

Obtaining A Motor Fuel Supplier 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

Supplier License Requirements

Licensed Suppliers

- EIN verification documents such as:
 - IRS 147C letter
 - W-9 (or other tax document from IRS to verify EIN)
- Companies (Inc., LLC, or LLLC) registered and in good standing the with Arizona Corporation Commission
- Partnerships (LP or LLP) registered with the Arizona Secretary of State
- DBA Names registered with the Arizona Secretary of State
- [Power of Attorney Form #96-0611](#) (only if someone is acting on the applicant's behalf, once licensed)
- Complete Application
- Post a supplier (surety) bond – [Motor Fuel Supplier Bond Form #96-0153](#) (for suppliers only)
- [Electronic Funds Transfer Declaration Form #96-0335](#) (for suppliers only)
- Application Fee - \$50

Supplier License Requirements

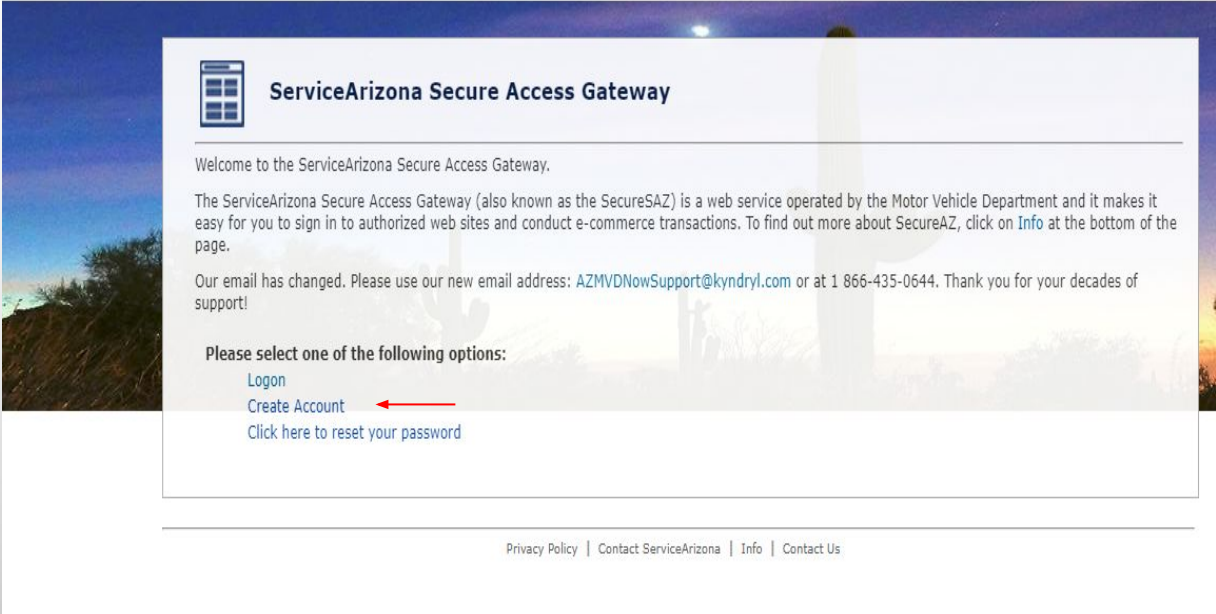
Suppliers need to be licensed from Arizona Department of Transportation (ADOT) in order to operate in the State of Arizona. If the application is **Awaiting Approval**, the supplier **can't** have any activities prior to licensing. The effective date of opening will be the 1st of the month in which the license will be approved. Suppliers are required to submit the fuel tax reports for the current month on or before the 27th of the following month.


NOTE: If there are no activities for the month, the supplier must file a zero report.

Supplier License Application

Go to [ServiceArizona](#)

Select: **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](#)

Supplier License Application

Enter your email address
then select

Submit

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



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](#)

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](#)

Supplier License Application

Enter your email address and temporary password then select

Submit

NOTE: You can bookmark this website for easy access.

Authorized Service Website for Arizona Department of Transportation

ServiceArizona Secure Access Gateway

Please enter your E-mail address and password to login to ServiceArizona Secure Access Gateway.

