

REFUND CLAIM - ALL JURISDICTIONS

This procedure details the manual process of entering data for a Fuels Tax refund claim.

To create a Refund Session, select the “Tax Filing” tab at the top left of the Oregon Fuels Tax System screen. From the drop-down list, select “Tax Sessions”. The following screen is displayed:

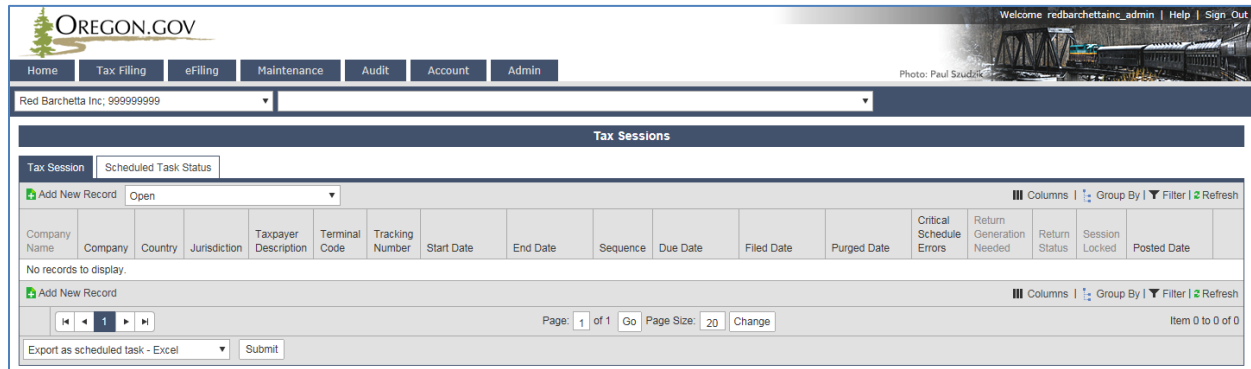


Figure 1. Tax session screen

Click “Add New Record” to create a new tax session. The following box appears:

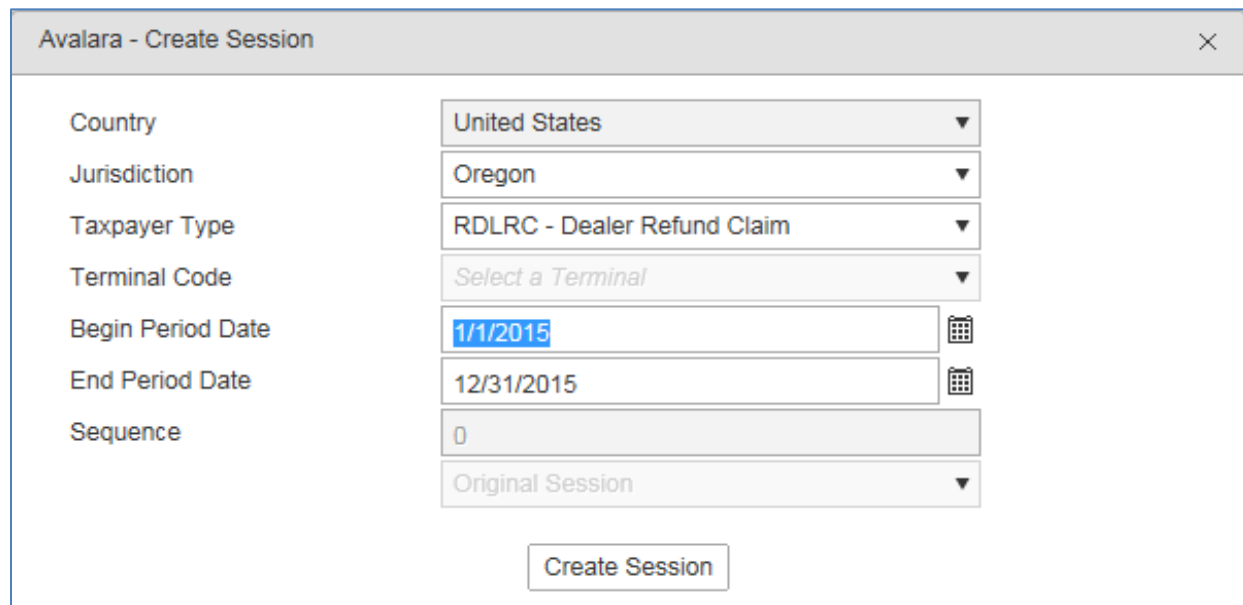


Figure 2. Create tax session screen

Select “RDLRC – Dealer Refund Claim” from the “Taxpayer Type” drop down box. Enter the beginning and ending period dates, click the “Create Session” button and close the box. The refund type and period will appear in your list of tax sessions.

