

## New Fuel Tax Accounts with TAP Access

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 new Fuel Tax customers (**Supplier, Distributor, Blender, Aircraft Distributor, Terminal Operator, Fuel Carrier**) who do not have an account and would like to apply in TAP. If you already have accounts but have never filed via TAP, contact the [Fuel Tax staff](#).*

***Note:** Fuel Carrier Registrations are only for persons or entities who haul, deliver, or transport fuel within Washington and interstate for others or via rail tank car. If you are only hauling your own fuel, you are not required to register as a Fuel Carrier.*

### New Fuel Tax Account

The [Fuel Tax Compliance Manual](#) provides information to include definitions, tax return information, supporting document instructions, due dates to report and payment options.

### Documents/Information needed

- ✓ Unified Business ID (UBI) number for Washington State
- ✓ Business type:
  - Corporation
  - General Partnership
  - Limited Liability Company
  - Limited Liability Partnership
  - Limited Partnership
  - Nonprofit Corporation
  - Sole Proprietorship

**Important:** Your company registration type must match the business structure you registered with the Washington State Department of Revenue also Secretary of State Office if appropriate.

- ✓ FEIN or SSN, depending on the type of account.
- ✓ Notarized [Power of Attorney form](#). If registering for someone else, an electronic copy must be uploaded.
- ✓ For importing or exporting fuel attach whichever applies or both:
  - Copy of the license from other jurisdiction.
  - Declaration signed stating that the jurisdiction does not require a license if applicable.
- ✓ Bond required for Supplier, Distributor, Blender, and Aircraft Distributor.
- ✓ IRS Form 637 required for Supplier, Aircraft Distributor, Blender and Terminal Operator.

## Instructions to apply for new Fuel Tax Accounts with TAP Access

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**A**ccess  
**P**oint

Prorate and Fuel Tax Services  
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**LICENSING**

### IFTA / Prorate (IRP) / Fuel Tax / Unlicensed Refund Application

If you already have an active IFTA, Fuel Tax, or Dyed Diesel License, Prorate (IRP) registration, or Unlicensed Refund with the Washington State Department of Licensing and you do not have a username to access your account, click the "Create a new username" button.

[Create a new username](#)

If you do not have an active IFTA, Fuel Tax, or Dyed Diesel License, Prorate (IRP) registration, or Unlicensed Refund account with the Washington State Department of Licensing, click the "Apply for a new account" button.

[Apply for a new account](#)

If you are trying to pay a Dyed Diesel Violation or an Unlicensed Fuel Tax Violation click the "Pay an assessment" button.

[Pay an assessment](#)

[Check the status of your application](#)

### Already registered?

Username  Required

Password  Required

Authentication Code

[Login](#)

[I forgot my username](#)  
[I forgot my password](#)  
[Find more information on TAP](#)

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To apply as a new customer and set up your online account, click the **Apply for a new account** button.

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**Menu** 1. Registration Options

Home **Registration Options**

Back Select the account type you are trying to register below.  
If you need to register multiple accounts choose only one type now. You can add additional accounts once you can log in.

View Support ID

**Navigation**

Logon

» Register a New Taxpayer

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**IFTA or IRP**

Check here if you are trying to register for IFTA or IRP  
For fuel tax refunds for IFTA Power Take Off (PTO) credits, see "Unlicensed Fuel Tax Refunds" below.

**Fuel Tax Account(s)**

Check here if you are a business registering for Fuel Tax account(s)  
 Check here if you are a government entity registering for Fuel Tax account(s)

**Unlicensed Fuel Tax Refund(s)**

Check here if you are a business or a trust registering to claim Fuel Tax Refunds  
 Check here if you are a government registering to claim Fuel Tax Refunds  
 Check here if you are an individual registering to claim Fuel Tax Refunds

**Dyed Diesel Account**

Check here if you want to register for a Dyed Diesel account

**Service Agent**

Check here if you are a service agent looking to register to manage another taxpayer's accounts online

You must select a registration option from the list above.

