

NOTE: Effective 12:01 a.m., February 25, 2011, the Tax Exempt Fuel Use (TEFU) rebate for licensed vehicles, including Prescribed Rebate Off-road Percentages (PROP), is eliminated. The marked fuel (tax excluded) component of TEFU, the Alberta Farm Fuel Benefit, and the Alberta Farm Fuel Distribution Allowance are not affected by this change.

Questions and answers relating to the change are posted on the Taxes and Rebates section of the Alberta Finance and Enterprise website: <http://www.finance.alberta.ca>.

This instruction guide is intended to explain the enrolment application for industry only and does not apply to municipalities.

Box 1:

Full Legal Name of Corporation, Partnership or Individual

- Corporation: the legal name shown on your corporate income tax return.
- Partnership: the legal name of the registered partnership.
- An individual: the surname, first name and middle initial(s).

Box 2:

Business or Operating Name

- Identify any trade name that you may be operating under.

Box 3:

Type of Ownership

- Check the type of ownership: corporation, proprietorship, partnership or other as applicable to your business operations. If corporation, enter your Alberta Corporate Access Number as issued by Alberta Corporate Registries.
- If the ownership is a partnership, please list the names of the legal entities making up the partnership. A partnership can be any combination of two or more individuals, individuals and corporations, corporations, or partnerships.”

Box 4:

Business Mailing Address

- Enter the mailing address and contact information for the registrant. The mailing address is the address where we will send confidential account access information. It should not be the same address as an authorized third-party preparer.

- Please provide your company website address, if applicable.

Box 5:

Third Party Address

- Complete this section if you require Tax and Revenue Administration (TRA) to forward your rebate cheque(s) and correspondence to the authorized third-party specified in Box 19. If you do not have a third party preparing your rebate applications, leave this area blank.

Box 6:

For Office Use Only

- Please leave this section blank.

Box 7:

Business Identification Number (BIN)

- Enter your BIN as assigned by TRA. Your BIN is a nine-digit number beginning with “4” and can be found on previous correspondence. If you are unsure of this number, please leave this section blank.

Box 8:

Motor Vehicle Identification Number (MVID)

- Enter the claimant’s MVID as assigned by Alberta Motor Vehicles. Your nine-digit (XXXX-XXXXX) MVID is shown on your vehicle registration certificate and is specific to each operator. It is NOT the same as a vehicle identification number (VIN).

Box 9:

Industry Association Membership

- Check each industry association of which you are a member. Please add any other association memberships that are not shown here.

Box 10:

Amended Enrolment Application

- Please indicate “yes” if you have been enrolled previously in an Alberta off-road fuel tax rebate program.

Box 11:

International Fuel Tax Agreement (IFTA)

- Check the appropriate box. If yes, enter the name of the state or province where you are registered.

Box 12:

Location of Books and Records

- If different from the address listed in boxes 4 or 5, enter the location where the books and records are kept for the legal entity applying.

Box 13:

Industry Information and Operation Start Date

- Please check the industry your operation falls into and provide the operation's start date. For a detailed description of eligible industries and activities, please see Information Circular PROP-1, [Prescribed Rebate Off-Road Percentages](http://www.finance.alberta.ca/publications/tax_rebates/fuel/PROP1.html) at http://www.finance.alberta.ca/publications/tax_rebates/fuel/PROP1.html.

Box 14:

Description of Activities

- Please provide a detailed description of all operations you conduct: the daily activities conducted by all units listed on pages 4 and 5 of the enrolment application. If you require additional space, please provide an attachment.

Box 15:

Workers Compensation Board (WCB) Industry Codes

- Please provide all Workers' Compensation Board (WCB) industry code(s) that are held by your entity. This code is shown on your WCB annual return (A300). The WCB industry code is NOT the same as your WCB account number. Enter the five-digit code in the space provided.

Box 16:

Fuel Tracking

- Please indicate if you are tracking clear fuel volumes dispensed into each unit. Fuel tracking is a means of recording fuel disposition volumes on a per-unit basis. Fuel tracking methods may include, but are not limited to, a separate fuel card for each unit or metered bulk tanks with log books.

Check the appropriate box.
If yes, provide your fuel tracking method.
If no, please explain why fuel is not tracked.

**Box 17:
Unlicensed Units**

- Check the appropriate box.
If yes, and you **are** purchasing marked fuel:
 - enter your Tax Exempt Fuel User (TEFU) number on the space provided.
(This number should appear as XXXXXX-XX)
 - or
 - enter your Alberta Farm Fuel Benefit (AFFB) number issued by Alberta Agriculture and Rural Development.

If yes, and you are **NOT** purchasing marked fuel, provide a reason why marked fuel is not used in your unlicensed units.

**Box 18:
Acknowledgement**

- Please initial to confirm that you have read and agree to your requirements to
 - use marked fuel in unlicensed units, and
 - track clear fuel volumes used when marked fuel was not reasonably available.

**Box 19:
Applicant's Authorization**

- If the submission was not prepared by the applicant, the applicant or authorized signing officer must complete and sign the "Applicant's Authorization" section. If this section is not completed and signed, TRA will be unable to communicate with any third party.

**Box 20:
Certification**

- Please sign and date the enrolment form. Keep a copy of your enrolment and relevant documents for your own records.

Licensed Unit Listing (Page 4 of 5)

Please print additional pages to separate units by fuel type (gasoline, diesel or propane).

Unit Number

- Enter a reference number assigned to the unit (e.g., Unit #23). The reference number must match fuel tracking records.

Vehicle Identification Number (VIN)

- Enter the applicable VIN for each of the licensed units used in your off-road operations. TRA will confirm VIN number(s) and type of unit with Alberta Registries.

Unit Description

- Please provide the make, model, and year the unit was manufactured.

Unit Type

- Enter the unit type (i.e., tank truck, highway tractor, pick-up truck, etc.)

Unit Activities

- Describe the function of the unit (i.e., crude oil hauler, logging truck, flushby, mobile service rig, etc.)

Unit Acquisition Date

- Provide the date you purchased/acquired the unit.

Unit Disposition Date

- Provide the date you sold/dispensed of the unit.

Unlicensed Unit Listing (Page 5 of 5)

Unit Number

- Enter a reference number assigned to the unit (e.g., Unit #23). The reference number must match fuel tracking records.

Unit Type

- Enter the unit type (e.g., generator, chain saw, tractor, crawler, dozer).

Engine Manufacturer

- Provide the unit manufacturer name (eg., Honda, John Deere, Stihl)

Model Year

- Enter the year the unit was manufactured.

Horsepower

- Please enter the horsepower of the unit.

Fuel Type

- Please provide the fuel type used in the unit (e.g., gas, diesel, propane).

Power Take-Off (PTO)

- Enter the make of the power take-off (PTO) used to provide power to an attachment or separate machine. If the unit does not have a PTO, please note "N/A" for "not applicable".

Unit Acquisition Date

- Provide the date you purchased/acquired the unit.

Unit Disposition Date

- Enter the date you sold/dispensed the unit.