

APPLYING FOR A USE FUEL SELLER LICENSE

WHAT YOU WILL NEED:

- Applicant Name
- Valid Email Address
- Telephone Number
- Company Legal Name
- Company Trade Name
- Social Security Number (SSN) or Federal Employer Identification Number (FEIN)
- Type of Organization (Corporation, LLC, etc.)
- Date Organized or Incorporated
- State of Registration and State Registry Number
- Physical Address
- Mailing Address
- Records Location
- Fuel Storage Locations (including type of fuel and number of gallons)
- Storage Locations Maintained in Oregon
- Principal Officers/Partners and their addresses
- Other State or Federal fuel licenses
- Supplier information
- Registered Agent or Managing Agent if applicable
- Any previous licenses issued to this company
- If the business was purchased, the prior owner name and license number
- Bond or Security Deposit information

To begin the application process, sign in to the Oregon Fuel Tax System, and select the “Account” tab. Then select “Registration” and then “Registration Status”.

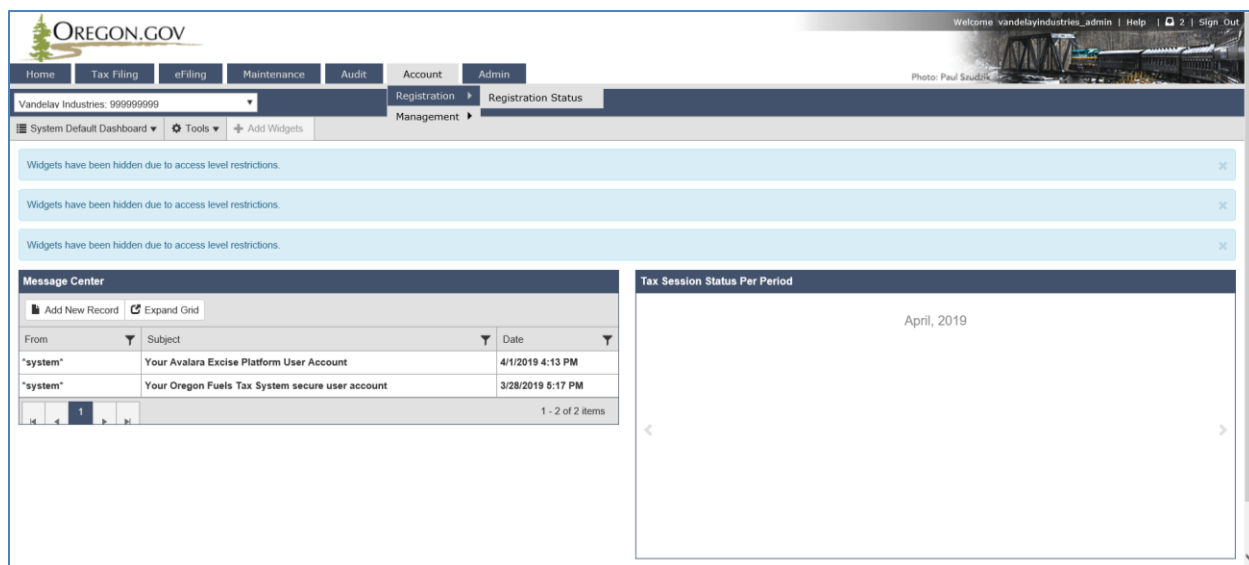


Figure 1. Beginning of registration process

If you currently have other licenses, you will find a list of them here.

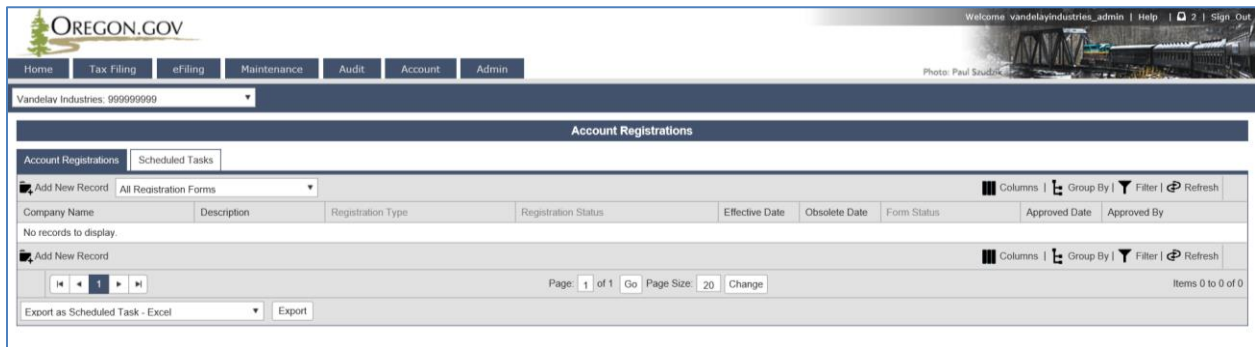


Figure 2. List of existing accounts

Click “Add New Record” located directly under the “Account Registrations” tab.

From the “Create Account Registration” pop-up window, select “APUFS – Application for Use Fuel Seller License” from the “Account Type” drop-down box.

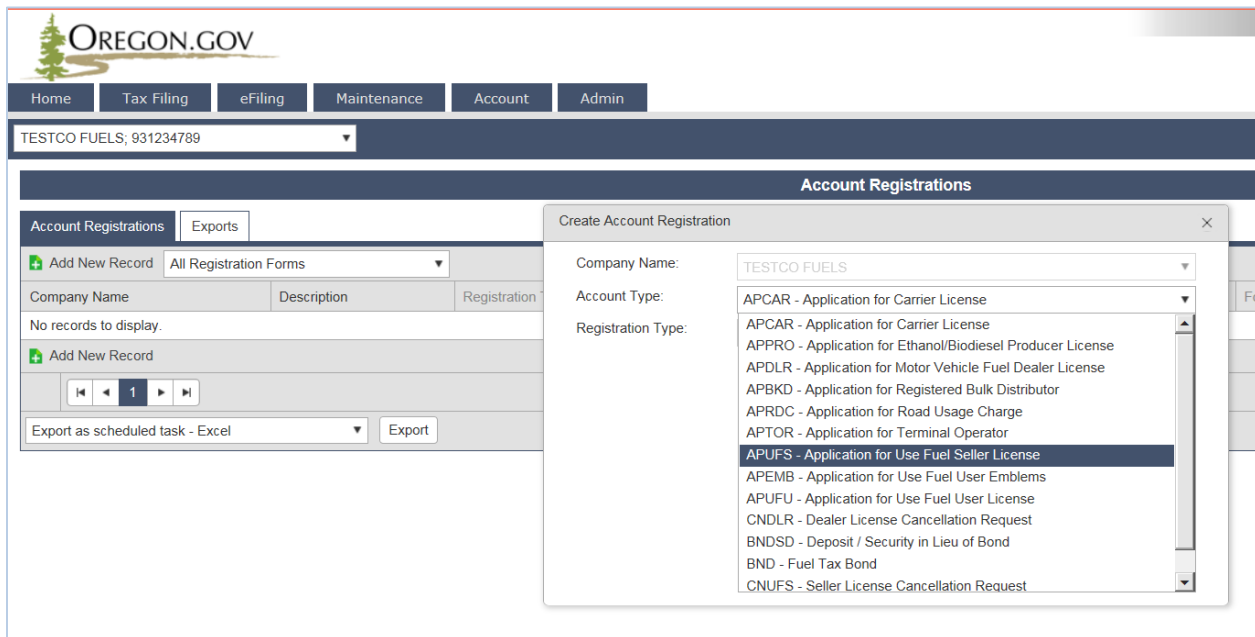


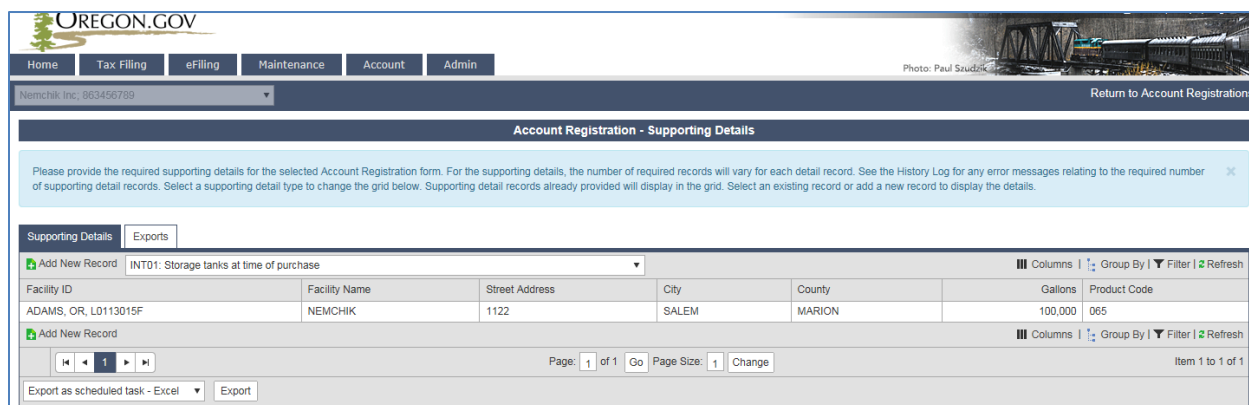
Figure 3. Create Account Registration screen

Then click “Insert” at the bottom of the window. From this same window, select the “Account Type” drop-down box again and select “BND - Fuel Tax Bond”. Then click “Insert” at the bottom of the window. The license application and bond application will show as two separate entries in the list of registrations.

