

Change or Withdraw IFTA Returns

Welcome to the Washington State Department of Licensing, Prorate and Fuel Tax Services, Taxpayer Access Point (TAP). The account information contained in this document is completely fictitious and is intended for instructional purposes only.

Please disable the pop-up blocker settings on your computer to allow pop-ups from the TAP website. Depending on which browser has been set as the default, screen images may appear slightly different than those included in these instructions.

These instructions are for customers who would like to make changes or withdraw a filed tax return.

Reporting of information is required for all jurisdictions traveled including Oregon, Alaska, Yukon, and the Northwest Territory regardless of tax reporting or jurisdictional participation in the IFTA agreement.

Important: All IFTA tax returns must be **filed** and **paid**, (if applicable) by 5:30 p.m. on the last business day of the month following the filing period to avoid penalty and interest.

Documents/Information needed

Mileage details and fuel receipts by jurisdiction.

Instructions to Change or Withdraw IFTA Tax Returns

Log into Taxpayer Access Point (TAP).

Note: For more Instructions on how to log into your TAP account, see [How to log into TAP](#).

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Menu Log Off IFTA TEST ACCOUNT LLC Names And Addresses I Want To...

Home Federal Employer ID 92-2222222 My Balance \$0.00 View Profile Make a Payment Register a New Account

Back Accounts¹ History Messages⁰ Letters¹ My Accounts

View Support ID

Navigation My Accounts Hide History Filter

Account Id	Account Type	Name	Frequency	Address	Balance	Status
0079000	IFTA	IFTA TEST ACCOUNT LLC	Quarterly	405 BLACK LAKE BLVD SW O	0.00	Active

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Under **Account ID**, select your **IFTA Account** hyperlink.

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Menu Log Off IFTA Names And Addresses I Want To...

Home Federal Employer ID 92-2222222 Quarterly 0079000 My Balance \$0.00 Pending \$-24.70 Effective Balance \$-24.70 Payment Source Setup DBA Name Add Physical Address Add Mailing Address Add View Accounts View Profile Request Good Standing Letter Register a New Account Renew or Request License & Decal Close Account

Back Periods History¹ Activity Messages² Letters¹ All Periods

View Support ID

Navigation My Accounts IFTA Change Date Filter

Period	Return Status		Tax	Penalty	Interest	Credits	Balance	Messages
31-Dec-2019	Processed	Return List	0.00	0.00	0.00	0.00	0.00	Return List
30-Sep-2019			0.00	0.00	0.00	0.00	0.00	
31-Dec-2018	Processed	Return List	0.00	0.00	0.00	0.00	0.00	Return List
30-Sep-2018	Pending	View Request	0.00	0.00	0.00	0.00	0.00	File Now

4 Rows

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Click **hyperlink** for the appropriate period.

To Change or Withdraw a Return

Option A – To make changes or amend a return.

Option B – To cancel a return, use the [withdraw](#) button. Click hyperlink for instructions.

Option A

Taxpayer Access Point Prorate and Fuel Tax Services
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Menu Log Off Request Information Withdraw **Change** Print

Home	Status : Pending	Submitted : 28-Oct-2018 15:59:54
Back	Logon : Testing#ifta	Created : 28-Oct-2018 15:47:06
View Support ID	Federal Employer ID : 92-2222222	
	Name : IFTA TEST ACCOUNT LLC	
	IFTA : 0079000	
	Period : 30-Sep-2018	
	Total Due : \$ -24.70	
	Received : 28-Oct-2018	

If you would like to change your request click the Change button above.
If you want to cancel your request click the Withdraw button above.

Click **Change**.

Review the information screen, not shown here, then click **Next**.

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Menu Log Off 1. Information 2. **Operations**

Home **Operations**

Back Return Received Date 28-Oct-2018

View Support ID Filing Period 30-Sep-2018

Did you have any operations during this filing period? No Yes

Save and Finish Later Save and Continue Cancel Back Next

Navigation My Accounts IFTA >> IFTA Tax Return

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Note: The return will open allowing you to make any necessary changes for each section of the return.

When changes are completed, click **Next**.

If you have **no operations** to report, select **No**, click **Next** here and on the **Summary** screen, then **Submit** and **confirm**.

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WASHINGTON STATE DEPARTMENT OF
LICENSING

Menu [Log Off](#)

[Home](#)

[Back](#)

[View Support ID](#)

Navigation

[My Accounts](#)

[IFTA](#)

» IFTA Tax Return

TAP Help

[TAP How-To Videos](#)

[TAP Frequently Asked Questions](#)

1. Information > 2. Operations > 3. Mileage Summary

Mileage Summary

Return Totals (By Fuel Type)

Please enter your totals here before filling out your jurisdictions in the next step.

	Total Miles	Total Gallons	Average MPG
Diesel	1,956	323	6.06
Gasoline	0	0	0.00
Gasohol	0	0	0.00
Propane	0	0	0.00
Liquefied Natural Gas (LNG)	0	0	0.00
Compressed Nat. Gas (CNG)	0	0	0.00
Ethanol	0	0	0.00
Methanol	0	0	0.00
E-85	0	0	0.00
M-85	0	0	0.00
A55	0	0	0.00
Total Miles	1,956	323	6.06

Save and Finish Later
Save and Continue
Cancel
Back
Next

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After making necessary changes, click **Next**.

