

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.**

 WASHINGTON STATE DEPARTMENT OF LICENSING

IFTA / Prorate / Fuel Tax / Unlicensed Refund Application

If you already have an active Prorate and Fuel tax account with the Washington State Department of Licensing, click the "Create a new username" button.

Create a new username Required

If you do not have an active prorated, 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

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

Already registered?

Username Required

Password Required

Authentication Code

Login

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

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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**.

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Registration Options

Registration Options

Select the account type you are trying to register below.

If you need to register multiple accounts choose only one type now. You can add additional accounts once you can log in.

IFTA or IRP

- Check here if you are trying to register for IFTA or IRP

For fuel tax refunds for IFTA Power Take Off (PTO) credits, see "Unlicensed Fuel Tax Refunds" below.

Fuel Tax Account(s)

- Check here if you are a business registering for Fuel Tax account(s)
- Check here if you are a government entity registering for Fuel Tax account(s)

Unlicensed Fuel Tax Refund(s)

- Check here if you are a business or a trust registering to claim Fuel Tax Refunds
- Check here if you are a government registering to claim Fuel Tax Refunds
- Check here if you are an individual registering to claim Fuel Tax Refunds

Dyed Diesel Account

- Check here if you want to register for a Dyed Diesel account

Service Agent

- Check here if you are a service agent looking to register to manage another taxpayer's accounts online

Click in the circle next to registering as a business or government entity.

Click on Next.

Save and Finish Later Save and Continue Cancel Back Next

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

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Registration Options 2. Instructions

Menu

Home

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View Support ID

Navigation

Logon

>> Register a New Taxpayer

Attachments Add

Instructions

Purpose

Use this service to register a business and create an online profile with the Washington State Department of Licensing. By creating an online profile, you gain access to all of the online services we provide.

- Manage your Fuel Tax, International Fuel Tax Agreement (IFTA) and/or International Registration Plan (IRP) account(s) and customer account profile information.
- File and pay Fuel Tax, IFTA Returns and IRP Registrations online.
- View and print IRP information and temporary authority, Fuel Tax and IFTA tax returns, account balances, and correspondence related to your account
- Purchase IFTA decals.

After you register your new business and you want to allow multiple users to access your account, log in to your account. Under the "I Want To..." click on "View Profile" and then click on "Add an Additional Username."

When to Submit This Request

- If you don't already have a Fuel Tax, IFTA or IRP account with the Washington State Department of Licensing and are logging into Taxpayer Access Point (TAP) for the first time.

What You'll Need

- Your business name.
- Unified Business Identifier (UBI), Federal Employer Identification Number (FEIN), or Social Security Number (SSN).
- Your physical and mailing addresses.
- Business specific information necessary to set up your customer profile and account(s).
- US Department of Transportation (USDOT) Number, if you have one.

Save and Finish Later Save and Continue Cancel Back Next

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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**.

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Registration Options > 2. Instructions > 3. On Behalf Of

On Behalf Of

Are you completing this request on behalf of someone else? Yes No

Save and Finish Later Save and Continue Cancel Back Next

Click on No and on Next.

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

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Registration Options > 2. Instructions > 3. On Behalf Of > 4. Taxpayer Sub Type

Taxpayer Sub Type

My company is registered as a...

Corporation General Partnership Limited Liability Company Limited Liability Partnership Limited Partnership Nonprofit Corporation Sole Proprietorship

Select a taxpayer type to see a description below.

Corporations may be formed for profit or nonprofit purposes. Your corporation must be registered with Washington Secretary of State before applying with the Department of Licensing.

Save and Finish Later Save and Continue Cancel Back Next

Click on the taxpayer sub type and click on Next.

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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**.

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Registration Options > 2. Instructions > 3. On Behalf Of > 4. Taxpayer Sub Type > 5. Names and Identifications

Names and Identifications

What are your business names?

Legal Name:

DBA:

What are your business identifications?

FEIN:

UBI:

My business is located outside the state of Washington and does not have a UBI. This is only for service agents or fuel brokers that do not have physical business activity in Washington.

Buttons: Save and Finish Later, Save and Continue, Cancel, Back, Next

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

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Registration Options > 2. Instructions > 3. On Behalf Of > 4. Taxpayer Sub Type > 5. Names and Identifications > 6. Addresses

Addresses

What is your physical address?

