

**INSTRUCTIONS FOR  
SUPPLIER SUBMISSION– MOTOR FUEL TESTING FEE  
FORM NO. RFQ-800**

**SECTION A**

**1. TYPE OF SUBMISSION**

Check the box that identifies the submission type. A new business submission is a submission for a business that has not held a TDA registration or is a recently established business. A change of ownership submission is a submission where a business has been acquired from a previous owner or is an established business changing type (see below). If the most recent license account number is known please indicate in space provided.

**2. BUSINESS TYPE**

Check the box that identifies your type of business. Once submitted, this information cannot be changed. If you have to change your business type, a new submission will be required.

**3. CLIENT INFORMATION**

This information will be used to generate your registration. Enter the full legal business name as it is registered. If applicable, also enter a Doing-Business-As (DBA) name. For in-state businesses (except sole proprietors), a Comptroller Taxpayer ID is required. For out-of-state business (except sole proprietors), a Federal ID is required.

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**SECTION B**

**1. RESPONSIBLE PERSON INSTRUCTIONS (see form)**

**2. RESPONSIBLE OFFICER, PARTNER, MANAGER OR OWNER**

Indicate name of person responsible for the business. Enter contact information.

**3. RESPONSIBLE PERSON MAILING ADDRESS**

Enter mailing address for indicated responsible person. If a Web address is available for the company please provide (optional).

**NOTE:** The Person to Contact, named by the business in Section C of this form, is the preferred signatory of this submission. That person may be the Responsible Person.

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## **SECTION C**

### **1. PERSON TO CONTACT FOR FEE-RELATED MATTERS**

Enter the name of a designated person, along with that person's contact information, who can discuss and answer questions about fee-related issues.

**NOTE:** The Person to Contact, named by the business, is the preferred signatory of this submission. That person may be the Responsible Person.

All correspondence and other documents will be sent to the Person to Contact at the mailing address listed below. If an e-mail address is listed, and e-mail is indicated as the preferred contact method, correspondence will be sent via e-mail.

In addition, the contact employee will receive, through regular mail, a login ID and password to access TDA's Internet Web site. The contact employee will then be able to conduct business related to their assigned registration(s) online, including viewing their registration, making changes to their company information and renewing their registration.

### **2. MAILING ADDRESS**

Enter the address at which the Person to Contact receives general correspondence.

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## **SECTION D**

### **1. FACILITY INFORMATION**

Enter name of the facility for which the submission is made.

### **2. PHYSICAL ADDRESS OF LOCATION**

Enter the actual physical street address of the location, including directions to this location if the address is difficult to locate. Please do not enter a P.O. Box. This information will assist TDA inspectors in locating your business in the event that an inspection is needed.

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## **SECTION E**

### **1. OUT-OF-STATE APPLICANTS ONLY**

Check either the Texas Secretary of State or "Other" box and enter the resident agent's contact information. Only fill out the Resident Agent contact information if the Texas Secretary of State box is not checked. If the address provided in section A is out of state, agent information is required before a registration can be issued.

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**SECTION F**

**1.- SUPPLIER – MOTOR FUEL TESTING FEE**

Motor Fuel Testing Fee is \$1,500.

A Supplier – Motor Fuel Testing Fee registration is valid for a period of one year.

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**SECTION G**

**NOTE: Texas Department of Agriculture accepts only checks, cashier's checks or money orders.**

**1. PAYMENT**

Check method of payment. Enter check number or money order number. Enter amount remitted.

Please remit to: Texas Department of Agriculture, P.O. Box 12076, Austin, TX. 78711-2076.

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**SECTION H**

**1. SIGNATURE**

Print and sign your name, and date the form.

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**SECTION I**

**Please note that an incomplete submission may result in processing delays.**

**1. CHECKLIST**

Check all boxes to verify you have completed the submission process and attached/enclosed the necessary items (e.g., payment and form).