Highlight the line, and select “Schedule Transactions” from the pop-up menu:

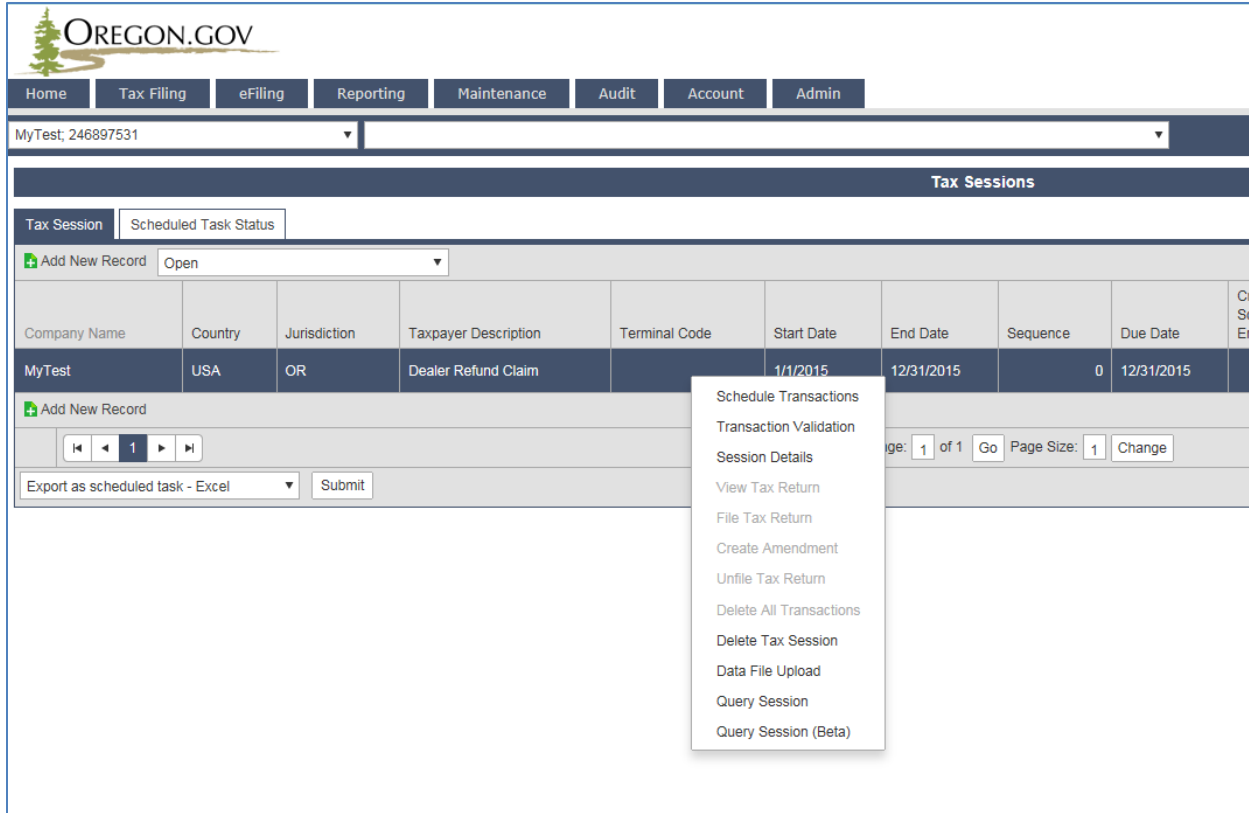


Figure 3. Refund tax session menu

The following screen appears:

