



## INSTRUCTIONS FOR PREPARING BOND

### PRINCIPAL

— If bond applies to issued license, write license number in upper right hand corner.

Check box for type of bond.

- MOTOR VEHICLE FUEL** - Minimum coverage under the Motor Vehicle Fuel Tax Act is \$5,000 or twice the estimated monthly tax, whichever is larger. Maximum coverage is \$ 1 00,000.
- AIRCRAFT FUEL** - Minimum coverage under the Aircraft Fuel Tax Act is \$5,000 or twice the estimated monthly tax liability for the reporting period, whichever is larger. Maximum coverage is \$50,000.
- SPECIAL FUEL** - Minimum coverage is \$500, or three times the estimated monthly tax, whichever is larger. Maximum coverage is \$100,000.
- IFTA BOND** - Minimum coverage under the International Fuel Tax Agreement is \$500, or three times the monthly fuel tax, whichever is larger. Maximum coverage is \$100,000.

— Enter the correct name of principal. **NAME ON APPLICATION AND BOND MUST MATCH EXACTLY.** Individuals, partners, or a company cannot do business as a corporation. If principal is incorporated, type correct corporate name only. If a WASHINGTON corporation, attach a copy of page I of your Articles of Incorporation, or affix your corporate seal to the bond.

— Required signature - Principal's signature must be of owner, partner, or corporate officer: otherwise a copy of the Power-of-Attorney to act on behalf of the principal must be attached.

Include principal's mailing address and phone number.

**SURETY COMPANY OR AGENT** (*Before issuance, check items entered by principal for completeness.*)

— Provide Bond Number.

— Enter name of surety company on second line.

— Enter amount of Bond.

— Enter effective date of Bond.

— Required Signature - Attorney-in-Fact for surety must personally sign bonds and riders. Attorney-in-Fact must attach a Power-of-Attorney to all bonds and riders.

— Name of Attorney-in-Fact must be typed beside personal signature.

— Name and phone number of person to contact regarding the bond.

— Apply surety seal.

— Surety's mailing address and telephone number.

— Enter the issuing agency, contact name, address and phone number.

### CANCELLATION OF BOND

— Under the MOTOR VEHICLE FUEL TAX ACT, a 30-day notice must be given prior to the cancellation of the bond.

— Under the AIRCRAFT FUEL TAX ACT, a 30-day notice must be given prior to the cancellation of the bond.

— Under the SPECIAL FUEL TAX ACT, a 45-day notice must be given prior to the cancellation of the bond.

— Under the INTERNATIONAL FUEL TAX AGREEMENT, a 45-day notice must be given prior to the cancellation of the bond

For more information, call the Fuel Tax Section at (360) 664-1852

Attach bond to application and mail to:

Department of Licensing  
Fuel Tax Section  
PO Box 9228  
Olympia, WA 98507-9228