

Uploading Use Fuel Receipts

How To Guide:

Receipts

Per [A.R.S. § 28-5617](#) – A vendor of use fuel, the use of which is taxable under this article, who sells and delivers the use fuel into a fuel tank shall give the user a receipt for the use fuel. The receipt shall include the following:

1. The date of purchase.
2. The seller's name and address.
3. The number of gallons purchased.
4. The type of fuel purchased.
5. The price per gallon of the fuel.
6. The rate of tax paid.
7. Other information required by the director.

How to Upload

Log into [ServiceArizona](#) -

NOTE: This can only be done by your company's Licensing Contact.

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](#)

How to Upload

Click Vendor Branches - Located under License Information

The screenshot displays a web application interface for license management. On the left is a navigation menu with options: Home, General, Licensing, Owners, Contacts, Documents, and Payments. The main content area is titled 'NIKKI AND EMMA GAS STATION - 0800470'. It features three sections: 'Business Licenses' with a table of active licenses, 'Account Information' with a list of links, and 'License Information' with a list of actions. The 'Vendor Branches' link in the 'License Information' section is highlighted with a red box.

Home

NIKKI AND EMMA GAS STATION - 0800470

Business Licenses

Manage Licenses

License Type	Open Date	Close Date	Status	Update Due Date	
Vendor	04/01/2023		Open	04/13/2026	Begin Update

Account Information

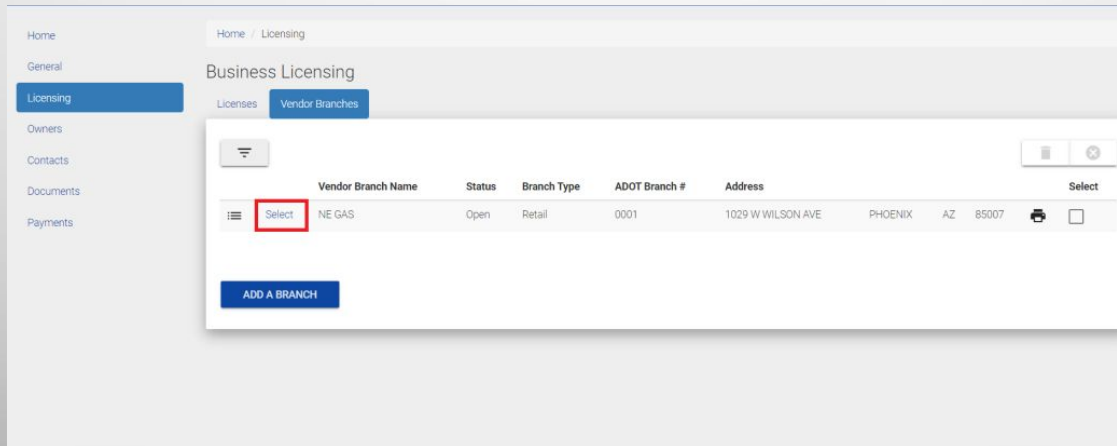
- General
- Owners
- Contacts

License Information

- **Vendor Branches**
- Add a Vendor Branch
- Vendor Branch Report
- Upload Supporting Document

How to Upload

Select the Location you are requesting decals for.



The screenshot shows the ADOT Business Licensing system interface. The left sidebar contains navigation links: Home, General, Licensing (highlighted), Owners, Contacts, Documents, and Payments. The main content area is titled 'Business Licensing' and has sub-tabs for 'Licenses' and 'Vendor Branches'. Below the tabs is a table with columns: Vendor Branch Name, Status, Branch Type, ADOT Branch #, Address, and Select. The first row of the table is highlighted, and the 'Select' button in that row is enclosed in a red box. Below the table is a blue button labeled 'ADD A BRANCH'.

	Vendor Branch Name	Status	Branch Type	ADOT Branch #	Address	Select
<input type="checkbox"/>	NE GAS	Open	Retail	0001	1029 W WILSON AVE PHOENIX AZ 85007	<input type="checkbox"/>

How to Upload

Under Dispensers - Select **ADD PUMP RECEIPT**

- Licensing
- Owners
- Contacts
- Documents
- Payments

Branch Details

0800470-0001

General **Dispensers** Decals

Click Here to see the Pump Receipt Requirements for this branch's dispensers.

