

Department of Transportation
Fuel Tax Administration
5300 Bishop Boulevard
Cheyenne, WY 82009-3340



Phone: (307) 777-3947
Phone: (307) 777-4856
Fax: (307) 777-4769
[www.dot.state.wy.us/wydot/business_with_wydot/fuel
tax/off_road_refund](http://www.dot.state.wy.us/wydot/business_with_wydot/fuel_tax/off_road_refund)

"TAXABLE FUEL/NON-TAXABLE FUEL" REFUND REQUEST
(For "non-IFTA" licensed vehicles driven off road in Wyoming using undyed diesel fuel)

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Federal ID Number: _____ Phone Number: _____

Month & Year or Quarter & Year Claimed: _____ Non-Taxable Gallons Claimed: _____

Purpose of Fuel Usage: _____

Vehicle(s) the Fuel is Used in: _____

Off-Road Miles Driven _____ Total Gallons Purchased _____ Non-Taxable Gallons _____

Non-Taxable Fuel: Undyed diesel fuel that is used in non-IFTA licensed vehicles driven on privately constructed/maintained roads. PLEASE NOTE: The department shall not deduct the state sales or use tax imposed by the provisions of W.S. 39-15-101 through 39-16-111 from the refund to any person who possesses a valid sales or use tax license under W.S. 39-15-106 or 39-16-106, or from the refund to any person who is exempt from paying sales tax under W.S. 39-15-105 or 39-16-105. A copy of the most recent sales or use tax report or proof that the person is exempt sales or use taxes shall accompany the claim for refund. All fuel is subject to the \$.01 Additional License Tax. [W.S. 39-17-204(a)(ii)]. **Refund requests of less than \$10.00 will be processed only once in each calendar year.**

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

- (1) Receipt number
- (2) Date of sale -- must be within the refund request period you are filing
- (3) Name of vendor including address -- must be a gas station or truck stop in Wyoming
- (4) Name and address of the purchaser -- **cannot** be "cash" or the driver's name
- (5) Number of gallons purchased
- (6) Price per gallon and total cost of fuel
- (7) Type of the fuel purchased -- undyed diesel or undyed biodiesel

CALCULATION PROCEDURE FOR REFUND: *RECEIPTS MUST BE SORTED BY COUNTY!*

1. Take odometer readings on a consistent basis to document miles driven off road.
2. **Total all diesel gallons purchased for the vehicle(s) listed above and attach calculator tape to receipts sorted by county.**
3. Divide total miles driven off road for the period by actual mpg. This is the number of NON-TAXABLE gallons eligible for refund. Of the total gallons purchased as indicated on the calculator tape, specify the number of gallons used off road.

By my signature, I attest that I have read and understood this refund request, and I attest to the validity of the gallons claimed above.

Signature

Date

Printed Name

Title

RECEIPTS ARE INVALID IF NOT SUBMITTED TO THE DEPARTMENT WITHIN ONE (1) YEAR FOLLOWING THE DATE OF PURCHASE [W.S. 39-17-209 (c)(v)(C)]. ONCE THE MONTH OR QUARTER IS REFUNDED, AMENDED OR SUPPLEMENTAL REFUND REQUESTS WILL NOT BE ACCEPTED.