

## **How to Set Up a New Online Unlicensed Refund Account as a Business or Trust 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 or trust, create your online profile and set up your account(s) through TAP. Once the registration process has been completed, you will be able to login and manage your account(s); file your refund claims, view and print filed claims and 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

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

[Set up a new online Prorate, IFTA, Fuel Tax, and/or Unlicensed Refund Account](#)

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

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

**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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In the **Unlicensed Fuel Tax Refund(s)** section, click in the circle next to **Check here if you are a business or a trust registering to claim Fuel Tax**. This tutorial is for a **Business** or **Trust** registering and there would be some slight screen differences if one of the other two options were 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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Click in the circle next to the applicable option. For this tutorial we're registering as a **Business** or **Trust**.

Click on **Next**.

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

**WASHINGTON STATE DEPARTMENT OF LICENSING**

1. Registration Options > 2. Instructions

**Menu**

- Home
- Back
- View Support ID

**Navigation**

- Ligon
- >> Register a New Taxpayer

**Attachments** Add

**Instructions**

**Purpose**

Use this service to register for an Unlicensed Fuel Tax Refund Permit 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 Refund Permit account(s), customer profile information and other Prorate and Fuel Tax account(s).
- File a refund claim online.
- View and print claims forms and supporting schedules.

After you register, if you want to allow multiple users to access your account, log into 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**

Trust:

- Trust Name
- Unified Business Identifier (UBI)
- Physical and mailing addresses

Business or Government:

- Entity Name
- Unified Business Identifier (UBI)
- Federal Employer Identification Number (FEIN) or Social Security Number (SSN)
- Physical and mailing addresses

Save and Finish Later Save and Continue Cancel Back Next

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**Click on Next.**

This is the on behalf of screen. You would click **Yes** if you were a filling this out for someone else, but you are not a service agent or service professional. If you select 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 that your business or trust is registering as 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 your business or trust is registering as and click on Next.

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Enter the **Legal Name, FEIN** and **UBI** numbers. 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 WELL DRILLERS

DBA:

What are your business identifications?

FEIN: 91-3211231

UBI: 913-211-231

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 or trust 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 #: [input] City: OLYMPIA

State: WA - WASHINGTON Zip Code: 98502-0000

Country: USA

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

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

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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

Addresses

What is your physical address?

Address Search

Country: USA

Street: 2424 BRISTOL CT SW

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

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

Attention: [Text]

Select Address

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

Cancel

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

2424 BRISTOL CT SW

Street: [Text]

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

WA - WASHINGTON Zip: 98502-6004 County: 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

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

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**

- Logon
- » Register a New Taxpayer

**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 Address

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**.

This is the account selection screen and all three account types can be registered at the same time. Or you could choose to just register one or two account types. For this tutorial we will register a **Motor Fuel** and **Special Fuel** account type. Click on **Yes** next to **Register a new Motor Fuel Unlicensed Refund account** and **Yes** next to **Register a new Special Fuel Unlicensed Refund account**. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: Home, Back, View Support ID

Navigation: Logon, Request Search, » Register a New Taxpayer

Attachments: Add

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

**Account Selection**

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

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

Callout 1: Click on **Yes** for a new **Motor Fuel** account and **Yes** for a new **Special Fuel** account.

Callout 2: Click on **Next**.

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For each fuel type, check the box next for each exemption you are requesting a refund of fuel tax. If additional information is required a blue help bubble appears next to the exemption. In the **Signature** section, check the **Certification Box** that the foregoing and any supporting documents are 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: 5. Names and Identifications > 6. Addresses > 7. Account Selection > 8. Unlicensed Refund Information - Business or Trust

### Unlicensed Refund Information - Business or Trust

Please indicate the reason you are requesting a refund of fuel tax by marking the appropriate exemption(s) below. Additional documentation or information may be required for some exemptions.

