

## **How to Set Up a New Online Fuel Tax Account 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, 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 and pay your fuel tax returns, view and print previously filed tax returns, view correspondence related to your account(s) and gain access to the rest of the online services we provide.

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

For this tutorial, TAP was accessed by using the Internet Explorer browser. You can use other browsers (Google Chrome, Mozilla Firefox, Safari, etc.) to access TAP but there might be slight differences in how the screens display.

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

 WASHINGTON STATE DEPARTMENT OF LICENSING

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

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

**Create a new username** Required

If you do not have an active prorated, IFTA, Fuel Tax, or Unlicensed Refund account with the Washington State Department of Licensing, click the "Set up a new online, Prorate, IFTA, Fuel Tax and/or Unlicensed Refund Account" button.

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

**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 and 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 for your business 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 for your business 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 indicating 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 FUEL DISTRIBUTORS

DBA:

What are your business identifications?

FEIN: 91-4564564

UBI: 914-564-564

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?

2418 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**.

WASHINGTON STATE DEPARTMENT OF LICENSING

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

Address Search

Country USA Unverified

Street 2418 BRISTOL CT SW

Street

Unit Type Unit # City OLYMPIA

State WASHINGTON Zip 98502-0000 County

Attention

Select Address		
Select	As Entered	2418 BRISTOL CT SW OLYMPIA WA 98502
Select	Verified	2418 BRISTOL CT SW OLYMPIA WA 98502-6004

Cancel Next

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

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The address indicator has changed to **Verified**. If your mailing address is different from your 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?

2418 BRISTOL CT SW

Street

Unit Type Unit # City 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**

- Home
- Back
- View Support ID

**Navigation**

- Logon
- » Register a New Taxpayer

**Attachments** Add

### Addresses

What is your physical address?

2418 BRISTOL CT SW ?

Street

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

WA - WASHINGTON 98502-6004 THURSTON

USA Verify

Is your mailing address different from your physical address?

Enter your mailing address below.

Street

Street

Unit Type Unit # City  
WA - WASHINGTON Zip County

USA Verify Address

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

Enter your location of records address below.

Street

Street

Unit Type Unit # City  
WA - WASHINGTON Zip County

USA Verify Address

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

This is the account selection screen and multiple combinations of accounts can be registered at the same time. For example, if **Supplier** is chosen, **Aircraft Distributor**, **Terminal Operator** and **Carrier** can be selected. If **Distributor** and/or **Blender** is chosen, **Aircraft Distributor**, and **Carrier** can be selected. But, if **Supplier** is chosen it cannot be combined with **Distributor** and/or **Blender**.

For this tutorial we will register a **Supplier** and **Aircraft Distributor** accounts. Click on **Yes** next to **Register a new Supplier Fuel Tax account** and **Yes** next to **Register a new Aircraft Distributor Fuel Tax 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 Supplier Fuel Tax account?	<input checked="" type="button" value="Yes"/>	<input type="button" value="No"/>
Register a new Distributor Fuel Tax account?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
Register a new Blender Fuel Tax account?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
Register a new Aircraft Distributor Fuel Tax account?	<input checked="" type="button" value="Yes"/>	<input type="button" value="No"/>
Register a new Terminal Operator account?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
Register a new Carrier Fuel Tax account?	<input type="button" value="Yes"/>	<input type="button" value="No"/>

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

Text boxes:  
"Click on **Yes** for a new **Supplier** and **Yes** for an **Aircraft Distributor**."  
"Click on **Next**."

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If you don't plan to import or export fuel click on **No** but if you do, click on **Yes**. You are then required to list the **Jurisdiction**. In the **Jurisdiction** field enter the **Jurisdiction** or click on the drop down arrow and select the **Jurisdiction**.

**WASHINGTON STATE DEPARTMENT OF LICENSING**

Menu: 1. Home > 2. Registration > 3. Taxpayer Sub Type > 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

**Supplier Fuel Tax Information**

If you plan to import or export fuel, use the table to the right to list all licenses you have in every jurisdiction in which you operate.

Do you plan to import or export fuel? **Yes** No

Other Jurisdiction Licenses (Supplier)

Jurisdiction	License
<input checked="" type="checkbox"/> Oregon	
<input type="checkbox"/> North Dakota	
<input type="checkbox"/> Northwest Territories	
<input type="checkbox"/> Nova Scotia	
<input type="checkbox"/> Nunavut	
<input type="checkbox"/> Ohio	
<input type="checkbox"/> Oklahoma	
<input type="checkbox"/> Ontario	
<input checked="" type="checkbox"/> Oregon	
<input type="checkbox"/> Other Jurisdiction	
<input type="checkbox"/> Pennsylvania	
<input type="checkbox"/> Prince Edward Island	
<input type="checkbox"/> Quebec	
<input type="checkbox"/> Rhode Island	
<input type="checkbox"/> Saskatchewan	
<input type="checkbox"/> South Carolina	

By selecting the following button, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

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

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Click in the **License** field and enter the **License** number. Repeat this process for each jurisdiction.

**WASHINGTON STATE DEPARTMENT OF LICENSING**

Menu: 1. Home > 2. Registration > 3. Taxpayer Sub Type > 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

**Supplier Fuel Tax Information**

If you plan to import or export fuel, use the table to the right to list all licenses you have in every jurisdiction in which you operate.

Do you plan to import or export fuel? **Yes** No

Other Jurisdiction Licenses (Supplier)

Jurisdiction	License
<input checked="" type="checkbox"/> Oregon	OR123654
<input type="checkbox"/> North Dakota	
<input type="checkbox"/> Northwest Territories	
<input type="checkbox"/> Nova Scotia	
<input type="checkbox"/> Nunavut	
<input type="checkbox"/> Ohio	
<input type="checkbox"/> Oklahoma	
<input type="checkbox"/> Ontario	
<input checked="" type="checkbox"/> Oregon	OR123654
<input type="checkbox"/> Other Jurisdiction	
<input type="checkbox"/> Pennsylvania	
<input type="checkbox"/> Prince Edward Island	
<input type="checkbox"/> Quebec	
<input type="checkbox"/> Rhode Island	
<input type="checkbox"/> Saskatchewan	
<input type="checkbox"/> South Carolina	

By selecting the following button, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

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

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For each jurisdiction where fuel will be imported or exported, a copy of their license must be attached to this request. You may add each license as a separate attachment, or multiple licenses may be added as a single attachment. Click on the **question mark button** next to the **Add Attachment** link. A message will display with more information regarding the types of files that can be attached and their size. The files must be a .jpg, .jpeg, .pdf, .png, .tif, or .tiff and cannot be larger than 10 MB. In the **Attachments** section, click on **Add** or click on **Add Attachment** to add the jurisdiction license.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: Home, Back, View Support ID

Navigation: Logon, Request Search, Register a New Taxpayer

Attachments: Add

Fuel Tax Information

General Fuel Tax Information

Registration will be effective: July, 2016

Supplier Fuel Tax Information

If you plan to import or export fuel, use the table to the right to list all licenses you have in every jurisdiction in which you operate.

