

How to file an Amended IFTA Tax Return 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 amended IFTA tax return through our Taxpayer Access Point, TAP.

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](#)

Already registered?

Username
prft

Password
.....

Authentication Code

Login

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

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**.

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Device Not Recognized

The device you are logging in with is not recognized.

In order to keep your information safe, the Department of Licensing requires additional security validation the first time you log into Taxpayer Access Point. An authentication code will be sent in order to verify your identity.

We will remember your device once this process is complete.

Confirm Identification

Select a method to receive your authentication code. Authentication codes can be sent via text message or email, depending on what information is on file.

Send Authentication Email An authentication code will be emailed to: paulroberts@prfttruckinginc.com

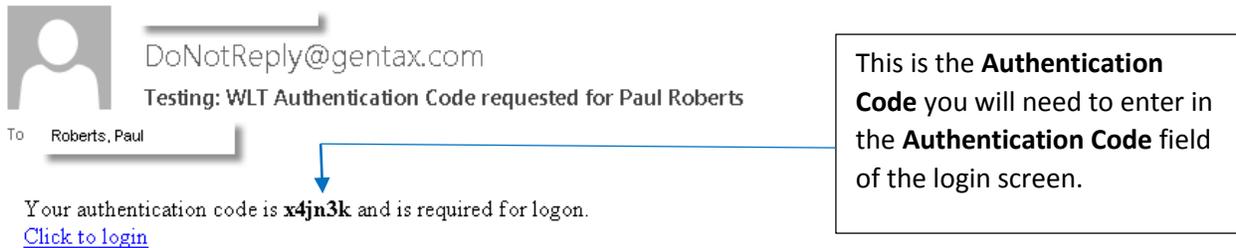
Why is this required?

- You are using a new device that has not logged into your account before
- You have switched browsers or deleted your cookies

Click on **Send Authentication Email**.

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



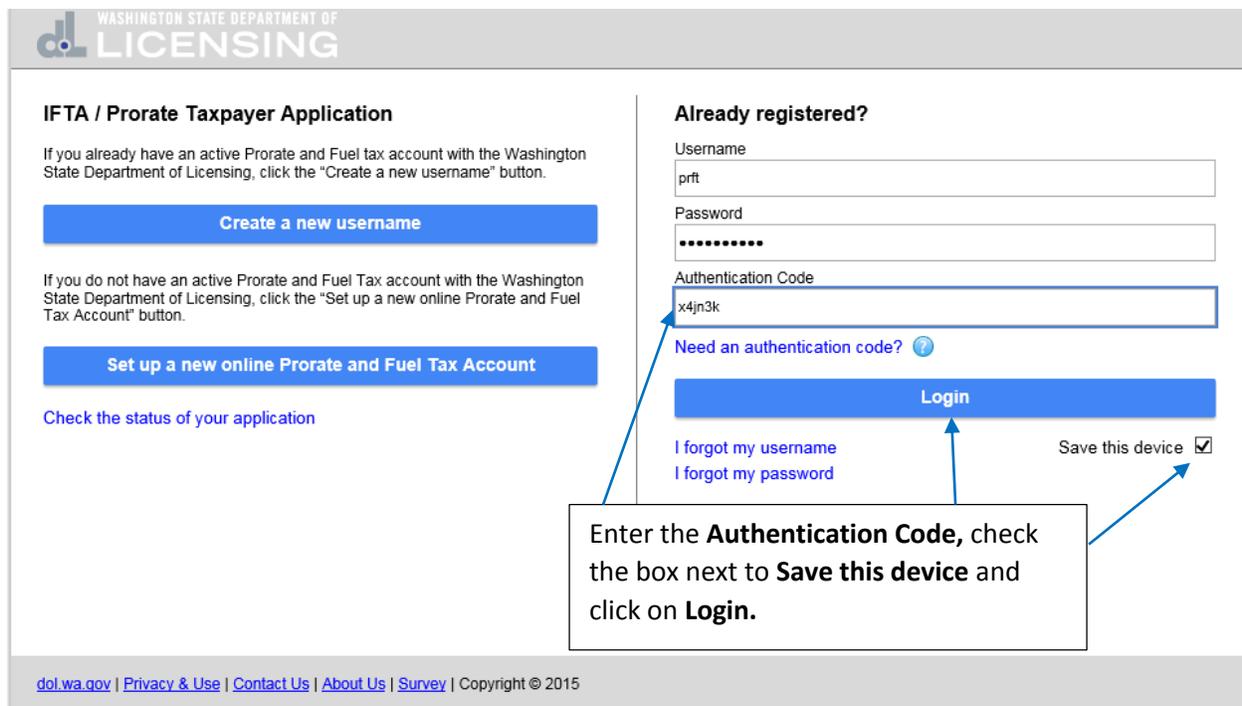
DoNotReply@gentax.com
Testing: WLT Authentication Code requested for Paul Roberts