When you select the line for the Seller license application, you will have a pop-up menu with the choice to:

- Enter Supporting Details
- Generate Registration Form
- View Registration Form (not available until information is entered)
- View/Submit Registration
- View Certificate (not available until information is entered)

Select “Enter Supporting Details” to complete the schedules for the application. The screen will change to the Supporting Details screen (shown below).



Account Registration - Supporting Details

Please provide the required supporting details for the selected Account Registration form. For the supporting details, the number of required records will vary for each detail record. See the History Log for any error messages relating to the required number of supporting detail records. Select a supporting detail type to change the grid below. Supporting detail records already provided will display in the grid. Select an existing record or add a new record to display the details.

Supporting Details | Exports

INT01: Storage tanks at time of purchase

Facility ID	Facility Name	Street Address	City	County	Gallons	Product Code
ADAMS, OR, L0113015F	NEMCHIK	1122	SALEM	MARION	100,000	065

Page: 1 of 1 | Go | Page Size: 1 | Change | Item 1 to 1 of 1

Export as scheduled task - Excel | Export

Figure 4. Supporting Details screen

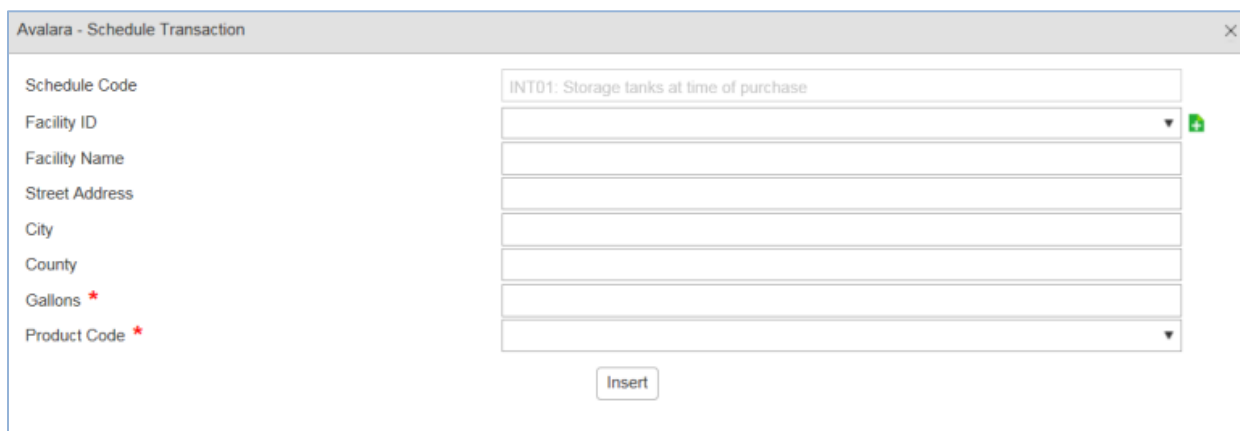
Most schedules are self-explanatory and describe the type of information required. Select the appropriate schedule from the drop-down box and the click “Add New Record” next to the schedule description to add that schedule to your application.

NOTE: You must enter information in at least INT01 or INT04 (storage information) and INT05 (supplier information) to continue. If you have multiple locations, you will complete the INT01 for each station or other sales facility, and INT04 for each storage facility.

When you click “Add New Record”, the pop-up window will appear for that specific schedule. See below for examples of each schedule.

As you finish each schedule, click “Insert” at the bottom of the window to save the information.

INT01 for storage tanks at the time of purchase



Avalara - Schedule Transaction

Schedule Code: INT01: Storage tanks at time of purchase

Facility ID: [Dropdown]

Facility Name: [Text Field]

Street Address: [Text Field]

City: [Text Field]

County: [Text Field]

Gallons: [Text Field]

Product Code: [Dropdown]

Insert

Figure 5. INT01 screen sample

Facility Name	Enter business name or tank description
Street Address	Physical address of tank
City	City of the physical address
County	County of the physical address
Gallons	Enter the total gallons in the tank at time of purchase
Product Code	Select product type from the drop down list.

Actions may be repeated for multiple entries before closing window.

INT04 for storage facilities maintained in Oregon

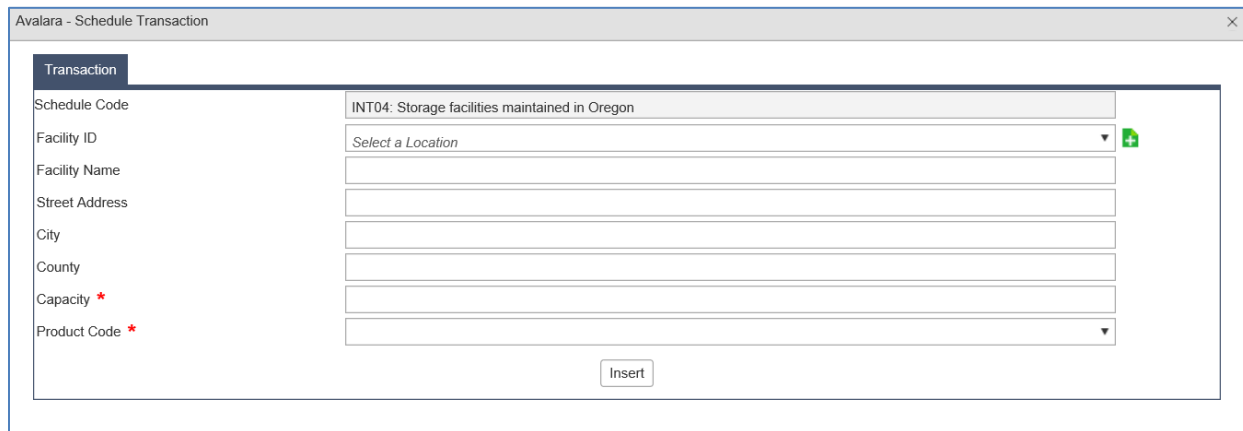
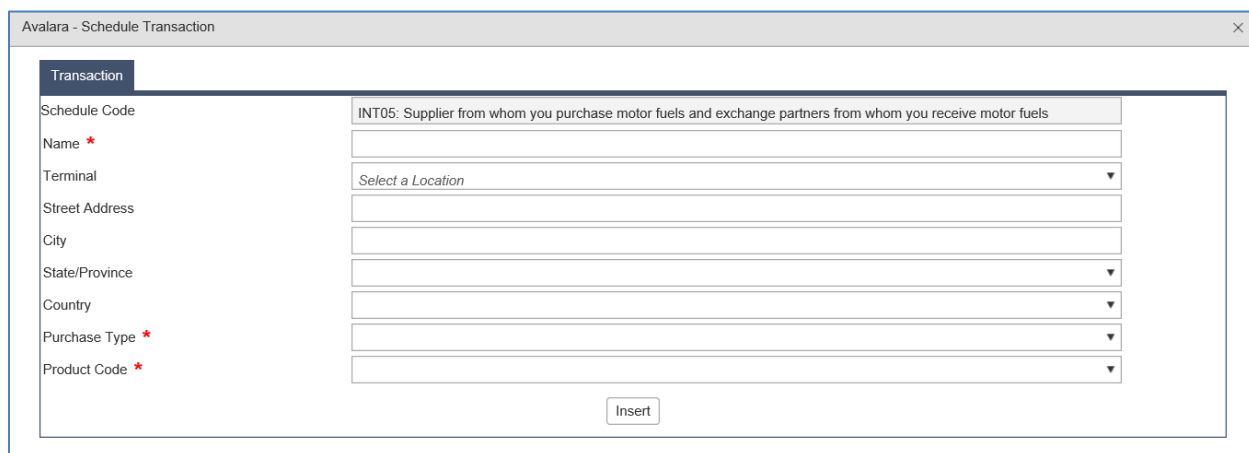


Figure 6. INT04 screen sample

Facility Name	Enter business name or tank description
Street Address	Physical address of tank
City	City of the physical address
County	County of the physical address
Capacity	Maximum gallons of storage tank
Product Code	Select product type from the drop down list.