T
A
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LICENSING

Menu [Log Off](#)

[Home](#)

[Back](#)

[View Support ID](#)

Navigation

[My Accounts](#)

[IFTA](#)

» IFTA Tax Return

TAP Help

[TAP How-To Videos](#)

[TAP Frequently Asked Questions](#)

1. Information > 2. Operations > 3. Mileage Summary > 4. Jurisdictions and Mileage

Jurisdictions and Mileage

Please fill out your jurisdictions and mileages below.

Split Rate Note:
If a jurisdiction had multiple fuel tax rates during a period, you must adjust the "Date From" and "Date To" fields for the period in time the first rate applies to. Click in those two fields and use the drop down arrows to select the appropriate periods. Enter the total miles, taxable miles and tax paid gallons purchased that apply to that rate. Add the same jurisdiction in the next row and click in the "Date From" and "Date To" fields and use the drop down arrows to select the appropriate periods the second rate applies to. Enter the total miles, taxable miles and tax paid gallons purchased that apply to that rate.

Surtax Jurisdiction Note:
For each surtax jurisdiction, two rows with operations need to be reported. In the first row, enter the surtax jurisdiction, click in the surtax field box, and then only enter the total miles and taxable miles for the period. Add the surtax jurisdiction in the next row. Do not click in the surtax field box, and enter the total miles, taxable miles and tax paid gallons purchased for the period.

													Filter	
	Jurisdiction	Fuel Type	Date From	Date To	Surtax	Total Miles	Taxable Miles	Taxable Gallons Consumed	Tax Paid Gallons Purchased	Net Taxable Gallons	Tax Rate	Tax Due	Interest	Total Due
	WA	Diesel	01-Jul-2018	30-Sep-2018	<input type="checkbox"/>	1,756	195	32	295	(263)	0.4940	(129.92)	0.00	(129.92)
	OR	Diesel	01-Jul-2018	30-Sep-2018	<input type="checkbox"/>	200	200	33	0	33	0.00000	0.00	0.00	0.00
2 Rows														
						Total	1,956	395	65	295	(230)	-129.92	0.00	-129.92

Save and Finish Later
Save and Continue
Cancel
Back
Next

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After making necessary changes, click **Next**.

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WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Information 2. Operations 3. Mileage Summary 4. Jurisdictions and Mileage 5. Summary

Home **Summary**

Total Miles	1,956	Tax Due	0.00
Total Gallons	323	Credit	-129.92
Average Miles Per Gallon	6.06	IFTA Interest	0.00
		Penalty	0.00
		Sales Tax	56.67
		WA Interest	0.00
		Total Due	-73.25

Save and Finish Later Save and Continue Cancel Back Next

Navigation
My Accounts
IFTA
» IFTA Tax Return
TAP Help
TAP How-To Videos
TAP Frequently Asked Questions

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The **Total Due** shown here may have updated based on changes made on previous screens.

Important: All information in the tax return is subject to review and may require corrections that could adjust the Total Due Amount appearing when filed. If changes are made you will be notified by phone, email, or mail. You are able to view changes to the tax return by viewing the return in TAP.

Reminder: The amount owed or refunded is based on the amended return that updates overnight. All IFTA tax returns must be **filed** and **paid**, (if applicable) by 5:30 p.m. on the last business day of the month following the filing period to avoid penalty and interest.

Click **Next**.

Based on the **Total Due**, make your refund options or payment options.

Once return is completed, click **Submit** and **confirm** to send request.

This concludes our instructions. Thank you.

If you need further assistance, contact MCS 360-664-1858 or MotorCarrierServices@dol.wa.gov.

Click the link for **Additional [TAP instructions](#)**.

Option B – Withdraw

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WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off **Request Information** [Withdraw](#) [Change](#) [Print](#)

Home
Back
View Support ID

Navigation
My Accounts
IFTA
» IFTA Tax Return

TAP Help
TAP How-To Videos
TAP Frequently Asked Questions

Status : Pending Submitted : 28-Oct-2018 15:59:54
Logon : Testing#ifta Created : 28-Oct-2018 15:47:06
Federal Employer ID : 92-2222222
Name : IFTA TEST ACCOUNT LLC
IFTA : 0079000
Period : 30-Sep-2018
Total Due : \$ -24.70
Received : 28-Oct-2018

If you would like to change your request click the Change button above.
If you want to cancel your request click the Withdraw button above.

1. Information
Information
IFTA Tax Return

- Use this service to file your original IFTA return.
- You will receive a confirmation code upon successful submission of your return. Keep this code with your tax records.
- DO NOT mail your return after you complete your online filing. Doing so can cause processing delays.

Once your return has been processed you can amend it by viewing the return and clicking the change button at the top right of the screen.

When to Submit This Request **What You'll Need**

- Online filing is available for Washington carriers.
- Your jurisdiction and mileage details.

[Back](#) [Next](#)

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Click **Withdraw** and **confirm**.

Reminder: You are required to file tax returns for all periods.

This concludes our instructions. Thank you.

If you need further assistance, contact MCS 360-664-1858 or MotorCarrierServices@dol.wa.gov.

Click the link for **Additional [TAP instructions](#)**.