

How to Register New Fuel Tax Accounts 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.

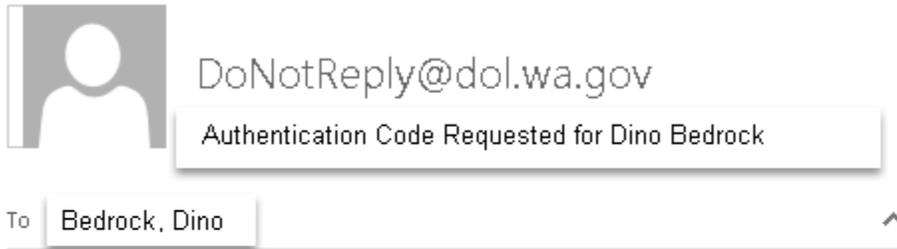
In this tutorial you will learn how to register for the new fuel tax accounts that go into effect on July 1, 2016 and provide new bonds through TAP. At any time during this process you can save your work by clicking on Save and Continue or by clicking on Save and Finish Later. The Save and Finish Later 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**.

The **Device Not Recognized** dialogue box opens. TAP has a dual layer of security by requiring a password each time you login and at times, you will also need an authentication code. You cannot use the same authentication code each time you login. Click on the **Send Authentication Email** link to receive an authentication code.

TAP will generate an authentication code and send it to your email address or by text message.



Your authentication code is **jrdc54** and is required for logon.

[Click to login](#)

Enter the **Authentication Code** and click on **Login**.

The screenshot shows the Washington State Department of Licensing login page. On the left, there are three main sections: 'IFTA / Prorate / Fuel Tax / Unlicensed Refund Application', 'Already registered?', and 'Pay an assessment'. The 'Already registered?' section contains fields for Username (bedrock), Password (masked with dots), and Authentication Code (jrdc54). A blue 'Login' button is present. Below the 'Authentication Code' field, there is a link 'Need an authentication code?' with a question mark icon. Below the 'Login' button, there are links for 'I forgot my username', 'I forgot my password', and 'Find more information on TAP'. A 'Save this device' checkbox is checked. A red box at the bottom of the page contains the text 'Enter the **Authentication Code** and click on **Login**.' with two red arrows pointing to the 'Authentication Code' field and the 'Login' button.

Logging in to TAP brings you to the home screen for your accounts. Under the **I Want To...** section, click on **Register a New Account**.

The screenshot displays the TAP interface for the Washington State Department of Licensing. The header includes the logo and 'WASHINGTON STATE DEPARTMENT OF LICENSING'. The main content area is divided into several sections:

- Menu:** Log Off, Home, Back.
- Navigation:** » My Accounts
- Account Information:** BEDROCK REFINING, Federal Employer ID: 11-1111111, My Balance: \$0.00.
- Names And Addresses:** Legal Name: BEDROCK REFINING, Physical Address: 6201 6TH AVE TACOMA WA 98406-201, Mailing Address: Add.
- I Want To...:** View Profile, Make a Payment, Register a New Account.
- My Accounts:** A table with columns: Account Id, Account Type, Name, Frequency, Address, Balance. The table is currently empty.

A red arrow points from a text box to the 'Register a New Account' link in the 'I Want To...' section.

Account Id	Account Type	Name	Frequency	Address	Balance
------------	--------------	------	-----------	---------	---------

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Click on **Register a New Account**.

This is the **Instructions** screen for registering a new account. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Instructions

Home

Back

Navigation

My Accounts

>> New Account Registration

Attachments Add

Instructions

New Account Registration

Use this process to register another account with the Washington State Department of Licensing Prorate and Fuel Tax Services.

When to Submit This Request	What You'll Need
<ul style="list-style-type: none">When selecting another account type to register.	<ul style="list-style-type: none">Business specific information necessary for the account to be added.

Click on **Next**.

Save and Finish Later Save and Continue Cancel Back Next

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This is the account selection screen and you can only select one account type at a time to register. Click on **Yes** next to the account type you want to register and click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Instructions 2. Account Selection

Account Selection

Register a new IFTA account?	Yes	No
Register a new Prorate (IRP) account?	Yes	No
Register a new Dyed Diesel account?	Yes	No
Register a new Supplier Fuel Tax account?	Yes	No
Register a new Distributor Fuel Tax account?	Yes	No
Register a new Blender Fuel Tax account?	Yes	No
Register a new Aircraft Distributor Fuel Tax account?	Yes	No
Register a new Terminal Operator account?	Yes	No
Register a new Carrier Fuel Tax account?	Yes	No
Register a new Motor Fuel Unlicensed Refund account?	Yes	No
Register a new Special Fuel Unlicensed Refund account?	Yes	No
Register a new Aircraft Unlicensed Refund account?	Yes	No

Save and Finish Later Save and Continue Cancel Back Next

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Click on the drop down arrow next to the **Registration will be effective** field and select the effective date for the new account.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Instructions 2. Account Selection 3. Fuel Tax Information

Fuel Tax Information

General Fuel Tax Information

Registration will be effective: 01-Jul-2016 X

Supplier Fuel Tax Information

If you plan to import or export fuel, use the table to licenses you have in every jurisdiction in which you Do you plan to import or export fuel?

In order to qualify for a Fuel Supplier license, you must be registered with the Internal Revenue Service to engage in federally tax-exempt transactions within the bulk transfer-terminal system. Attach a copy of IRS form 637.

By selecting the following button, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Add Attachment

Save and Finish Later Save and Continue Cancel Back Next

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If you don't plan to import or export fuel click on **No** but if you do, click on **Yes**. You are then required to list the **Jurisdiction**. In the **Jurisdiction** field enter the **Jurisdiction** or click on the drop down arrow and select the **Jurisdiction**.

Click on Yes to import or export fuel and click on the drop down arrow in the Jurisdiction field and select the Jurisdiction.

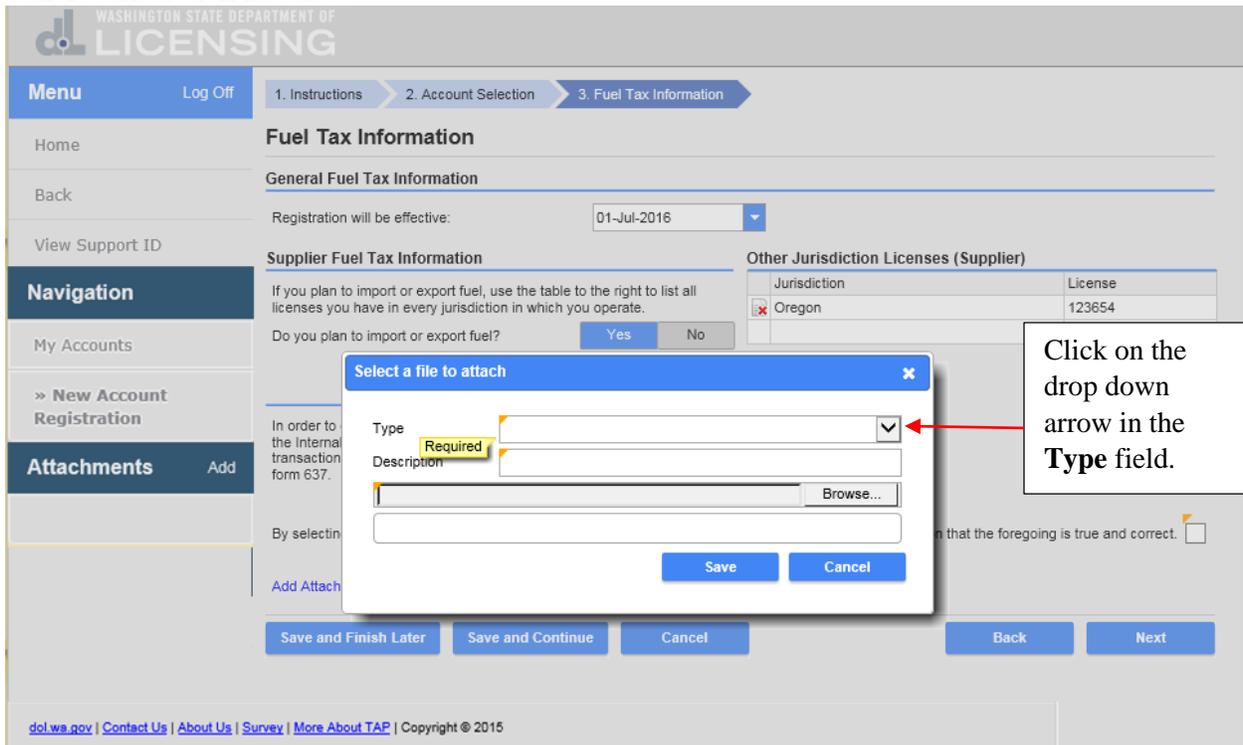
Click in the **License** field and enter the **License** number. Repeat this process for each **Jurisdiction**.

Click in the License field and enter the number.

