



## Renewal Application for Florida Fuel/Pollutant License

DR-156R  
R. 10/13  
TC  
Rule 12B-5.150  
Florida Administrative Code  
Effective 01/14

### General Information

For Office Use Only	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Initials _____	Date _____

#### Who must renew?

Any business who has a retailer of natural gas, wholesaler, importer, exporter, terminal operator, terminal supplier, carrier, blender, air carrier, or pollutant license must apply for renewal.

#### What does the renewal license cost?

- No fee – Local government user of diesel fuel license or a mass transit system provider license
- \$5 - Retailer of natural gas license
- \$30 – A license for each terminal location
- \$30 – Pollutants license, unless renewing a fuel license. If you are renewing a fuel license, no additional fee is required.
- \$30 – All remaining fuel license types

#### Where do I file this application and required fee(s)?

Mail this signed and notarized application with the required fee(s) to:

Account Management - Fuel Unit  
Florida Department of Revenue  
PO Box 6480  
Tallahassee, Florida 32314-6480.

**(Do not send cash.)**

#### When is the renewal application due?

The completed application and fees should be mailed to the Department of Revenue **immediately**.

#### How much time is required to process a renewal application?

All renewal applications received and approved on or before November 30th, will be processed and mailed prior to the December 31st expiration.

**Your Current License Expires on December 31 of the Current Year.**

#### When do I need to contact the Department of Revenue?

If you:

- Change or add licensed business activities.
- Move.
- Close your business.
- Need assistance.

#### Reminder!

- Most licensees are also required to maintain a bond in an amount equal to three times the monthly tax liability.
- Tax returns must be filed monthly, even if no tax was collected.

#### How do I contact the Florida Department of Revenue?

You may write us at the address listed on this page. Once you receive your license number, include it on any written correspondence. All applications must be mailed or delivered directly to the Account Management Fuel Unit in Tallahassee.

To speak with a Department of Revenue representative, call Taxpayer Services, Monday through Friday, 8 a.m. to 7 p.m., ET, at 800-352-3671.

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This application must be completed in its entirety along with the appropriate attachments and be approved by the Florida Department of Revenue prior to December 31st. **WARNING: It is a third-degree felony to operate without a license.**

1. **Federal employer identification number (FEIN)** FEIN:   -         
or  
Social security number (SSN), if FEIN is not available SSN:    -   -

2. Business Name \_\_\_\_\_ Phone number \_\_\_\_\_

3. Trade name, DBA or AKA \_\_\_\_\_ Fax number \_\_\_\_\_

4. Contact person \_\_\_\_\_ Phone number \_\_\_\_\_ Ext. \_\_\_\_\_

5. Contact Email Address \_\_\_\_\_

6. Type and legal organization: (Please check only one)  
A)  Corporation (check one):  C Corp  S Corp *If corporation, check any of the appropriate boxes that apply:*  
 Publicly held corporation \*  Privately held corporation  Wholly owned subsidiary of a publicly held corporation  
B)  Partnership (check one):  General  Limited  Joint Venture  
C)  Limited liability company (check one):  Single member  Multi-member  
 check here if you elected to be treated as a corporation for federal income tax puposes  
D)  Individual/Sole Proprietorship  
E)  Business Trust  
F)  Governmental Agency

\* Publicly held corporations must attach Federal Form 10K or the most recent annual report documenting publicly held status.

7. Principal business location address: (cannot be a post office box) \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Country \_\_\_\_\_ Foreign postal code \_\_\_\_\_

8. **Please check each box that applies to your business activity.**  
 Wholesaler  Terminal Supplier  Private Carrier  Common Carrier  
 Air Carrier  Exporter  Terminal Operator  Blender  
 Importer  Pollutant  Retailer of Natural Gas

9. A) If you are a terminal operator, have you changed the location of or added any terminals?  YES  NO  
B) If "YES," state the number of terminals: \_\_\_\_\_ and complete the following information for each terminal location address you operate. **Each terminal location requires a separate \$30 terminal license.** (attach additional sheets if necessary.)

