

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 <u>TAP instructions</u> 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.

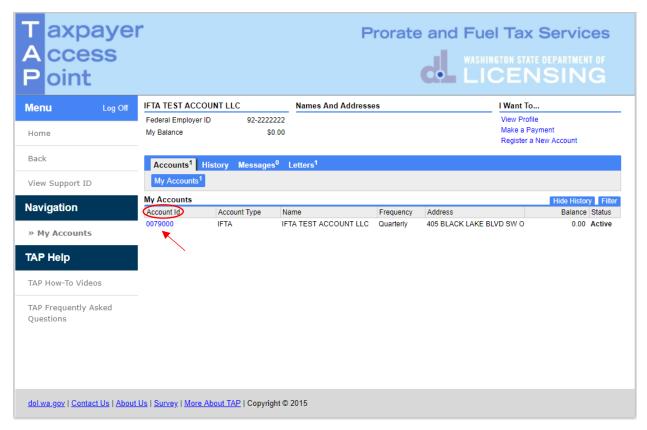
Documents/Information needed

Mileage details and fuel receipts by jurisdiction.

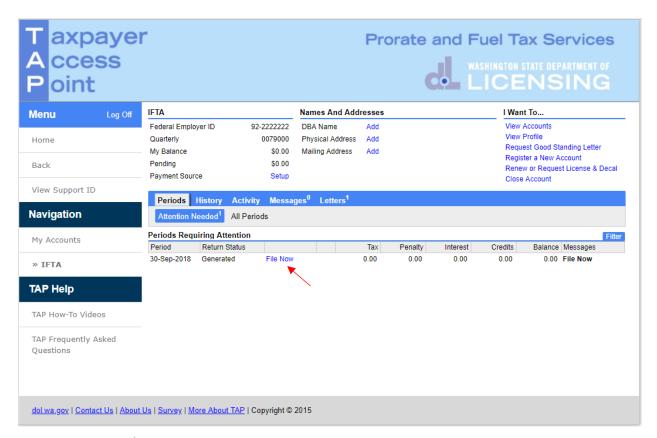
Instructions to file IFTA Tax Returns

Log into Taxpayer Access Point (TAP).

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



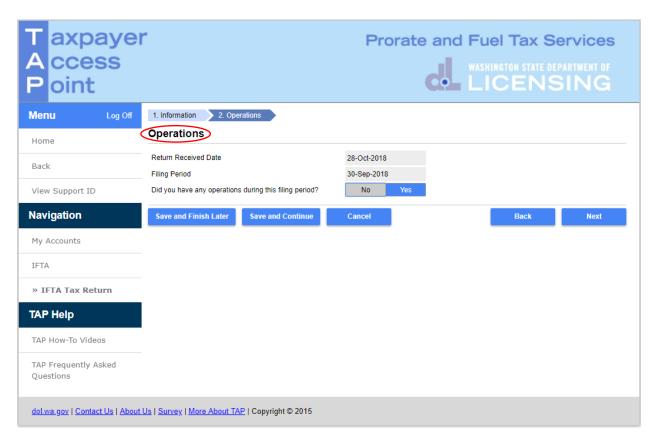
Under Account ID, select your IFTA Account hyperlink.



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

Click File Now hyperlink.

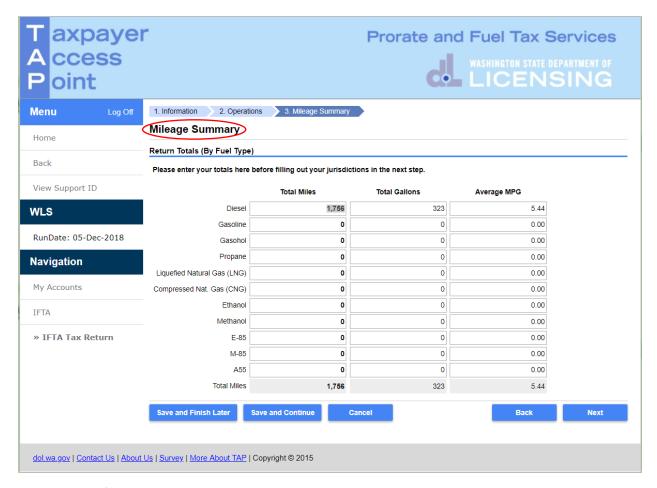
The next screen, not shown here is the information screen. After reviewing, click Next.



