

Excise Business License Request Email Template

Subject line: Excise business license request

Dear *[your customer's name]*:

[Your company's name] is currently doing an update of excise business licenses for our partners. In order to continue purchasing without paying full sales tax you must submit new licenses for the states in which we conduct business.

At your earliest convenience, please provide a list of all current state motor fuel tax licenses and registrations. For each one, include:

- State name
- License type
- License number

You may send this list in a signed and dated document to: *[your company's email, mailing address and/or fax number]*.

Sincerely,

[Your signature]

State Motor Fuel License and Registration Listing

Company Name:

Company Address:

Please identify license/registration types and numbers as applicable.

State	Motor Fuel Tax Licenses and Registrations							
	Gasoline		Special Fuels		Aviation		Other (Inspection, Pollution, Prepaid Sales Tax, Etc.)	
	License Type	License Number	License Type	License Number	License Type	License Number	License Type	License Number
Alabama								
Alaska								
Arkansas								
Arizona								
California								
Colorado								
Connecticut								
District of Columbia								
Delaware								
Florida								
Georgia								
Hawaii								
Iowa								
Idaho								
Illinois								
Indiana								
Kansas								
Kentucky								
Louisiana								
Massachusetts								
Maryland								
Maine								
Michigan								

Minnesota								
Missouri								
Mississippi								
Montana								
North Carolina								
North Dakota								
Nebraska								
New Hampshire								
New Jersey								
New Mexico								
Nevada								
New York								
Ohio								
Oklahoma								
Oregon								
Pennsylvania								
Rhode Island								
South Carolina								
South Dakota								
Tennessee								
Texas								
Utah								
Virginia								
Vermont								
Washington								
Wisconsin								
West Virginia								
Wyoming								
Other								