Do you plan to import or export fuel? Yes No

Other Jurisdiction Licenses (Supplier)

Jurisdiction	License
<input checked="" type="checkbox"/> Oregon	OR123654

Click on the **question mark button** and more information regarding attachments is displayed.

Click on **Add** or **Add Attachment**.

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

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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 **Other Jurisdiction Licenses**.

The screenshot shows the 'Fuel Tax Information' page with a 'Select a file to attach' dialog box. The dialog box has a 'Type' field with a dropdown arrow. A red arrow points to this arrow. A callout box on the right contains the text: 'Click on the drop down arrow in the Type field.'

The screenshot shows the 'Fuel Tax Information' page with the 'Select a file to attach' dialog box. The dropdown menu for the 'Type' field is expanded, showing a list of license types. 'Other Jurisdiction Licenses' is highlighted. A red arrow points to this option. A callout box on the right contains the text: 'Select Other Jurisdiction Licenses.'

In the **Description** field enter a brief description of the file being attached. Click on the **Browse** button and select the file being attached.

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

Supplier Fuel Tax Information

If you plan to import or export fuel, use the table to the right to list all licenses you have in every jurisdiction in which you operate.

Do you plan to import or export fuel?  Yes  No

Other Jurisdiction Licenses (Supplier)

Jurisdiction	License
<input checked="" type="checkbox"/> Oregon	OR123654

Select a file to attach

Type: Other Jurisdiction Licenses

Description: Oregon License

Browse...

Save Cancel

Save and Finish Later Save and Continue Cancel Back Next

Enter a brief description of the file being attached.

Click on the **Browse** button.

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Select the file being attached and 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

Supplier Fuel Tax Information

If you plan to import or export fuel, use the table to the right to list all licenses you have in every jurisdiction in which you operate.

Do you plan to import or export fuel?  Yes  No

Other Jurisdiction Licenses (Supplier)

Jurisdiction	License
<input checked="" type="checkbox"/> Oregon	OR123654

Select a file to attach

Type: Other Jurisdiction Licenses

Description: Oregon License

H:\PRFT Project\Tap\Training\External Testing\R2\OR License.pdf

Browse...

Save Cancel

Save and Finish Later Save and Continue Cancel Back Next

The Oregon License file selected and click on **Save**.

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The **Oregon License** has been attached in the **Attachments** section of the navigation pane. For Supplier, Blender and Terminal licenses an **IRS Form 637** registration must be attached. Click on **Add** in the **Attachments** section of the navigation pane or the **Add Attachment** link to add the attachment.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: 1. Home > 2. Taxpayer Information > 3. Taxpayer Sub Type > 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

**Supplier Fuel Tax Information**

If you plan to import or export fuel, use the table to the right to list all licenses you have in every jurisdiction in which you operate.

Do you plan to import or export fuel?

**Other Jurisdiction Licenses (Supplier)**

Jurisdiction	License
<input checked="" type="checkbox"/> Oregon	OR123654

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

By selecting the following button, I certify under penalty of perjury under the laws of the State of Washington that the information provided is true and correct.

**Navigation Pane:**

- Home
- Back
- View Support ID
- Navigation**
  - Logon
  - Request Search
  - » Register a New Taxpayer
  - Attachments**
    - Add
    - OR License.pdf
    - Oregon License

This is a Fuel Supplier license request and **IRS Form 637** must be attached.

Click on the **Add Attachment** link or **Add** in the **Attachments** section of the navigation pane.

The **Oregon License** has been attached.

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

Home

Back

View Support ID

Navigation

Logon

Request Search

>> Register a New Taxpayer

Attachments Add

OR License.pdf Oregon License

Fuel Tax Information

General Fuel Tax Information

Registration will be effective: July, 2016

Supplier Fuel Tax Information

If you plan to import or export fuel, use the table to the right to list all licenses you have in every jurisdiction in which you operate.

Do you plan to import or export fuel? Yes No

Other Jurisdiction Licenses (Supplier)

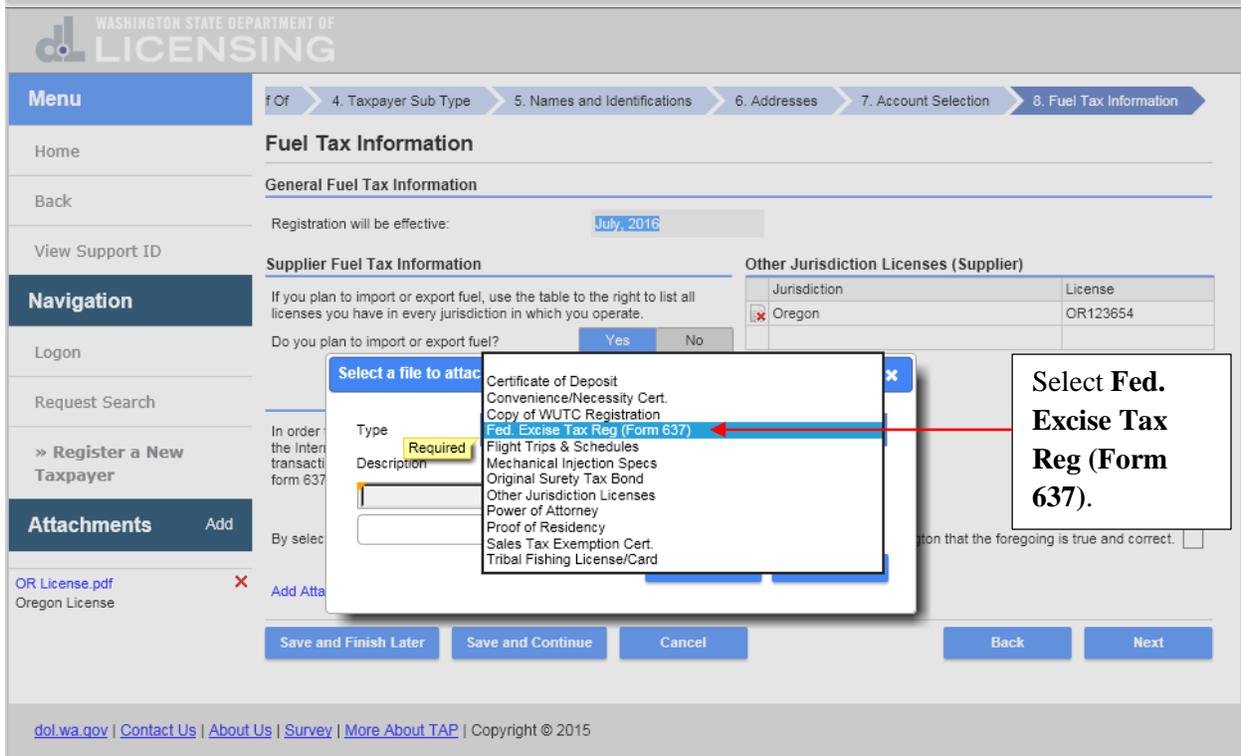
Jurisdiction	License
<input checked="" type="checkbox"/> Oregon	OR123654

In order to complete the International Transaction form 637

By selecting this option, you certify that the foregoing is true and correct.

