

Print IRP Invoices

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 IRP customers who would like to view or print their invoice.

Invoice Process

Once submitted, allow at least two business days for Motor Carrier Services (MCS) staff to process your request and for the payments to post to your account. You may be contacted for missing or inaccurate information. Credentials will be sent via USPS mail once your request is approved and your payment has posted.

Instructions to Print Invoices

Log into Taxpayer Access Point (TAP).

Note: For more information 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".
- TAP Help:** Includes "TAP How-To Videos" and "TAP Frequently Asked Questions".
- Account Information:** Shows "IRP TEST" with details like Federal Employer ID (11-1111111), My Balance (\$3,249.41), Legal Name (IRP TEST), Physical Address (1661 ANTHEM LN SW TUMWATER WA), and Mailing Address (Add).
- My Accounts Table:** A table with columns: Account Id, Account Type, Name, Frequency, Address, Balance, and Status. It lists two accounts: 0022307-0101 (IRP Fleet, IRP TEST, Prorate Fisc, 1661 ANTHEM LN SW TUMW//, 3,249.41, Active) and 0022307 (IFTA, IRP TEST, Quarterly, 1661 ANTHEM LN SW TUMW//, 0.00, Active). A red circle highlights the "Account Id" header, and a red arrow points to the "0022307-0101" link.

At the bottom, there are links for "dol.wa.gov", "Contact Us", "About Us", "Survey", "More About TAP", and "Copyright © 2015".

Under **Account Id**, select your **IRP Fleet Account** hyperlink.

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

Menu Log Off

IRP TEST
 Federal Employer ID 11-1111111
 My Balance **\$3,249.41**

Names And Addresses
 Legal Name IRP TEST
 Physical Address 1661 ANTHEM LN SW TUMWATER WA
 Mailing Address Add

I Want To...
 View Profile
 Make a Payment
 Register a New Account

Home
 Back
 View Support ID

Navigation
 » My Accounts

TAP Help
 TAP How-To Videos
 TAP Frequently Asked Questions

Letters (circled in red)

Sent	Read	Letter Id	Type	Account Id	Account Type	Filing Period	Requested
04-Oct-2017	<input type="checkbox"/>	L1942093824 (red arrow)	IRP Invoice	0022307-0101	IRP Fleet	31-Dec-2018	04-Oct-2017

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From the **Letters** tab, click on the **Letter ID** hyperlink to view or print your invoice.

This concludes our instructions. Thank you.

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

The Invoice will process overnight and will be available to view or print the following day.

Reminder: Allow at least two business days for MCS staff to review and process your request. **Payments** may take two business days to post to your account. Credentials will not be mailed until your request is approved and your payment has posted.

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