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**.

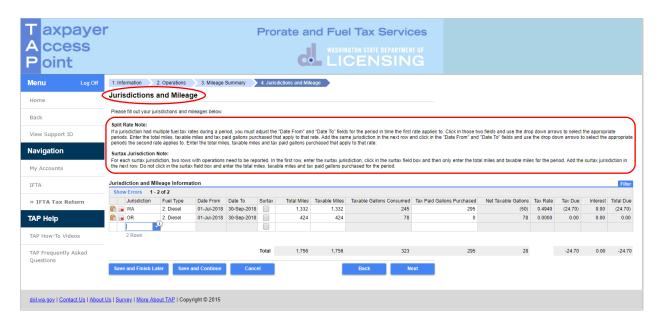


Enter **Total Miles**, by fuel type traveled for all jurisdictions including non-taxable jurisdictions.

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

Average MPG will auto calculate.

Click Next.



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.

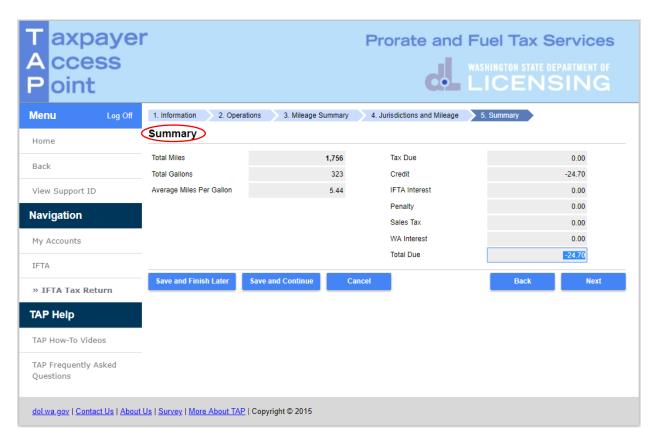
- **Jurisdiction:** WA will default as the first entry.
- **Fuel Type:** Enter fuel type consumed.
- **Surtax field:** If the jurisdiction entered has a surtax the system will require that you check the box and enter data according to the instructions provided at the top of the screen.
- **Total Miles:** 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 <u>Exemptions</u> 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.
- **Graved 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**.



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.

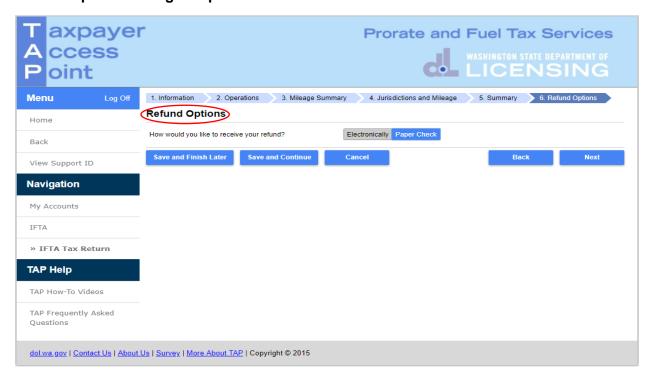
Reminder: All IFTA tax returns must be **filed** and **paid**, (if applicable) by 5:30 p.m. on the last business day of the month following the filing period to avoid penalty and interest.

Click Next.

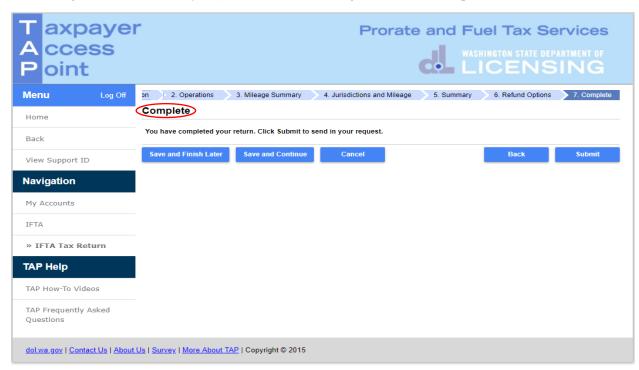
Pages 8 and 9 are instructions for Refund Options.

