

Heating Oil Insurance Fee Return

IMPORTANT:
See Page 2 for mailing instructions

ANNUAL REPORTING PERIOD Year: _____	FOR VALIDATION ONLY — 545-030-141-0001
Place an "X" in any boxes that apply { <input type="checkbox"/> No Operations <input type="checkbox"/> Name Change <input type="checkbox"/> Amended Return <input type="checkbox"/> Address Change	
Account #	VALIDATED POSTMARK DATE <input type="checkbox"/> Cancel License Effective Date ____ / ____ / ____
Heating Oil Distribution Gallons Sold For Heating (oil fired furnaces, heaters, boilers, etc.)	
1A Diesel	
1B Kerosene	
1C Stove Oil	
1D Other	
2 Total Heating Fuel Distributed (Total of line 1A through 1D)	TOTAL
Calculation of Amount Due	
3 Amount Due (Total heating fuel distributed on line 2 multiplied by .012¢ per gallon)	TOTAL
EFT Payment <input type="checkbox"/>	

PLEASE RETAIN A COPY OF THIS TAX RETURN FOR YOUR RECORDS

SIGNATURE REQUIRED I understand and agree to the record keeping requirements for this return. I certify under penalty of perjury that this return is true, correct, and complete to the best of my knowledge.	
Signature _____	Title _____
Print Name _____	Date _____ Phone () _____
Contact Name _____	Phone () _____

Instructions and General Information on reverse

Instructions

- **No operations this period:** If you had no activity during the reporting period, you must still file a return in order to avoid revocation.
- **Amended return:** A separate, amended tax return must be filed to make corrections to a previous tax reporting period's return. It should be completed as if you were re-filing the original tax return (showing the corrected amounts). It cannot be incorporated into the tax return due for the current reporting period.
- **Cancel license:** To cancel your license, place an "X" in the box and provide an effective date. The effective date must be the actual date you ceased business operations or the date you wish to surrender your license while continuing other business operations. Tax returns must be submitted for operations up to the effective date. If the date is not furnished, your license will not be canceled.

General Information

- Returns must be filed annually. Payment of the net amount due the state (line 3) must accompany the return. If you sell special fuel for heating fuels, you must complete the Washington Heating Oil Insurance Fee Return.
- Tax returns are due on the twenty-fifth day of the month following the end of the reporting period. The postal service postmark on the mailing envelope is used as the day of return receipt.
- Your name, license number and address must appear on the tax return. You must notify the Fuel Tax Section if your address or business name changes. If the business is sold, a **new** application is required.
- For the purposes of this return, "**Heating Oil**" is defined as any petroleum product used for space heating in oil-fired furnaces, heaters, and boilers, including stove oil, diesel fuel, or kerosene. Petroleum products not considered heating oil are fuels used in motor vehicles, marine vessels, trains, buses, aircraft, or any off-highway equipment not used for space heating, or for industrial processing or the generation of electrical energy.
- Round all reported gallons to the nearest whole gallon. Convert liters to gallons at the rate of 3.785 liters per gallon.
- The person signing the tax return must be authorized by the company to do so.
- Information provided on this return may be disclosed to the Internal Revenue Service.

Records You Will Need:

Records must be kept for five (5) years for all Special Fuel received, sold, or distributed. These include invoices, bills of lading, and other documents as required by the department.

IMPORTANT-PLEASE READ. Payments and documents are sent to two separate addresses.

Send payments to:

Prorate and Fuel Tax
Department of Licensing
PO Box 3777
Seattle, WA 98124-3777

Send or fax non-payment documents to:

Fuel Tax Section
Department of Licensing
PO Box 9228
Olympia, WA 98507-9228
FAX: (360) 570-7842