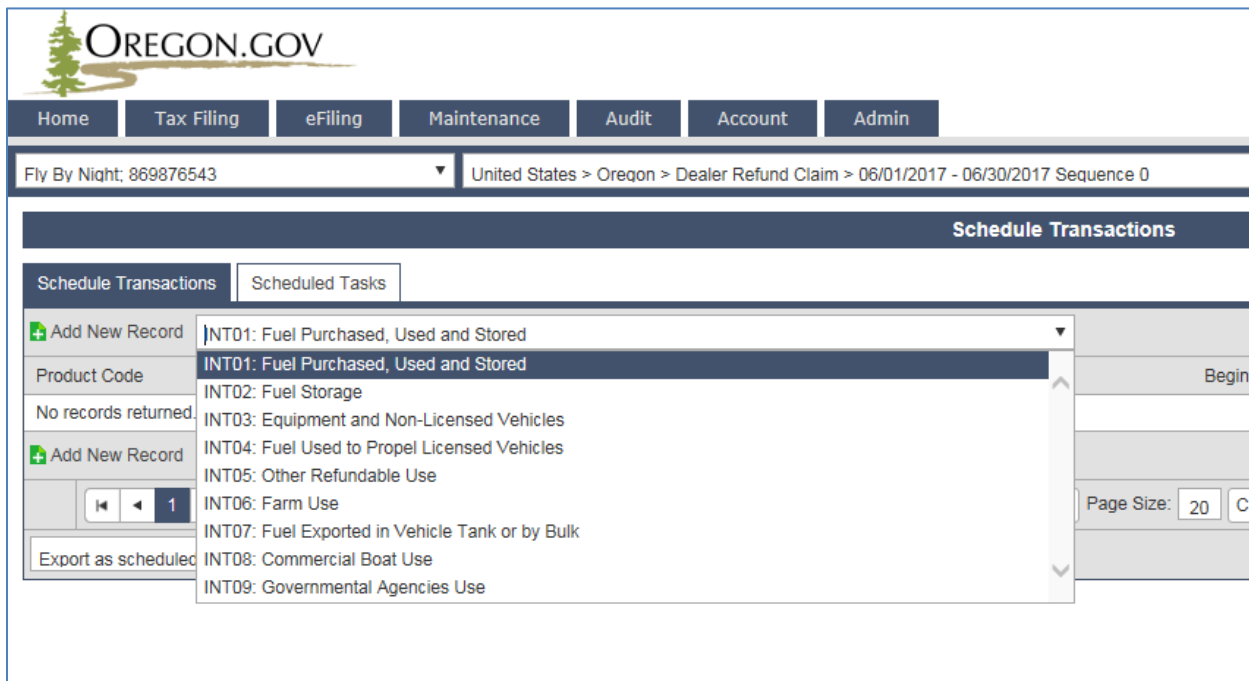


Figure 4. Schedule Transactions selection screen

After entering the data for a schedule, click the “Insert” button and close the box. If multiple entries are needed, begin typing in new information and click “Insert” after each entry.

INT04: Fuel Used to Propel Licensed Vehicle

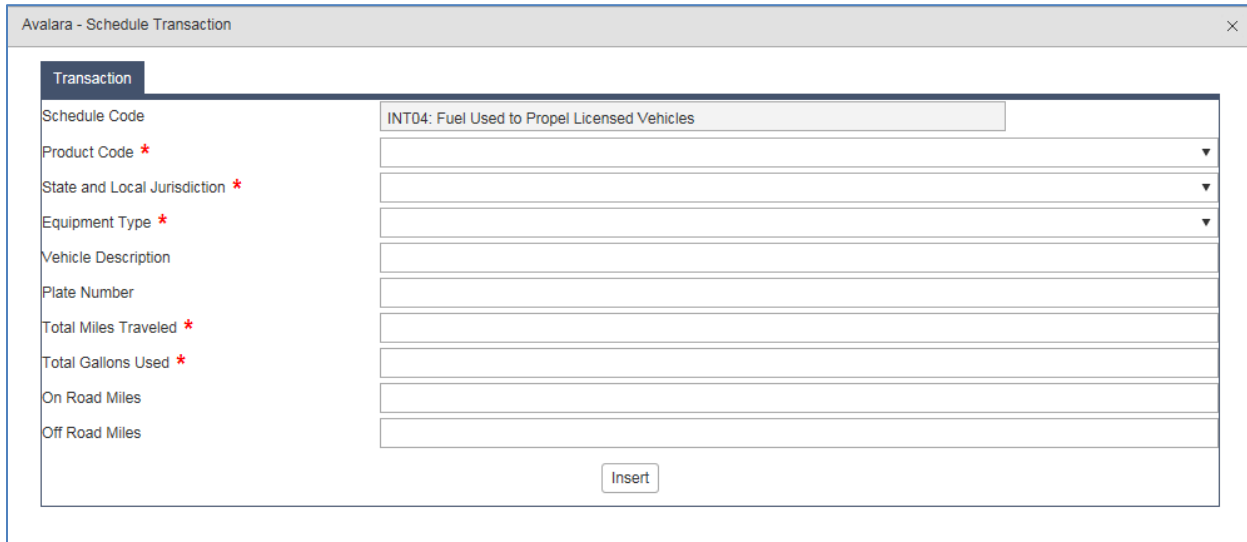


Figure 8. INT04 schedule entry screen

Product Code	select from drop down box; most common codes are 065 – Clear Gasoline 160 – Clear Diesel 170 – Biodiesel E10 – Gasoline 10% ethanol E85 – Gasoline 85% Ethanol
State and Local Jurisdiction	select from the drop down box (Oregon or applicable city or county – must enter a separate Schedule INT04 when requesting a refund for multiple jurisdictions)
Equipment Type	select from drop down box
Vehicle description	Make and model of vehicle
Plate Number	license plate number
Total Miles Traveled	all miles for period
Total Gallons Used	Total gallons used in this vehicle for period
On Road Miles	Miles driven on public roads
Off Road Miles	Miles driven on private property/off road

Repeat this entry for each vehicle.

After entering the data for a schedule, click the “Insert” button and close the box. If multiple entries are needed, begin typing in new information and click “Insert” after each entry.

