



## GENERAL INFORMATION

Your refund application must be received by the ministry within four years from the date the tax was paid.

If you are claiming a refund for more than one fuel type purchased during the claim period, a separate refund application must be completed for each fuel type.

Only the individual, business or corporation that paid the tax can submit an application to claim a refund. The ministry will only issue a refund if the net amount is greater than \$10.

## WHO SHOULD USE THIS FORM?

Use this form to claim a refund of the difference between the clear and coloured fuel tax rates when clear fuel was used in the operation of qualifying motor vehicles for the purpose of the following:

1. logging industry – trucks used off-highway to haul logs or lumber,
2. mining industry – trucks used off-highway to transport minerals,
3. oil and gas exploration and drilling – trucks (other than pickup trucks) used off-highway to transport equipment and supplies, or
4. logging and mining industries – fire trucks used off-highway as fire trucks; ambulances used off-highway as ambulances; and crew transportation vehicles used off-highway to transport crew.

## COMPLETING YOUR APPLICATION

### PART A – APPLICANT INFORMATION

#### Full Legal Name

Enter the current full legal name of the applicant who paid the tax. An operating name of “doing business as” name may not be the legal name. If the applicant is a corporation, enter the name as it appears on the incorporation certificate. If the applicant is a proprietorship, the legal name is the legal name of the individual who owns the business.

#### Business Number

Enter your 9-digit business number (BN) provided by Canada Revenue Agency, if you have one.

#### Mailing Address

Enter your complete mailing address. If applicable, a cheque and/or a refund decision letter will be mailed to this address. This address should not be the address of a third party representative, such as an external accountant, bookkeeper or consultant.

#### Contact Name

Enter the name and telephone number of a person to contact if the ministry has questions about your application.

### PART D – REFUND INFORMATION

#### Claim Period

The start date of your claim is the date of the first fuel purchase for which you are claiming a refund. The end date is the date of the last fuel purchase for which you are claiming a refund.

#### Refund Calculation

##### Line 1 – Total Litres Subject to Refund

For fuel used for hauling or transporting, enter the amount from Line 12 of Part F.

For fuel used for crew transportation, enter the amount from Line 5 of Part G.

You cannot claim a refund for both transporting and hauling (Part F) and crew transportation (Part G) on the same application. A separate application must be completed for each activity.

##### Line 2 – Tax Rate per Litre on Fuel Purchased

Enter the rate of tax paid on the fuel included in your application. Refer to [Bulletin MFT-CT 005, Tax Rates on Fuels](#), for details on tax rates and transit regions within BC.

##### Line 4 – Refund Rate

Enter the difference between the tax rate from Line 2 and the coloured fuel rate of \$.03 per litre.

##### Line 5 – Refund Claim

Enter the refund claim amount by multiplying the amount entered on Line 1 by the refund rate on Line 4.

## PART E – APPLICANT CERTIFICATION

The application must be signed by the person who paid the tax. If the tax was paid by a corporation, the application must be signed by a director or by an employee who has been delegated authority. You may be required to provide evidence that the person who signed the application has the authority to sign. An application that is not signed, not signed by a signing authority or is signed by a third party (such as an external accountant, bookkeeper or consultant) will be returned.

To indicate that you authorize the ministry to exchange information with you using electronic media, check the applicable box.

## PART F – HAULING AND TRANSPORTING

### Lines 1, 2, and 3 – Total Litres Used

On the applicable line, enter the total litres of clear fuel used during the claim period for the vehicles listed in Part H.

### Line 4 – Total Litres Used in Self-Loads

Multiply the number of loads from Box A of the [Distance Worksheet](#) by 10 litres per load.

### Line 5 – Total Litres used in Hauling or Transporting

Line 1 minus Line 4, or enter the total litres from Line 2 or Line 3 to calculate the total litres used.

### Line 6 – Total On-Highway Kilometres

Enter the total kilometres driven on-highway from Box B of the [Distance Worksheet](#).

### Line 7 – Other Distances

Enter the total kilometres driven for non-qualifying purposes, such as low-bedding, hauling woodchips, travelling to and from home, and transferring logs between mills.

### Line 8 – Total Off-Highway Kilometres

Enter the total kilometres driven off-highway from Box C of the [Distance Worksheet](#).

### Line 9 – Total Kilometres Travelled

Add the amounts from Line 6, 7 and 8 to calculate the total kilometres travelled.

### Line 10 – Consumption Rate

Divide the total distance travelled from Line 9 by the total litres used from Line 5 to calculate the kilometres per litre consumption rate (KPL).