Save and Finish Later Save and Continue Cancel Back Next

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WASHINGTON STATE DEPARTMENT OF LICENSING

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

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View Support ID

Navigation

Logon

Request Search

>> Register a New Taxpayer

Attachments Add

OR License.pdf Oregon License

Fuel Tax Information

General Fuel Tax Information

Registration will be effective: July, 2016

Supplier Fuel Tax Information

If you plan to import or export fuel, use the table to the right to list all licenses you have in every jurisdiction in which you operate.

Do you plan to import or export fuel? Yes No

Other Jurisdiction Licenses (Supplier)

Jurisdiction	License
<input checked="" type="checkbox"/> Oregon	OR123654

In order to complete the International Transaction form 637

By selecting this option, you certify that the foregoing is true and correct.

Save and Finish Later Save and Continue Cancel Back Next

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In the **Description** field enter a brief description of the file being attached. Click on the **Browse** button and select the file being attached.

**Washington State Department of LICENSING**

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

Progress: 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

Supplier Fuel Tax Information: Do you plan to import or export fuel? Yes No

Other Jurisdiction Licenses (Supplier): Oregon OR123654

**Select a file to attach** dialog box:

- Type: Fed. Excise Tax Reg (Form 637)
- Description: IRS Form 637
- Buttons: Save, Cancel, Browse...

Text box: Enter a brief description of the file being attached. Click on the Browse button.

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Select the file being attached and click on **Save**.

**Washington State Department of LICENSING**

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

Progress: 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

Supplier Fuel Tax Information: Do you plan to import or export fuel? Yes No

Other Jurisdiction Licenses (Supplier): Oregon OR123654

**Select a file to attach** dialog box:

- Type: Fed. Excise Tax Reg (Form 637)
- Description: IRS Form 637
- File list: H:\PRFT Project\Tap\Training\External Testing\R2\IRS Form 637.p
- Buttons: Save, Cancel, Browse...

Text box: The IRS Form 637 file selected and click on Save.

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The **IRS Form 637** has been attached in the **Attachments** section of the navigation pane. If you need to delete an attachment, click on the red **X** by the attachment. Click in the certification box that the information provided is true and correct. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

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

Home

Back

View Support ID

Navigation

Logon

Request Search

>> Register a New Taxpayer

Attachments Add

IRS Form 637.pdf  
IRS Form 637

OR License.pdf  
Oregon License

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### Fuel Tax Information

#### General Fuel Tax Information

Registration will be effective:

#### Supplier Fuel Tax Information

If you plan to import or export fuel, use the table to the right to list all licenses you have in every jurisdiction in which you operate.

Do you plan to import or export fuel?

#### Other Jurisdiction Licenses (Supplier)

Jurisdiction	License
<input checked="" type="checkbox"/> Oregon	OR123654

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

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.

**IRS Form 637** has been attached.  
If you need to delete an attachment, click on the red **X** by the attachment.

Click in the certification box that the information provided is true and correct.

Click on **Next**.

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

WASHINGTON STATE DEPARTMENT OF LICENSING

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

**Applicant Employment History**

Provide the employment history of the applicant and partner, officer, or director. A maximum of three partners or officers is sufficient.

Officer or owner Name: Fred Bedrock  
 Date of birth: 15-Sep-1960  
 (Area code) Home telephone number: (360) 456-1231

Job Title: CEO  
 Immediate supervisor: Betty Bedrock

[Add/Edit Address](#) (Required)

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

At least one employment history record is required.

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

Attachments: IRS Form 637.pdf, OR License.pdf

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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: 1. Registration Options > 2. Instructions > 3. On Behalf Of > 4. Taxover Sub Type > 5. Names and Identifications > 6. Address

**Address Search**

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

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

Unverified

At least one employment history record is required.

Buttons: 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

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

WASHINGTON STATE DEPARTMENT OF LICENSING

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

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**Navigation**

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» Register a New Taxpayer

**Attachments** Add

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**Applicant Employment History**

Provide the employment history of the applicant and partner, officer, or director. A maximum of three partners or officers is sufficient.

Officer or owner Name Fred Bedrock Date of birth (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

The address has been added. Click on **Yes** or **No** for the criminal history question.

**Employment History**

From	To	Name of Company	Job Title	Supervisor	Edit Address
01-Jan-2000	20-Jun-2016	Bedrock Fuel Distributors	CEO	Betty Bedrock	2418 BRISTOL CT SW OLYMPIA WA 98501

Enter the **From/To** dates, **Name of Company**, **Job Title** and **Supervisor**. Then click on the **Click here to add and verify an address** link to add the address of this employer.

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

WASHINGTON STATE DEPARTMENT OF LICENSING

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

**Address Search** [X]

Country USA [v] [Unverified](#)

Street 2418 BRISTOL CT SW

Street

Unit Type [v] Unit # [ ] City OLYMPIA

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

Attention [ ]

Cancel

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

IRS Form 637.pdf [X] 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** [X]

Country USA [v] [Unverified](#)

Street 2418 BRISTOL CT SW

Street

Unit Type [v] Unit # [ ] City OLYMPIA

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

Attention [ ]

**Select Address**

Select As Entered 2418 BRISTOL CT SW OLYMPIA WA 98502

Select Verified 2418 BRISTOL CT SW OLYMPIA WA 98502-6004

Cancel

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

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

WASHINGTON STATE DEPARTMENT OF LICENSING

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

### Applicant Employment History

Provide the employment history of the applicant and partner, officer, or director. A maximum of three partners or officers is sufficient.

