WASHINGTON STATE DEPARTMENT OF

How to Set Up a New IFTA and/or IRP Account in TAP

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.

These instructions are for new IFTA and/or Prorate (IRP) customers who do not have an account and would like to register in TAP.

New Account Process

Once submitted, please allow at least two business days for Motor Carrier Services Staff to review and process your request.

IFTA account users will not be able to submit a request for a license and decals until your new account application has been approved by the Motor Carrier Services (IFTA/IRP) Staff.

IRP account users will not be able to submit a request to add vehicles to a fleet until your new account application has been approved by the Motor Carrier Services (IFTA/IRP) Staff.

Documents/Information needed

- ✓ Unified Business ID number for Washington State (UBI)
- ✓ US Department of Transportation number (USDOT#), your own or the company you lease to.
- ✓ Business type:
 - Corporation
 - o General Partnership
 - Limited Liability Company
 - Limited Liability Partnership
 - Limited Partnership
 - Nonprofit Corporation
 - Sole Proprietorship
- ✓ FEIN or SSN (Depending on the type of account)
- ✓ Proof of Residency documents (IRP only)
- ✓ Notarized Power of Attorney form (If registering for someone else, an electronic copy must be uploaded.)

Important: When creating an IFTA and/or IRP account your business name and/or entity type must all match. (*Example: If your registered business name with Dept. of Revenue is SW Towing LLC, your name with the IRS, Secretary of State, and vehicle titling would all state SW Towing LLC.)*

- Department of Revenue
- Secretary of State, if applicable
- Federal Motor Carrier Safety Administration (FMCSA)/USDOT, if applicable
- FEIN (IRS), if applicable
- Proof of Residency documents (IRP only)
- Vehicle titling documents (IRP only)

Instructions to set up a new account

T axpayer A ccess P oint	Prorate and Fuel Tax Services WASHINGTON STATE DEPARTMENT OF LICENSING
IFTA / Prorate (IRP) / Fuel Tax / Unlicensed Refund Application If you already have an active Prorate and Fuel Tax account with the Washington State Department of Licensing, click the "Create a new username" button. Create a new username If you do not have an active IFTA, Prorate (IRP), Fuel Tax, or Unlicensed Refund account with the Washington State Department of Licensing, click the "Set up a new online IFTA, Prorate (IRP), Fuel Tax, and/or Unlicensed Refund 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 username I forgot my password Find more information on TAP Tell us how we're doing
dol.wa.gov Contact Us About Us Survey More About TAP Copyright @ 2015	

To register as a new customer and set up your online account, click the **Set up a new online IFTA**, **Prorate (IRP), Fuel Tax, and/or Unlicensed Refund Account** button.

T axpayer A ccess P oint	Prorate and Fuel Tax Services
Menu	1. Registration Options
Home	Registration Options
	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	IFTA or IRP
Navigation	 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.
Logon	Fuel Tax Account(s)
» Register a New	Check here if you are a business registering for Fuel Tax account(s)
Taxpayer	Check here if you are a government entity registering for Fuel Tax account(s)
TAP Help	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 gavement registering to claim Fuel Tax Refunds
TAP How-To Videos	Check here if you are an individual registering to claim Fuel Tax Refunds
TAP Frequently Asked Questions	Dyed Diesel Account
Attachmente del	Check here if you want to register for a Dyed Diesel account
Attachiments Aud	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.
	Save and Finish Later Save and Continue Cancel Back Next

From Registration Options, select IFTA or IRP.

T axpayer A ccess P oint	f Pr	Torate and Fuel Tax Services WASHINGTON STATE DEPARTMENT OF LICENSING
Menu Home Back View Support ID Navigation Logon	1. Registration Options 2. Instructions Instructions Instructions Purpose Set this service to register a business and create an online profile with the you gain access to all of the online services we provide. • Manage your IFTA and/or IRP account(s) and customer account p • File and pay IFTA Returns and IRP Registrations online. • View and print IRP information and temporary authority, IFTA tax • Purchase IFTA decals. After you register your new business and you want to allow multiple users on "View Profile" and then click on "Add an Additional Username."	e Washington State Department of Licensing. By creating an online profile, profile information. returns, account balances, and correspondence related to your account to access your account, login to your account. Under the "I Want To" click
» Register a New Taxpayer Attachments Add	When to Submit This Request If you don't already have a Prorate and Fuel Tax customer account with the Washington State Department of Licensing and are logging into Taxpayer Access Point (TAP) for the first time. 	What You'll Need • Your business name. • Unified Business Identifier (UBI), Federal Employer Identification Number (FEIN), or Social Security Number (SSN). • Your physical and mailing addresses. • Business specific information necessary to set up your customer profile and account(s). • US Department of Transportation (USDOT) Number, if you have one.
doi.wa.qoy Contact Us About	Save and Finish Later Save and Continue Cancel Us Survey More About TAP Copyright © 2015 Copyright © 2015	Back Next

Completely read this **Instructions** screen, then click **Next**.

