

## **How to Pay a Dyed Diesel Violator Assessment 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 pay a dyed diesel violator assessment in TAP.

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.

At the TAP home screen, click on **Pay an assessment**.

**WASHINGTON STATE DEPARTMENT OF LICENSING**

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

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

**Create a new username**

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

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

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

**Pay an assessment**

Check the s  
Tell us how **Click on Pay an assessment.**

### Already registered?

Username  Required

Password  Required

Authentication Code

**Login**

[I forgot my username](#)  
[I forgot my password](#)  
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This is the **Instructions** screen and it provides information on what you'll need in order to pay a dyed diesel violator assessment. Click on **Next**.

The screenshot shows the 'Instructions' page for making a payment. At the top, the Washington State Department of Licensing logo is visible. A progress bar indicates the current step is '1. Instructions', with '2. Account Verification' and '3. Payment Details' following. The left sidebar contains a 'Menu' with links to Home, Back, and View Support ID, and a 'Navigation' section with a 'Logon' link and a highlighted '>> Make a Payment' link. The main content area is titled 'Instructions' and 'Make a Payment'. It includes a sub-header 'Use this service to submit payments for assessments of fuel tax or for paying penalties for the illegal use of dyed diesel in motor vehicles used on road.' Below this, there are two columns: 'When to Submit This Request' and 'What You'll Need'. The 'When to Submit This Request' column states: 'If you have received an assessment for the underpayment of Washington fuel tax or for the use of dyed diesel or biodiesel in registered vehicles used on Washington highways.' The 'What You'll Need' column lists two requirements: 'Your Account ID as it appears in the upper right on the "Notice of Assessment."' and 'Your bank account and routing numbers.' At the bottom of the page, there are three buttons: 'Cancel', 'Back', and 'Next'. A red arrow points from a box labeled 'Click on Next.' to the 'Next' button. The footer contains the URL 'dol.wa.gov' and other links: 'Contact Us', 'About Us', 'Survey', 'More About TAP', and 'Copyright © 2015'.

In the **Select an account type to pay** field, click on the drop down arrow and select **Dyed Diesel Violator**.

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Instructions > 2. Account Verification > 3. Payment Details

**Account Verification**

Select an account type to pay  

**Required**

- Dyed Diesel Violator
- Unlicensed FT Violator

**Cancel**

**Click the drop down arrow.  
Select Dyed Diesel Violator.**

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**Dyed Diesel Violator** has been entered. In the **Enter your account Id** field, enter your **Account Id** and click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Instructions > 2. Account Verification > 3. Payment Details

**Account Verification**

Select an account type to pay

Enter your account Id

**Cancel** **Back** **Next**

**Enter your Account Id.**

**Click on Next.**

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This is the **Payment Details** screen and the pay to the order of auto-populates with the Washington State Department of Licensing. The payment date auto-populates or you can select the date from the calendar. Only the current date is allowed. You cannot date this field in the past or future as it will turn the field red and you would need to correct the date before continuing.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: 1. Instructions > 2. Account Verification > 3. Payment Details

Home, Back, View Support ID, Logon, >> Make a Payment

**Payment Details**

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

Dyed Diesel Violator

Payment Date: 01-Jul-2016

PAY TO THE ORDER OF: Washington State Department of Licensing

MEMO:

Bank Account Type: Required, Routing Number: Required, Account Number: Required

Foreign Bank

Buttons: Cancel, Back, Submit

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Enter the amount of your payment.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: 1. Instructions > 2. Account Verification > 3. Payment Details

Home, Back, View Support ID, Logon, >> Make a Payment

**Payment Details**

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

Dyed Diesel Violator

Payment Date: 01-Jul-2016

PAY TO THE ORDER OF: Washington State Department of Licensing

Amount: 3,030.00

MEMO:

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

Foreign Bank

Buttons: Cancel, Back, Submit

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The payment can be withdrawn from your checking or savings account. In the **Bank Account Type** field, click on the drop down arrow and select the **Bank Account Type**.

