How to Register as a New Fuel Carrier 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 your business as a new Fuel Carrier, create your online profile and register your account through TAP. Once the registration process has been completed, you will be able to login, manage your account(s) and file monthly reports online. In addition, you can view and print previously filed monthly reports, view correspondence related to your account(s) and gain access to the rest of the online services we provide.

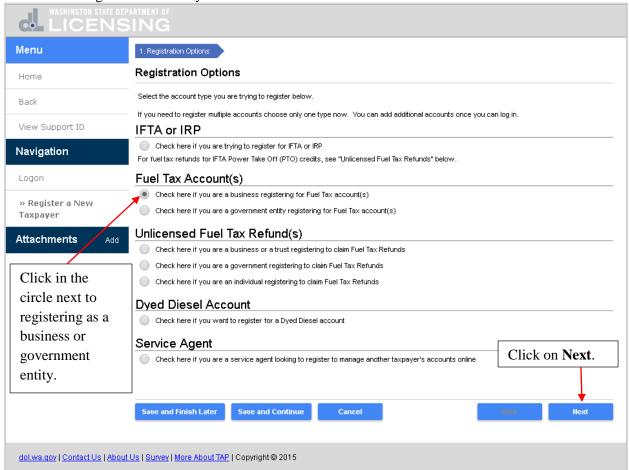
At any time during this process you can save your work by clicking on Save and Continue or by clicking on Save and Finish Later. The Save and Finish Later option will allow you to exit TAP and return at a later time or date to complete your request.

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.

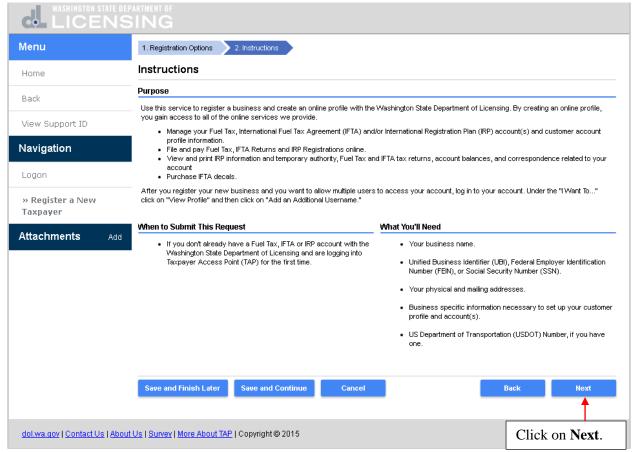
Click on Set up a new online Prorate, IFTA, Fuel Tax, and/or Unlicensed Refund Account. IFTA / Prorate / Fuel Tax / Unlicensed Refund Already registered? Application Username If you already have an active Prorate and Fuel tax account with the Washington State Department of Licensing, click the "Create a new username" button. Required (Password Create a new username Required Authentication Code 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** Login I forgot my username I forgot my password Find more information on TAP Click on Set up a new online Prorate, IFTA, Fuel Tax, and/or Unlicensed Refund Account.

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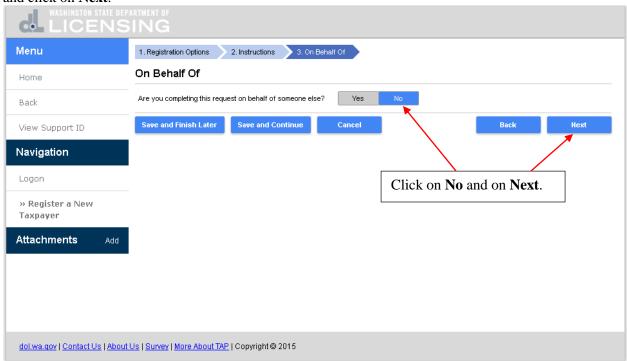
In the Fuel Tax Account(s) section, click in the circle next to Check here if you are a business registering for Fuel Tax account(s) or Check here if you are a government entity registering for Fuel Tax Account(s). This tutorial is for a business registering and there would be some slight screen differences if a government entity was selected. Click on Next.