**Terminal Location**  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone Number \_\_\_\_\_

**Terminal Location**  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone Number \_\_\_\_\_

**Terminal Location**  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone Number \_\_\_\_\_

Address where business records are maintained (cannot be a post office box)

10. Street address \_\_\_\_\_  
 City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Country \_\_\_\_\_ Foreign postal code \_\_\_\_\_

11. Mailing address \_\_\_\_\_  
 City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Country \_\_\_\_\_ Foreign postal code \_\_\_\_\_

12. Parent corporation information (if applicable)  
 Parent corporation FEIN   -         
 Phone number \_\_\_\_\_ Ext. \_\_\_\_\_  
 Parent corporation name \_\_\_\_\_  
 Parent corporation address \_\_\_\_\_

**Answer all questions. DO NOT leave any blank.**

**13. Owner, partner, officer information**

List the primary owner or corporate officer first. Enter the name, social security number, home address and telephone number of the owners, partners or corporate officers. Persons listed below who have not previously undergone a background check must have one completed.

Visit the Florida Department of Law Enforcement's (FDLE) website at [www.fdle.state.fl.us](http://www.fdle.state.fl.us) and select "Request a Criminal History." Choose a provider from the Livescan Service Provider List for onsite fingerprint screening. When you go to be fingerprinted, you must give the service provider the Department of Revenue's Originating Agency Identification Number (ORI# FL 921650Z).

You must bring two forms of identification when you get your fingerprints scanned. One ID must have your picture and signature, such as a driver license, state identification card or passport. You will also provide personal information such as your full name, address, and social security number for the FBI to conduct the background investigation.

You are responsible for paying all fees.

A) Name \_\_\_\_\_ SSN    -   -     (Individual)  
 Home address \_\_\_\_\_ FEIN   -       (Business)  
 City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Country \_\_\_\_\_ Foreign postal code \_\_\_\_\_ Phone Number \_\_\_\_\_ Ext. \_\_\_\_\_  
 Corporate or business title \_\_\_\_\_ Interest/Ownership \_\_\_\_\_ %

B) Name \_\_\_\_\_ SSN    -   -     (Individual)  
 Home address \_\_\_\_\_ FEIN   -       (Business)  
 City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Country \_\_\_\_\_ Foreign postal code \_\_\_\_\_ Phone Number \_\_\_\_\_ Ext. \_\_\_\_\_  
 Corporate or business title \_\_\_\_\_ Interest/Ownership \_\_\_\_\_ %

C) Name \_\_\_\_\_ SSN    -   -     (Individual)  
 Home address \_\_\_\_\_ FEIN   -       (Business)  
 City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Country \_\_\_\_\_ Foreign postal code \_\_\_\_\_ Phone Number \_\_\_\_\_ Ext. \_\_\_\_\_  
 Corporate or business title \_\_\_\_\_ Interest/Ownership \_\_\_\_\_ %

D) Name \_\_\_\_\_ SSN -- (Individual)  
 Home address \_\_\_\_\_ FEIN - (Business)  
 City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Country \_\_\_\_\_ Foreign postal code \_\_\_\_\_ Phone Number \_\_\_\_\_ Ext. \_\_\_\_\_  
 Corporate or business title \_\_\_\_\_ Interest/Ownership \_\_\_\_\_ %

**NOTE: Social security numbers (SSNs)** are used by the Florida Department of Revenue as unique identifiers for the administration of Florida's taxes. SSNs obtained for tax administration purposes are confidential under sections 213.053 and 119.071, Florida Statutes, and not subject to disclosure as public records. Collection of your SSN is authorized under state and federal law. Visit our Internet site at [www.myflorida.com/dor](http://www.myflorida.com/dor) and select "Privacy Notice" for more information regarding the state and federal law governing the collection, use, or release of SSNs, including authorized exceptions.

**14. Private carriers only**

List all vehicles added to your fleet that currently do not have cab cards.

Make/Model	Year	Vehicle ID Number	Tank Capacity (in gallons)

**15. Fuel storage information**

- A) Do you have a through-put agreement? .....  YES  NO
- B) Do you deliver fuel directly to retail locations? .....  YES  NO
- C) Do you own, operate or lease any bulk storage tanks in Florida? .....  YES  NO

If "YES" to C, list all below and indicate whether it is owned or leased:

Tank Capacity (in Gallons)	*DEP Number	Physical Location (Address)	Own/Lease

\* "DEP Number" means the facility identification number assigned by the Florida Department of Environmental Protection to your location. DEP numbers are not assigned to Natural Gas dealers. (If necessary, attach a separate sheet.)