**Motor Fuel**

<input type="checkbox"/> Boating	<input type="checkbox"/> Manufacturing, cleaning, dyeing
<input type="checkbox"/> Boat rental/sales	<input type="checkbox"/> Motor Fuel used in aircraft
<input type="checkbox"/> Construction/Industrial	<input type="checkbox"/> Special transportation needs ?
<input type="checkbox"/> Export	<input type="checkbox"/> Urban passenger transportation system ?
<input type="checkbox"/> Equipment rentals/sales	<input type="checkbox"/> WA power take-off (PTO) ?
<input type="checkbox"/> Farming ?	<input checked="" type="checkbox"/> Other <input type="text" value="Unlicensed Off Road Equipment"/>
<input type="checkbox"/> Logging	

**Special Fuel**

<input type="checkbox"/> Biodiesel rebranded to dyed biodiesel ?	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Equipment rentals/sales	<input type="checkbox"/> Refrigeration unit ?
<input type="checkbox"/> Export	<input type="checkbox"/> Special mobile equipment
<input type="checkbox"/> Farming ?	<input type="checkbox"/> Special transportation needs ?
<input type="checkbox"/> Heating	<input type="checkbox"/> Urban passenger transportation system ?
<input type="checkbox"/> IFTA power take-off (PTO) ?	<input checked="" type="checkbox"/> WA power take-off (PTO) ?
<input checked="" type="checkbox"/> Licensed vehicles used off-road	<input type="checkbox"/> Other
<input type="checkbox"/> Logging	

**Signature**

I certify under penalty of perjury under the laws of the state of Washington that the foregoing and any supporting documents are true and correct.

Add Attachment ?

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

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Check in the box for the exemption(s) you are requesting a refund of fuel tax.

Check in the Certification Box.

Click on the question mark button to see the exemption requirements.

Click on Next.

To login to TAP you are required to have a **Username**. The **Username** is case sensitive and can be a combination of letters, numbers and special characters. Click in the **Username** field and enter your **Username**. Click on the **question mark button** next to the **Confirm Password** field and information regarding password requirements is displayed.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: Home, Back, View Support ID, Navigation: Logon, Request Search, Register a New Taxpayer, Attachments: Add

Web Profile: Logon information

Enter your **Username** and click on the **question mark button** for information on passwords.

Username: bedrockdriller

Password: Required

Confirm Password: Required

Secret Question: Required

Secret Answer: 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 your **Password** and **Confirm Password** by entering it again.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: Home, Back, View Support ID, Navigation: Logon, Request Search, Register a New Taxpayer, Attachments: Add

Web Profile: Logon information

Enter your **Password**. Then enter it again to confirm it.

Username: bedrockdriller

Password: Required

Confirm Password: Required

Secret Question: Required

Secret Answer: 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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Now select a **Secret Question**. If you forget your password, this question and answer will enable you to reset your password. Click the drop down arrow and select your **Secret Question**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: ind Identifications > 6. Addresses > 7. Account Selection > 8. Unlicensed Refund Information - Business or Trust > 9. Web Profile

Home | Back | View Support ID

Navigation: Logon | Request Search | » Register a New Taxpayer

Attachments: Add

**Web Profile**

**Logon information**

Username: bedrockdriller  
Password: .....  
Confirm Password: .....  
Secret Question: In what city were you born? x  
Secret Answer: In what city were you born? (Required)

**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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Click in the **Secret Answer** field and enter the **Secret Answer**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: ind Identifications > 6. Addresses > 7. Account Selection > 8. Unlicensed Refund Information - Business or Trust > 9. Web Profile

Home | Back | View Support ID

Navigation: Logon | Request Search | » Register a New Taxpayer

Attachments: Add

**Web Profile**

**Logon information**

Username: bedrockdriller  
Password: .....  
Confirm Password: .....  
Secret Question: In what city were you born?  
Secret Answer: (Required)

**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** of the contact for your business or trust. Enter their **Email** address and enter it again to confirm it. Enter a **Contact Phone** number and if you have an **Alternate Phone** you can enter it too but it's not required.