To: Roberts, Paul

Your authentication code is **x4jn3k** 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](#)

Already registered?

Username
prft

Password
.....

Authentication Code
x4jn3k

[Need an authentication code?](#)

[Login](#)

[I forgot my username](#)

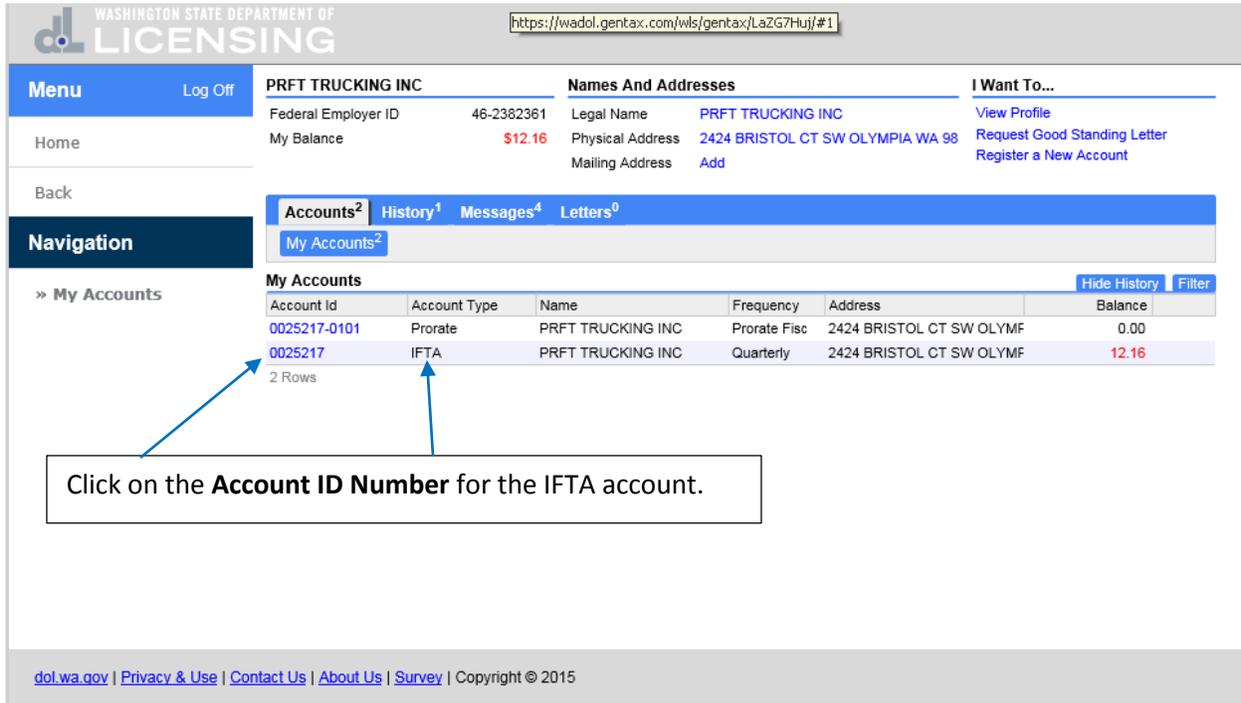
[I forgot my password](#)

Save this device

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

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You're now at the home screen for your accounts. Click on the **Account ID Number** for the IFTA account.



