

How to Register as a New Terminal Operator 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 Terminal Operator, create your online profile and register your account through TAP. Once the registration process has been completed, you will be able to login and manage your account(s). You will be able to file your monthly reports to include fuel receipts, disbursements and beginning and ending inventories online. In addition, you can view and print previously filed monthly reports, 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

Already registered?

Username Required

Password Required

Authentication Code

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**.

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

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

Back

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: BEDROCK TERMINAL OPERATIONS

DBA:

What are your business identifications?

FEIN: 91-1234567

UBI: 911-123-456

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?

2424 BRISTOL CT SW

Street

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

State: WA - WASHINGTON Zip Code: 98502-0000

Country: USA

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**.

Address Search

Country: USA Unverified

Street: 2424 BRISTOL CT SW

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

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

Attention: [Input]

Select Address

Select	As Entered	2424 BRISTOL CT SW OLYMPIA WA 98502
Select	Verified	2424 BRISTOL CT SW OLYMPIA WA 98502-6004

Buttons: 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**.

Addresses

What is your physical address?

2424 BRISTOL CT SW ?

Street: [Input]

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

WA - WASHINGTON Zip: 98502-6004 County: THURSTON

USA Verified

Is your mailing address different from your physical address?

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

Buttons: 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

- Home
- Back
- View Support ID

Navigation

- Ligon
- Request Search
- » Register a New Taxpayer **Required**

Attachments Add

Addresses

What is your physical address?

2424 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. Yes No

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. Yes No

Street

Street

Unit Type Unit # City
WA - WASHINGTON Zip County

USA Verify Address

Save and Finish Later Save and Continue Cancel Back Next

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Click on **Yes** next to **Register a new Terminal Operator account** and then on **Next**.

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Menu: Home, Back, View Support ID, Logon, Request Search, » 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

Save and Finish Later Save and Continue Cancel Back Next

Callout: Click on Yes and on Next.

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Click in the **Terminal Code** field and enter the terminal number. Click in the certification box to certify the information provided is true and correct. For a Terminal Operator license you are required to attach a copy of IRS form 637. By clicking on the question mark button next to **Add Attachment**, it displays more information on the attachment type. Click on **Add Attachment** to attach IRS form 637.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: Home, Back, View Support ID, Logon, Request Search, » 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

Terminal Fuel Tax Registration

In order to qualify for a Fuel Terminal license, you must be registered within the bulk transfer-terminal system. Attach a copy of IRS Form 637.

Terminal Code: T-91-WA-4499

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

Save and Finish Later Save and Continue Cancel Back Next

Callout: Enter the Terminal Code and click in the certification box.

Callout: Click on the question mark button to display more information on adding attachments. Click on Add Attachment or Add in the attachments section to attach IRS form 637.

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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 **Fed. Excise Tax Reg (Form 637)**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: 1. Home, 2. Back, 3. View Support ID, 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

Terminal Fuel Tax Registration

In order to qualify for a terminal fuel tax registration, you must attach a file to the terminal registration. The file must be a PDF document and must be in the following format:

Terminal Code: []

By selecting the following information, you are certifying that you are the owner of the terminal and that you are not a federal or state employee.

Add Attachment

Save and Finish Later

Back

Next

Callout: Click on the drop down arrow and select **Fed. Excise Tax Reg (Form 637)**.

File Type List:

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

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In the **Description** field add a **Description** of the file that is being attached. Click on **Choose File** and search for the file saved on the computer and attach it. Click on **Save**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: 1. Home, 2. Back, 3. View Support ID, 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

Terminal Fuel Tax Registration

In order to qualify for a terminal fuel tax registration, you must attach a file to the terminal registration. The file must be a PDF document and must be in the following format:

Terminal Code: []

By selecting the following information, you are certifying that you are the owner of the terminal and that you are not a federal or state employee.

Add Attachment

Save and Finish Later

Back

Next

Callout: Enter a **Description**.

File Type List:

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

File List:

- IRS Form 637.pdf

Buttons: Choose File, Save, Cancel

Callout: Click on **Choose File** and attach the file saved on the computer. Click on **Save**.

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IRS Form 637 has been attached. If you attach the wrong form, you may click on the red **X** to delete the attachment. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: 4. Taxpayer Sub Type > 5. Names and Identifications > 6. Addresses > 7. Account Selection > 8. Fuel Tax Information

Home: Fuel Tax Information

Back: General Fuel Tax Information

View Support ID: Registration will be effective: July, 2016

Navigation: Terminal Fuel Tax Registration

Logon: Terminal Code: T-91-WA-4499

Request Search: 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.

» Register a New Taxpayer: Add Attachment

Attachments: Add

IRS Form 637.pdf **X**

IRS Form 637

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

Callout Box: IRS Form 637 has been attached. However, attachments can be deleted by clicking on the red **X** if the wrong file had been attached. 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

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: Betty Bedrock

Navigation: Date of birth: 15-Oct-1960

Logon: (Area code) Home telephone number: (360) 222-3456

Request Search: Job Title: CEO

» Register a New Taxpayer: Immediate supervisor: Fred Bedrock

Attachments: Add

IRS Form 637.pdf **X**

IRS Form 637

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

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

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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 Unverified

Street 709 S 3RD AVE SW

Street

Unit Type Unit # City TUMWATER

State WASHINGTON Zip 98512-0000 County

Attention

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

Taxpayer Employment History

From	To	Name of Company	Job Title	Supervisor	Edit Address

At least one employment history record is required.

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 709 S 3RD AVE SW

Street

Unit Type Unit # City TUMWATER

State WASHINGTON Zip 98512-0000 County

Attention

Select Address

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

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**.

