

Department of Transportation
Fuel Tax Administration
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www.dot.state.wy.us/wydot/business_with_wy_dot/fuel_tax/off_road_refund

SCHOOL DISTRICTS, COMMUNITY COLLEGES, AND UNIVERSITY OF WYOMING GASOLINE, GASOHOL, UNDYED DIESEL AND UNDYED BIODIESEL TAX REFUND REQUEST

Please complete all blanks on this form.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Federal ID No: _____ Phone No: _____

Month & Year Claimed: _____

Gasoline/Gasohol Gallons Claimed: _____ Undyed Diesel Gallons Claimed: _____

Pursuant to W.S. 39-17-109(c)(ii) and W.S. 39-17-209(c)(v)(D), the license tax on gasoline and undyed diesel fuel consumed by the educational entity, the University of Wyoming, community college, or public school located in Wyoming, is subject to refund. The record of purchases shall be submitted **monthly**. All fuel is subject to the \$.01 cent per gallon Additional License Tax. [W.S. 39-17-104(a)(iii) and W.S. 39-17-204(a)(ii)].

INSTRUCTIONS FOR FILING THE FUEL TAX REFUND REQUEST

REQUIRED INFORMATION (Documents must be receipts or invoices; in-house logs or computer printouts will be disallowed; card lock or key lock printouts from the VENDOR are acceptable.)

- (1) Receipt number
- (2) Date of sale--date of purchase must be within the refund request period
- (3) Name of vendor including address--must be purchased in Wyoming
- (4) Name of purchaser--must be the school district, community college or the University of Wyoming
- (5) Number of gallons purchased
- (6) Price per gallon and total cost of the fuel
- (7) Type of fuel purchased-- gasoline/gasohol, undyed diesel and undyed biodiesel
- (8) Vehicle number--an assigned unit number or license plate

CALCULATION PROCEDURE FOR REFUND: **RECEIPTS MUST BE SORTED IN CHRONOLOGICAL ORDER!**

1. Sort all purchases by fuel type, gasoline/gasohol and undyed diesel. Total each fuel type gallons purchased in **chronological order** and attach the calculator tape to the receipts or billing invoices.
2. Enter the total number of gasoline/gasohol and undyed diesel/undyed biodiesel gallons claimed above.

I have read and understood this refund request, and the gallons claimed above are valid.

Signature

Date

Printed Name

Title

The refund form and receipts are invalid if not submitted to the department within one (1) year following the date of purchase. [W.S. 39-17-109(c)(ii) and 39-17-209(c)(v)(D)]. Amended or supplemental refund requests will not be accepted after the refund has been processed.