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https://wadol.gentax.com/wls/gentax/La2G7Huj/#1

Menu Log Off

Home

Back

Navigation

» My Accounts

PRFT TRUCKING INC

Federal Employer ID 46-2382361

My Balance **\$12.16**

Names And Addresses

Legal Name PRFT TRUCKING INC

Physical Address 2424 BRISTOL CT SW OLYMPIA WA 98

Mailing Address Add

I Want To...

View Profile

Request Good Standing Letter

Register a New Account

Accounts² History¹ Messages⁴ Letters⁰

My Accounts²

My Accounts

Account Id	Account Type	Name	Frequency	Address	Balance	Hide History	Filter
0025217-0101	Prorate	PRFT TRUCKING INC	Prorate Fisc	2424 BRISTOL CT SW OLYMF	0.00		
0025217	IFTA	PRFT TRUCKING INC	Quarterly	2424 BRISTOL CT SW OLYMF	12.16		

2 Rows

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

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This is the IFTA account home screen. Under the **Periods Requiring Attention** section, **Period 30-Sep-2015** click on **View Return**. This is the Q3-2015 tax return that was submitted, processed and resulted in fuel taxes owed of \$12.16. The return will now be amended.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu [Log Off](#)

IFTA

Federal Employer ID: 46-2382361
 Quarterly: 0025217
 My Balance: **\$12.16**
 Pending: \$0.00
 Effective Balance: **\$12.16**

Names And Addresses

DBA Name: [Add](#)
 Legal Name: PRFT TRUCKING INC
 Physical Address: 2424 BRISTOL CT SW OLYMPIA WA 98
 Mailing Address: [Add](#)

I Want To...

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

Navigation

My Accounts

» **IFTA**

Periods History⁰ Activity Messages¹ Letters⁰

Attention Needed² All Periods

Periods Requiring Attention [Filter](#)

Period	Return Status		Tax	Penalty	Interest	Credits	Balance	Messages
30-Sep-2015	Ontime-Processed	View Return	50.79	0.00	0.00	38.63	12.16	Make a Payment
31-Dec-2014	Multiple Returns	Return List	46.48	3.20	1.89	51.57	0.00	File Now

2 Rows

Click on **View Return** for the 30-Sep-2015 period. This is the Q3-2015 tax return that was submitted and processed. It will now be amended.

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This is the **IFTA Return** status screen. To amend the 30-Sep-2015 tax return, you will need the changes in the jurisdictional mileage and fuel information that was originally submitted. Click on **Change**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Home

Back

Navigation

My Accounts

IFTA

» **IFTA Return - 30-Sep-2015**

IFTA Return

Federal Employer ID	: 46-2382361
Name	: PRFT TRUCKING INC
IFTA	: 0025217
Period	: 30-Sep-2015
Due	: 02-Nov-2015
Received	: 01-Oct-2015
Status	: Ontime-Processed

[Change](#) [Print](#)

File Your IFTA Tax Return

- Use this service to file your original IFTA return.
- You will receive a confirmation code upon successful submission of your return. Keep this code with your tax records.
- DO NOT mail your return after you complete your online filing. Doing so can cause processing delays.

Once your return has been processed you can amend it by viewing the return and clicking the change button at the top right of the screen.

When to Submit This Request

- Online filing is available for Washington carriers.

What You'll Need

- Your jurisdiction and mileage details.

[Information](#) [Next](#)

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This is the **File Your IFTA Tax Return** screen and there is nothing that needs to be changed on this screen. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Home

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Navigation

My Accounts

IFTA

IFTA Return - 30-Sep-2015

» **File Your IFTA Tax Return**

File Your IFTA Tax Return

- Use this service to file your original IFTA return.
- You will receive a confirmation code upon successful submission of your return. Keep this code with your tax records.
- DO NOT mail your return after you complete your online filing. Doing so can cause processing delays.

