

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



DO NOT WRITE IN THIS SPACE

Date Issued: \_\_\_\_\_

Person Who Issued License: \_\_\_\_\_

License Number: \_\_\_\_\_

Check No: \_\_\_\_\_ Amount: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

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

## WYOMING MOTOR FUEL LICENSE APPLICATION NEW APPLICANT

### \*\*\* SECTION (A) LICENSE & FUEL TYPE \*\*\*

- Please check the license and fuel type(s) that accurately apply to your business operation(s) Example: *IF YOU ARE A DISTRIBUTOR IN WYOMING AND IMPORT AND EXPORT GAS AND DIESEL FUEL, MARK THOSE FIVE SPACES BELOW.*
- Please type or print legibly. If any portion of the application is not complete or if the improper fee is sent, the application may be returned to you for correction, delaying the issuance of your respective license.
- The annual fee for the license(s) will be twenty-five dollars (\$25.00) per fuel type.

\_\_\_\_\_ **SUPPLIER:** Means a person that is subject to fuel tax laws of this state, registered with the Internal Revenue Service for transactions of motor fuel in the bulk transfer/terminal distribution system, and the position holder in a terminal or refinery in or outside Wyoming. A Supplier is also a person who produces alcohol or alcohol derivative substances for blending with gasoline.

\_\_\_\_\_ **DISTRIBUTOR:** Means any person who, other than a dealer, receives fuel or blends fuel for distribution or resale in this state.

\_\_\_\_\_ **IMPORTER:** Means any person, other than a Supplier, who purchases fuel outside Wyoming for the purpose of transporting or delivering, other than in the supply tank of a motor vehicle, the fuel into Wyoming for sale, use or distribution within Wyoming.

\_\_\_\_\_ **EXPORTER:** Means any person, other than a Supplier, who purchases fuel inside Wyoming for the purpose of transporting or delivering, other than in the supply tank of a motor vehicle, the fuel to another state or jurisdiction.

- The license fee for a dealer is in addition to, and not included in, any other license type listed above.
- A separate license will be issued for EACH dealer location.
- The annual fee for EACH dealer location is twenty-five dollars (\$25.00), per fuel type, per location. (Regular, Premium, and Gasohol are all considered gasoline, Aviation Gas is also considered gasoline). (Jet Fuel is considered Diesel)

\_\_\_\_\_ **DEALER:** Means any person who sells or offers to sell gasoline or diesel fuel at a specific location in Wyoming, including any person selling or offering to sell aviation fuel or aviation gas at a Wyoming airport. *{Includes retail locations such as gas stations, key locks, card locks, and Fixed Base Operators at airports}*

**Fuel Type:**

**A.) Gasoline** \_\_\_\_\_  
 (Includes Aviation Gas type fuel and Gasohol)

**B.) Diesel** \_\_\_\_\_  
 (Includes Kerosene and Jet fuel)

**C.) Ethanol** \_\_\_\_\_

- You must enclose color photos of your bulk storage plant(s) with this application.
- You must enclose a legal description of your bulk plant(s) with this application.

1) Give date business will begin OR has begun: \_\_\_\_\_

2) Indicate projected number of gallons to be sold on an average monthly basis:

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

3) List total 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.

4) Physical address, location, and type of bulk storage: \_\_\_\_\_

5) List the registration number(s) issued by the Wyoming DEQ for the bulk storage tanks: \_\_\_\_\_

**\*\*\* SECTION (B) GENERAL INFORMATION \*\*\***

➤ It may be necessary to attach additional pages to accurately complete application. Please type or print answers.

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; attach additional pages if necessary) Inside City Limits Yes No

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

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

6) Federal Employer Identification Number (FEIN) for the Person, Company, or Entity Applying for this License: \_\_\_\_\_  
\*\*(You must include documentation from the Internal Revenue Service of this number with your motor fuels application--MUST MATCH EXACTLY)

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

8) \_\_\_\_\_  
Name Of Person To Contact If Primary Contact Not Available Phone Number Title

9) Is the Place of Business or Property: \_\_\_\_\_ Owned by Applicant \_\_\_\_\_ Leased \_\_\_\_\_ Rented \_\_\_\_\_ Other (Explain) \_\_\_\_\_

9a) If rented or leased, name of Landlord/Lessor's name: \_\_\_\_\_

10) Did you purchase an existing business location? \_\_\_\_\_ If so, from whom? \_\_\_\_\_ Is this new construction? \_\_\_\_\_

11) List all other states where you are licensed in the motor fuel business \_\_\_\_\_  
(Include copies, with this application, of your fuel licenses from these states showing the license number and type of license.)

12) Name of supplier who provides you with fuel: \_\_\_\_\_

13) Have you ever been denied, or have you ever had a fuel licensed canceled or revoked: \_\_\_\_\_ Yes \_\_\_\_\_ No Where: \_\_\_\_\_  
(If yes attach letter of explanation.)

14) List all states you plan to export fuel to and the license number issued by that state to you: \_\_\_\_\_

15) Describe any blending of fuel that you plan to do: \_\_\_\_\_

**\*\*\* SECTION (C) TYPE OF OWNERSHIP \*\*\***

➤ If you are an OUT-OF-STATE Corporation, LLC, or Limited Partnership, you MUST register with the Wyoming Secretary of State's Office (307-777-7311) before commencing business in Wyoming. It is also required you maintain an active status and good standing with the Wyoming Secretary of State.

- You must include documentation that you have met this requirement with your motor fuels application.
- You must provide a copy of your financial statement for the previous calendar year if you are an Importer or Supplier.

- 1) \_\_\_\_\_ Corporation\*      \_\_\_\_\_ Limited Liability Company\*      \_\_\_\_\_ Limited Partnership\*
- 1a) \_\_\_\_\_ Sole Proprietor      \_\_\_\_\_ General Partnership      \_\_\_\_\_ Joint Venture

\*2) Incorporated Under the Laws of the State of: \_\_\_\_\_ Date of Incorporation: \_\_\_\_\_

3) Date you registered with Wyoming Secretary of State's Office: \_\_\_\_\_ Wyoming Corporate ID Number: \_\_\_\_\_

4) List all Owners, Partners, Members, or Corporate Officers of the Company or Business; Include Name, Address and Title.

Name	SSN	Title	Home Address (Not business address)

Name	SSN	Title	Home Address (Not business address)

Name	SSN	Title	Home Address (Not business address)

Name	SSN	Title	Home Address (Not business address)

5) \_\_\_\_\_  
 Name and address of Manager(s) of Your Wyoming Business (Attach additional pages if necessary)      Phone Number(s)

6) State of Wyoming Sales/Use Tax Number for this business: \_\_\_\_\_

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 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 a BOND may be required in order to obtain the license. The bond MUST be on file with the Department before a fuel license will be issued.

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

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