

# FUELS TAX REFUND APPLICATION

## FUEL USED IN BOATS OR WATERCRAFT

**Save Paper, Go Green!**

**This form is not required if you apply online at www.dmvNow.com.**

- Purpose:** Use this form to apply for a fuels tax refund on fuel used in boats or watercraft.
- Instructions:** Follow the instructions on the reverse side of this form. Mail the completed application to DMV, Tax Services Refund Section, P.O. Box 27422, Richmond, VA 23269-7422. Incomplete applications may not be processed.

APPLICANT/BOAT/WATERCRAFT INFORMATION							
APPLICANT FULL LEGAL NAME (print)			(last)	(first)	(mi) (suffix)	SOCIAL SECURITY NUMBER/FEIN	
ADDRESS			CITY		STATE	ZIP CODE	
TELEPHONE NUMBER		FAX NUMBER		EMAIL ADDRESS			
BULK FUEL STORAGE		1. Do you have a bulk fuel storage tank(s)?		<input type="checkbox"/> YES	<input type="checkbox"/> NO	2. Do you use the fuel in this storage tank(s) for uses other than in boats or watercraft?	
						<input type="checkbox"/> YES	<input type="checkbox"/> NO
BOAT REGISTRATION/CERTIFICATION NUMBER(S)				BOAT OWNER NAME (if different from applicant name)			
BOAT REGISTRATION		Is this boat validly registered with the Virginia Game and Inland Fisheries?		<input type="checkbox"/> YES	<input type="checkbox"/> NO	If no, attach a copy of the boat registration or Coast Guard certificate.	

FUEL USE/REFUND CLAIMS			
Effective July 1, 2013, fuel tax rates may change every six months. Gallons used must be entered in the correct Claim Period so that your refund is calculated at the proper rate.			
<input type="checkbox"/> Recreational and Pleasure Boats			
<b>Claim Period- January 1 - June 30</b>	Diesel Gallons Used	Gasoline Gallons Used	Other Gallons Used (indicate fuel type)
BEGIN DATE (mm/dd/yyyy)			
END DATE (mm/dd/yyyy)			
<b>Claim Period- July 1 - December 31</b>	Diesel Gallons Used	Gasoline Gallons Used	Other Gallons Used (indicate fuel type)
BEGIN DATE (mm/dd/yyyy)			
END DATE (mm/dd/yyyy)			

Commercial Fishing (check all that apply): <input type="checkbox"/> Clamming <input type="checkbox"/> Crabbing <input type="checkbox"/> Fishing <input type="checkbox"/> Oystering			
<b>Claim Period- January 1 - June 30</b>	Diesel Gallons Used	Gasoline Gallons Used	Other Gallons Used (indicate fuel type)
BEGIN DATE (mm/dd/yyyy)			
END DATE (mm/dd/yyyy)			
<b>Claim Period- July 1 - December 31</b>	Diesel Gallons Used	Gasoline Gallons Used	Other Gallons Used (indicate fuel type)
BEGIN DATE (mm/dd/yyyy)			
END DATE (mm/dd/yyyy)			

Commercial Watercraft (check all that apply): <input type="checkbox"/> Charter <input type="checkbox"/> Construction <input type="checkbox"/> Ferry <input type="checkbox"/> Water Taxi <input type="checkbox"/> Other (describe):			
<b>Claim Period- January 1 - June 30</b>	Diesel Gallons Used	Gasoline Gallons Used	Other Gallons Used (indicate fuel type)
BEGIN DATE (mm/dd/yyyy)			
END DATE (mm/dd/yyyy)			
<b>Claim Period- July 1 - December 31</b>	Diesel Gallons Used	Gasoline Gallons Used	Other Gallons Used (indicate fuel type)
BEGIN DATE (mm/dd/yyyy)			
END DATE (mm/dd/yyyy)			

CERTIFICATION	
I certify and affirm that all information presented in this form is true and correct, that any documents I have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.	
NAME (print)	TITLE
AUTHORIZED SIGNATURE	DATE (mm/dd/yyyy)

DMV USE ONLY			
REFUND CODE/GALLONS REFUNDED	REFUND CODE/GALLONS REFUNDED	REFUND CODE/GALLONS REFUNDED	REFUND CODE/GALLONS REFUNDED

## INSTRUCTIONS

### GENERAL INFORMATION

To submit this application online use DMV's website, [www.dmvNOW.com](http://www.dmvNOW.com). - click "Online Services" - scroll to "Payments and Refunds" - scroll to "Fuels Tax Refund" and, .

- click "Logon" to access your account and submit your refund application or,
- click "Register for MyFuels Tax Refund Account" to establish "Customer Registration" (a new account) and submit your refund application.

To complete and mail this application, continue to follow the instructions below.

### APPLICANT/BOAT/WATERCRAFT INFORMATION SECTION

Complete applicant information and answer the bulk fuel storage questions. If you answered YES to bulk fuel storage question 2 you must submit a fuel disbursement list. This list must show the date, number of gallons and the vehicle/equipment in which the fuel was used.

Enter boat/watercraft information and answer the boat/watercraft registration question. If the boat/watercraft is not registered with the Virginia Game and Inland Fisheries, attach a copy of the boat registration or Coast Guard Certification.

### FUEL USE AND REFUND CLAIMS

NOTE: Effective July 1, 2013, tax rates for fuel will change every six months (time period). Fuel gallons must be entered into the correct time period to receive the applicable tax rate refund for that time period.

Check the box(es) that best describes your boat/watercraft use.

For each claim period enter the begin and end date and number of gallons used during the appropriate claim period in the columns under Fuel Type Used (diesel, gasoline or other).

### CERTIFICATION

Read and complete the Certification section. Refunds will not be processed without a signed certification.

### FINALIZE

Mail completed application and supporting documents to DMV, Tax Services Refund Section, P. O. Box 27422, Richmond, Virginia 23269-7422. The postmark date on your mailed application is recorded as the date DMV received your application.

**NOTE:** First-time refund applicants must include all invoices/tickets/receipts that support their refund claim.

## INVOICE/TICKET/RECEIPT REQUIREMENTS

Receipts, tickets, or invoices used to support your refund claim must be dated within the 12 month period preceding the date DMV receives your application.

Invoices/tickets/receipts must meet the following requirements:

- must be for fuel purchased in Virginia in amounts of 5 gallons or more and which support the amounts entered on your application
- indicate the exact date of purchase (month/day/year)
- include the number of gallons and type of fuel purchased
- show the amount paid for the fuel
- include the seller's name and location address
- must be readable - illegible, altered or duplicate invoices/tickets/receipts will not be accepted
- must be submitted in date order
- credit card receipts must indicate that the transaction was for a fuel purchase and also meet the above requirements

## RECORD KEEPING

Invoices/tickets/receipts and fuel disbursement lists (if applicable) that support your application must be retained for 4 years from the date DMV receives the refund application (Virginia Code § 58.1-2261). You may be requested to provide such documentation to DMV at any time during this 4 year period either before or after the refund is paid. Failure to provide the requested documentation will result in the denial or reversal of your refund.

## DMV CONTACT INFORMATION

DMV DIRECT: (804) 497-7100

TTY (Deaf or hearing impaired only): 1-800-272-9268

Hours: Monday through Friday, 8:00 am to 5:00 pm, Saturday 8:00 am to 12:00 pm

SECURE EMAIL: [www.dmvNOW.com](http://www.dmvNOW.com), Home page click "contact Us", scroll down to "Email", click "Secure Online Form"