Actions may be repeated for multiple entries before closing window.

INT05 to list suppliers of use fuel products



The screenshot shows a window titled "Avalara - Schedule Transaction". Inside, there's a "Transaction" tab. The form includes the following fields:

- Schedule Code:** A dropdown menu with the selected value "INT05: Supplier from whom you purchase motor fuels and exchange partners from whom you receive motor fuels".
- Name ***: A text input field.
- Terminal:** A dropdown menu with the selected value "Select a Location".
- Street Address:** A text input field.
- City:** A text input field.
- State/Province:** A dropdown menu.
- Country:** A dropdown menu.
- Purchase Type *:** A dropdown menu.
- Product Code *:** A dropdown menu.

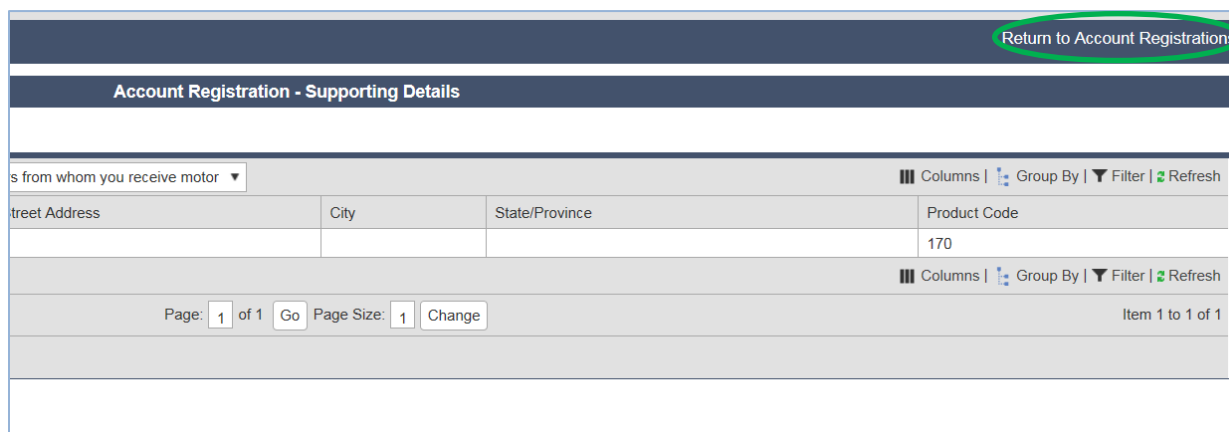
At the bottom of the form is an "Insert" button.

Figure 7. INT05 screen sample

Name	Enter the supplier's name
Terminal	If the supplier is a terminal, select it from the drop down box
Street Address	Physical address of supplier
City	City of physical address
State/Province	State of the physical address (select from drop-down list)
County	County of the physical address (select from drop-down list)
Purchase Type	Select how you purchase fuel from the drop-down list
Product Code	Select the product purchased from the drop-down list

Actions may be repeated for multiple entries before closing window.

When the schedule entries are completed, click “Return to Account Registrations” in the upper right corner to return to Account Registrations, or navigate using the menu options.



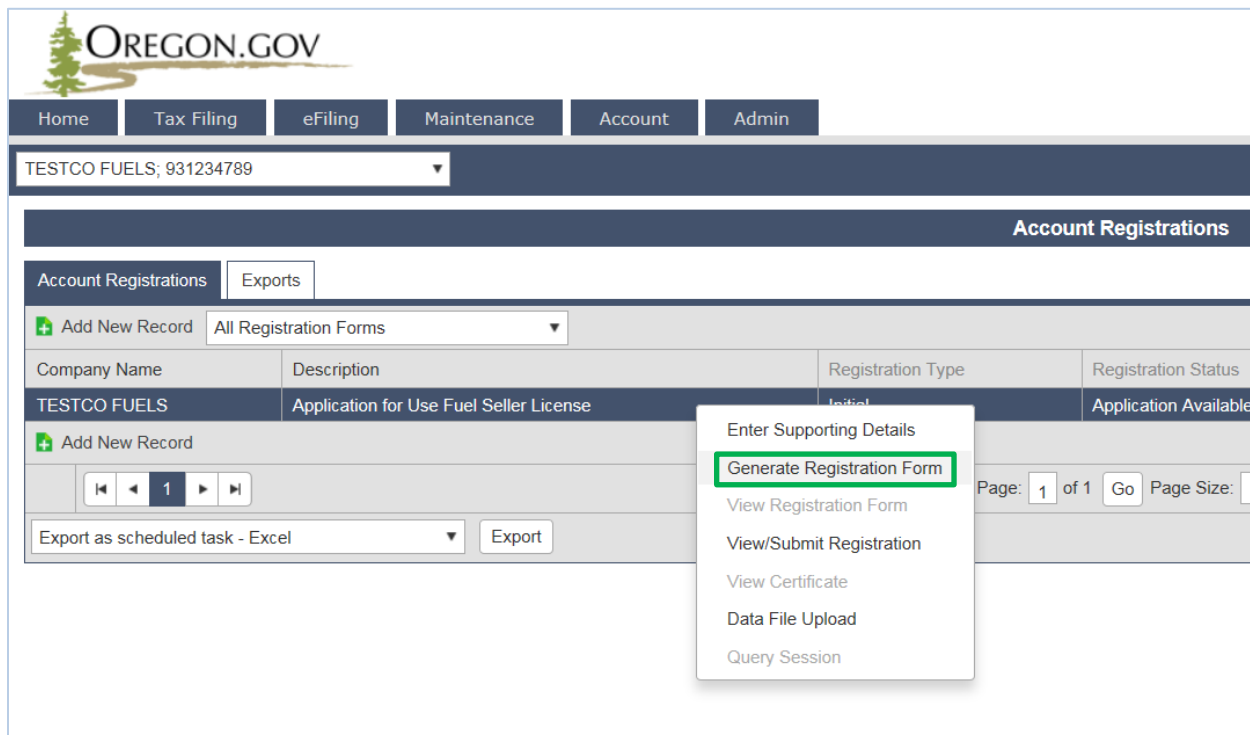
The screenshot shows a window titled "Account Registration - Supporting Details". In the top right corner, there is a green button labeled "Return to Account Registrations". Below the title bar, there's a dropdown menu with the selected value "s from whom you receive motor". To the right of this menu are links for "Columns", "Group By", "Filter", and "Refresh".

Street Address	City	State/Province	Product Code
			170

At the bottom of the table, there are links for "Columns", "Group By", "Filter", and "Refresh". Below the table, there's a pagination bar showing "Page: 1 of 1", a "Go" button, "Page Size: 1", and a "Change" button. On the far right, it says "Item 1 to 1 of 1".

Figure 8. Return to Account Registrations hyperlink

Select “Application for Use Fuel Seller License”. From the pop-up box, select “Generate Registration Form” to bring up the Registration Details screen.