Once your return has been processed you can amend it by viewing the return and clicking the change button at the top right of the screen.

When to Submit This Request

- Online filing is available for Washington carriers.

What You'll Need

- Your jurisdiction and mileage details.

Click on **Next**.

Information **Next** Save and Finish Later Cancel

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In the **Did you have any operations during this filing period** field, click on **Yes** as you will be amending what had been originally reported. Click on **Next**.

This is the **Return Totals by Fuel Type** screen. Enter the changes to **Total Miles** and **Total Gallons** by fuel type and the **Average MPG** will be recalculated. Click on **Next**.

	Total Miles	Total Gallons	Average MPG
Diesel	36,143	6,420	5.63
Gasoline	0	0	0.00
Gasohol	0	0	0.00
Liquefied Natural Gas			
Compressed Natural Gas			
Ethanol	0	0	0.00
Methanol	0	0	0.00
E-85	0	0	0.00
M-85	0	0	0.00
A55	0	0	0.00
Total Miles	36,143	6,420	5.63

This is the jurisdictional mileage and fuel screen. The **CA Total Miles, Taxable Miles and Tax Paid Gallons Purchased** all increased from what had been originally reported so they need to be amended. Click in the fields and enter the new **Total Miles, Taxable Miles and Tax Paid Gallons Purchased** for CA.

Enter the changes to Total Miles, Taxable Miles and Tax Paid Gallons Purchased for CA.

Jurisdiction	Fuel Type	Date From	Date To	Miles	Taxable Miles	Taxable Gallons Consumed	Tax Paid Gallons Purchased	Net Taxable Gallons	Tax Rate	Tax Due	Interest	Total Due
WA	2. Diesel	01-Jul-2015	31-Jul-2015	1,995	1,995	354	450	(96)	0.3750	(36.00)	0.00	(36.00)
WA	2. Diesel	01-Aug-2015	30-Sep-2015	4,009	4,009	712	594	118	0.4450	52.51	0.00	52.51
CA	2. Diesel	01-Jul-2015	30-Sep-2015	25,013	25,013	4,443	4,419	24	0.4500	10.80	0.00	10.80
OR	2. Diesel	01-Jul-2015	30-Sep-2015	4,002	4,002	711	707	4	0.0000	0.00	0.00	0.00
Total				35,019	35,019	6,220	6,170	50		27.31	0.00	27.31

No operations were originally reported for **AZ** but operations did occur and will now be reported. Click in the **Jurisdiction** field for the next blank row and enter **AZ** or select from the drop down list.

Click in the Jurisdiction field and enter AZ or select from the drop down list.

Jurisdiction	Fuel Type	Date From	Date To	Miles	Taxable Miles	Taxable Gallons Consumed	Tax Paid Gallons Purchased	Net Taxable Gallons	Tax Rate	Tax Due	Interest	Total Due
WA	2. Diesel	01-Jul-2015	31-Jul-2015	1,995	1,995	354	450	(96)	0.3750	(36.00)	0.00	(36.00)
WA	2. Diesel	01-Aug-2015	30-Sep-2015	4,009	4,009	712	594	118	0.4450	52.51	0.00	52.51
CA	2. Diesel	01-Jul-2015	30-Sep-2015	25,013	25,013	4,443	4,419	24	0.4500	10.80	0.00	10.80
OR	2. Diesel	01-Jul-2015	30-Sep-2015	4,002	4,002	711	707	4	0.0000	0.00	0.00	0.00
AZ	2. Diesel	01-Jul-2015	30-Sep-2015	0	0	0	0	0	0.2600	0.00	0.00	0.00
Total				35,019	35,019	6,220	6,170	50		27.31	0.00	27.31

Enter the **Total Miles**, **Taxable Miles** and **Tax Paid Gallons Purchased** for AZ.

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Jurisdiction and Mileage

Please fill out your jurisdictions and mileages below.