**16. Pollutants storage information**

Will this business produce, import, or remove petroleum pollutants through a terminal rack in this state?  YES  NO

If "YES" (check appropriate box(es)):

- Produce       Import or cause to be imported (into Florida)       Export
- Be entitled to a refund on the following taxable pollutants:
- Petroleum products       Ammonia       Pesticides       Chlorine
- Motor oil or other lubricants       Crude Oil       Solvents       Perchloroethylene
- Other (specify) \_\_\_\_\_

List the type of pollutant, location of storage facility, and estimated volume of taxable units imported, produced, or sold in Florida.		
Type of Pollutant	Location of Storage Facility	Taxable Units

**17. Bond information**

The license categories shown below usually require a bond. A wholesaler who has no import or export activity that sells only undyed diesel fuel and that is not authorized by the Department to remit fuel tax to its supplier is not required to have a bond. An applicant applying for a pollutants tax license for the sole purpose of applying for refunds pursuant to section 206.9942, F.S., of tax-paid pollutants is not required to post a bond. Please list the information on the bonds your business currently has secured.

Bond Type	Bond Company Name	Bond Company FEIN	Bond Number	Bond Amount
Motor Fuel				
Diesel Fuel				
Aviation Fuel				
Importer's Bond				
Exporter's Bond				
Pollutants				

**18. List all suppliers of pollutants.**

Name of Supplier	License Number

**Licensing Information**

19. Do you wholesale motor, diesel or aviation fuel? \_\_\_\_\_  YES  NO
20. A) Are you registered to collect and/or remit sales tax? .....  YES  NO  
 B) If "YES," what is your sales tax registration number? \_\_\_\_\_
21. Will this business import fuels into Florida upon which there has been no prior collection of tax?.....  YES  NO
22. Do you blend untaxed products for use as motor fuel, diesel fuel or aviation fuel? .....  YES  NO

- 23. A) Do you transport petroleum products either for yourself or for hire? ..... YES  NO  
 B) If "YES," what mode of transportation do you use?  Truck  Rail  Vessel  Pipeline
- 24. Do you export fuels from this state other than by bulk transfer? ..... YES  NO
- 25. Do your business transactions involve the bulk storage and transfer of taxable motor, diesel or aviation fuels?..... YES  NO
- 26. A) Are you registered as a Position Holder under §4101 of the Internal Revenue Code for transactions involving the storage and transfer of motor and/or diesel fuel(s)? ..... YES  NO  
 B) If "YES," what is your Federal Fuel Registration Number? \_\_\_\_\_
- 27. If you are applying for a Wholesaler License renewal, do you request authority to make deferred fuel tax payments to your supplier by electronic funds transfer (EFT)? ..... YES  NO
- 28. Do you have any other outstanding tax liability with the Department of Revenue? ..... YES  NO
- 29. Have you or other owners, officers, directors, or stockholders with a controlling interest, been convicted of, or entered a plea of guilty or nolo contendere to, a felony committed against the laws of any state or of the United States?..... YES  NO
- 30. Do you produce biodiesel from vegetable or animal fats? ..... YES  NO
- 31. Do you import biodiesel fuel to Florida? ..... YES  NO
- 32. Do you blend biodiesel fuel with petroleum diesel? ..... YES  NO
- 33. Do you sell biodiesel fuel or biodiesel blends? ..... YES  NO
- 34. Do you sell aviation fuel at retail for any purpose other than directly into the fuel tank of an airplane?.... YES  NO
- 35. A) Do you own or operate retail stations that sell gasoline, diesel fuel, or aviation fuel posted at retail prices? ..... YES  NO  
 B) If YES, how many locations do you own or operate? \_\_\_\_\_
- 36. Do you receive tax free aviation fuel under U.S. Custom ..... YES  NO  
 If YES, enter the number of gallons received each month \_\_\_\_\_
- 37. Do you sell natural gas at retail for use in a motor vehicle?..... YES  NO

**Affidavit of Applicant(s)**

I, the undersigned individual(s), or if a corporation for itself, its officers, and directors, hereby swear or affirm under penalty of perjury as provided in section 837.06, Florida Statutes, that I am duly authorized to make the foregoing application and that the application and all attachments are true and correct representation(s) of the premises to be licensed. If licensed, I agree that the place of business may be inspected and searched, during business hours or at any time business is being conducted on the premises, by officials and agents of the Department of Revenue for the purposes of determining compliance with Chapter 206, F.S.

Sworn to (or affirmed) and subscribed before me

State of \_\_\_\_\_ County of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Print or Type Applicant's Name

\_\_\_\_\_  
Print, Type or Stamp Name of Notary

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_  
 Type of Identification Produced \_\_\_\_\_

**WARNING :**

**Read carefully:** This instrument is a sworn document. False answers could result in criminal prosecution subject to fine and/or imprisonment and denial of your application.