

How to File an Unlicensed Refund Claim as an Individual in Taxpayer Access Point, TAP.



Welcome to the Washington State Department of Licensing Prorate and Fuel Tax Services Taxpayer Access Point (TAP). The information you will see in this tutorial is completely fictitious. It has been made up and is intended for instructional purposes only. Any resemblance to a real person or business is entirely coincidental. TAP uses pop-ups to assist in the registration process. We recommend you disable the pop-up blocker settings on your computer and allow pop-ups from the TAP website.

In this tutorial, you will learn how to file a refund claim and attach required documentation. At any time during this process you can save your work by clicking on Save and Continue or by clicking on Save and Finish Later. The Save and Finish Later option will allow you to exit TAP and return at a later time or date to complete your request.

For this tutorial, TAP was accessed by using the Internet Explorer browser. You can use other browsers (Google Chrome, Mozilla Firefox, Safari, etc.) to access TAP but there might be slight differences in how the screens display.

At the TAP home screen enter your **Username, Password** and click on **Login**.

WASHINGTON STATE DEPARTMENT OF LICENSING

IFTA / Prorate / 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 account new online

Enter your Username, Password and click on Login.

[Unlicensed Refund Account](#)

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

[Pay an assessment](#)

[Check the status of your application](#)
[Tell us how we're doing](#)

Already registered?

Username
bedrock

Password
.....

Authentication Code

[Login](#)

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

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The **Device not Recognized** dialogue box opens with a link to receive the authentication code required to login to your account. Click on **Send Authentication Email**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Logon

Device Not Recognized

The device you are logging in with is not recognized.

In order to keep your information safe, the Department of Licensing requires additional security validation the first time you log into Taxpayer Access Point. An authentication code will be sent in order to verify your identity.

We will remember your device once this process is complete.

Confirm Identification

Select a method to receive your authentication code. Authentication codes can be sent via text message or email, depending on what information is on file.

[Send Authentication Email](#) An authorization code will be emailed to: f***b@gmail.com

Why is this required?

- You are using a new device that has not logged into your account before
- You have switched browsers or deleted your cookies

Click on Send Authentication Email.

Already registered?

Username
bedrock

Password
.....

Authentication Code

[Login](#)

[I forgot my username](#)
[I forgot my password](#)
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You will receive an email with the **Authentication Code** that is required to login.

DoNotReply@dol.wa.gov
Testing: WLT Authentication Code requested for Fred Bedrock
To: Bedrock, Fred

Your authentication code is **sg4j5g** and is required for logon.
[Click to login](#)

This is the **Authentication Code** you will need to enter in the **Authentication Code** field of the login screen.

Enter the **Authentication Code** you just received, check the box next to **Save this device** and click on **Login**.

WASHINGTON STATE DEPARTMENT OF LICENSING

IFTA / Prorate / 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 prorate, IFTA, Fuel Tax, or Unlicensed Refund account with the Washington State Department of Licensing, click the "Set up a new online, Prorate, IFTA, Fuel Tax and/or Unlicensed Refund Account" button.

Set up a new online Prorate, IFTA, Fuel Tax, and/or Unlicensed Refund Account

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

Pay an assessment

[Check the status of your application](#)
[Tell us how we're doing](#)

Already registered?

Username
bedrock

Password

Authentication Code
sg4j5g

[Need an authentication code?](#)

Login

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

Save this device

Enter the **Authentication Code**, check the box next to **Save this device** and click on **Login**.

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You're now at the home screen for your account. In the **My Accounts** section, click on the blue **Account Id** for the account you are going to file a refund claim.+

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Home Back View Support ID

Navigation

» My Accounts

FRED BEDROCK

Customer 0014522 My Balance \$0.00

Names And Addresses

Legal Name FRED BEDROCK Physical Address 2424 BRISTOL CT SW OLYMPIA WA 98 Mailing Address Add

I Want To...