Back Next

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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.

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: [] (Area code) Home telephone number: []

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 Terminal Operations	CEO	Fred Bedrock	Click here to add and verify an address

Attachments Add

IRS Form 637.pdf
 IRS Form 637

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

Address Search

Country: USA

Street: 2424 BRISTOL CT SW

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

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

Attention: []

Unverified Cancel

Employment History

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

Attachments Add

IRS Form 637.pdf
 IRS Form 637

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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 2424 BRISTOL CT SW

Street

Unit Type Unit # City OLYMPIA

State WASHINGTON Zip 98502-0000 County

Attention

Select Address

Select	As Entered	2424 BRISTOL CT SW OLYMPIA WA 98502
Select	Verified	2424 BRISTOL CT SW OLYMPIA WA 98502-6004

Cancel

Yes No

Add and verify an address

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**.

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

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

Job Title: CEO Immediate supervisor: Fred 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 Terminal Operations	CEO	Fred Bedrock	2424 BRISTOL CT SW OLYMPIA WA 98502-6004

Save and Finish Later Save and Continue Cancel Back Next

IRS Form 637.pdf IRS Form 637

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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 have forgotten your password.

WASHINGTON STATE DEPARTMENT OF LICENSING

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

Web Profile

Logon information

Username: bedrock

Password: [Redacted]

Confirm Password: [Redacted]

Secret Question: In what city were you born?

Secret Answer: [Redacted]

Contact Information

Name: [Redacted]

Email: [Redacted]

Confirm Email: [Redacted]

Contact Phone: [Redacted]

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

Attachments: IRS Form 637.pdf, IRS Form 637

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

WASHINGTON STATE DEPARTMENT OF LICENSING

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

Web Profile

Logon information

Username: bedrock

Password: [Redacted]

Confirm Password: [Redacted]

Secret Question: In what city were you born?

Secret Answer: [Redacted]

Contact Information

Name: [Redacted]

Email: [Redacted]

Confirm Email: [Redacted]

Contact Phone: [Redacted]

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

Attachments: IRS Form 637.pdf, IRS Form 637

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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

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**.

WASHINGTON STATE DEPARTMENT OF LICENSING

ses > 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 TERMINAL OPERATIONS

DBA:

What are your business identifications?

FEIN: 91-1234567

UBI: 911-123-456

My business is located for service agents of:

What is your physical address?

2424 BRISTOL CT SW
Street
Unit #
OLYMPIA
WA - WASHINGTON 98512-6004
THURSTON
USA

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: bedrock
Password: *****
Confirm Password: *****
Secret Question: In what city were you born?
Secret Answer: *****

Contact Information

Name: Betty Bedrock
Email: bettyb@bedrockterminal.com
Confirm Email: bettyb@bedrockterminal.com
Contact Phone: (360) 456-1234
Alternate Phone:

Authentication contact information

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

Authentication Email: bettyb@bedrockterminal.com

Terminal Fuel Tax Registration

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

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

Click on **Submit**.

IRS Form 637.pdf
IRS Form 637

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Are you sure you want to submit this request dialogue box displays. Click on **Ok** to submit the request.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: 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
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What are your business names?

Legal Name: BEDROCK TERMINAL OPERATIONS ?

DBA: ?

What are your business identifications?

FEIN: 91-1234567 ?

UBI: 911-123-456 ? 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.

What is your physical address?

2424 BRISTOL CT SW ?

Street

Unit Type: Unit #: OLYMPIA

WA - WASHINGTON 98502-6004 THURSTON

USA Verified

Is your mailing address: No

Are your records located: No

Logon information

Username: Betty Bedrock

Password: bettyb@bedrockterminal.com

Confirm Password: bettyb@bedrockterminal.com

Secret Question: In what city were you born?

Secret Answer: *****

Contact Phone: (360) 456-1234

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: bettyb@bedrockterminal.com

Terminal Fuel Tax Registration

Are you sure you want to submit this request?

OK Cancel

Click on Ok.

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 TERMINAL OPERATIONS with the Washington Department of Licensing has been processed.

Your authentication code is **v24dbr**. 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 three input fields: "Username" (with "bedrock" entered), "Password" (with "*****" entered), and "Authentication Code" (with "v24dbr" entered). A yellow "Required" label is positioned to the left of the Authentication Code field. Below the input fields is a blue "Login" button. At the bottom of the right column are three links: "I forgot my username", "I forgot my password", and "Find more information on TAP". A white callout box with a black border is overlaid on the bottom left, containing the text "Enter your Username, Password and Authentication Code and click on Login." Red arrows point from the callout box to the Username, Password, and Authentication Code fields, and from the "Login" button. A yellow "Required" label is also present near the Authentication Code field. The footer contains the text "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).

WASHINGTON STATE DEPARTMENT OF LICENSING

BEDROCK TERMINAL OPERATIONS

Federal Employer ID: 91-1234567
My Balance: \$0.00

Names And Addresses

Legal Name: BEDROCK TERMINAL OPERATIONS
Physical Address: 2424 BRISTOL CT SW OLYMPIA WA 9850
Mailing Address: Add

I Want To...

View Profile
Make a Payment
Register a New Account
Reinstate My Accounts

Accounts¹ | History | Messages⁰ | Letters⁰

My Accounts¹

My Accounts Hide History Filter

Account Id	Account Type	Name	Frequency	Address	Balance
0015416-FT01	Fuel Terminal	BEDROCK TERMINAL OPERATIONS	Monthly	2424 BRISTOL CT SW OLYMPIA	0.00

» My Accounts

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This completes the TAP how to **Register as a New Terminal Operator** tutorial.