

How to file an IFTA License/Decal Application and Process a Payment with Prorate and Fuel Tax Services in Taxpayer Access Point, TAP.



Welcome to the Washington State Department of Licensing 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 and allow pop-ups from the TAP website.

In this tutorial, you will learn how to complete and file an IFTA license/decal application through our Taxpayer Access Point, TAP. You will also learn how to submit an electronic payment for the decals as the decal application will not be processed without receiving payment at the same time.

At any time during the 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.

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

WASHINGTON STATE DEPARTMENT OF LICENSING

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

[Set up a new online Prorate and Fuel Tax Account](#)

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

Already registered?

Username
johndoe

Password

Authentication Code

[Login](#)

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

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

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The **Device not Recognized** dialogue box opens with a link to receive the **Authentication Code** required to login to your account. Click on **Send Authentication Email**.

The screenshot shows the Washington State Department of Licensing login interface. A dialog box titled "Logon" is open, displaying a "Device Not Recognized" message. The message includes a red octagonal icon with a white hand, explaining that the device is not recognized and that an authentication code will be sent via email. A blue button labeled "Send Authentication Email" is highlighted with a red arrow pointing to a callout box that says "Click on Send Authentication Email." The background shows the login form with fields for "Name", "Email", "Password", and "Authentication Code", along with a "Login" button and links for "Forgot my username" and "Forgot my password".

You will receive an email with the **Authentication Code** that is required to login.



Your authentication code is **kwchyz** and is required for logon.

[Click to login](#)

This is the **Authentication Code** you will need to enter in the **Authentication Code** field of the login screen.

Enter the **Authentication Code** you just received, check the box next to **Save this device** and click on **Login**.

WASHINGTON STATE DEPARTMENT OF LICENSING

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

[Set up a new online Prorate and Fuel Tax Account](#)

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

Already registered?

Username
johndoe

Password

Authentication Code
kwcbyz |

[Need an authentication code?](#)

[Login](#)

[I forgot my username](#)
[I forgot my password](#)

Save this device

Enter the **Authentication Code**, check the box next to **Save this device** and click on **Login**.

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Click on the **Account ID Number** for the IFTA account.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Home

Back

Navigation

» My Accounts

JOHN DOE

Federal Employer ID 53-1907509

My Balance \$0.00

Names And Addresses

Legal Name JOHN DOE

DBA Name JD TRUCKING

Physical Address 2424 BRISTOL CT SW OLYMPIA WA 9850

Mailing Address Add

I Want To...

View Profile

Make a Payment

Request Good Standing Letter

Register a New Account

Accounts² History⁰ Messages⁰ Letters⁰

My Accounts²

My Accounts Hide History Filter

Account Id	Account Type	Name	Frequency	Address	Balance
0507039	IFTA	JOHN DOE	Quarterly	2424 BRISTOL CT SW OLYMPIA	0.00
0507039-0301	Prorate	JOHN DOE	Prorate Fisc	2424 BRISTOL CT SW OLYMPIA	0.00

2 Rows

Click on the **Account ID Number** for the IFTA account.

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You're now at the IFTA account home screen. Under the **I Want To** section, click on **Renew or Request License & Decal**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Home

Back

Navigation

My Accounts

» IFTA

IFTA

Federal Employer ID 53-1907509

Quarterly 0507039

My Balance \$0.00

Pending \$0.00

Payment Source Setup

Names And Addresses

DBA Name JD TRUCKING

Legal Name JOHN DOE

Physical Address 2424 BRISTOL CT SW OLYMPIA WA 9850

Mailing Address Add

I Want To...

View Accounts

View Profile

Renew or Request License & Decal

Close Account

Periods History⁰ Activity Messages⁰ Letters⁰

All Periods

Periods from 14-Mar-2014 Change Date Filter

Period	Return Status	Tax	Penalty	Interest	Credits	Balance	Messages
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Click on **Renew or Request License & Decal**.

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This is the **Renew IFTA License/Decals** screen. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Information 2. License and Decals 3. Review and Submit

Home Information

Back **Renew IFTA License/Decals**

Navigation

My Accounts

IFTA

» Renew IFTA License/Decals

- Use this service to cancel or renew your IFTA License.
- You will receive a confirmation code upon successful submission of your application. Keep this code with your records.
- DO NOT mail your application after submitting this online application. Doing so can cause processing delays.