INT07: Fuel Exported in Vehicle Tank or by Bulk

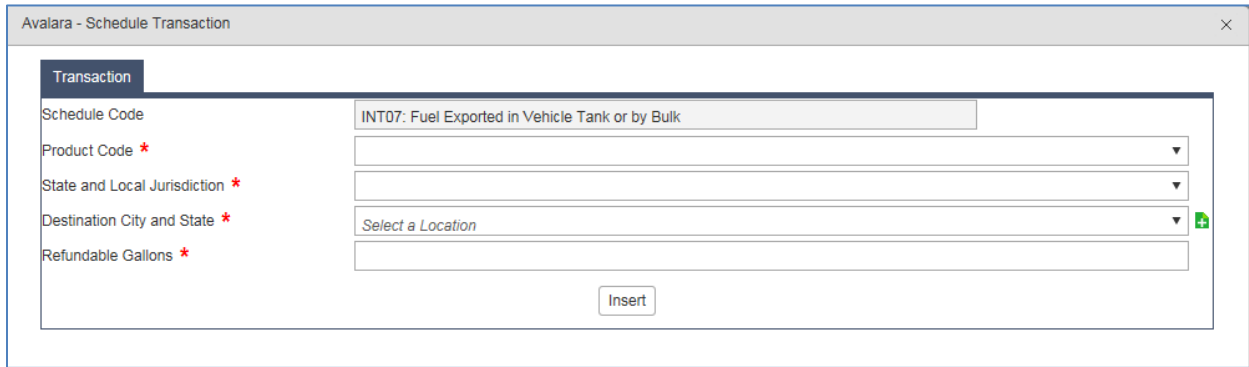


Figure 12. INT07 schedule entry screen

Product Code select from drop down box; most common codes are
 065 – Clear Gasoline
 160 – Clear Diesel
 170 – Biodiesel
 E10 – Gasoline 10% ethanol
 E85 – Gasoline 85% Ethanol

State and Local Jurisdiction select from the drop down box (Oregon or applicable city or county – must enter a separate Schedule INT07 when requesting a refund for multiple jurisdictions)

Destination City and State If the destination is already in our system, begin typing the name to narrow down the results in the drop down box. If it is not in the system, click the green + to the right of the field.

The following screen is displayed:

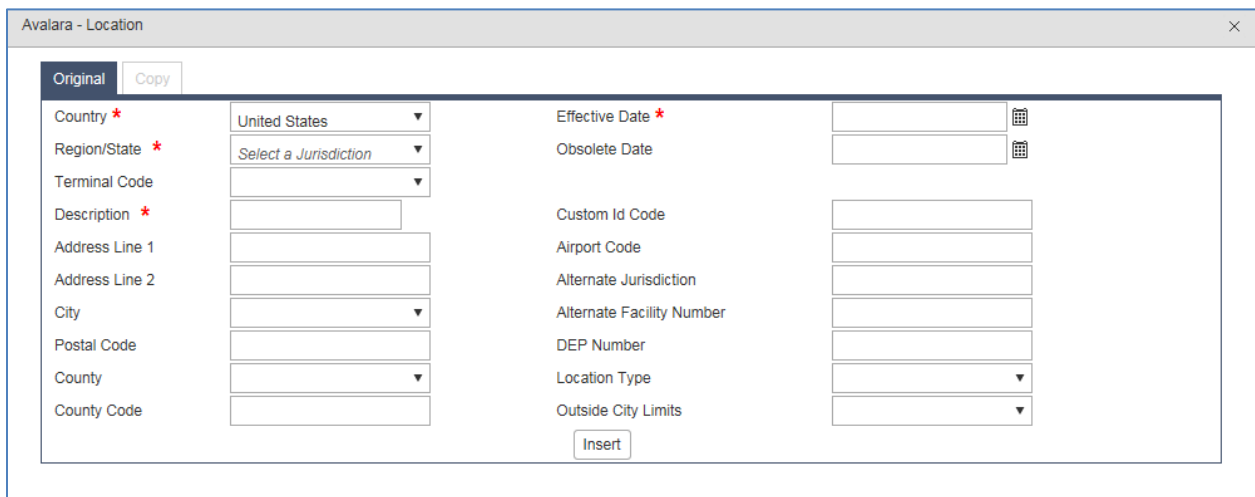


Figure 13. Location entry screen

Fill in the required fields (marked by a red asterisk) and click the “Insert” button at the bottom of the screen.

Refundable Gallons Total gallons exported

After entering the data for a schedule, click the “Insert” button and close the box. If multiple entries are

needed, begin typing in new information and click “Insert” after each entry.

