

Obtaining a Motor Fuel Restricted Distributor License in Arizona

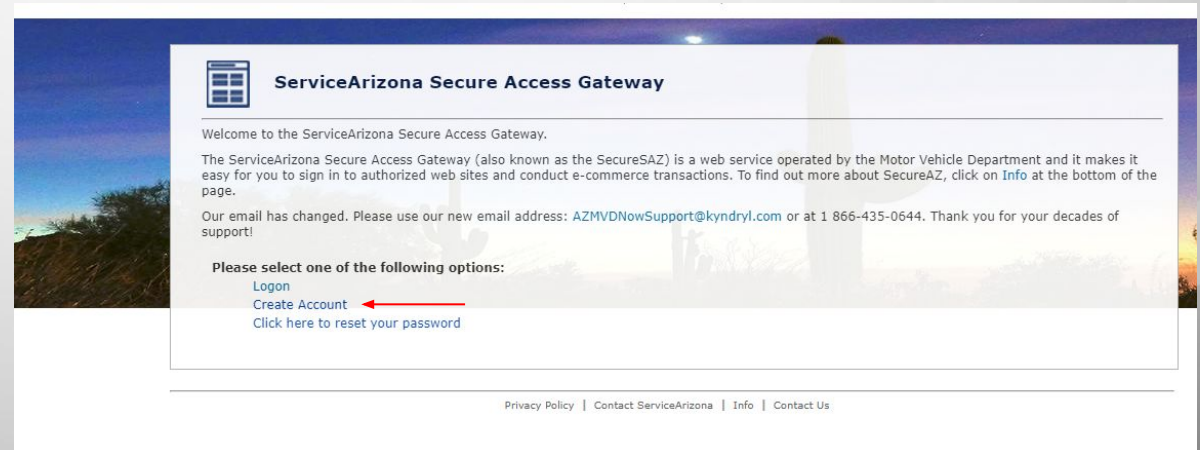
How To Guide:


Choosing the Right License

<i>Licensing At A Glance - License Definitions</i>		
Supplier	Restricted Distributor	Vendor
<p>A supplier license is applicable for <u>any</u> of the following taxable activities when buying or selling taxable fuel (motor vehicle fuel, diesel fuel, aviation fuel) in AZ:</p> <ul style="list-style-type: none"> • Importing tax due fuel into Arizona • Producing biodiesel within Arizona • Holding position at an Arizona terminal • Blending ethanol below the rack • Selling dyed diesel to schools or transit authorities for on-road use in federally exempt buses • Participating in a two-party exchange agreement <p>Types of Supplier Licenses</p> <ul style="list-style-type: none"> • Standard Supplier • Supplier with Blanket Election • Permissive Supplier 	<p>A Restricted distributor license is applicable when <u>all</u> of the following nontaxable activities are true when buying or selling motor vehicle fuel in AZ:</p> <ul style="list-style-type: none"> • All receipts and disbursements are tax paid motor vehicle fuel • Motor vehicle fuel is transported for sale across county lines • Motor vehicle fuel is acquired in tanks, cars or cargo lots and is sold in Arizona or exported out of state • <u>May Not</u> sell dyed diesel to schools or transit authorities for on-road use in federally exempt buses 	<p>A vendor license is applicable when the following is true when selling <u>diesel</u> fuel in AZ:</p> <ul style="list-style-type: none"> • Diesel is sold for delivery directly into a vehicle fuel tank from one of the following: <ul style="list-style-type: none"> • Retail location (gas station) (.18¢ & .26¢ decals) • Cardlock facility (.26¢ decals only) • Mobile fueling (.26¢ decals only) <p>Types of Vendor Licenses</p> <ul style="list-style-type: none"> • Retail • Cardlock • Mobile Fueling

Restricted Distributors Application

Go to [ServiceArizona](#)
Click: [Create Account](#)



 **ServiceArizona Secure Access Gateway**

Welcome to the ServiceArizona Secure Access Gateway.

The ServiceArizona Secure Access Gateway (also known as the SecureSAZ) is a web service operated by the Motor Vehicle Department and it makes it easy for you to sign in to authorized web sites and conduct e-commerce transactions. To find out more about SecureAZ, click on [Info](#) at the bottom of the page.

Our email has changed. Please use our new email address: AZMVDNowSupport@kyndryl.com or at 1 866-435-0644. Thank you for your decades of support!


