

General Information

Application Type	
<input type="checkbox"/> Change/update pump configuration to receive decals <input type="checkbox"/> Add a retail or cardlock vendor branch to an existing license (submit \$5 filing fee) <input type="checkbox"/> Add mobile fueling services to an existing license (submit \$5 filing fee)	
Company Name – Must match legal name on record, e.g., for corporations, name registered with the Arizona Corporation Commission	
Trade Names/DBA – Must match legal name on record with Arizona Secretary of State (attach list, if additional space needed)	
Sole Owner Name (first, middle, last, suffix) – if individually owned	
Federal EIN (required) *	ADOT Account Number

* Federal Employer Identification Numbers (EIN) assigned to your business by the Internal Revenue Service (IRS). You must have an EIN to apply for a vendor license. Attach IRS 147C Letter, W-9 or other tax document from the IRS to verify your EIN.

Business Location Information

Contact Person Name (for application/licensing)	Title	
Contact E-mail Address (required)	Contact Phone ()	Fax ()

Previous Owner Information (If you purchased an existing vendor branch, provide the following information.)

Previous Owner Legal Name		Previous Owner Trade Name (DBA)		
Purchase Date	ADOT Account Number	Federal EIN	Assets Purchased? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone Number ()
Street Address		City	State	Zip

Vendor Branches

I am applying for (please select one):

Retail Vendor Branch License

Expected Start of Business Date	Location Is <input type="checkbox"/> New <input type="checkbox"/> Existing	Branch Phone Number ()		
Branch Name		Branch Number (if available)	ADEQ Exemption # (if applicable)	
Branch Location Address		City	State	Zip
County				
Number of Dispensers At This Location				
Gas _____	Diesel (18¢) _____	Diesel (26¢) _____	Dyed Diesel _____	Biodiesel _____
Racing _____	Aviation _____			
List Each Identifying Dispenser Number (example: Pump #1, Pump #2)				
Gas _____	Diesel (18¢) _____			
Diesel (26¢) _____	Dyed Diesel _____			
Biodiesel _____	Racing _____			
Aviation _____	_____			
Labels Requested @ 18¢/gal	Labels Requested @ 26¢/gal			

Cardlock Vendor Branch License

Expected Start of Business Date	Location Is <input type="checkbox"/> New <input type="checkbox"/> Existing	Branch Phone Number ()			
Branch Name		Branch Number (if available)		ADEQ Exemption # (if applicable)	
Branch Location Address		City	State	Zip	County
Number of Dispensers At This Location Gas _____ Diesel (18¢) _____ Diesel (26¢) _____ Dyed Diesel _____ Biodiesel _____ Racing _____ Aviation _____					
List Each Identifying Dispenser Number (example: Pump #1, Pump #2)					
Gas _____		Diesel (18¢) _____			
Diesel (26¢) _____		Dyed Diesel _____			
Biodiesel _____		Racing _____			
Aviation _____					
Labels Requested @ 18¢/gal	Labels Requested @ 26¢/gal	List the Cardlock Networks In Which You Participate			

Mobile Fueling Vendor Branch License

Expected Start of Business Date
Fueling From Counties (starting points) <input type="checkbox"/> Apache <input type="checkbox"/> Cochise <input type="checkbox"/> Coconino <input type="checkbox"/> Gila <input type="checkbox"/> Graham <input type="checkbox"/> Greenlee <input type="checkbox"/> La Paz <input type="checkbox"/> Maricopa <input type="checkbox"/> Mohave <input type="checkbox"/> Navajo <input type="checkbox"/> Pima <input type="checkbox"/> Pinal <input type="checkbox"/> Santa Cruz <input type="checkbox"/> Yavapai <input type="checkbox"/> Yuma <input type="checkbox"/> Imported from Another Jurisdiction
Fueling To Counties (destination points) <input type="checkbox"/> Apache <input type="checkbox"/> Cochise <input type="checkbox"/> Coconino <input type="checkbox"/> Gila <input type="checkbox"/> Graham <input type="checkbox"/> Greenlee <input type="checkbox"/> La Paz <input type="checkbox"/> Maricopa <input type="checkbox"/> Mohave <input type="checkbox"/> Navajo <input type="checkbox"/> Pima <input type="checkbox"/> Pinal <input type="checkbox"/> Santa Cruz <input type="checkbox"/> Yavapai <input type="checkbox"/> Yuma <input type="checkbox"/> Another Jurisdiction
Fuel Types To Be Delivered <input type="checkbox"/> Gas <input type="checkbox"/> Diesel <input type="checkbox"/> Dyed Diesel <input type="checkbox"/> Biodiesel <input type="checkbox"/> Aviation <input type="checkbox"/> Racing

Requirements

- Copies of all the actual sales receipts/invoices the vendor will issue for each sale of taxable use fuel to their customers must be attached to this application to show compliance with ARS 28-5617. This includes pump and walk-in sales receipts/invoices. Receipts/invoices must include:
 - Date of purchase
 - Seller’s name and address (name refers to the name of the retail location from which the fuel is being sold)
 - Number of gallons purchased
 - Type of fuel purchased
 - Price per gallon of the fuel
 - Rate of the tax paid
- Each pump must display a Use Fuel Tax Rate label issued by ADOT which notifies the purchaser of the use fuel tax rate for that pump.
- If both use class and light class vehicles fuel at the same diesel dispenser (pump), 26¢ labels must be used.
- All dyed diesel dispensers must be controlled and monitored to ensure only authorized users have access to the pumps.
- A sales receipt shall be provided to the purchaser of the use fuel and a copy of the receipt is to be retained in the files for at least three years.
- ADOT may refuse any vendor refund claim, if it is determined that the full rate of tax that is imposed on the use class motor vehicles was collected from qualified light class vehicles but not refunded to the purchaser.
- Record keeping must be maintained to support vendor refund requests per ARS 28-5619 and Arizona Administrative Code R17-8-603(A).

NOTICE

The following portions of A.R.S. § 41-1030 are provided for your reference:

- B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorized the requirement or condition.
- D. This section may be enforced in a private civil action and relief may be awarded against the state. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in action against the state for a violation of this section.
- E. A state employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the agency’s adopted personnel policy.
- F. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

Signatures

- If sole owner, must be signed by the sole owner and spouse.
- If partnership or LLP, must be signed by all general partners.
- If corporation, LLC or LLLC, must be signed by one corporate officer.
- If government, must be signed by your agency director or designee.

I agree to the above requirements and certify that I am duly authorized to make the foregoing application and that the information contained in this application is true, accurate and complete, to the best of my knowledge. I agree that the place of business, if licensed, may be inspected during business hours, or at any time business is being conducted on the premises, by officials and agents of the Arizona Department of Transportation, for purposes of determining compliance with the Arizona Revised Statutes. I agree to comply with Arizona Revised Statutes in collecting the appropriate tax rate, vendor refund filing, and posting the appropriate signage to disclose the Arizona Use Fuel Tax Rate.

Supplier, restricted distributor, vendor or vendor branch business activities conducted in Arizona prior to the issuance of a license may be subject to penalties.

Application Date	Attach documents with additional partners and signatures, if needed. Must be signed by licensee or authorized officer of the business. Power of attorney or agent signatures will be accepted for updates only.
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Name and Title of Sole Owner, Partner or Officer	Sole Owner, Partner or Officer Signature
Name and Title Partner or Officer	Partner or Officer Signature
Name and Title Partner or Officer	Partner or Officer Signature

ADOT Use

Date Reviewed	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	License Type	Date License Issued	Date License Mailed
ADOT Account Number		ADOT Vendor Branch Number		