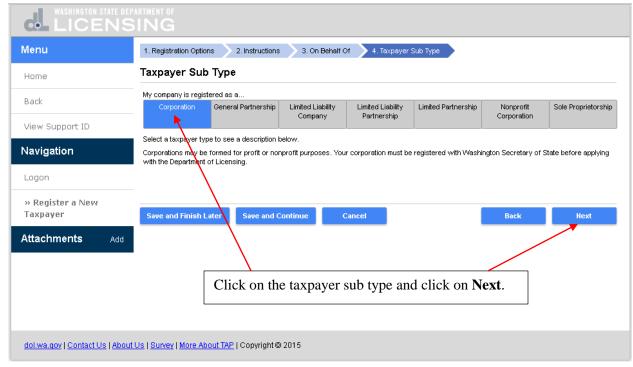
This is the instructions screen and provides more information on what is required to complete this request. Read these instructions and click on **Next**.



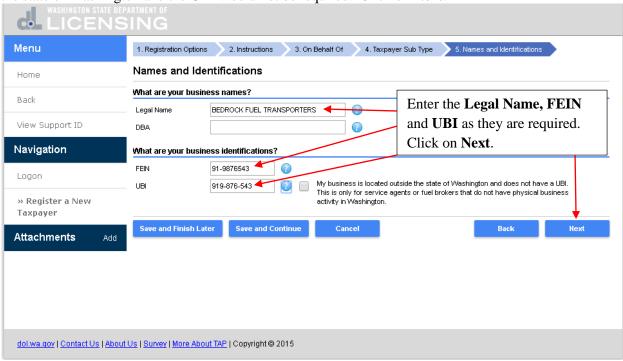
This is the On Behalf Of screen. If you were a service agent or service professional setting up your customer you would click on **Yes**. You would be required to enter your contact information and attach a notarized Power of Attorney before continuing. In this tutorial you are setting yourself up so click on **No** and click on **Next**.



Click on a taxpayer sub type and a description is displayed. Click on the appropriate taxpayer sub type and click on **Next**.



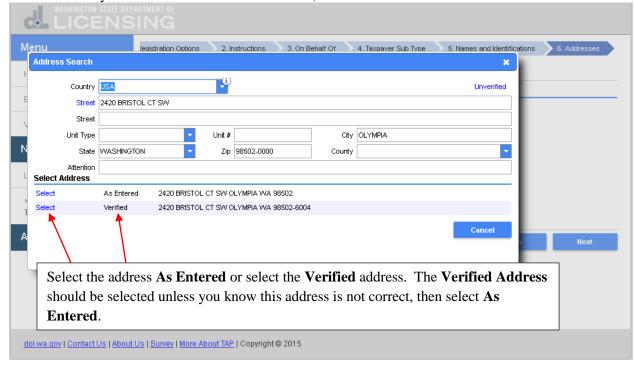
Enter the **Legal Name**, **FEIN** and **UBI**. But, if you are a Service Agent or Service Broker with no physical business activity in Washington, you can click in the box that your business is located outside of the state of Washington and the **UBI** would not be required. Click on **Next**.



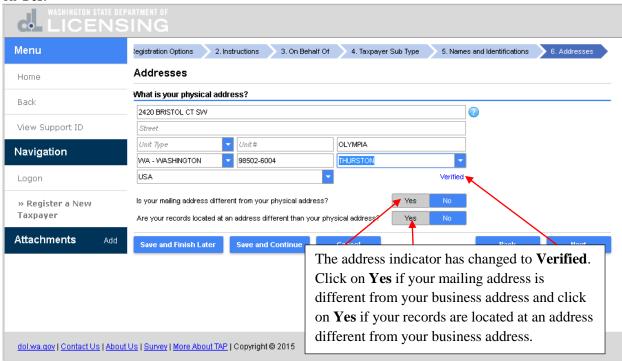
The physical address of your business is required so enter the **Street Address**, **City**, **State**, **Zip Code** and click on **Verify Address**.