Please select one of the following options:

- [Logon](#)
- [Create Account](#) ←
- [Click here to reset your password](#)

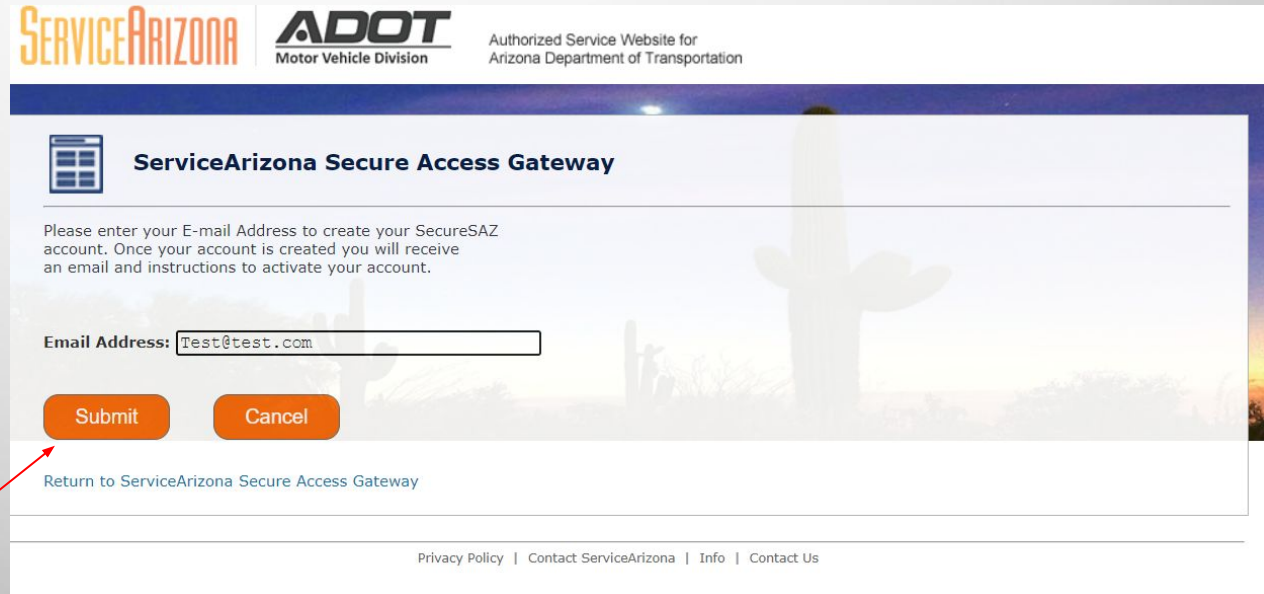
[Privacy Policy](#) | [Contact ServiceArizona](#) | [Info](#) | [Contact Us](#)

NOTE: PLEASE BOOKMARK THE LINK

Restricted Distributors Application

Please enter a Valid email address
then select 

NOTE: This email will have your temporary password. If you do not receive an email in your inbox, check your Junk/Spam folder.





ServiceArizona **ADOT** Motor Vehicle Division Authorized Service Website for Arizona Department of Transportation

ServiceArizona Secure Access Gateway

Please enter your E-mail Address to create your SecureSAZ account. Once your account is created you will receive an email and instructions to activate your account.

Email Address:

[Return to ServiceArizona Secure Access Gateway](#)

[Privacy Policy](#) | [Contact ServiceArizona](#) | [Info](#) | [Contact Us](#)

Vendor/ Vendor Branch Application

A Confirmation Screen will appear

Select: [Return to ServiceArizona Secure Access Gateway](#) to Log in



ServiceArizona Secure Access Gateway


Your transaction has been completed successfully.