View Profile Make a Payment Register a New Account

Accounts¹ History Messages⁰ Letters⁰

My Accounts¹

My Accounts

Account Id	Account Type	Name	Frequency	Address	Balance	Hide History	Filter
0014522-RM	Unlicensed Refund	BETTY BEDROCK	Rfn Monthly	2424 BRISTOL CT SW OLYMP	0.00		

Click on the blue **Account Id**.

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In the **I Want To** section, click on **File a Refund Claim**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Home Back View Support ID

Navigation

» Unlicensed Refund Motor Fuel

Unlicensed Refund Motor Fuel

Customer 0014522 Refund Claimant Monthly 0014522-RM My Balance \$0.00 Pending \$0.00 Payment Source Setup

Names And Addresses

Legal Name FRED BEDROCK Physical Address 2424 BRISTOL CT SW OLYMPIA WA 98 Mailing Address Add

I Want To...

View Accounts View Profile **File a Refund Claim**

Periods History Activity Messages⁰ Letters⁰

Attention Needed³ All Periods

Periods Requiring Attention

Period	Return Status	Tax	Penalty	Interest	Credits	Balance	Messages
30-Jun-2016		0.00	0.00	0.00	0.00	0.00	File Now
31-May-2016		0.00	0.00	0.00	0.00	0.00	File Now
30-Apr-2016		0.00	0.00	0.00	0.00	0.00	File Now

3 Rows

Click on **File a Refund Claim**.

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This is the **Information** screen and it provides what you'll need in order to file the refund claim. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Information

Home Information

Back

View Support ID

Navigation

My Accounts

Unlicensed Refund Motor Fuel

» File Your MF Refund Claim

Attachments Add

File Your MF Refund Claim

Use this form to file a refund of fuel tax paid for motor fuel used in a tax-exempt manner.

When you file you must:

- File for a whole month at a time. The postmark date will determine eligibility of the claim.
- File a separate claim for each period the fuel tax rate changes or with a different state average fuel cost. This rate is usually changed in January and July each year. For current and previous rates go to: www.dol.wa.gov
- Claim at least 45 refundable gallons. Your total gallons must be rounded to the nearest whole number. Include a copy of your calculations.

When to Submit This Request

You have 13 months from the date of purchase to file a claim for a refund of the fuel tax.

What You'll Need

- tax-paid invoices or receipts for all gallons claimed in date order with the oldest on top.
- A list of the vehicles or equipment in which the fuel was used.
- Other documentation specific to the use of fuel, where applicable. (Example: Export affidavit, Power Take-off schedule, etc.)

Click on **Next**.

Save and Finish Later Save and Continue Cancel Back Next

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Click the drop down arrow in the **Enter the first month of the period you are claiming** field and select the period.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Information 2. Period Selection

Home

Back

View Support ID

Navigation

My Accounts

Unlicensed Refund Motor Fuel

» File Your MF Refund Claim

Attachments Add

Period Selection

File a separate claim for each period the fuel tax rate changes or with a different state average fuel cost. This rate is usually changed in January and July each year. For current and previous rates go to: www.dol.wa.gov

Enter the first month of the period you are claiming **Required**

Enter the last month for the period you are claiming

Rate Type Selection

Unless exempted by law, we deduct use (sales) tax from your average sales tax rate.

You may choose to compute the actual sales tax amount by completing the actual cost computation.

Do you want the state to calculate your refund using average rates? Yes No

Save and Finish Later Save and Continue Cancel Back Next

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The beginning period has been entered. Click the drop down arrow in the **Enter the last month of the period you are claiming** field and select the last month of the claim period.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Information 2. Period Selection

Home

Back

View Support ID

Navigation

My Accounts

Unlicensed Refund Motor Fuel

» File Your MF Refund Claim

Attachments Add

Period Selection

File a separate claim for each period the fuel tax rate changes or with a different state average fuel cost. This rate is usually changed in January and July each year. For current and previous rates go to: www.dol.wa.gov

Enter the first month of the period you are claiming **Required**

Enter the last month for the period you are claiming **Required**

Rate Type Selection

Unless exempted by law, we deduct use (sales) tax from your average sales tax rate.

You may choose to compute the actual sales tax amount by completing the actual cost computation.