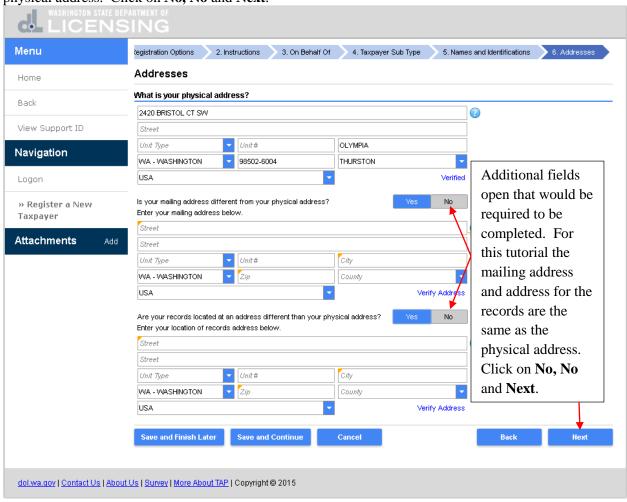
You can select the address **As Entered** or the **Verified Address**. The **Verified Address** should be selected unless you know this address in not correct, then select **As Entered**.



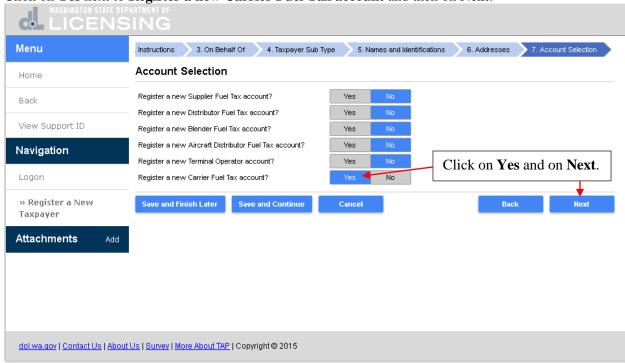
The address indicator has changed to **Verified**. If your mailing address is different from your business address click on **Yes**. If your records are located at an address different from your business address click on **Yes**.



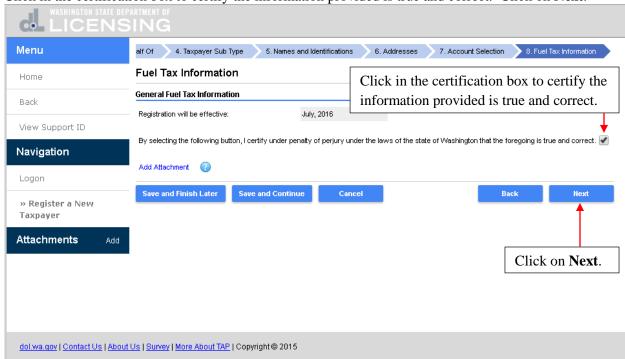
Additional fields open that require your mailing address and the address where the records are located. For this tutorial your mailing address and the address where your records are located are the same as your physical address. Click on **No**, **No** and **Next**.



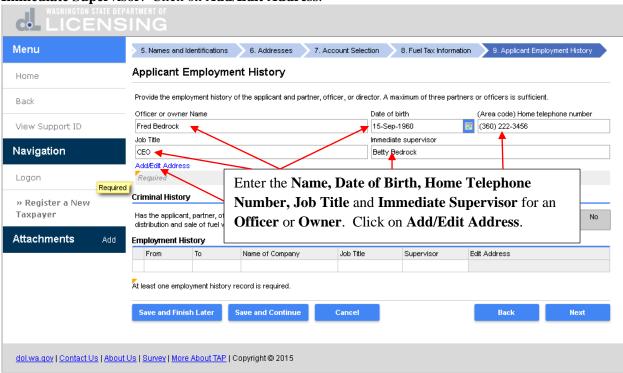
Click on Yes next to Register a new Carrier Fuel Tax account and then on Next.