Transaction Details

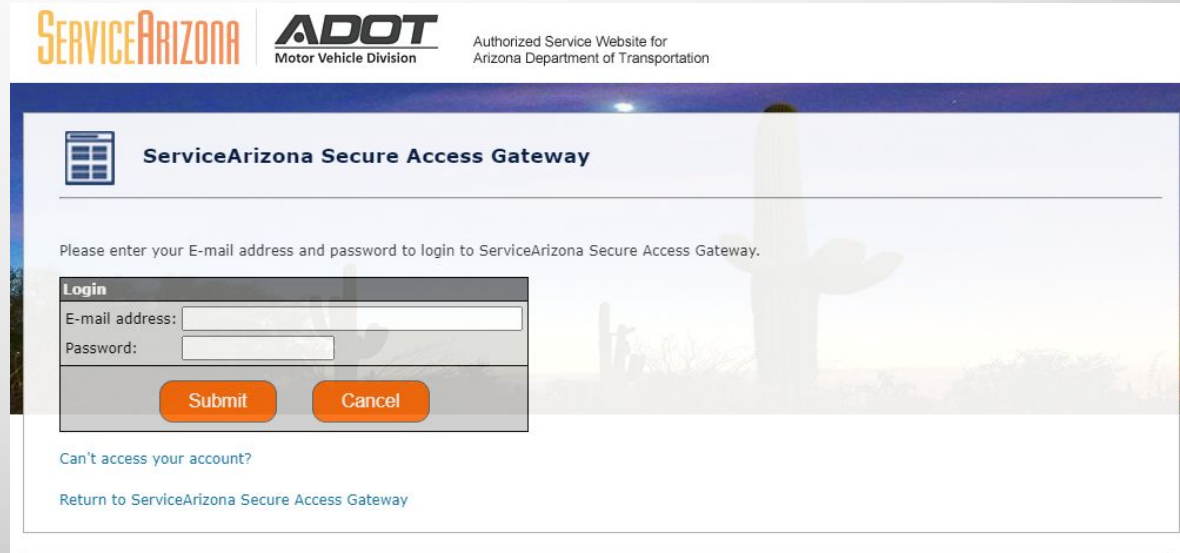
Your account was successfully created. You will receive a notification email with instructions to activate your account

[Return to ServiceArizona Secure Access Gateway](#)

Restricted Distributors Application

Please enter your email and
Temporary Password
Then select 

NOTE: You can bookmark this
website for easy access.



The screenshot shows the ServiceArizona Secure Access Gateway login page. At the top, there are logos for ServiceArizona and ADOT Motor Vehicle Division, along with the text "Authorized Service Website for Arizona Department of Transportation". The main heading is "ServiceArizona Secure Access Gateway". Below this, a message reads: "Please enter your E-mail address and password to login to ServiceArizona Secure Access Gateway." There is a "Login" section with two input fields: "E-mail address:" and "Password:". Below the input fields are two buttons: "Submit" and "Cancel". At the bottom, there is a link for "Can't access your account?" and another link for "Return to ServiceArizona Secure Access Gateway".

Reminder: Also if the email address is for a shared inbox, inform all parties of Access Credentials!

Restricted Distributors Application


Select

[Register](#)

The screenshot shows the ServiceArizona website header with the ADOT Motor Vehicle Division logo and the text "Authorized Service Website for Arizona Department of Transportation". Below the header is a navigation bar with a grid icon and the title "ServiceArizona Secure Access Gateway". The navigation bar contains four buttons: "Applications", "Pending", "Register", and "Edit Profile". A red arrow points to the "Register" button. Below the navigation bar is a section titled "You have access to the following applications:".

*This is where you will complete the process.

Registration

Select State Excise Tax User Portal
(ADOT-SETUP)
Then select 

ServiceArizona | **ADOT** Motor Vehicle Division | Authorized Service Website for Arizona Department of Transportation

ServiceArizona Secure Access Gateway

Applications | Pending | Register | Edit Profile

Internet Applications

Select an Application:

or, Enter App Code:

- Fuel Tax Reporting (ADOT-FUELTX)
- State Excise Tax User Portal (ADOT-SETUP)**

[Return to ServiceArizona Secure Access Gateway](#)

[Privacy Policy](#) | [Contact ServiceArizona](#) | [Info](#) | [Contact Us](#)

Registration

Please Select:

- New Business
- Enter FEIN: Federal Employer Identification Number (digits only)
- Enter Official Business name.

Then Select

Submit

FUEL TAX LICENSING
SETUP Arizona

Welcome to Arizona Department of Transportation State Excise Tax User Portal!

Please specify if you are registering on behalf of a new or existing motor fuel tax business in the State of Arizona. In submitting this application for access to the ADOT-SETUP application, you are choosing to act as the Licensing Administrator for your business. If you are registering for an existing business, the owners of your business will be notified and their approval will be required before you can access ADOT-SETUP.

Registration Type: Existing Business New Business

FEIN: (9 digits only)

Businesses without an FEIN must first Apply for an FEIN before registering for SETUP

Business Legal Name:

Existing business user registrations require that ADOT Account Number be provided in addition to the above information.