2420 BRISTOL CT SW

Street:

Unit Type: Unit #: City:

State: Zip: County:

Country:

Verify Address

Is your mailing address different from your physical address? Yes No

Are your records located at an address different than your physical address? Yes No

Buttons: 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: registration Options > 2. Instructions > 3. On Behalf Of > 4. Taxpayer Sub Type > 5. Names and Identifications > 6. Addresses

Address Search

Country: USA Unverified

Street: 2420 BRISTOL CT SW

Unit Type: [Dropdown] Unit #: [Text] City: OLYMPIA

State: WASHINGTON Zip: 98502-0000 County: [Dropdown]

Attention: [Text]

Select Address		
Select	As Entered	2420 BRISTOL CT SW OLYMPIA WA 98502
Select	Verified	2420 BRISTOL CT SW OLYMPIA WA 98502-6004

Cancel 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 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**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: registration Options > 2. Instructions > 3. On Behalf Of > 4. Taxpayer Sub Type > 5. Names and Identifications > 6. Addresses

Addresses

What is your physical address?

2420 BRISTOL CT SW

Street

Unit Type: [Dropdown] Unit #: [Text] OLYMPIA

WA - WASHINGTON Zip: 98502-6004 THURSTON

USA

Verified

Is your mailing address different from your physical address? Yes No

Are your records located at an address different than your physical address? Yes No

Save and Finish Later Save and Continue Cancel Back Next

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

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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**.

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Registration Options > 2. Instructions > 3. On Behalf Of > 4. Taxpayer Sub Type > 5. Names and Identifications > 6. Addresses

Menu

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Navigation

- Ligon
- >> Register a New Taxpayer

Attachments Add

Addresses

What is your physical address?

2420 BRISTOL CT SW ?

Street

Unit Type Unit # City
WA - WASHINGTON 98502-6004 OLYMPIA

THURSTON

USA Verify

Is your mailing address different from your physical address?

Enter your mailing address below.

Street

Street

Unit Type Unit # City
WA - WASHINGTON Zip County

USA Verify Address

Are your records located at an address different than your physical address?

Enter your location of records address below.

Street

Street

Unit Type Unit # City
WA - WASHINGTON Zip County

USA Verify Address

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Additional fields open that would be required to be completed. For this tutorial the mailing address and address for the records are the same as the physical address. Click on **No**, **No** and **Next**.

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

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: Home, Back, View Support ID

Navigation: Logon, » Register a New Taxpayer

Attachments: Add

Progress: 1. Instructions > 2. On Behalf Of > 3. On Behalf Of > 4. Taxpayer Sub Type > 5. Names and Identifications > 6. Addresses > 7. Account Selection

Account Selection

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

Buttons: Save and Finish Later, Save and Continue, Cancel, Back, Next

Callout: Click on Yes and on Next.

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

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: Home, Back, View Support ID

Navigation: Logon, » Register a New Taxpayer

Attachments: Add

Progress: 1. Instructions > 2. On Behalf Of > 3. On Behalf Of > 4. Taxpayer Sub Type > 5. Names and Identifications > 6. Addresses > 7. Account Selection > 8. Fuel Tax Information

Fuel Tax Information

General Fuel Tax Information

Registration will be effective: July, 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.

Buttons: Save and Finish Later, Save and Continue, Cancel, Back, Next

Callout: Click in the certification box to certify the information provided is true and correct.

Callout: Click on Next.

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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**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: 5. Names and Identifications > 6. Addresses > 7. Account Selection > 8. Fuel Tax Information > 9. 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: Fred Bedrock
 Date of birth: 15-Sep-1960
 (Area code) Home telephone number: (360) 222-3456
 Job Title: CEO
 Immediate supervisor: Betty Bedrock

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

Criminal History
 Has the applicant, partner, or distribution and sale of fuel v... Yes No

Employment History

From	To	Name of Company	Job Title	Supervisor	Edit Address

At least one employment history record is required.

Buttons: Save and Finish Later, Save and Continue, Cancel, Back, Next

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

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: 5. Names and Identifications > 6. Addresses > 7. Account Selection > 8. Fuel Tax Information > 9. Applicant Employment History

Address Search

Country: USA
 Street: 709 S 3RD AVE SW
 Unit Type: [Dropdown] Unit #: [Text]
 State: WASHINGTON Zip: 98512-0000 City: TUMWATER County: [Dropdown]
 Attention: [Text]

Enter the Street, City, State and Zip Code. Click on Unverified.