Split Rate Note:
If a jurisdiction had multiple fuel tax rates during a period, you must adjust the "Date From" and "Date To" fields for the period in time the first rate applies to. Click in those two fields and use the drop down arrows to select the appropriate periods. Enter the total miles, taxable miles and tax paid gallons purchased that apply to that rate. Add the same jurisdiction in the next row and click in the "Date From" and "Date To" fields and use the drop down arrows to select the appropriate periods the second rate applies to. Enter the total miles, taxable miles and tax paid gallons purchased that apply to that rate.

Jurisdiction and Mileage Information

Jurisdiction	Fuel Type	Date From	Date To	Surtax	Total Miles	Taxable Miles	Taxable Gallons Consumed	Tax Paid Gallons Purchased	Net Taxable Gallons	Tax Rate	Tax Due	Interest	Total Due
WA	2 Diesel	01-Jul-2015	31-Jul-2015	<input type="checkbox"/>	1,995	1,995	354	450	(96)	0.3750	(36.00)	0.00	(36.00)
WA	2 Diesel	01-Aug-2015	30-Sep-2015	<input type="checkbox"/>	4,009	4,009	712	594	118	0.4450	52.51	0.00	52.51
CA	2 Diesel	01-Jul-2015	30-Sep-2015	<input type="checkbox"/>	25,013	25,013	4,443	4,419	24	0.4500	10.80	0.00	10.80
OR	2 Diesel	01-Jul-2015	30-Sep-2015	<input type="checkbox"/>	4,002	4,002	711	707	4	0.0000	0.00	0.00	0.00
AZ	2 Diesel	01-Jul-2015	30-Sep-2015	<input type="checkbox"/>	1,124	1,124	200	250	(50)	0.2600	(13.00)	0.00	(13.00)
Total					36,143	36,143	6,420	6,420	0		14.31	0.00	14.31

Buttons: Back, Edit Mileage, Next, Save and Finish Later, Cancel

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All of the changes have been made to amend the tax return. All of the totals have been recalculated including any **Fuel Taxes**, **Interest** and **Total Due**. Click on **Next**.

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Jurisdiction and Mileage

Please fill out your jurisdictions and mileages below.

Split Rate Note:
If a jurisdiction had multiple fuel tax rates during a period, you must adjust the "Date From" and "Date To" fields for the period in time the first rate applies to. Click in those two fields and use the drop down arrows to select the appropriate periods. Enter the total miles, taxable miles and tax paid gallons purchased that apply to that rate. Add the same jurisdiction in the next row and click in the "Date From" and "Date To" fields and use the drop down arrows to select the appropriate periods the second rate applies to. Enter the total miles, taxable miles and tax paid gallons purchased that apply to that rate.

Jurisdiction and Mileage Information

Jurisdiction	Fuel Type	Date From	Date To	Surtax	Total Miles	Taxable Miles	Taxable Gallons Consumed	Tax Paid Gallons Purchased	Net Taxable Gallons	Tax Rate	Tax Due	Interest	Total Due
WA	2 Diesel	01-Jul-2015	31-Jul-2015	<input type="checkbox"/>	1,995	1,995	354	450	(96)	0.3750	(36.00)	0.00	(36.00)
WA	2 Diesel	01-Aug-2015	30-Sep-2015	<input type="checkbox"/>	4,009	4,009	712	594	118	0.4450	52.51	0.00	52.51
CA	2 Diesel	01-Jul-2015	30-Sep-2015	<input type="checkbox"/>	25,013	25,013	4,443	4,419	24	0.4500	10.80	0.00	10.80
OR	2 Diesel	01-Jul-2015	30-Sep-2015	<input type="checkbox"/>	4,002	4,002	711	707	4	0.0000	0.00	0.00	0.00
AZ	2 Diesel	01-Jul-2015	30-Sep-2015	<input type="checkbox"/>	1,124	1,124	200	250	(50)	0.2600	(13.00)	0.00	(13.00)
Total					36,143	36,143	6,420	6,420	0		14.31	0.00	14.31

Buttons: Back, Edit Mileage, Next, Save and Finish Later, Cancel

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Click on Next.

All of the totals have been recalculated along with any Fuel Taxes, Interest and Total Due.

