

Wyoming Department of Transportation
Fuel Tax Administration
Licensing Section
5300 Bishop Blvd.
Cheyenne, Wyoming 82009-3340
Phone (307) 777-4826
Fax (307) 777-4769

\$25.00 fee per fuel type. Each terminal location requires a separate license. Make checks payable to Wyoming Department of Transportation.



DO NOT WRITE IN THIS SPACE

Date Issued: _____
Person Who Issued License: _____
License Number: _____
Check #: _____ Amount: _____
Expiration Date: _____

WYOMING TERMINAL OPERATOR LICENSE APPLICATION

A terminal operator, whether a person, partnership or corporation, has responsibility and physical control over the operation of a terminal. The terminal operator may be the owner, or may be a person or business that contracts with the owner to carry out these duties. Terminal operators must be licensed to do business in Wyoming. A separate license is required for each terminal. The annual fee for this license is \$25.00 for gasoline/gasohol, \$25.00 for diesel fuel, \$25.00 for ethanol and \$25.00 for each alternative fuel. Please contact us for additional fuel license fee information.

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\*\*\* APPLICATION TYPE \*\*\*

\_\_\_\_\_ New Application \_\_\_\_\_ Renewal Application

\*\*\* LICENSEE INFORMATION \*\*\*

1) \_\_\_\_\_  
Legal Name of Applicant (Corporate, LLC, Partner, or Individual Name)

2) \_\_\_\_\_  
DBA / Trade Name (Name Under Which Business Will be Operated)

3) \_\_\_\_\_  
Mailing Address E-Mail Address

3a) \_\_\_\_\_  
City County State Zip Code

4) \_\_\_\_\_  
Physical Address of Place of Business (NO POST OFFICE BOXES)

4a) \_\_\_\_\_  
City County Zip Code

5) \_\_\_\_\_  
Telephone Number Your Toll Free Number (If applicable) Fax Number

6) \_\_\_\_\_  
Contact Person For Business Phone Number Title

7) Federal Employer Identification Number (FEIN) for the Person, Company, or Entity renewing this License: \_\_\_\_\_  
(If this number has changed, you must include documentation from the Internal Revenue Service with your motor fuels application.)

8) Federal TERMINAL Identification Number for this terminal: \_\_\_\_\_ (Please provide proof of this number with application.)

\*\*\* TYPE OF OWNERSHIP \*\*\*

If you are an OUT-OF-STATE Corporation, LLC, or Limited Partnership, you MAY be required to register with the Wyoming Secretary of State's Office (307-777-7311) before commencing business in Wyoming. You MAY be required to maintain good standing with the Wyoming Secretary of State. (You must include documentation that you have met this requirement, if required, when submitting your operator application.)

1) \_\_\_\_\_ Corporation \_\_\_\_\_ Limited Liability Corporation \_\_\_\_\_ Limited Partnership \_\_\_\_\_ General Partnership \_\_\_\_\_ Joint Venture

2) Incorporated Under the Laws of the State of \_\_\_\_\_ Date of Incorporation \_\_\_\_\_  
(You must include articles of incorporation with your terminal operator application, if required.)

\*\*\* GENERAL INFORMATION \*\*\*

1) Indicate projected number of gallons to be distributed on an average monthly basis:

Gasoline \_\_\_\_\_ gal. Aviation Fuel \_\_\_\_\_ gal. Jet Fuel \_\_\_\_\_ gal. Undyed Diesel \_\_\_\_\_ gal. Dyed Diesel \_\_\_\_\_ gal.  
Alternative Fuel \_\_\_\_\_ gal.

2) List total gallons capacity of storage for fuel type(s) in Wyoming for each type of fuel per location.

Gasoline \_\_\_\_\_ gal. Aviation Fuel \_\_\_\_\_ gal. Jet Fuel \_\_\_\_\_ gal. Undyed Diesel \_\_\_\_\_ gal. Dyed Diesel \_\_\_\_\_ gal.  
Alternative Fuel \_\_\_\_\_ gal.

3) Name of company that supplies terminal with fuel: \_\_\_\_\_

4) Terminal serviced by pipeline: \_\_\_\_ Yes \_\_\_\_ No If yes, name of pipeline: \_\_\_\_\_

5) Indicate mode of transport FROM terminal: \_\_\_\_ Truck \_\_\_\_ Rail \_\_\_\_ Pipeline

6) Describe any blending of fuel that terminal does: \_\_\_\_\_  
\_\_\_\_\_

7) List all Position Holders that own product as reflected on the records of your terminal for this location:

| Name | Address | FEIN |
|------|---------|------|
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**RECORDKEEPING.** To ensure that the correct amount of fuel tax is collected on all fuel sold, used or distributed in Wyoming, the law requires license holders to keep detailed records of all fuel transactions. License holders must present these records to Department personnel if requested. All records relating to the purchase and sale of fuel must be preserved for three (3) years.

I declare that everything contained on this application is a true and accurate statement. I, as owner, co-partner, or officer of the corporation, have the authority to sign this application. As a new applicant, I understand that a BOND may be required if this application is approved.

SIGNED: \_\_\_\_\_ TITLE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_