T axpaye A ccess P oint	Prorate and Fuel Tax Services
Menu	1. Registration Options 2. Instructions 3. On Behalf Of
Home	On Behalf Of
Back	Are you completing this request on behalf of someone else? Yes No
View Support ID	Save and Finish Later Save and Continue Cancel Back Next
Navigation	\sim
Logon	
» Register a New Taxpayer	
TAP Help	
TAP How-To Videos	
TAP Frequently Asked Questions	
Attachments Add	
	Is Survey More About TAP Copyright © 2015

If you are completing this request on your own behalf, select **No**. Click **Next**, and continue on Page 7.

T axpaye A ccess P oint	Prorate and Fuel Tax Services
Menu	1. Registration Options 2. Instructions 3. On Behalf Of
Home	On Behalf Of
Back	Are you completing this request on behalf of someone else? Yes No
View Support ID	Your Name Required If you wish to perform business actions on benait or someone eise, you wish to perform business actions on benait or someone eise, you wish the order action benait or someone eise, you wish the order action benait or someone eise, you wish the order action benait or someone eise, you wish to perform business actions on benait or someone eise, you wish to perform business actions on benait or someone eise, you wish to perform business actions on benait or someone eise, you wish to perform business actions on benait or someone eise, you wish to perform business actions on benait or someone eise, you wish to perform business actions on benait or someone eise, you wish to perform business actions on benait or someone eise, you wish to perform business actions on benait or someone eise, you wish to perform business actions on benait or someone eise, you wish to perform business actions on benait or someone eise, you wish to perform business actions on benait or someone eise, you wish to perform business actions on benait or someone eise, you wish to perform business actions on benait or someone eise, you wish to perform business actions on benait or someone eise, you wish to perform business actions on benait or someone eise, you wish to perform business actions on benait or someone eise, you wish to perform business actions on benait or someone eise, you wish to benait or someone eise, you wish to benait or someone eise, with the attachments panel to be eise actions on the attachments panel to be eise actinge
Navigation	Your Phone Number Required Add Attachment
Logon	The contact information above should be <u>your</u> contact information. You will be asked to provide contact information for the entity you wish to register later. This information cannot match yours.
» Register a New Taxpayer	http://www.dol.wa.gow/forms/441021.pdf
TAP Help	Save and Finish Later Save and Continue Cancel Back Next
TAP How-To Videos	
TAP Frequently Asked Questions	
Attachments Add	
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If you are completing this request for someone else, select **Yes**, and enter *your*:

- Name,
- Email,
- Phone Number.

A Power of Attorney (POA) must be added, follow the steps below:

• Click Add Attachment hyperlink.

Select a file to atta	ach	×
Type Description Choose File	Power of Attorney	Re
	Save	ancel

- 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 open.

Click Save.



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

Note: If you attached an incorrect document in error and need to remove it, click on the X to the right of the attached file, this will prompt you to remove the attachment. Power Of Attorney must be attached before you can move on.

T axpayer A ccess P oint	Prorate and Fuel Tax Services WASHINGTON STATE DEPARTMENT OF LICENSING
Menu	1. Registration Options 2. Instructions 3. On Behalf Of 4. Taxpayer Sub Type
Home	Taxpayer Sub Type
Back	My company is registered as a Corporation General Partnership Limited Liability Company Limited Liability Partnership Limited Partnership Nonprofit Corporation Sole Proprietorship
View Support ID	Select a taxpayer type to see a description below.
Navigation	
Logon	
» Register a New Taxpayer	Save and Finish Later Save and Continue Cancel Back Next
TAP Help	
TAP How-To Videos	
TAP Frequently Asked Questions	
Attachments Add	
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Note: Your company registration type must match the business structure you registered with the Washington State Department of Revenue and/or the Secretary of State Office.

Under My company is registered as a...select the business type your company is registration as:

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

The system will populate the definition of the business taxpayer type you selected.