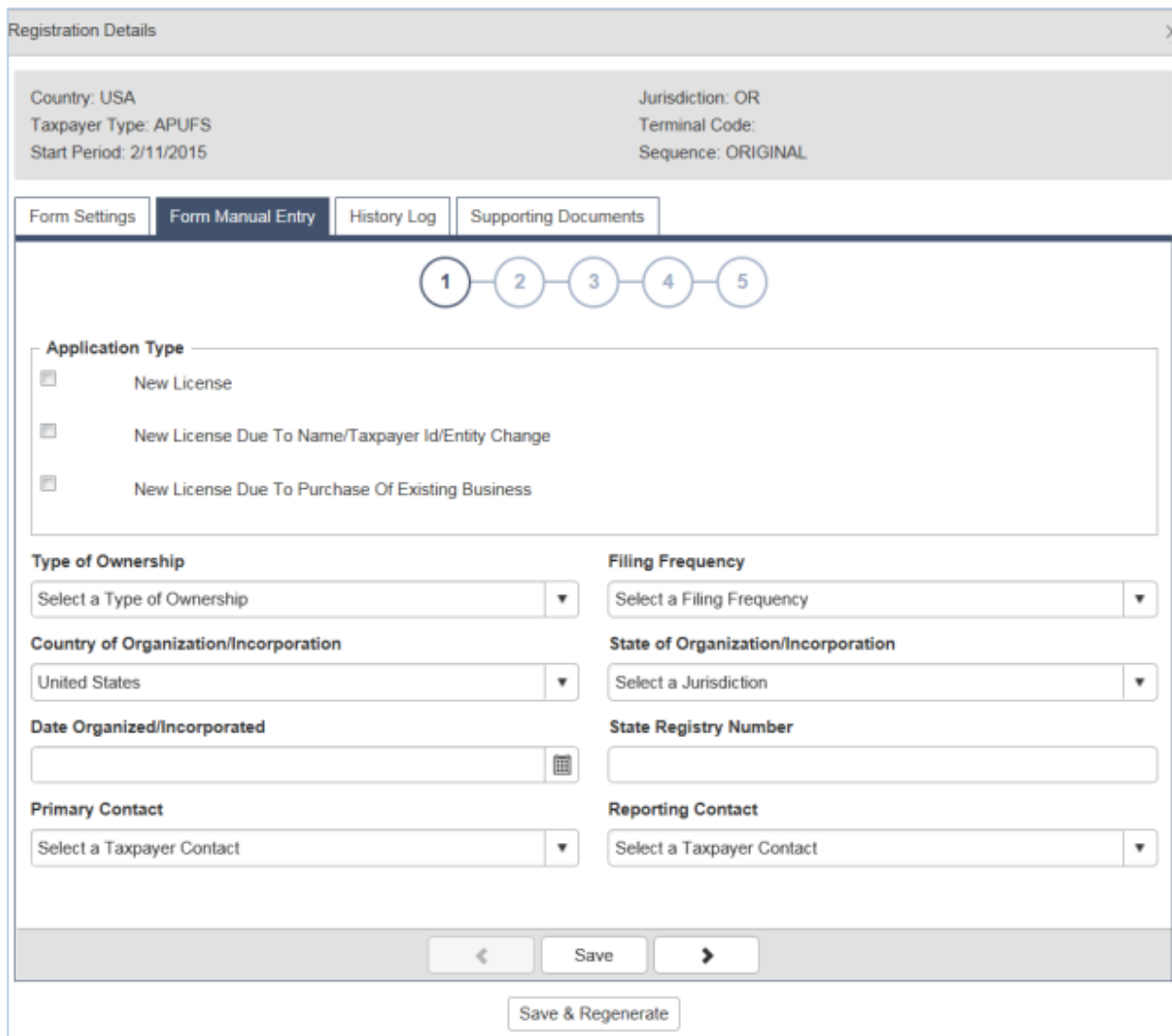


The screenshot shows the Oregon Department of Transportation website with the 'OREGON.GOV' logo. The navigation bar includes links for Home, Tax Filing, eFiling, Maintenance, Account, and Admin. A search bar contains the text 'TESTCO FUELS; 931234789'. The main section is titled 'Account Registrations' and has tabs for 'Account Registrations' and 'Exports'. Below the tabs, there is a '+ Add New Record' button and a dropdown menu set to 'All Registration Forms'. A table displays registration information for 'TESTCO FUELS' with the description 'Application for Use Fuel Seller License'. A context menu is open over the 'Generate Registration Form' button, listing options: 'Enter Supporting Details', 'Generate Registration Form' (highlighted with a green border), 'View Registration Form', 'View/Submit Registration', 'View Certificate', 'Data File Upload', and 'Query Session'. At the bottom, there is a pagination control showing 'Page: 1 of 1' and a 'Go' button, along with a 'Page Size: 1' setting. An 'Export' button is also visible.

Figure 9. Selecting Generate Registration Form

Select the “Form Manual Entry” tab and fill in the information on the screens.

1 – Application Type



Registration Details

Country: USA Jurisdiction: OR
Taxpayer Type: APUFS Terminal Code:
Start Period: 2/11/2015 Sequence: ORIGINAL

Form Settings **Form Manual Entry** History Log Supporting Documents

1 2 3 4 5

Application Type

☐ New License

☐ New License Due To Name/Taxpayer Id/Entity Change

☐ New License Due To Purchase Of Existing Business

Type of Ownership
Select a Type of Ownership ▼

Filing Frequency
Select a Filing Frequency ▼

Country of Organization/Incorporation
United States ▼

State of Organization/Incorporation
Select a Jurisdiction ▼

Date Organized/Incorporated

State Registry Number

Primary Contact
Select a Taxpayer Contact ▼

Reporting Contact
Select a Taxpayer Contact ▼

< Save >

Save & Regenerate

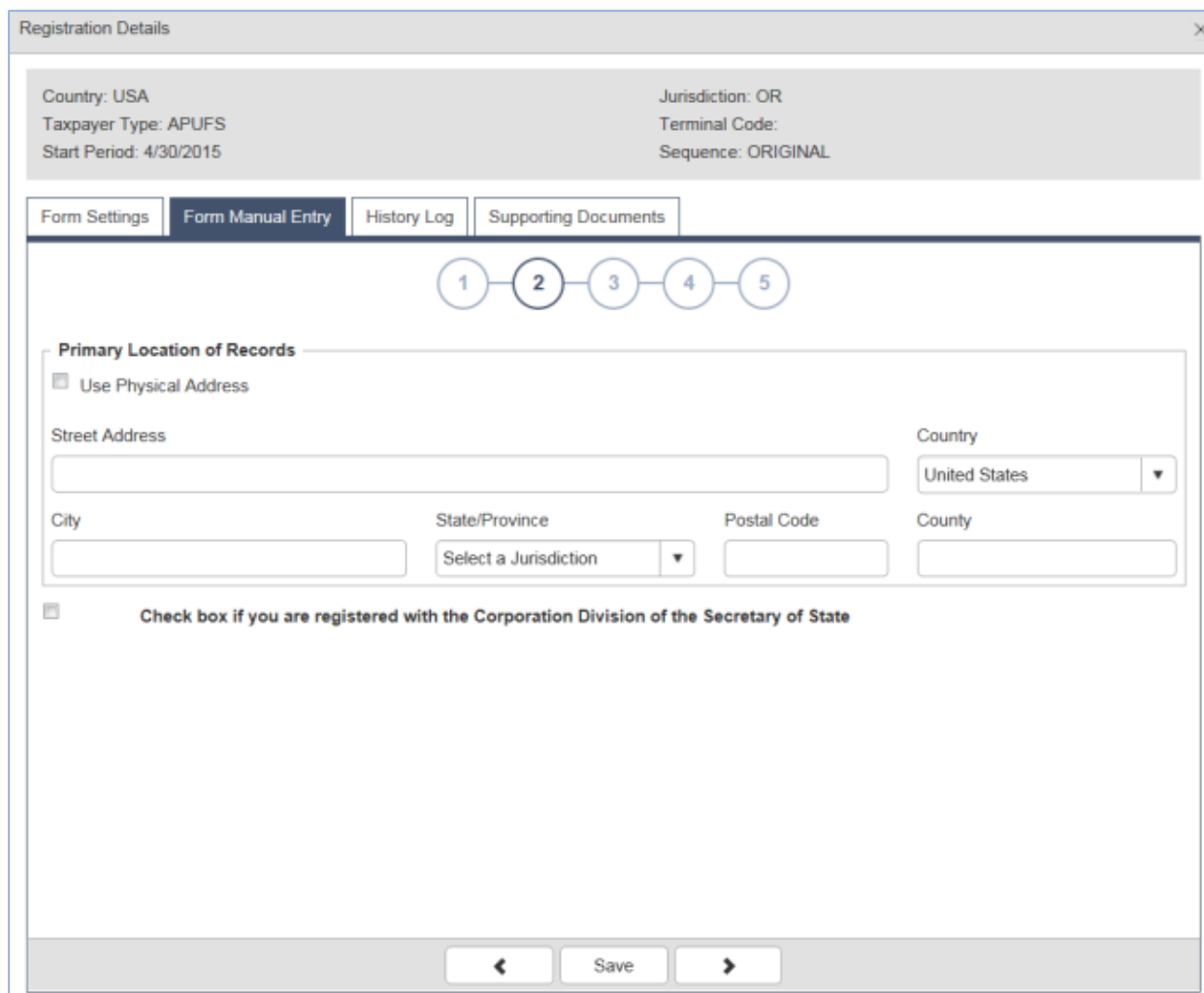
Figure 10. Form Manual Entry page 1

Application Type	Check the box for the appropriate type of ox.
Type of Ownership	Select the type of ownership from the drop-down box
Filing Frequency	Select "Quarterly" from the drop-down list
Country of . . .	Select country where incorporated or organized
State of . . .	Select state where incorporated or organized
Date Organized . . .	Date organized or incorporated
State Registry Number	Number received from state

Select the primary contact and reporting contact from the drop down boxes.