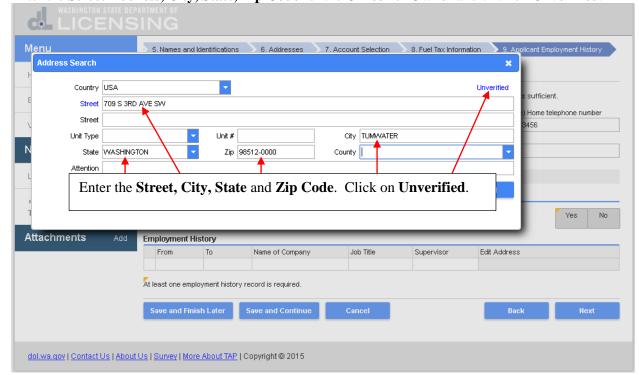
Click in the certification box to certify the information provided is true and correct. Click on Next.



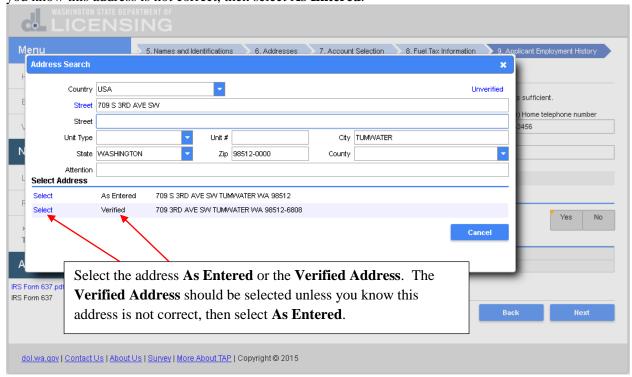
Enter the name of an Officer or Owner, their Date of Birth, Home Telephone Number, Job Title and Immediate Supervisor. Click on Add/Edit Address.



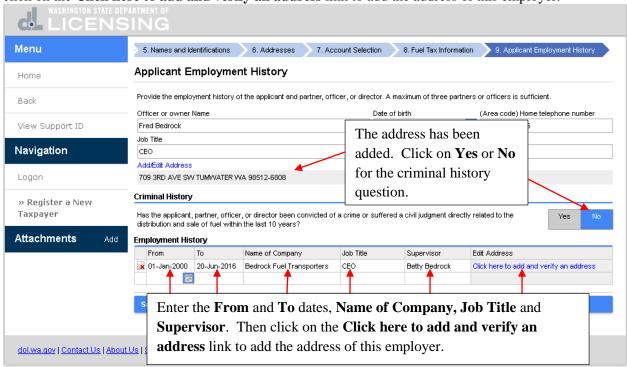
Enter the Street Address, City, State, Zip Code for the Officer or Owner and click on Unverified.



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**.

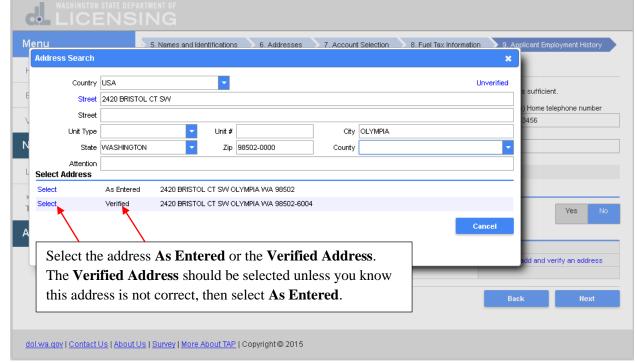


The address has been added. Click on **Yes** or **No** for the criminal history question. In the **Employment History** section, enter the **From** and **To** dates, **Name of Company**, **Job Title** and **Supervisor**. Then click on the **Click here to add and verify an address** link to add the address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