T axpayer A ccess P oint				Prorate and	Fuel Tax Se washington state depa LICENS	rvices RTMENT OF
Menu	1. Registration Optic	ns 💦 2. Instruction	1s 3. O	n Behalf Of 💫 4. Taxpayer Sub Type	5. Names and Identification	ns
Home	Names and Id	entifications				
nome	What is your name a	and your business'	name? 🗲			
Back		First		M.I. Last		
View Support ID	Name DBA	First Name		M. I. Last Name		
Navigation	What are your busir	ess identifications	?			
Logon	If your business does	s not have an FEIN yo	u can use yo	ur SSN instead.		
>> Degister > Nou	ID	##-###################################	0			
Taxpayer	SSN	***-**-#####				
TAP Help	UBI	####_####_#####		My business is located outside the state This is only for service agents or fuel bro activity in Washington.	of Washington and does not ha kers that do not have physical l	ve a UBI. business
TAP How-To Videos	Does your business	have a US Departmer	t of Transpor	rtation (USDOT) number?		
		Yes No				
TAP Frequently Asked Questions	USDOT	######################################				
Attachments Add	Save and Finish L	ater Save and	Continue	Cancel	Back	Next

Note: Depending on the business structure type you selected, you will see slightly different fields displayed on your screen. (This example is for a Sole Proprietorship)

What is your name and your business name, enter the following:

- Name (First, M.I., and Last), and
- **DBA** (Doing Business As or Trade name, if applicable).

What are your business identifications, enter the following:

- FEIN in ID field or your Social Security number in the SSN field,
- UBI (Unified Business Identification number for Washington State).

US Department of Transportation (USDOT) number:

- If your business has an USDOT#, select Yes and enter your USDOT number, or
- If you do not have one, select **No**.

T axpayer A ccess P oint	^		Prora	te and Fu	uel Tax Se Hington state der ICENS	ervices Partment of BING
Menu	stration Options 2. Instru	uctions 3. On Behalf C	f 🔰 4. Taxpayer Sub) Type 🔰 5. Names	and Identifications	6. Addresses
Home	Addresses					
Back	What is your physical address of the second street	ess?			0	
View Support ID	Street				Required	
Navigation	WA - WASHINGTON	Zip	City	-		
Logon	USA		-	Verify Address		
» Register a New Taxpayer	Is your mailing address differ Are your records located at a	rent from your physical addr an address different than yo	ess? ur physical address?	Yes No Yes No		
TAP Help	Save and Finish Later	Save and Continue	Cancel		Back	Next
TAP How-To Videos						
TAP Frequently Asked Questions						X
Attachments Add						
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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 location** is at an address that is different than your physical address, click **Yes**. Additional address fields will open for completion.

T axpayer A ccess P oint	Prorate and Fuel Tax	Services DEPARTMENT OF ISING
Menu Home	Instructions 3. On Behalf Of 4. Taxpayer Sub Type 5. Names and Identifications 8. Addresses Account Selection Register a new IFTA account? Yes No	7. Account Selection
Back View Support ID Navigation	Register a new Prorate (IRP) account? Yes No Save and Finish Later Save and Continue Cancel Back	Next
Logon » Register a New Taxpayer		
TAP Help		
TAP Frequently Asked Questions Attachments Add		
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For Account Selection, register a new IFTA and/or new Prorate (IRP) account, select Yes for the account(s) you would like to register.

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 an IFTA or IRP account and your application may be rejected by the Prorate staff.

In this example, we selected **Yes** for both IFTA and IRP.

T axpayer A ccess P oint	. Pr	Forate and Fuel Tax Services
Menu	alf Of 🔰 4. Taxpayer Sub Type 🔰 5. Names and Identifications	6. Addresses 7. Account Selection 8. IFTA Information
Home	JFTA Information	
Back	IFTA Account Information The information below is related to your IFTA account. Please verify the	information is correct before continuing.
View Support ID	Enter the USDOT number for the carrier responsible for safety:	1111111
Navigation	Select one other jurisdiction you will be operating in: Registration will be effective:	Required Required Required
Logon	Bulk Fuel	Jurisdictions Filter
» Register a New Taxpayer	Do you maintain bulk storage? Yes No If Yes, list the jurisdiction they are located in using the table to the right.	Junsuicium
TAP Help	Note: The base jurisdiction may withhold any refunds if you are revoked to comply with IFTA provisions shall be grounds for revocation in all mer	d or delinquent on payment of fuel taxes to any member jurisdiction. Failure mber states.
TAP How-To Videos	By checking this box I certify under penalty of perjury under the law	ws of the state of Washington that the forgoing is true and correct.
TAP Frequently Asked Questions	Save and Finish Later Save and Continue Cancel	Back Next
Attachments Add		
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For IFTA Account Information, enter the following:

- Enter the **USDOT number** for the carrier responsible for safety. It can be your own USDOT# or that of the company you lease to for safety.
- Select one other **jurisdiction** you will be operating in (*not Washington*) by clicking the drop down menu.
- **Registration** will be effective: choose the *quarter* that applies.