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.

2 – Primary Location of Records and Oregon Secretary of State registration information.



Registration Details

Country: USA Jurisdiction: OR
Taxpayer Type: APUFS Terminal Code:
Start Period: 4/30/2015 Sequence: ORIGINAL

Form Settings **Form Manual Entry** History Log Supporting Documents

1 2 3 4 5

Primary Location of Records

☐ Use Physical Address

Street Address Country
 United States ▼

City State/Province Postal Code County
 Select a Jurisdiction ▼

☐ Check box if you are registered with the Corporation Division of the Secretary of State

◀ Save ▶

Figure 11. Form Manual Entry screen 2

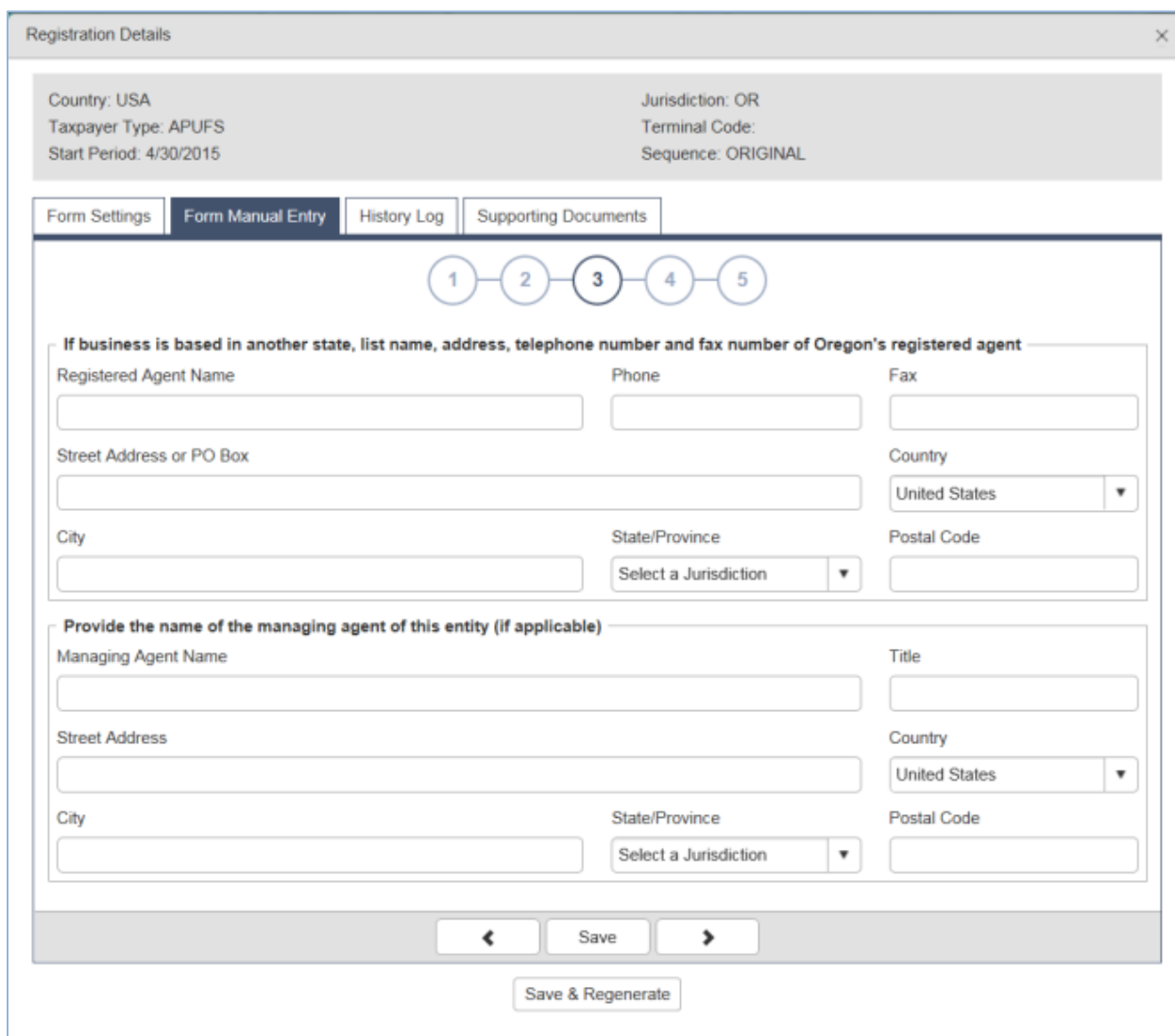
Enter the physical address where the business records are kept, or click “Use Physical Address” if the records location is the same as your primary business location.

Country	Select from drop-down list
City	City of physical address
State/Province	Select from drop-down list
Postal Code	Enter postal code
County	REQUIRED – Enter county

If registered with the Oregon Secretary of State, check the box at the bottom and enter the date that you began doing business in Oregon and your business registration number.

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.

3 – Other state business registry (when applicable), and managing agent information



Registration Details

Country: USA
Taxpayer Type: APUFS
Start Period: 4/30/2015

Jurisdiction: OR
Terminal Code:
Sequence: ORIGINAL

Form Settings | **Form Manual Entry** | History Log | Supporting Documents

1 2 **3** 4 5

If business is based in another state, list name, address, telephone number and fax number of Oregon's registered agent

Registered Agent Name Phone Fax

Street Address or PO Box Country
United States ▼

City State/Province Postal Code
Select a Jurisdiction ▼

Provide the name of the managing agent of this entity (if applicable)

Managing Agent Name Title

Street Address Country
United States ▼

City State/Province Postal Code
Select a Jurisdiction ▼

◀ Save ▶

Save & Regenerate

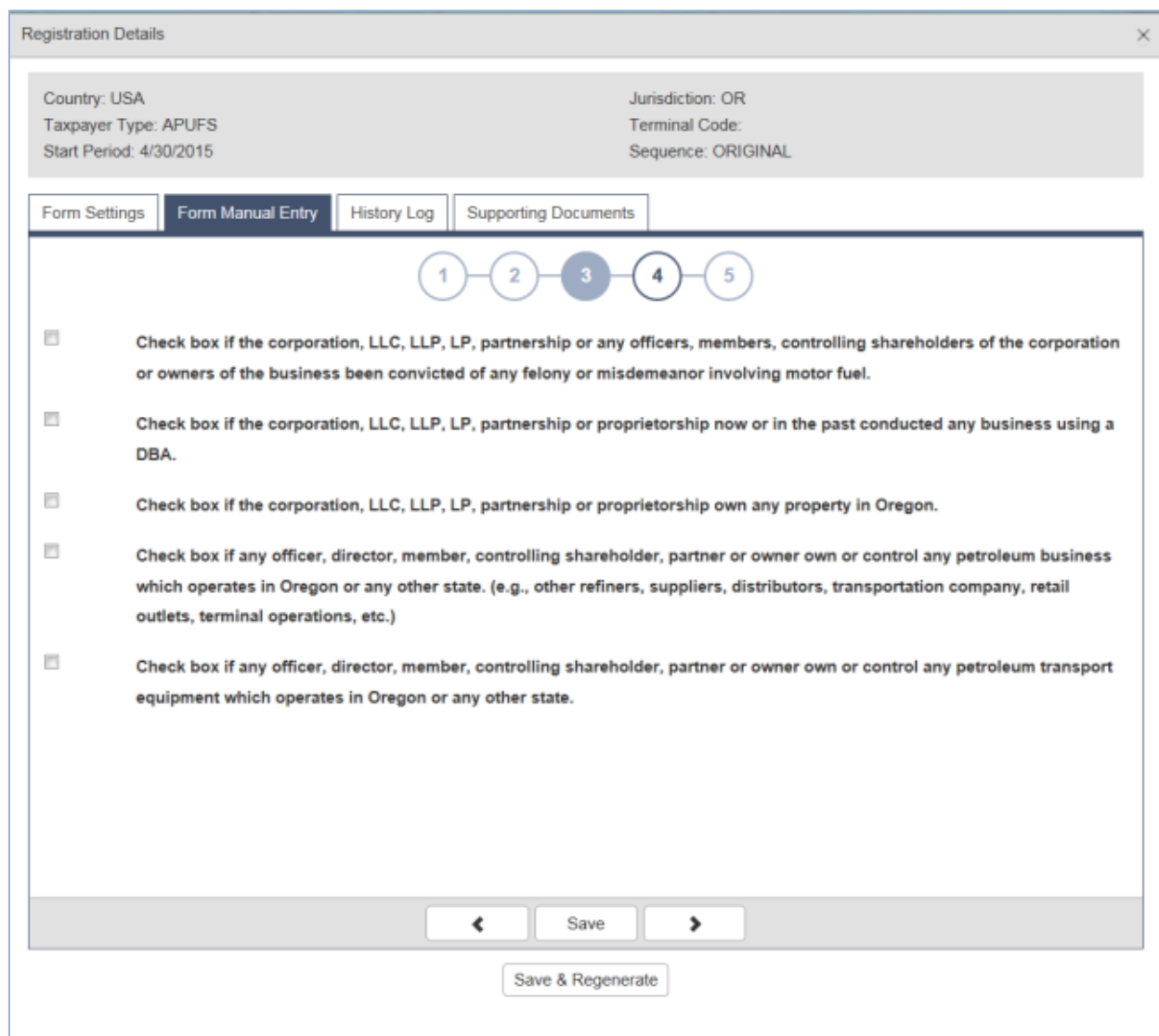
Figure 12. Form Manual Entry screen 3

If your company is based outside Oregon, please enter the information for the registered agent for Oregon.