This is the amended IFTA tax return summary. It summarizes the total miles, total gallons, and average miles per gallon along with fuel taxes, interest, penalty, sales tax and total due. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Home

Back

Navigation

My Accounts

IFTA

IFTA Return - 30-Sep-2015

» File Your IFTA Tax Return

IFTA Return Summary

Total Miles	36,143	Tax Due	63.31
Total Gallons	6,420	Credit	-49.00
Average Miles Per Gallon	5.63	IFTA Interest	0.00
		Penalty	0.00
		Sales Tax	0.00
		WA Interest	0.00
		Total Due	14.31

Back Summary Next Save and Finish Later Cancel

Click on **Next**.

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The changes to the amended IFTA tax return have been completed. Click on **Submit** to submit this request.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Home

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Navigation

My Accounts

IFTA

IFTA Return - 30-Sep-2015

» File Your IFTA Tax Return

Complete

You have completed your amended return. Click Submit to send in your request.

Back Complete Submit Save and Finish Later Cancel

Click on **Submit**.

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

The screenshot shows the Washington State Department of Licensing website interface. The top navigation bar includes the logo and the text "WASHINGTON STATE DEPARTMENT OF LICENSING". Below this is a "Menu" section with a "Log Off" link. The main content area displays "Complete" and a message: "You have completed your amended return. Click Submit to send in your request." There are buttons for "Back", "Complete", "Submit", "Save and Finish Later", and "Cancel". A "Navigation" sidebar on the left lists "My Accounts", "IFTA", "IFTA Return - 30-Sep-2015", and "» File Your IFTA Tax Return". A modal dialog box is centered on the screen with the text "Are you sure you want to submit this request?" and two buttons: "Ok" and "Cancel". A blue arrow points from a text box below the dialog to the "Ok" button. The text box contains the instruction "Click on Ok." The footer of the page includes links for "dol.wa.gov", "Privacy & Use", "Contact Us", "About Us", "Survey", and "Copyright © 2015".

This is the confirmation that the amended IFTA tax return has been submitted. It contains 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 or click on **Ok**. Click on **Ok**.

The screenshot shows the Washington State Department of Licensing website interface. The top navigation bar includes the logo and the text "WASHINGTON STATE DEPARTMENT OF LICENSING". Below this is a "Menu" section with a "Log Off" link. The main content area displays "Your request has been submitted." and "Your confirmation number is 0-383-909-888." Below this is a message: "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." There are two buttons: "OK" and "Print". A blue arrow points from a text box below the buttons to the "Print" button. The text box contains the instruction "This is the confirmation that the amended IFTA tax return has been submitted. Click on Print if you want a copy for your records or click on Ok. Click on Ok." The footer of the page includes links for "dol.wa.gov", "Privacy & Use", "Contact Us", "About Us", "Survey", and "Copyright © 2015".

You are returned to the IFTA account home screen. There is a balance from the original tax return submitted and processed. There is a pending balance from the amended IFTA tax return just submitted and an effective balance for both returns. Click on the **History** tab to view the pending request for the amended IFTA tax return.

The screenshot displays the IFTA account home screen. On the left, there is a navigation menu with options like 'Home', 'Back', and 'My Accounts'. The main content area is divided into sections: 'IFTA' with account details (Federal Employer ID, Quarterly, My Balance, Pending, Effective Balance), 'Names And Addresses' with contact information, and 'I Want To...' with links like 'View Accounts' and 'View Profile'. A 'History' tab is highlighted, and a callout box points to it with the text: 'Click on the **History** tab to view the pending request for the amended IFTA tax return.' Below the tabs, a table titled 'Periods Requiring Attention' shows two rows of data. A callout box points to the 'Pending' status in the first row with the text: 'Balance due from original IFTA tax return that has been processed. Pending balance from the amended tax return just submitted and effective balance for both.' The footer contains links for 'dol.wa.gov', 'Privacy & Use', 'Contact Us', 'About Us', 'Survey', and 'Copyright © 2015'.