INT08: Commercial Boat Use (if applicable)

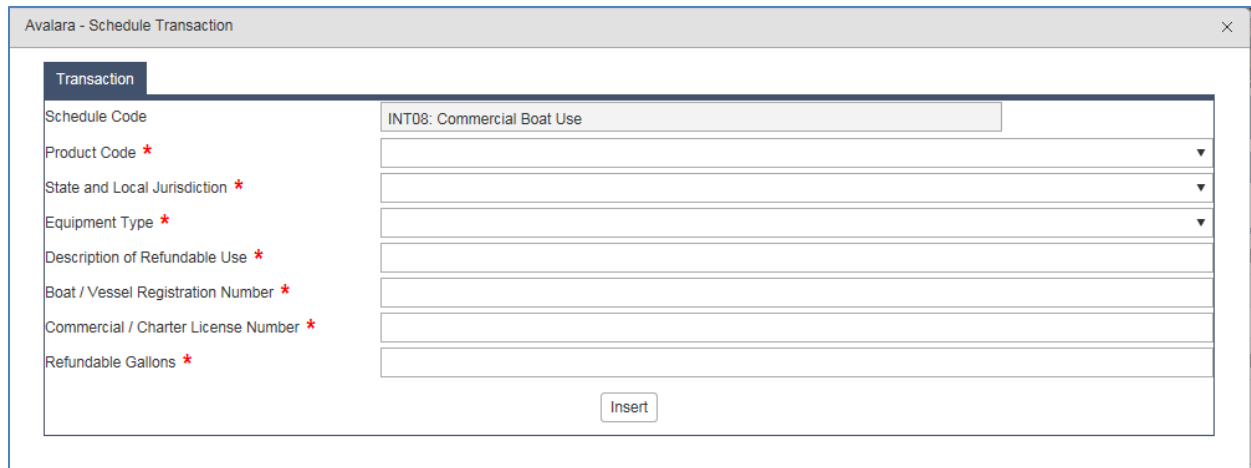


Figure 14. INT08 schedule entry screen

- Product Code select from drop down box; most common codes are
065 – Clear Gasoline
160 – Clear Diesel
170 – Biodiesel
E10 – Gasoline 10% ethanol
E85 – Gasoline 85% Ethanol

- State and Local Jurisdiction select from the drop down box (Oregon or applicable city or county – must enter a separate Schedule INT08 when requesting a refund for multiple jurisdictions)

- Equipment Type select from drop down box

- Description of Refundable Use how boat is used

- Boat/Vessel Reg Number registration number

- Comm’l/Charter License Number commercial registration number

- Refundable Gallons Total gallons used in this vessel for period

Repeat this entry for each vessel.

After entering the data for a schedule, click the “Insert” button and close the box. If multiple entries are needed, begin typing in new information and click “Insert” after each entry.

INT09: Governmental Agencies Use

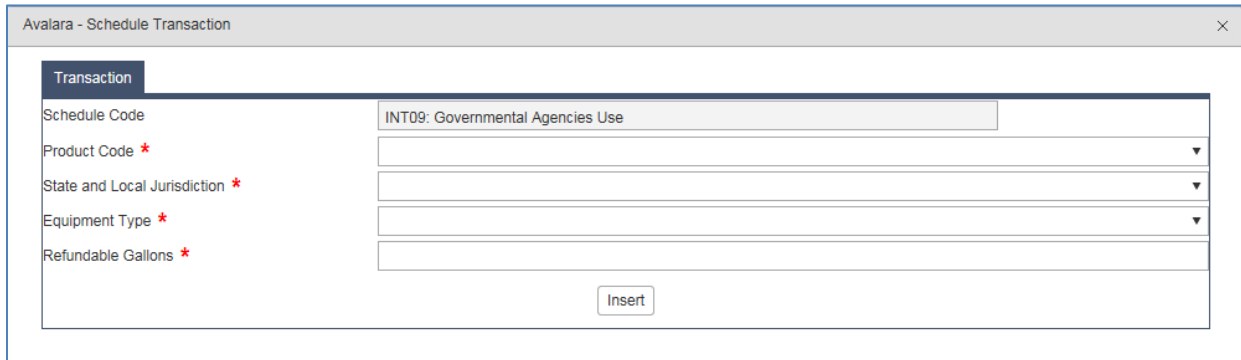


Figure 15. INT09 schedule entry screen

Product Code	select from drop down box; most common codes are 065 – Clear Gasoline 160 – Clear Diesel 170 – Biodiesel E10 – Gasoline 10% ethanol E85 – Gasoline 85% Ethanol
State and Local Jurisdiction	select from the drop down box (Oregon or applicable city or county – must enter a separate Schedule INT09 when requesting a refund for multiple jurisdictions)
Equipment Type	select from drop down box
Refundable Gallons	gallons used in a refundable manner

After entering the data for a schedule, click the “Insert” button and close the box. If multiple entries are needed, begin typing in new information and click “Insert” after each entry.

When you have completed your schedule entries, return to “Tax Sessions” and select the period you have entered.