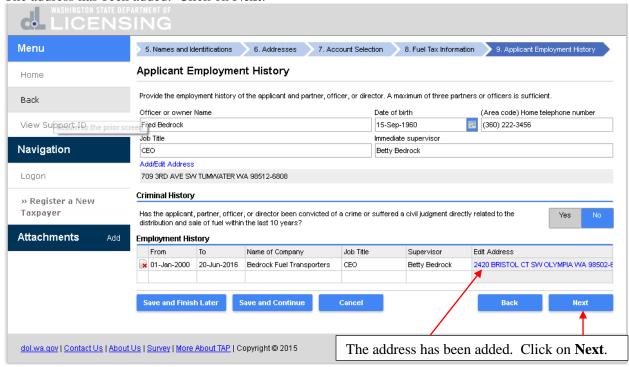


Enter the Street Address, City, State, Zip Code and click on Unverified. Menu . 5. Names and Identifications 6. Addresses 7. Account Selection 8. Fuel Tax Information 9. Applicant Employment History Address Search Country USA sufficient Street 2420 BRISTOL CT SW Home telephone number Street 456 Unit Type Unit # City OLYMPIA Zip 98502-0000 State WASHINGTON County Attention Cancel Enter the Street, City, State and Zip Code. Click on Unverified. Yes Attachments Employment History x 01-Jan-2000 20-Jun-2016 Bedrock Fuel Transporters CEO Betty Bedrock Click here to add and verify an address dol.wa.gov | Contact Us | About Us | Survey | More About TAP | Copyright © 2015

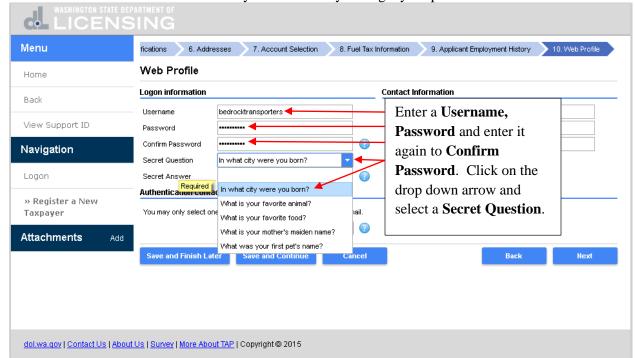
Select the address **As Entered** or the **Verified Address**. The **Verified Address** should be selected unless you know this address is not correct, then select **As Entered**.



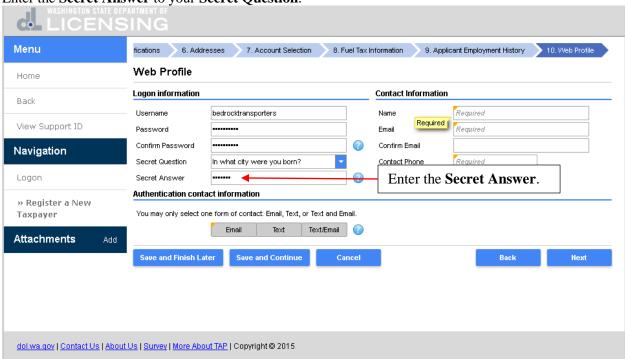
The address has been added. Click on Next.



To login to TAP you are required to have a **Username**. The **Username** is not case sensitive and can be a combination of letters, numbers and special characters. Click in the **Password** field and enter your **Password**. Click in the **Confirm Password** field and enter your password again to confirm it. In the **Secret Question** field click on the drop down arrow and select a **Secret Question**. The **Secret Question** and **Secret Answer** are used to recover your account if you forget your password.



Enter the **Secret Answer** to your **Secret Question**.



