

## “WHERE IS MY GAS TAX STICKER?” GAS TAX EXEMPTION APPLICATION PROCESS

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In the process of applying for a Gas Tax Exemption sticker, the average application will be entered into some type of computer data base several times over. When filling out a Gas Tax Exemption Application, it is important for the Division of Land Management staff to verify whether or not an applicant address is within the Oneida Reservation boundaries. Some may think this is as simple as knowing ones ABC's. While it may not be hard to figure out that someone residing in say, Milwaukee or Florida does not live within the reservation boundaries. Sometimes things are not always as simple as they may appear, when an address is located near the external boundaries of the reservation we must research that address. You could have properties right next to each other, one of the properties will be within the reservation and the other property will be off, because a private claim runs through that area of the reservation.

When filling out the Gas Tax Exemption Application, please fill in all relevant boxes with correct information in a legible manner. Most of the time your Gas Tax Application is delayed or can not be processed for any of the following reasons:

- \*Illegible and/or sloppy penmanship (cannot make out first, last or any part of name or information)
- \*Address has been listed as a P.O. Box
- \*Street address is missing or misspelled such as Shary, Sharie, Sherie, or Sherry Drive. (Misspelling your street name maybe returned, because we are unable to locate the address)
- \* Incorrect address information such as Street, Lane, Drive and or City (application maybe returned, because we are unable to locate address)
- \*Missing or incorrect Oneida enrollment number
- \*Missing Date of Birth Information

In an average week, the Division of Land Management approves approximately 150 applications, and we reject approximately 20 of these applications for missing or incorrect information that we can not verify. Between October 2009 and December 2009, we processed 519 gas tax exemption applications. The turn around time for the entire process is approximately 14 days to 21 days depending on whether all information is correct and can be verified by both Land Management and Enrollments.

There are times when stickers are not sent out and following are some reasons:

- \* Information did not match with Enrollment records
- \* The application is a duplicate because the sticker and application crossed in the mail. A duplicate sticker will not be mailed.
- \*Replacement for a lost sticker can be picked up in person at Enrollments.

Finally, the best way to check on the status of your Gas Tax Exemption Application is to contact the Enrollment Department at (920) 869-6200.