



**City of Silverton**  
306 S Water St  
Silverton, OR 97381  
Phone: (503) 873-5321  
Fax: (503) 873-3007

**IMPORTANT NOTICE TO PERSONS DEALING IN  
MOTOR VEHICLE FUEL IN THE  
CITY OF SILVERTON**

January 2, 2018

Dealer  
Address  
City, State Zip

Dear Dealer (insert name)

On November 7, 2017, voters in the City of Silverton approved a local tax on motor vehicle fuel. Ordinance 17-09 was passed by City Council on June 7, 2017 to add Chapter 3.10 to the City's Municipal Code outlining the administration of a motor vehicle fuel tax. The net revenues generated by the tax will be used only for planning, financing, design, construction, maintenance, repair, and operation of public highways, roads, and streets in the City.

Projects that may be funded by the tax include:

- McClaine Street Reconstruction Project
- Overlay of downtown City owned streets
- Slurry sealing or overlay of neighborhood streets

The tax applies to all fuel sold, used, or distributed within the City of Silverton's city limits. The City will be directly administering the program and any questions should be directed to the Finance Department.

**Tax Rates and Effective Dates:**                      **Effective January, 2018, the tax is 2 cents.**

**Reporting Requirements:**                              **Tax must be paid on or before the 25<sup>th</sup> day of each month or a 10% penalty will be applied.**

**First Report/Payment Date:**                              **The first report will be for January 2018 and the payment is due by February 25, 2018.**

A paper tax report and supporting schedules are enclosed with this letter. For applications and reporting forms please see the City's website at [www.silverton.or.us](http://www.silverton.or.us).

You can also contact the City by phone at 503-873-5321 or by email to [finance@silverton.or.us](mailto:finance@silverton.or.us).

If you are unsure whether you need to be licensed as a motor vehicle fuel dealer in the City of Silverton, read the following Questions and Answers to help you determine your need to be licensed as a motor vehicle dealer in the City of Silverton.

**1. What is motor vehicle fuel?**

Motor vehicle fuel as defined by the City of Silverton includes gasoline, diesel, and any other flammable or combustible gas or liquid by whatever name such gas or liquid is known or sold,

usable as fuel for the operation of motor vehicles, except gas, or liquid for purposes other than the propulsion of motor vehicles.

**2. What is a dealer?**

A dealer is any person who: 1) Imports or causes to be imported motor vehicle fuel for sale, use, or distribution in the City of Silverton; or 2) Produces, refines, manufactures, or compounds motor vehicle fuels in the City for use, distribution, or sale in the City; or 3) Acquires in the City for sale, use, or distribution in the City motor vehicle fuels with respect to which there has been no City of Silverton license tax previously incurred.

**3. Who should be licensed as a motor vehicle fuel dealer in the City?**

Any person who performs the acts of a dealer as described above. Generally, if you purchase fuel outside the City and transport it into the City using your own vehicles or by common carrier, you must be licensed. If you always buy fuel from another licensed dealer of the City, the tax will be included in the purchase price of the fuel and you need not be licensed with the City. However, the answer to this question is often not immediately apparent.

**4. When must I become licensed?**

The tax must be collected for all fuel sold, used, or distributed on or after January 1, 2018.

**5. If I am already a licensed motor vehicle fuel dealer in the State of Oregon, or any other county or city, do I still need to be licensed in Silverton?**

Yes. Oregon, the other local jurisdictions, and the City are all separate taxing entities.

**6. How do I become licensed?**

You need to complete the forms included with this letter and return them to the City of Silverton, Attention Finance Department, 306 S Water, Silverton OR 97381.

**7. I have more questions about filing and paying the tax. Where may I get more information?**

You may contact the Finance Department using the contact information listed above, or visit our website at [www.silverton.or.us](http://www.silverton.or.us)

Sincerely,

Kathleen Zaragoza, Finance Director

503-873-5321  
City of Silverton  
Finance Department  
306 S Water  
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Enclosures