GUIDELINES

- Fields highlighted in yellow are for Fuels Tax Group use.
- Any information you find helpful may be added to the RIGHT of the navy colored column; account number, etc.
- Codes are required for sales/deliveries/storage for all fuels EXCEPT dyed diesel sold as home heating oil or propane not sold for vehicle use.
- One entry per location, not separate entries based on space numbers, apartment numbers, suite numbers, etc.
- Addresses must be for **physical location** of fuel delivery/purchase.
- Import and Export requests are for city and state only; no address is necessary.
- Provide same information for CFN or Pac Pride requests.

ABBREVIATION GUIDELINES

- Abbreviate directions and street types, not street names except highways (Hwy).
- For City - spell out Fort, Mount or Saint (e.g., Mount Hood, Saint Paul)
- For addresses - Fort is Ft; Mount is Mt; Saint is St
- No punctuation except the dash used for Milton-Freewater.
- No suite or space numbers.
- When no address for rural location, intersection reference may be used.
- No intersection references for locations inside city limits.
- Tax map references, delivery instruction and GPS coordinates may NOT be used in lieu of an address.

DIRECTIONS

- Requestor – FTG Use
- Customer Name – as shown in your accounts.
- Address – physical address where fuel is sold or delivered. See below for standard abbreviations used.
- City – address city
- County – address county
- State – address 2 letter state code
- Zip Code – address 5 digit zip code
- City Limits – FTG Use
- AFN – FTG use UNLESS for CFN or Pac Pride request; enter the code assigned by CFN or Pac Pride.
- Description – see table below for entry
- Effective Date – FTG Use
- Notes – requestor may use for clarifying information; FTG will use to identify issue(s) to correct for processing or to advise of changes made in information submitted for processing.

DIRECTIONS

Column	Entry
Requestor	FTG USE
Customer Name	As shown in your accounts.
Address	Physical address of location where fuel is sold or delivered. See abvn tab for standard abbreviations used.
City	Address city
County	Address county
State	Address 2 letter state code
Zip Code	Address 5 digit zip code
City Limits	FTG USE
AFN	FTG USE UNLESS for CFN or Pac Pride request; enter the code assigned by CFN or Pac Pride.
Description	See table below for entry.
Effective Date	FTG USE
Notes	Requestor may use for clarifying information; FTG will use to identify issue(s) to correct for processing or to advise of changes made in information submitted for processing.

DESCRIPTION

AIRPORT	NOT private airport, air field or air park; those are listed as PRIVATE.
BULK	NOT Private storage
CARDLOCK	Unattended facility where fuels are dispensed through a card or key activated fuel dispensing device to non-retail customers.
EXPORT	Fuel transported **out** of Oregon to another state or country
IMPORT	Fuel transported **into** Oregon from another state or country
PRIVATE	Customers
RETAIL	Sale of fuel **not** delivered as bulk or through a cardlock site
SHARED	Two or more operations sharing a tank from which fuel is dispensed for delivery or sale, e.g., Retail/Cardlock, Bulk/Retail, Bulk/Cardlock
TRIBE	Identifies an operation(s) owned by a Native American Tribe

ABBREVIATIONS			
Term	**Abbreviation**	**Term**	**Abbreviation**
AUMSVILLE HIGHWAY	AUMSVILLE HWY	NORTH	N
AVENUE	AVE	NORTHEAST	NE
BOULEVARD	BLVD	NORTHWEST	NW
BUSINESS	BUSINESS	PACIFIC HIGHWAY	PACIFIC HWY
CASCADE HIGHWAY	CASCADE HWY	PARKWAY	PKWY
CIRCLE	CIR	PLACE	PL
COURT	CT	RIVER	RIVER
CREEK	CREEK	ROAD	RD
DALLAS HIGHWAY	SALEM DALLAS HWY	SALEM DALLAS HIGHWAY	SALEM DALLAS HWY
DRIVE	DR	SANTIAM HIGHWAY	SANTIAM HWY
EAST	E	SILVER FALLS HIGHWAY	SILVER FALLS HWY
FOREST SERVICE ROAD	FSR	SOUTH	S
HIGHWAY	HWY	SOUTHEAST	SE
ISLAND	ISLAND	SOUTHWEST	SW
JUNCTION	JCT	ST PAUL HIGHWAY	ST PAUL HWY
LAFAYETTE HIGHWAY	LAFAYETTE HWY	STREET	ST
LANE	LN	TERRACE	TER
LOOP	LOOP	TRAIL	TRAIL
MARKET	MARKET	TUALATIN VALLEY HIGHWAY	TV HWY
MILE POST	MP	WAY	WAY
MOLLALA HIGHWAY	MOLLALLA HWY	WEST	W
MOUNT	MT	WILCO HIGHWAY	WILCO HWY
NEHALEM HIGHWAY	NEHALEM HWY		