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Identifications > 2. Addresses > 3. Account Selection > 4. Unlicensed Refund Information - Business or Trust > 5. Web Profile

**Menu**

- Home
- Back
- View Support ID

**Navigation**

- Logon
- Request Search
- » Register a New Taxpayer

**Attachments** Add

**Web Profile**

**Logon information**

Username  
Password  
Confirm Password  
Secret Question  
Secret Answer

**Authentication**

You may only

**Contact Information**

Name: Betty Bedrock  
Email: bettyb@bedrockwelldrilling.com  
Confirm Email: bettyb@bedrockwelldrilling.com  
Contact Phone: (360) 456-1231  
Alternate Phone:

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** and used when you login to TAP. You can receive the **Authentication Code** by **Email, Text** or **Text/Email**. Select the option you prefer. For this tutorial purposes of this tutorial click on **Email** and enter your **Authentication Email** address and click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: Find Identifications > 6. Addresses > 7. Account Selection > 8. Unlicensed Refund Information - Business or Trust > 9. Web Profile

### Web Profile

Logon information	Contact Information
Username: bedrockdriller	Name: Betty Bedrock
Password: .....	Email: bettyb@bedrockwelldrilling.com
Confirm Password: .....	Confirm Email: bettyb@bedrockwelldrilling.com
Secret Question: In what city were you born?	Contact Phone: (360) 456-1231
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: bettyb@bedrockwelldrillers.com

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

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Review the information that has been entered to ensure it is correct. If you need to make any corrections, click on the **Screen Link** at the top or the **Back** button at the bottom to return to the applicable screen.



**Menu**

Home  
 Back  
 View Support ID

**Navigation**

Logon  
 Request Search  
 » Register a New Taxpayer

**Attachments** Add

ns
6. Addresses
7. Account Selection
8. Unlicensed Refund Information - Business or Trust
9. Web Profile
10. Review

**Review**

If you need to make any changes, click on the **Screen Link** to return to that screen.

Corporation

General Partnership

Limited Liability Company

Limited Liability Partnership

Limited Partnership

Nonprofit Corporation

Sole Proprietorship

**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.

**What is your physical address?**

?

*Street*

*Unit Type*

*Unit #*

WA - WASHINGTON

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

Password

Confirm Password  ?

Secret Question

Secret Answer  ?

**Contact Information**

Name

Email

Confirm Email  ?

Contact Phone

Alternate Phone  ?

If everything is correct and you want to submit this request, click **Submit**.

**Authentication contact information**

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

Email     Text     Text/Email 

Authentication Email   

**Motor Fuel**

<input type="checkbox"/> Boating	<input type="checkbox"/> Manufacturing, cleaning, dyeing
<input type="checkbox"/> Boat rental/sales	<input type="checkbox"/> Motor Fuel used in aircraft
<input type="checkbox"/> Construction/Industrial	<input type="checkbox"/> Special transportation needs 
<input type="checkbox"/> Export	<input type="checkbox"/> Urban passenger transportation system 
<input type="checkbox"/> Equipment rentals/sales	<input type="checkbox"/> WA power take-off (PTO) 
<input type="checkbox"/> Farming 	<input checked="" type="checkbox"/> Other <input type="text" value="Unlicensed Off Road Equipment"/>
<input type="checkbox"/> Logging	

**Special Fuel**

<input type="checkbox"/> Biodiesel rebranded to dyed biodiesel 	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Equipment rentals/sales	<input type="checkbox"/> Refrigeration unit 
<input type="checkbox"/> Export	<input type="checkbox"/> Special mobile equipment
<input type="checkbox"/> Farming 	<input type="checkbox"/> Special transportation needs 
<input type="checkbox"/> Heating	<input type="checkbox"/> Urban passenger transportation system
<input type="checkbox"/> IFTA power take-off (PTO) 	<input checked="" type="checkbox"/> WA power take-off (PTO)
<input checked="" type="checkbox"/> Licensed vehicles used off-road	<input type="checkbox"/> Other
<input type="checkbox"/> Logging	

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

**Signature**

I certify under penalty of perjury under the laws of the state of Washington that the foregoing and any supporting documents are true and correct.

A dialogue box appears to confirm you want to submit this request. Enter your **Email**. Then enter it again to confirm. Click on **Ok** to submit the request.