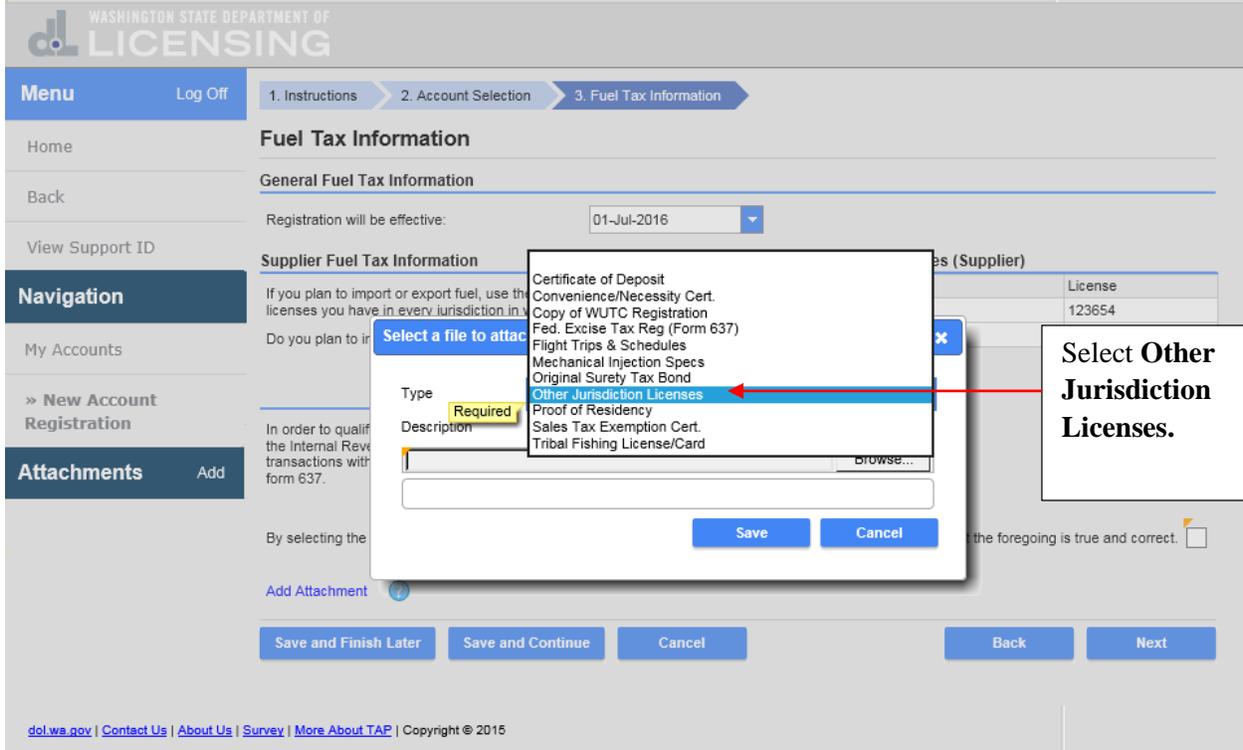
For each jurisdiction where fuel will be imported or exported, a copy of their license must be attached to this request. Click on the **question mark button** next to the **Add Attachment** link. A message will display with more information regarding the types of files that can be attached and their size. The files must be a .jpg, .jpeg, .pdf, .png, .tif, or .tiff and cannot be larger than 10 MB. In the **Attachments** section, click on **Add** or click on **Add Attachment** to add the license for each jurisdiction.

The screenshot shows the 'Fuel Tax Information' page in the Washington State Department of Licensing system. The page is divided into several sections: 'General Fuel Tax Information', 'Supplier Fuel Tax Information', and 'Other Jurisdiction Licenses (Supplier)'. The 'Supplier Fuel Tax Information' section includes a question 'Do you plan to import or export fuel?' with 'Yes' and 'No' buttons. The 'Other Jurisdiction Licenses (Supplier)' section contains a table with columns for 'Jurisdiction' and 'License', showing 'Oregon' with license number '123654'. The 'Attachments' section has an 'Add' button and an 'Add Attachment' link with a question mark icon. A tooltip is displayed over the question mark icon, stating: 'Attachments must be .jpg, .jpeg, .pdf, .png, .tif, or .tiff type files and cannot be larger than 10 MB.' Annotations with red arrows point to the 'Add Attachment' link and the tooltip. A text box above the tooltip says: 'Click on the question mark button and more information regarding the attachment is displayed.' Another text box to the left says: 'Click on Add or Add Attachment.' The page footer includes links for 'dol.wa.gov', 'Contact Us', 'About Us', 'Survey', and 'More About TAP', along with a copyright notice for 2015.

The **Select a file to attach** dialogue box opens. In the **Type** field click on the drop down arrow and select **Other Jurisdiction Licenses**.



Click on the drop down arrow in the **Type** field.



Select **Other Jurisdiction Licenses**.

In the **Description** field, enter a brief description of the file being attached. Click on the **Browse** button and select the file being attached.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Instructions 2. Account Selection 3. Fuel Tax Information

Home Fuel Tax Information

Back General Fuel Tax Information

View Support ID Registration will be effective: 01-Jul-2016

Supplier Fuel Tax Information Other Jurisdiction Licenses (Supplier)

If you plan to import or export fuel, use the table to the right to list all licenses you have in every jurisdiction in which you operate.

Jurisdiction	License
<input checked="" type="checkbox"/> Oregon	123654

Do you

Select a file to attach

Type Other Jurisdiction Licenses

Description Oregon License

Browse...

Save Cancel

Enter a brief description of the file being attached. Click on the **Browse** button.

Save and Finish Later Save and Continue Cancel Back Next

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

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Instructions 2. Account Selection 3. Fuel Tax Information

Home Fuel Tax Information

Back General Fuel Tax Information

View Support ID Registration will be effective: 01-Jul-2016

Supplier Fuel Tax Information Other Jurisdiction Licenses (Supplier)

If you plan to import or export fuel, use the table to the right to list all licenses you have in every jurisdiction in which you operate.

Jurisdiction	License
<input checked="" type="checkbox"/> Oregon	123654

Do you

Select a file to attach

Type Other Jurisdiction Licenses

Description Oregon License

H:\PRFT Project\Tap\Training\External Testing\R2\OR License.pdf Browse...

Save Cancel

The Oregon License file selected and click on **Save**.

Save and Finish Later Save and Continue Cancel Back Next

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The **Oregon License** has been attached in the **Attachments** section of the navigation pane. **For Supplier, Blender and Terminal licenses an IRS Form 637 registration must be attached.** Click on **Add** in the **Attachments** section of the navigation pane or the **Add Attachment** hyperlink to add the document.

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Menu Log Off 1. Instructions 2. Account Selection 3. Fuel Tax Information

Home Fuel Tax Information

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My Accounts

>> New Account Registration

Attachments Add

OR License.pdf X
Oregon License

Registration will be effective: 01-Jul-2016

Supplier Fuel Tax Information

If you plan to import or export fuel, use the table to the right to list all licenses you have in every jurisdiction in which you operate.

Do you plan to import or export fuel? Yes No

Other Jurisdiction Licenses (Supplier)

Jurisdiction	License
X Oregon	123854

In order to qualify for a Fuel Supplier license, you must be registered with the Internal Revenue Service to engage in federally tax-exempt transactions within the bulk transfer-terminal system. Attach a copy of IRS form 637.

By selecting the following button, I certify under penalty of perjury under the laws of the

Add Attachment

Save and Finish Later Save and Continue Cancel

BACK NEXT

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For Supplier, Blender and Terminal licenses an IRS Form 637 registration must be attached.

Click on the **Add Attachment** hyperlink or **Add** in the **Attachments** section of the

The Oregon License has been attached.

The **Select a file to attach** dialogue box opens. In the **Type** field click on the drop down arrow and select **Fed. Excise Tax Reg (Form 637)**.

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OR License.pdf Oregon License

Fuel Tax Information

General Fuel Tax Information

Registration will be effective: 01-Jul-2016

Supplier Fuel Tax Information

If you plan to import or export fuel, use the table to the right to list all licenses you have in every jurisdiction in which you operate.

Do you plan to import or export fuel? Yes No

Other Jurisdiction Licenses (Supplier)

Jurisdiction	License
Oregon	123654

In order to the Internat transaction form 637.

By selectin

Add Attach

Save and Finish Later Save and Continue Cancel Back Next

Select a file to attach

Type

Description

Browse...

Save Cancel

Required

Click on the drop down arrow in the Type field.

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OR License.pdf Oregon License

Fuel Tax Information

General Fuel Tax Information

Registration will be effective: 01-Jul-2016

Supplier Fuel Tax Information

If you plan to import or export fuel, use the table to the right to list all licenses you have in every jurisdiction in which you operate.

Do you plan to import or export fuel? Yes No

Other Jurisdiction Licenses (Supplier)

Jurisdiction	License
Oregon	123654

In order to the Internat transaction form 637.

By selectin

Add Attach

Save and Finish Later Save and Continue Cancel Back Next

Select a file to attach

Type

- Certificate of Deposit
- Convenience/Necessity Cert.
- Copy of WUTC Registration
- Fed. Excise Tax Reg (Form 637)
- Flight Trips & Schedules
- Mechanical Injection Specs
- Original Surety Tax Bond
- Other Jurisdiction Licenses
- Proof of Residence
- Sales Tax Exemption Cert.
- Tribal Fishing License/Card

Description

Browse...

