



UNDERGROUND STORAGE TANK TAX REFUND REQUEST CLAIM REQUIREMENTS

Any person who pays the tax but is not liable for the tax under Arizona Revised Statute Title 49, Chapter 6 may claim a refund of the tax paid. A claim for a refund shall be submitted on the *Underground Storage Tank Tax Refund Request Form*. If the Department determines that a person claiming a refund is entitled to the refund, the Department shall issue a refund. Any person eligible to claim a refund of the tax may assign the claim to the person from whom the regulated substance was purchased.

Any person submitting a claim for a refund, must submit the following:

1. A completed *Underground Storage Tank Tax Refund Request Form*.
2. Invoice showing the tax billed
 - Submit clean, readable invoices (no more than 30 invoices per claim) clearly showing the UST tax of .01 per gallon has been charged. The invoices must also show vendor name, facility location, invoice number, invoice date and total fuel purchased for each product. **PDF or electronic copies are not acceptable.**
3. Supporting documentation showing tax paid
 - Submit proof of payment showing the supplier was paid for each invoice via an accounting EFT transaction report. The report should clearly display the invoice number, transaction date and amount paid. Highlight the tax paid on the EFT transaction report in order to assist in processing your claims in a timely manner.
4. If a facility has both underground and aboveground (or vaulted tanks) that contain the **same** product, you must submit a **3rd party report**. The 3rd party report must show the contact name and phone number of the entity supplying the report on their company letterhead. The 3rd party report must also display the invoice number, delivery date, product type and number of gallons purchased in the exempt tank. Highlighting these on the report may expedite the claim processing.

Please be advised that incomplete forms and/or lack of required additional documentation will result in the claim being returned to the submitter.

CODE	UST TAX EXEMPTION REASON
01	Tribal Land Tank
02	State-Owned Tank
03	Federally-Owned Tank
10	Aboveground Storage Tank
11	Vaulted Tank
21	Farm Tank less than 1,100 gallons used for noncommercial purposes
22	Residential Tank of less than 1,100 gallons used for noncommercial purposes
30	Naptha-Type or Kerosene-Type Jet fuel storage

FUEL PRODUCT CODES			
CODE	TAXABLE PRODUCT TYPE	CODE	TAXABLE PRODUCT TYPE
10	Gasoline (list type)	60	Used Oil
20	Diesel (list type)	70	Other – please specify
30	Oxygenated Gasoline	80	CERCLA Hazardous Waste
40	Kerosene	110	Aviation Gasoline
50	Bio-Diesel	120	New Oil

ADEQ prefers the Underground Storage Tank Tax Refund Request Form and supporting documentation to be submitted in hard copy format to 1110 West Washington Street (4415 A- 3), Phoenix Arizona 85007-2935. Inquiries for the UST Tax Refund process may be directed to Dyanne Baratta at (602) 771-4291 or toll free in the state of Arizona at 800.234.5677, extension 7714291, or by email at db3@azdeq.gov.



AZ DEPT OF ENVIRONMENTAL QUALITY
 INFORMATION AND SUPPORT UNIT
 1110 WEST WASHINGTON STREET
 PHOENIX, ARIZONA 85007-2935
 602.771.4291 or db3@azdeq.gov
 TOLL FREE IN AZ 800.234.5677 EXT 7714291

Underground Storage Tank Tax Refund Request

1 Applicant Information

2 Facility Information

Tank Owner Name _____

Facility Name _____

Mailing Address _____

Mailing Address (No PO Box) _____

City _____ State _____ ZIP Code _____

City _____ State _____ ZIP Code _____

Contact Phone # _____ Email Address _____

Contact Phone # _____ Email Address _____

3. Exemption Certificate Number: _____

4. Enter the applicable information below (One row per supplier)

Fuel Provider	Fuel Type	Gallons Purchased	UST Tax Paid	Refund Claimed
TOTAL REFUND REQUESTED →				

5 Certification Statement

I certify under penalty of perjury that I have personally examined and am familiar with the information submitted in this and all attached documents and that the submitted information is true, accurate and complete

Signature of Applicant	Date of Signature

FOR STATE USE ONLY

Total Refund Approved by ADEQ: _____

If grand total of refund differs from amount requested - check appropriate reason:

- Invoice tax less than 3rd Party Report
 3rd Party Report tax less than invoice tax
 Duplicate invoices submitted
 Invoices missing
 Reported calculations incorrect