

Filing IFTA Tax 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 with an existing IFTA account filing an original quarterly tax return via TAP.

For instructions on “How to Change or Withdraw IFTA Tax Returns in TAP”, click hyperlink to return to the [TAP instructions](#) on the DOL website.

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 file 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](#).

The screenshot displays the Taxpayer Access Point (TAP) interface for the Washington State Department of Licensing. The header includes the TAP logo and the text "Prorate and Fuel Tax Services" and "WASHINGTON STATE DEPARTMENT OF LICENSING". The main content area is divided into several sections:

- Menu:** Includes "Log Off", "Home", "Back", and "View Support ID".
- Navigation:** Includes "» My Accounts" and "TAP Help".
- TAP Help:** Includes "TAP How-To Videos" and "TAP Frequently Asked Questions".
- Account Information:** Shows "IFTA TEST ACCOUNT LLC" with "Federal Employer ID 92-2222222" and "My Balance \$0.00".
- Names And Addresses:** A section for managing account names and addresses.
- I Want To...:** Includes links for "View Profile", "Make a Payment", and "Register a New Account".
- My Accounts:** A table listing the user's accounts. The "Account ID" column is circled in red, and a red arrow points to the value "0079000".


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

Footer: [dol.wa.gov](#) | [Contact Us](#) | [About Us](#) | [Survey](#) | [More About TAP](#) | Copyright © 2015

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

T
A
P

Prorate and Fuel Tax Services



WASHINGTON STATE DEPARTMENT OF LICENSING

Menu [Log Off](#)

[Home](#)

[Back](#)

[View Support ID](#)

Navigation

[My Accounts](#)

[» IFTA](#)

TAP Help

[TAP How-To Videos](#)

[TAP Frequently Asked Questions](#)

IFTA

Federal Employer ID 92-2222222

Quarterly 0079000

My Balance \$0.00

Pending \$0.00

Payment Source [Setup](#)

Names And Addresses

DBA Name [Add](#)

Physical Address [Add](#)

Mailing Address [Add](#)

I Want To...

[View Accounts](#)

[View Profile](#)

[Request Good Standing Letter](#)

[Register a New Account](#)

[Renew or Request License & Decal](#)

[Close Account](#)

Periods | [History](#) | [Activity](#) | [Messages⁰](#) | [Letters¹](#)

[Attention Needed¹](#) | [All Periods](#)

Periods Requiring Attention [Filter](#)

Period	Return Status		Tax	Penalty	Interest	Credits	Balance	Messages
30-Sep-2018	Generated	File Now	0.00	0.00	0.00	0.00	0.00	File Now

[dol.wa.gov](#) | [Contact Us](#) | [About Us](#) | [Survey](#) | [More About TAP](#) | Copyright © 2015

Note: During the 4th quarter period of each year, click Return List and then File Now.


Click **File Now** hyperlink.

The next screen, not shown here is the information screen. After reviewing, click **Next**.

T
A
P

axpayer
Access
Point

Prorate and Fuel Tax Services



WASHINGTON STATE DEPARTMENT OF
LICENSING

Menu

[Log Off](#)

1. Information
2. Operations

Home

Back

View Support ID

Operations

Return Received Date		28-Oct-2018
Filing Period		30-Sep-2018
Did you have any operations during this filing period?	<input type="button" value="No"/>	<input type="button" value="Yes"/>

Navigation

Save and Finish Later

Save and Continue

Cancel

Back

Next

My Accounts

IFTA

» IFTA Tax Return

TAP Help

TAP How-To Videos

TAP Frequently Asked Questions

[dol.wa.gov](#) | [Contact Us](#) | [About Us](#) | [Survey](#) | [More About TAP](#) | Copyright © 2015

Return Received Date and **Filing Period** will autofill.

To report mileage and fuel for this filing period, click **Yes**, then click **Next**.

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

Menu [Log Off](#)

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

Mileage Summary

[Home](#)

[Back](#)

[View Support ID](#)

WLS

RunDate: 05-Dec-2018

Navigation

[My Accounts](#)

[IFTA](#)

[» IFTA Tax Return](#)

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	1,756	323	5.44
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	1,756	323	5.44

[Save and Finish Later](#)

[Save and Continue](#)

[Cancel](#)

[Back](#)

[Next](#)

Enter **Total Miles**, by fuel type traveled for all jurisdictions including non-taxable jurisdictions.

Enter **Total Gallons** by fuel type for the total fuel purchased.

Average MPG will auto calculate.

Click **Next**.

Taxpayer Access Point Prorate and Fuel Tax Services
 WASHINGTON STATE DEPARTMENT OF LICENSING

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

Jurisdictions and Mileage

Home
 Back
 View Support ID

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

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.