Save Cancel

Required

Select Fed. Excise Tax Reg (Form 637).

In the **Description** field, enter a brief description of the file being attached. Click on the **Browse** button and select the file being attached.

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Fuel Tax Information

General Fuel Tax Information

Registration will be effective: 01-Jul-2016

Supplier Fuel Tax Information

If you plan to import or export fuel, use the table to the right to list all licenses you have in every jurisdiction in which you operate.

Do you plan to import or export fuel? Yes No

Other Jurisdiction Licenses (Supplier)

Jurisdiction	License
Oregon	123654

Select a file to attach

Type Fed. Exoise Tax Reg (Form 637)

Description IRS Form 637

Browse...

Save Cancel

Enter a brief description of the file being attached. Click on the **Browse** button.

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

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OR License.pdf Oregon License

Fuel Tax Information

General Fuel Tax Information

Registration will be effective: 01-Jul-2016

Supplier Fuel Tax Information

If you plan to import or export fuel, use the table to the right to list all licenses you have in every jurisdiction in which you operate.

Do you plan to import or export fuel? Yes No

Other Jurisdiction Licenses (Supplier)

Jurisdiction	License
Oregon	123654

Select a file to attach

Type Fed. Exoise Tax Reg (Form 637)

Description IRS Form 637

H:\PRFT Project\Tap\Training\External Testing\IR2\IRS Form 637.pi

Browse...

Save Cancel

The IRS Form 637 file selected and click on **Save**.

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The **IRS Form 637** has been attached in the **Attachments** section of the navigation pane. If you need to delete an attachment, click on the red **X** by the attachment. **Click** in the certification box that the information provided is true and correct. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Instructions 2. Account Selection 3. Fuel Tax Information

Home **Fuel Tax Information**

Back **General Fuel Tax Information**

View Support ID Registration will be effective: 01-Jul-2016

Supplier Fuel Tax Information Other Jurisdiction Licenses (Supplier)

If you plan to import or export fuel, use the table to the right to list all licenses you have in every jurisdiction in which you operate.

Do you plan to import or export fuel? Yes No

Jurisdiction	License
X Oregon	123654

In order to qualify for a Fuel Supplier license, you must be registered with the Internal Revenue Service to engage in federally tax-exempt transactions within the bulk transfer-terminal system. Attach a copy of IRS form 637.

By selecting the following button, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

OR License.pdf X Oregon License

IRS Form 637.pdf X IRS Form 637

Add Attachment

Save and Finish Later Save and Continue Cancel Back Next

Click in the certification box that the information provided is true and correct.

IRS Form 637 has been attached. If you need to delete an attachment, click on the red **X** by the attachment.

Click on Next.

Enter the **Name, Date of birth** and **Home telephone number** for an officer or owner.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Instructions 2. Account Selection 3. Fuel Tax Information 4. Applicant Employment History

Home **Applicant Employment History**

Back Provide the employment history of the applicant and partner, officer, or director. A maximum of three partners or officers is sufficient.

View Support ID Officer or owner Name Date of birth (Area code) Home telephone number

Betty Bedrock 11-Feb-1958 (360) 111-1111

Job Title Immediate supervisor

Required Required

Add/Edit Address Required

Criminal History

Has the applicant, partner, officer, or director been convicted of a crime or suffered a civil judgment directly related to the distribution and sale of fuel within the last 10 years? Yes No

Employment History

From	To	Name of Company	Job Title	Supervisor	Edit Address

Save and Finish Later Save and Continue Cancel Back Next

Enter the Name, Date of birth and Home telephone number for an officer or owner.

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IRS Form 637.pdf X IRS Form 637

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Enter the **Job Title** and **Immediate Supervisor** for the officer or owner. Click on the **Add/Edit Address** to add the address of the officer or owner.

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Navigation My Accounts » New Account Registration Attachments Add

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Applicant Employment History

Enter the **Job Title** and **Immediate Supervisor** for the officer or owner.

Officer or owner Name: Betty Bedrock Date of birth: 11-Feb-1958 (Area code) Home telephone number: (360) 111-1111

Job Title: CEO Immediate supervisor: N/A

[Add/Edit Address](#) Required

Click on the **Add/Edit Address** link to add the address of the officer or owner.

Criminal History

Has the applicant, partner, officer, or director been convicted of a crime or suffered a civil judgment directly related to the distribution and sale of fuel within the last 10 years? Yes No

Employment History

From	To	Name of Company	Job Title	Supervisor	Edit Address

Save and Finish Later Save and Continue Cancel Back Next

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The **Address Search** dialogue box opens. Enter the **Street** address, the **City** and **Zip Code**. Click on the **Verify Address** link to verify the address entered with the postal service.

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Menu Log Off 1. Instructions 2. Account Selection 3. Fuel Tax Information 4. Applicant Employment History

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OR License.pdf Oregon License IRS Form 637.pdf IRS Form 637

Applicant Employment History

Provide the employment history of the applicant and partner, officer, or director. A maximum of three partners or officers is sufficient.

Address Search

Country: USA [Verify Address](#)

Street: 8201 8TH AVE

Unit Type: Unit #: City: TACOMA

State: WASHINGTON Zip: 98408-0000 County:

Attention:

Enter the **Street, City and Zip**. Click on **Verify Address**.

Cancel

Save and Finish Later Save and Continue Cancel Back Next

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You can select the address as entered or the **Verified Address**. The **Verified Address** should be selected unless you know this address is not correct, then select **As Entered**.

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Applicant Employment History

Provide the employment history of the applicant and partner, officer, or director. A maximum of three partners or officers is sufficient.

Address Search

Country USA Verify Address

Street 6201 6TH AVE

Street

Unit Type Unit # City TACOMA

State WASHINGTON Zip 98406-0000 County

Attention

Select Address

Select	As Entered	6201 6TH AVE TACOMA WA 98406
Select	Verified	6201 6TH AVE TACOMA WA 98406-2019

Select the address as entered or select the **Verified address**. The **Verified address** should be selected unless you know this address is not correct, then select as **Entered**.

The address has been added. Click on the **Yes** or **No** for the criminal history question. In the **Employment History** section, enter the **From/To** dates, **Name of Company**, **Job Title**, **Supervisor**. Then click on the **Click here to add and verify an address** link to add the address of this employer.

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Applicant Employment History

Provide the employment history of the applicant and partner, officer, or director. A maximum of three partners or officers is sufficient.

Officer or owner Name Betty Bedrock Date of birth 11-Feb-1958 (Area code) Home telephone number (360) 111-1111

Job Title CEO Immediate supervisor

Add/Edit Address 6201 6TH AVE TACOMA WA 98406-2019

Criminal History

Has the applicant, partner, officer, or director been convicted of a crime or suffered a civil judgment directly related to the distribution and sale of fuel within the last 10 years? Yes No

Employment History

From	To	Name of Company	Job Title	Supervisor	Edit Address
01-Jan-1990	10-May-2016	Bedrock Refining	CEO	N/A	Click here to add and verify an address

The address has been added and click on **Yes** or **No** for the criminal history question.

Enter the **From/To** dates, **Name of Company**, **Job Title** and **Supervisor**. Then click on the **Click here to add and verify an address** link to add the address of this employer.

The **Address Search** dialogue box opens. Enter the **Street** address, the **City** and **Zip Code**. Click on the **Verify Address** link to verify the address entered with the postal service.

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OR License.pdf Oregon License IRS Form 637.pdf IRS Form 637

Applicant Employment History

Address Search

Country USA Street 6201 6TH AVE Street Unit Type Unit # City TACOMA State WASHINGTON Zip 98408-0000 County Verify Address

Cancel

Enter the **Street**, **City** and **Zip**. Click on **Verify Address**.

Save and Finish Later Save and Continue Cancel Back Next

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You can select the address as entered or the **Verified Address**. The **Verified Address** should be selected unless you know this address is not correct, then select **As Entered**.

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Applicant Employment History

Address Search

Country USA Street 6201 6TH AVE Street Unit Type Unit # City TACOMA State WASHINGTON Zip 98408-0000 County Verify Address

Select Address

Select As Entered 6201 6TH AVE TACOMA WA 98408

Select Verified 6201 6TH AVE TACOMA WA 98408-2019

Save and Finish Later Save and Continue Cancel Back Next

Select the address as entered or select the **Verified address**. The **Verified address** should be selected unless you know this address is not correct, then select as **Entered**.

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The address has been added. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

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OR License.pdf Oregon License

IRS Form 637.pdf IRS Form 637

Applicant Employment History

Provide the employment history of the applicant and partner, officer, or director. A maximum of three partners or officers is sufficient.

Officer or owner Name: Betty Bedrock Date of birth: 11-Feb-1958 (Area code) Home telephone number: (360) 111-1111

Job Title: CEO Immediate supervisor: N/A

[Add/Edit Address](#)
6201 6TH AVE TACOMA WA 98406-2019

Criminal History

Has the applicant, partner, officer, or director been convicted of a crime or suffered a civil judgment directly related to the distribution and sale of fuel within the last 10 years? Yes No

Employment History

From	To	Name of Company	Job Title	Supervisor	Edit Address
01-Jan-1990	10-May-2016	Bedrock Refining	CEO	N/A	6201 6TH AVE TACOMA WA 98406-2019

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

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The address has been added. Click on **Next**.