When to Submit This Request **What You'll Need**

- Online renewal/cancellation application is available for Washington carriers.
- Your decal information.

Cancel Back Next

Click on Next.

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In the **Application for year** field, click on the drop down arrow and select the year.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Information 2. License and Decals 3. Review and Submit

Home License and Decals

Back IFTA - License and Decal Issue / Renewal Form

Application for year 2016

Application Information

Date Received 2016

Renew License Price Per Decal Set 10.00

Cancel License Cancel Date Total Amount Due 0.00

By checking this box, I certify that the decals will not be displayed on the vehicle(s) prior to the effective date of the license. If renewing my license and purchasing decals for the next calendar year, they will not be displayed until December 1st of the current year.

Cancel Back Next

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Next to the **Renew License** field, only check the box if you are renewing your license. Since this is your initial license request, do not check the box. Click in the **Number of Decal Sets Needed (2 Decals Per Set)** field and enter the number of sets you need to purchase. The total amount due will be calculated for you. Read the **Certification Statement** and check the box that you will comply as this is a requirement. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Information 2. License and Decals 3.

Home

Back

Navigation

My Accounts

IFTA

>> Renew IFTA License/Decals

Application for year 2016

License and Decals

IFTA - License and Decal Issue / Renewal Form

Application Information

Date Received 14-Mar-2016

Renew License

Cancel License Cancel Date

Request Decals

Number of Decal Sets Needed (2 Decals Per Set)	2
Price Per Decal Set	10.00
Total Amount Due	20.00

By checking this box, I certify that the decals will not be displayed on the vehicle(s) prior to the effective date of the license. If renewing my license and purchasing decals for the next calendar year, they will not be displayed until December 1st of the current year.

Cancel Back Next

Click in the **Number of Decal Sets Needed (2 Decals Per Set)** field and enter the number of sets you need to purchase. The total amount due will be calculated for you.

Read the **Certification Statement** and check the box that you will comply as this is a requirement. Click on **Next**.

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This is the summary of your application for an IFTA license and decals. Review to make sure it is correct. If not, click on the **Back** button and return to the previous screen to make changes. If it is correct, click on **Submit**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Information 2. License and Decals 3. Review and Submit

Home

Back

Navigation

My Accounts

IFTA

» Renew IFTA License/Decals

Review and Submit

Submit Application

Your application for an IFTA license and/or decals is almost complete. Please review the information below before submitting. If any information needs to be corrected, use the Previous button to go back and make the necessary changes.

IFTA - License and Decal Issue / Renewal Form

Application for year 2016

Application Information	Request Decals
Date Received 14-Mar-2016	Number of Decal Sets Needed (2 Decals Per Set) 2
Renew License <input type="checkbox"/>	Price Per Decal Set 10.00
Cancel License <input type="checkbox"/> Cancel Date	Total Amount Due 20.00

By checking this box, I certify that the decals will not be displayed on the vehicle(s) prior to the effective date of the license. If renewing my license and purchasing decals for the next calendar year, they will not be displayed until December 1st of the current year.

Back Submit

This is the summary of your application for an IFTA license and decals. If you need to make changes, click the **Back** button and return to the previous screen and make changes. If it is correct, click on **Submit**.

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Are you sure you want to submit this request? Click on **Ok**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off 1. Information 2. License and Decals 3. Review and Submit

Home

Back

Navigation

My Accounts

IFTA

» Renew IFTA License/Decals

Review and Submit

Submit Application

Your application for an IFTA license and/or decals is almost complete. Please review the information below before submitting. If any information needs to be corrected, use the Previous button to go back and make the necessary changes.

IFTA - License and Decal Issue / Renewal Form

Application for year 2016

Application Information	Request Decals
Date Received	Number of Decal Sets Needed (2 Decals Per Set) 2
Renew License <input type="checkbox"/>	Price Per Decal Set 10.00
Cancel License <input type="checkbox"/>	Total Amount Due 20.00

By checking this box, I certify that the decals will not be displayed on the vehicle(s) prior to the effective date of the license. If renewing my license and purchasing decals for the next calendar year, they will not be displayed until December 1st of the current year.