If you have a managing agent for your company, list that person's name and contact information in this screen also.

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.

4 – Officer/member information



Registration Details

Country: USA Jurisdiction: OR
Taxpayer Type: APUFS Terminal Code:
Start Period: 4/30/2015 Sequence: ORIGINAL

Form Settings **Form Manual Entry** History Log Supporting Documents

1 — 2 — **3** — 4 — 5

- ☐ Check box if the corporation, LLC, LLP, LP, partnership or any officers, members, controlling shareholders of the corporation or owners of the business been convicted of any felony or misdemeanor involving motor fuel.
- ☐ Check box if the corporation, LLC, LLP, LP, partnership or proprietorship now or in the past conducted any business using a DBA.
- ☐ Check box if the corporation, LLC, LLP, LP, partnership or proprietorship own any property in Oregon.
- ☐ Check box if any officer, director, member, controlling shareholder, partner or owner own or control any petroleum business which operates in Oregon or any other state. (e.g., other refiners, suppliers, distributors, transportation company, retail outlets, terminal operations, etc.)
- ☐ Check box if any officer, director, member, controlling shareholder, partner or owner own or control any petroleum transport equipment which operates in Oregon or any other state.

◀ Save ▶

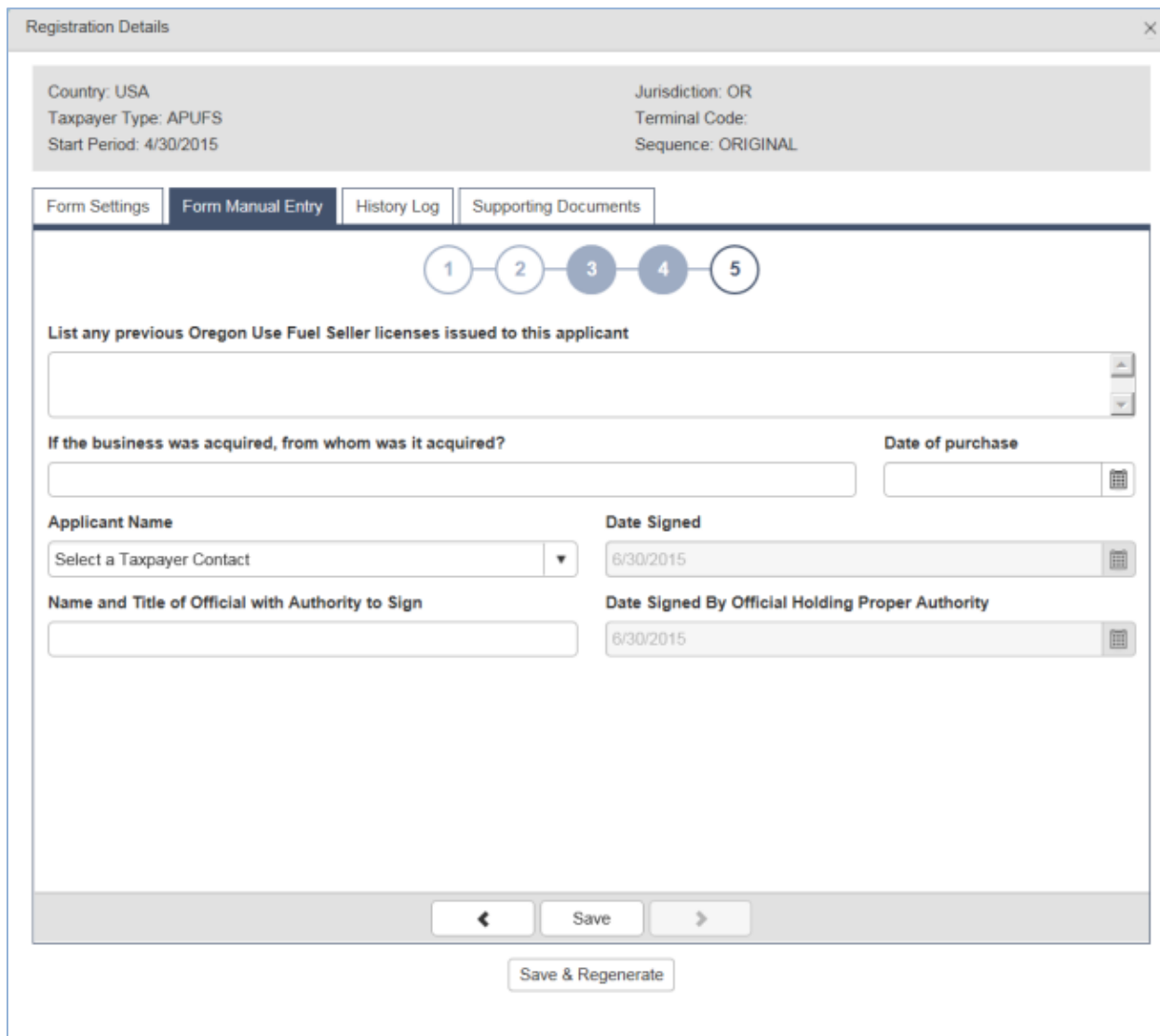
Save & Regenerate

Figure 13. Form Manual Entry screen 4

For any question where the answer is ‘yes’ check the box, and it will open an explanation box.

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.

5 – Previous license information and Applicant name/signature authority and date signed (today)



Registration Details

Country: USA Jurisdiction: OR
Taxpayer Type: APUFS Terminal Code:
Start Period: 4/30/2015 Sequence: ORIGINAL

Form Settings **Form Manual Entry** History Log Supporting Documents

1 2 3 4 5

List any previous Oregon Use Fuel Seller licenses issued to this applicant

If the business was acquired, from whom was it acquired? Date of purchase

Applicant Name Date Signed

Select a Taxpayer Contact 6/30/2015

Name and Title of Official with Authority to Sign Date Signed By Official Holding Proper Authority

6/30/2015

Save & Regenerate

Figure 14. Form Manual Entry screen 5

List any previous Seller licenses held by this company and who the business was acquired from (if applicable).

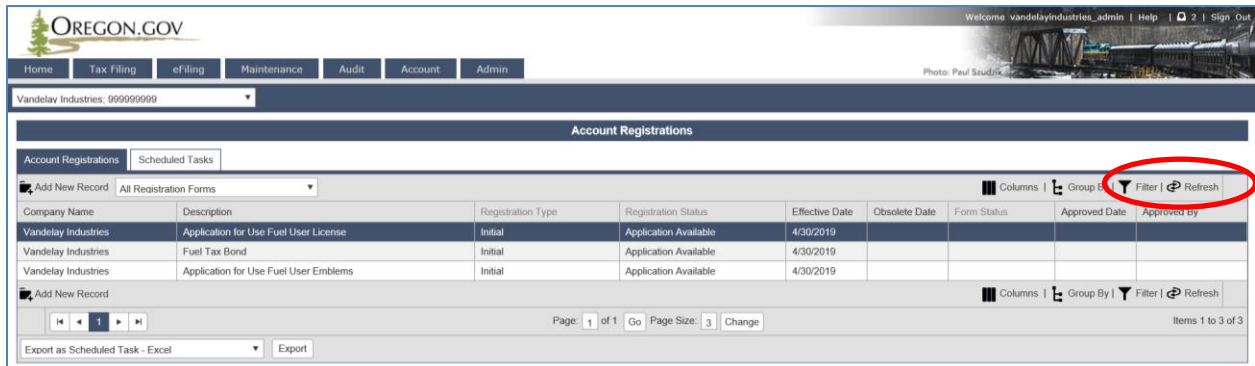
Enter previous owner's name (if applicable) and date of purchase.

