

**MARYLAND DEPARTMENT OF THE ENVIRONMENT**

Land and Materials Administration Oil Control Program

1800 Washington Boulevard Suite 620 Baltimore Maryland 21230-1719

(410) 537-3442 800-633-6101 x3442 410-537-3092 (fax) [www.mde.maryland.gov](http://www.mde.maryland.gov)

For Office Use Only  
OT Number:  
\_\_\_\_\_

**APPLICATION FOR OIL TRANSFER LICENSE**

(Environment Article §4-411, Annotated Code of Maryland)

**Check One:** *New Applicant*  *Renewal*  *Amendment Only*

- 1. Name of Licensee: \_\_\_\_\_
- 2. Account Number: \_\_\_\_\_  
(see Notices) (Maryland Fuel Tax Division, Dealer, and Special Fuel Seller Account Number)
- 3. Federal ID Number: \_\_\_\_\_  
(see Notices)
- 4. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**Person Responsible for Submitting Quarterly Oil Transfer Fee Reports**

- 5. Name (Mr./Mrs./Ms./Dr.): \_\_\_\_\_
- 6. Contact Information: \_\_\_\_\_  
(Office Telephone) / (Email Address)

**Method(s) of Transferring Oil into Maryland (check all that apply)**

- 7. Pipeline  Vessel  Tank Truck or Transport  Rail
- Other  (must specify): \_\_\_\_\_

**Applicant (or Agent) Information**

- 8. Name (Mr./Mrs./Ms./Dr.): \_\_\_\_\_
- 9. Contact Information: \_\_\_\_\_  
(Office Telephone) / (Email Address)

**10. Required Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Signature indicates that you have reviewed all Notices listed on pages 3 and 4 of this application form and you verify that the information provided is complete and accurate to the best of your knowledge.

**Workers' Compensation Coverage (see Notices, check one)**

- 11. Proof attached as required under Environment Article 1-202
- Exempt – No employees in the State of Maryland

**Registered with Maryland Department of Assessments and Taxation (see Notices, check one)**

- 12. Copy attached of official SDAT Certificate of Status
- Copy attached of the SDAT charter search screen showing "Good Standing" status

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# NOTICES for APPLICATION FOR OIL TRANSFER LICENSE

**Review prior to signing at item 10 on page 1 of the application.**

The following excerpts of relevant and applicable Maryland law and regulations are provided for convenience and may not constitute all applicable laws and regulations relevant to the applicant. Compliance with these and any other relevant and applicable laws and regulations is the responsibility of the applicant.

## **Motor Fuel License Requirement**

Item 2 requests the applicant to provide their Maryland Fuel Tax Division, Dealer, and Special Fuel Seller Account Number. The applicant must provide the account number (or an approved exemption) in accordance with Code of Maryland Regulations (COMAR) 26.10.01.08B(5), which states, “(5) *Proof of the applicant’s registration with the Comptroller of Maryland’s Motor Fuel Tax Unit or a signed document that registration by the applicant with the unit is not required.*”

The following are links to the Comptroller of Maryland’s online search tools for Motor Fuel Licenses and Special Fuel Exemptions.

Motor Fuel License Inquiry:

<https://interactive.marylandtaxes.gov/extranet/red/mftb/License/user/querylicense.asp>

Special Fuel Exemption Inquiry:

<https://interactive.marylandtaxes.gov/extranet/red/mftb/ExempCert/user/queryexempcerts.asp>

Contact Comptroller of Maryland’s Motor Fuel for information at 410-260-7215 or email at [mft@marylandtaxes.gov](mailto:mft@marylandtaxes.gov).

## **Tax Liability Verification Requirements**

Item 3 requests the applicant provide their Federal Employer Identification Number so that MDE may verify with the Comptroller of Maryland whether the applicant has tax liabilities as required by § 1-203 of the Environment Article.

### **§1-203(b) of the Environment Article. Payment of taxes and insurance prerequisite to renewal of license or permit**

*(b) (1) A license or permit is considered renewed for purposes of this subsection if the license or permit is issued by a unit of State government to a person for the period immediately following a period for which the person previously possessed the same or a substantially similar license.*

*(2) Before any license or permit may be renewed under this article, the issuing authority shall verify through the Office of the Comptroller that the applicant has paid all undisputed taxes and unemployment insurance contributions payable to the Comptroller or the Secretary of Labor or that the applicant has provided for payment in a manner satisfactory to the unit responsible for collection.*

Item 11 requests the applicant provide verification that the applicant is in compliance with the tax liability requirements of § 1-202 of the Environment Article and COMAR 26.10.01.08B(4), which states, “(4)

*Proof of Workers' Compensation Insurance or, if not required, a certificate of compliance with the Maryland Workers' Compensation Act"*

**§1-202 of the Environment Article. Compliance with Workers' Compensation Act.**

*Before any license or permit may be issued under this article to an employer to engage in an activity in which the employer may employ a covered employee, as defined in § 9-101 of the Labor and Employment Article, the employer shall file with the issuing authority:*

- (1) A certificate of compliance with the Maryland Workers' Compensation Act; or*
- (2) The number of a workers' compensation insurance policy or binder.*

**State of Maryland Business Registration Requirement**

Item 12 requests the applicant provide proof that the applicant is properly registered with the Maryland Department of Assessment and Taxation ("SDAT") to do business in Maryland and that the applicant is in good standing. This is required in accordance with COMAR 26.10.01.08B(3), which states, "(3) *Proof that the applicant is registered with the Maryland Department of Assessments and Taxation and that the person is in good standing with the State at the time the application for an Oil Transfer License is submitted;*"

The following is a link to the SDAT online search tool for business entity registration and status:  
<https://egov.maryland.gov/BusinessExpress/EntitySearch>

Contact SDAT for information regarding registration requirements at 410-767-1184 or 888-246-5941.

**Collection of Personal Records**

**General Provisions Article § 4-501. Personal records.**

The personal information requested on this form is intended to be used in processing your application. Failure to provide the information requested may result in your application not being processed. You have the right to inspect, amend, or correct this form. The Maryland Department of the Environment ("MDE") is a public agency and subject to the Maryland Public Information Act. This form may be made available on the internet via MDE's website and is subject to inspection or copying, in whole or in part, by the public and other governmental agencies, if not protected by federal or State law.

**Federal Privacy Act of 1974, 5 U.S.C. §552a.**

Disclosure of your Federal Tax Identification, Maryland Taxpayer, or Social Security Number on this form is mandatory pursuant to the provisions of Environment Article §1-203, Annotated Code of Maryland, which requires MDE to verify that an applicant for a permit or license has paid all undisputed taxes and unemployment insurance. Federal Tax Identification, Maryland Taxpayer, or Social Security Numbers will not be used for any purposes other than those described in this Notice.