This is the bond requirement screen which will calculate the amount of the bond for the new account. In the **Net Motor/Special Gallons** field, enter the net gallons and the system calculates your required bond coverage amount. Click the drop down arrow in the **Fuel Type** field and select the **Fuel Type**.

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My Accounts

» New Account Registration

Attachments Add

IRS Form 637.pdf X
IRS Form 637

OR License.pdf X
Oregon License

Bond Information

Bond Requirement

Net Motor/Special Gallons x 3 = 300,000 x 0.494 = 100,000.00 Required Motor/Special Bond Amount

Net Aircraft Gallons x 3 = 0 x 0.110 = 0.00 Required Aircraft Bond Amount

Bonds

Fuel Type	Bond Company	Effective Date	Bond Amount
Motor/Special Fuel			0.00
Aircraft Fuel			

If you select Motor/Special Fuel, you may pay via Electronic Funds Transfer payment. For EFT payment instructions please call (360) 664-1852. If you choose to pay via check or money order, you must mail your payment to:

Department of Licensing
Fuel Tax Services
PO Box 3777
Seattle WA 98124-3777

Your application will not be approved until your cash bond is received.

If you are covered by a surety bond or Certificate of Deposit, you must attach a copy

Motor/Special Bond Total

Aircraft Bond Total

Add Attachment ?

Save and Finish Later Save and Continue Cancel Back Next

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Enter the name of the **Bond Company** and click in the **Bond Type** field, click the drop down arrow and select the **Bond Type**.

WASHINGTON STATE DEPARTMENT OF LICENSING

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My Accounts

>> New Account Registration

Attachments Add

IRS Form 637.pdf X
IRS Form 637

OR License.pdf X
Oregon License

Bond Information

Bond Requirement

Net Motor/Special Gallons x 3 = 300,000 x 0.494 = 100,000.00 Required Motor/Special Bond Amount

Net Aircraft Gallons x 3 = 0 x 0.110 = 0.00 Required Aircraft Bond Amount

Bonds

Fuel Type	Bond Company	Bond Type	Bond Number
Motor/Special Fuel	ABC Bonding	Surety	

If you choose to submit your application, you choose to pay via:

Department of Licensing
Fuel Tax Services
PO Box 3777
Seattle WA 98124-3777

Your application will not be approved until your cash bond is received.

If you are covered by a surety bond or Certificate of Deposit, you must attach a copy

Motor/Special Bond Total

Aircraft Bond Total

Add Attachment ?

Save and Finish Later Save and Continue Cancel Back Next

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Click in the **Bond Number** field and enter the **Bond Number**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu [Log Off](#)

1. Instructions > 2. Account Selection > 3. Fuel Tax Information > 4. Applicant Employment History > 5. Bond Information

Bond Information

Bond Requirement

Net Motor/Special Gallons	<input type="text" value="100,000"/>	x 3	<input type="text" value="300,000"/>	x 0.494 =	<input type="text" value="100,000.00"/>	Required Motor/Special Bond Amount
Net Aircraft Gallons	<input type="text" value="0"/>	x 3	<input type="text" value="0"/>	x 0.110 =	<input type="text" value="0.00"/>	Required Aircraft Bond Amount

Bonds

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
<input checked="" type="checkbox"/> Motor/Special Fuel	ABC Bonding	Surety	<input type="text" value="123654"/>	<input type="text" value=""/>	<input type="text" value="0.00"/>

Enter the Bond Number.

If you choose to submit a cash bond, you may pay via Electronic Fuel Tax if you choose to pay via check or money order, you must mail your payment to:
Department of Licensing
Fuel Tax Services
PO Box 3777
Seattle WA 98124-3777

Your application will not be approved until your cash bond is received.

If you are covered by a surety bond or Certificate of Deposit, you must attach a copy of the bond or certificate.

Motor/Special Bond Total	<input type="text" value="0.00"/>
Aircraft Bond Total	<input type="text" value="0.00"/>

[Add Attachment](#)

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

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Click in the **Effective Date** field and enter the **Effective Date** of the bond. Or you can click on the calendar and select the date.

WASHINGTON STATE DEPARTMENT OF LICENSING

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Attachments Add

IRS Form 637.pdf X
IRS Form 637

OR License.pdf X
Oregon License

Bond Information

Bond Requirement

Net Motor/Special Gallons	100,000	x 3	300,000	x 0.494 =	100,000.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	0	x 3	0	x 0.110 =	0.00	Required Aircraft Bond Amount

Bonds

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
Motor/Special Fuel	ABC Bonding			31-Jan-2016	0.00

If you choose to submit a cash bond, you may pay via Elect
you choose to pay via check or money order, you must mail

Department of Licensing
Fuel Tax Services
PO Box 3777
Seattle WA 98124-3777

Your application will not be approved until your cash bond is received.

If you are covered by a surety bond or Certificate of Deposit, you must attach a copy

Motor/Special Bond Total 0.00

Aircraft Bond Total 0.00

Add Attachment

Save and Finish Later Save and Continue Cancel Back Next

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Enter the **Bond Amount** and if the **Bond Type** is a **Certificate of Deposit** or **Surety**, you must attach a copy of the bond. Click on the **Add Attachment** link or on **Add** in the **Attachments** section to attach the bond.

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Attachments [Add](#)

[IRS Form 637.pdf](#) ✗
IRS Form 637

[OR License.pdf](#) ✗
Oregon License

1. Instructions 2. Account Selection 3. Fuel Tax Information 4. Applicant Employment History 5. Bond Information

Bond Information

Bond Requirement

Net Motor/Special Gallons	100,000	x 3	300,000	x 0.494 =	100,000.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	0	x 3	0	x 0.110 =	0.00	Required Aircraft Bond Amount

Bonds

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
✗ Motor/Special Fuel	ABC Bonding	Surety	123654	01-Jan-2016	100,000.00

If you choose to submit a cash bond, you may pay via Electronic Funds Transfer payment. For EFT payment instructions please call (360) 864-1852. If you choose to pay via check or money order, you must mail your payment to:

Department of Licensing
Fuel Tax Services
PO Box 3777
Seattle WA 98124-3777

Your application will not be approved until your cash bond is received.

If you are covered by a surety bond or Certificate of Deposit, you must attach a copy

Motor/Special Bond Total	100,000.00
Aircraft Bond Total	0.00

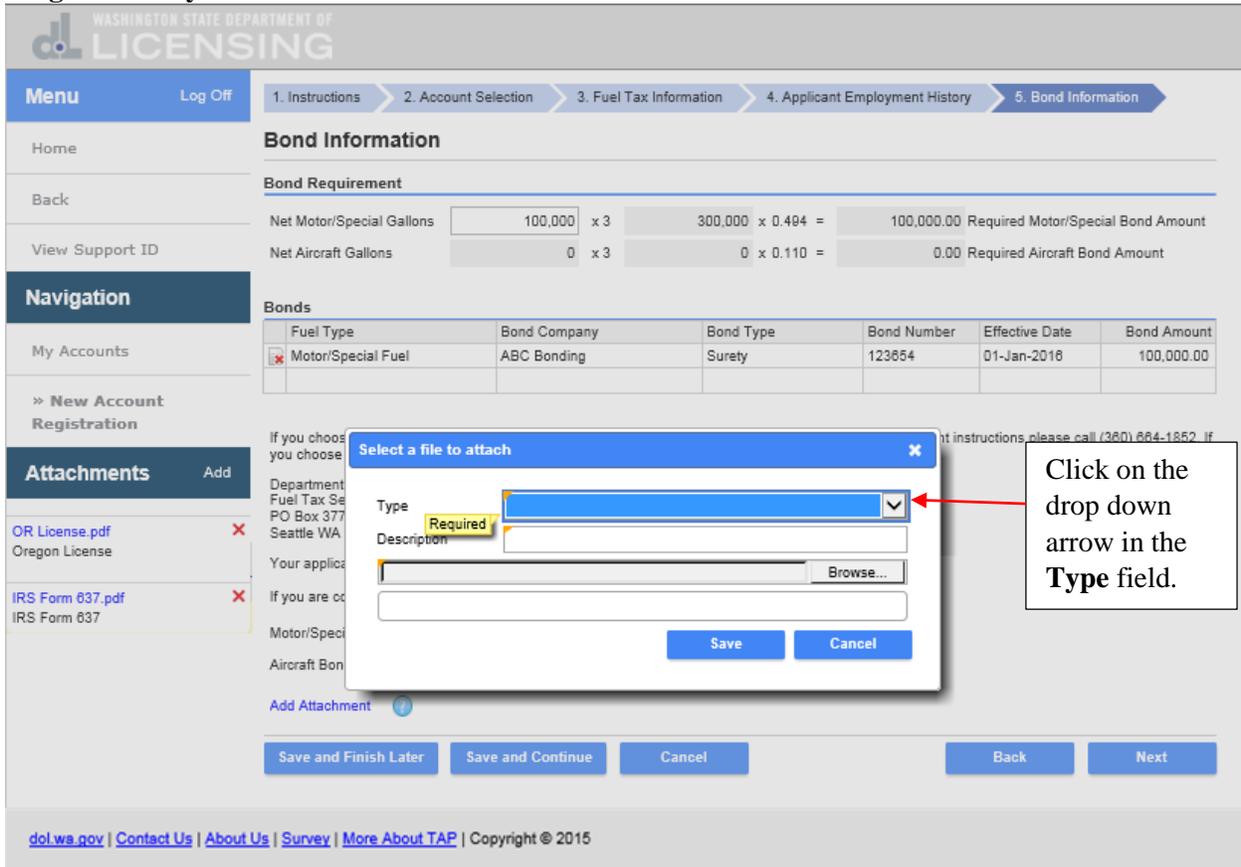
[Add Attachment](#)

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

Enter the **Bond Amount** and click on **Add** in the **Attachments** section or click on **Add Attachment** to add the bond.