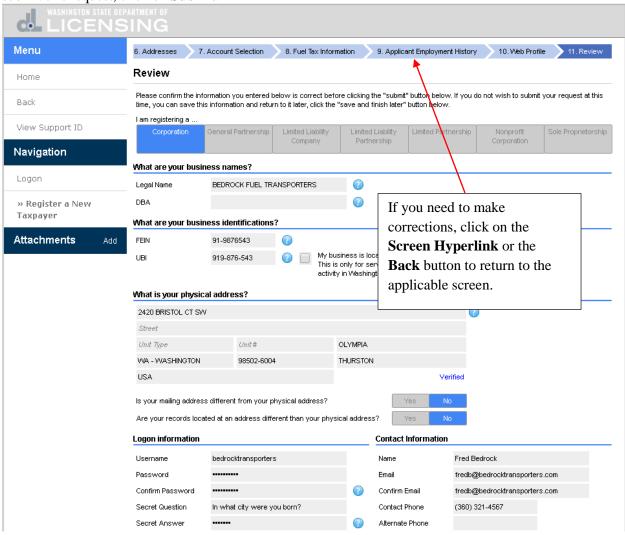
Enter the **Name**, **Email**, **Confirm Email** and **Contact Phone** for the contact of your busines. You can enter an **Alternate Phone** number but it is not required.



The **Authentication Contact Information** will be used to send **Authentication Codes** to be used when you login to TAP. Only one method of being contacted needs to be selected and completed. You can receive the **Authentication Codes** by **Email**, **Text** or **Text/Email**. Select the option you prefer. Click on **Email** and enter your **Authentication Email** address and click on **Next**.

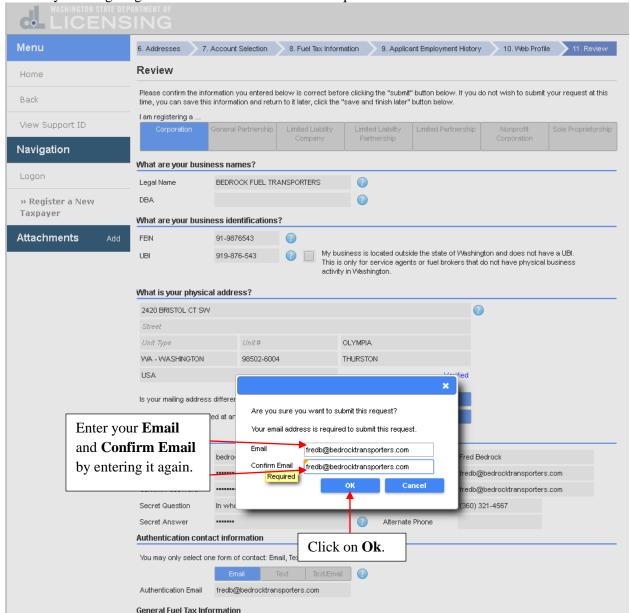


Review the information to ensure it is correct. If you need to make any changes, click on the **Screen Hyperlink** or the **Back** button to return to the applicable screen. If everything is correct and you want to submit this request, click on **Submit**.

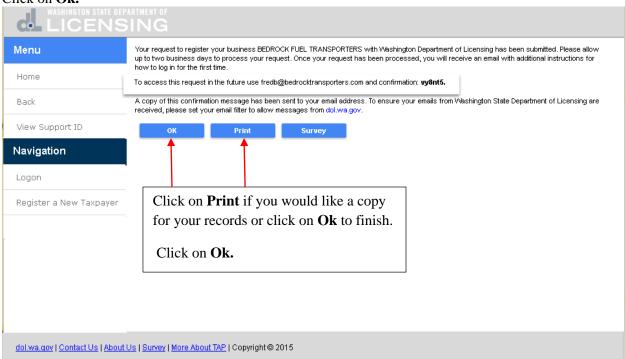


Or click on the **Back** button to return to make corrections to the applicable screen. Click on **Submit**. Authentication contact information You may only select one form of contact: Email, Text, or Text and Email. Text Text/Email Authentication Email fredb@bedrocktransporters.com General Fuel Tax Information July, 2016 Registration will be effective: **Bond Requirement** Net Motor/Special Gallons 0 × 0.494 = 0.00 Required Motor/Special Bond Amount Net Aircraft Gallons $0 \times 0.110 =$ 0.00 Required Aircraft Bond Amount Bonds Fuel Type Bond Company Bond Type Bond Number 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: Fuel Tax Services Or click on the **Back** PO Box 3777 Seattle WA 98124-3777 button to return to the Your application will not be approved until your cash bond is received. applicable screen. If you are covered by a surety bond or Certificate of Deposit, you must attach a copy 0.00 Motor/Special Bond Total Click on Submit. 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. 📝 Back Submit dol.wa.qov | Contact Us | About Us | Survey | More About TAP | Copyright © 2015