Officer or owner Name: Fred Bedrock  
Date of birth: 15-Sep-1980 (Area code) Home telephone number: (360) 458-1231  
Job Title: CEO  
Immediate supervisor: Betty Bedrock

[Add/Edit Address](#)  
709 3RD AVE SW TUMWATER WA 98512-6808

### Criminal History

Has the applicant, partner, officer, or director been convicted of a crime or suffered a civil judgment directly related to the distribution and sale of fuel within the last 10 years? Yes No

### Employment History

From	To	Name of Company	Job Title	Supervisor	Edit Address
01-Jan-2000	20-Jun-2016	Bedrock Fuel Distributors	CEO	Betty Bedrock	<a href="#">2418 BRISTOL CT SW OLYMPIA WA 98501</a>

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

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

This is the bond requirement screen which will calculate the amount of the bond for the new account. In the **Net Motor/Special Gallons** field, enter the net gallons and the system calculates the required bond amount. In the **Net Aircraft Gallons** field, enter the net gallons and the system calculates the required bond amount.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: 6. Addresses > 7. Account Selection > 8. Fuel Tax Information > 9. Applicant Employment History > 10. Bond Information

**Bond Information**

**Bond Requirement**

Net Motor/Special Gallons	150,000	x 3	450,000	x 0.494 =	100,000.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	75,000	x 3	225,000	x 0.110 =	8,250.00	Required Aircraft Bond Amount

**Bonds**

Fuel	Amount

Enter the net gallons and the required bond amounts are calculated.

If you choose to submit a cash bond, you may pay via Electronic Funds Transfer payment. For EFT payment instructions please call (360) 664-1852. If you choose to pay via check or money order, you must mail your payment to:

Department of Licensing  
 Fuel Tax Services  
 PO Box 3777  
 Seattle WA 98124-3777

Your application will not be approved until your cash bond is received.

If you are covered by a surety bond or Certificate of Deposit, you must attach a copy

Motor/Special Bond Total	0.00
Aircraft Bond Total	0.00

[8,250.00] [Minimum coverage not met]

Add Attachment ?

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Click in the **Fuel Type** field and select the fuel type.

WASHINGTON STATE DEPARTMENT OF LICENSING

6. Addresses > 7. Account Selection > 8. Fuel Tax Information > 9. Applicant Employment History > 10. Bond Information

### Bond Information

#### Bond Requirement

Net Motor/Special Gallons	<input type="text" value="150,000"/>	x 3	<input type="text" value="450,000"/>	x 0.494 =	<input type="text" value="100,000.00"/>	Required Motor/Special Bond Amount
Net Aircraft Gallons	<input type="text" value="75,000"/>	x 3	<input type="text" value="225,000"/>	x 0.110 =	<input type="text" value="8,250.00"/>	Required Aircraft Bond Amount

#### Bonds

Fuel Type	Bond Company	Number	Effective Date	Bond Amount
<input type="text" value="Motor/Special Fuel"/>	<input type="text"/>			0.00
<input type="text" value="Aircraft Fuel"/>				

If you select Motor/Special Fuel, you may pay via Electronic Funds Transfer payment. For EFT payment instructions please call (360) 664-1852. If you choose to pay via check or money order, you must mail your payment to:

Department of Licensing  
Fuel Tax Services  
PO Box 3777  
Seattle WA 98124-3777

Your application will not be approved until your cash bond is received.  
If you are covered by a surety bond or Certificate of Deposit, you must attach a copy

Motor/Special Bond Total	<input type="text" value="0.00"/>
Aircraft Bond Total	<input type="text" value="0.00"/>

[Add Attachment](#)

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Enter the name of the **Bond Company** and click in the **Bond Type** field and on the drop down arrow. Select the **Bond Type**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: 6. Addresses > 7. Account Selection > 8. Fuel Tax Information > 9. Applicant Employment History > 10. Bond Information

### Bond Information

**Bond Requirement**

Net Motor/Special Gallons	150,000	x 3	450,000	x 0.494 =	100,000.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	75,000	x 3	225,000	x 0.110 =	8,250.00	Required Aircraft Bond Amount

**Bonds**

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
Motor/Special Fuel	1st Mutual Bonding	<b>Required</b>			0.00

Enter the name of the **Bond Company** and click in the **Bond Type** field and on the drop down arrow. Select the **Bond Type**.

Cash Bond  
Certificate of Deposit  
Surety

Aircraft Bond Total: 0.00

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

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Enter the **Bond Number** and enter the **Effective Date** of the bond. Or you can click on the calendar and select the date.

WASHINGTON STATE DEPARTMENT OF LICENSING

6. Addresses > 7. Account Selection > 8. Fuel Tax Information > 9. Applicant Employment History > 10. Bond Information

**Bond Information**

**Bond Requirement**

Net Motor/Special Gallons	150,000	x 3	450,000	x 0.494 =	100,000.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	75,000	x 3	225,000	x 0.110 =	8,250.00	Required Aircraft Bond Amount

**Bonds**

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
Motor/Special Fuel	1st Mutual Bonding	Surety	MS1234	14-Jun-2016	0.00

If you choose to submit a cash bond, you may choose to pay via check or money order.  
 Department of Licensing  
 Fuel Tax Services  
 PO Box 3777  
 Seattle WA 98124-3777

Your application will not be approved until you are covered by a surety bond or Certificate of Insurance.

Motor/Special Bond Total 0.00  
 Aircraft Bond Total 0.00

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Enter the **Bond Number** and enter the **Effective Date** of the bond. Or you can click on the calendar to select the **Effective Date**.

Enter the **Bond Amount** and click in the **Fuel Type** field. Click on the drop down arrow and select the **Fuel Type**.

WASHINGTON STATE DEPARTMENT OF LICENSING

6. Addresses > 7. Account Selection > 8. Fuel Tax Information > 9. Applicant Employment History > 10. Bond Information

**Bond Information**

**Bond Requirement**

Net Motor/Special Gallons	150,000	x 3	450,000	x 0.494 =	100,000.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	75,000	x 3	225,000	x 0.110 =	8,250.00	Required Aircraft Bond Amount

**Bonds**

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
Motor/Special Fuel	1st Mutual Bonding	Surety	MS1234	14-Jun-2016	100,000.00
Aircraft Fuel					0.00

If you choose to submit a cash bond, you may pay via Electron you choose to pay via check or money order, you must mail yo  
 Department of Licensing  
 Fuel Tax Services  
 PO Box 3777  
 Seattle WA 98124-3777  
 Your application will not be approved until your cash bond is received.  
 If you are covered by a surety bond or Certificate of Deposit, you must attach a copy  
 Motor/Special Bond Total 100,000.00  
 Aircraft Bond Total 0.00  
 Add Attachment

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Enter the **Bond Amount**.  
 Click in the **Fuel Type** field and on the drop down arrow. Select the **Fuel Type**.

Enter the name of the **Bond Company** and click in the **Bond Type** field and on the drop down arrow. Select the **Bond Type**.