Login

E-mail address:

Password:

[Can't access your account?](#)
[Return to ServiceArizona Secure Access Gateway](#)

Registration

Select **Register**

Then Setup Arizona State
Excise Tax User Portal
(ADOT-SETUP) from the
dropdown menu, then click

Submit

ServiceArizona Secure Access Gateway

Applications Pending Register Edit Profile

Internet Applications

Select an Application: ▼

or, Enter App Code:

Submit

Registration

- Select New Business
- Enter Federal Employer Identification Number (FEIN)
- Name of the business

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: (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 Fields:
 Reset Submit

Confirmation

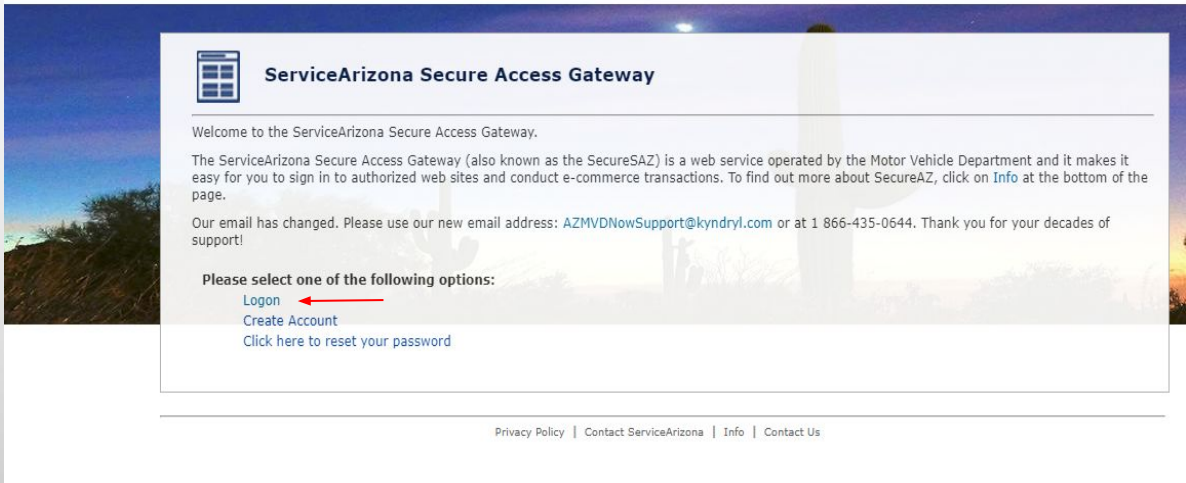
Your ADOT-SETUP profile is registered.

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


The screenshot shows the 'ServiceArizona Secure Access Gateway' confirmation page. At the top, the ADOT Motor Vehicle Division logo is on the left, and the text 'Authorized Service Website for Arizona Department of Transportation' is on the right. Below the header, the page title 'ServiceArizona Secure Access Gateway' is displayed next to a grid icon. A message states: 'Your transaction has been completed successfully.' Below this is a 'Transaction Details' box containing 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 of the page, there is a link: 'Return to ServiceArizona Secure Access Gateway' and a footer with links for 'Privacy Policy', 'Contact ServiceArizona', 'Info', and 'Contact Us'.

Supplier License Application

Use your registered email and password to [Logon](#).



The screenshot shows the 'ServiceArizona Secure Access Gateway' login page. It features a header with a grid icon and the title 'ServiceArizona Secure Access Gateway'. Below the header, there is a welcome message and a paragraph explaining the gateway's purpose. A notice about a new email address is also present. At the bottom, there are three options: 'Logon', 'Create Account', and 'Click here to reset your password'. A red arrow points to the 'Logon' link. The footer contains links for 'Privacy Policy', 'Contact ServiceArizona', 'Info', and 'Contact Us'.