Buttons: Unverified, Yes, No

Background: Employment History form (same as above)

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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 > 5. Names and Identifications > 6. Addresses > 7. Account Selection > 8. Fuel Tax Information > 9. Applicant Employment History

Address Search

Country: USA Unverified

Street: 709 S 3RD AVE SW

Unit Type: [Dropdown] Unit #: [Input] City: TUMWATER

State: WASHINGTON Zip: 98512-0000 County: [Dropdown]

Attention: [Input]

Select Address

Select	As Entered	709 S 3RD AVE SW TUMWATER WA 98512
Select	Verified	709 3RD AVE SW TUMWATER WA 98512-6808

Cancel

Back Next

IRS Form 637.pdf
IRS Form 637

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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.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu > 5. Names and Identifications > 6. Addresses > 7. Account Selection > 8. Fuel Tax Information > 9. 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: Fred Bedrock Date of birth: [Input] (Area code) Home telephone number: [Input]

Job Title: CEO

[Add/Edit Address](#)

709 3RD AVE SW TUMWATER WA 98512-6808

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-2000	20-Jun-2016	Bedrock Fuel Transporters	CEO	Betty Bedrock	Click here to add and verify an address

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Enter the **Street Address, City, State, Zip Code** and click on **Unverified**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu 5. Names and Identifications 6. Addresses 7. Account Selection 8. Fuel Tax Information 9. Applicant Employment History

Address Search

Country USA Unverified

Street 2420 BRISTOL CT SW

Street

Unit Type Unit # City OLYMPIA

State WASHINGTON Zip 98502-0000 County

Attention

Cancel

Enter the **Street, City, State and Zip Code**. Click on **Unverified**.

Attachments

From	To	Name of Company	Job Title	Supervisor	Edit Address
01-Jan-2000	20-Jun-2016	Bedrock Fuel Transporters	CEO	Betty Bedrock	Click here to add and verify an address

Save and Finish Later Save and Continue Cancel Back Next

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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 5. Names and Identifications 6. Addresses 7. Account Selection 8. Fuel Tax Information 9. Applicant Employment History

Address Search

Country USA Unverified

Street 2420 BRISTOL CT SW

Street

Unit Type Unit # City OLYMPIA

State WASHINGTON Zip 98502-0000 County

Attention

Select Address

Select	As Entered	2420 BRISTOL CT SW OLYMPIA WA 98502
Select	Verified	2420 BRISTOL CT SW OLYMPIA WA 98502-6004

Cancel

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

WASHINGTON STATE DEPARTMENT OF LICENSING

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Navigation

Logon

>> Register a New Taxpayer

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: Fred Bedrock Date of birth: 15-Sep-1960 (Area code) Home telephone number: (360) 222-3456

Job Title: CEO Immediate supervisor: Betty Bedrock

Add/Edit Address: 709 3RD AVE SW TUMWATER WA 98512-6808

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-2000	20-Jun-2016	Bedrock Fuel Transporters	CEO	Betty Bedrock	2420 BRISTOL CT SW OLYMPIA WA 98502-6

Save and Finish Later Save and Continue Cancel Back Next

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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.

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Menu > 5. Names and Identifications > 6. Addresses > 7. Account Selection > 8. Fuel Tax Information > 9. Applicant Employment History > 10. Web Profile

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Navigation

Logon

>> Register a New Taxpayer

Attachments Add

Web Profile

Logon information

Username: bedrocktransporters Password: Confirm Password: Secret Question: In what city were you born? Secret Answer: In what city were you born? Required Authentication command

You may only select one

Contact Information

Email: Phone:

Save and Finish Later Save and Continue Cancel Back Next

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Enter a Username, Password and enter it again to Confirm Password. Click on the drop down arrow and select a Secret Question.

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

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: Home, Back, View Support ID, Logon, Register a New Taxpayer, Attachments

Progress: 1. Locations, 2. Addresses, 3. Account Selection, 4. Fuel Tax Information, 5. Applicant Employment History, 6. Web Profile

Web Profile

Logon information

Username: bedrocktransporters
Password: [masked]
Confirm Password: [masked]
Secret Question: In what city were you born?
Secret Answer: [masked] → Enter the Secret Answer.