**Note:** If there is a variance between your calculated KPL and historical averages, a branch guideline KPL may be applied to your claim.

### Line 11 – Total Litres Used Off-Highway

Divide the off-highway distance on Line 8 by the KPL amount on Line 10 to calculate the total litres used.

### Line 12 – Litres Subject to Refund

Add the amount of litres used to self-load logs from Line 4 and the total litres used off-highway from Line 11 to calculate the litres subject to refund. Enter this amount on Line 1 of Part D of the application form.

## PART G – CREW TRANSPORTATION

For the purposes of your application, the following are definitions of qualifying vehicles used in the logging or mining industry:

- fire trucks, ambulances and crew transportation vehicles that carry at least 6 but not more than 15 passengers, or
- buses that carry 16 or more passengers.

To calculate the fuel subject to refund for crew transportation vehicles, fire trucks, ambulances and buses, use the [Crew Transportation Worksheet](#) that is available on our website.

### Line 1 – Kilometres Travelled Off-Highway in Qualifying Vehicles (15 or fewer passengers)

Enter the total kilometres driven off-highway from Box A of the [Crew Transportation Worksheet](#).

### Line 2 – Eligible Litres Used Calculation

Divide the kilometres entered on Line 1 above by the consumption rate of 5.0 kilometres per litre.

### Line 3 – Kilometres Travelled Off-Highway in Large Buses

Enter the total kilometres driven off-highway to transport crew from Box B of the [Crew Transportation Worksheet](#).

### Line 4 – Eligible Litres Used Calculation - Large Buses

Divide the kilometres entered on Line 3 above by the consumption rate of 3.5 kilometres per litre.

### Line 5 – Litres Subject to Refund

Add the total litres from Line 2 and Line 4 to calculate the litres subject to refund. Enter this amount on Line 1 of Part D on the application form.

## PART H – VEHICLE INFORMATION

Complete all of the information required here for each vehicle that consumed fuel during the claim period. You will also need to include a copy of the vehicle registration for each vehicle listed.

If you need more space to list all your motor vehicles, create your own schedule and attach it to the application.

For crew transportation vehicles, you must indicate the seating capacity for each vehicle listed under the *Type of Vehicle* column.

Send your completed application form, along with the supporting documentation, to:

Refunds Section  
PO Box 9628 Stn Prov Govt  
Victoria BC V8W 9N6



INSTRUCTIONS

- Refer to the instructions on Pages 1 and 2 before completing.
Your claim will not be processed if the application is incomplete and/or the required documents (explained on Page 5) are not provided.
If you require additional information, call us toll-free at 1 877 388-4440.

Freedom of Information and Protection of Privacy Act (FOIPPA)

The personal information on this form is collected for the purpose of administering the Motor Fuel Tax Act under the authority of section 26(a) of the FOIPPA. Questions about the collection or use of this information can be directed to the Manager, Program Services, PO Box 9442 Stn Prov Govt, Victoria BC V8W 9V4 (telephone: toll-free at 1 877 388-4440).

PART A - APPLICANT INFORMATION

FULL LEGAL NAME

BUSINESS NUMBER (if applicable)

MAILING ADDRESS (include street or PO box)

CITY

PROVINCE

POSTAL CODE

CONTACT NAME

CONTACT TELEPHONE NUMBER

( )

PART B - AUTHORIZATION OF A THIRD PARTY REPRESENTATIVE

Complete this section if you authorize the ministry to discuss your refund application with a third party representative (such as an external accountant, bookkeeper or consultant).

NAME OF REPRESENTATIVE (individual and/or firm)

TELEPHONE NUMBER

( )

PART C - EMAIL AUTHORIZATION

If you authorize the ministry to communicate with you or your third party representative by email, enter the email address below. Although we will take reasonable steps to protect all information once received, we cannot guarantee the absolute safety of personal information during transmission by email.

APPLICANT CONTACT EMAIL ADDRESS

REPRESENTATIVE EMAIL ADDRESS

PART D - REFUND INFORMATION

Table with 3 columns: CLAIM PERIOD, FROM (Date of First Fuel Purchase), TO (Date of Last Fuel Purchase), and LITRES CLAIMED.

REFUND CALCULATION

Table with 5 rows for refund calculation: Total Litres Subject to Refund, Tax Rate Per Litre Paid on Fuel Purchased, Tax Rate Per Litre on Coloured Fuel, Refund Rate, and Refund Claim.

PART E - APPLICANT CERTIFICATION

I certify that all information provided on this form and on the attached documents is true and correct to the best of my knowledge and belief. I acknowledge that any false information may result in a fine of up to \$10,000 and/or imprisonment for up to two years.