For amounts due, and paying before you log out, click hyperlink.

Refund Option – Using a Paper Check



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

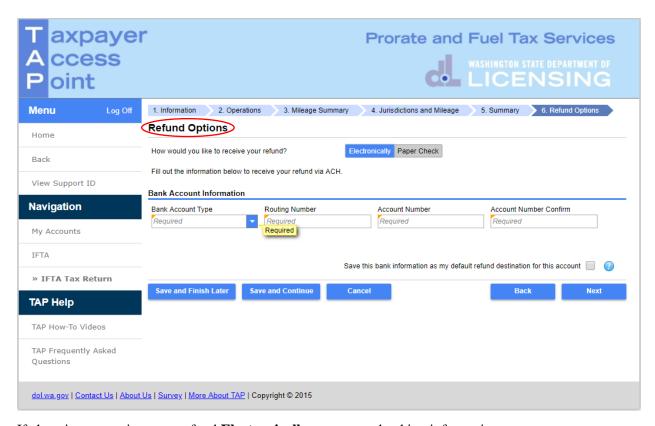


Your return is completed, click **Submit** and **confirm** to send request.

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**.

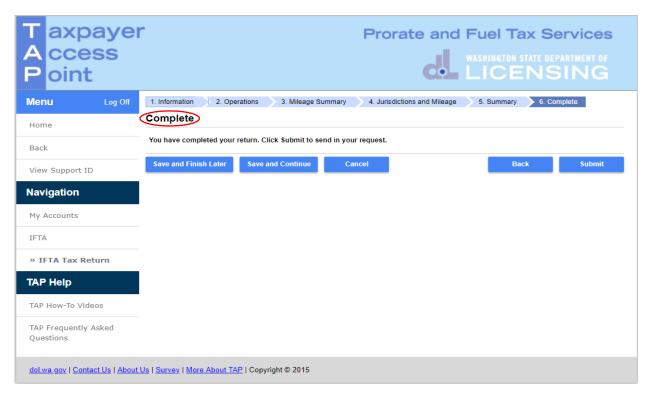
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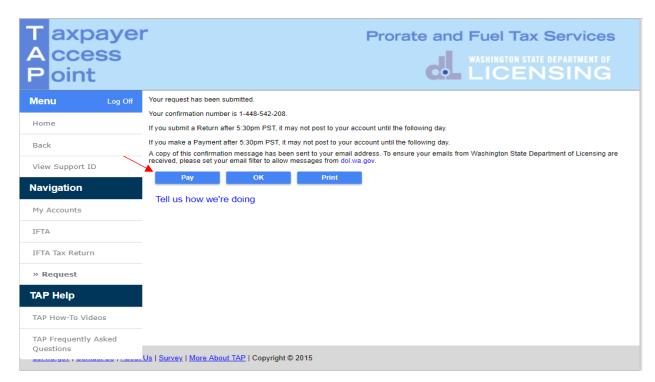
Instructions for Amount Due



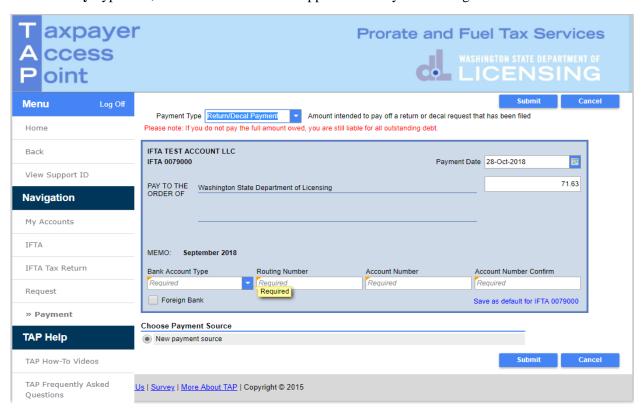
Click Next.



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



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



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

• 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 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.