Cancel Back Submit

Are you sure you want to submit this request?

OK Cancel

Click on **Ok**.

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This is the confirmation that your IFTA license/decal application has been submitted. It includes the **Confirmation Number** and that a confirmation message has been sent to your email address. Click on **Print** if you want a copy for your records. Because this was a request for an IFTA license and decals, the decals must be paid for at the same time the application request was submitted or the license and decals will not be issued. Click on **Pay**.

The screenshot shows the Washington State Department of Licensing website. The header includes the logo and the text "WASHINGTON STATE DEPARTMENT OF LICENSING". The left sidebar contains a "Menu" with "Log Off" and "Home", and a "Navigation" section with "My Accounts", "IFTA", "Renew IFTA License/Decals", and "» Request". The main content area displays a confirmation message: "Your request has been submitted. Your confirmation number is 1-254-293-504. 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." Below the message are three buttons: "OK", "Print", and "Pay". A red arrow points to the "Pay" button. A text box with a black border is overlaid on the bottom right of the page, containing the text: "This is the confirmation that your IFTA license/decal application has been submitted. Click on **Print** if you want a copy for your records. Because this was a request for an IFTA license and decals, the decals must be paid for at the same time the application request was submitted or the license and decals will not be issued. Click on the **Pay** button to submit an electronic payment." The footer contains the text: "dol.wa.gov | [Contact Us](#) | [About Us](#) | [Survey](#) | [More About TAP](#) | Copyright © 2015".

This is the electronic payment screen. The **Payment Type**, **Payment Date**, **Pay to the Order Of** and **Payment Amount** have been entered for you.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Home

Back

Navigation

My Accounts

IFTA

Renew IFTA License/Decals

Request

» Payment

Payment Type: Return/Decal Payment Amount intended to pay off a return or decal request that has been filed

Please note: If you do not pay the full amount owed, you are still liable for all outstanding debt.

JOHN DOE
IFTA 0507039

Payment Date: 14-Mar-2016

PAY TO THE ORDER OF: Washington State Department of Licensing

20.00

The Payment Type, Payment Date, Pay to the Order Of and Payment Amount have been entered for you.

MEMO:

Bank Account Type: Required Routing Number: Required Account Number: Required Account Number Confirm: Required

Foreign Bank Save as default for IFTA 0507039

Choose Payment Source

New payment source

Submit Cancel

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In the **Bank Account Type** field, click the drop down arrow and select the **Account Type** that you want the payment withdrawn from.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Home

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Navigation

My Accounts

IFTA

Renew IFTA License/Decals

Request

» Payment

Payment Type: Return/Decal Payment Amount intended to pay off a return or decal request that has been filed

Please note: If you do not pay the full amount owed, you are still liable for all outstanding debt.

JOHN DOE
IFTA 0507039

Payment Date: 14-Mar-2016

PAY TO THE ORDER OF: Washington State Department of Licensing

20.00

MEMO: December 2016

Bank Account Type: Checking Routing Number: Required Account Number: Required Account Number Confirm: Required

Foreign Bank Save as default for IFTA 0507039

Choose Payment Source

New payment source

Submit Cancel

Click the drop down arrow and select the Account Type the payment will be withdrawn from.

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In the **Routing Number** field, enter the **Routing Number** for your financial institution. In the **Account Number** field, enter the **Account Number**. In the **Account Number Confirm** field, enter it again to confirm the **Account Number**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu [Log Off](#) [Submit](#) [Cancel](#)

Payment Type: Return/Decal Payment Amount intended to pay off a return or decal request that has been filed

Please note: If you do not pay the full amount owed, you are still liable for all outstanding debt.

