



Instructions for completing the Fuel Oil User Permit Application (F.O.T. Application 3)

Section	Instructions
Purpose	• This application is required for carriers who purchase, import or consume fuel in the Yukon in the fuel system of a commercial vehicle under the <i>Fuel Oil Tax Act</i>. • This permit is recommended if you or your company does four trips or more per month into or through the Yukon.
1. Name of applicant	• Enter the legal name of the business. • If incorporated, use the registered corporate name. • If a sole proprietor, enter your legal name. • If a partnership, enter the partnership's legal name.
2. Registered trade name (DBA)	• Enter your operating or trade name if different from the legal business name. • Leave blank if not applicable.
3. Mailing address	• Provide the complete mailing address where correspondence should be sent. • Include postal code/ZIP code and country if outside Canada.
4. Accounting office address	• Enter the address where accounting and financial records are maintained. • If the same as the mailing address, indicate "Same as mailing address."
5. Contact information	• Enter telephone number. • Enter fax number (if applicable). • Enter email address for business communications.
6. Type of ownership	• Select one: Corporation, Registered Association, Partnership, or Individual Proprietor.

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7. Owners information	• For corporations, list all officers, including title, full name, and address. • For partnerships, list all partners, including title, full name, and address.
8. Type of fuel used	• Select the applicable fuel type: gasoline or diesel.
9. Yukon fuel terminal locations	• List all fuel terminal locations operated by your company within the Yukon. • If your company does not operate any fuel terminals in the Yukon, enter ***None***.
10. Destination of the carrier	• Select Inter-Provincial Carrier if the destination is within the Yukon. • Select Through Freightier if vehicles pass through the Yukon to another destination.
11. Estimated trips per month	• Enter the estimated number of trips your vehicles will make into or through the Yukon each month.
12. Number of commercial vehicles	• Enter the total number of commercial motor vehicles that will enter the Yukon and require Fuel Oil User emblems.
13. Operating jurisdictions and reporting	• Check all jurisdictions where your vehicles operate. • Indicate where fuel tax reports are currently filed. • Jurisdictions may include the Yukon, British Columbia, Alberta, Saskatchewan, Manitoba, Northwest Territories, Alaska (USA), and Washington (USA).
Certification section	• Print the authorized representative's name. • Print the title/position. • Enter the company name. • Sign and date the application. • If the applicant is a corporation, the application shall be under SEAL of the Corporation. • If a partnership, all partners must sign the application.

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Bond requirement	• A CA\$300 bond is required as part of the permit application process. • Do not submit payment or arrange the bond until instructed by the Department of Finance or the reviewing officer. • Wait for confirmation or further guidance before making any payment related to the bond.
Submission information	• Submit the completed application using one of the following methods: ○ Email: yk.taxreturns@yukon.ca ○ Fax: 867-456-6709 ○ In Person: Inquiry and Cash Desk, 2071 Second Avenue, Whitehorse, Yukon ○ Mail: Government of Yukon Department of Finance, Tax Administration (B-5) Box 2703 Whitehorse, Yukon Y1A 2C6 • Office Hours: Monday through Friday, 8:30 am to 4:30 pm. • For questions or assistance, please contact us at 867-667-5345.
Do not complete	• Leave the FOR DEPARTMENT USE ONLY section blank. It will be completed by the Department of Finance.