Jurisdiction and Mileage Information

Show Errors 1 - 2 of 2														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	2 Diesel	01-Jul-2018	30-Sep-2018	<input type="checkbox"/>	1,332	1,332	245	295	(50)	0.4940	(24.70)	0.00	(24.70)	
OR	2 Diesel	01-Jul-2018	30-Sep-2018	<input type="checkbox"/>	424	424	78	0	78	0.0000	0.00	0.00	0.00	
Total					1,756	1,756	323	295	28		-24.70	0.00	-24.70	

Save and Finish Later Save and Continue Cancel Back Next

dol.wa.gov | Contact Us | About Us | Survey | More About TAP | Copyright © 2015

Note: Use tab key on your keyboard to move through the data fields. If reporting Split Rate or Surtax Jurisdictions, please refer to instructions displayed and circled above.

- **Jurisdiction:** WA will default as the first entry.
- **Fuel Type:** Enter fuel type consumed.
- **Surtax field:** If the jurisdiction entered has a surtax the system will require that you check the box and enter data according to the instructions provided at the top of the screen.
- **Total Miles:** Enter total miles for each jurisdiction traveled. This field will remain in error until the total for all jurisdictions entered equals the total miles entered on the previous screen.
- **Taxable Miles:** Will autofill based on Total Miles entered. If exemptions apply, such as Forest Roads, enter those miles. To review [Exemptions](#) listed for each jurisdiction, click hyperlink which will take you to IFTA, Inc. Any sales tax owed due to an exemption, will populate in the Sales Tax field on the next screen.
- **Tax Paid Gallons Purchased:** Is based on maintained fuel receipts.
- **Grayed fields** will auto calculate, including Interest, if applicable.

Note: Interest, if applicable, will auto calculate.

After entering WA data for all fuel types, continue entering data for all other **Jurisdictions** traveled including non-taxable. Use the drop down menu or enter the two letter abbreviation for each Jurisdiction.

To remove a complete line, click the **X** located next to Jurisdiction.

Review the information entered for accuracy before clicking **Next**.

Taxpayer Access Point Prorate and Fuel Tax Services
WASHINGTON STATE DEPARTMENT OF LICENSING

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

Home **Summary**

Back	Total Miles	1,756	Tax Due	0.00
View Support ID	Total Gallons	323	Credit	-24.70
	Average Miles Per Gallon	5.44	IFTA Interest	0.00
			Penalty	0.00
			Sales Tax	0.00
			WA Interest	0.00
			Total Due	-24.70

Navigation: My Accounts, IFTA, » IFTA Tax Return

TAP Help: TAP How-To Videos, TAP Frequently Asked Questions

Buttons: Save and Finish Later, Save and Continue, Cancel, Back, Next

Footer: dol.wa.gov | [Contact Us](#) | [About Us](#) | [Survey](#) | [More About TAP](#) | Copyright © 2015

Note: In the example above, the Total Due -24.70 indicates a refund amount of 24.70. The credit indicator, - or (), does not appear for an amount due.

The **Total Due** shown here is based on the information entered on the previous screens and any other adjustments that applied to the return.

Important: All information in the tax return is subject to review and may require corrections that could adjust the Total Due amount 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: 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**.

Pages **8** and **9** are instructions for **Refund Options**.

For [amounts due](#), and paying before you log out, click hyperlink.

Refund Option – Using a Paper Check

The screenshot shows the Taxpayer Access Point (TAP) interface for the Washington State Department of Licensing. The page title is "Prorate and Fuel Tax Services". The breadcrumb trail is: 1. Information > 2. Operations > 3. Mileage Summary > 4. Jurisdictions and Mileage > 5. Summary > 6. Refund Options. The "Refund Options" step is circled in red. Below the breadcrumb trail, there is a question: "How would you like to receive your refund?" with two radio buttons: "Electronically" and "Paper Check". The "Paper Check" option is selected. Below the question, there are five buttons: "Save and Finish Later", "Save and Continue", "Cancel", "Back", and "Next". The "Next" button is highlighted in blue. On the left side, there is a navigation menu with sections: "Menu", "Navigation", and "TAP Help". The footer contains links: dol.wa.gov, [Contact Us](#), [About Us](#), [Survey](#), [More About TAP](#), and Copyright © 2015.

If choosing to receive refund by **Paper Check**, no banking information is required, click **Next**.

The screenshot shows the Taxpayer Access Point (TAP) interface for the Washington State Department of Licensing. The page title is "Prorate and Fuel Tax Services". The breadcrumb trail is: 1. Information > 2. Operations > 3. Mileage Summary > 4. Jurisdictions and Mileage > 5. Summary > 6. Refund Options > 7. Complete. The "Complete" step is circled in red. Below the breadcrumb trail, there is a message: "You have completed your return. Click Submit to send in your request." Below the message, there are five buttons: "Save and Finish Later", "Save and Continue", "Cancel", "Back", and "Submit". The "Submit" button is highlighted in blue. On the left side, there is a navigation menu with sections: "Menu", "Navigation", and "TAP Help". The footer contains links: dol.wa.gov, [Contact Us](#), [About Us](#), [Survey](#), [More About TAP](#), and Copyright © 2015.