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The **Select a file to attach** dialogue box opens. In the **Type** field click on the drop down arrow and select **Original Surety Tax Bond**.



The screenshot shows the 'Bond Information' page in the Washington State Department of Licensing system. The page includes a navigation menu on the left with options like 'Home', 'Back', 'View Support ID', 'My Accounts', and 'Attachments'. The main content area is titled 'Bond Information' and contains a 'Bond Requirement' section with calculations for Motor/Special Gallons and Aircraft Gallons. Below this is a 'Bonds' table with columns for Fuel Type, Bond Company, Bond Type, Bond Number, Effective Date, and Bond Amount. A 'Select a file to attach' dialog box is open in the foreground, with a red arrow pointing to the dropdown arrow in the 'Type' field. A text box next to the arrow contains the instruction: 'Click on the drop down arrow in the Type field.'

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
Motor/Special Fuel	ABC Bonding	Surety	123654	01-Jan-2016	100,000.00

Select the **Original Surety Tax Bond**.

The screenshot shows the 'Bond Information' page in the Washington State Department of Licensing system. The page includes a navigation menu on the left with options like 'Home', 'Back', 'View Support ID', 'My Accounts', 'New Account Registration', and 'Attachments'. The main content area is titled 'Bond Information' and contains a 'Bond Requirement' section with calculations for Motor/Special Gallons and Aircraft Gallons. Below this is a 'Bonds' table with columns for Fuel Type, Bond Company, Bond Type, Bond Number, Effective Date, and Bond Amount. A dropdown menu is open over the 'Bond Type' column, listing various options such as 'Certificate of Deposit', 'Convenience/Necessity Cert.', 'Original Surety Tax Bond', and 'Tribal Fishing License/Card'. A red arrow points from a text box on the right to the 'Original Surety Tax Bond' option. At the bottom of the page, there are buttons for 'Save and Finish Later', 'Save and Continue', 'Cancel', 'Back', and 'Next'.

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
Motor/Special Fuel	ABC Bonding	Surety	123654	01-Jan-2016	100,000.00

Select the Original Surety Tax Bond.

In the **Description** field, enter a brief description of the file being attached. Click on the **Browse** button and select the file being attached.

The screenshot shows the 'Bond Information' page in the Washington State Department of Licensing system. The page includes a navigation menu on the left with options like 'Home', 'Back', and 'View Support ID'. The main content area displays 'Bond Requirement' and 'Bonds' information. A 'Select a file to attach' dialog box is open, showing a dropdown for 'Type' set to 'Original Surety Tax Bond' and a text field for 'Description' containing 'Surety Bond'. A 'Browse...' button is visible next to the description field. A callout box on the right contains the text: 'Enter a brief description of the file being attached.' and 'Click on the **Browse** button.' Below the dialog box, there are buttons for 'Save and Finish Later', 'Save and Continue', 'Cancel', 'Back', and 'Next'. The footer contains links for 'dol.wa.gov', 'Contact Us', 'About Us', 'Survey', 'More About TAP', and 'Copyright © 2015'.

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

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu [Log Off](#)

1. Instructions > 2. Account Selection > 3. Fuel Tax Information > 4. Applicant Employment History > 5. Bond Information

Bond Information

Bond Requirement

Net Motor/Special Gallons	100,000	x 3	300,000	x 0.494 =	100,000.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	0	x 3	0	x 0.110 =	0.00	Required Aircraft Bond Amount

Bonds

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
<input checked="" type="checkbox"/> Motor/Special Fuel	ABC Bonding	Surety	123654	01-Jan-2016	100,000.00

If you choose to attach a file, you choose:

Department of Licensing
Fuel Tax Section
PO Box 377
Seattle WA 98101

Your application is for:

If you are completing this application, please call (360) 664-1852. If you need instructions please call (360) 664-1852. If you need more information, please call (360) 664-1852.

Department of Licensing
Fuel Tax Section
PO Box 377
Seattle WA 98101

Your application is for:

If you are completing this application, please call (360) 664-1852. If you need instructions please call (360) 664-1852. If you need more information, please call (360) 664-1852.

Motor/Special Fuel
Aircraft Fuel

Select a file to attach

Type: Original Surety Tax Bond

Description: Surety Bond

H:\PRFT Project\Tap\Training\External Testing\R2\Surety Bond.pdf [Browse...](#)

The Surety Bond file selected and click on Save.

[Save](#) [Cancel](#)

[Save and Attach](#) [Cancel](#) [Back](#) [Next](#)

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The **Surety Bond** has been attached. If you need to remove an attached document, click on the red **X** next to it. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Home

Back

View Support ID

1. Instructions > 2. Account Selection > 3. Fuel Tax Information > 4. Applicant Employment History > 5. Bond Information

Bond Information

Bond Requirement

Net Motor/Special Gallons	100,000	x 3	300,000	x 0.494 =	100,000.00 Required Motor/Special Bond Amount
Net Aircraft Gallons	0	x 3	0	x 0.110 =	0.00 Required Aircraft Bond Amount

Bonds

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
<input checked="" type="checkbox"/> Motor/Special Fuel	ABC Bonding	Surety	123654	01-Jan-2016	100,000.00

If you choose to submit a cash bond, you may pay via Electronic Funds Transfer payment. For EFT payment instructions please call (360) 664-1852. If you choose to pay via check or money order, you must mail your payment to:

Department of Licensing
Fuel Tax Services
PO Box 3777
Seattle WA 98124-3777

Your application will not be approved until your cash bond is received.

If you are covered by a surety bond or Certificate of Deposit, you must attach a copy

Motor/Special Bond Total	100,000.00
Aircraft Bond Total	0.00

[Add Attachment](#) ?

Attachments Add

OR License.pdf X
Oregon License

IRS Form 637.pdf X
IRS Form 637

Surety Bond.pdf X
Surety Bond

Click on Next.

Continue
Cancel
Back
Next

The **Surety Bond** has been attached.
If you need to remove an attached document, click on the red **X** next to it.

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Review the information to ensure it is correct. If you need to make any changes, click on the **Screen Hyperlink** or the **Back** button to return to the applicable screen. If everything is correct and you want to submit this request, click on **Submit**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

1. Instructions >
 2. Account Selection >
 3. Fuel Tax Information >
 4. Applicant Employment History >
 5. Bond Information >
 6. Review

Navigation

Review

Please confirm the information at this time, you can save your work and return to this screen later.

General Fuel Tax Information

Registration will be effective: 01-JUL-2016

Supplier Fuel Tax Information

If you plan to import or export fuel, use the table to the right to list all licenses you have in every jurisdiction in which you operate.

Do you plan to import or export fuel?

Other Jurisdiction Licenses (Supplier)

Jurisdiction	License
Oregon	123854

In order to qualify for a Fuel Supplier license, you must be registered with the Internal Revenue Service to engage in federally tax-exempt transactions within the bulk transfer-terminal system. Attach a copy of IRS form 637.

Bond Requirement

Net Motor/Special Gallons	100,000	x 3	300,000	x 0.494 =	100,000.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	0	x 3	0	x 0.110 =	0.00	Required Aircraft Bond Amount

Bonds

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
Motor/Special Fuel	ABC Bonding	Surety	123854	01-Jan-2016	100,000.00

If you choose to submit a cash bond, you may pay via Electronic Funds Transfer payment. For EFT payment instructions please call (360) 664-1852. If you choose to pay via check or money order, you must mail your payment to:

Department of Licensing
 Fuel Tax Services
 PO Box 3777
 Seattle WA 98124-3777

Your application will not be approved until your cash bond is received.

If you are covered by a surety bond or Certificate of Deposit, you must attach a copy

Motor/Special Bond Total	100,000.00
Aircraft Bond Total	0.00

By selecting the following button, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Save and Finish Later
Save and Continue
Cancel
Back
Submit

If you need to make any changes, click on the **Screen Hyperlink** to return to that screen or you can click on the **Back** button.

Click on the **Back** button if you need to make changes.

Click on **Submit**.