I certify that I have not received a credit or refund of tax from my fuel supplier for the fuel being claimed.

I authorize the Ministry of Finance to exchange information with me using electronic media such as CDs or DVDs.

SIGNATURE OF SIGNING AUTHORITY

NAME OF SIGNING AUTHORITY (print or type)

TITLE OF SIGNING AUTHORITY (print or type)

DATE SIGNED YYYY / MM / DD

X



**PART F – HAULING AND TRANSPORTING**

Fuel used while hauling or transporting – other than fuel used in fire trucks, ambulances and crew transportation vehicles.		<b>DOCUMENTS TO ATTACH</b> (see <a href="#">Page 5</a> )	
1	Total Litres Used in the Logging Industry – trucks used to haul logs or lumber	1, 2, 3, 4, 5	
2	Total Litres Used in the Mining Industry – trucks used to transport minerals	1, 2, 4, 5, 6, 8	
3	Total Litres Used in Oil and Gas Exploration and Drilling – trucks used to transport equipment and supplies	1, 2, 4, 5, 7, 8	
4	Litres Used in Self-Loads – logging trucks with a hydraulic arm (Box A on <a href="#">Distance Worksheet</a> X 10 litres per load)		
5	Total Litres Used in Hauling or Transporting (Line 1 minus Line 4 or amount from Line 2 or Line 3)		
6	Total On-Highway Kilometres (from Box B on <a href="#">Distance Worksheet</a> )		
7	Other Distances in Kilometres (e.g. lowbedding, to and from home, mill-to-mill transfers)		
8	Total Off-Highway Kilometres (from Box C on <a href="#">Distance Worksheet</a> )		
9	Total Kilometres Travelled (sum of Lines 6, 7 and 8)		
10	Consumption Rate – kilometres per litre (KPL) while hauling or transporting (Line 9 divided by Line 5)		
11	Total Litres Used Off-Highway (Line 8 divided by Line 10)		
12	Litres Subject to Refund (sum of Line 4 and Line 11)		

**PART G – CREW TRANSPORTATION**

Fuel used in fire trucks, ambulances and crew transportation vehicles (logging and mining industries only).		<b>DOCUMENTS TO ATTACH</b> (see <a href="#">Page 5</a> )	
1	Kilometres Travelled Off-Highway in Qualifying Vehicles (15 or fewer passengers) – trucks and vans (6 or more passengers), small buses, ambulances and fire trucks	1, 2, 4, 5, 8, 9, 10	
2	Eligible Litres Calculation (Line 1 divided by 5.0 kilometres per litre)		
3	Kilometres Travelled Off-Highway in Large Buses – seating 16 or more passengers	1, 2, 4, 5, 8, 9, 10	
4	Eligible Litres Calculation – large buses (Line 3 divided by 3.5 kilometres per litre)		
5	Litres Subject to Refund (sum of Lines 2 and Line 4)		

**PART H – VEHICLE INFORMATION**

REGISTRATION NUMBER	YEAR AND MAKE OF VEHICLE	TYPE OF VEHICLE - For crew transportation, indicate the seating capacity	PURPOSE

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## Explanation of Documentation

The ministry reserves the right to request additional documentation as necessary.  
All documentation must be legible.

You may choose to submit only your schedule of fuel purchases, distance worksheet and vehicle information with your completed application. Ministry staff will contact you to request **sample** fuel invoices, load slips or earnings statements and vehicle registration.

### OR

If you wish to expedite the processing of your application, submit all the additional documents listed below with your completed application form.

#### 1. Schedule of fuel purchases

Provide a schedule listing all fuel purchased in BC during the claim period. The schedule must identify the region of purchase, fuel type, date of purchase, name and city of the fuel seller and the litres purchased. Refer to [Page 6](#) of the application form.

#### 2. Fuel purchase invoices

Provide copies of fuel purchase invoices, sorted in the same order as listed on the [Schedule of Fuel Purchases](#). Invoices should show the name and address of seller and purchaser, date of purchase, type and volume of fuel purchased.

#### 3. Log hauling earnings statements or load slips

Provide earnings statements or load slips, sorted in the same order as they appear on the [Distance Worksheet](#). Earning statements or load slips should show the following:

- log hauler's name
- mill or contractor's name
- mill location
- hauling dates
- number of loads
- timber mark
- number of self-loads using the hydraulic arm (if applicable)

#### 4. Inventory reconciliation

If you have bulk fuel purchases, provide an inventory reconciliation (refer to our website for a copy of the [Inventory Reconciliation](#) template in Excel format) for the claim period that shows the following:

- opening inventory
- purchases
- closing inventory
- fuel consumed during the period in both qualifying and non-qualifying vehicles

#### 5. ICBC vehicle registration

Provide a copy of the ICBC vehicle registration for each vehicle listed in Part H of the application form.

