

# SPECIAL FUEL AND GASOLINE TAX REFUND APPLICATION INSTRUCTIONS

## *What is the Off-highway refund program?*

A refund of excise tax may be available to you for certain purchases of gasoline or diesel. If you are requesting a refund for off highway propane use, please call us for assistance.

### **Please note:**

- This program **does not apply** to fuel that has been purchased exempt from the Maine excise tax, including dyed diesel.
- The instructions below are for documenting fuel used for “off highway” purposes only.
- Refunds are not available for fuel used in motor vehicles operated over the road.
- Fuel exempt from the Maine excise tax **becomes subject to Maine sales/use tax**. The tax base is the cost of the fuel, less the excise taxes. Refunds will be reduced by Sales/Use tax due.
- All fuel is reported in gross gallons, rounded to the nearest whole gallon.
- A refund cannot be issued for purchases made more than 12 months from the date the refund request is filed.
- Refund requests that cannot be supported by proper invoices will be denied.
- Documentation must be maintained for six (6) years.
- The excise tax refund rate is one penny less than the actual tax rate.

Gasoline qualifies for a refund of excise tax only if it is used for a commercial purpose in:

- |   |   |  |
|---|---|--|
| • Vehicles owned or operated by railroad companies while operating on rails or tracks | * | Any other vehicle used in “off highway” activities |
| • Registered vehicles when not in operation on public ways                            | * | Motorboats (commercial only)                       |
|   | * | Stationary engines                                 |
| • Tractors used for agricultural purposes that are not operating on public ways       | * | The mechanical or industrial arts                  |

## *How do I know if I paid Maine excise tax on my fuel?*

The fuel purchase price generally includes excise tax. If a motor fuel is sold without excise tax, the receipt should either indicate sales tax was charged, or have a statement similar to “dyed fuel”. Sales tax is charged at 5% of the selling price; **beginning October 1, 2013 the sales rate is 5.5%**. Excise tax is a set amount per gallon.

The image shows a sample of the 'Maine Revenue Services Special Fuel and Gasoline Tax Refund Application' form. The form includes a header with 'OFF' and a barcode. It has several numbered callout boxes pointing to specific fields:

- 1:** Points to the 'SSN' field. Callout: 'Enter your Federal ID number (EIN) if you have one or social security (SSN) number in this box. SSN's should only be used for refund requests made by individuals.'
- 2:** Points to the 'Period Begin' and 'Period End' fields. Callout: 'Enter the period begin and end dates in this box. The **begin date** is the date of the **first fuel purchase claimed**. The period **end date** is the **last date of fuel purchased**.'
- 3:** Points to the '1. Entity Information (taxpayer business name and address)' section. Callout: 'Enter your business name and address in this box. If you have previously filed for a refund and your name, address, or ownership information has changed, complete the box to the right.'
- 4:** Points to the '2. OUT OF BUSINESS?', '3. OWNERSHIP OR NAME CHANGE', and '4. SOLD?' checkboxes. Callout: 'Purchases must be postmarked within 12 months from purchase date.'

**4. Complete Section 1 on the back of the application first.**

Detailed tax calculations are completed on the back of the application. The refund application has a separate calculation table for different reporting periods. This allows for a change in tax rates. Complete lines A through I for purchases of each fuel type made through September 30, 2013, but no earlier than 12 months prior to today's date. Complete lines J through R (not shown) for purchases made beginning October 1, 2013. **Please note that the Sale tax rate for purchases starting 10/1/13 will be .055, manufacturing .00275.** The illustration below provides brief instructions of how to properly complete the form for one period. Enter the totals on Line I and Line R on Lines 1 and 2 on the front of the application respectively.

For fuel purchases made BEFORE 09/30/2013, but no earlier than 12 months prior to today's date

	Gasoline	Diesel
A. Total paid for fuel used off highway where Maine excise tax has been paid	A.	
B. Number of gallons included in line A above	B.	
C. Excise Tax Rate	C. 0.484	0.556
D. State & Federal Excise Tax Paid (Gallons on line B times rate on line C)	D.	
E. Purchase price subject to sales/use tax (line A minus line D)	E.	
F. Sales/Use tax due (line E times .05) Line E times .0025 if used in manufacturing	F.	
G. Refundable excise tax rate	G. 0.290	0.302
H. Excise tax refund (gallons line B times rate on line G)	H.	
I. Net refund for this period (line H minus line F)	I.	

**Line A:** Enter the total price of each fuel used off-highway in the appropriate column. Include all taxes.  
**Line B:** Enter the total gallons of qualifying fuel entered on Line A.  
**Line D:** Line B times Line C  
**Line E:** Line A minus Line D  
**Line F:** Line E times .05 (or .0025 for manufacturing)  
**Line H:** Line G times Line B  
**Line I:** Line H minus Line F.  
 Transfer this amount to Line 1 on the front of application. Follow the same steps to complete the next table.

**\*Please note the Sales tax rate for purchases on or after October 1, 2013 will be .055, manufacturing rate will be .00275.**

Enter the amounts on line I in the corresponding boxes on line 1 on the front of the return

**5. Complete Section 3 Summary of Refund Claim (on front of form).**

Transfer the amounts from Lines I and R from the back of the form to Lines 1 and 2 in Section 3 on the front of the form. Manufacturers must also indicate the products manufactured and provide a separate spreadsheet with a breakdown of fuel used for manufacturing and non-manufacturing purposes. Total the amounts on Lines 1 and 2 in each column on Line 3. Add both totals for each column of Line 3 together; entering the result on Line 4.

(Net refund from reverse side)	Gasoline	Diesel
Line I for 07/01/12 - 09/30/13	1. _____	_____
Line R for 10/01/13 - 06/30/14	2. _____	_____
Sub Totals	3. _____	_____
Total Tax Refund (Add together the amounts on line 3 for all products)	4. _____	_____

**6. Complete Section 2 Breakdown of Gallons Used**

Enter the number of qualifying gallons of each fuel type used for each purpose. The totals by fuel type should match the amounts entered on Lines B and K in Section 1.

**Section 2 - Breakdown of Gallons Used**

		Gasoline	Diesel
Tractors used for agricultural purposes	6.	_____	_____
Registered vehicles used off highway	7.	_____	_____
Boats (excluding noncommercial gasoline use)	8.	_____	_____
Stationary engines	9.	_____	_____
Mechanical or industrial arts	10.	_____	_____
Other (specify) _____	11.	_____	_____

Sign and print your name, enter the date and a daytime telephone number on the bottom of the form. Mail the application to: Maine Revenue Services at PO Box 1064, Augusta ME 04332-1064.

If you have questions or need assistance with this form, call (207) 624-9609 between the hours of 8:00AM to 5:00PM weekdays, except holidays, e-mail us at [fuel.tax@maine.gov](mailto:fuel.tax@maine.gov) or go to our website at: <http://maine.gov/revenue/fueltax/homepage.html>. Select Refund Programs.