To submit this request, enter your **TAP Password** and click on **OK**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

1. Instructions > 2. Account Selection > 3. Fuel Tax Information > 4. Applicant Employment History > 5. Bond Information > 6. Review

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View Support ID

Navigation

My Accounts

>> New Account Registration

Attachments Add

OR License.pdf Oregon License

IRS Form 637.pdf IRS Form 637

Surety Bond.pdf Surety Bond

Review

Please confirm the information you entered below is correct before clicking the "submit" button below. If you do not wish to submit your request at this time, you can save this information and return to it later, click the "save and finish later" button below.

General Fuel Tax Information

Registration will be effective: 01-Jul-2016

Supplier Fuel Tax Information

If you plan to import or export fuel, use the table to the right to list all licenses you have in every jurisdiction in which you operate.

Do you plan to import or export fuel? Yes No

Other Jurisdiction Licenses (Supplier)

Jurisdiction	License
Oregon	123654

In order to qualify for a Fuel Supplier license, you must be registered with the Internal Revenue Service to engage in federally tax-exempt transactions within the state.

Bond Requirement

Net Motor/Special Gallons: 100,000.00 Required Motor/Special Bond Amount

Net Aircraft Gallons: 0.00 Required Aircraft Bond Amount

Bonds

Fuel Type	Bond Number	Effective Date	Bond Amount
Motor/Special Fuel	ABC Bonding	Surety	123654 01-Jan-2016 100,000.00

If you choose to pay for your bond, please refer to the payment instructions please call (360) 664-1852. If you have any questions, please call (360) 664-1852.

Department of Licensing
Fuel Tax Services
PO Box 3777
Seattle WA 98124-3777

Your application will not be approved until your cash bond is received.

If you are covered by a surety bond or Certificate of Deposit, you must attach a copy

Motor/Special Bond Total: 100,000.00

Aircraft Bond Total: 0.00

By selecting the following button, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Save and Finish Later Save and Continue Cancel Back Submit

This is the confirmation that your request has been submitted and you will receive a confirmation email. Click on **Print** if you want a copy for your records or click on **My Accounts** to be returned to your TAP home screen.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Your request has been submitted.
Your confirmation number is 1-850-875-648.

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.

Home Back View Support ID

Navigation

My Accounts
New Account Registration
» Request

OK Print Survey

Click on **Print** if you want a copy of this confirmation for your records.
Click on **My Accounts** to be returned to your TAP home screen.

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You are returned to the TAP home screen and to add another new account, under the **I Want To...** section click on **Register a New Account**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

BEDROCK REFINING

Federal Employer ID 11-11111111
My Balance \$0.00

Names And Addresses

Legal Name BEDROCK REFINING
Physical Address 8201 6TH AVE TACOMA WA 98406-2011
Mailing Address Add

I Want To...

View Profile
Make a Payment
Register a New Account

Home Back

Navigation

» My Accounts

Accounts⁰ History Messages¹ Letters⁰

My Accounts⁰

My Accounts

Account Id	Account Type	Name	Frequency	Address	Balance
------------	--------------	------	-----------	---------	---------

Hide History Filter

Click on **Register a New Account**.

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This is the **Instructions** screen for registering a new account. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Instructions

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Navigation

My Accounts

>> New Account Registration

Attachments Add

Instructions

New Account Registration

Use this process to register another account with the Washington State Department of Licensing Prorate and Fuel Tax Services.

When to Submit This Request	What You'll Need
<ul style="list-style-type: none">When selecting another account type to register.	<ul style="list-style-type: none">Business specific information necessary for the account to be added.

Click on Next.

Save and Finish Later Save and Continue Cancel Back Next

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This is the account selection screen and you can only select one account type at a time to register. Click on **Yes** next to the account type you want to register and click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Instructions 2. Account Selection

Home Account Selection

Back Register a new IFTA account? Yes No

View Support ID Register a new Prorate (IRP) account? Yes No

Register a new Dyed Diesel account? Yes No

Register a new Supplier Fuel Tax account? Yes No

Register a new Distributor Fuel Tax account? Yes No

Register a new Blender Fuel Tax account? Yes No

Register a new Aircraft Distributor Fuel Tax account? Yes No

Register a new Terminal Operator account? Yes No

Register a new Carrier Fuel Tax account? Yes No

Register a new Motor Fuel Unlicensed Refund account? Yes No

Register a new Special Fuel Unlicensed Refund account? Yes No

Register a new Aircraft Unlicensed Refund account? Yes No

Save and Finish Later Save and Continue Cancel Back Next

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Click on the drop down arrow next to the **Registration will be effective** field and select the effective date for the new account.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Instructions 2. Account Selection 3. Fuel Tax Information

Home Fuel Tax Information

Back General Fuel Tax Information

View Support ID Registration will be effective: 01-Jul-2016 X

By selecting the following button, I certify under penalty of perjury that the information provided is true and correct to the best of my knowledge and belief.

01-Jul-2016 July, 2016 August, 2016

Add Attachment

Save and Finish Later Save and Continue Cancel Back Next

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The effective date of the new account is entered and click in the box to certify that the information is true and correct. Click on **Next**.

Fuel Tax Information

General Fuel Tax Information

Registration will be effective: 01-Jul-2016

By selecting the following button, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Save and Finish Later Save and Continue Cancel Back Next

The effective date is entered and click in the certification box.

Click on Next.

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Enter the **Name**, **Date of birth** and **Home telephone number** for an officer or owner.

Applicant Employment History

Provide the employment history of the applicant and partner, officer, or director. A maximum of three partners or officers is sufficient.

Officer or owner Name: Betty Bedrock Date of birth: 11-Feb-1958 (Area code) Home telephone number: (360) 111-1111

Job Title: Immediate supervisor

Criminal History: Has the applicant, partner, officer, or director been convicted of a crime or suffered a civil judgment directly related to the distribution and sale of fuel within the last 10 years? Yes No

Employment History

From	To	Name of Company	Job Title	Supervisor	Edit Address

Save and Finish Later Save and Continue Cancel Back Next

Enter the Name, Date of birth and Home telephone number for an officer or owner.

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Enter the **Job Title** and **Immediate Supervisor** for the officer or owner. Click on the **Add/Edit Address** to add the address of the officer or owner.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Instructions 2. Account Selection 3. Fuel Tax Information 4. Applicant Employment History

Home Back View Support ID

Navigation My Accounts >> New Account Registration Attachments Add

Applicant Employment History

Prd Enter the **Job Title** and **Immediate Supervisor** for the officer or owner.

Officer or owner Name: Betty Bedrock Date of birth: 11-Feb-1958 (Area code) Home telephone number: (360) 111-1111

Job Title: CEO Immediate supervisor: N/A

[Add/Edit Address](#) Required

Click on the **Add/Edit Address** link to add the address of the officer or owner.

Criminal History

Has the applicant, partner, officer, or director been convicted of a crime or suffered a civil judgment directly related to the distribution and sale of fuel within the last 10 years? Yes No

Employment History

From	To	Name of Company	Job Title	Supervisor	Edit Address

Save and Finish Later Save and Continue Cancel Back Next

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The **Address Search** dialogue box opens. Enter the **Street** address, the **City** and **Zip Code**. Click on the **Verify Address** link to verify the address entered with the postal service.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Instructions 2. Account Selection 3. Fuel Tax Information 4. Applicant Employment History

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Navigation My Accounts >> New Account Registration Attachments Add

Applicant Employment History

Address Search

Country: USA [Verify Address](#)

Street: 8201 6TH AVE

Street:

Unit Type: Unit #: City: TACOMA

State: WASHINGTON Zip: 98408-0000 County:

Attention:

Cancel

Enter the **Street, City and Zip**. Click on **Verify Address**.

Save and Finish Later Save and Continue Cancel Back Next

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You can select the address as entered or the **Verified Address**. The **Verified Address** should be selected unless you know this address is not correct, then select **As Entered**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Instructions 2. Account Selection 3. Fuel Tax Information 4. Applicant Employment History

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Applicant Employment History

Address Search

Country USA [Verify Address](#)

Street 6201 6TH AVE

Street

Unit Type Unit # City TACOMA

State WASHINGTON Zip 98406-0000 County

Attention

Select Address

Select As Entered 6201 6TH AVE TACOMA WA 98406

Select Verified 6201 6TH AVE TACOMA WA 98406-2019

Select the address as entered or select the **Verified address**. The **Verified address** should be selected unless you know this address is not correct, then select as **Entered**.

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The address has been added. Click on the **Yes** or **No** for the criminal history question. In the **Employment History** section, enter the **From/To** dates, **Name of Company**, **Job Title**, **Supervisor**. Then click on the **Click here to add and verify an address** link to add the address of this employer.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Instructions 2. Account Selection 3. Fuel Tax Information 4. Applicant Employment History

Home Back View Support ID

Navigation My Accounts >> New Account Registration Attachments Add

Applicant Employment History

Provide the employment history of the applicant and partner, officer, or director. A maximum of three partners or officers is sufficient.

Officer or owner Name Date of birth (Area code) Home telephone number

Betty Bedrock 11-Feb-1958 (360) 111-1111

Job Title

CEO

[Add/Edit Address](#)

6201 6TH AVE TACOMA WA 98406-2019

Criminal History

Has the applicant, partner, officer, or director been convicted of a crime or suffered a civil judgment directly related to the distribution and sale of fuel within the last 10 years?

