

Obtaining Use Fuel Vendor License & Opening Vendor Branches in Arizona

How To Guide:

Choosing the Right License

<u>Licensing At A Glance - License Definitions</u>		
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

Vendor/ Vendor Branch Application

Go to [ServiceArizona](#)
Select: **Create Account**



NOTE: PLEASE BOOKMARK THE LINK

Vendor/ Vendor Branch Application

Please enter a Valid email address
Then select 

NOTE: A temporary password will be emailed to you. If you do not receive an email in your inbox, check your Junk/Spam folder.

The screenshot shows the 'ServiceArizona Secure Access Gateway' registration 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' next to a grid icon. Below this, a message reads: '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.' There is an input field for 'Email Address:' containing the text 'Test@test.com'. Below the input field are two buttons: 'Submit' and 'Cancel'. At the bottom of the form area, there is a link: 'Return to ServiceArizona Secure Access Gateway'. The footer of the page contains the text: '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](#)

Vendor/ Vendor Branch Application

Please enter your email and temporary password
Then select 

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](#)

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

Vendor/ Vendor Branch Application

Select [Register](#)

*This is where you will complete the application process.

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

ServiceArizona Secure Access Gateway

Applications Pending Register Edit Profile

You have access to the following applications:

Registration

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

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

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)

Business 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.

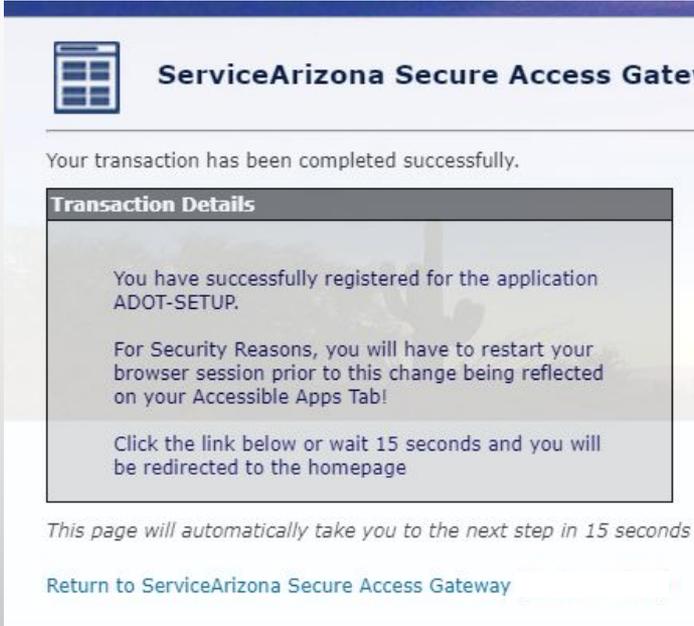
ADOT Account Number:

Required FEIN:

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](#)

Vendor/ Vendor Branch 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.

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](#)

Vendor/ Vendor Branch Application

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

Please Select: ADOT- SETUP

The screenshot shows the 'ServiceArizona Secure Access Gateway' interface. At the top, there is a navigation bar with four tabs: 'Applications', 'Pending', 'Register', and 'Edit Profile'. Below this, 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 says 'Return to ServiceArizona Secure Access Gateway'. A red arrow points from the text 'Please Select: ADOT- SETUP' to the 'ADOT-SETUP' entry in the table.

Vendor/Vendor Branch 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. 41-1080 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
---------	------	-------	-----

13

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
---------	------	-------	-----

License Information

Select: License Information

Select: Vendor 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 Effective Date

Supplier
Supplier with Blanket Election
Permissive Supplier
Restricted Distributor
Vendor

05/01/2023

License Information

A new section **VENDOR BRANCHES** will appear.

Select: **ADD A BRANCH**

This is where you will enter each Vendor Branch (Gas Station) you want to add under this License.

The screenshot displays the ADOT License Information application interface. At the top, an orange banner indicates the "Application Status: **Incomplete**". Below this, a navigation bar includes "Business Profile", "License Information" (the active tab), "Owners", "Contacts", "Documentation", and "Submit". Under the "License Information" tab, there are two sub-sections: "Licenses" and "Vendor Branches". The "Vendor Branches" section is highlighted with a red arrow. Below the "Vendor Branches" section, there is a message: "There are no vendor branches to display." To the right of this message are two icons: a trash can and a close button. Below the message, there are two buttons: "ADD A BRANCH" (highlighted with a red arrow) and "CONTINUE".

