

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.

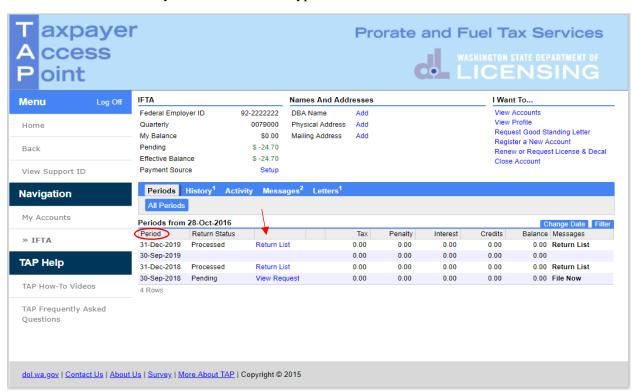
Instructions to Change or Withdraw IFTA Tax Returns

Log into Taxpayer Access Point (TAP).

Note: For more Instructions on how to log into your TAP account, see *How to log into TAP*.



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



Click **hyperlink** for the appropriate period.

To Change or Withdraw a Return

Option A – To make changes or amend a return.

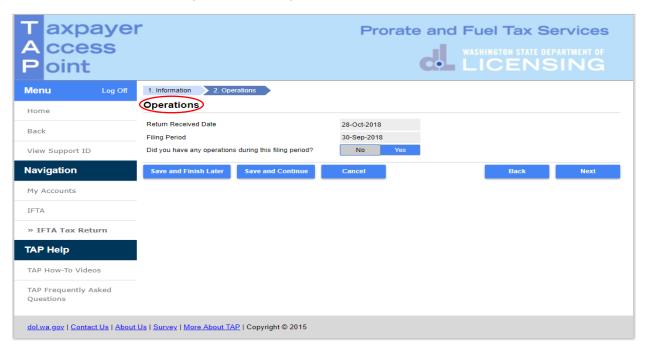
Option B – To cancel a return, use the <u>withdraw</u> button. Click hyperlink for instructions.

Option A



Click Change.

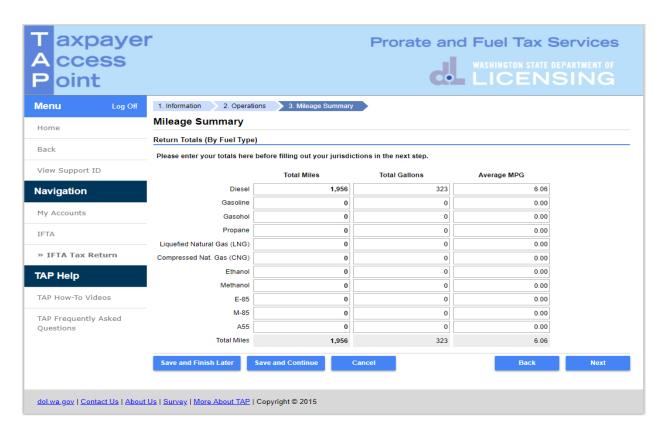
Review the information screen, not shown here, then click Next.



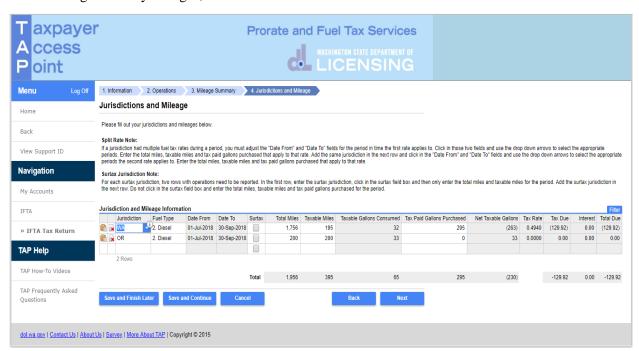
Note: The return will open allowing you to make any necessary changes for each section of the return.

When changes are completed, click Next.

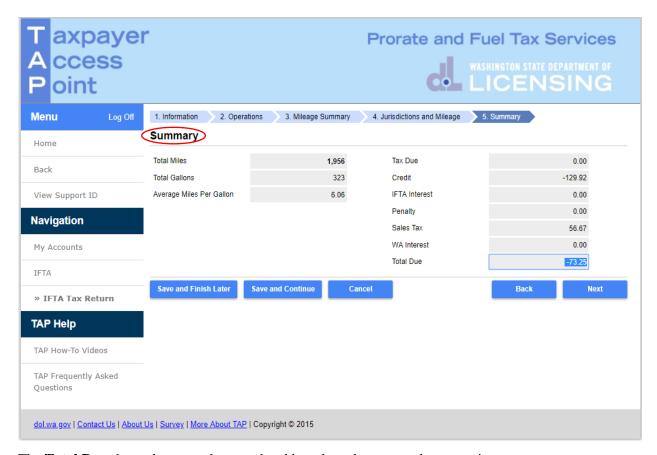
If you have **no operations** to report, select **No**, click **Next** here and on the **Summary** screen, then **Submit** and **confirm**.



After making necessary changes, click Next.



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



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



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.