

INSTRUCTIONS FOR COMPLETING THE ANNUAL MILEAGE REPORT FOR EXEMPT OPERATIONS

Oregon Revised Statute (ORS) 825.018 requires all owners or operators of vehicles exempt from the provisions of ORS chapter 825 by ORS 825.017 to file an annual report with the Department of Transportation showing the miles of travel by each vehicle.

Reporting Period: In the upper right hand corner of the form, identify the year for which you are reporting mileage. This report will cover operations for the prior calendar year. This report must be filed no later than the 31st day of March, following the year in which the operations occurred.

Enter the name, address, telephone number, and account number, in the specified areas.

Identify the type of operation that qualifies the vehicles as exempt from ORS 825 on the line provided. A list of exemptions can be found online in **section 825.017** at <https://www.oregon.gov/odot/dmv/docs/vcb825.pdf>

VEHICLE MILEAGE AND WEIGHT CLASS INFORMATION:

- Column A:** Enter the license plate number of the power unit for which you are reporting. Include all vehicles operated under exempt status during the reporting period.
- Column B:** Enter the state or province that issued the license plate.
- Column C:** Enter the registration weight of the vehicle.
- Column D:** Enter the beginning odometer reading for each vehicle as of January 1 of the year for which you are reporting.
- Column E:** Enter the ending odometer reading for each vehicle as of December 31 of the year for which you are reporting.
- Column F:** Enter the total miles operated for each vehicle (Column E minus Column D).
- Column G:** Enter the total miles operated on Oregon public roads for each vehicle.
- Grand Total:** Enter the total miles tallied for columns F and G individually.
- Certification:** Sign and date the report. Print the name and title of the representative.

Maintain a copy for your records. Mail or fax your completed report to:

ODOT Commerce and Compliance Division
3930 Fairview Industrial Dr SE
Salem OR 97302-1166

Phone: (503) 378-6207
Fax: (503) 373-1940