

THINGS TO REMEMBER:

- If you find it necessary to correspond with this office, you should be prepared to provide us with your code number. Please keep a copy of the code number for your records. The code number is found in the upper right corner of your claim form.
- The earlier you submit your claim, the sooner we can process the claim and give you your refund.
- Please advise this office of any change of address as soon as possible.
- Please contact this office if you wish to be removed from this mailing list.
- Before mailing your claim, please check the envelope to be certain that you have enclosed the following items:
 1. A signed original claim form. We cannot accept a copy of a signature.
 2. Receipts for fuel purchases or a statement from your dealer. The statement must be in the name of the claimant.
 3. A completed claim form. Both front and back must be filled out.



If you have any questions
please contact:

Board of Finance and Revenue
Motor Fuels Section
1101 South Front Street, Suite 410
Harrisburg, PA 17104-2540

FAX: (717) 783-4499
PHONE: (717) 787-6534

Commonwealth of Pennsylvania



Board of Finance and Revenue



Liquid Fuels and Fuels Tax Reimbursement for Agriculture

Who is eligible to apply?

Any person who uses liquid fuels (typically gasoline) or other fuels (typically diesel fuel) in the production of agricultural products.



File Period

The file period is on a fiscal year basis, which means the period between July 1st of a given year and June 30th of the following year. Claim forms are mailed to all persons registered by June 15th of every year, and **the deadline for filing is September 30th.**

Once your name is on our mailing list you should receive a claim form without the necessity of contacting us unless you have failed to make a claim in the last five years. If for any reason, you have failed to receive a claim form, you can contact us by telephone or mail, and we will gladly send you another.

In order to be placed on our mailing list, you should furnish us with your name, address, the name of the county in which the farm is located, your telephone number and type of farming you do. When listing your name, please print your full name, including any initial.

Each claimant is assigned an account number, which will remain his or her number as long as the claimant continues farming. The numbers are assigned according to the county in which the farm is located. When giving your address, please state whether or not it is the farm location. Each farmer is issued a code number which is his or her number exclusively. It is for this reason that we cannot accept claims filed on copies of another person's claim form. Blank forms cannot be issued to anyone.



Fuels Eligible for Refund

It is acceptable to claim reimbursement of tax paid on diesel fuel provided the tax has been paid on the fuel. Dyed diesel is usually not taxed. Your dealer should be contacted to determine whether you have been paying the tax. There is no fuel tax levied upon home heating oil, therefore, it cannot be included as part of your claim.

Receipts for the purchase of either leaded or unleaded fuel are required in support of the claim.

You may claim fuel used in operating regular licensed vehicles used in farm production as long as their use is within a 25 mile radius of the farm. Trucks, pickups, vans, and 4 wheel drive vehicles are all acceptable. Machinery that requires fuel in its operation is also eligible for reimbursement.

In order for your claim to be processed, you must remit with your claim either actual receipts, copies of your receipts or a statement from your dealer verifying fuel purchases and taxes paid.

All receipts must remain in our files to verify the claims. We cannot return them to you.