Do you want the state to calculate your refund using average rates? Yes No

Save and Finish Later Save and Continue Cancel Back Next

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The end period of the claim has been entered. If you want Prorate and Fuel Tax Services (PRFT) to calculate and deduct the use (sales) tax from the refund by using an average fuel cost per gallon and average sales tax rate, click on **Yes**. If you want to compute the actual sales tax amount by completing the actual cost computation, click on **No**. If you select the actual sales tax calculation, you cannot change back to the average cost computation until the average cost rate is updated in January or July each year. Click on **Next**.

The screenshot shows the 'Period Selection' step of a fuel tax refund claim process on the Washington State Department of Licensing website. The page features a navigation menu on the left with options like 'Home', 'Back', and 'View Support ID'. The main content area is titled 'Period Selection' and includes a progress indicator showing '1. Information' and '2. Period Selection'. Below the title, there is a text box explaining the process: 'File a separate claim for each period the fuel tax rate changes or with a different state average fuel cost. This rate is usually changed in January and July each year. For current and previous rates go to: www.dol.wa.gov'. There are two input fields: 'Enter the first month of the period you are claiming' (set to 'April, 2016') and 'Enter the last month for the period you are claiming' (set to 'June, 2016'). A red arrow points from a text box to the 'June, 2016' field. Below this is the 'Rate Type Selection' section, which explains that unless exempted by law, use (sales) tax will be deducted from the refund. It offers two options: 'You may choose to compute the actual sales tax amount by completing the actual cost computation.' and 'Do you want the state to calculate your refund using average rates?'. The 'Yes' button is selected. At the bottom, there are buttons for 'Save and Finish Later', 'Save and Continue', 'Cancel', 'Back', and 'Next'. A red arrow points from the text box to the 'Next' button. The footer contains links for 'dol.wa.gov', 'Contact Us', 'About Us', 'Survey', 'More About TAP', and 'Copyright © 2015'.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Information 2. Period Selection

Home

Back

View Support ID

Navigation

My Accounts

Unlicensed Refund Motor Fuel

» File Your MF Refund Claim

Attachments Add

Period Selection

File a separate claim for each period the fuel tax rate changes or with a different state average fuel cost. This rate is usually changed in January and July each year. For current and previous rates go to: www.dol.wa.gov

Enter the first month of the period you are claiming April, 2016

Enter the last month for the period you are claiming June, 2016

Rate Type Selection

Unless exempted by law, we deduct use (sales) tax from your refund. We will calculate this deduction average sales tax rate.

You may choose to compute the actual sales tax amount by completing the actual cost computation.

Do you want the state to calculate your refund using average rates? Yes No

Save and Finish Later Save and Continue Cancel Back Next

The end period for the claim has been entered. Click on **Yes or **No** and click on **Next**.**

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This tutorial is a refund claim for boating. Enter the **Gallons Purchased**, the **Gains**, **Ending Inventory** and the **Total gallons used** is calculated. Enter your boat's **WN number** as it is a required field. Enter the number of gallons used for boating. The total refundable gallons and the total refundable and non-refundable gallons are calculated. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

1. Information
2. Period Selection
3. Refund Claim

Navigation

Refund Claim

Section A - Fill in the gallons purchased, gains, and inventory balance for the period. This is the total fuel used for the period.
Section B - Enter the number of gallons for each exemption that applies. For lines marked with an asterisk, a support schedule must be filled in or affidavit is required.
Section C - Enter the number of non-refundable gallons used for the period. This includes the non-refundable gallons used in licensed PTO vehicles.
Section D - This is the total of the refundable and non-refundable fuel used for the period. It should match the total fuel listed on line 5.

