



Federal Gasoline Tax Exemption Request

1. Complete one form for each account in your fleet.
2. Fax signed and dated Request form to Wright Express Tax Group at 1-207-791-5342.
3. Include completed and signed IRS Form 2848 if needed.
4. Save page 2 for your records.
5. For information or questions, please call 1-866-462-5038 or your account representative.

FLEET INFORMATION	
Fleet Name:	Account #:
National ID (if fleet is part of a national group):	
Authorized Fleet Contact:	Email:
Phone:	Fax:
Federal Tax ID Number (FEIN) 9 digits:	

SELECT ONE OPTION (Please read complete terms on page 2 before choosing)

A. TAX ADVANCE Our fleet elects to receive an exemption of the federal excise tax for gasoline fuel purchases at the time we are invoiced for our purchases using our Wright Express cards. We agree to pay Wright Express upon receipt of the invoice for said monies advanced to us. I have read and agreed to the attached terms and conditions for this service.

Fee: Purchases at merchants NOT offering federal gasoline tax exemption = \$.0106 per gallon

B. FILING SUPPORT Our fleet elects to receive our exemption from federal gasoline excise tax as a refund from the IRS. I have read and agreed to the attached terms and conditions for this service.

SELECT ONE METHOD OF FILING FOR YOUR REFUND

If you are the authorized representative for the registered owner of the FEIN above, please select one filing method. This will apply to all accounts that share your FEIN:

I authorize Wright Express to prepare, execute and file for the refund of federal excise taxes on gasoline purchases using our Wright Express card(s). I have included a completed IRS Form 2848 (Power of Attorney and Declaration of Representative), enabling Wright Express to prepare, execute and file the refund forms on my behalf, in addition to authorizing Wright Express to contact IRS for me.

I authorize Wright Express to prepare the necessary forms for my refund filing for federal gasoline excise taxes and to send such forms to me for my signature and filing.

Duly executed by an authorized representative who represents and warrants that the elections set forth herein are in compliance with all applicable laws and regulations.

Signature _____ Title _____
 Print Name _____ Date _____

See page 2 for additional terms and conditions.

INTERNAL USE ONLY	
Date _____	Received by _____ Dept. _____

FEDERAL GASOLINE TAX EXEMPTION TERMS AND CONDITIONS

Wright Express shall provide for the exemption and/or reporting of federal excise taxes for gasoline to you based upon the option that you selected on page 1. These options apply to exemptions at merchants who have chosen not to offer federal excise tax exemption on gasoline through the standard Wright Express Tax Exemption and Reporting program. If no option is selected, then you shall receive federal excise tax information only and no exemption as part of your standard billing and reporting and you would need to prepare your own tax returns to obtain the refund directly from the IRS. All other applicable taxes, at participating merchants will continue to be exempted and/or reported in accordance with our standard tax program.

Option A: Tax Advance

By electing Option A, you will receive an exemption of the federal excise tax for gasoline fuel purchases at the time you are invoiced for your purchases by Wright Express. You will receive this exemption for all gasoline purchases made on your Wright Express card. Wright Express is providing this advance to you conditioned upon the receipt of the amounts exempted as a payment from you.

At the end of each calendar year quarter, Wright Express shall prepare the necessary forms in accordance with the refund filing option selected on page 1 within (30) days after the close of the calendar quarter. No later than sixty (60) days from the end of the quarter, Wright Express shall invoice you for the monies previously advanced for that quarter. Payment of this invoice shall be net thirty (30) days from the date of invoice with payment due based on your existing payment terms.

Option B: Filing Support

By electing Option B, you agree that Wright Express shall prepare the IRS tax forms for your signature and filing within (30) days after the close of the calendar quarter. Under this option, you will not receive the exemption at the time of invoice. You will receive your exemption from federal gasoline excise tax for these amounts as a refund from the IRS.

Wright Express shall prepare all filings and/or apply all applicable exemptions based upon information provided to us from third party merchants. No adjustments shall be made based upon disputed product codes unless such sale is validated prior to making any such changes. Adjustments required as a result of validation of any disputed transactions will be applied as a lump sum amount.

If you do not have your own federal taxpayer identification number (FEIN) for your accounts with Wright Express, your tax liability may be reported under the name of the taxpayer whose federal taxpayer identification number you share. Refunds are paid by the IRS in the name of the entity reporting the claim based upon its federal taxpayer identification number.

In the event the IRS rejects your claim for refund, you are responsible for reimbursing any monies owed to Wright Express for monies previously advanced to you and the service fees assessed. Qualification for refund is based on IRS rules and regulations.

This form and the terms set forth herein supplement your Wright Express Business Charge Card Account Agreement.