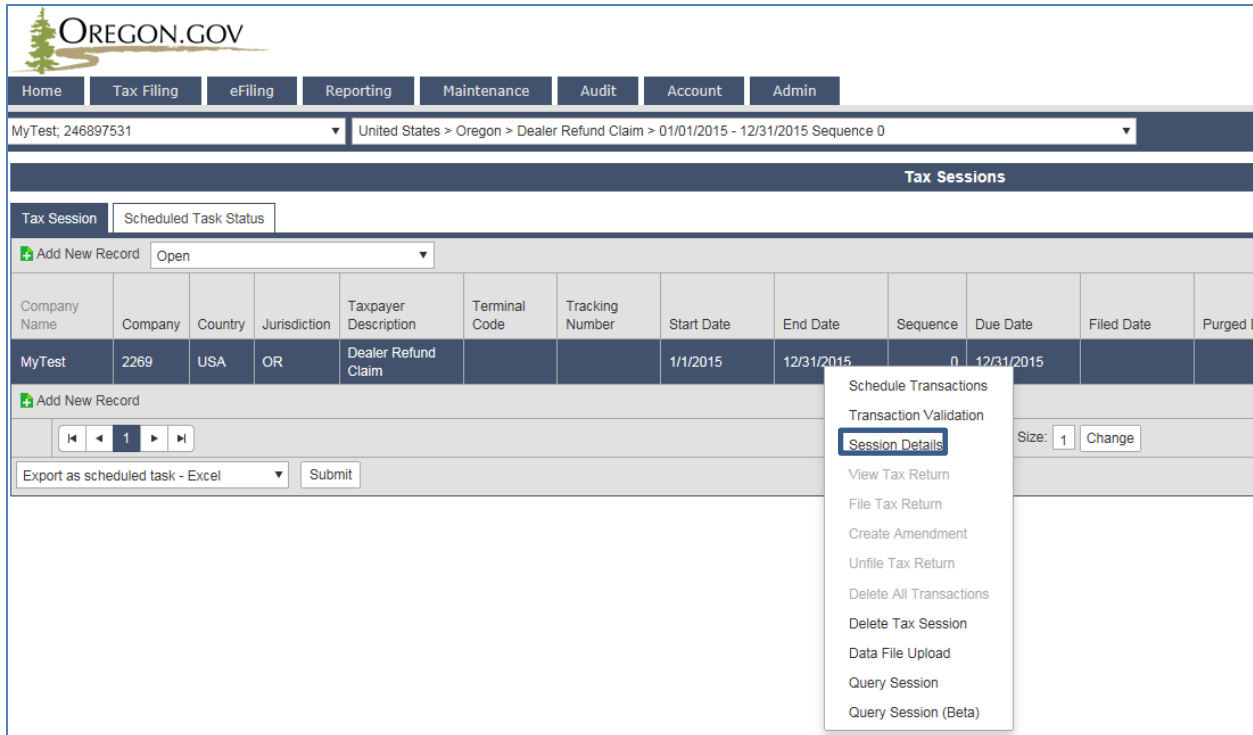


Figure 16. Session Detail location on menu

Select “Session Details” from the pop-up menu. The following screen is displayed:

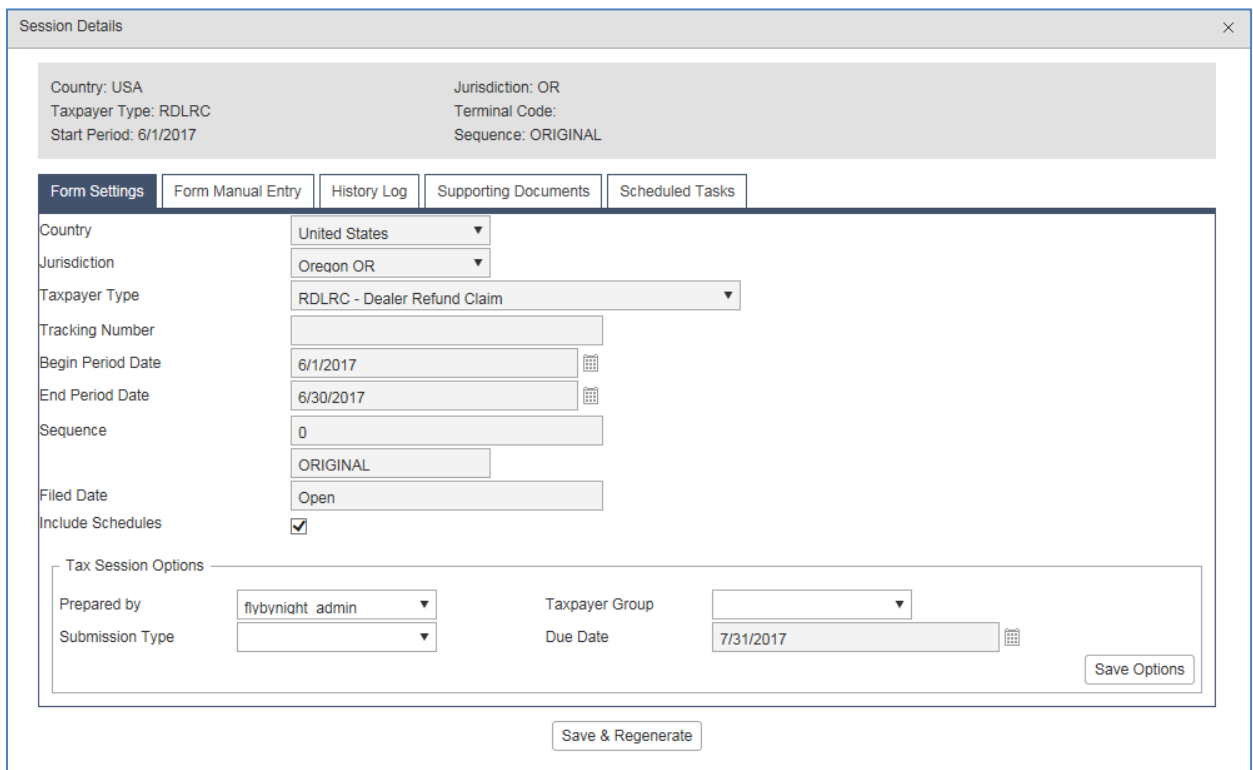
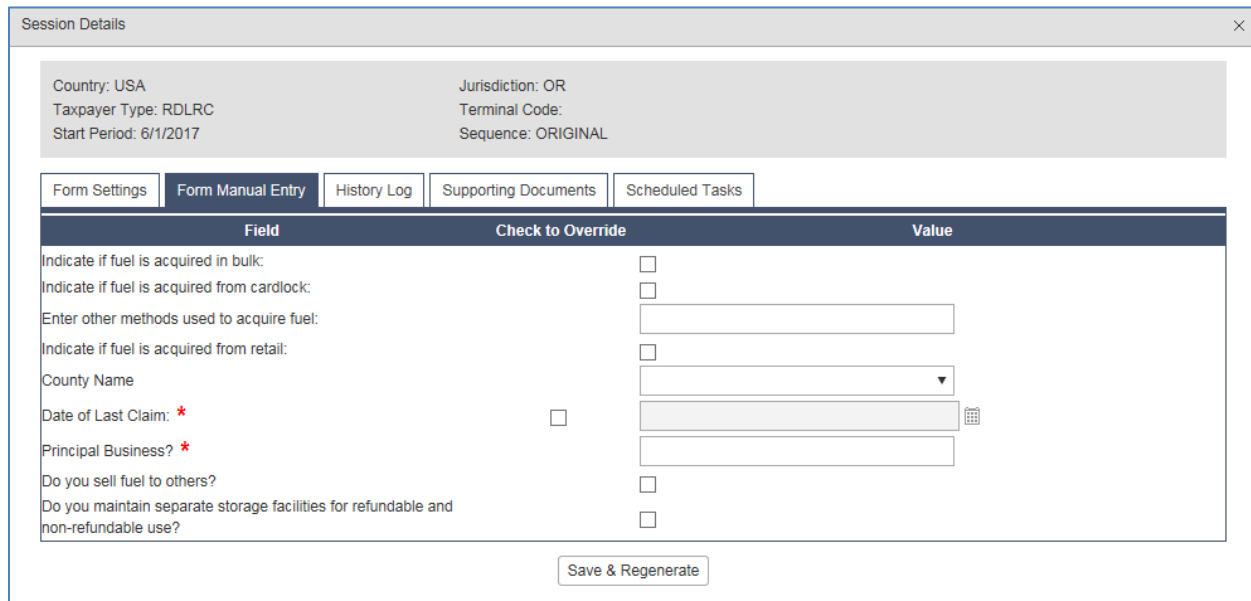