#### 6. Mineral transportation invoices and delivery documentation

Provide invoices, earnings statements or delivery documents that show the following:

- mineral hauler's name
- mine site
- mine location
- hauling dates
- number of loads hauled
- description of mineral hauled

#### 7. Oil and gas exploration and drilling transportation invoices and delivery documentation

Provide invoices or delivery documents that show the following:

- details of the equipment and supplies transported,
- the drilling location (well name), and well identifier or map co-ordinates of delivery location, if applicable
- name of business that contracted to have the equipment and supplies transported

#### 8. Land survey map

Provide a land survey map (with a distance scale) that identifies off-highway distances claimed by showing off-highway routes.

#### 9. A signed statement of certification

Provide a statement certifying how crew transportation vehicles/ambulances and fire trucks were used during the claim period.

#### 10. Crew Transportation Worksheet

Provide a schedule that details the following information (refer to our website for the [Crew Transportation Worksheet](#) template in Excel format) for each vehicle used off-highway and included in your claim:

- year of the vehicle
- vehicle identification (unit number)
- type of fuel used
- total litres consumed
- opening odometer reading
- ending odometer reading
- total kilometres driven
- on and off-highway kilometres



SCHEDULE OF FUEL PURCHASES

INSTRUCTIONS

- Use this schedule to list your fuel purchase transactions.
- Refer to **Bulletin MFT-CT 005**, *Tax Rates on Fuels*, for details on tax rates and transit regions within BC. If fuel is purchased in more than one region, prepare a separate fuel purchase schedule for each region and prepare a summary worksheet showing how you calculated your refund.
- List all transactions in date order.
- Refer to our website for the **Schedule of Fuel Purchases** template in Excel format.
- If you create your own fuel purchase schedule, it must include the same detailed information.

REGION OF PURCHASE – <i>Check (✓) one only</i> <input type="checkbox"/> SOUTH COAST BC TRANSPORTATION SERVICE REGION <input type="checkbox"/> VICTORIA REGIONAL TRANSPORTATION SERVICE AREA <input type="checkbox"/> REMAINDER OF BRITISH COLUMBIA		FUEL TYPE – <i>Check (✓) one only</i> <input type="checkbox"/> GASOLINE <input type="checkbox"/> DIESEL <input type="checkbox"/> OTHER ( <i>specify</i> )
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DATE OF PURCHASE YYYY / MM / DD	NAME AND CITY OF SELLER	LITRES PURCHASED
<b>TOTAL LITRES OF FUEL PURCHASED</b>		<b>BOX A</b>

TO LINE 1, 2 OR 3 OF PART F ON PAGE 4



INSTRUCTIONS

- Use this worksheet to record your on and off-highway distances travelled while hauling or transporting.
- **Logging Industry** – In Column 1, enter the timber mark where the logs were loaded. In Column 2, enter the mill name and location where the logs were delivered.
- **Mining Industry** – In Column 1, enter the mine name and location where the mineral was loaded. In Column 2, enter the location where the mineral was delivered.
- **Oil & Gas Exploration & Drilling** – In Column 1, enter the location where the equipment and supplies were loaded. In Column 2, enter the location where the equipment and supplies were delivered.
- Refer to our website for the [Distance Worksheet](#) template in Excel format.
- If you create your own distance worksheet, it must include the same detailed information.

1	2	3	4	5	6	7	8
LOAD-IN LOCATION	LOAD-OUT LOCATION	NUMBER OF LOADS	LOGGING INDUSTRY # LOADS SELF-LOADED BY HYDRAULIC ARM	ROUND TRIP (KM)		TOTAL DISTANCE (KM)	
				ON-HIGHWAY PUBLIC ROADS	OFF-HIGHWAY PRIVATE ROADS	ON-HIGHWAY PUBLIC ROADS COLUMN 3 X COLUMN 5	OFF-HIGHWAY PRIVATE ROADS COLUMN 3 X COLUMN 6
<b>TOTALS</b>			<b>BOX A</b>	<b>TOTALS</b>		<b>BOX B</b>	<b>BOX C</b>

TO LINE 4 OF PART F ON PAGE 4
TO LINE 6 OF PART F ON PAGE 4
TO LINE 8 OF PART F ON PAGE 4