Attachments Add

A. Washington tax-paid gallons

1. Beginning physical inventory	0
2. Gallons purchased	171
3. Gains (non-refundable)	0
4. Ending physical inventory	0
5. Total gallons used (Add lines 1 through 3, Subtract line 4)	171

B. Refundable use of tax-paid gallons

6. Boating WN <input style="width: 80px;" type="text" value="1234PR"/>	171
7. Export*	0
8. Housing Authority	0
9. Manufacturing, clean	0
Motor fuel used in aircraft	0
10. Agriculture	0
11. Other – explain <input style="width: 100px;" type="text"/>	0
12. Sales/rental of boats/watercraft	0
13. Rental equipment	0
14. Special transportation needs	0
Unlicensed vehicles and off-road equipment:	
15. Construction	0
16. Farming	0
17. Logging	0
18. Tribal Fishing	0
19. Urban transportation	0
20. Washington power take-off*	0
21. Other – explain <input style="width: 100px;" type="text"/>	0
22. Total refundable gallons (Add lines 6 through 21)	171

C. Non-refundable use of tax-paid gallons

23. Licensed vehicles	0
24. Unaccountable gain/loss	0
25. Other – explain <input style="width: 100px;" type="text"/>	0
26. Total non-refundable gallons (Add lines 23 through 25)	0

D. Refundable and non-refundable gallons (Add lines 22 & 26, = line 5)

	171
--	-----

Save and Finish Later
Save and Continue
Cancel

Back
Next

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Click on Next.

Enter the **Gallons Purchased**, **Gains**, **Ending Inventory** and **Total Gallons Used** is calculated.

Enter your boat's **WN number** and gallons used.

Total refundable gallons are calculated.
Total refundable and non-refundable gallons are calculated.

Click on **Next**.

This is the **Invoices** screen and you are required to report your Motor Fuel Invoices. Click in the **Invoice Number** field and enter the **Invoice Number**. Click in the **Invoice Date** field and enter the **Invoice Date** or select the date from the calendar.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Information 2. Period Selection 3. Refund Claim 4. Invoices

Home

Back

View Support ID

Navigation

My Accounts

Unlicensed Refund Motor Fuel

>> File Your MF Refund Claim

Attachments Add

Invoices

Use the table to the right to report your Motor Fuel Invoices.

You must also attach a photo copy of your invoices. Use the "Add" link on the navigation panel to the left or the link below to add an attachment.

Add Attachment ? You must add 1 more attachment(s).

Save and Finish Later Save and Continue Cancel

Invoices

Invoice Number	Invoice Date	Invoice Gallons
50209009	09-Apr-2016	

Enter the Invoice Number and Invoice Date or you can select the date by using the calendar.

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Enter the **Invoice Gallons**. The **Invoice Gallons** field will be red and a message will display that the **Invoice Gallons** column must match the **Purchased Gallons** from line 2 of the claim form. Once they match, the fields will turn white and the message will disappear.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Information 2. Period Selection 3. Refund Claim 4. Invoices

Home

Back

View Support ID

Navigation

My Accounts

Unlicensed Refund Motor Fuel

>> File Your MF Refund Claim

Attachments Add

Invoices

Use the table to the right to report your Motor Fuel Invoices.

You must also attach a photo copy of your invoices. Use the "Add" link on the navigation panel to the left or the link below to add an attachment.

Add Attachment ? You must add 1 more attachment(s).

Save and Finish Later Save and Continue Cancel Back Next

Invoices

Invoice Number	Invoice Date	Invoice Gallons
50209009	09-Apr-2016	28

Enter the Invoice Gallons.

The total from this column must match gallons purchased (line 2) on your claim

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Enter the **Invoice Number**, **Invoice Date** and **Invoice Gallons** for each invoice. If you need to delete an invoice click on the red **X** next to the **Invoice Number**.

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Menu Log Off 1. Information 2. Period Selection 3. Refund Claim 4. Invoices

Home Invoices

Use the table to the right to report your Motor Fuel Invoices.

You must also attach a photo copy of your invoices. Use the "Add" link on the navigation panel to the left or the link below to add an attachment.

Invoices

Invoice Number	Invoice Date	Invoice Gallons
50209009	09-Apr-2016	28
61258743	23-Apr-2016	27
30109010	14-May-2016	30
40109025	28-May-2016	34
20102010	08-Jun-2016	31

The total from this column must match gallons purchased (line 2) on your claim

Add Attachment ? You must add 1 more attachment(s).

