

**Comptroller of Maryland
Revenue Administration Division
Revenue Administration Center
Annapolis, MD 21411-0001**

Motor Fuel Tax Refund Document Checklist

Use this checklist for School Bus refunds as a handy tool to double-check your information and documents for submission

Contractors with School Bus activity and purchase bulk fuel only

Form 706 - Refund Claim Form

Form COM/RAD 028 - Motor Fuel Refund Questionnaire- this form is required with the initial claim or when there are changes to the school bus fleet.

Invoices (or copies of Invoices) - If copies of invoices are submitted, a letter stating the original invoices will be available upon request also be submitted. This letter must be on company letterhead and must be submitted with each claim.

Refund Affidavit for School Bus Contractors - This form must be renewed annually, no later than July 1. Form will not be accepted without official notarization.

Contractors that do not purchase bulk fuel

Form 706 - Refund Claim Form

Form COM/RAD 028 - Motor Fuel Refund Questionnaire- this form is required with the initial claim only or when there are changes to the school bus fleet.

Form COM/RAD 061-Record of motor fuel used

Invoices (or copies of Invoices) - If copies of invoices are submitted, a letter stating the original invoices will be available upon request also be submitted. This letter must be on company letterhead and must be submitted with each claim.

Certification of school activity related gallonage - This can be submitted in the form of a signed statement to that effect. The letter must be on company letterhead and must be submitted with each claim.

County and City School Boards

Form 706 - Refund Claim Form

Form COM/RAD 028 - Motor Fuel Refund Questionnaire- this form is required with the initial claim only or when there are changes to the school bus fleet.

Form COM/RAD 061 - Record of motor fuel used

Invoices (or copies of Invoices) - If copies of invoices are submitted, a letter stating the original invoices will be available upon request also be submitted. This letter must be on company letterhead and must be submitted with each claim.

Forms are available on our website www.marylandtaxes.gov. The Motor Fuel Tax Refund Document Checklist, which is also available on our website, provides additional details related to the forms and required documentation.