Required

Save and Finish Later Save and Continue Cancel Back Next

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*Note: For this example, a Business registering for a Fuel Tax Supplier account was selected. Additional or slightly different screens will appear if registering a government entity or different fuel types.*

From **Registration Options**, select **Business** or **Government Entity** registering type that applies.

Click **Next**.

**Review** the **Information screen** (not shown here) before clicking **Next**.

Menu

1. Registration Options > 2. Instructions > 3. On Behalf Of

**On Behalf Of**

Home

Are you completing this request on behalf of someone else? Yes No

Back

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>> Register a New  
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Add

If you are completing this request on **your own behalf**, select **No**, click **Next** and continue on [Page 6](#).

If you are completing this request for someone else, select **Yes**, then enter:

- **Your Name,**
- **Your Email,** and
- **Your Phone Number**

A **Power of Attorney (POA)** must be added. Follow the steps below:

- Click **Add Attachment** hyperlink.

- For Type, select **“Power of Attorney”** from the drop down menu.
- Enter the **Description** of the document (example **POA**).
- Click **Choose File**, locate document on your computer to upload and click **Open**.

Click **Save**.

Once the Power of Attorney document has been added, it will display under Attachments.

*Note: If you attached a document in error, click **Remove** and confirm.*

Click **Next**.

*Note: Your company registration type must match the business structure you registered with the Washington State Department of Revenue, also Secretary of State Office if appropriate.*

Select **Business** registration type that applies:

- Corporation
- General Partnership
- Limited Liability Company
- Limited Liability Partnership
- Limited Partnership
- Nonprofit Corporation
- Sole Proprietorship

*Note: The system will populate the definition of the business type you selected.*

Click **Next**.

Select **Government Entity** registration type that applies:

- County Agency
- Federal Agency
- Municipality
- State Agency

Click **Next**.

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1. Registration Options 2. Instructions 3. On Behalf Of 4. Taxpayer Sub Type 5. Names and Identifications

**Names and Identifications**

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» Register a New Taxpayer

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**Attachments** Add

**What are your business names?**

Legal Name  ?

DBA  ?

**What are your business identifications?**

ID  ?

UBI  ?  My business is located outside the state of Washington and does not have a UBI. This is only for service agents or fuel brokers that do not have physical business activity in Washington.

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*Note: Depending on the business structure type you selected, you will see slightly different fields displayed on your screen.*

Enter the following:

- **Legal Name** (Entity Name or Trust Name)
  - **First Name, MI, Last Name, DBA** for Sole Proprietor
- **DBA** (Doing business as or Trade name, if applicable)
- **ID** (enter FEIN or TIN)
  - **SSN** (Sole Proprietor without FEIN)
- **UBI** (Unified Business Identification number for Washington State)

Click **Next**.

Enter your physical address information:

- **Street**
- **Unit Type**
- **Unit #**
- **City**
- **State**
- **Zip**
- **County**

Click **Verify Address** hyperlink.

***Note:** The **Verified** address hyperlink will compare the address you entered with the USPS database. If the address cannot be verified, but is close to a USPS address, you will have the option to select “As Entered” or “Verified”. It will notify you if the address could not be verified and ask if you want to use it anyway. Depending on your selection, the hyperlink changes to **Verified** or **Overridden**.*

If your **mailing address** is different from your physical address, click **Yes**. Additional address fields will open for completion.

If your **records** are **located** at an address different than your physical address, click **Yes**. Additional address fields will open for completion.

Click **Next**.



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 [3. On Behalf Of](#) > 
 [4. Taxpayer Sub Type](#) > 
 [5. Names and Identifications](#) > 
 [6. Addresses](#) > 
 [7. Account Selection](#)

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» Register a New Taxpayer

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TAP Frequently Asked Questions

Account Selection

Register a new Supplier Fuel Tax account?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Register a new Distributor Fuel Tax account?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Register a new Blender Fuel Tax account?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Register a new Aircraft Distributor Fuel Tax account?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Register a new Terminal Operator account?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Register a new Carrier Fuel Tax account?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	

Save and Finish Later

Save and Continue

Cancel

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Next

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*Note: If applicable, more than one fuel type may be selected. For this example we selected a new Supplier Fuel Tax account for a corporation.*

For **Account Selection**, select **Yes** for appropriate fuel type accounts.