WASHINGTON STATE DEPARTMENT OF LICENSING

6. Addresses > 7. Account Selection > 8. Fuel Tax Information > 9. Applicant Employment History > 10. Bond Information

**Bond Information**

**Bond Requirement**

Net Motor/Special Gallons	150,000	x 3	450,000	x 0.494 =	100,000.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	75,000	x 3	225,000	x 0.110 =	8,250.00	Required Aircraft Bond Amount

**Bonds**

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
Motor/Special Fuel	1st Mutual Bonding	Surety	MS1234	14-Jun-2016	100,000.00
Aircraft Fuel	1st Mutual Bonding				0.00

Motor/Special Bond Total: 100,000.00  
 Aircraft Bond Total: 0.00

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Enter the name of the **Bond Company** and click in the **Bond Type** field and on the drop down arrow. Select the **Bond Type**.

Enter the **Bond Number** and enter the **Effective Date** of the bond. Or you can click on the calendar and select the date.

WASHINGTON STATE DEPARTMENT OF LICENSING

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 [8. Fuel Tax Information](#) > 
 [9. Applicant Employment History](#) > 
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## Bond Information

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### Bond Requirement

Net Motor/Special Gallons	150,000	x 3		450,000	x 0.494 =	100,000.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	75,000	x 3		225,000	x 0.110 =	8,250.00	Required Aircraft Bond Amount

View Support ID

### Bonds

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
Motor/Special Fuel	1st Mutual Bonding	Surety	MS1234	14-Jun-2016	100,000.00
Aircraft Fuel	1st Mutual Bonding	Surety	MS1235	14-Jun-2016	0.00

2 Rows

Logon

If you choose to submit a cash bond, you may you choose to pay via check or money order, y

Department of Licensing  
Fuel Tax Services  
PO Box 3777  
Seattle WA 98124-3777

Your application will not be approved until you

If you are covered by a surety bond or Certificate of Deposit, you must attach a copy

Motor/Special Bond Total	100,000.00
Aircraft Bond Total	0.00

[Add Attachment](#) ?

Request Search

Enter the **Bond Number** and enter the **Effective Date** of the bond. Or you can click on the calendar to select the **Effective Date**.

» Register a New Taxpayer

Jun 2016

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Today Done

» Register a New Taxpayer

Save and Finish Later   Save and Continue   Cancel   Back   Next

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Enter the **Bond Amount** and if the **Bond Type** is **Certificate of Deposit** or **Surety**, you must attach a copy of the bond. That can be done by clicking on **Add** in the **Attachments** section of the navigation pane or by clicking on the **Add Attachment** link.

WASHINGTON STATE DEPARTMENT OF LICENSING

6. Addresses > 7. Account Selection > 8. Fuel Tax Information > 9. Applicant Employment History > 10. Bond Information

**Bond Information**

**Bond Requirement**

Net Motor/Special Gallons  x 3 = 450,000 x 0.494 = 100,000.00 Required Motor/Special Bond Amount

Net Aircraft Gallons  x 3 = 225,000 x 0.110 = 8,250.00 Required Aircraft Bond Amount

**Bonds**

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
<input checked="" type="checkbox"/> Motor/Special Fuel	1st Mutual Bonding	Surety	MS1234	14-Jun-2016	100,000.00
<input checked="" type="checkbox"/> Aircraft Fuel	1st Mutual Bonding	Surety	MS1235	14-Jun-2016	8,250.00

2 Rows

If you choose to submit a cash bond, you may pay via Electronic Funds Transfer payment. For EFT payment instructions please call (360) 664-1852. If you choose to pay via check or money order, you must mail your payment to:

Department of Licensing  
 Fuel Tax Services  
 PO Box 3777  
 Seattle WA 98124-3777

Your application will not be approved until your cash bond is received.

If you are covered by a surety bond or Certificate of Deposit, you must attach a copy

Motor/Special Bond Total

Aircraft Bond Total

[Add Attachment](#)

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**Attachments** Add

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Enter the **Bond Amount** and click on **Add** in the **Attachments** section or click on **Add Attachment** to add the bonds.

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The **Select a file to attach** dialogue box opens and in the **Type** field click on the drop down arrow.

WASHINGTON STATE DEPARTMENT OF LICENSING

6. Addresses > 7. Account Selection > 8. Fuel Tax Information > 9. Applicant Employment History > 10. Bond Information

### Bond Information

#### Bond Requirement

Net Motor/Special Gallons	<input type="text" value="150,000"/>	x 3	450,000	x 0.494 =	100,000.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	<input type="text" value="75,000"/>	x 3	225,000	x 0.110 =	8,250.00	Required Aircraft Bond Amount

#### Bonds

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
<input checked="" type="checkbox"/> Motor/Special Fuel	1st Mutual Bonding	Surety	MS1234	14-Jun-2016	100,000.00
<input checked="" type="checkbox"/> Aircraft Fuel	1st Mutual Bonding	Surety	MS1235	14-Jun-2016	8,250.00

2 Rows

Select a file to attach

Type

Description

Click on the drop down arrow.

Required

Add Attachment  You must add 1 more attachment(s).

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Select the **Original Surety Tax Bond**.

WASHINGTON STATE DEPARTMENT OF LICENSING

6. Addresses > 7. Account Selection > 8. Fuel Tax Information > 9. Applicant Employment History > 10. Bond Information

### Bond Information

#### Bond Requirement

Net Motor/Special Gallons	150,000	x 3	450,000	x 0.494 =	100,000.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	75,000	x 3	225,000	x 0.110 =	8,250.00	Required Aircraft Bond Amount

#### Bonds

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
<input checked="" type="checkbox"/> Motor/Special Fuel	1st Mutual Bonding	Surety	MS1234	14-Jun-2016	100,000.00
<input checked="" type="checkbox"/> Aircraft Fuel	1st Mutual Bonding	Surety	MS1235	14-Jun-2016	8,250.00

2 Rows

to attach

- Certificate of Deposit
- Convenience/Necessity Cert.
- Copy of WUTC 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

Required

Save Cancel

Add Attachment ⓘ You must add 1 more attachment(s).

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In the **Description** field enter a brief description of the file being attached. Click on the **Browse** button and select the file being attached.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: 6. Addresses, 7. Account Selection, 8. Fuel Tax Information, 9. Applicant Employment History, 10. Bond Information

### Bond Information

#### Bond Requirement

Net Motor/Special Gallons	150,000	x 3	450,000	x 0.494 =	100,000.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	75,000	x 3	225,000	x 0.110 =	8,250.00	Required Aircraft Bond Amount

#### Bonds

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
Motor/Special Fuel	1st Mutual Bonding	Surety	MS1234	14-Jun-2016	100,000.00
Aircraft Fuel	1st Mutual Bonding	Surety	MS1235	14-Jun-2016	8,250.00

2 Rows

Select a file to attach

Type: Original Surety Tax Bond

Description: Motor/Special Surety Bond

Browse...