 **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.

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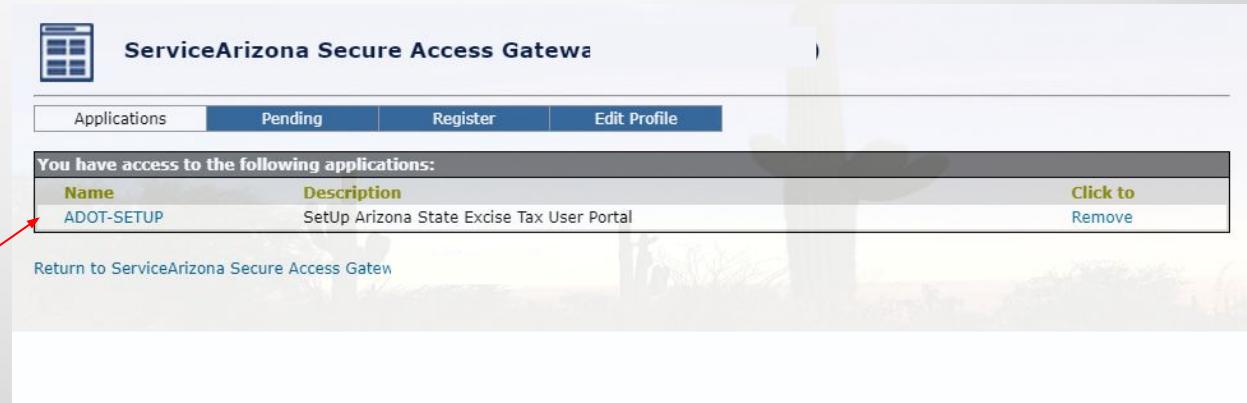
Please select one of the following options:

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

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

Supplier License Application

Select: [ADOT-SETUP](#)



The screenshot displays the 'ServiceArizona Secure Access Gateway' interface. At the top, there is a navigation bar with a grid icon and the title 'ServiceArizona Secure Access Gateway'. Below this, a horizontal menu contains four tabs: 'Applications', 'Pending', 'Register', and 'Edit Profile'. The 'Applications' tab is currently selected. Underneath the menu, a section titled 'You have access to the following applications:' contains a table with the following data:

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

Below the table, there is a link that reads 'Return to ServiceArizona Secure Access Gateway'. A red arrow points to the 'ADOT-SETUP' link in the table.

Supplier License Application

Complete your Supplier application by selecting each tab.

Business Profile
License Information
Owners
Contacts
Documentation
Submit

Business Legal Name	Business Registered DBA	Account Status Pend Open
<hr/>	<hr/>	<hr/>
ADOT Account #	Federal EIN	Business Type Corporation
<hr/>	<hr/>	<hr/>
Business Phone	Refund Account #	State of Domicile <input type="radio"/> Arizona <input checked="" type="radio"/> Non-Arizona
<hr/>	<hr/>	<hr/>

Business Location Address

Address	City	State
<hr/>	<hr/>	<hr/>
		Zip
<hr/>	<hr/>	<hr/>

Completion Tracker

Once you complete each tab, a Green Check Mark will appear on the Toolbar.

Actions

Business Profile ✓

License Information ✓

Licenses ✓

Additional Info ✓

Bonds ✓

Owners ✓

Contacts ✓

Documentation ✓

Submit

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

Supplier License Application

The screenshot shows a web form for a Supplier License Application. At the top, there is a navigation bar with tabs: **Business Profile**, License Information, Owners, Contacts, Documentation, and Submit. A red arrow points to the **Business Profile** tab. On the right side of the form, there is a circular pencil icon, also indicated by a red arrow. The form contains several input fields and sections:

- Business Legal Name** (input field)
- Business Registered DBA** (input field)
- Account Status** (dropdown menu, currently showing "Pend Open")
- ADOT Account #** (input field)
- Federal EIN** (input field)
- Business Type** (dropdown menu, currently showing "Corporation")
- Business Phone** (input field)
- Refund Account #** (input field)
- State of Domicile** (radio buttons for "Arizona" and "Non-Arizona", with "Non-Arizona" selected)
- Business Location Address** (section header)
- Address** (input field)
- City** (input field)
- State** (input field)
- Zip** (input field)

Update your **Business Profile** by selecting the **Pencil** icon.