*Note: The system default is **No**. You must change it to **Yes** for the account type you are registering. If the default is not changed, you will not be prompted to provide the necessary information to set up a Fuel Tax account and your application may be rejected by the Fuel Tax staff.*

Click **Next**.

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1 of 8 | 4. Taxpayer Sub Type | 5. Names and Identifications | 6. Addresses | 7. Account Selection | 8. Fuel Tax Information

**Fuel Tax Information**

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Registration will be effective: 01-Aug-2018

**Supplier Fuel Tax Information**

If you plan to import or export fuel, use the table to the right to list all licenses you have in every jurisdiction in which you operate.

Do you plan to import or export fuel? Yes No **Required**

**Other Jurisdiction Licenses (Supplier)**

Jurisdiction	License

In order to qualify for a Fuel Supplier license, you must be registered with the Internal Revenue Service to engage in federally tax-exempt transactions within the bulk transfer-terminal system. Attach a copy of IRS form 637 and attach a copy of your jurisdictional license.

By selecting the following button, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

[Add Attachment](#)

**Attachments**

Type	Filename	Size	Description

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For **Fuel Tax Information** enter the following:

Registration effective date, choose the **month** that applies (current month or following month).

Do you plan to **import** or **export fuel**, select **Yes** or **No** according to your business needs.

- If **Yes**, enter all jurisdictions and license numbers.

*Note: If the jurisdiction you listed does not require a license, a signed Statement of Explanation from the jurisdiction is required. For this circumstance: enter the Jurisdiction name, enter zeros for License number. When attaching letter, choose Other Jurisdiction Licenses for Type and attach statement.*

**Add Attachments** as applicable, one at a time.

- **Attach** licenses from each jurisdiction listed.
- **Attach** IRS Form 637 for Supplier, Blender, and Terminal Fuel Operator accounts.

*Note: Repeat until all attachments are added, changing the Type and Description as appropriate. To remove a file if necessary, click **Remove** and confirm.*

**Review** and click the **certify** box to continue.

Click **Next**.

**Taxpayer Access Point** Prorate and Fuel Tax Services  
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5. Names and Identifications > 6. Addresses > 7. Account Selection > 8. Fuel Tax Information > **9. Applicant Employment History**

**Applicant Employment History**

Home

Back Provide the employment history of the applicant and partner, officer, or director. A maximum of three partners or officers is sufficient.

View Support ID

Officer or owner Name  Date of birth  (Area code) Home telephone number

Job Title  Supervisor

Add/Edit Address

Logon

» Register a New Taxpayer

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**Criminal History**

Has the applicant, partner, officer, or director been convicted of a crime or suffered a civil judgment directly related to the distribution and sale of fuel within the last 10 years?  Yes  No

**Employment History**

From	To	Name of Company	Job Title	Supervisor	Edit Address

At least one employment history record is required.

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Fill out the following information for an **owner, partner, officer, or director**:

**Applicant Employment History:**

- **Officer or Owner Name**
- **Date of Birth**
- **Home telephone number**
- **Job Title**
- **Name of Supervisor**
- **Add/Edit Address** Provide officer or owner home address

**Criminal History:**

- **Yes or No**

**Employment History** for the last ten years:

- **From** mm/dd/yyyy
- **To** mm/dd/yyyy
- **Name of Company**
- **Job Title**
- **Supervisor** First and Last name of supervisor
- **Edit Address** Address of employment

Click **Next**.