Select the applicant name from the drop down box. Enter this name and title in the "Name and Title" box below. The date signed will auto-fill with the date the application is submitted.

Click "Save & Regenerate" at the bottom of the window. If you have any errors or omissions, you will receive an error notice. Correct the errors and regenerate the application by clicking the "Save & Regenerate" button at the bottom of the window.

Once correct, close the window.

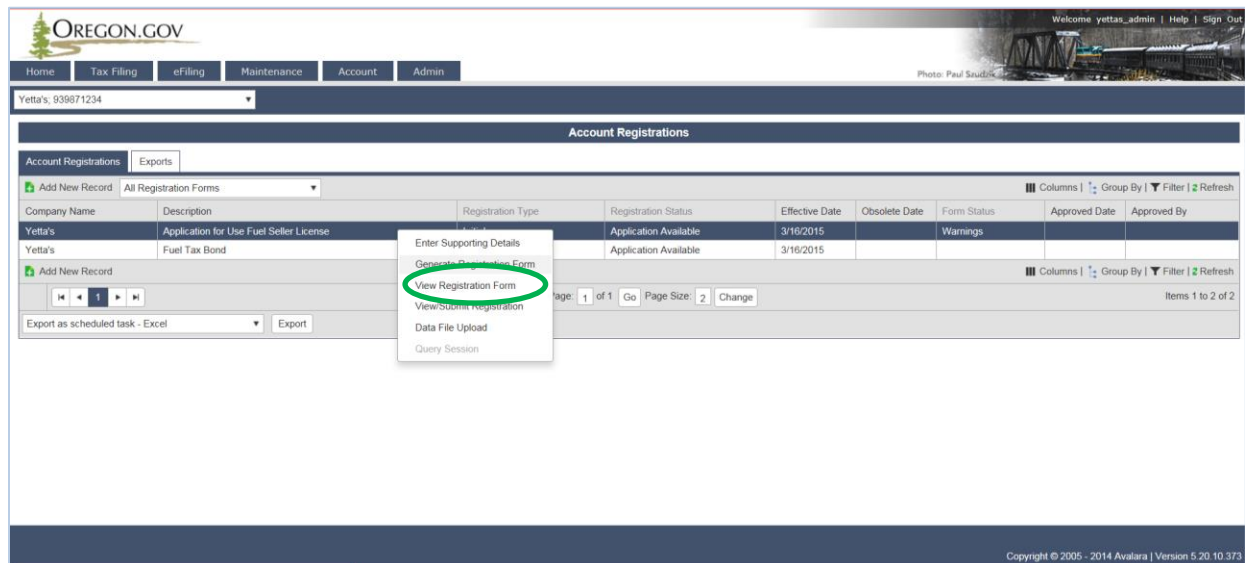
After closing the window, the “Account Registrations” screen returns. Update the screen by clicking “Refresh” in the upper right corner of the screen. The “Form Status” column will change to either “Passed” or “Warnings”.



The screenshot shows the "Account Registrations" screen. At the top, there's a navigation bar with "Home", "Tax Filing", "eFiling", "Maintenance", "Audit", "Account", and "Admin". Below this is a search bar with "Vandelay Industries, 999999999". The main section is titled "Account Registrations" and has tabs for "Account Registrations" and "Scheduled Tasks". There's a dropdown for "Add New Record" and "All Registration Forms". A table lists registrations for "Vandelay Industries" with columns: Company Name, Description, Registration Type, Registration Status, Effective Date, Obsolete Date, Form Status, Approved Date, and Approved By. The table shows three entries, all with "Application Available" status. To the right of the table are buttons for "Columns", "Group By", "Filter", and "Refresh". The "Refresh" button is circled in red. At the bottom, there's a pagination bar showing "Page: 1 of 1", "Go", "Page Size: 3", "Change", and "Items 1 to 3 of 3".

Figure 15. Refreshing Account Registrations screen

Click on the license application and select “View Registration Form” from the pop-up box. Review the PDF of the form and confirm the entries are correct.



The screenshot shows the "Account Registrations" screen with a pop-up menu open. The menu options are: "Enter Supporting Details", "Generate Registration Form", "View Registration Form" (highlighted with a green circle), "View/Submit Registration", "Data File Upload", and "Query Session". The background table shows registrations for "Yetta's" with columns: Company Name, Description, Registration Type, Registration Status, Effective Date, Obsolete Date, Form Status, Warnings, Approved Date, and Approved By. The table shows two entries, both with "Application Available" status. The "Refresh" button is also visible in the top right corner.

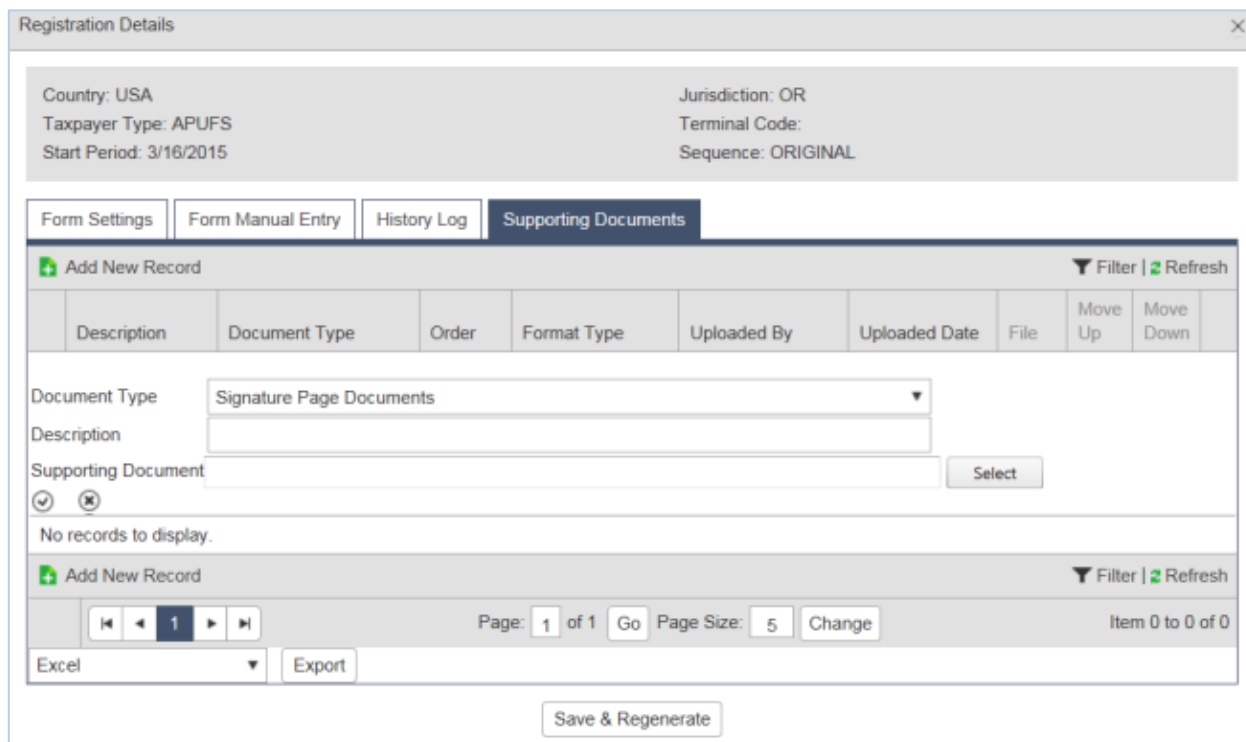
Figure 16. Viewing the Registration Form

Print the signature page of the application, sign it, scan a copy to your computer, and attach it to the application before submitting to the Department.

To attach documents, return to the “Account Registrations” page, select your application, and select “Generate Registration Form” from the pop-up box.

Go to the “Supporting Documents” tab and select “Add New Record”.

The Signature Page Documents screen is displayed.



Registration Details

Country: USA Jurisdiction: OR
Taxpayer Type: APUFS Terminal Code:
Start Period: 3/16/2015 Sequence: ORIGINAL

Form Settings Form Manual Entry History Log **Supporting Documents**

+ Add New Record Filter | Refresh

Description	Document Type	Order	Format Type	Uploaded By	Uploaded Date	File	Move Up	Move Down
Document Type: Signature Page Documents Description: <input type="text"/> Supporting Document: <input type="text"/> <input type="button" value="Select"/> <input checked="" type="checkbox"/> <input type="checkbox"/>								
No records to display.								