JOHN DOE
IFTA 0507039 Payment Date: 14-Mar-2016

PAY TO THE ORDER OF Washington State 0.00

BANK OF AMERICA, N.A. (SFNB)

MEMO: December 2016

Bank Account Type: Checking Routing Number: 125000024 Account Number: 123456 Account Number Confirm: 123456

Foreign Bank [Save as default for IFTA 0507039](#)

Choose Payment Source

New payment source [Submit](#) [Cancel](#)

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Review the payment information and if everything is correct, click on **Submit**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

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My Accounts

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Renew IFTA License/Decals

Request

» Payment

Payment Type: Return/Decal Payment Amount intended to pay off a return or decal request that has been filed.

Please note: If you do not pay the full amount owed, you are still liable for all outstanding debt.

JOHN DOE
IFTA 0507039

Payment Date: 14-Mar-2016

PAY TO THE ORDER OF: Washington State Department of Licensing 20.00

BANK OF AMERICA, N.A. (SFNB)

MEMO: December 2016

Bank Account Type: Checking Routing Number: 12500024 Account Number: 123456 Account Number Confirm: 123456

Foreign Bank Save as default for IFTA 0507039

Choose Payment Source

New payment source

Submit Cancel

Submit Cancel

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To authorize the Washington State Department of Licensing to debit your bank account, you are required to enter your **TAP Account Password** to confirm this payment request. Your TAP password will act as your signature. Enter your **TAP Account Password** and click on **Ok**.

WASHINGTON STATE DEPARTMENT OF LICENSING

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My Accounts

IFTA

Renew IFTA License/Decals

Request

» Payment

Payment Type: Return/Decal Payment Amount intended to pay off a return or decal request that has been filed.

Please note: If you do not pay the full amount owed, you are still liable for all outstanding debt.

JOHN DOE
IFTA 0507039

Payment Date: 14-Mar-2016

PAY TO THE ORDER OF: Washington State Department of Licensing 20.00

BANK OF AMERICA, N.A. (SFNB)

MEMO: December 2016

Bank Account Type: Checking Routing Number: 12500024 Account Number: 123456 Account Number Confirm: 123456

Foreign Bank Save as default for IFTA 0507039

Choose Payment Source

New payment source

Submit Cancel

Submit Cancel

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I hereby authorize the Washington State Department of Licensing to debit my bank account in the amount of \$20.00. You are required to re-enter your password to confirm this request. Your password will act as your signature.

Password: [REDACTED]