**Taxpayer Access Point** Prorate and Fuel Tax Services  
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6. Addresses > 7. Account Selection > 8. Fuel Tax Information > 9. Applicant Employment History > 10. Bond Information

**Bond Information**

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**Bond Requirement**

Net Motor/Special Gallons  x 3 = 0 x 0.494 = 5,000.00 Required Motor/Special Bond Amount  
 Net Aircraft Gallons  x  = 0 x 0.110 = 0.00 Required Aircraft Bond Amount

**Bonds**

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount

If you choose to submit a cash bond, you may pay via Electronic Funds Transfer payment. For EFT payment instructions please call (360) 664-1852. If you choose to pay via check or money order, you must mail your payment to:  
 Department of Licensing  
 Fuel Tax Services  
 P.O. Box 3777  
 Seattle WA 98124-3777

Your application will not be approved until your cash bond is received.  
 If you are covered by a surety bond or Certificate of Deposit, you must attach a copy

Motor/Special Bond Total   
 Aircraft Bond Total

[Add Attachment](#)

**Attachments**

Type	Filename	Size	Description	
	Fed. Excise Tax Reg (Form 637).pdf	243	IRS	<a href="#">Remove</a>
	Other Jurisdiction Licent fuel license.pdf	243	California	<a href="#">Remove</a>

2 Rows

[Save and Finish Later](#) [Save and Continue](#) [Cancel](#) [Back](#) [Next](#)

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Enter the following for **Bond Information** depending on license type selected

**Bond Requirements:**

- **Monthly** Net Motor/Special Fuel Gallons (System will calculate minimum bond amount)
- **Monthly** Net Aircraft Gallons

**Bonds:**

- **Fuel Type** select from the drop down menu
- **Bond Company** name of bond company
- **Bond type** select from the drop down menu
- **Bond Number** listed on bond
- **Effective Date** bond coverage must start on or before account effective date
- **Bond Amount** enter to amount of your bond

**Add Attachment** as applicable.

- Bond Types **Certificate of Deposit**, or **Original Surety Tax** require a copy be attached.

Click **Next**.

Enter the following **Logon Information**:

- Create a **Username** for yourself
- Create a **Password** that is easy to remember and **Confirm Password**
- Select a **Secret Question** from the drop down menu, then enter your **Secret Answer**

*Note: Each person should have their own login with unique username and password. Your password and secret answer are not known to the Fuel Tax staff.*

Enter the following **Contact Information**:

- **Name** of the contact person for business
- **Email** address for the contact person and **reenter** to **Confirm Email**
- **Contact Phone**

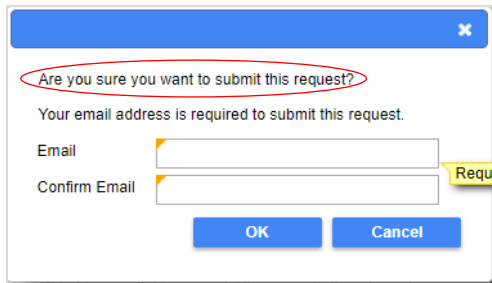
For **Authentication contact information**:

- Select **Email**, **Text**, or **Text/Email**, and enter required information. Authentication information will be used to receive your authentication code necessary each time when logging into TAP.

Click **Next**.

*Note: The next screen, which is not shown, is the **Review** Screen. If changes are needed, return to the section by using the blue numbered tabs at the top of the screen or use the **Back** button located at the bottom of the screen.*

