

OREGON'S AUTOMATED FUELS TAX REPORTING SYSTEM DEALER REFUND CLAIM ALL JURISDICTIONS

To start a report using manual entry or excel, to go TAX FILING > TAX SESSION and click “add new record” to start the new report. Select the license type, enter the beginning period date, end period date, and click ‘create session’,

Avalara - Create Session

Country: United States

Jurisdiction: Oregon

Taxpayer Type: RDLRC - Dealer Refund Claim

Terminal Code: Select a Terminal

Begin Period Date: 1/1/2015

End Period Date: 12/31/2015

Sequence: 0

Original Session

Create Session

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Figure 1. Create session window

The license type and reporting period will appear in your list of tax sessions. Highlight the line, and select from the options on the pop-up menu:

Welcome to the Oregon Fuels Tax System - Test Environment

OREGON.GOV

Home Tax Filing eFiling Reporting Maintenance Audit Account Admin

MyTest: 246997531

Tax Sessions

Company Name	Country	Jurisdiction	Taxpayer Description	Terminal Code	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status	Session Locked	Generate Return
MyTest	USA	OR	Dealer Refund Claim		1/1/2015	12/31/2015	0	12/31/2015	Yes	No	No		

Export as scheduled task - Excel Submit

- Schedule Transactions
- Transaction Validation
- Session Details
- View Tax Return
- File Tax Return
- Create Amendment
- Unfile Tax Return
- Delete All Transactions
- Delete Tax Session
- Data File Upload
- Query Session
- Query Session (Beta)

Figure 2. Refund tax session menu

SCHEDULE TRANSACTIONS: Allows you to manually enter transaction information by schedule.

INT01: Refund Data – Enter the fuel type, jurisdiction of refund, beginning inventory, total amount of purchases, and ending inventory. If there is no inventory, enter zero for each of the inventory lines. The list of the most common fuel codes:

065 – Clear Gasoline
160 – Clear Diesel
170 – Biodiesel
E10 – Gasoline 10% ethanol
E85 – Gasoline 85% Ethanol

INT02: Fuel Storage – Enter the product code, tank name or number, location of the bulk tank, and the use type of fuel. If the location of tank is not in the system, click the green + to the right of the line. Once the dialog box opens, fill in the required fields and click insert. The county is not marked as a required field, but it needs to be entered.

INT03: Equipment and Non-Licensed Vehicles – Enter the product code, jurisdiction of refund, equipment type, number of items, and gallons consumed during claim period. Repeat these steps for each piece of equipment. If there is a piece of equipment that uses more than one type of fuel, you must list the equipment under each fuel type.

INT04: Fuel Used to Propel Licensed Vehicle – Enter the product code, jurisdiction of refund, equipment type, vehicle Description, plate number, total miles traveled, total gallons used, on-road miles, and off-road miles.

INT05: Other Refundable Use – Enter the product code, jurisdiction of refund, equipment type, and refundable gallons. This schedule should be used for gasoline used for blending purposes, solvent, slash burning, and Native American refunds.

INT06: Farm Use – This is an informational schedule to validate the refund claim. Enter the product code of fuel, farm location, kind of crops, acres, and lease information is applicable. If the location of farm is not in the system, select the green + to the right and complete the required fields including county.

INT07: Fuel Exported in Vehicle Tank or by Bulk – Enter the product code, jurisdiction of refund, Destination City and State, and amount of refundable gallons. If the Destination is not in the system, select the green + to the right and enter the required fields.

INT08: Commercial Boat Use – Enter the product code, jurisdiction of refund, equipment type, description of refundable use, boat/vessel registration number, commercial/charter license number, and refundable gallons.

INT09: Governmental Agencies Use – Enter the product code, jurisdiction of refund, equipment type, and refundable gallons.

TRANSACTION VALIDATION: Provides information about transactions that do not meet the validation screenings.

SESSION DETAILS: Provides basic information about the tax session, the history log for form generation and potential errors, and supporting documents if you need to upload information with your report. This is also the area where you 'save and regenerate' to view the report prior to submission.

VIEW TAX RETURN: Will show a PDF of the return in process, once transactions have been entered. Incomplete transactions will not show on the return until corrected. This option is gray until data is entered for the return.

FILE TAX RETURN: This option is gray until the return is complete and transactions are validated. A report with 'warnings' may be filed knowing that there may be problems with the report. A report with 'errors' cannot be filed until the errors are corrected.

CREATE AMENDMENT: This option is available once the report has been submitted. You may also create an amended report by clicking on 'add new record' from the tax sessions screen and entering a beginning period where a report has already been filed. Original reports are sequence 0; amended reports are sequence 1 or higher.

VIEWING THE REPORT:

When you have completed your schedule entries, return to 'tax sessions' and select the period you have entered. Select "session details" from the pop-up menu.