Employment History

From	To	Name of Company	Job Title	Supervisor	Edit Address
01-Jan-1990	10-May-2016	Bedrock Refining	CEO	N/A	Click here to add and verify an address

The address has been added and click on **Yes** or **No** for the criminal history question.

Enter the **From/To** dates, **Name of Company**, **Job Title** and **Supervisor**. Click on the **Click here to add and verify an address** to add the address for this employer.

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The **Address Search** dialogue box opens. Enter the **Street** address, the **City** and **Zip Code**. Click on the **Verify Address** link to verify the address entered with the postal service.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Instructions 2. Account Selection 3. Fuel Tax Information 4. Applicant Employment History

Home Back View Support ID

Navigation My Accounts » New Account Registration Attachments Add

Applicant Employment History

Address Search

Country USA [Verify Address](#)

Street 6201 6TH AVE

Street

Unit Type Unit # City TACOMA

State WASHINGTON Zip 98406-0000 County

Attention

Cancel

Save and Finish Later Save and Continue Cancel Back Next

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You can select the address as entered or the **Verified Address**. The **Verified Address** should be selected unless you know this address is not correct, then select **As Entered**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Instructions 2. Account Selection 3. Fuel Tax Information 4. Applicant Employment History

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Applicant Employment History

Address Search

Country USA [Verify Address](#)

Street 6201 6TH AVE

Street

Unit Type Unit # City TACOMA

State WASHINGTON Zip 98406-0000 County

Attention

Select Address

Select	As Entered	6201 6TH AVE TACOMA WA 98406
Select	Verified	6201 6TH AVE TACOMA WA 98406-0000

Select the address as entered or select the **Verified address**. The **Verified address** should be selected unless you know this address is not correct, then select as **Entered**.

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The address has been added. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Instructions > 2. Account Selection > 3. Fuel Tax Information > 4. Applicant Employment History

Applicant Employment History

Provide the employment history of the applicant and partner, officer, or director. A maximum of three partners or officers is sufficient.

Officer or owner Name: Betty Bedrock
Date of birth: 11-Feb-1958 (Area code) Home telephone number: (360) 111-1111
Job Title: CEO
Immediate supervisor: N/A

[Add/Edit Address](#)
6201 8TH AVE TACOMA WA 98406-2019

Criminal History
Has the applicant, partner, officer, or director been convicted of a crime or suffered a civil judgment directly related to the distribution and sale of fuel within the last 10 years? Yes No

Employment History

From	To	Name of Company	Job Title	Supervisor	Edit Address
01-Jan-1990	10-May-2016	Bedrock Refining	CEO	N/A	6201 8TH AVE TACOMA WA 98406-2019

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The address has been added. Click on **Next**.

This is the bond requirement screen which will calculate the amount of the bond for the new account. In the **Net Aircraft Gallons** field, enter the net gallons and the system will calculate your required bond coverage amount. Click the drop down arrow in the **Fuel Type** field and select the **Fuel Type**.

WASHINGTON STATE DEPARTMENT OF LICENSING

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Bond Information

Bond Requirement

Net Motor/Special Gallons	0	x 3	0	x 0.494 =	0.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	100,000	x 3	300,000	x 0.110 =	11,000.00	Required Aircraft Bond Amount

Bonds

Fuel Type	Bond Company	Number	Effective Date	Bond Amount
Aircraft Fuel				0.00

If you select Motor/Special Fuel, you may pay via check or money order. If you choose to pay via check or money order, you must attach a copy of the payment instructions please call (360) 864-1852. If you select Aircraft Fuel, you must attach a copy of the payment instructions please call (360) 864-1852. If you select other fuel types, you must attach a copy of the payment instructions please call (360) 864-1852.

Department of Licensing
Fuel Tax Services
PO Box 3777
Seattle WA 98124-3777

Your application will not be approved until your cash bond is received.

If you are covered by a surety bond or Certificate of Deposit, you must attach a copy

Motor/Special Bond Total	0.00
Aircraft Bond Total	0.00

Add Attachment ?

Save and Finish Later Save and Continue Cancel Back Next

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Enter the name of the **Bond Company** and in the **Bond Type** field, click the drop down arrow and select the **Bond Type**.

WASHINGTON STATE DEPARTMENT OF LICENSING

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Bond Information

Bond Requirement

Net Motor/Special Gallons	0	x 3	0	x 0.494 =	0.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	100,000	x 3	300,000	x 0.110 =	11,000.00	Required Aircraft Bond Amount

Bonds

Fuel Type	Bond Company	Bond Type	Bond Number
Aircraft Fuel	ABC Bonding	Cash Bond	
		Certificate of Deposit	EFT payment instr
		Surety	

If you choose to submit a cash bond, you choose to pay via check.

Department of Licensing
Fuel Tax Services
PO Box 3777
Seattle WA 98124-3777

Your application will not be approved until your cash bond is received.

If you are covered by a surety bond or Certificate of Deposit, you must attach a copy

Motor/Special Bond Total	0.00
Aircraft Bond Total	0.00

Add Attachment

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Enter the **Bond Number**, click in the **Effective Date** field and enter the **Effective Date** or select it from the calendar.

WASHINGTON STATE DEPARTMENT OF LICENSING

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Bond Information

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View Support ID

Bond Requirement

Net Motor/Special Gallons	0	x 3	0	x 0.494 =	0.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	100,000	x 3	300,000	x 0.110 =	11,000.00	Required Aircraft Bond Amount

Bonds

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
<input checked="" type="checkbox"/> Aircraft Fuel	ABC Bonding	Surety	789987	01-Jan-2016	0.00

If you choose to submit a cash bond, you may pay via Electronic Payment or you choose to pay via check or money order, you must mail your payment instructions to:

Department of Licensing
Fuel Tax Services
PO Box 3777
Seattle WA 98124-3777

Your application will not be approved until your cash bond is received.

If you are covered by a surety bond or Certificate of Deposit, you must provide the following information:

Motor/Special Bond Total	0.00
Aircraft Bond Total	0.00

[Add Attachment](#)

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Enter the **Bond Number**, enter the **Effective Date** or select it from the calendar.

Calendar for Jan 2016

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Today Done

Enter the **Bond Amount** and the bond needs to be attached to this request. Click on **Add** in the **Attachments** section or click on the **Add Attachment** hyperlink to attach the bond.

WASHINGTON STATE DEPARTMENT OF LICENSING

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Attachments Add

Bond Information

Bond Requirement

Net Motor/Special Gallons	0	x 3	0	x 0.494 =	0.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	100,000	x 3	300,000	x 0.110 =	11,000.00	Required Aircraft Bond Amount

Bonds

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
<input checked="" type="checkbox"/> Aircraft Fuel	ABC Bonding	Surety	789987	01-Jan-2016	11,000.00

If you choose to submit a cash bond, you may pay via Electronic Funds Transfer payment. For EFT payment instructions please call (360) 664-1852. If you choose to pay via check or money order, you must mail your payment to:

Department of Licensing
Fuel Tax Services
PO Box 3777
Seattle WA 98124-3777

Your application will not be approved until your cash bond is received.

If you are covered by a surety bond or Certificate of Deposit, you must attach a copy

Motor/Special Bond Total	0.00
Aircraft Bond Total	11,000.00

[Add Attachment](#) ⓘ

Save and Finish Later Save and Continue Cancel Back Next

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The **Select a file to attach** dialogue box opens. In the **Type** field, click on the drop down arrow to select the bond type.

The screenshot shows the 'Bond Information' page in the Washington State Department of Licensing system. A 'Select a file to attach' dialog box is open, with a red arrow pointing to the 'Type' dropdown menu. A callout box points to the dropdown arrow with the text: 'Click the drop down arrow to select the bond type.' The background page includes a progress bar with steps: 1. Instructions, 2. Account Selection, 3. Fuel Tax Information, 4. Applicant Employment History, and 5. Bond Information. The 'Bond Requirement' section shows calculations for Motor/Special Gallons and Aircraft Gallons. The 'Bonds' table lists a bond for Aircraft Fuel with a company of ABC Bonding and a type of Surety. The 'Attachments' section is visible at the bottom of the page.

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
Aircraft Fuel	ABC Bonding	Surety	789987	01-Jan-2016	11,000.00

Net Motor/Special Gallons					Required Motor/Special Bond Amount
0	x 3	0	x 0.494	=	0.00

Net Aircraft Gallons					Required Aircraft Bond Amount
100,000	x 3	300,000	x 0.110	=	11,000.00

Select the **Original Surety Tax Bond**.

The screenshot shows the 'Bond Information' page in the Washington State Department of Licensing system. The page is divided into several sections: a navigation menu on the left, a progress bar at the top, and a main content area. The main content area includes a 'Bond Requirement' section with calculations for Motor/Special Gallons and Aircraft Gallons, a 'Bonds' table, and an 'Attachments' section. A dropdown menu is open over the 'Attachments' section, listing various document types. The 'Original Surety Tax Bond' option is highlighted in blue, and a red arrow points to it from a callout box. The callout box contains the text 'Select the Original Surety Tax Bond.' The 'Attachments' section also includes a 'Required' label and a 'Save' button.

