

How to Set Up a New Online Unlicensed Refund Account as an Individual 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 as an individual, 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 previously filed claims, 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](#)

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 an individual registering to claim Fuel Tax Refunds**. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu

- Home
- Back
- View Support ID

Navigation

- Logon
- » Register a New Taxpayer

Attachments Add

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 on Next.

Save and Finish Later Save and Continue Cancel Back Next

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Click in the circle next to an individual registering to claim Fuel Tax Refunds.

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

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Navigation

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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

Individual:

- Your name
- Spouses name (for joint accounts)
- A unique identifier we provide
- 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

Menu

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>> Register a New Taxpayer

Attachments Add

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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Enter the **First** and **Last** name of the **Claimant** and **First** and **Last** name of the **Additional Claimant** if you have one. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Registration Options > 2. Instructions

Menu

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>> Register a New Taxpayer

Attachments Add

Names and Identifications

What is your name?

Enter the **First** and **Last** name of the **Claimant** and **Additional Claimant** if you have one.

	First	M. I.	Last
Claimant	FRED		BEDROCK
Additional Claimant	BETTY		BEDROCK

Save and Finish Later Save and Continue Cancel Back Next

Click on Next.

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Your **Physical Address** is required so enter the **Street Address, City, State, Zip Code** and click on **Verify Address**.

WASHINGTON STATE DEPARTMENT OF LICENSING

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 Unit # OLYMPIA

WA - WASHINGTON 98502-0000

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

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

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

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

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 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

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 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

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 physical address and click on **Yes** if your records are located at an address different from your physical 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

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

Menu

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Attachments Add

Addresses

What is your physical address?

2424 BRISTOL CT SW

Street

Unit Type Unit # City
WA - WASHINGTON 98502-6004 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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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** account so click on **Yes** next to **Register a new Motor Fuel Unlicensed Refund account**. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Registration Options > 2. Instructions > 3. On Behalf Of > 4. Names and Identifications > 5. Addresses > 6. Account Selection

Account Selection

Register a new Motor Fuel Unlicensed Refund account?

Register a new Special Fuel Unlicensed Refund account?

Register a new Aircraft Unlicensed Refund account?

Click on Yes for a new Motor Fuel account.

Click on Next.

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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: 1. In Behalf Of > 4. Names and Identifications > 5. Addresses > 6. Account Selection > 7. Unlicensed Refund Information - Individual

Motor Fuel

- Boating
- Construction/Industrial
- Farming
- Logging
- Motor Fuel used in aircraft
- Tribal Fishing
- WA power take-off (PTO)
- Other

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.

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

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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

Names and Identification > 8. Web Profile

Web Profile

Logon information

Username: bedrock

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.

Email Text Text/Email

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

Names and Identifications > 5. Addresses > 6. Account Selection > 7. Unlicensed Refund Information - Individual > 8. Web Profile

Web Profile

Logon information

Username: bedrock

Password: *Required*

Confirm Password: *Required*

Secret Question: *Required*

Secret Answer: *Required*

Contact Information

Contact Phone: *Required*

Alternate Phone: *Required*

Authentication contact information

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

Email Text Text/Email

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

Names and Identifications > 5. Addresses > 6. Account Selection > 7. Unlicensed Refund Information - Individual > 8. Web Profile

Web Profile

Logon information

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

Contact Information

Name: Required
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

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

WASHINGTON STATE DEPARTMENT OF LICENSING

Names and Identifications > 5. Addresses > 6. Account Selection > 7. Unlicensed Refund Information - Individual > 8. Web Profile

Web Profile

Logon information

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

Contact Information

Name: Required
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 account. 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

Names and Identifications > 5. Addresses > 6. Account Selection > 7. Unlicensed Refund Information - Individual > 8. Web Profile

Web Profile

Logon information

Username
Password
Confirm Password
Secret Question
Secret Answer

Authentication

You may only

Contact Information

Name: Fred Bedrock
Email: fredb@gmail.com
Confirm Email: fredb@gmail.com
Contact Phone: (360) 653-1234
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

Names and Identifications > 5. Addresses > 6. Account Selection > 7. Unlicensed Refund Information - Individual > 8. Web Profile

Web Profile

Logon information		Contact Information	
Username	bedrock	Name	Fred Bedrock
Password	Email	fredb@gmail.com
Confirm Password	Confirm Email	fredb@gmail.com
Secret Question	In what city were you born?	Contact Phone	(360) 653-1234
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@gmail.com

[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.