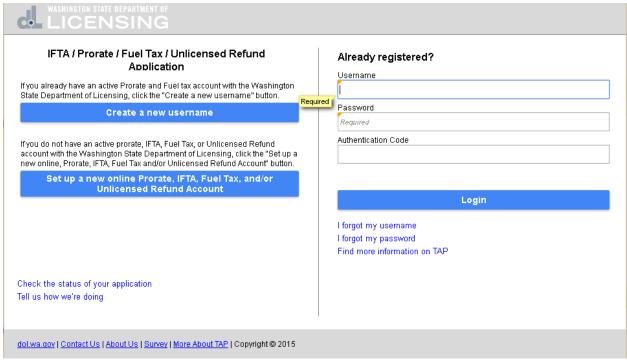
Are you sure you want to submit this request dialogue box displays. Enter your **Email** and **Confirm Email** by entering it again. Click on **Ok** to submit the request.



This is the confirmation that your request has been submitted. While this request is pending, you can access it by entering your email and the confirmation number. The confirmation message has also been sent to your email address. Click on **Print** if you want a copy for your records or click on **Ok** to finish. Click on **Ok**.



You are returned to the TAP home screen.

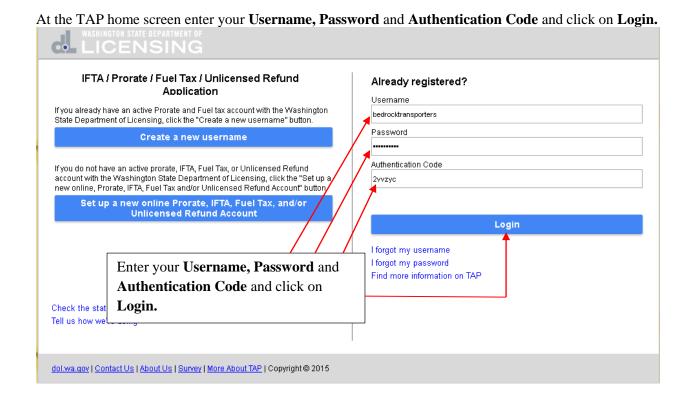


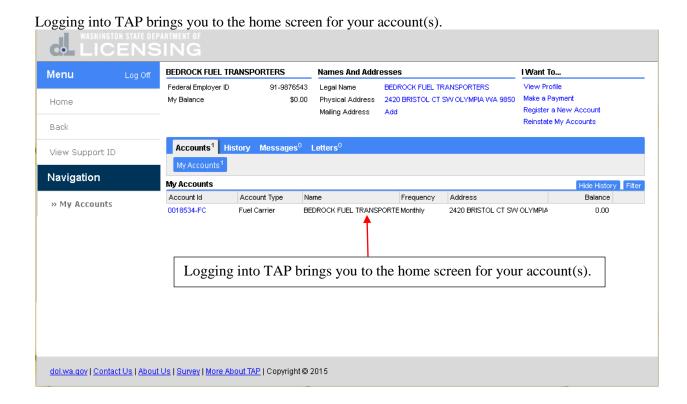
After the request is processed by Prorate and Fuel Tax Services, you will receive an email with the **Authentication Code** to login to your account for the first time and a link to login.

Your request to register your business BEDROCK FUEL TRANSPORTERS with the Washington Department of Licensing has been processed.

Your authentication code is **2vvzyc**. You can log in by entering your username, password and authentication code into the Washington Taxpayer Access Point or by clicking the link below.

Click here to login





This completes the TAP how to **Register as a New Fuel Carrier** tutorial.