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Instructions > 2. Account Selection > 3. Fuel Tax Information > 4. Applicant Employment History > 5. Bond Information

Bond Information

Bond Requirement

Net Motor/Special Gallons	0	x 3	0	x 0.494 =	0.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	100,000	x 3	300,000	x 0.110 =	11,000.00	Required Aircraft Bond Amount

Bonds

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
<input checked="" type="checkbox"/> Aircraft Fuel	ABC Bonding	Surety	789987	01-Jan-2016	11,000.00

If you choose to submit a cash bond, you choose to pay via check or money order. For more information on bond requirements please call (360) 664-1852. If you have any questions, please contact the Department of Licensing.

Department of Fuel Tax Services
PO Box 3777
Seattle WA 98101

Your application information will be reviewed and approved by the Department of Licensing. If you are covered by a bond, you must provide a copy of the bond to the Department of Licensing.

Motor/Special Fuel Tax Bond
Aircraft Bond Tax

Attachments Add

Select a file to attach

- Certificate of Deposit
- Convenience/Necessity Cert.
- Copy of WUTC Registration
- Fed. Excise Tax Reg (Form 637)
- Flight Trips & Schedules
- Mechanical Injection Specs
- Original Surety Tax Bond**
- Other Jurisdiction Licenses
- Proof of Residency
- Sales Tax Exemption Cert.
- Tribal Fishing License/Card

Type:
Description:

Required

Save Cancel

Save and Finish Later Save and Continue Cancel Back Next

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In the **Description** field, enter a brief **Description** of the attachment and click on the **Browse** button to select the attachment.

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View Support ID

Navigation

My Accounts

>> New Account Registration

Attachments Add

Bond Information

Bond Requirement

Net Motor/Special Gallons	0	x 3	0	x 0.494 =	0.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	100,000	x 3	300,000	x 0.110 =	11,000.00	Required Aircraft Bond Amount

Bonds

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
<input checked="" type="checkbox"/> Aircraft Fuel	ABC Bonding	Surety	789987	01-Jan-2018	11,000.00

If you choose to submit a cash bond, you may pay via Electronic Funds Transfer payment. For EFT payment instructions please call (360) 664-1852. If you choose to pay via check or money order, you must mail your payment to:

Department of Fuel Tax Services
PO Box 3777
Seattle WA 98108

Your application
If you are covered by
Motor/Special
Aircraft Bond Tax

Add Attachment

Save and Finish Later Save and Continue Cancel Back Next

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Enter a brief **Description** and click on the **Browse** button.

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

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Attachments Add

Bond Information

Bond Requirement

Net Motor/Special Gallons	0	x 3	0	x 0.494 =	0.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	100,000	x 3	300,000	x 0.110 =	11,000.00	Required Aircraft Bond Amount

Bonds

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
<input checked="" type="checkbox"/> Aircraft Fuel	ABC Bonding	Surety	789987	01-Jan-2016	11,000.00

If you choose to submit a cash bond, you may pay via Electronic Funds Transfer payment. For EFT payment instructions please call (360) 864-1852. If you choose to pay via check or money order, you must mail your payment to:

Department of Fuel Tax Service
PO Box 3777
Seattle WA 98107

Your application
If you are covered by a bond
Motor/Special
Aircraft Bond Type

Add Attachment

Save

Cancel

Back

Next

Select a file to attach

Type: Original Surety Tax Bond

Description: Surety Bond

H:\PRFT Project\Tap\Training\External Testing\R2\Surety Bond.pdf

Browse...

Save

Cancel

The Surety Bond file was selected, click on Save.

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The **Surety Bond** has been attached. If you need to remove an attachment, click on the red **X** next to it. Click on **Next**.

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Menu Log Off 1. Instructions 2. Account Selection 3. Fuel Tax Information 4. Applicant Employment History 5. Bond Information

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Navigation

My Accounts

>> New Account Registration

Attachments Add

Surety Bond.pdf Surety Bond **X**

The Surety Bond has been attached. Click on the red X next to an attachment to delete it.

Bond Information

Bond Requirement

Net Motor/Special Gallons	0	x 3	0	x 0.494 =	0.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	100,000	x 3	300,000	x 0.110 =	11,000.00	Required Aircraft Bond Amount

Bonds

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
X Aircraft Fuel	ABC Bonding	Surety	789987	01-Jan-2016	11,000.00

If you choose to submit a cash bond, you may pay via Electronic Funds Transfer payment. For EFT payment instructions please call (360) 664-1852. If you choose to pay via check or money order, you must mail your payment to:

Department of Licensing
Fuel Tax Services
PO Box 3777
Seattle WA 98124-3777

Your application will not be approved until your cash bond is received.

If you are covered by a surety bond or Certificate of Deposit, you must attach a copy

Special Bond Total	0.00
Total Bond Total	11,000.00

Attachment ?

and Finish Later Save and Continue Cancel Back Next

Click on Next.

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Review the information to ensure it is correct. If you need to make any changes, click on the **Screen Hyperlink** or the **Back** button to return to the applicable screen. If everything is correct and you want to submit this request, click on **Submit**.

WASHINGTON STATE DEPARTMENT OF LICENSING

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1. Instructions > 2. Account Selection > 3. Fuel Tax Information > **4. Applicant Employment History** > 5. Bond Information > 6. Review

Navigation

My Accounts

>> **New Account Registration**

Attachments Add

[Surety Bond.pdf](#) ✘

Surety Bond

Review

Please confirm the information below. If you need to make any changes, click on the **Screen Hyperlink** to return to that screen or you can click on the **Back** button.

General Fuel

Registration will be effective:

Bond Requirement

Net Motor/Special Gallons	0	x 3	0	x 0.494 =	0.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	100,000	x 3	300,000	x 0.110 =	11,000.00	Required Aircraft Bond Amount

Bonds

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
Aircraft Fuel	ABC Bonding	Surety	789987	01-Jan-2016	11,000.00

If you choose to submit a cash bond, you may pay via Electronic Funds Transfer payment. For EFT payment instructions please call (360) 664-1852. If you choose to pay via check or money order, you must mail your payment to:

Department of Licensing
 Fuel Tax Services
 PO Box 3777
 Seattle WA 98124-3777

Your application will not be approved until your cash bond is received.

If you are covered by a surety bond or Certificate of Deposit, you must attach a copy

Motor/Special Bond Total	0.00
Aircraft Bond Total	11,000.00

By selecting the following button, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

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

[Back](#) [Submit](#)

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To submit this request, enter your **TAP Password** and click on **OK**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu [Log Off](#)

1. Instructions > 2. Account Selection > 3. Fuel Tax Information > 4. Applicant Employment History > 5. Bond Information > 6. Review

Review

Please confirm the information you entered below is correct before clicking the "submit" button below. If you do not wish to submit your request at this time, you can save this information and return to it later, click the "save and finish later" button below.

General Fuel Tax Information

Registration will be effective: 01-Jul-2016

Bond Requirement

Net Motor/Special Gallons	0	x 3	0	x 0.494	=	0.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	100,000	x 3	300,000	x 0.110	=	11,000.00	Required Aircraft Bond Amount

Bonds

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
Aircraft Fuel	ABC Bonding	Surety	789987	01-Jan-2016	11,000.00

Surety Bond.pdf **Surety Bond**

If you choose to submit your request, you choose to pay via for EFT payment instructions please call (360) 664-1852. If you choose to pay via Department of Licensing Fuel Tax Services PO Box 3777 Seattle WA 98124-3777

Your application will be reviewed by the Department of Licensing. If you are covered by a bond, your application will be reviewed by the bond company.

Motor Vehicle Fuel Tax: 0.00
Aircraft Fuel Tax: 11,000.00

By selecting "Submit" you agree to the terms and conditions of the license and the penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

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

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This is the confirmation that your request has been submitted and you will receive a confirmation email. Click on **Print** if you want a copy for your records or click on **My Accounts** to be returned to your TAP home screen.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Your request has been submitted.
Your confirmation number is 1-850-875-648.

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.

Home Back View Support ID

Navigation

My Accounts New Account Registration » Request

OK Print Survey

Click on **Print** if you want a copy of this confirmation for your records.

Click on **My Accounts** to be returned to your TAP home screen.

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You are returned to your TAP home screen.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

BEDROCK REFINING Names And Addresses I Want To...

Federal Employer ID 11-11111111 Legal Name [BEDROCK REFINING](#) [View Profile](#)
My Balance \$0.00 Physical Address [6201 6TH AVE TACOMA WA 98406-2011](#) [Make a Payment](#)
Mailing Address [Add](#) [Register a New Account](#)

Home Back View Support ID

Navigation

Accounts⁰ History² Messages⁵ Letters⁰

My Accounts⁰

My Accounts [Hide History](#) [Filter](#)

Account Id	Account Type	Name	Frequency	Address	Balance

When the request for a new account has been approved by Prorate and Fuel Tax Services, you will receive an email confirmation and the account will be listed in the **My Accounts** section.

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This completes the TAP how to **Register New Fuel Tax Accounts** tutorial.