Branch Dispensers ✎

Fuel Type	Pump Count
Light Class	4
Use Class	7
Dyed Diesel	0

Receipts

ADD PUMP RECEIPT ←

File Name	Fuel Type	Uploaded	By	
Use Pumps 17-23.pdf	Use Class	04/13/2023, 1:59 PM	nwilson@azdot.gov	⬇️ 🗑️
Light Pumps 5-8.pdf	Light Class	04/13/2023, 1:59 PM	nwilson@azdot.gov	⬇️ 🗑️

How to Upload

Under Dispensers - Browse for File and Select Fuel Type

Note: If there is an existing file for that specific Fuel Type, delete the file first and then upload new receipts

Home / Licensing / BRANCH 0001

Branch Details
0800470-0001

General **Dispensers** Decals

Click Here to see the Pump Receipt Requirements for this branch's dispensers.

Branch Dispensers

Fuel Type	Pump Count
Light Class	4
Use Class	7
Dyed Diesel	0

Receipts

Browse For File...

Select Fuel Type

- Select Fuel Type
- Light Class
- Use Class

UPLOAD CANCEL

File Name Fuel Type Uploaded By

How to Upload

Under Dispensers - Click **UPLOAD**

Note: You can only upload Fuel Type Receipts based on the Type of Pumps at your location

Home / Licensing / BRANCH 0001

Branch Details
0800470-0001

General **Dispensers** Decals

Click Here to see the Pump Receipt Requirements for this branch's dispensers.

Branch Dispensers

Fuel Type	Pump Count
Light Class	4
Use Class	7
Dyed Diesel	0

Receipts

Light Pumps 5-8.pdf Light Class

UPLOAD **CANCEL**

How to Upload

Confirmation Prompt: Verify that everything is on the Receipt, Check the Box, Select CONFIRM

Confirm Requirements

Please complete this checklist to confirm that this document meets the requirements for a receipt or invoice.

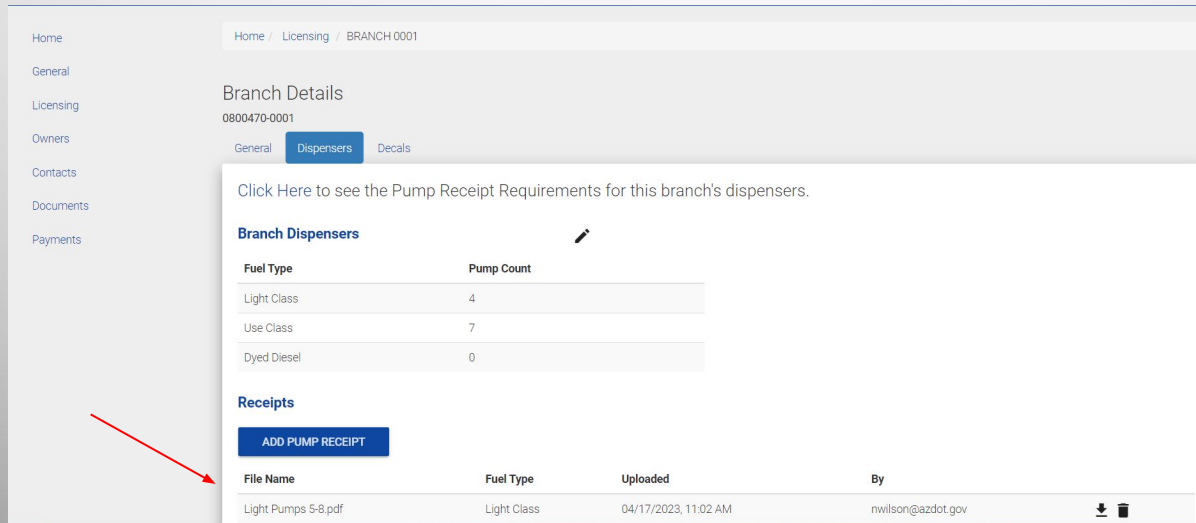
- Date of purchase
- Seller's name and address (Name refers to the name of the entity being licensed, unless the station name is listed as a true DBA with the Secretary of State)
- Number of gallons purchased
- Type of fuel purchased
- Price per gallon of the fuel
- Rate of the tax paid

Receipts

Light Pumps 5-8.pdf Light Class

How to Upload

Complete: Uploaded Receipt will show under Receipts



Home / Licensing / BRANCH 0001

Branch Details

0800470-0001

General **Dispensers** Decals

Click Here to see the Pump Receipt Requirements for this branch's dispensers.

Branch Dispensers

Fuel Type	Pump Count
Light Class	4
Use Class	7
Dyed Diesel	0

Receipts

[ADD PUMP RECEIPT](#)

File Name	Fuel Type	Uploaded	By
Light Pumps 5-8.pdf	Light Class	04/17/2023, 11:02 AM	nwilson@azdot.gov

A red arrow points to the 'ADD PUMP RECEIPT' button.

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](#)