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

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

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

Refund Option – Using Electronic Refund

If choosing to receive your refund **Electronically**, enter your banking information.

- **Bank Account Type**, from the drop down menu select, *Checking or Savings*.

- **Routing Number**, enter your 9 digit routing number for your banking institution.
- **Account Number**, enter your bank account number.
- **Account Number Confirm**, reenter your bank account number to confirm.

*To save this banking information as default, click box. If you choose not to save your banking information as default, you will have to re-enter it each time. Detailed instructions to Save or Reset Default banking information can be found on **Page 13** of [How to Make a TAP payment for IFTA and IRP](#).*

You have completed your return, click **Submit** and **confirm**.

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

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

Instructions for Amount Due

Taxpayer
Access
Point

Prorate and Fuel Tax Services
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	1,756	Tax Due	71.63
Total Gallons	323	Credit	0.00
Average Miles Per Gallon	5.44	IFTA Interest	0.00
		Penalty	0.00
		Sales Tax	0.00
		WA Interest	0.00
		Total Due	71.63

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

[dol.wa.gov](#) | [Contact Us](#) | [About Us](#) | [Survey](#) | [More About TAP](#) | Copyright © 2015

Click **Next**.

Taxpayer
Access
Point

Prorate and Fuel Tax Services
WASHINGTON STATE DEPARTMENT OF
LICENSING

Menu Log Off 1. Information > 2. Operations > 3. Mileage Summary > 4. Jurisdictions and Mileage > 5. Summary > 6. Complete >

Home **Complete**

You have completed your return. Click Submit to send in your request.

Save and Finish Later Save and Continue Cancel Back Submit

Navigation

My Accounts

IFTA

>> IFTA Tax Return

TAP Help

TAP How-To Videos

TAP Frequently Asked Questions

[dol.wa.gov](#) | [Contact Us](#) | [About Us](#) | [Survey](#) | [More About TAP](#) | Copyright © 2015

Click **Submit** and **confirm**.

Taxpayer Access Point Prorate and Fuel Tax Services
WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off Your request has been submitted.
Your confirmation number is 1-448-542-208.
If you submit a Return after 5:30pm PST, it may not post to your account until the following day.
If you make a Payment after 5:30pm PST, it may not post to your account until the following day.
A copy of this confirmation message has been sent to your email address. To ensure your emails from Washington State Department of Licensing are received, please set your email filter to allow messages from dol.wa.gov.

Home
Back
View Support ID

Navigation
My Accounts
IFTA
IFTA Tax Return
» Request

TAP Help
TAP How-To Videos
TAP Frequently Asked Questions

Pay OK Print

Tell us how we're doing

Us | Survey | More About TAP | Copyright © 2015

Click the **Pay** hyperlink, an electronic check will appear to enter your banking information.

Taxpayer Access Point Prorate and Fuel Tax Services
WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off Submit Cancel

Payment Type: Return/Decal Payment Amount intended to pay off a return or decal request that has been filed
Please note: if you do not pay the full amount owed, you are still liable for all outstanding debt.

IFTA TEST ACCOUNT LLC
IFTA 0079000 Payment Date: 28-Oct-2018

PAY TO THE ORDER OF: Washington State Department of Licensing 71.63

MEMO: September 2018

Bank Account Type: Required Routing Number: Required Account Number: Required Account Number Confirm: Required

Foreign Bank Save as default for IFTA 0079000

Choose Payment Source
 New payment source

Submit Cancel

Us | Survey | More About TAP | Copyright © 2015

Payment Type, Date and Amount will autofill. Please complete required fields below:

- **Bank Account Type**, from the drop down menu select, *Checking or Savings*.

The image shows a payment form with the following fields and labels:

- Your Name** and **Your Address** (top left)
- 1001** (top right)
- DATE** (middle top)
- INVOICED TO THE ORDER OF** (middle left)
- \$** (middle right)
- DOLLARS** (middle right)
- Your Bank Name** (bottom left)
- MENNO** (bottom left)
- 123456789** (bottom left, labeled as 9 Digit Routing Number)
- 0000987654321** (bottom left, labeled as Your Account Number)
- 1001** (bottom right, labeled as Check Number)

- **Routing Number**, enter your 9 digit routing number for your banking institution.
- **Account Number**, enter your bank account number.
- **Account Number Confirm**, reenter your bank account number to confirm.

*To save this banking information as default, click hyperlink. If you choose not to save your banking information as default, you will have to re-enter it each time. Detailed instructions to Save or Reset Default banking information can be found on **Page 13** of [How to Make a TAP payment for IFTA and IRP](#).*

Click **Submit**. Re-enter your **TAP Password** and click **Ok** to complete your payment request.

***Note:** Once submitted, you will see a payment request screen which includes a confirmation number. The web profile email contact on file for this account will receive a confirmation email. Please allow at least two business days for staff to review and process your 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](#)**.