Save and Finish Later Save and Continue Cancel

Enter each invoice and if you need to delete an invoice click on the red X next to the Invoice Number.

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All of the invoices have been entered and they match the **Purchased Gallons** from line 2 of the claim form. The invoices must be attached to this request. Click on the **question mark button** next to **Add Attachment** and it displays information about the attachments. The attachments must be a.jpg, .jpeg, .pdf, .png, .tif or .tiff type files and cannot be larger than 10 MB. Click on **Add Attachment** or **Add** in the **Attachments** section of the navigation pane to attach the invoices.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Information 2. Period Selection 3. Ref

Home Invoices

Use the table to the right to report your Motor Fuel Invoices.

You must also attach a photo copy of your invoices. Use the "Add" link on the navigation panel to the left or the link below to add an attachment.

Invoices

Invoice Number	Invoice Date	Invoice Gallons
50209009	09-Apr-2016	28
61258743	23-Apr-2016	27
30109010	14-May-2016	30
40109025	28-May-2016	34
20102010	08-Jun-2016	31
01010	15-Jun-2016	21

The Invoice Gallons column matches the Purchased Gallons from the claim form as the fields are no longer red and no message displays.

Add Attachment ? Attachments must be .jpg, .jpeg, .pdf, .png, .tif, or .tiff type files and cannot be larger than 10 MB.

Save and Finish Later Save and Continue Cancel Back Next

Click on the question mark button and information on attachments displays. Click on Add or Add Attachment to attach the invoices.

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The **Select a file to attach** dialogue box opens. Click on the drop down arrow in the **Type** field to select **Invoice/Receipt**.

The screenshot shows the 'Invoices' section of the Washington State Department of Licensing website. A 'Select a file to attach' dialog box is open, with the 'Type' field dropdown arrow highlighted by a red arrow. A yellow 'Required' label is next to the field. A text box on the right says 'Click on the drop down arrow.'

Invoice Number	Invoice Date	Invoice Gallons
50209009	09-Apr-2016	28
61258743	23-Apr-2016	27
30109010	14-May-2016	30
40109025	28-May-2016	34
20102010	08-Jun-2016	31
10101010	15-Jun-2016	21

Select the file **Type** to be attached.

The screenshot shows the 'Invoices' section of the Washington State Department of Licensing website. A 'Select a file to attach' dialog box is open, with 'Invoice/Receipt' selected in the 'Type' dropdown menu. A red arrow points to this selection. A yellow 'Required' label is next to the field. A text box on the right says 'Select Invoice/Receipt.'

Invoice Number	Invoice Date	Invoice Gallons
50209009	09-Apr-2016	28
61258743	23-Apr-2016	27
30109010	14-May-2016	30
40109025	28-May-2016	34
20102010	08-Jun-2016	31
10101010	15-Jun-2016	21

The file **Type** has been selected and in the **Description** field enter a brief **Description** of the file to be attached. Click on the **Browse** button to find the file on the computer and attach.

The file **Type** has been selected and a **Description** entered. Click on the **Browse** button.

Invoice Number	Invoice Date	Invoice Gallons
50209009	09-Apr-2016	28
61258743	23-Apr-2016	27
30109010	14-May-2016	30
40109025	28-May-2016	34
20102010	08-Jun-2016	31
10101010	15-Jun-2016	21

Select the file being attached and click on **Save**.

The **Fuel Receipts** file selected and click on **Save**.

Invoice Number	Invoice Date	Invoice Gallons
50209009	09-Apr-2016	28
61258743	23-Apr-2016	27
30109010	14-May-2016	30
40109025	28-May-2016	34
20102010	08-Jun-2016	31
10101010	15-Jun-2016	21

The **April - June 2016 Fuel Receipts** file has been attached in the **Attachments** section of the navigation pane. If you need to remove an attachment, click on the red **X** next to the attachment. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Information 2. Period Selection 3. Refund Claim 4. Invoices

Home **Invoices**

Back Use the table to the right to report your Motor Fuel Invoices.

View Support ID You must also attach a photo copy of your invoices. Use the "Add" link on the navigation panel to the left or the link below to add an attachment.