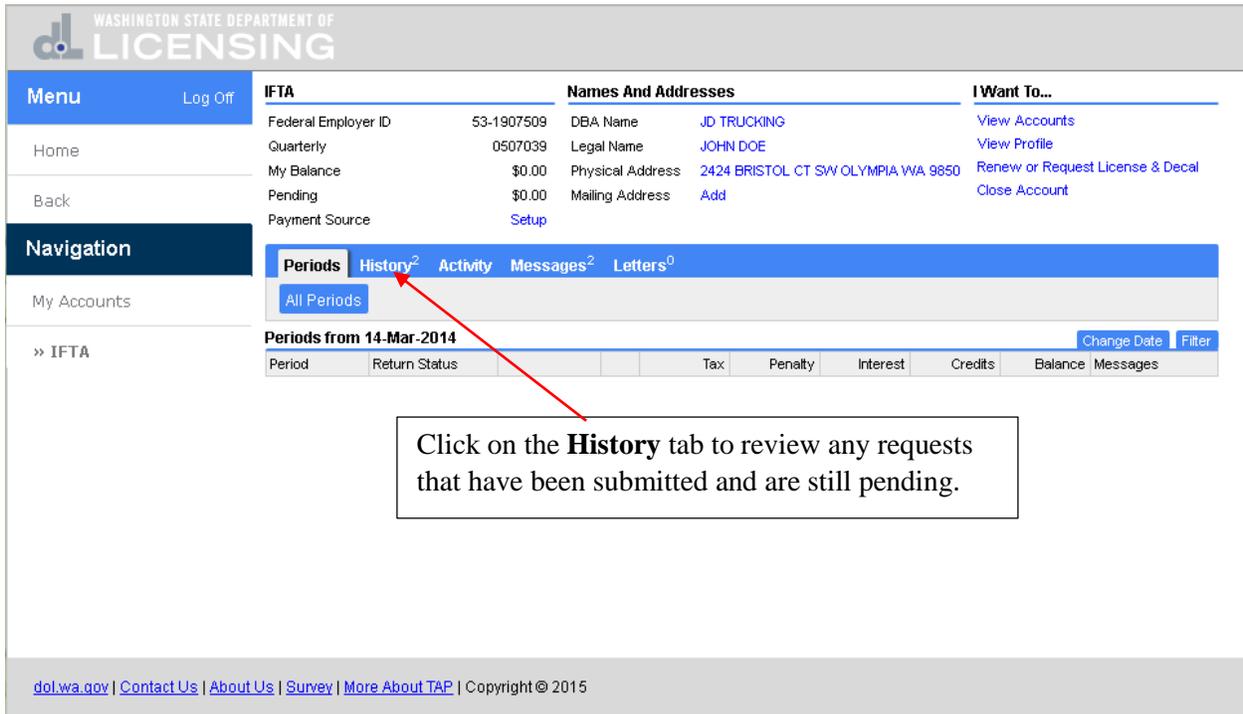
OK Cancel

Enter your TAP Account Password and click on Ok.

This is the confirmation that your payment request has been submitted. If something is in error and while the payment is still pending, you can return to the **History** tab of your account and **Withdraw** the payment and enter a new one. Click on **Print** if you would like a copy for your records. Click on **Ok**.

The screenshot shows the Washington State Department of Licensing website. The header includes the logo and the text 'WASHINGTON STATE DEPARTMENT OF LICENSING'. A navigation menu on the left contains 'Menu', 'Home', 'Back', 'Navigation', 'My Accounts', 'IFTA', 'Renew IFTA License/Decals', and '>> Request'. The main content area displays payment details: 'Please review the payment request information below for your payment to the Washington State Department of Licensing. You may want to print a copy for your records.' The confirmation number is '0-717-422-592'. Payment details include: 'Paid For: IFTA 0507039 JOHN DOE December 2016', 'Paid From: BANK OF AMERICA, N.A. (SFNB)', 'Payment Amount: 20.00', 'Payment Date: 14-Mar-2016', and 'Submitted Date: 14-Mar-2016'. A note states: 'This is only the payment request. It is your responsibility to review your bank statement to confirm that this transaction was successful.' An 'OOPS?' message reads: 'If you want to make a change, it is not too late. While a payment is still pending, you can return to the History tab of your account to withdraw the payment, and make a new one.' A red arrow points from this message to a callout box containing the text: 'OOPS! While the payment is still pending, you can return to the History tab of your account to Withdraw the payment and make a new one.' Below this is contact information for the Department of Licensing. At the bottom, there are 'OK' and 'Print' buttons. A red arrow points from the 'OOPS!' callout box to the 'Print' button. A final callout box at the bottom of the page says: 'Click on Print if you would like a copy for your records. Click on Ok.'

You are returned to your IFTA account home screen. Click on the **History** tab to review any requests that have been submitted and are still pending.



WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Home

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Navigation

My Accounts

» IFTA

IFTA

Federal Employer ID 53-1907509
Quarterly 0507039
My Balance \$0.00
Pending \$0.00
Payment Source [Setup](#)

Names And Addresses

DBA Name JD TRUCKING
Legal Name JOHN DOE
Physical Address 2424 BRISTOL CT SW OLYMPIA WA 9850
Mailing Address [Add](#)

I Want To...

[View Accounts](#)
[View Profile](#)
[Renew or Request License & Decal](#)
[Close Account](#)

Periods **History²** Activity Messages² Letters⁰

[All Periods](#)

Periods from 14-Mar-2014 [Change Date](#) [Filter](#)

Period	Return Status	Tax	Penalty	Interest	Credits	Balance	Messages
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There are two requests that have been submitted and are still pending. The first request was for the IFTA decal renewal application. The second request was for the payment of the decals. Click on the **Confirmation #** for the **Return Decal Payment Pending**.