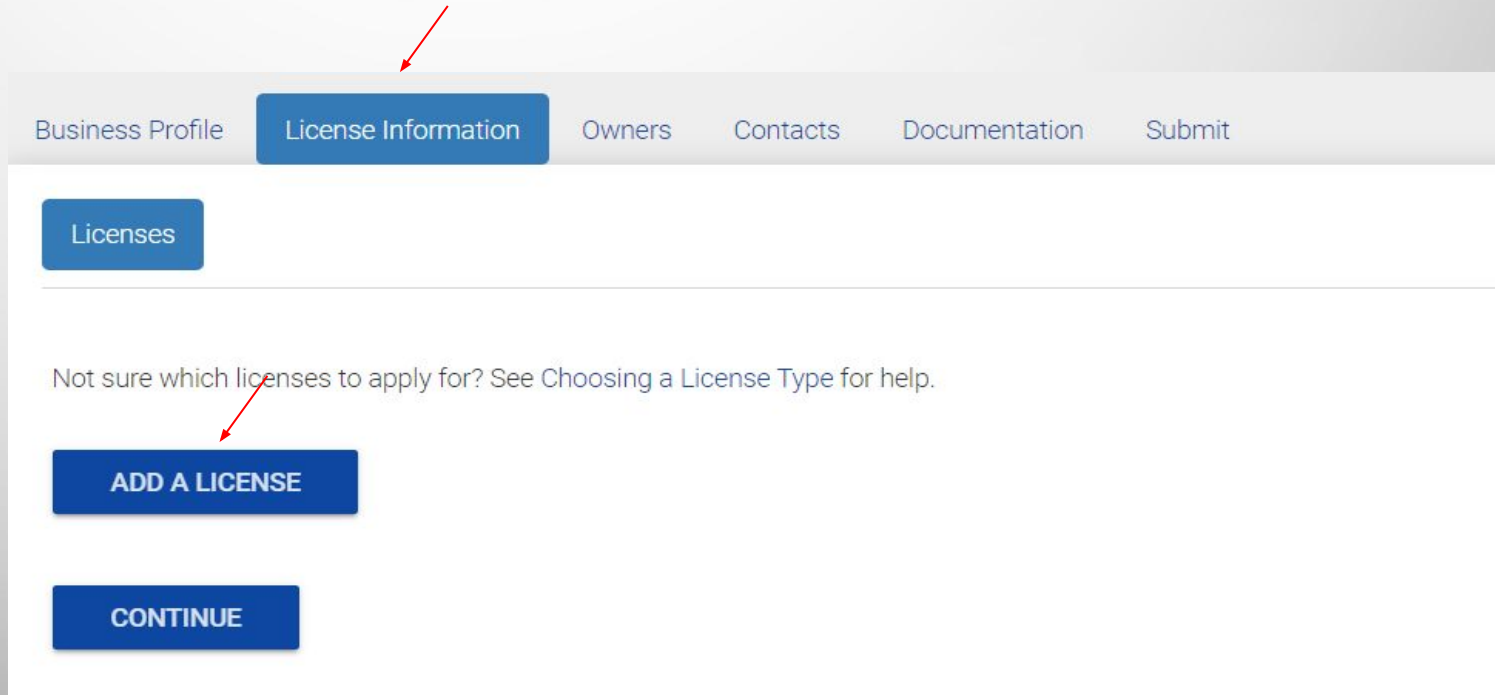
Enter:

