



# FLAT MONTHLY FEE REPORT

## GENERAL REPORTING INFORMATION

**DUE DATE:** Your report must be postmarked by the Postal Service by the tenth of the month following the end of the calendar month. If you file your report late, add a 10 percent late payment charge in box 5. You are required to file reports as long as you have OR ODOT plates and/or Oregon Weight Receipts and Tax Identifiers (receipts). If there is no tax due, you must still file a report. If you will not be using your vehicle(s), return the OR DOT plate(s) and/or Receipts or cancel by written notification.

For each vehicle with an OR DOT plate or Receipt that carries the elected flat fee product, complete columns A through L. Use rates on ODOT form 735-9927. Compute the tax and enter the tax in column L. If a vehicle did not operate in Oregon during the month, complete columns A through I and enter a zero (0) in column L.

If you haul anything other than commodities eligible for flat fees, you must report and pay mileage tax for those miles IN ADDITION to your flat fees. Please contact Salem Registration Services at (503) 378-5849 to order a supply of mileage tax report forms. **DO NOT PAY ROAD USE ASSESSMENT FEES OR INVOICES FROM THE OVER-DIMENSIONAL PERMIT UNIT ON THIS REPORT.** To report mileage on an Over-Dimensional Permit, contact OD Permits at 503-373-0000.

Enter the ACCOUNT NUMBER. Enter the NAME AND ADDRESS OF THE BUSINESS as filed with MCTD

## STEP-BY-STEP INSTRUCTIONS (SECTION 1)

- COLUMN A = Enter the plate or pass number of the power unit for which you are reporting.
- COLUMN B = Enter the state or province that issued the license plate.
- COLUMN C = Enter the company's unit number for the power unit for which you are reporting.
- COLUMN D = You must declare and report operations at the heaviest weight operated per configuration. This should be one of the weights you declared with ODOT. If returning empty, use the same declared weight and tax rate as when loaded.
- COLUMN E = Enter the beginning odometer reading from the first day of the month for which you are reporting. This should be the same as the ending odometer reading from the preceding month.
- COLUMN F = Enter the ending odometer reading from the last day of the month for which you are reporting.
- COLUMN G = Enter the total miles operated for each vehicle (Column F minus Column E).
- COLUMN H = Enter the miles operated outside of Oregon and/or Oregon private roads.
- COLUMN I = Enter the miles operated on Oregon public roads (Column G minus Column H).
- COLUMN J = Enter the number of axles for any declared weight greater than 80,000 pounds.
- COLUMN K = Enter the type of fee product hauled: C-CHIP, D-DUMP, L-LOG.
- COLUMN L = Enter the flat monthly fee based on the declared weight in Column D for each power unit. Use the flat monthly fee rate table provided.

## PAYMENT INSTRUCTIONS (SECTION 2)

- BOX 1 = Enter the total fees from Column L.
- BOX 2 = Enter Oregon state fuel tax paid during this month. You may claim a credit if you pay Oregon state fuel tax on fuel purchases. Fuel must have been purchased in the same report month credit is claimed. Attach copies of fuel invoices to the report. The invoice must contain:
- | Date of purchase            | Type of fuel      | ODOT plate, Receipt, or Pass No      |
|-----------------------------|-------------------|--------------------------------------|
| Name & Location of supplier | Number of gallons | Amount of Oregon state fuel tax paid |
- If you buy fuel in bulk, you can only claim credit for fuel pumped into a qualified vehicle during the reporting period. In addition to the invoice, you must attach records to show the amount of fuel pumped into each qualified vehicle.
- BOX 3 = Enter the amount of other credits as indicated on monthly Statement of Account and attach a copy. Do not use credits that have not yet appeared on the monthly Statement of Account.
- BOX 4 = Enter the total of the amounts in Box 1 minus Box 2 minus Box 3.
- BOX 5 = If you file your report late, enter 10% of Box 4.
- BOX 6 = Add other payments and attach the supporting documents. Payments received without supporting documentation may not be correctly applied to your account.
- BOX 7 = Enter the total of the amounts in Box 4 plus Box 5 plus Box 6.

An authorized company representative or agent must sign the Report. An agent must have Power of Attorney on file with MCTD before they are an authorized representative.

Be sure to enclose the payment. Make a copy for your records and mail the original to: ODOT Motor Carrier Transportation Division, 550 Capitol St., NE, Salem, OR 97301-2530. Reports are not considered filed unless we receive report and payment. You are required to maintain records for three years to support the information contained in this report and forms are available for this purpose.

Trucking Online is available for your convenience in filing and paying reports online. You may also amend your vehicle information using Trucking Online. Visit our Website @ [www.oregontruckingonline.com](http://www.oregontruckingonline.com). For additional record keeping requirements and tax reporting information, please see Instructions for Filing Highway-Use Tax Reports available on our website at [www.oregon.gov/ODOT/MCT/FORMS.shtml](http://www.oregon.gov/ODOT/MCT/FORMS.shtml) or call 503-378-6699 for help.