Contact Information

Name: [Required]
Email: [Required]
Confirm Email: [Required]
Contact Phone: [Required]

Authentication contact information

You may only select one form of contact: Email, Text, or Text and Email.

Buttons: Save and Finish Later, Save and Continue, Cancel, Back, Next

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

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: Home, Back, View Support ID, Logon, Register a New Taxpayer, Attachments

Progress: 1. Locations, 2. Addresses, 3. Account Selection, 4. Fuel Tax Information, 5. Applicant Employment History, 6. Web Profile

Web Profile

Logon information

Username: bedrocktransporters
Password: [masked]
Confirm Password: [masked]
Secret Question: In what city were you born?
Secret Answer: [masked]

Contact Information

Name: Fred Bedrock
Email: fredb@bedrocktransporters.com
Confirm Email: fredb@bedrocktransporters.com
Contact Phone: (360) 321-4567
Alternate Phone: [empty]

Authentication contact information

You may only select one form of contact: Email, Text, or Text and Email.

Buttons: Save and Finish Later, Save and Continue, Cancel, Back, Next

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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**.

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Account Selection > 2. Personal Information > 3. Identification > 4. Licenses > 5. Certifications > 6. Addresses > 7. Account Selection > 8. Fuel Tax Information > 9. Applicant Employment History > 10. Web Profile

Web Profile

Logon information		Contact Information	
Username	bedrocktransporters	Name	Fred Bedrock
Password	*****	Email	fredb@bedrocktransporters.com
Confirm Password	*****	Confirm Email	fredb@bedrocktransporters.com
Secret Question	In what city were you born?	Contact Phone	(360) 321-4567
Secret Answer	*****	Alternate Phone	

Authentication contact information

You may only select one form of contact: Email, Text, or Text and Email.


Email Text Text/Email

Authentication Email: fredb@bedrocktransporters.com

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



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6. Addresses
7. Account Selection
8. Fuel Tax Information
9. Applicant Employment History
10. Web Profile
11. 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.

I am registering a ...

Corporation	General Partnership	Limited Liability Company	Limited Liability Partnership	Limited Partnership	Nonprofit Corporation	Sole Proprietorship
-------------	---------------------	---------------------------	-------------------------------	---------------------	-----------------------	---------------------

What are your business names?

Legal Name	BEDROCK FUEL TRANSPORTERS	?
DBA		?

What are your business identifications?

FEIN	91-9876543	?
UBI	919-876-543	?

My business is located in Washington. This is only for service activity in Washington.

What is your physical address?

2420 BRISTOL CT SW			?
Street			
Unit Type	Unit #	OLYMPIA	
WA - WASHINGTON	98502-6004	THURSTON	
USA			Verified

Is your mailing address different from your physical address? Yes No

Are your records located at an address different than your physical address? Yes No

Logon information

Username	bedrocktransporters	
Password	*****	
Confirm Password	*****	?
Secret Question	In what city were you born?	
Secret Answer	*****	?

Contact Information

Name	Fred Bedrock	
Email	fredb@bedrocktransporters.com	
Confirm Email	fredb@bedrocktransporters.com	
Contact Phone	(360) 321-4567	
Alternate Phone		

If you need to make corrections, click on the **Screen Hyperlink** or the **Back** button to return to the applicable screen.

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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.

Email Text Text/Email 

Authentication Email

General Fuel Tax Information

Registration will be effective:

Bond Requirement

Net Motor/Special Gallons x 3 x 0.494 = Required Motor/Special Bond Amount
Net Aircraft Gallons x 3 x 0.110 = Required Aircraft Bond Amount

Bonds

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
-----------	--------------	-----------	-------------	----------------	-------------

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
Aircraft Bond Total

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 click on the **Back** button to return to the applicable screen.

Click on **Submit**.

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.

