**ELECTRONIC TRADING PARTNER AGREEMENT**

To file a monthly Wyoming motor fuel tax return or report electronically, a Wyoming motor fuel licensee must have a signed trading partner agreement on file with Wyoming Fuel Tax Administration. Please specify your company name and contact information below. Electronic acknowledgements of received motor fuel tax returns and reports will be sent to the specified email address. Please print!

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_

Company Name Wyoming Motor Fuel License

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name Phone

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address

Each trading partner has a private, restricted area within the Wyoming FTA website***, https://webapp.dot.state.wy.us/ao/f?p=FUELTAXUPLOAD***, that is accessed by logging in with a username (14 characters WYO\_TAXPAYER\_ID + WYO\_LICENSE\_TYPE + WYO\_LOCATION) and password. Each trading partner has a username and password that together with the trading partner’s Federal Employer Identification Number (FEIN) acts as the trading partner’s signature on a monthly motor fuel tax return or report. When the account is created a temporary password will be created and emailed to the email on-file (given above).

If you are planning to use a CSV Template to transmit your monthly motor fuel return to Wyoming Fuel Tax Administration, please reference the CSV Filing Specifications on the Wyoming Department of Transportation website. Trading partners who plan to transmit EDI data should reference the Wyoming EDI Specifications on the Wyoming Department of Transportation website. (http://www.dot.state.wy.us/home/business\_with\_wydot/fuel\_tax/electronic\_filing.html)

I understand that by completing this agreement I will be able to file my monthly Wyoming motor fuel tax return electronically. However, I am still responsible for remitting any taxes due to Wyoming Fuel Tax Administration.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature Date

Please mail this form to Wyoming Fuel Tax Administration.

Wyoming Fuel Tax Administration, 5300 Bishop Blvd., Cheyenne, WY 82009 307-777-4826