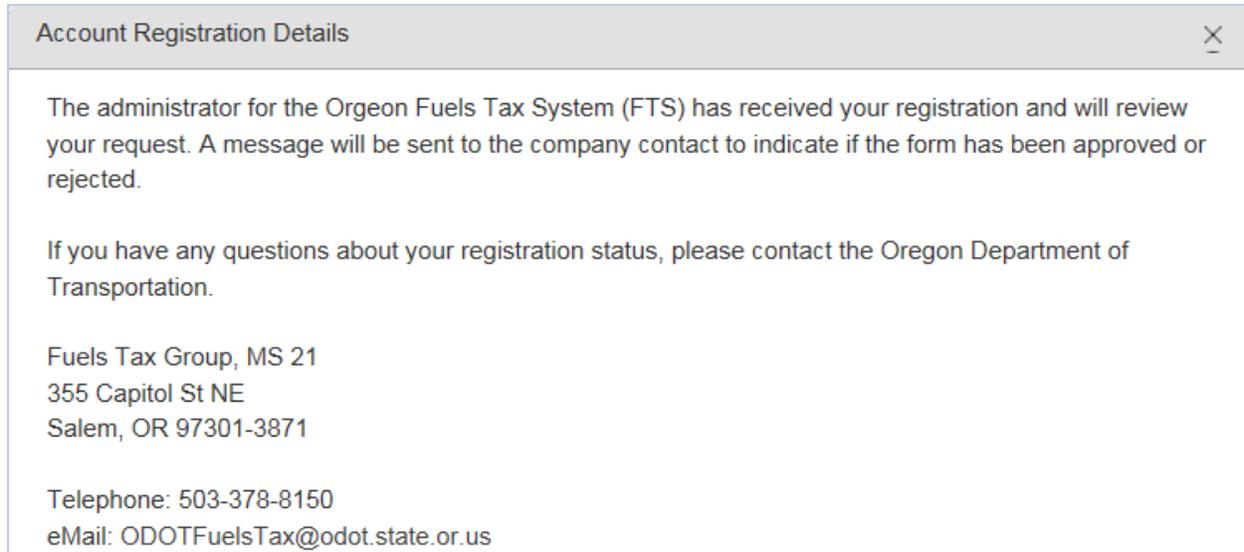


Figure 10. Confirmation of submission