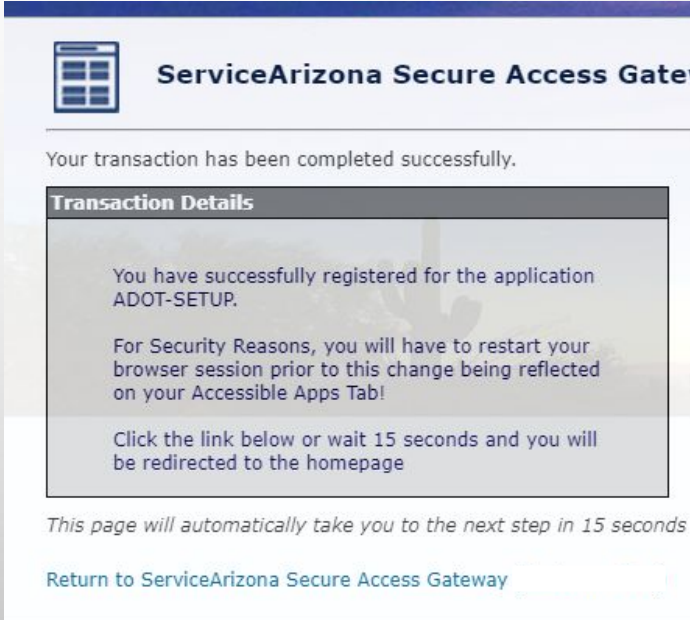
ADOT Account Number:

Required Field

Confirmation

This screen will appear when you have successfully created your profile.

Select: [Return to ServiceArizona Secure Access Gateway](#) to Log in



The screenshot shows a confirmation page with a blue header bar. On the left is a grid icon. The title is "ServiceArizona Secure Access Gateway". Below the title, it says "Your transaction has been completed successfully." A box titled "Transaction Details" contains the following text: "You have successfully registered for the application ADOT-SETUP. For Security Reasons, you will have to restart your browser session prior to this change being reflected on your Accessible Apps Tab! Click the link below or wait 15 seconds and you will be redirected to the homepage". At the bottom, it says "This page will automatically take you to the next step in 15 seconds" and provides a blue link "Return to ServiceArizona Secure Access Gateway" with a button icon.

ServiceArizona Secure Access Gateway

Your transaction has been completed successfully.

Transaction Details

You have successfully registered for the application ADOT-SETUP.

For Security Reasons, you will have to restart your browser session prior to this change being reflected on your Accessible Apps Tab!

Click the link below or wait 15 seconds and you will be redirected to the homepage

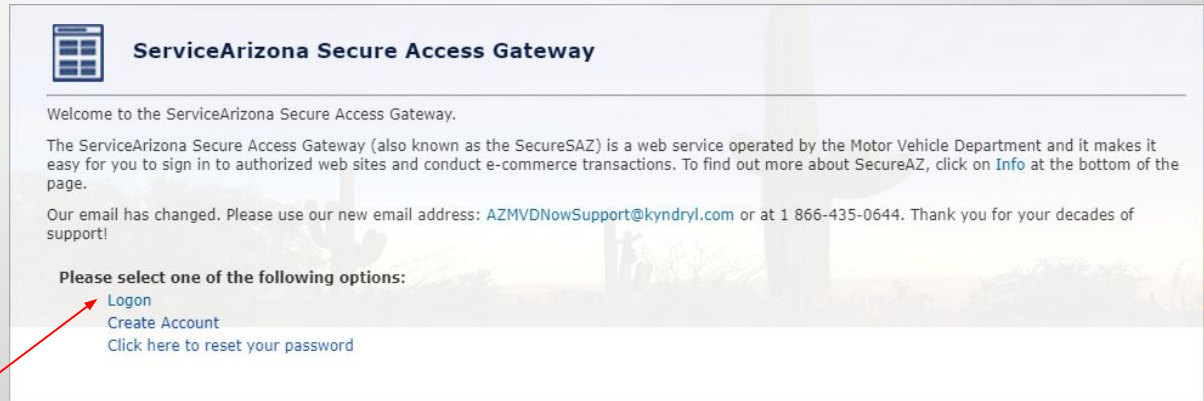
This page will automatically take you to the next step in 15 seconds


[Return to ServiceArizona Secure Access Gateway](#)

Restricted Distributors Application

Select Logon

You will use your email address and the password you created.