The screenshot shows a registration or confirmation page with the following sections:

- Confirmation Fields:** Confirm Password (masked), Secret Question (In what city were you born?), Secret Answer (masked), Confirm Email (bettyb@bedrockdrilling.com), Contact Phone ((360) 456-1231), and Alternate Phone.
- Authentication contact information:** A note stating "You may only select one form of contact: Email, Text, or Text and Email." with radio buttons for Email (selected), Text, and Text/Email. The Authentication Email is bettyb@bedrockdrilling.com.
- Motor Fuel:** A list of checkboxes for various uses: Boating, Boat rental/sales, Construction/Industrial, Export, Equipment rentals/sales, Farming, Logging, Manufacturing, cleaning, dyeing, Motor Fuel used in aircraft, Special transportation needs, Urban passenger transportation system, and WA power take-off (PTO).
- Signature:** A checkbox for "I certify under penalty of perjury under the laws of the state of Washington that the foregoing and any supporting documents are true and correct." which is checked.
- Buttons:** Save and Finish Later, Save and Continue, Cancel, Back, and Submit.

The overlaid dialog box contains the following text and fields:

Are you sure you want to submit this request?  
Your email address is required to submit this request.

Email: bettyb@bedrockdrilling.com  
Confirm Email: bettyb@bedrockdrilling.com

Buttons: OK, Cancel

The callout box on the left contains the text: "Enter your **Email** and **Confirm Email** by entering it again. Click on **Ok**."

This is the confirmation that your request has been submitted. While this request is pending, you can access it using 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 **Ok** to finish. Click **Ok**.

WASHINGTON STATE DEPARTMENT OF LICENSING

**Menu**

- Home
- Back
- View Support ID

**Navigation**

- Logon
- Register a New Taxpayer
- » Request

Your request to register your business BEDROCK WELL DRILLERS 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 bettyb@bedrockdrilling.com and confirmation code: **d4s3c9**.

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](http://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**

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

**Pay an assessment**

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

**Already registered?**

Username

Password  Required

Authentication Code

**Login**

[I forgot my username](#)  
[I forgot my password](#)  
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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 the link to login.

Your request to register your business BEDROCK WELL DRILLERS with the Washington Department of Licensing has been processed. Your authentication code is **bymkch**. 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**.

WASHINGTON STATE DEPARTMENT OF LICENSING

**IFTA / Prorate / Fuel Tax / Unlicensed Refund Application**

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

[Create a new username](#)

If you do not have an active 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](#)

If you are trying to pay off a Dyed Diesel Violator or an Unlicensed Fuel Tax Violator assess

[Check the status of your account](#)

[Tell us how we can help](#)

**Enter your Username, Password and Authentication Code and click on Login.**

**Already registered?**

Username  
bedrockdriller

Password  
\*\*\*\*\*

Authentication Code  
bymkch Required ×

[Login](#)

[I forgot my username](#)  
[I forgot my password](#)  
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Logging into TAP brings you to the home screen for your account(s).

WASHINGTON STATE DEPARTMENT OF LICENSING

**Menu** Log Off

Home Back View Support ID

**Navigation**

» My Accounts

**BEDROCK WELL DRILLERS**

Federal Employer ID 91-3211231  
My Balance \$0.00

**Names And Addresses**

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

**I Want To...**

View Profile  
Make a Payment  
Register a New Account

**Accounts<sup>2</sup> History Messages<sup>0</sup> Letters<sup>0</sup>**

My Accounts<sup>2</sup>

**My Accounts** Hide History Filter

Account Id	Account Type	Name	Frequency	Address	Balance
0014520-RM	Unlicensed Refund	BEDROCK WELL DRILLERS	Rfn Monthly	2424 BRISTOL CT SW OLYMF	0.00
0014520-RS	Unlicensed Refund	BEDROCK WELL DRILLERS	Rfn Monthly	2424 BRISTOL CT SW OLYMF	0.00

2 Rows

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

This completes the TAP how to **Set Up a New Online Unlicensed Refund Account as a Business or Trust** tutorial.