Navigation

My Accounts Add Attachment

Unlicensed Refund Motor Fuel

» File Your MF Refund Claim

Attachments Add

April-June 2016 Fuel Receipts X
April - June 2016 Fuel Receipts

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Invoice Number	Invoice Date	Invoice Gallons
X 50209009	09-Apr-2016	28
X 61258743	23-Apr-2016	27
X 30109010	14-May-2016	30
X 40109025	28-May-2016	34
X 20102010	08-Jun-2016	31
X 10101010	15-Jun-2016	21

6 Rows

Save and Finish Later Save and Continue Cancel Back Next

The **April - June 2016 Fuel Receipts** file has been attached. If you need to remove an attachment, click on the red **X** next to the attachment. Click on **Next**.

This is the **Refund Calculations** screen and the **Total Gross Refund** amount has been calculated. This is the gross amount of your refund before sales tax is deducted. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Information 2. Period Selection 3. Refund Claim 4. Invoices 5. Refund Calculations

Home **Refund Calculations**

Back

View Support ID

Navigation

My Accounts

Unlicensed Refund Motor Fuel

» File Your MF Refund Claim

Attachments Add

April-June 2016 Fuel Receipts X
April - June 2016 Fuel Receipts

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		Sales Taxable	Sales Tax Exempt	Actual Sales Tax
Refundable Gallons		171	0.00	0.00
Avg Gallon Cost	2.83	Total Cost	483.93	
State and Federal fuel taxes	0.629	Total Fuel Tax	107.56	
		Net Cost	376.37	
WA Fuel Tax Rate	0.445	Gross Refund	76.10	0.00
		Total Gross Refund		76.10

Save and Finish Later Save and Continue Cancel Back Next

The **Total Gross Refund** amount has been calculated. Click on **Next**.

This is the **Deductions** screen. **Sales Tax** and **Coastal Protection Deductions** have been calculated and totaled. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

1. Information 2. Period Selection 3. Refund Claim 4. Invoices 5. Refund Calculations 6. Deductions

Home

Back

View Support ID

Navigation

My Accounts

Unlicensed Refund Motor Fuel

>> File Your MF Refund Claim

Attachments Add

April-June 2016 Fuel Receipts... X
April - June 2016 Fuel Receipts

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Sales Taxable		Actual Sales Tax	
Sales Tax Rate	0.0820	Sales Tax	30.86
			0.00
Coastal Protection			1.71
Aviation Gas Tax			0.00
Total Deductions			32.57

Save and Finish Later Save and Continue Cancel Back Next

Deductions have been calculated and totaled. Click on Next.

This is the **Review & Submit** screen. Your net refund is displayed. This is the amount that will be sent to you. Review to ensure it is correct. If you need to make changes, you can click on the **Screen Links** or the **Back** button to return to the applicable screen. Click on **Submit**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

1. Information 2. Period Selection 3. Refund Claim 4. Invoices 5. Refund Calculations 6. Deductions 7. Review & Submit

Home

Back

View Support ID

Navigation

My Accounts

Unlicensed Refund Motor Fuel

>> File Your MF Refund Claim

Attachments Add

April-June 2016 Fuel Receipts... X
April - June 2016 Fuel Receipts

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Date Received	01-Jul-2016	Total Gross Refund	76.10
Beginning Month	April, 2016	Total Deductions	32.57
Ending Month	June, 2016	Net Refund	43.52

Save and Finish Later Save and Continue Cancel Back Submit

Click on the Screen Link to return to a screen and make changes.

Or click on the Back button to return to the applicable screen and make changes. Click on Submit.

The confirmation dialogue box opens asking “Are you sure you want to submit this request?” Click on **Ok**.

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Information > 2. Period Selection > 3. Refund Claim > 4. Invoices > 5. Refund Calculations > 6. Deductions > 7. Review & Submit

Review & Submit

You have entered all the required information for your refund claim. If the information below is correct click submit to complete your claim.