Bulk Fuel:

• Do you maintain a bulk storage? If **Yes**, you will be prompted to add *jurisdiction(s)*.

You are required to **check the box** certifying all information is true and correct to continue.

T axpayer A ccess P oint	Prorate and Fuel Tax Services
Menu	Sub Type 5. Names and Identifications 6. Addresses 7. Account Selection 8. IFTA Information 9. IRP Information
Home	RP Information
	► IRP Fleet Information
Back	Please enter the following information about your IRP fleet. For fields that are already populated, please verify the information is correct before continuing.
View Support ID	What type of carrier are you? Required
Navigation	Registration Effective Month Required
Logon	Are you a registrant-only fleet (no Yes USDOT)?
» Register a New	Proof of Residency and Established Place of Business
Taxpayer	In order to register for IRP you must submit three (3) separate documents as proof of residency or established place of business in Washington State. Click the link below or the "Add" link in the attachments panel on the left to add the required documents.
TAP Help	Accepted proof of residency or established place of business documents:
TAP How-To Videos	Federal Income Tax Return Lease or Mortgage Document Photocopy of Driver's License Telephone Bill
TAP Frequently Asked Questions	Property Tax Notification Utility Bill
Attachments Add	Add Attachment 👔
	Save and Finish Later Save and Continue Cancel Back Next

For **IRP Fleet Information**, enter the following:

- What type of carrier are you? From the drop down menu select the applicable type of carrier which will match your USDOT registration with the Department of Transportation.
- **Registration Effective Month**, choose the month that applies.
- Are you a **registrant-only fleet** (no USDOT)? Select the button that applies:
 - Yes If you are leasing to another carrier for safety.
 - No If you are using your own USDOT#.

Proof of Residency and Established Place of Business, 3 documents proving residency in WA are required.

• Click Add Attachment hyperlink, each attachment must be added one at a time.

Select a file to atta	ch 🗶	
Type Description	Proof of Residency	-
	Save Cancel	

- Select "*Proof of Residency*" from the **Type** drop down menu for each file.
- Enter the **Description** of the document, referring to the list of accepted documents.
- Click **Choose File**, locate document on your computer to upload and open.
- Click Save

Repeat the 5 steps above until all 3 files are added.

Attachments	Add
drivers license.pdf drivers license	×
telephone Bill.pdf telephone bill	×
Utility Bill.pdf utility bill	×

Note: If you attached an incorrect document in error and need to remove it, click on the X to the right of the attached file, this will prompt you to remove the attachment. Proof of residency documents must be attached before you can move on.

T axpaye A ccess P oint	r P	rorate and	Fuel Tax Services washington state department of LICENSING
Menu	Names and Identifications 6. Addresses 7. Account Selection	8. IFTA Information	9. IRP Information 10. Web Profile
Home	Web Profile		
	Logon information	Contact Information	
Васк	Username Required	Name	Required
View Support ID	Password Required	Email	Required
Navigation	Confirm Password	Confirm Email	
	Secret Question Required	Contact Phone	Required
Logon	Authentication contact information	Alternate Phone	
» Register a New Taxpayer	You may only select one form of contact: Email, Text, or Text and Email.		
TAP Help			
TAP How-To Videos	Save and Finish Later Save and Continue Cancel		Back Next
TAP Frequently Asked Questions			
Attachments Add			
drivers license.pdf X drivers license	Us Survey More About TAP Copyright © 2015		
telephone Bill.pdf X telephone bill			
Utility Bill.pdf			

Enter the following Logon Information:

- Create a **Username** for yourself,
- Create a **Password** that is easy to remember and reenter to **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 Motor Carrier Services (IRP/IFTA) Staff.

Enter the following, **Contact Information**:

- Name of the contact person for your business,
- Email address for your contact person, and Confirm Email,
- Contact Phone number.

For Authentication contact information:

• Select **Email**, **Text**, or **Text/Email**, and enter required information. (This authentication information will be used to receive your authernticiation code necessary each time when logging into TAP.)

Note: The next screen which is not shown, is the **Review Screen**. Everything you entered when setting up your account will be displayed here for your review. If corrections are needed, use the numbered tabs at the top of the screen in blue or use the **Back** key located at the bottom to make corrections.

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

Requ

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

Click OK.



Congratulations, your request to register is now submitted.

Note: After we process your request, you will receive an email with additional instructions for how to log in. You will want to have the confirmation code handy for checking on the status of your request.

This concludes our instructions. If you need further assistance, please call our Motor Carrier Services Office at 360-664-1858 or email motorcarrierservices@dol.wa.gov. Thank you.