

POLITICAL SUBDIVISION FUEL TAX REFUND APPLICATION INSTRUCTIONS

Frequently Asked Questions

What is the Political Subdivision Fuel Tax refund program?

A refund of excise tax may be available to political subdivisions for purchases of gasoline, diesel, or qualifying biodiesel purchased and used by an Agency or Political Subdivision of this State.

This program does not apply to fuel that has been purchased exempt from the Maine excise tax. Dyed diesel is a common example of a fuel that is not subject to the Maine excise tax.

What type of fuel usage qualifies for a refund?

The reimbursement is for the amount of excise tax paid on fuel purchased. For a refund, you must be able to demonstrate that Maine excise tax was paid on the fuel and that it was used for an exempt purpose.

How do I know if I paid Maine excise tax on my fuel?

The purchase price of gasoline, clear diesel, and qualifying biodiesel generally includes excise tax. If a motor fuel is sold without excise tax, the receipt should either indicate sales tax was charged, or have a statement similar to "dyed fuel". Qualifying biodiesel means fuel with at least a 2% biodiesel component.

How do I complete the refund application?

You should begin by filling in the account information at the top of the front page. The information entered in boxes 1-3 is very important in making sure you receive your refund timely.

Refund Application Instructions and Illustrations

- 1 Enter your Federal Identification Number in this box.
- 2 Enter the period begin and end dates in this box. The period begin date is the date of the first fuel purchase. The period end date is the date of the last fuel purchase. A refund cannot be issued for purchases made more than 12 months from the date the refund request is filed. Invoices should be kept for verification for six years. Refund requests that cannot be supported by proper invoices will be denied.
- 3 Enter your name and address in this box. If you have filed previously for a refund and your name or address information has changed, complete the box to the right.

The illustration shows the top portion of a 'Maine Revenue Services Political Subdivision Fuel Tax Refund Application' form. At the top left is the 'Sub' logo with 'Entity ID or SS#' below it. To the right is the title 'Maine Revenue Services Political Subdivision Fuel Tax Refund Application' and a barcode with '00' to its right. Below the title is a box for 'Due Date' with the number '00' and the text '*0540000*'. The form is divided into several sections. A box labeled '1' contains 'Entity ID or SS#'. A box labeled '2' contains 'Period Begin' and 'Period End'. A box labeled '3' contains '1. Entity Information (taxpayer business name and address)'. To the right of box 3 is a section titled 'Use this area only to report changes in your business' with four numbered items: '2. OUT OF BUSINESS?', '3. OWNERSHIP CHANGE?', '4. NAME CHANGE?', and 'ADDRESS CHANGE?'. Each item has a checkbox and a line for additional information. At the bottom of the form, it says 'Do Not Use Red Ink!'.

You are now ready to complete the financial portions of the return.

The tax calculations are completed on the back side of the return. Summary totals will need to be transferred from the back of the return to the front page.

The tax return has a separate calculation table for different reporting periods. It is important to include the purchases in the correct reporting period. Each reporting period has a different excise tax rate.

It is also important to record purchases of gasoline, diesel, and biodiesel in their individual columns in the table. Each type of fuel has a different excise tax rate. Biodiesel purchases prior to August 23, 2006 should be reported in the Diesel column. Biodiesel purchases made on or after August 23, 2006 are subject to a new tax rate and should be reported in the Biodiesel column.

The example explains the proper completion of the gasoline column for purchases made between July 1, 2005 to June 30, 2006. The basic steps apply for each fuel type and reporting period.

- 4 Complete Page 2 Purchase information. Data entry areas are shaded and lettered for illustration purposes.
 - a. Enter the Month and Year the fuel purchase was made. Make sure that month and year purchases are recorded in the correct reporting period column provided.
 - b. Enter the quantity of fuel (in gallons) purchased where Maine excise tax has been paid.

Calculate Total Gallons

- c. Multiply Total Gallons by the Refundable Rate provided.
- d. Record the calculation results to complete each column. Transfer the Refund Claim amount to Lines 1 and 2 on the front of the form for each fuel type. In this example, amounts from the July 1, 2005 – June 30, 2006 section go on line 1. Amounts from the July 1, 2006 – period go on line 2.

5 Complete Claim Information

Add the amounts on Lines 1 and 2 and enter the total on Line 3. Only Biodiesel purchases made on or after August 23, 2006 should be reported on Line 2. Add the total of the three columns on Line 3 together and enter the result on Line 4.

Complete the Certification/Waiver section of the form by signing and dating the refund application. Mail the completed refund application to Maine Revenue Services at PO Box 1064, Augusta, ME 04332-1064.

If you have any questions about completing this form, call (207) 624-9609 between the hours of 8:00AM and 5:00PM weekdays, except Holidays. Additional information is available at: <http://www.state.me.us/revenue/fueltax>. Select refund programs.