Date Received	01-Jul-2016	Total Gross Refund	76.10
Beginning Month	April, 2016	Total Deductions	32.57
Ending Month	June, 2016	Net Refund	43.52

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

Are you sure you want to submit this request?

[OK](#) [Cancel](#)

Click on Ok.

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This is the confirmation that your request has been submitted. The confirmation message has been sent to your email address. While this request is pending, you can make changes to it. Click on **Print** if you want a copy for your records or click on **Ok** to finish. Click on **My Accounts** to return to the **My Accounts** screen.

WASHINGTON STATE DEPARTMENT OF LICENSING

Your request has been submitted.
Your confirmation number is 0-402-259-968.

A copy of this confirmation message has been sent to your email address. To ensure your emails from Washington State Department of Licensing are received, please set your email filter to allow messages from [dol.wa.gov](#).

[OK](#) [Print](#) [Survey](#)

Click on **Print** if you would like a copy for your records or click on **Ok** to finish.
Click on **My Accounts**.

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Click on the **History** tab.

WASHINGTON STATE DEPARTMENT OF LICENSING

FRED BEDROCK

Customer: 0014522 | My Balance: \$0.00

Names And Addresses: Legal Name: FRED BEDROCK | Physical Address: 2424 BRISTOL CT SW OLYMPIA WA 98 | Mailing Address: Add

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

Accounts¹ | **History¹** | Messages⁸ | Letters⁰

My Accounts¹

Account Id	Account Type	Name	Frequency	Address	Balance
0014522-RM	Unlicensed Refund	BETTY BEDROCK	Rfn Monthly	2424 BRISTOL CT SW OLYMF	0.00

» My Accounts

Click on the **History** tab.

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The **History** tab provides information on requests that are waiting to be processed and those that have been processed. While a request is still pending, it can be opened and withdrawn or changes can be made to it. The Motor Fuel refund claim is still pending. Click on the blue **Confirmation #** to open the pending refund claim.

WASHINGTON STATE DEPARTMENT OF LICENSING

FRED BEDROCK

Customer: 0014522 | My Balance: \$0.00

Names And Addresses: Legal Name: FRED BEDROCK | Physical Address: 2424 BRISTOL CT SW OLYMPIA WA 98 | Mailing Address: Add

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

Accounts¹ | **History¹** | Messages⁸ | Letters⁰

Waiting to be Processed¹ | All Requests

Requests waiting to be processed

Confirmation #	Submitted	Account Id	Account Type	Period	Title	Status	Logon
0-402-259-968	01-Jul-2016	0014522-RM	Unlicensed Refund	31-Jul-2016	Motor Fuel refund claim	Pending	

» My Accounts

Click on the **Confirmation #** to open the request.

The refund claim is **Pending**.

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This is the **Request Information** screen and it provides a summary of the request that has been submitted. You can **Withdraw** (Cancel) this request by clicking on the **Withdraw** button. If you want to make changes to this request, click on the **Change** button and then click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Request Information Withdraw Change

Status : Pending Submitted : 01-Jul-2016 10:50:21
Logon : bedrock Created : 01-Jul-2016 17:57:05
Customer : 0014522
Name : BETTY BEDROCK
Unlicensed Refund Motor Fuel : 0014522-RM
Period : 31-Jul-2016
Net Refund : \$ -43.52
Period Begin : 01-Apr-2016

If you would like to change your request click the Change button above
If you want to cancel your request click the Withdraw button above

1. Information

Information

File Your MF Refund Claim

Use this form to file a refund of fuel tax paid for motor fuel used in a tax-exempt manner.

When you file you must:

- File for a whole month at a time. The postmark date will determine eligibility of the claim.
- File a separate claim for each period the fuel tax rate changes or with a different state average fuel cost. This rate is usually changed in January and July each year. For current and previous rates go to: www.dol.wa.gov
- Claim at least 45 refundable gallons. Your total gallons must be rounded to the nearest whole number. Include a copy of your calculations.

When to Submit This Request

You have 13 months from the date of purchase to file a claim for a refund of the fuel tax.