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Logon

» Register a New Taxpayer

Attachments Add

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 [2. Addresses](#) >
 [3. Account Selection](#) >
 [4. Unlicensed Refund Information - Individual](#) >
 [5. Web Profile](#) >
 [6. Review](#)

Review

Please take time to review the information below. If you need to make any changes, click on the **Screen Link** to return to that screen.

	First	M. I.	Last
Claimant	FRED		BEDROCK
Additional Claimant	BETTY		BEDROCK

What is your physical address?

2424 BRISTOL CT SW

Street

Unit Type	Unit #	City
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		Contact Information	
Username	bedrock	Name	Fred Bedrock
Password	••••••••	Email	fredb@gmail.com
Confirm Password	••••••••	Confirm Email	fredb@gmail.com
Secret Question	In what city were you born?	Contact Phone	(360) 653-1234
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@gmail.com

If you need to make changes, click on the **Back** button to return to the applicable screen. If everything is correct and you want to submit this request, click on **Submit**.

The screenshot shows a web form with a section titled "Motor Fuel" containing several checkboxes: Boating (checked), Construction/Industrial, Farming, Logging, Motor Fuel used in aircraft, Tribal Fishing, WA power take-off (PTO), and Other. Below this is a "Signature" section with a checked checkbox stating "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." At the bottom are buttons for "Save and Finish Later", "Save and Continue", "Cancel", "Back", and "Submit". A callout box with a black border contains the text: "Click on the **Back** button if you need to make changes. Click on **Submit**." Two red arrows point from the callout box to the "Back" and "Submit" buttons.

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 a web form with a "Logon information" section containing fields for Username (bedrock), Password, Confirm Password, and Secret Question. A "Contact Information" section contains fields for Name (Fred Bedrock), Email (fredb@gmail.com), and Phone number ((360) 653-1234). A confirmation dialog box is displayed in the center with the text: "Are you sure you want to submit this request? Your email address is required to submit this request." The dialog box has two input fields: "Email" and "Confirm Email", both containing "fredb@gmail.com". There are "OK" and "Cancel" buttons at the bottom of the dialog box. A callout box with a black border contains the text: "Enter your **Email** and **Confirm Email** by entering it again. Click on **Ok**." Three red arrows point from the callout box to the "Email" and "Confirm Email" input fields, and one red arrow points to the "OK" button.

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
- » Request

Your request to register your business FRED BEDROCK 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@gmail.com and confirmation code: **j8j5gf**.

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

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.

Pay an assessment

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

Already registered?

Username

Required Password

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 FRED BEDROCK with the Washington Department of Licensing has been processed. Your authentication code is **f2nr2q**. 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 area is divided into two columns. The left column is titled "IFTA / Prorate / Fuel Tax / Unlicensed Refund Application" and contains three blue buttons: "Create a new username", "Set up a new online Prorate, IFTA, Fuel Tax, and/or Unlicensed Refund Account", and "If you are trying to pay off a Dved Diesel Violator or an Unlicensed Fuel Tax Violator assess". The right column is titled "Already registered?" and contains three input fields: "Username" (with "bedrock" entered), "Password" (with "*****" entered), and "Authentication Code" (with "f2nr2q" entered). Below these fields is a blue "Login" button. To the right of the "Authentication Code" field 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 of the form, 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 to the callout box. 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

Menu Log Off

FRED BEDROCK

Customer 0014522 My Balance \$0.00

Names And Addresses

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

I Want To...

View Profile
Make a Payment
Register a New Account

Home

Back

View Support ID

Navigation

» My Accounts

Accounts¹ History Messages⁰ Letters⁰

My Accounts¹

My Accounts Hide History Filter

Account Id	Account Type	Name	Frequency	Address	Balance
0014522-RM	Unlicensed Refund	BETTY BEDROCK	Rfn Monthly	2424 BRISTOL CT SW OLYMF	0.00

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

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This completes the TAP how to **Set Up a New Online Unlicensed Refund Account as an Individual** tutorial.