Menu Log Off	IFTA Federal Employer ID 53-1907509 Quarterly 0507039 My Balance \$0.00 Pending \$0.00 Payment Source Setup	Names And Addresses DBA Name JD TRUCKING Legal Name JOHN DOE Physical Address 2424 BRISTOL CT SW OLYMPIA WA 9850 Mailing Address Add	I Want To... View Accounts View Profile Renew or Request License & Decal Close Account																								
Navigation	Periods History² Activity Messages² Letters⁰																										
Home Back	Waiting to be Processed² All Requests																										
My Accounts » IFTA	Requests waiting to be processed Filter <table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr> <th style="text-decoration: underline;">Confirmation #</th> <th style="text-decoration: underline;">Submitted</th> <th style="text-decoration: underline;">Account Id</th> <th style="text-decoration: underline;">Account Type</th> <th style="text-decoration: underline;">Period</th> <th style="text-decoration: underline;">Title</th> <th style="text-decoration: underline;">Status</th> <th style="text-decoration: underline;">Logon</th> </tr> </thead> <tbody> <tr> <td>0-717-422-592</td> <td>14-Mar-2016</td> <td>0507039</td> <td>IFTA</td> <td>31-Dec-2016</td> <td>Return/Decal Payment f</td> <td>Pending</td> <td></td> </tr> <tr style="background-color: #e1f5fe;"> <td>1-254-293-504</td> <td>14-Mar-2016</td> <td>0507039</td> <td>IFTA</td> <td>31-Dec-2016</td> <td>IFTA renewal applicatio</td> <td>Pending</td> <td></td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;">2 Rows</p>			Confirmation #	Submitted	Account Id	Account Type	Period	Title	Status	Logon	0-717-422-592	14-Mar-2016	0507039	IFTA	31-Dec-2016	Return/Decal Payment f	Pending		1-254-293-504	14-Mar-2016	0507039	IFTA	31-Dec-2016	IFTA renewal applicatio	Pending	
Confirmation #	Submitted	Account Id	Account Type	Period	Title	Status	Logon																				
0-717-422-592	14-Mar-2016	0507039	IFTA	31-Dec-2016	Return/Decal Payment f	Pending																					
1-254-293-504	14-Mar-2016	0507039	IFTA	31-Dec-2016	IFTA renewal applicatio	Pending																					

Click on the **Confirmation #** for the **Return Decal Payment Pending**.

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If you wanted to **Withdraw** this payment, click on **Withdraw**. You would then be able to create a new payment. In the **Menu Pane** click on **Home**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Home Back

My Accounts

IFTA

>> Payment

Payment Withdraw

Status : Pending
Logon : johndoe
Federal Employer ID : 53-1907509
Name : JOHN DOE
IFTA : 0507039
Period : 31-Dec-2016
Amount : \$ -20.00

Submitted : 14-Mar-2016 22:57:33
Submitted By : johndoe

Payment Type Return/Decal Payment Amount intended to pay off a return or decal request that has been filed

Please note: If you do not pay the full amount owed, you are still liable for all outstanding debt.

JOHN DOE
IFTA 0507039 Payment Date 14-Mar-2016

PAY TO THE ORDER OF Washington State Department of Licensing 20.00

BANK OF AMERICA, N.A. (SFNB)

MEMO: **December 2016**

Bank Account Type Checking Routing Number 125000024 Account Number ****3456

Foreign Bank

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You are returned to the home screen for your accounts.

The screenshot displays the user interface for the Washington State Department of Licensing. At the top, the logo and name 'WASHINGTON STATE DEPARTMENT OF LICENSING' are visible. The user is logged in as 'JOHN DOE'. The interface is divided into several sections: 'Menu' with 'Home' and 'Back' options; 'Names And Addresses' showing legal and physical details; 'I Want To...' with options like 'View Profile' and 'Make a Payment'; and 'My Accounts' which includes a table of active accounts. A red arrow points from a text box at the bottom to the name 'JOHN DOE' in the table.

Account Id	Account Type	Name	Frequency	Address	Balance
0507039	IFTA	JOHN DOE	Quarterly	2424 BRISTOL CT SW OLYMPIA	0.00
0507039-0301	Prorate	JOHN DOE	Prorate Fisc	2424 BRISTOL CT SW OLYMPIA	0.00

2 Rows

You are returned to the home screen for your accounts.

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This completes the how to file an **IFTA License/Decal Application and Process the Payment** tutorial.