



## 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 INFORMATION

Complete Applicant Information.

### PURCHASED/EXPORTED FUEL INFORMATION

Complete a row for each load of fuel exported out of Virginia to another state.

If the original destination of the fuel was changed you are required by law to report this transaction to a Diversion Registry to be assigned a diversion number. Enter this diversion number. DMV will verify the diversion number with the fuel type, gallons, date and original destination. Any discrepancy with the reported information can result in delays or a denial of your refund.

### TOTAL GALLONS PER FUEL TYPE

Calculate and enter the total gallons exported for each type of fuel.

**NOTE: Effective July 1, 2013, tax rates for fuel may change every six months. DMV calculates refunds based on the tax rate in effect at the time of fuel purchase or shipment.**

### 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, invoices or bills of lading must be dated within the 12 month period preceding the date DMV receives your application. Invoices/tickets/receipts must meet the following requirements must:

- include the seller's name and location address
- show the purchaser's name and the destination address of the fuel
- include the date of purchase, number of gallons, type of fuel and the rate/amount of the Virginia Fuels Taxes paid/charged
- indicate the bill of lading number and the diversion number if applicable

## RECORD KEEPING

Retain supporting documents for 4 years from the fuel purchase date. You may be requested to provide such documentation to DMV at any time during this 4 year period. 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"