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# Texas Claim for Refund of Gasoline or Diesel Fuel Taxes

d. Fuel type (Check appropriate type(s))	e. Is this your first claim?
<input type="checkbox"/> GASOLINE (06) <input type="checkbox"/> DIESEL FUEL (07)	<input type="checkbox"/> YES <input type="checkbox"/> NO

c. Claimant social security or FEIN  
■

f. Period of claim

m	m	d	d	y	y	m	m	d	d	y	y
Begin date ■						End date ■					

g. Claimant name and mailing address

Blacken this box if your address has changed.  FM ■ 1

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INV ■ 2  SD ■ 3

Refund claims must be supported by fuel receipts that contain the following information: <ul style="list-style-type: none"> <li>• Name and location of seller</li> <li>• Name of purchaser</li> <li>• Type of fuel purchased</li> <li>• Date of purchase</li> <li>• Number of gallons purchased</li> <li>• Price per gallon</li> <li>• Amount of tax paid on fuel</li> </ul>	You must keep complete records to support all items on the claim because we may request copies of documentation on any claim. You will be contacted regarding mailing instructions.
	If undyed diesel or gasoline is disbursed directly into equipment at a retail pump, a hand written note on receipt must identify equipment (example: boat, tractor, school bus or oil field well servicing moveable special equipment).
	If disbursed from bulk storage or container, distribution log showing usage must be maintained as follows: (Date of fuel use) (Fuel type) (Number of gallons) (Equipment or vehicle type)

Please refer to the applicable tax rules for Chapter 162 Motor Fuels Tax Law for methods used to determine amount of refund claimed.

	GASOLINE (Enter whole gallons) a. T Code ■ 58600	DIESEL (Enter whole gallons) a. T Code ■ 58700
1. Fuel used in: (Check only one) <input type="checkbox"/> manufacturing feedstock <input type="checkbox"/> removal of drill cuttings in oil & gas production <input type="checkbox"/> movable special equipment - oil field well servicing	1. ■ XXXXXXXXXXXXXXXXXXXX	1. ■
2. Fuel exported from Texas	2. ■	2. ■
3. Fuel used by qualified passenger commercial motor vehicle on fixed route miles traveled in Texas	3. ■ XXXXXXXXXXXXXXXXXXXX	3. ■
4. Fuel used by U.S. Government	4. ■	4. ■
5. Fuel lost by fire, theft or accident (must attach accident, police and fire reports)	5. ■	5. ■
6. Fuel used in off-highway equipment (example: boat, tractor, mower, etc.)	6. ■	6. ■ XXXXXXXXXXXXXXXXXXXX
7. Incidental highway travel (4mpg) (attach calculation--SEE INSTRUCTIONS ON BACK)	7. ■	7. ■ XXXXXXXXXXXXXXXXXXXX
8. Fuel used in power take-off / auxiliary power units (must attach calculation--SEE INSTRUCTIONS ON BACK)	8. ■	8. ■ XXXXXXXXXXXXXXXXXXXX
9. Fuel used by a Texas public school district, commercial transportation company or MTA providing Texas public school transportation services	9. ■	9. ■
10. Other claims not covered by above methods (EXPLANATION REQUIRED)	10. ■	10. ■
11. Fuel used by MTA (Metropolitan Transit Authority) used in qualified vehicles only (MTA gallons) - (Item 9 school gallons) = (MTA refund available)	11. ■	11. ■
12. (Check one) Fuel used by <input type="checkbox"/> Texas Nonprofit Electric or Telephone Cooperative <input type="checkbox"/> Texas Nonprofit Emergency Medical Service <input type="checkbox"/> Texas Nonprofit Food Bank <input type="checkbox"/> Texas Volunteer Fire Department	12. ■	12. ■
13. TOTAL REFUND GALLONS CLAIMED (Total Items 1-12)	13. ■	13. ■

Disclosure of your Social Security number is required and authorized under law, for the purpose of tax administration and identification of any individual affected by applicable law. 42 U.S.C. sec. 405(c)(2)(C)(i); Tex. Govt. Code secs. 403.011 and 403.078. You have certain rights under Chapters 552 and 559, Government Code to review, request and correct information we have on file about you. Contact us at the address or phone number listed on this form.

h. PM date gasoline  
■

h. PM date diesel  
■

14. Texas location (if different from the address in Item g) where records can be examined or where fuel is stored.  
Street or detailed directions, city and state (Do not use P.O. Box.)

ZIP code

Complete this claim and mail to Comptroller of Public Accounts 111 E. 17th Street Austin, TX 78774-0100	<b>ENFORCEMENT OFFICE NO.</b>	I declare that the information in this document and any attachments is true and correct to the best of my knowledge and belief. Claimant or Duly Authorized Agent
	<b>DATE</b>	
	<b>E.O. Name</b>	<b>sign here</b>

## Instructions for Completing Texas Claim for Refund of Gasoline or Diesel Fuel Taxes

*NOTE: If you are filing a claim for both gasoline and diesel fuel tax refund for the same period, you may file both claims on one form.*

- The amount of your gasoline and/or diesel fuel claims will be paid less deductions of 2% of the gallonage claimed.
- You must keep complete records to support all items on the claim because we may request copies of documentation on any claim. You will be contacted regarding mailing instructions.