Save Cancel

Enter a brief description of the file being attached.  
Click on the **Browse** button.

Add Attachment ? You must add 1 more attachment(s).

Save and Finish Later Save and Continue Cancel Back Next

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Select the file being attached and click on **Save**.

**Bond Information**

**Bond Requirement**

Net Motor/Special Gallons	150,000	x 3	450,000	x 0.494 =	100,000.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	75,000	x 3	225,000	x 0.110 =	8,250.00	Required Aircraft Bond Amount

**Bonds**

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
Motor/Special Fuel	1st Mutual Bonding	Surety	MS1234	14-Jun-2016	100,000.00
Aircraft Fuel	1st Mutual Bonding	Surety	MS1235	14-Jun-2016	8,250.00

2 Rows

**Select a file to attach**

Type: Original Surety Tax Bond

Description: Motor/Special Surety Bond

H:\PRFT Project\Tap\Training\External Testing\IR2\Motor Special S

Save Cancel

**The Motor Special Surety Bond file selected and click on Save.**

Cancel Back Next

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The **Motor Special Surety Bond** has been attached in the **Attachments** section of the navigation pane. Click on **Add** in the **Attachments** section of the navigation pane or the **Add Attachment** link to add the **Aircraft Surety Bond**.

WASHINGTON STATE DEPARTMENT OF LICENSING

6. Addresses > 7. Account Selection > 8. Fuel Tax Information > 9. Applicant Employment History > 10. Bond Information

### Bond Information

**Bond Requirement**

Net Motor/Special Gallons	150,000 x 3	450,000 x 0.494 =	100,000.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	75,000 x 3	225,000 x 0.110 =	8,250.00	Required Aircraft Bond Amount

**Bonds**

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
Motor/Special Fuel	1st Mutual Bonding	Surety	MS1234	14-Jun-2016	100,000.00
Aircraft Fuel	1st Mutual Bonding	Surety	MS1235	14-Jun-2016	8,250.00

2 Rows

If you choose to submit a cash bond, you may pay via Electronic Funds Transfer payment. For EFT payment instructions please call (360) 664-1852. If you choose to pay via check or money order, you must mail your payment to:

Department of Licensing  
Fuel Tax Services  
PO Box 3777  
Seattle WA 98124-3777

Your application will not be approved unless you are covered by a surety bond of the following amount:

Motor/Special Bond Total	100,000.00
Aircraft Bond Total	8,250.00

[Add Attachment](#)

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

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The **Motor Special Surety Bond** has been attached.

Click on **Add** in the **Attachments** section or the **Add Attachment** link to add the **Aircraft Bond**.

The **Select a file to attach** dialogue box opens and in the **Type** field click on the drop down arrow.

The screenshot shows the 'Bond Information' section of the Washington State Department of Licensing website. The page includes a navigation menu on the left and a main content area with a progress bar at the top indicating the current step is '10. Bond Information'. The 'Bond Requirement' section shows calculations for Motor/Special Gallons (150,000 x 3 = 450,000 x 0.494 = 100,000.00) and Aircraft Gallons (75,000 x 3 = 225,000 x 0.110 = 8,250.00). Below this is a table of bonds with columns for Fuel Type, Bond Company, Bond Type, Bond Number, Effective Date, and Bond Amount. A 'Select a file to attach' dialog box is open in the foreground, featuring a 'Type' field with a drop-down arrow, a 'Description' field, and a 'Browse...' button. A red arrow points to the drop-down arrow in the 'Type' field, and a callout box contains the text 'Click on the drop down arrow.' The dialog box also has 'Save' and 'Cancel' buttons. The background page includes an 'Attachments' section with a list of files and their status, and a footer with contact information and copyright details.

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
Motor/Special Fuel	1st Mutual Bonding	Surety	MS1234	14-Jun-2016	100,000.00
Aircraft Fuel	1st Mutual Bonding	Surety	MS1235	14-Jun-2016	8,250.00

Type	Description

Select the **Original Surety Tax Bond**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: 6. Addresses > 7. Account Selection > 8. Fuel Tax Information > 9. Applicant Employment History > 10. Bond Information

### Bond Information

#### Bond Requirement

Net Motor/Special Gallons	150,000	x 3	450,000	x 0.494 =	100,000.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	75,000	x 3	225,000	x 0.110 =	8,250.00	Required Aircraft Bond Amount

#### Bonds

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
Motor/Special Fuel	1st Mutual Bonding	Surety	MS1234	14-Jun-2016	100,000.00
Aircraft Fuel	1st Mutual Bonding	Surety	MS1235	14-Jun-2016	8,250.00

2 Rows

#### Attachments

- IRS Form 637.pdf
- IRS Form 637
- Motor Special Surety Bond.pdf
- Motor/Special Surety Bond
- OR License.pdf
- Oregon License

file to attach

- Certificate of Deposit
- Convenience/Necessity Cert.
- Copy of WUTC 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

Required

Save and Finish Later | Save and Continue | Cancel | Back | Next

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In the **Description** field enter a brief description of the file being attached. Click on the **Browse** button and select the file being attached.

WASHINGTON STATE DEPARTMENT OF LICENSING

6. Addresses > 7. Account Selection > 8. Fuel Tax Information > 9. Applicant Employment History > 10. Bond Information

### Bond Information

#### Bond Requirement

Net Motor/Special Gallons	150,000	x 3	450,000	x 0.494 =	100,000.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	75,000	x 3	225,000	x 0.110 =	8,250.00	Required Aircraft Bond Amount

#### Bonds

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
Motor/Special Fuel	1st Mutual Bonding	Surety	MS1234	14-Jun-2016	100,000.00
Aircraft Fuel	1st Mutual Bonding	Surety	MS1235	14-Jun-2016	8,250.00

2 Rows

Select a file to attach

Type: Original Surety Tax Bond

Description: Aircraft Surety Bond

Browse...

Save Cancel

Enter a brief description of the file being attached.

Click on the **Browse** button.

Save and Finish Later Save and Continue Cancel Back Next

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Select the file being attached and click on **Save**.