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

License Information

Select: [License Information](#)
then select

ADD A LICENSE



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

Licenses

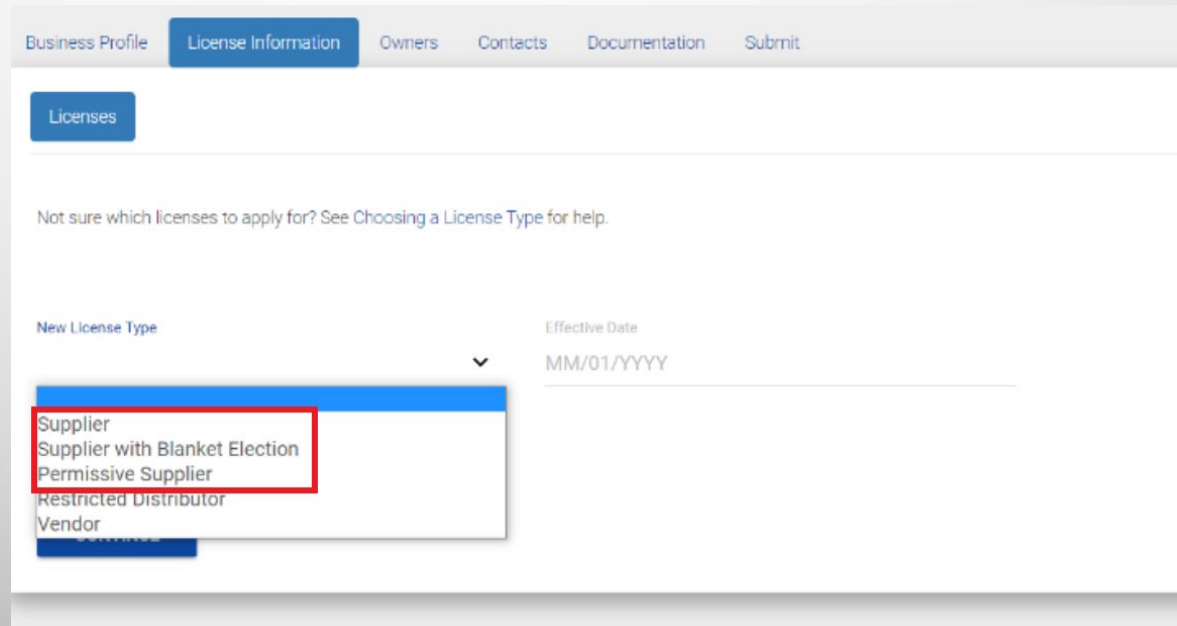
Not sure which licenses to apply for? See [Choosing a License Type](#) for help.

ADD A LICENSE

CONTINUE

License Information

Select: Supplier Type from the dropdown menu.



The screenshot shows a web form titled "License Information" with a navigation bar containing "Business Profile", "License Information", "Owners", "Contacts", "Documentation", and "Submit". Below the navigation bar is a "Licenses" button. A message reads: "Not sure which licenses to apply for? See Choosing a License Type for help." The form has two main sections: "New License Type" and "Effective Date". The "New License Type" section features a dropdown menu with a downward arrow. The dropdown is open, showing a list of options: "Supplier", "Supplier with Blanket Election", "Permissive Supplier", "Restricted Distributor", and "Vendor". The "Supplier" option is highlighted with a red rectangular box. The "Effective Date" section has a text input field with the placeholder "MM/01/YYYY".

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 Effective Date

MM/01/YYYY

Supplier
Supplier with Blanket Election
Permissive Supplier
Restricted Distributor
Vendor

License Information

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

Licenses Additional Information Bonds

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

	License	Status	Open Date	Close Date	Effective Report Periods	Update Due Date	
☰	Supplier	Pend Open	04/01/2023		04/2023	N/A	REMOVE

ADD A LICENSE

CONTINUE

Opening date will be the 1st of the month in which the license will be approved.

License Information

Select: Additional information

The screenshot shows a web form titled "License Information" with a navigation bar containing "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, highlighted by a red arrow. Below the sub-tabs are three sections: "Licenses", "Additional Information", and "Bonds". The "Additional Information" section contains a "Bio Diesel Producer" dropdown menu, a "Dyed Diesel Sales to Schools/Local Transits" question with "Yes" and "No" radio buttons, and a "Bulk Storage Facility Indicator" question with "Yes", "No", and "?" radio buttons. At the bottom of the form are "EDIT" and "CONTINUE" buttons.

License information

Select **Bonds**

Upload Arizona Motor Fuel Supplier Bond

Click **ADD BOND**

Business Profile License Information Owners Contacts

Licenses Additional Information Bonds

There are no bonds for this business.

ADD BOND

CONTINUE

Bond Amount

Suppliers and Eligible Purchasers are required to hold a surety bond per [A.R.S. §28-5631](#) and [A.R.S. §28-5638](#). The bond amount is determined by reviewing tax liability amounts for the last twelve months. The highest monthly tax liability is then multiplied by two and rounded up to the nearest thousand. The minimum bond amount is \$5,000 and the maximum amount is \$5,000,000.