 **ServiceArizona Secure Access Gateway**

Welcome to the ServiceArizona Secure Access Gateway.

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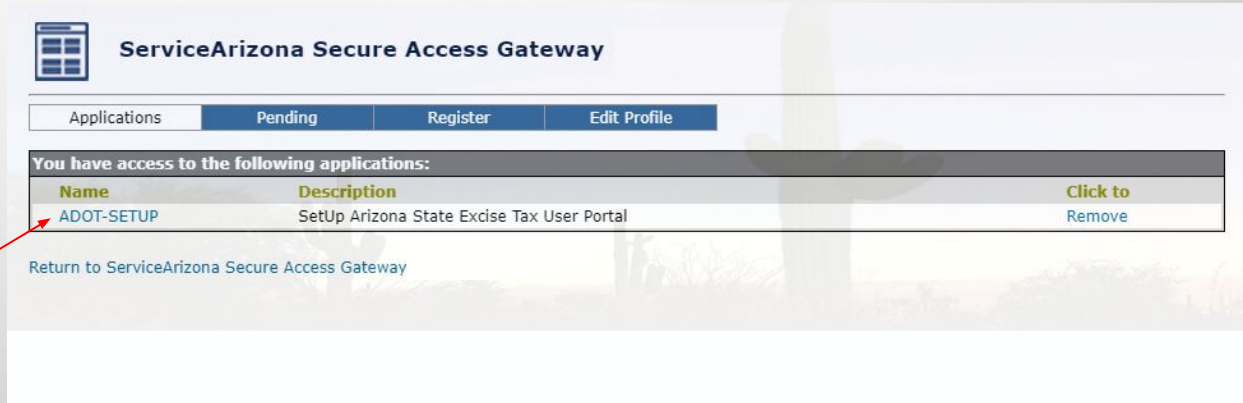
Please select one of the following options:

- [Logon](#)
- [Create Account](#)
- [Click here to reset your password](#)

Restricted Distributors Application

ADOT - SETUP will now be under the Applications you have access to.

Please Select: ADOT- SETUP



The screenshot displays the 'ServiceArizona Secure Access Gateway' interface. At the top, there is a navigation bar with four tabs: 'Applications', 'Pending', 'Register', and 'Edit Profile'. The 'Applications' tab is currently selected. Below the navigation bar, a message states 'You have access to the following applications:'. This is followed by a table with three columns: 'Name', 'Description', and 'Click to'. The table contains one entry: 'ADOT-SETUP' with the description 'SetUp Arizona State Excise Tax User Portal' and a 'Remove' link. A red arrow points to the 'ADOT-SETUP' entry. Below the table, there is a link that says 'Return to ServiceArizona Secure Access Gateway'.

Name	Description	Click to
ADOT-SETUP	SetUp Arizona State Excise Tax User Portal	Remove

Restricted Distributors Application

Click on the **Pencil** to start completing **Each** of the 6 Tabs

Application For Account
DELETE

DYNAMITE GAS STATION - 0800500

Actions

- Business Profile
- License Information
- Owners
- Contacts ✔
- Documentation
- Submit

Notice

To see all licensing-related statutes, please refer to A.R.S. Title 28, Chapter 16, Article 1.

The following sections of A.R.S. 41-1030 are provided for your reference:

- Section B
- Section D
- Section E
- Section F

Application Status: **Incomplete**

Business Profile

License Information

Owners

Contacts

Documentation

Submit

✎
→

Business Legal Name Dynamite Gas Station	Business Registered DBA	Account Status Pend Open
ADOT Account # 0800500	Federal EIN 12-3567890	Business Type Select Business Type... ▼
Business Phone nnn-nnn-nnnn	Refund Account #	State of Domicile <input type="radio"/> Arizona <input checked="" type="radio"/> Non-Arizona

Business Location Address

Address	City	State	Zip
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Completion Tracker

While the completing the application a green check mark will appear next to each completed section

***Note: You will not be able to Submit the Application until all items have been checked**

Actions

Business Profile 

License Information 

Licenses 

Vendor Branches 

Owners 

Contacts 

Documentation 

Submit

Business Profile

Enter:

- Business Type
- Business Location Address
- Business Phone
- Mailing Address

Application For Account

DYNAMITE GAS STATION - 0800500 DELETE

Actions

- Business Profile
- License Information
- Owners
- Contacts ✓
- Documentation
- Submit

Notice

To see all licensing-related statutes please refer to A.R.S. Title 28, Chapter 16, Article 1.