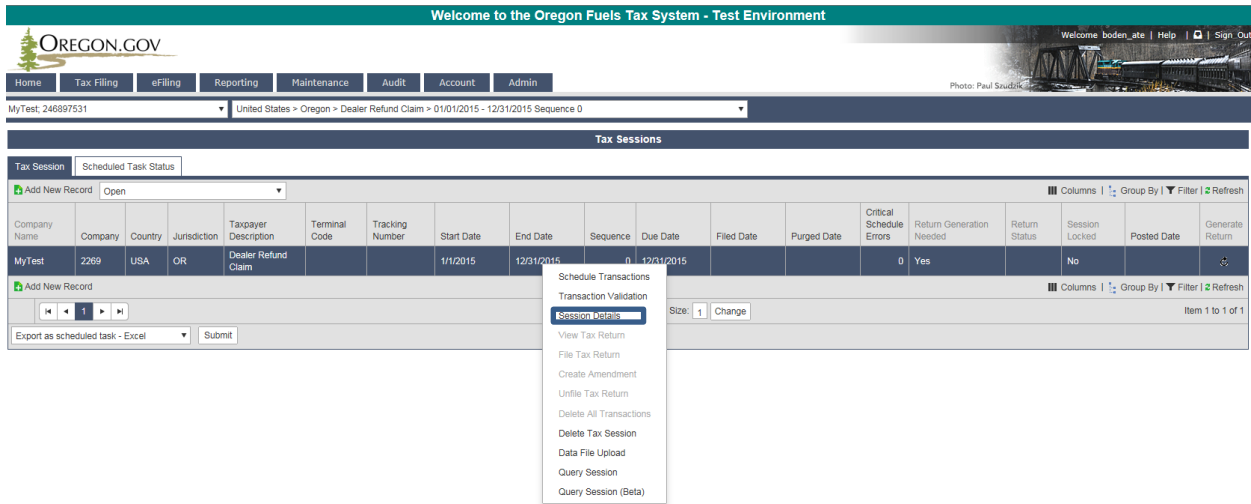


Figure 3. Session Detail location on menu

In the session details window, select "includes schedules" to see all of the detail. Review the report for completeness and accuracy. Using manual entries assures that the information entered contains the essential information, but does not guarantee you included all transactions.

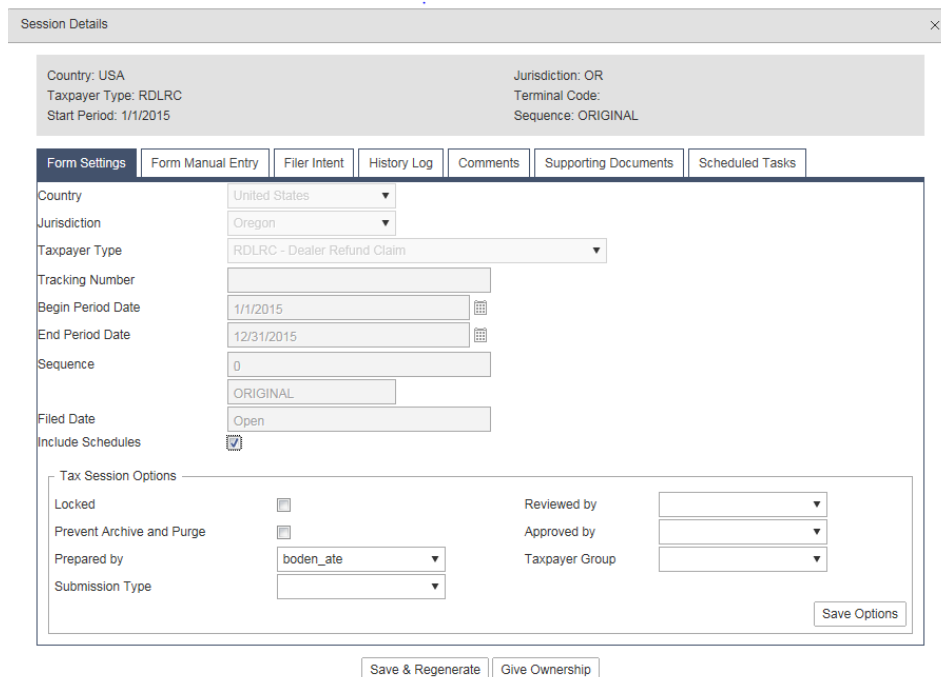


Figure 4. Session detail window

Select "Form Manual Entry" and complete the required fields.

Field	Check to Override	Value
Indicate if fuel is acquired in bulk:	<input type="checkbox"/>	
Indicate if fuel is acquired from cardlock:	<input type="checkbox"/>	
Enter other methods used to acquire fuel:		<input type="text"/>
Indicate if fuel is acquired from retail:	<input type="checkbox"/>	
Approved By: *	<input type="checkbox"/>	<input type="text"/>
ODOT Date: *	<input type="checkbox"/>	<input type="text"/>
Claimant Contact *	<input type="checkbox"/>	Select a Taxpayer Contact
Date Signed	<input type="checkbox"/>	<input type="text"/>
County Name		<input type="text"/>
Date of Last Claim: *	<input type="checkbox"/>	<input type="text"/>
Business Category *	<input type="checkbox"/>	<input type="text"/>
Preparer Contact *	<input type="checkbox"/>	Select a Taxpayer Contact
Primary Contact *	<input type="checkbox"/>	Select a Taxpayer Contact
Principal Business? *		<input type="text"/>
Date Received	<input type="checkbox"/>	<input type="text"/>
ODOT Remarks: *	<input type="checkbox"/>	<input type="text"/>
Do you sell fuel to others?	<input type="checkbox"/>	
Do you maintain separate storage facilities for refundable and non-refundable use?	<input type="checkbox"/>	

Figure 5. Form Manual Entry tab

Select the "Supporting Documents". This tab is where you will upload copies of your invoices and any other documentation to support your claim. Click the "Add New Record" and a dialog box will appear to upload the needed documents. Once you have all fields entered, select the "Save & Regenerate" button at the bottom of the screen.

Description	Document Type	Order	Format Type	Uploaded By	Uploaded Date	File	Move Up	Move Down
No records to display.								

Figure 6. Supporting Document tab

Close the dialog box and select the refund line. Go to "View Tax Report" and verify the information is correct. Select "Return to Tax Sessions" in the top right corner and select the refund line again. Select "File Tax Report" to complete the refund. Another screen will appear and select submit.