Vendor Branch

Enter the Following Information:

- Branch Open Date
- Vendor Branch Name
- Branch Number
- Facility Type
- Branch Address
- Branch Pump
 - Light Class
 - Use Class
 - Dyed Diesel

Select: SAVE

Branch Information

Company	ADOT Account #	Branch Open Date
Vendor Branch Name	Vendor Branch DEA Name	Customer Branch #

Facility Type

Retail
 Card Lock
 Mobile Fueling

Branch Location Address

Address	City	State	Zip
---------	------	-------	-----

Branch Pumps

Diesel Light Class	Diesel Use Class	Dyed Diesel
0	0	0

Vendor Branch

Action Required:

You will need to update Diesel Pump Receipts per the [A.R.S. § 28-5617](#) requirements

Action Required

- Additional pump receipts are required. Please click on the 'Dispensers' tab below to see requirements and upload documentation.
- There is \$5.00 application fee for this branch.

General
Dispensers
Decals
Assessments
Compliance

Company	ADOT Account #	ADOT Branch # 0001
Vendor Branch Name	Vendor Branch DBA Name	Customer Branch #
Vendor Branch Status Pending Open	Open Date	Close Date

Facility Type

Retail
 Card Lock
 Mobile Fueling

Vendor Branch

Select: **Dispensers**

Select: **ADD PUMP RECEIPT**

Upload Pump Receipts

General
Dispensers
Decals
Assessments
Compliance

Click [Here](#) to see the Pump Receipt Requirements for this branch's dispensers.

Branch Dispensers

Fuel Type	Pump Count
Light Class	1
Use Class	0
Dyed Diesel	0

Receipts

ADD PUMP RECEIPT

NOTE: If you need assistance uploading receipts please click the following link: [Uploading Pump Receipts: How To Guide](#)

Vendor Branch

Repeat the process to add all Vendor Branches

Once all Vendor Branches are added:

Select: **RETURN TO APPLICATION**

This will allow you to continue the application process.

The screenshot shows a web application interface for 'Branch Details'. At the top, there is a breadcrumb 'Home / BRANCH' and a blue button labeled 'RETURN TO APPLICATION'. Below this, the 'Branch Details' title is followed by three tabs: 'General' (selected), 'Dispensers', and 'Deals'. The main content area contains a form with several input fields: 'Company', 'ADOT Account #', 'ADOT Branch #', 'Vendor Branch Name', 'Vendor Branch DBA Name', and 'Customer Branch #'. An edit icon (pencil) is visible in the top right corner of the form area.

Owners

Click **Owners Tab**

Select: **ADD AN OWNER**
Enter: Name, Title, and
Email Address

Select: **ADD**

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.

ADD AN OWNER ←

CONTINUE

Contacts

Click **Contacts Tab**

Select: 

Enter: Name, Title,
Email Address,
Phone Number, and Type

Select: 

Application Status: **Incomplete**

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

Show All

Name/Title	Email/Phone/Fax	Licensing	Reporting	Vendor	Status	Updated
 						

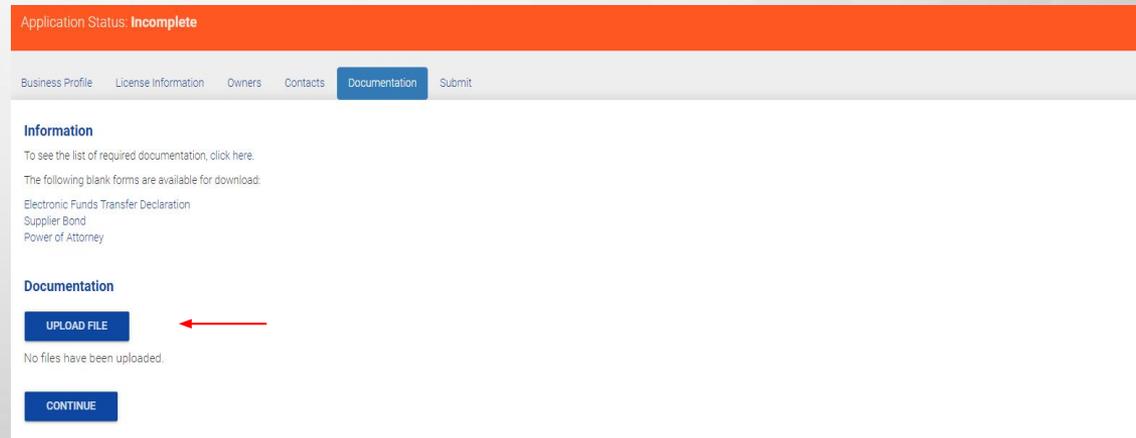
Note: A red arrow points to the 'ADD A CONTACT' button in the table row.

NOTE: The Licensing Contact will be responsible for requesting decals and any necessary changes.

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:	

PAYMENT

2 Fees are required before you can Submit the Application.

-\$5: Vendor License Fee

-\$5: Vendor Branch License Fee*
(Per Branch)

Application Status: **Incomplete**

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

Outstanding Fees

Fee Type	Amount
Vendor License Fee	\$5
Vendor Branch License Fee - Branch 0001	\$5

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.

SUBMIT

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 Vendor License.

Please Print License for each Vendor Branch and post it in an area that is visible to the Public.

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](#)