+ Add New Record Filter | Refresh

Page: 1 of 1 Go Page Size: 5 Change Item 0 to 0 of 0

Excel

Figure 17. Supporting Documents screen

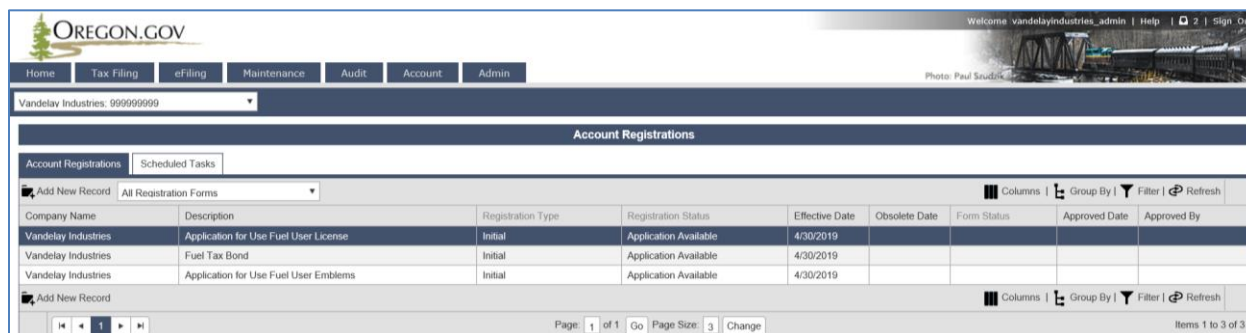
To attach the signature file, scan and save the signed form to a location on your computer where it can be accessed easily. Click the “Select” box and navigate to the signature document you scanned and saved earlier.

The file name will show up in the supporting documents box. Click the checkmark in the small circle on the left to save the file to be uploaded with the application.

If you have more than one document to attach, click “Add New Record” and repeat the process to attach another document.

Click “Save & Regenerate” and close the window. You are ready to file your application.

Select the Application from the Account registration screen.



OREGON.GOV

Welcome vandelayindustries_admin | Help | 2 | Sign Out

Home Tax Filing eFiling Maintenance Audit Account Admin

Vandelay Industries: 99999999

Account Registrations

Account Registrations | Scheduled Tasks

+ Add New Record All Registration Forms Columns | Group By | Filter | Refresh

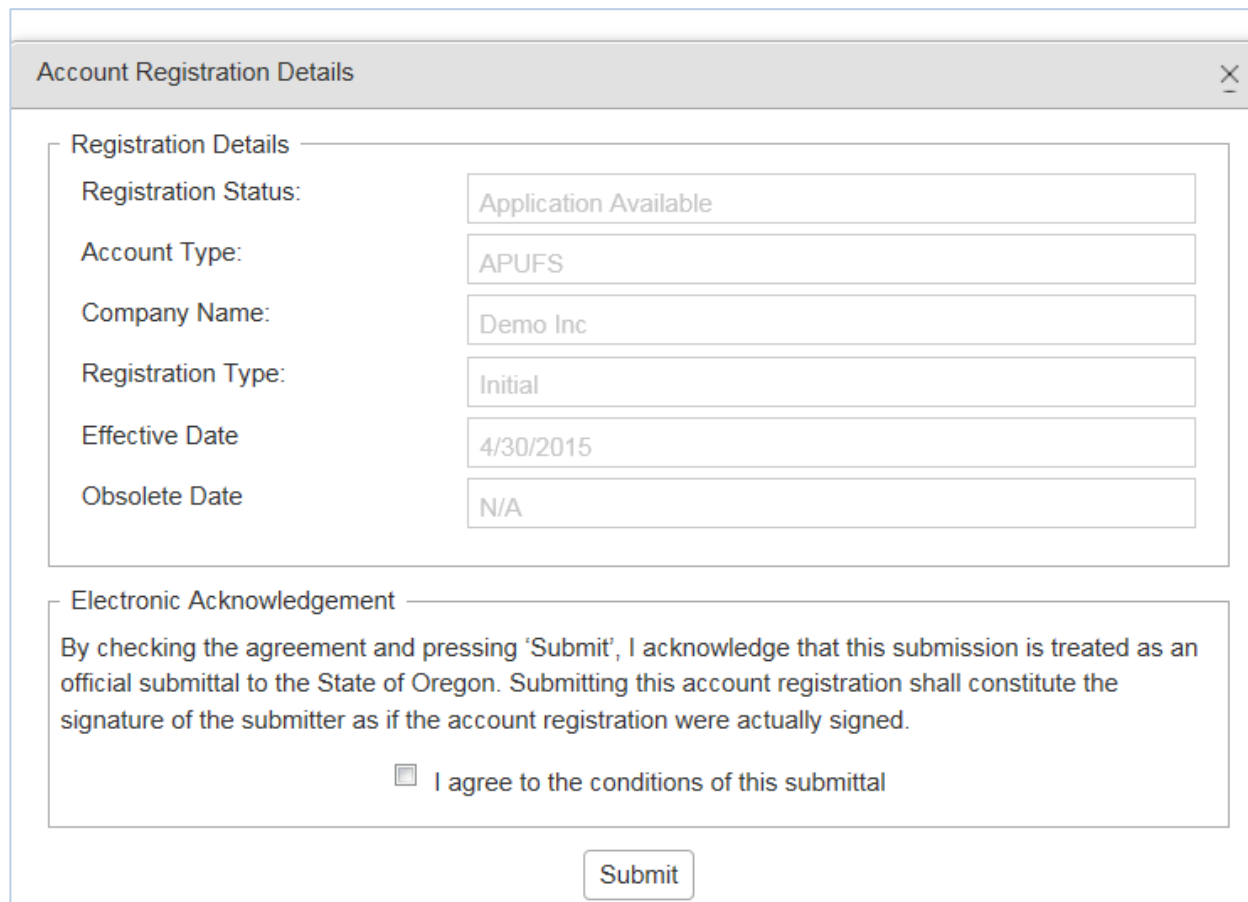
Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
Vandelay Industries	Application for Use Fuel User License	Initial	Application Available	4/30/2019				
Vandelay Industries	Fuel Tax Bond	Initial	Application Available	4/30/2019				
Vandelay Industries	Application for Use Fuel User Emblems	Initial	Application Available	4/30/2019				

+ Add New Record Columns | Group By | Filter | Refresh

Page: 1 of 1 Go Page Size: 3 Change Items 1 to 3 of 3

Figure 18. Selecting application to view

Select “View/Submit Registration” from the pop-up box.



Account Registration Details

Registration Details

Registration Status: Application Available

Account Type: APUFS

Company Name: Demo Inc

Registration Type: Initial

Effective Date: 4/30/2015

Obsolete Date: N/A

Electronic Acknowledgement

By checking the agreement and pressing 'Submit', I acknowledge that this submission is treated as an official submittal to the State of Oregon. Submitting this account registration shall constitute the signature of the submitter as if the account registration were actually signed.

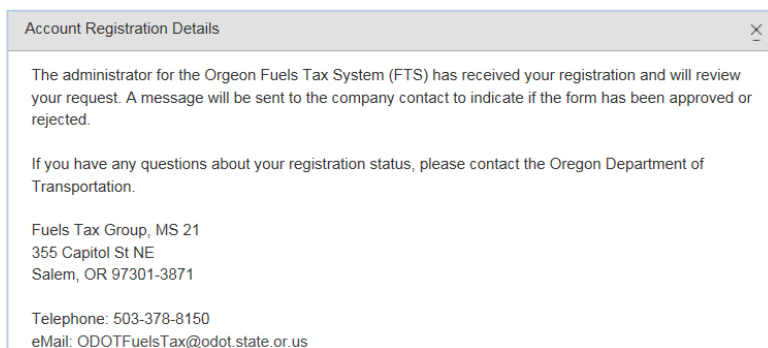
☐ I agree to the conditions of this submittal

Submit

Figure 19. Submitting the application

Click the check box to agree to the conditions of the submittal, and click “Submit”. This will send your license application request to the Fuels Tax Group for review.

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



Account Registration Details

The administrator for the Oregon Fuels Tax System (FTS) has received your registration and will review your request. A message will be sent to the company contact to indicate if the form has been approved or rejected.

If you have any questions about your registration status, please contact the Oregon Department of Transportation.

Fuels Tax Group, MS 21
355 Capitol St NE
Salem, OR 97301-3871

Telephone: 503-378-8150
eMail: ODOTFuelsTax@odot.state.or.us

Figure 20. Confirmation of submittal sample

When your license is approved, you will receive an email which details the effective date of your license, the license number, and a link to the reporting system.

When you close the electronic notification window, you will see the status of your license application has changed to “Requested”.

If you selected the bond application earlier, complete that form also, and submit with your application. Additional instructions on completing the bond form are found in a separate tutorial titled LICENSING – BOND OR DEPOSIT.