Owner's Information

Select **Owners**

Then click

ADD AN OWNER

CONTINUE

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.

ADD AN OWNER

CONTINUE

Owner's Information

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.

Owner Information

Name	Title	Email
Joe Doe	Owner	jdoe@gmail.com

ADD CANCEL

CONTINUE

Enter
Owner's:
Name, Title
and Email

Select

CONTINUE

Contacts

Select **Contacts**

Enter:

- Name / Title
- Email /Phone
- Type of Contact

Select

ADD A CONTACT

CONTINUE

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

Show All

Name/Title	Email/Phone/Fax	Licensing	Reporting	Vendor	Status	Updated
Joe Doe Owner	jdoe@gmail.com 623-555-5555					

ADD A CONTACT

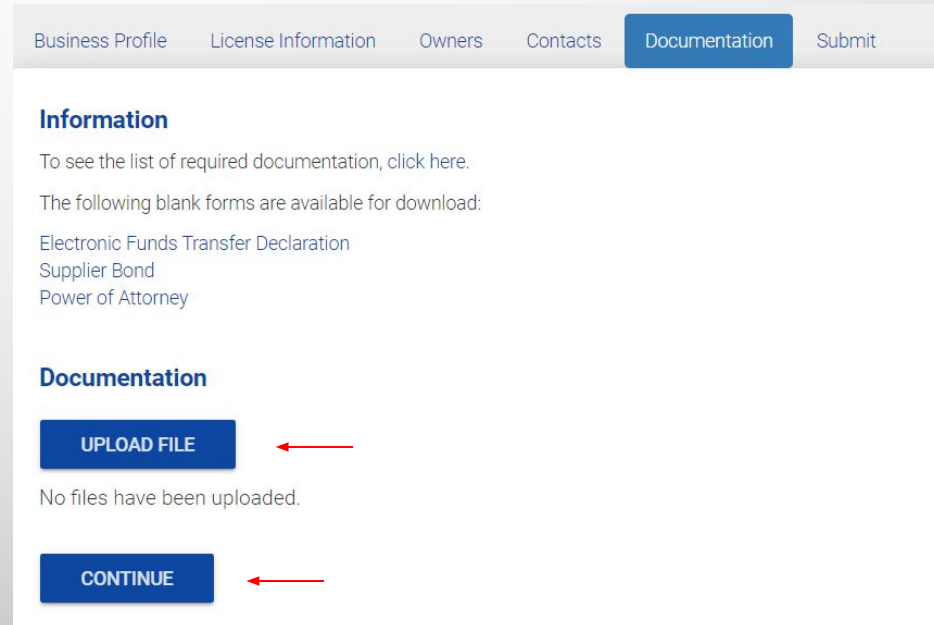
CONTINUE

Documentation

Upload the following documents:

- Electronic Funds Transfer Declaration
- Supplier Bond
- Power Of Attorney (if needed)
- Certificate of Good Standing with Arizona Corporation Commission (see next slide for more information)

CONTINUE



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

Download Arizona Corporation Commission certificate “In Good Standing” status from <https://www.azcc.gov/>



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:	

Payment

Select **SUBMIT**

BEGIN PAYMENT

Fee is required before you can Submit the Application. Supplier License application fee is \$50.

Business Profile
License Information
Owners
Contacts
Documentation
Submit

Outstanding Fees

Fee Type	Amount
Supplier License Fee	\$50

Pay Fees

Pay By Card

Click the button below to access the secure payment page, and pay your fees with a credit card. Your application will automatically be submitted after payment is completed.

BEGIN PAYMENT

Pay By Mail

1. Check the box below to confirm you will be paying by check, and then Submit
2. Print your payment voucher (a link will be provided after you submit)
3. Include the voucher with your check and mail to the address provided on the voucher

I will pay by check.

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 Supplier License.

IF INCOMPLETE: ADOT Fuel Tax Licensing Unit (FTLU) will send out an email informing 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](#)