### WHO MAY FILE

A person who meets the qualifications specified in the Motor Fuel Tax Rules for Chapter 162 Motor Fuels Tax Law may file a claim for refund of the state tax paid on gasoline or diesel fuel. ( [www.comptroller.texas.gov/taxes/fuels/](http://www.comptroller.texas.gov/taxes/fuels/) )

### WHEN TO FILE

Claim for refund of fuels tax paid must be filed and postmarked ON OR BEFORE ONE YEAR from the FIRST DAY OF THE CALENDAR MONTH following:

- the purchase,
- the tax exempt sale, and/or
- the use if withdrawn from storage for own use.

### FOR ASSISTANCE

For assistance with any Texas Fuels Tax question please contact the Texas State Comptroller's office at 800-252-1383.

### GENERAL INSTRUCTIONS

- Do not write in shaded areas.
- TYPE or PRINT.
- Complete all applicable items that are not preprinted.
- If any preprinted information is incorrect, mark through it and write in the correct information.
- ROUND ALL GALLONAGE FIGURES TO WHOLE GALLONS.

### SPECIFIC INSTRUCTIONS

- Item c -** Sole owner or individual - Enter your Social Security number.  
Corporation or other business - Enter your Federal Employer Identification Number (FEIN).
- Item f -** Begin date - Enter the date of the earliest invoice or the date of first withdrawal from bulk storage.  
End date - Enter the date of the most recent invoice or the date of last withdrawal from bulk storage.
- Item 1 -** Check the appropriate box to show the exempt use of diesel fuel. Diesel fuel must be used on or after 9-1-2007.
- Item 2 -** Claim for gallons exported must be for 100 or more gallons.
- Item 3 -** Qualified passenger commercial motor vehicle refunds will be paid less 25% for the School Fund Benefit Fee (see Rule 3.1251).
- Item 4 -** Gasoline and diesel fuel must be purchased and used by the U.S. Government. Gasoline or diesel fuel used by third party contractors is not eligible for refund.
- Item 5 -** Claims for gallons lost by fire, theft or accident must be for 100 gallons or more.
- Item 7 -** If you are claiming a gasoline refund on vehicles operated exclusively off-highway except for incidental travel (see Rule 3.443), you must attach the following information:
- Total Miles Driven
  - $(\text{On-Road Miles}) / (4 \text{ mpg}) = (\text{On-road Gallons})$
  - $(\text{Total gallons}) - (\text{On-road Gallons}) = (\text{Refundable Gallons} - \text{Enter in Item 7})$
- Item 8 -** If you are claiming gasoline used in power take-off (PTO) or auxiliary power units (see Rule 3.432), you must attach the following information:
- Indicate PTO type of unit (e.g., pump, cement haul truck, dump, etc.) and calculation:  
 $(\text{Total Gallons Delivered into Vehicle}) \times (5\% \text{ fixed rate method}) = (\text{Refundable Gallons})$
  - Indicate PTO type of unit (ready mix concrete and solid waste trucks only) and calculation:  
 $(\text{Total Gallons Delivered into Vehicle}) \times (30\% \text{ fixed rate method}) = (\text{Refundable Gallons})$
  - Indicate PTO type of unit (e.g., pump, cement haul truck, dump, etc.) and calculation:  
 $(\text{On-Road Miles}) / (4 \text{ mpg}) = (\text{On-road Gallons } \textit{mileage factor method})$   
 $(\text{Total Gallons Delivered into Vehicle}) - (\text{On-road Gallons}) = (\text{Refundable Gallons})$
  - Indicate PTO type of unit (e.g., pump, cement haul truck, dump, etc.) and direct meter method.
  - Indicate PTO type of unit (e.g., pump, cement haul truck, dump, etc.) and two tank method.
  - Alternative methods used - show calculation and attach copy of Comptroller Tax Policy approval letter.
  - Total PTO gallons claimed: add gallons from A, B, C, D, E and F, and enter on Item 8 under gasoline.
- Item 9 -** MTA providing public school transportation must provide documentation to support the claim (see Rule 3.448). Gallons claimed for public school transportation must not be included with gallons claimed on Item 11.
- Item 10 -** Use for claims not covered by other items, such as licensed aviation fuel dealers.
- Item 11 -** MTA refund will be paid 1 cent per gallon of gasoline and 1/2 cent per gallon of diesel fuel (see Rule 3.431). Reduced rate refund applies to qualified vehicles only. MTA must not include on Item 11 gallons claimed for public school transportation on Item 9.
- Item 12 -** Check the appropriate box. Texas Nonprofit Electric or Telephone Cooperative, Texas Nonprofit Emergency Medical Service, Texas Volunteer Fire Department and Texas Nonprofit Food Bank who have motor fuel delivered into a storage facility or into a truck that have a gross vehicle weight rating of at least 25,000 pounds and that is owned by the nonprofit food bank and used to deliver food.

Please refer to the applicable tax rules for Chapter 162 Motor Fuels Tax Law for the correct method of determining the amount of your refund claim and the documentation that you must have to support your claim. (*Do not file any of the documentation with this claim.*) Links to the appropriate statute are located at [www.comptroller.texas.gov/taxes/fuels/](http://www.comptroller.texas.gov/taxes/fuels/).