

Indiana Department of Revenue
Application For The Electronic Filing Of
Motor Fuel Tax Returns

Date: _____

Indiana Motor Fuel License Number (TID):

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FEIN:

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Taxpayer/Company Name: _____

Address: _____

City, State, Zip Code: _____

Signatory Name: _____ Business Phone: _____

E-Mail Address: _____ Fax Number: _____

EDI Contact Information:

Name: _____ Phone: _____

E-Mail Address: _____ Fax Number: _____

The signatory, being an officer or one having authority to sign Fuel Tax filings for the organization identified above, makes application for participation in the Indiana Department of Revenue EDI filing program as described in the procedures, business rules and constraints outlined on the reverse side of this form and detailed in the Fuel Tax EDI Implementation Guide.

In addition to the FEIN and License Number, applicants must provide the Department with a ten (10) character pass code of their choosing - preferably a mix of numbers (0-9) and characters (A-Z). This pass code which must appear in each transmission to the Department will be used to authenticate the transmitter.

Indicate the 10 digit pass code you will be using as your part of the electronic signature

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- Check here if you do not want identification information sent via e-mail.
- I have read the Fuel Tax EDI Business Rules included with this application.

Applicant Signature: _____ Date Signed: _____

Mail to: Motor Fuel EDI Section - Rm N286
Indiana Department of Revenue
100 N. Senate Avenue
Indianapolis, IN 46204-2253
Attention: Fuel Tax EDI Coordinator

FAX to: (317) 233-1455
E-Mail: edifile@dor.in.gov
Phone: (317) 615-2630

Please read procedures and instructions on the next page

Fuel Tax EDI Business Rules

The Department and the Licensee wish to provide a means by which the Licensee will file its Indiana Motor Fuel Terminal Operator, Supplier/Distributor, and Carrier Report(s) by electronically transmitting data in substitution for conventional, paper-based documents and to assure that such report is legally valid and enforceable. In order to achieve this goal, the parties agree as follows:

- 1. Terms and Amendments:** This agreement shall be effective on the date shown above and shall continue until terminated by either party by providing thirty (30) days written notice to the other party or by the cancellation of the Motor Fuel License(s) held by the Licensee shown above. This agreement may be amended at any time by executing a written addendum signed by both the Licensee and the Department.
- 2. Standards:** The Licensee will electronically transmit report(s) to the Department according to the Department's standards and instructions set forth in the Fuel Tax EDI Implementation Guide.
- 3. Transmission:** Licensee may submit filings directly to the Department's File Transfer Protocol (FTP) server. The Department's policy regarding FTP communications require Licensees to deposit their filings and retrieve their acknowledgements to and from the Department's FTP server. The Department will not initiate FTP communication sessions.
- 4. System Operations and Security Procedures:** The Licensee, at its own expense, shall provide and maintain the equipment, software, services, and testing necessary to create and transmit electronic report(s). Each party shall use reasonable security procedures sufficient to ensure the safety and privacy of transmission content.
- 5. Signatures:** Signatures affixed to this Trading Partner Agreement must be restricted to individuals authorized by the Licensee to sign tax returns and reports. That signature appearing on this agreement will be presumed to be affixed to the electronically filed document.
- 6. Receipt of Transmission:** A report shall be deemed to have been filed with the Department when the sender has been recognized and the transmission format has been accepted by the Department's EDI translator. Inability to file timely due to equipment or communication failure will be reviewed on a case by case basis. **Electronic filing does not alter filing due dates.** Filings will be "postmarked" with the file transmission date. Rejected filings corrected and resubmitted within ten (10) business days will be backdated to the original filing date. Late filings and corrected filings submitted more than ten (10) after the original filing will be deemed late and subject to the penalties as paper filings.
- 7. Acknowledgment of Transmission:** After a transmission is "recognized" by the Department's EDI translator, the Department will create an acknowledgment for "same-day" access by the Licensee. The acknowledgment will communicate two points, 1) The transmission was received and, 2) whether it was accepted or rejected - and when possible, the rejection cause(s). Until the Licensee receives an acknowledgement, he must assume the filing was not received by the Department.
- 8. Record Retention:** Transmissions are archived in three forms. First, they are archived exactly as the Department received them - prior to any processing; next, the contents are archived as they are presented to the Department's Revenue Processing System (RPS); finally, they are archived as they appear within the RPS database. The applicant is strongly encouraged to employ an archiving mechanism such as to enable file retransmission or data presentation for audit purposes.
- 9. Admissibility of Returns/Reports as Evidence:** A paper rendition of an electronic report may be introduced as evidence in any judicial or administrative proceeding by either party to the same extent and under the same conditions as any other business record. Neither party shall contest the admissibility of any report on the basis that it was not originated or maintained in paper form.
- 10. Payments:** Although EDI provides for including payments within the filing, it is not a requirement and existing payment methods may be continued.
- 11. Governing Law:** This Agreement shall be governed by, and interpreted in accordance with the laws of the State of Indiana.
- 12. Identifying Codes & Numbers:** The applicant must provide the Department with three identifying data - FEIN, their Department assigned License number and a ten position authentication code. The Department will provide the applicant with an additional pass code (assigned during registration) and, if applicable, the Departments FTP server URL or IP address indicating application acceptance.

This document along with the technical constraints articulated in the Fuel Tax EDI Implementation Guide define the policies and procedures the Department employs in the life cycle of electronically filed Fuel Tax Returns and Reports.

Business rules may be altered from time to time as required.

Instructions for completing the Fuel Tax EDI Application Form

Date: Enter the date this form was completed.

Indiana Motor Fuel License Number (TID): Motor Fuel License Number assigned to taxpayer/company by the Indiana Department of Revenue. Only one Motor Fuel License Number is assigned per taxpayer/company although multiple types of Motor Fuel Licenses may be held by the taxpayer/company.

FEIN: The 9 digit Federal ID Number of the business or service provider transmitting data (FID). As outlined in the *Indiana Department of Revenue Fuel Tax EDI Implementation Guide*, a social security number (SSN) is ONLY acceptable in the case of a sole proprietor who has not been issued a FEIN.

Taxpayer/Company Name, Address, City, State & Zip Code: Mailing address of applicant.

Name: Authorized officer or agent name.

Business Phone: Officer/agent phone number and extension.

E-Mail Address: Officer or agent e-mail address (required).

Fax Number: Company FAX number.

EDI Contact Information: This section provides information required to enable the Department to make technical contact for purposes of development and problem resolution.

Name: Name of the contact person qualified and authorized to address the technical aspects of EDI filing.

Phone: Contact phone number and extension.

E-Mail Address: Contact's e-mail address (required).

Fax Number: Contact's Fax number.

Signature: Signature of authorized officer or agent.

When the Indiana Department of Revenue accepts an Application for the Electronic Filing of Motor Fuel Tax Return Data, it will return a Trading Partner Agreement (TPA) for signature(s) and a Fuel Tax Implementation Guide. When the Department processes the TPA, you will be mailed the necessary codes required for transmitting data. The TPA may be included with this application.