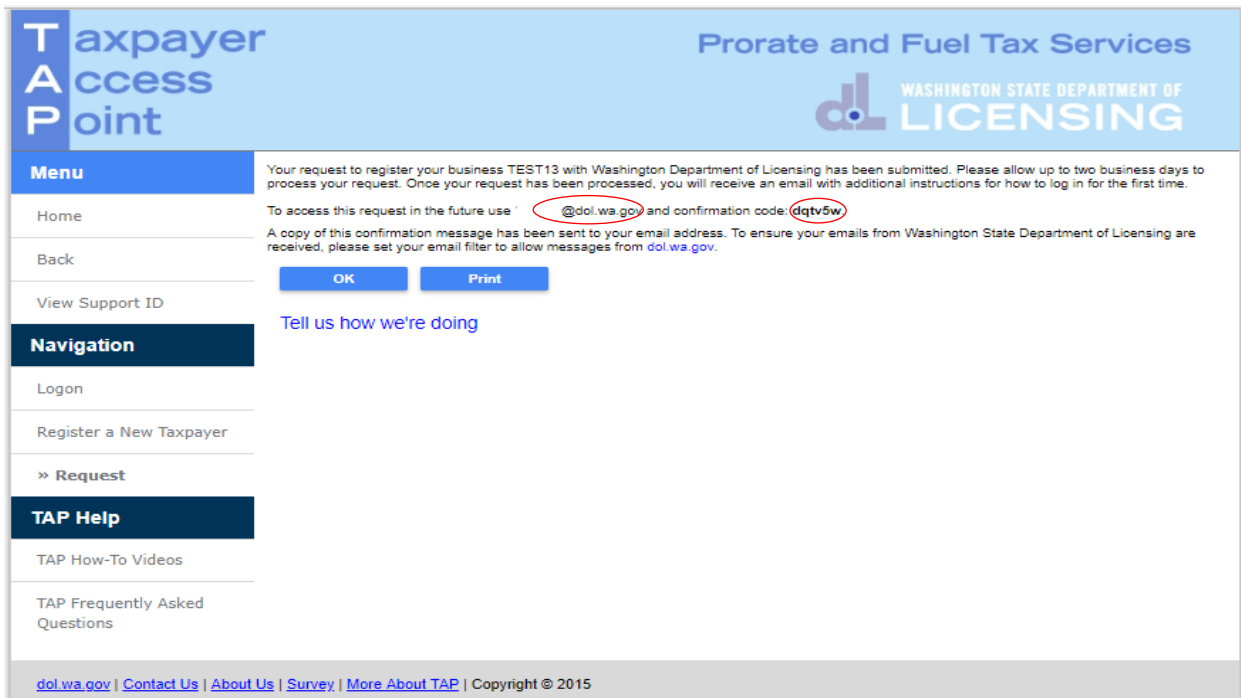
Once you have verified the information is correct, click **Submit**.



A confirmation dialog box with a blue header and a close button (X). The text inside reads: "Are you sure you want to submit this request?" followed by "Your email address is required to submit this request." Below this are two input fields labeled "Email" and "Confirm Email". A yellow tooltip with the word "Required" points to the "Confirm Email" field. At the bottom are "OK" and "Cancel" buttons.

You are required to **enter** and **confirm** your **Email** address to complete your submission. The email address will be used to send the confirmation code and message for this specific TAP request.

Click **OK**.



The screenshot shows the "Taxpayer Access Point" interface for "Prorate and Fuel Tax Services" from the "WASHINGTON STATE DEPARTMENT OF LICENSING". The main content area displays a confirmation message: "Your request to register your business TEST13 with Washington Department of Licensing has been submitted. Please allow up to two business days to process your request. Once your request has been processed, you will receive an email with additional instructions for how to log in for the first time. To access this request in the future use @dol.wa.gov and confirmation code: dqtv5w". Below the message are "OK" and "Print" buttons. A sidebar on the left contains a "Menu" with links for Home, Back, and View Support ID, and a "Navigation" section with links for Logon, Register a New Taxpayer, and a "Request" link. A "TAP Help" section includes links for TAP How-To Videos and TAP Frequently Asked Questions. The footer contains links for dol.wa.gov, Contact Us, About Us, Survey, More About TAP, and Copyright © 2015.

*Note: Once your request is processed you will receive an email with a hyperlink to TAP to log in for the first time.*

This concludes our instructions. Thank you.

If you need further assistance, contact the Fuel Tax staff 360-664-1852 email [FuelTax@dol.wa.gov](mailto:FuelTax@dol.wa.gov).