Figure 17. Session detail window

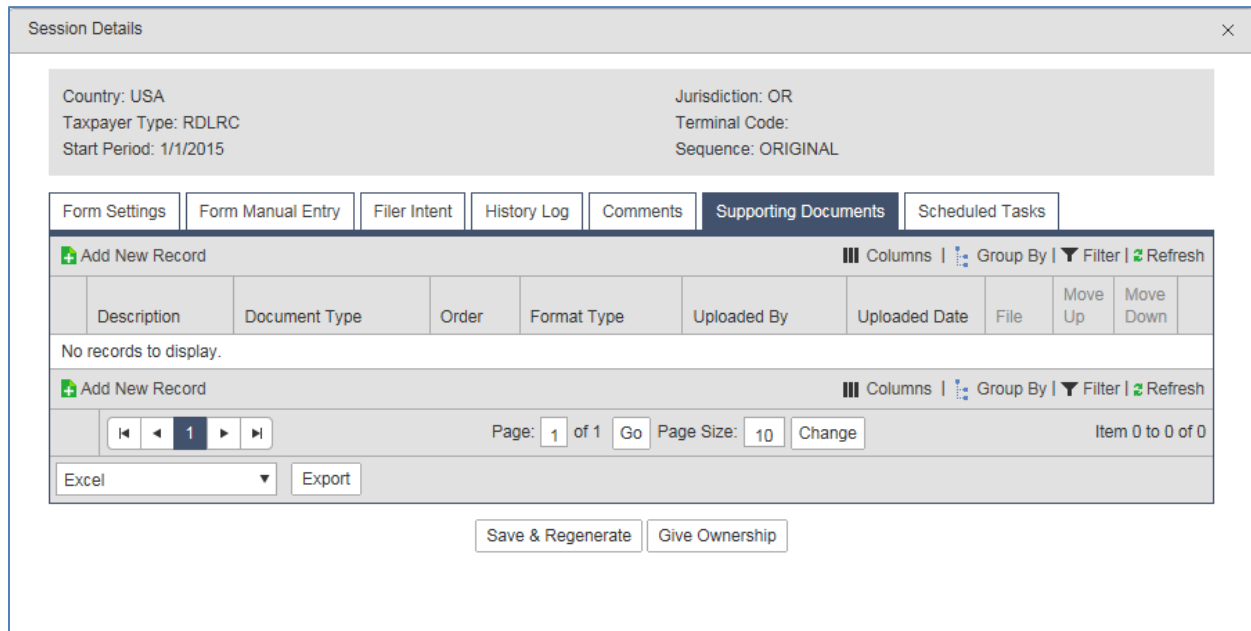
Select “Form Manual Entry” and complete the applicable fields.



The screenshot shows the 'Form Manual Entry' tab selected. At the top, session details are displayed: Country: USA, Jurisdiction: OR, Taxpayer Type: RDLRC, Terminal Code, Start Period: 6/1/2017, and Sequence: ORIGINAL. Below this are tabs for Form Settings, Form Manual Entry (selected), History Log, Supporting Documents, and Scheduled Tasks. The main area contains a table with columns for Field, Check to Override, and Value. Fields include: 'Indicate if fuel is acquired in bulk:' (checkbox), 'Indicate if fuel is acquired from cardlock:' (checkbox), 'Enter other methods used to acquire fuel:' (text input), 'Indicate if fuel is acquired from retail:' (checkbox), 'County Name' (dropdown), 'Date of Last Claim: *' (checkbox and date picker), 'Principal Business? *' (text input), 'Do you sell fuel to others?' (checkbox), and 'Do you maintain separate storage facilities for refundable and non-refundable use?' (checkbox). A 'Save & Regenerate' button is at the bottom.

Figure 18. Form Manual Entry tab

Select the “Supporting Documents” tab. Click “Add New Record” and a dialog box will appear to upload the needed documents.



The screenshot shows the 'Supporting Documents' tab selected. Session details at the top are: Country: USA, Jurisdiction: OR, Taxpayer Type: RDLRC, Terminal Code, Start Period: 1/1/2015, and Sequence: ORIGINAL. Tabs include Form Settings, Form Manual Entry, Filer Intent, History Log, Comments, Supporting Documents (selected), and Scheduled Tasks. The main area features an 'Add New Record' button, a table with columns: Description, Document Type, Order, Format Type, Uploaded By, Uploaded Date, File, Move Up, and Move Down. Below the table, it says 'No records to display.' There is another 'Add New Record' button, a table with columns: Page (1 of 1), Go, Page Size (10), Change, and Item 0 to 0 of 0. At the bottom, there is an 'Excel' dropdown, an 'Export' button, and 'Save & Regenerate' and 'Give Ownership' buttons.

Figure 19. Supporting Document tab

Once you have all fields entered and documents attached, click the “Save & Regenerate” button at the bottom of the screen.

Close the dialog box and select the refund line again.

Select “View Tax Report” from the pop up menu and verify the information is correct.

Select “Return to Tax Sessions” in the top right corner of the screen and select the refund line again.

Select “File Tax Return”. The following screen is displayed:



OREGON.GOV

Home Tax Filing eFiling Maintenance Audit Account Admin

File Tax Return

Filing Status: Open

Tax Return: Dealer Refund Claim

Terminal:

Tax Session Date: 6/1/2017 - 6/30/2017

Filing Due Date: 7/31/2017

Return Status: Warnings

Electronic Acknowledgement

By checking the agreement and pressing “Submit”, I acknowledge this submittal is treated as an official submittal to the State of Oregon. Submitting this tax report shall constitute the signature of the submitter as if the tax return were actually signed.

I agree to the conditions of this submittal.

Submit

Figure 20. Electronic Acknowledgement

Check the box at the bottom to agree to the submittal. Then click the “Submit” button at the bottom of the screen.

If there are balances due in the system for your account, the refund will be reduced by these amounts.