**WASHINGTON STATE DEPARTMENT OF LICENSING**

6. Addresses > 7. Account Selection > 8. Fuel Tax Information > 9. Applicant Employment History > 10. Bond Information

### Bond Information

#### Bond Requirement

Net Motor/Special Gallons	150,000	x 3	450,000	x 0.494 =	100,000.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	75,000	x 3	225,000	x 0.110 =	8,250.00	Required Aircraft Bond Amount

#### Bonds

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
Motor/Special Fuel	1st Mutual Bonding	Surety	MS1234	14-Jun-2016	100,000.00
Aircraft Fuel	1st Mutual Bonding	Surety	MS1235	14-Jun-2016	8,250.00

2 Rows

**Select a file to attach**

Type: Original Surety Tax Bond

Description: Aircraft Surety Bond

H:\PRFT Project\Tap\Training\External Testing\R2\Aircraft Surety B Browse...

Save Cancel

**The Aircraft Surety Bond file selected and click on Save.**

Save and Finish Later Save and Continue Cancel Back Next

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The **Aircraft Surety Bond** has been attached in the **Attachments** section of the navigation pane. If you need to remove an attachment, click on the red **X** next to it and that will delete it. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

**Menu**

Home

Back

View Support ID

**Navigation**

Logon

Request Search

» Register a New Taxpayer

**Attachments** Add

[IRS Form 637.pdf](#) ✕  
 IRS Form 637

[Motor Special Surety Bond.pdf](#) ✕  
 Motor/Special Surety Bond

[OR License.pdf](#) ✕  
 Oregon License

[Aircraft Surety Bond.pdf](#) ✕  
 Aircraft Surety Bond

6. Addresses
7. Account Selection
8. Fuel Tax Information
9. Applicant Employment History
10. Bond Information

### Bond Information

**Bond Requirement**

Net Motor/Special Gallons	150,000	x 3	450,000	x 0.494 =	100,000.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	75,000	x 3	225,000	x 0.110 =	8,250.00	Required Aircraft Bond Amount

**Bonds**

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
<span style="color: red;">✕</span> Motor/Special Fuel	1st Mutual Bonding	Surety	MS1234	14-Jun-2016	100,000.00
<span style="color: red;">✕</span> Aircraft Fuel	1st Mutual Bonding	Surety	MS1235	14-Jun-2016	8,250.00

2 Rows

If you choose to submit a cash bond, you may pay via Electronic Funds Transfer payment. For EFT payment instructions please call (360) 664-1852. If you choose to pay via check or money order, you must mail your payment to:

Department of Licensing  
Fuel Tax Services  
PO Box 3777  
Seattle WA 98124-3777

Your application will not be approved until your cash bond is received.

If you are covered by a surety bond or Certificate of Deposit, you must attach a copy

Motor/Special Bond Total	100,000.00
Aircraft Bond Total	8,250.00

[Add Attachment](#) ?

Save and Finish Later
Save and Continue
Cancel
Back
Next

Click on Next.

The Aircraft Surety Bond has been attached. If you need to remove an attachment, click on the red **X** next to it.

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 **Username** field and enter your **Username**. Click on the question mark next to the **Confirm Password** field and more information regarding the password requirements is displayed.

WASHINGTON STATE DEPARTMENT OF LICENSING

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

### Web Profile

Logon information

Username: bedrockfuel

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

Attachments Add

- IRS Form 637.pdf  IRS Form 637
- Aircraft Surety Bond.pdf  Aircraft Surety Bond
- Motor Special Surety Bond.pdf  Motor/Special Surety Bond
- OR License.pdf  Oregon License

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

Passwords must be:

- between 6 and 15 characters long
- a mixture of letters and numbers
- a mixture of upper and lower case letters

You cannot reuse your last 5 passwords

Enter your **Password** and **Confirm Password** by entering it again.

WASHINGTON STATE DEPARTMENT OF LICENSING

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

### Web Profile

Logon information		Contact Information	
Username	bedrockfuel	Name	<i>Required</i>
Password	.....	<div style="border: 1px solid black; padding: 5px;">Enter your <b>Password</b> and enter it again to confirm it.</div>	
Confirm Password	.....		
Secret Question	<i>Required</i>	Alternate Phone	<i>Required</i>
Secret Answer	<i>Required</i>		

### Authentication contact information

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

Email  Text  Text/Email [?](#)

### Attachments

Attachment	Action
IRS Form 637.pdf IRS Form 637	<input checked="" type="checkbox"/>
Aircraft Surety Bond.pdf Aircraft Surety Bond	<input checked="" type="checkbox"/>
Motor Special Surety Bond.pdf Motor/Special Surety Bond	<input checked="" type="checkbox"/>
OR License.pdf Oregon License	<input checked="" type="checkbox"/>

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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

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

### Web Profile

**Logon information**

Username: bedrockfuel

Password: .....

Confirm Password: .....

Secret Question: In what city were you born? x

Secret Answer: In what city were you born?

**Authentication contact information**

You may only select one

- What is your favorite animal?
- What is your favorite food?
- What is your mother's maiden name?
- What was your first pet's name?

**Contact Information**

Name: Required

Email: Required

Save and Finish Later Save and Continue Cancel

**Attachments** Add

- IRS Form 637.pdf X  
IRS Form 637
- Aircraft Surety Bond.pdf X  
Aircraft Surety Bond
- Motor Special Surety Bond.pdf X  
Motor/Special Surety Bond
- OR License.pdf X  
Oregon License

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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 on the drop down  
arrow and select your **Secret Question**.

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

WASHINGTON STATE DEPARTMENT OF LICENSING

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

### Web Profile

Logon information		Contact Information	
Username	<input type="text" value="bedrockfuel"/>	Name	<input type="text" value="Required"/>
Password	<input type="password" value="....."/>	Email	<input type="text" value="Required"/>
Confirm Password	<input type="password" value="....."/>	Confirm Email	<input type="text"/>
Secret Question	<input type="text" value="In what city were you born?"/>	Contact Phone	<input type="text" value="Required"/>
Secret Answer	<input type="password" value="....."/>	<b>Enter the Secret Answer.</b>	

**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](#)

### Attachments

IRS Form 637.pdf  X  
IRS Form 637

Aircraft Surety Bond.pdf  X  
Aircraft Surety Bond

Motor Special Surety Bond.pdf  X  
Motor/Special Surety Bond

OR License.pdf  X  
Oregon License

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Enter the **Name** of the contact for your business. 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

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

**Menu**

- Home
- Back
- View Support ID

**Navigation**

- Logon
- Request Search
- >> Register a New Taxpayer

**Attachments** Add

- IRS Form 637.pdf  IRS Form 637
- Aircraft Surety Bond.pdf  Aircraft Surety Bond
- Motor Special Surety Bond.pdf  Motor/Special Surety Bond
- OR License.pdf  Oregon License