Period	Return Status	View Request						
30-Sep-2015	Pending	View Request						
31-Dec-2014	Multiple Returns	Return List	46.48	3.20	1.89	51.57	0.00	File Now

The amended IFTA tax return is pending and you can click on the **Confirmation #** to view the pending return or to make changes to it. Click on the **Confirmation #**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu [Log Off](#)

IFTA

Federal Employer ID	46-2382361	DBA Name	Add	I Want To...
Quarterly	0025217	Legal Name	PRFT TRUCKING INC	View Accounts
My Balance	\$12.16	Physical Address	2424 BRISTOL CT SW OLYMPIA WA 98	View Profile
Pending	\$14.31	Mailing Address	Add	Renew or Request License & Decal
Effective Balance	\$26.47			

Names And Addresses

Navigation

My Accounts

» IFTA

Requests waiting to be processed [Filter](#)

Confirmation #	Submitted	Account Id	Account Type	Period	Title	Status	Logon
0-383-909-888	01-Oct-2015	0025217	IFTA	30-Sep-2015	IFTA return for 30-Sep-	Pending	

The amended IFTA tax return is pending and to view it or make changes to it, click on the **Confirmation #**.

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While the amended IFTA tax return is still pending, you can **Withdraw** or **Change** it by clicking on the **Withdraw** or **Change** buttons. Click on **Home** to be returned to the home screen for your accounts.

The screenshot displays the Washington State Department of Licensing website interface. At the top left is the logo and the text "WASHINGTON STATE DEPARTMENT OF LICENSING". A blue navigation menu on the left contains "Home", "Back", "My Accounts", and "IFTA". A "Log Off" link is in the top right of the menu. The main content area is titled "Request Information" and shows details for a pending request: Status: Pending, Logon: paul, Federal Employer ID: 46-2382361, Name: PRFT TRUCKING INC, IFTA: 0025217, Period: 30-Sep-2015, Submitted: 01-Oct-2015 14:09:23, Total Due: \$14.31, and Received: 01-Oct-2015. A box with the text "The request is Pending." has an arrow pointing to the "Pending" status. To the right of the request details are three buttons: "Withdraw", "Change", and "Print". Two arrows point from a box below to the "Withdraw" and "Change" buttons. The box contains the text: "Click on **Withdraw** if you want to **Withdraw** this request. Click on **Change** if you would like to make changes to the request." Below the request information are instructions: "If you would like to change your request click the Change button above." and "If you want to cancel your request click the Withdraw button above." A section titled "File Your IFTA Tax Return" contains a list of instructions: "Use this service to file your original IFTA return.", "You will receive a confirmation code upon successful submission of your return. Keep this code with your tax records.", and "DO NOT mail your return after you complete your online filing. Doing so can cause processing delays." Below this is the text: "Once your return has been processed you can amend it by viewing the return and clicking the change button at the top right of the screen." At the bottom of the main content area are two sections: "When to Submit This Request" with the instruction "Online filing is available for Washington carriers." and "What You'll Need" with the instruction "Your jurisdiction and mileage details." At the very bottom are "Information" and "Next" buttons, and a footer with the URL "dol.wa.gov" and various links.

You are returned to the home screen for your accounts.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Home

Back

Navigation

» My Accounts

PRFT TRUCKING INC

Federal Employer ID 46-2382361

My Balance **\$12.16**

Names And Addresses

Legal Name PRFT TRUCKING INC

Physical Address 2424 BRISTOL CT SW OLYMPIA WA 98

Mailing Address Add

I Want To...

View Profile

Request Good Standing Letter

Register a New Account

Accounts² History² Messages⁵ Letters⁰

My Accounts²

My Accounts Hide History Filter

Account Id	Account Type	Name	Frequency	Address	Balance
0025217-0101	Prorate	PRFT TRUCKING INC	Prorate Fisc	2424 BRISTOL CT SW OLYMF	0.00
0025217	IFTA	PRFT TRUCKING INC	Quarterly	2424 BRISTOL CT SW OLYMF	12.16

2 Rows

You are returned to the home screen for your accounts.

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This completes the how to file an **Amended IFTA Tax Return** tutorial.