

## THINGS TO REMEMBER:

- If you find it necessary to correspond with this office, you should be prepared to provide us with your account code number which is located in the upper right corner of your claim form. 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 completed and signed claim form.
  2. Receipts for fuel purchases or a statement from your fuel vendor. The statement must be in the name of the claimant.
  3. A completed claim form. All pages must be completed.

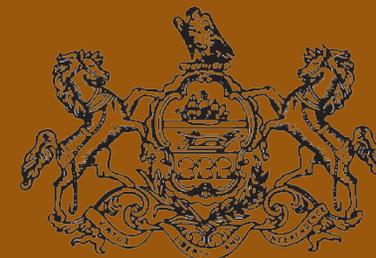


If you have any questions  
please contact:

**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 gasoline and on-road clear 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 1<sup>st</sup> of a given year and June 30<sup>th</sup> of the following year. Claim forms are mailed to all persons the last week of June, and the **deadline for filing is September 30<sup>th</sup>**.

Once your name is on our mailing list you should receive a claim form without the necessity of contacting us unless you neglected to file a claim within the past five years. You may contact us by telephone, email or mail.

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.

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. 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.



## Fuels Eligible for Refund

It is acceptable to claim reimbursement of tax paid for gasoline and on-road clear diesel. Dyed diesel is **NOT** acceptable because the PA Liquid Fuels/Fuels Use Tax is not included. There is no liquid fuels tax levied upon home heating oil and therefore it cannot be included as part of your claim.

Receipts for the purchase of either unleaded and/or on-road clear diesel fuel are required in support of the claim.

**NOTE: YOU MAY ONLY RECEIVE A REFUND FOR ELIGIBLE FUEL PURCHASED WITHIN A 25 MILE RADIUS.**

Trucks, pickups, and cargo vans, 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 actual receipts that must reflect the date, location, product type, price per gallon and total amount. If you are submitting statements from your fuel vendor, the statements must be on their letterhead and verifying that all PA State Liquid Fuels Taxes have been paid.

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