What You'll Need

- tax-paid invoices or receipts for all gallons claimed in date order with the oldest on top.
- A list of the vehicles or equipment in which the fuel was used.
- Other documentation specific to the use of fuel, where applicable. (Example: Export affidavit, Power Take-off schedule, etc.)

Back Next

By clicking on **Change** and **Next**, the submitted request opens up at the very first screen in the sequence of creating the refund claim. Click on **Next** to go through each screen and you can make changes if needed and then resubmit the request. This is the process for how changes would be made to a submitted request that is still pending. For purposes of this tutorial, click on **Cancel**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Information

Home Information

Back

View Support ID

Navigation

My Accounts

» File Your MF Refund Claim

Attachments Add

April-June 2016 Fuel Receipts... X
April - June 2016 Fuel Receipts

File Your MF Refund Claim

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- Other documentation specific to the use of fuel, where applicable. (Example: Export affidavit, Power Take-off schedule, etc)

This is the first screen in the process of filing the refund claim. Click on **Next** to go through each screen, make changes if applicable and the resubmit the request. For purposes of this tutorial, click on **Cancel**.

Save and Finish Later Save and Continue Cancel Back Next

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The **Leave this screen** dialogue box opens, click on **Yes**.

The screenshot shows the Washington State Department of Licensing website. The main content area is titled "File Your MF Refund Claim" and includes instructions on how to file a claim. A modal dialog box titled "Leave this screen?" is overlaid on the page, asking "Any changes you have made will not be saved." and providing "Yes" and "No" buttons. A red arrow points to the "Yes" button, and a callout box with the text "Click on Yes." is positioned below the arrow. The background page includes a navigation menu, an attachments section with a file named "April-June 2016 Fuel Receipts...", and a footer with links to "dol.wa.gov" and other resources.

You are returned to the submitted **Request Information** screen. Click on **Home**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Home ←

Back

View Support ID

Navigation

My Accounts

» File Your MF Refund Claim

Attachments

[April-June 2016 Fuel Receipts...](#)
April - June 2016 Fuel Receipts

Request Information Withdraw Print

Status	: Pending	Submitted	: 01-Jul-2016 10:50:21
Logon	: bedrock	Created	: 01-Jul-2016 17:57:05
Customer	: 0014522		
Name	: BETTY BEDROCK		
Unlicensed Refund Motor Fuel:	: 0014522-RM		
Period	: 31-Jul-2016		
Net Refund	: \$ -43.52		
Period Begin	: 01-Apr-2016		

If you would like to change your request click the Change button above.
If you want to cancel your request click the Withdraw button above.

1. Information

Information

File Your MF Refund Claim

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- A list of the vehicles or equipment in which the fuel was used.
- Other documentation specific to the use of fuel, where applicable. (Example: Export affidavit, Power Take-off schedule, etc.)

Click on Home.

You are returned to the **Home** screen for your account.

The screenshot shows the user account home screen for Fred Bedrock. The page is titled 'WASHINGTON STATE DEPARTMENT OF LICENSING'. The user's name is 'FRED BEDROCK'. The page is divided into several sections: a 'Menu' on the left with options like 'Home', 'Back', and 'View Support ID'; a 'Names And Addresses' section showing legal and physical addresses; a 'My Accounts' section with a table of account details; and a 'I Want To...' section with links for 'View Profile', 'Make a Payment', and 'Register a New Account'. The footer contains links to 'dol.wa.gov', 'Contact Us', 'About Us', 'Survey', and 'More About TAP', along with a copyright notice for 2015.

FRED BEDROCK		Names And Addresses		I Want To...	
Customer	0014522	Legal Name	FRED BEDROCK	View Profile	
My Balance	\$0.00	Physical Address	2424 BRISTOL CT SW OLYMPIA WA 98	Make a Payment	
		Mailing Address	Add	Register a New Account	

My Accounts						
Account Id	Account Type	Name	Frequency	Address	Balance	Filter
0014522-RM	Unlicensed Refund	BETTY BEDROCK	Rfn Monthly	2424 BRISTOL CT SW OLYMF	0.00	

This completes the TAP how to **File an Unlicensed Refund Claim as an Individual** tutorial.