The screenshot shows the 'Review' step of a registration process. The page includes a navigation menu on the left with options like 'Home', 'Back', 'View Support ID', 'Logon', and 'Register a New Taxpayer'. The main content area is titled 'Review' and contains several sections: 'What are your business names?' (with fields for Legal Name and DBA), 'What are your business identifications?' (with fields for FEIN and UBI), 'What is your physical address?' (with fields for Street, Unit Type, Unit #, State, and Country), and 'Authentication contact information' (with fields for Email, Text, and Text/Email). A confirmation dialog box is overlaid on the page, asking 'Are you sure you want to submit this request?' and 'Your email address is required to submit this request.' The dialog box has two input fields for 'Email' and 'Confirm Email', both containing 'fredb@bedrocktransporters.com'. There are 'OK' and 'Cancel' buttons at the bottom of the dialog box. A yellow 'Required' label is next to the 'Confirm Email' field. A red arrow points from the 'OK' button to a callout box that says 'Click on Ok.' Another callout box on the left says 'Enter your Email and Confirm Email by entering it again.' with red arrows pointing to the input fields in the dialog box.

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**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu

- Home
- Back
- View Support ID

Navigation

- Logon
- Register a New Taxpayer

Your request to register your business BEDROCK FUEL TRANSPORTERS with Washington Department of Licensing has been submitted. Please allow up to two business days to process your request. Once your request has been processed, you will receive an email with additional instructions for how to log in for the first time.

To access this request in the future use fredb@bedrocktransporters.com and confirmation: **uy8nt5**.

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

OK **Print** **Survey**

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

Click on **Ok**.

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You are returned to the TAP home screen.

WASHINGTON STATE DEPARTMENT OF LICENSING

IFTA / Prorate / Fuel Tax / Unlicensed Refund Application

If you already have an active Prorate and Fuel tax account with the Washington State Department of Licensing, click the "Create a new username" button.

Create a new username Required

If you do not have an active prorated, 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

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

Already registered?

Username

Password *Required*

Authentication Code

Login

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

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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](#)

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

The screenshot shows the Washington State Department of Licensing TAP home screen. The header includes the logo and the text "WASHINGTON STATE DEPARTMENT OF LICENSING". The main content is divided into two columns. The left column is titled "IFTA / Prorate / Fuel Tax / Unlicensed Refund Application" and contains two blue buttons: "Create a new username" and "Set up a new online Prorate, IFTA, Fuel Tax, and/or Unlicensed Refund Account". The right column is titled "Already registered?" and contains a login form with three input fields: "Username" (containing "bedrocktransporters"), "Password" (containing "*****"), and "Authentication Code" (containing "2vvzyc"). Below the input fields is a blue "Login" button. There are also three links: "I forgot my username", "I forgot my password", and "Find more information on TAP". A callout box with a black border and white background is positioned in the lower-left area, containing the text "Enter your Username, Password and Authentication Code and click on Login." with the word "Login." in bold. Three red arrows point from the callout box to the Username, Password, and Authentication Code input fields. At the bottom of the page, there is a footer with links: "dol.wa.gov | Contact Us | About Us | Survey | More About TAP | Copyright © 2015".

Logging into TAP brings you to the home screen for your account(s).

The screenshot shows the TAP interface for a user logged in as 'BEDROCK FUEL TRANSPORTERS'. The page is divided into several sections:

- Menu:** Includes 'Log Off', 'Home', 'Back', and 'View Support ID'.
- Navigation:** Includes a link to '» My Accounts'.
- Account Information:** Displays 'BEDROCK FUEL TRANSPORTERS' with details such as Federal Employer ID (91-9876543), My Balance (\$0.00), Legal Name, Physical Address (2420 BRISTOL CT SW OLYMPIA WA 9850), and Mailing Address (Add).
- Accounts Section:** Features tabs for 'Accounts¹', 'History', 'Messages⁰', and 'Letters⁰'. Below these is a sub-section for 'My Accounts¹' with a table of account details.
- My Accounts Table:**

Account Id	Account Type	Name	Frequency	Address	Balance
0018534-FC	Fuel Carrier	BEDROCK FUEL TRANSPORTE	Monthly	2420 BRISTOL CT SW OLYMPIA	0.00
- I Want To...:** Includes links for 'View Profile', 'Make a Payment', 'Register a New Account', and 'Reinstate My Accounts'.

A red arrow points from a text box below the table to the 'Name' column of the table. The text box contains the text: "Logging into TAP brings you to the home screen for your account(s)."

At the bottom of the page, there is a footer with links: dol.wa.gov | [Contact Us](#) | [About Us](#) | [Survey](#) | [More About TAP](#) | Copyright © 2015

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