The following sections of A.R.S. 41-1030 are provided for your reference:

- Section B
- Section D
- Section E
- Section F

Application Status: **incomplete**

Business Profile | License Information | Owners | Contacts | Documentation | Submit

Business Legal Name Dynamite Gas Station	Business Registered DEA	Account Status Pend Open
ADOT Account # 0800500	Federal EIN 12-3567890	Business Type Select Business Type... ▼
Business Phone nnn-nnn-nnnn	Refund Account #	State of Domicile <input type="radio"/> Arizona <input checked="" type="radio"/> Non-Arizona

Business Location Address

Address	City	State	Zip
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License Information

Select: License Information

Select: Restricted Distributors located under New License Type

Select: **SAVE**

Application Status: **Incomplete**

Business Profile | License Information | Owners | Contacts | Documentation | Submit

Licenses

Not sure which licenses to apply for? See [Choosing a License Type](#) for help.

New License Type ▼

- Supplier
- Supplier with Blanket Election
- Permissive Supplier
- Restricted Distributor
- Vendor

Effective Date

05/01/2023

License Information

A new section will appear
Select: **Additional Information**

Select Edit to Answer the
question

Select **CONTINUE**

The screenshot displays a web application interface for license information. At the top, an orange banner indicates the 'Application Status: Incomplete'. Below this, a navigation bar contains tabs for 'Business Profile', 'License Information', 'Owners', 'Contacts', 'Documentation', and 'Submit'. The 'License Information' tab is active, and within it, the 'Additional Information' sub-tab is selected. A red arrow points to this sub-tab. Below the sub-tab, there is a question: 'Bulk Storage Facility Indicator' with radio button options for 'Yes', 'No', and a question mark. Below the question, there are two buttons: 'EDIT' and 'CONTINUE'. A red arrow points to the 'CONTINUE' button.

Owners


Select 

Enter Name, Title, and
Email address

Select 


Application Status: **Incomplete**


Business Profile License Information **Owners** Contacts Documentation Submit



NOTE: Email Address is optional. However, an owner's signature is required for some account changes, and the request for owner signature will be sent via e-mail. Please ensure that at least one owner email address is provided.

There are no owners for this business.

 ←



Contacts

Select: **ADD A CONTACT**
 Enter: Name, Title,
 Email address, and
 Phone Number
 Select: **ADD**

Application Status: **Incomplete**

Business Profile License Information Owners **Contacts** Documentation Submit

Show All

Name/Title	Email/Phone/Fax	Licensing	Reporting	Vendor	Status	Updated
<p>ADD A CONTACT ←</p> <p>CONTINUE</p>						

NOTE: Please assign at least one licensing and reporting contact .

DOCUMENTATION

Please make sure the following documents are uploaded:

- W9, IRS 149C, or IRS Tax Document
- Certificate of Good Standing with Arizona Corporation Commission

Application Status: **Incomplete**

Business Profile License Information Owners Contacts **Documentation** Submit

Information

To see the list of required documentation, click [here](#).

The following blank forms are available for download:

- Electronic Funds Transfer Declaration
- Supplier Bond
- Power of Attorney

Documentation

UPLOAD FILE ←

No files have been uploaded.

CONTINUE

Arizona Corporation Commission

Download Arizona Corporation
Commission certificate
“**In Good Standing**” status from
[Arizona Corporation Commission](#)

Entity Status:	Active
Reason for Status:	In Good Standing
Status Date:	4/7/2023
Life Period:	Perpetual
Last Annual Report Filed:	
Annual Report Due Date:	
Years Due:	

Next Steps

IF APPROVED: ADOT Fuel Tax Licensing Unit (FTLU) will send out a confirmation email to your Licensing Contact with your ADOT Account Number and Steps to Print your Restricted Distributor License.

IF INCOMPLETE: ADOT Fuel Tax Licensing Unit (FTLU) will send out an email indicating what is missing.

Contact Information

Fuel Tax Licensing Unit [FTLU]

1801 W. Jefferson St.,
MD 541M
Phoenix, AZ 85007

PH: 602-712-8853
Email: ADOTFTLU@azdot.gov

Website: [ADOT Fuel Tax](#)