**Web Profile**

**Logon information**

Username  
Password  
Confirm Password  
Secret Question  
Secret Answer

**Authentication**

You may only

**Contact Information**

Name

Email

Confirm Email

Contact Phone

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

WASHINGTON STATE DEPARTMENT OF LICENSING

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

### Web Profile

Logon information		Contact Information	
Username	<input type="text" value="bedrockfuel"/>	Name	<input type="text" value="Fred Bedrock"/>
Password	<input type="password" value="....."/>	Email	<input type="text" value="fredb@bedrockdistributors.com"/>
Confirm Password	<input type="password" value="....."/>	Confirm Email	<input type="text" value="fredb@bedrockdistributors.com"/>
Secret Question	<input type="text" value="In what city were you born?"/>	Contact Phone	<input type="text" value="(360) 789-4561"/>
Secret Answer	<input type="password" value="....."/>	Alternate Phone	<input type="text"/>

### Authentication contact information

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

Email    Text    Text/Email

Authentication Email:

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

**Click on Email and enter your Authentication Email address.**

**Click on Next.**

IRS Form 637.pdf  IRS Form 637

Aircraft Surety Bond.pdf  Aircraft Surety Bond

Motor Special Surety Bond.pdf  Motor/Special Surety Bond

OR License.pdf  Oregon License

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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.

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Selection > 
 8. Fuel Tax Information > 
 9. Applicant Employment History > 
 10. Bond Information > 
 11. Web Profile > 
 12. Review

Menu

## Review

Please confirm the information you have entered. If you need to make any changes, click on the **Screen Link** to return to that screen.

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:  ?

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 #	OLYMPIA
WA - WASHINGTON	98502-8004	THURSTON
USA		Verified

Is your mailing address different from your physical address?

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

---

#### Logon information

Username:

Password:

Confirm Password:  ?

Secret Question:

Secret Answer:  ?

#### Contact Information

Name:

Email:

Confirm Email:  ?

Contact Phone:

Alternate Phone:

---

#### Authentication contact information

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

?

Authentication Email:

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**.

**General Fuel Tax Information**

Registration will be effective:

**Supplier Fuel Tax Information**

If you plan to import or export fuel, use the table to the right to list all licenses you have in every jurisdiction in which you operate.

Do you plan to import or export fuel?

**Other Jurisdiction Licenses (Supplier)**

Jurisdiction	License
Oregon	OR123854

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

**Bond Requirement**

Net Motor/Special Gallons	150,000	x 3	450,000	x 0.494 =	100,000.00	Required Motor/Special Bond Amount
Net Aircraft Gallons	75,000	x 3	225,000	x 0.110 =	8,250.00	Required Aircraft Bond Amount

**Bonds**

Fuel Type	Bond Company	Bond Type	Bond Number	Effective Date	Bond Amount
Motor/Special Fuel	1st Mutual Bonding	Surety	MS1234	14-Jun-2016	100,000.00
Aircraft Fuel	1st Mutual Bonding	Surety	MS1235	14-Jun-2016	8,250.00

2 Rows

If you choose to submit a cash bond, you may pay via Electronic Funds Transfer payment. For EFT payment instructions please call (360) 864-1852. If you choose to pay via check or money order, you must mail your payment to:

Department of Licensing  
 Fuel Tax Services  
 PO Box 3777  
 Seattle WA 98124-3777

Your application will not be approved until your cash bond is received.

If you are covered by a surety bond or Certificate of Deposit, you must attach a copy

Motor/Special Bond Total	100,000.00
Aircraft Bond Total	8,250.00

By selecting the following button, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

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

Click on **Submit**.

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

**General Fuel Tax Information**

Registration will be effective:

**Supplier Fuel Tax Information**

If you plan to import or export fuel, use the table to the right to list all licenses you have in every jurisdiction in which you operate.

Do you plan to import or export fuel?  Yes  No

**Other Jurisdiction Licenses (Supplier)**

Jurisdiction	License
Oregon	OR123854

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

**Bond Requirement**

Net Motor/Special Gallons  x  =  x 0.494 =  Required Motor/Special Bond Amount

Net Aircraft Gallons  Required Aircraft Bond Amount

**Bonds**

Fuel Type	Number	Effective Date	Bond Amount
Motor/Special Fuel		14-Jun-2016	100,000.00
Aircraft Fuel		14-Jun-2016	8,250.00

2 Rows

Are you sure you want to submit this request?

Click on **Ok**.

If you choose to submit a cash bond, you may choose to pay via check or money order, or by electronic funds transfer (EFT) payment. For EFT payment instructions please call (360) 664-1852. If you choose to pay via check or money order, you must attach a copy of the check or money order to your application.

Department of Licensing  
Fuel Tax Services  
PO Box 3777  
Seattle WA 98124-3777

Your application will not be approved until your cash bond is received.

If you are covered by a surety bond or Certificate of Deposit, you must attach a copy of the bond or certificate to your application.

Motor/Special Bond Total

Aircraft Bond Total

By selecting the following button, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

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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 BEDROCK FUEL DISTRIBUTORS 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@bedrockdistributors.com and confirmation code: **t4kq96**.

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**

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

**Already registered?**

Username

Password  Required

Authentication Code

**Login**

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

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

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

Your authentication code is **4ryv5k**. 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 '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 'bedrockfuel' entered), 'Password' (with masked characters), and 'Authentication Code' (with '4ryv5k' entered). Below these fields is a blue 'Login' button. There are also links for 'I forgot my username', 'I forgot my password', and 'Find more information on TAP'. A white text 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 this box to the 'Username', 'Password', 'Authentication Code' fields, and the 'Login' button. At the bottom of the page, there is a footer with links: 'dol.wa.gov | Contact Us | About Us | Survey | More About TAP | Copyright © 2015'.

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

The screenshot displays the TAP interface for a user named BEDROCK FUEL DISTRIBUTORS. The page includes a navigation menu on the left, account details at the top, and a 'My Accounts' table. A red arrow points from a text box below to the table.

**Washington State Department of Licensing**

**BEDROCK FUEL DISTRIBUTORS**

Federal Employer ID: 91-4564564  
 My Balance: \$0.00

**Names And Addresses**

Legal Name: BEDROCK FUEL DISTRIBUTORS  
 Physical Address: 2418 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**

Account Id	Account Type	Name	Frequency	Address	Balance
<a href="#">0015419-FA</a>	Aircraft Fuel Distrib	BEDROCK FUEL DISTRIBUT	Monthly	2418 BRISTOL CT SW OLYMF	0.00
<a href="#">0015419-FS</a>	Fuel Supplier	BEDROCK FUEL DISTRIBUT	Monthly	2418 BRISTOL CT SW OLYMF	0.00

2 Rows

» My Accounts

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 Fuel Tax Account** tutorial.