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Instructions > 2. Account Verification > 3. Payment Details

**Payment Details**

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

Dyed Diesel Violator Payment Date: 01-Jul-2016

PAY TO THE ORDER OF: Washington State Department of Licensing 3,030.00

MEMO:

Bank Account Type: [Dropdown] Routing Number: [Required] Account Number Confirm: [Required]

Checking [Selected] Savings

Buttons: Cancel, Back, Submit

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In the **Routing Number** field, enter the **Routing Number** for your financial institution. The name of your financial institution will appear.

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Instructions > 2. Account Verification > 3. Payment Details

**Payment Details**

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

Dyed Diesel Violator Payment Date: 01-Jul-2016

PAY TO THE ORDER OF: Washington State Department of Licensing 3,030.00

MEMO:

Bank Account Type: [Dropdown] Routing Number: 125000024 Account Number: [Required] Account Number Confirm: [Required]

BANK OF AMERICA, N.A. (SFNB)

Foreign Bank

Buttons: Cancel, Back, Submit

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Enter the **Account Number** and enter it again in the **Account Number Confirm** field. Review the **Payment Details** and if everything is correct, click on **Submit**.

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Instructions > 2. Account Verification > 3. Payment Details

**Payment Details**

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

Dyed Diesel Violator Payment Date 01-Jul-2016

PAY TO THE ORDER OF Washington State Department of Licensing

BANK OF AMERICA, N.A. (SFNB)

MEMO:

Bank Account Type Routing Number Account Number Account Number Confirm

Checking 125000024 123456 123456

Foreign Bank

Cancel Back Submit

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Click on **Submit**.

If you want to submit this payment request, enter your **Email** address and **Confirm Email** by entering it again. Click on **Ok**.

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Instructions > 2. Account Verification > 3. Payment Details

**Payment Details**

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

Dyed Diesel Violator Payment Date 01-Jul-2016

PAY TO THE ORDER OF Washington State Department of Licensing 3,030.00

BANK OF AMERICA, N.A. (SFNB)

MEMO:

Bank Account Type Routing Number Account Number Account Number Confirm

Checking 125000024 123456 123456

Foreign Bank

Cancel Back Submit

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

Email petep@petroplus.com

Confirm Email petep@petroplus.com

OK Cancel

Enter your **Email** address and **Confirm Email** by entering it again. Click on **Ok**.

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This is the confirmation that your payment request has been submitted and you will also receive a confirmation email. Click on **Print** if you want a copy for your records and click on **Ok** to be returned to the TAP home screen.

WASHINGTON STATE DEPARTMENT OF LICENSING

**Menu**

- Home
- Back
- View Support ID

**Navigation**

- Logon
- Make a Payment
  - » Request

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.

Your payment request confirmation code is **wqc82s**

**Confirmation Code that the payment request has been submitted.**

Paid For: Dyed Diesel Violator DV 0015420DV  
 Paid From: \*\*\*\*\*  
 Payment Amount: -3,030.00  
 Payment Date: 01-Jul-2016  
 Submitted Date: 01-Jul-2016

This is only the payment request. It is your responsibility to review your bank statement to confirm that this transaction was successful.

**OOPS?** If you want to make a change, it is not too late. While your payment is still pending, you can click the 'Check the status of my application' link on the login screen to withdraw the payment. Use your confirmation code and your email address to retrieve your payment.

Contact Us:  
 Department of Licensing  
 PO Box 9228  
 Olympia, WA 98507-9228  
 360.664.1858 or [IFTARequests@dol.wa.gov](mailto:IFTARequests@dol.wa.gov)

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 want a copy for your records.  
 Click on **Ok** to be returned to the TAP home screen.**

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You are returned to the TAP home screen. If you want to check on the status of the payment request or to withdraw it while it is still pending, click on **Check the status of your application**.

WASHINGTON STATE DEPARTMENT OF LICENSING

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

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

**Create a new username** Required

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

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

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

**Pay an assessment**

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

**Already registered?**

Username

Password  Required

Authentication Code

**Login**

[I forgot my username](#)  
[I forgot my password](#)  
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Enter your **Email** address and the **Confirmation Code** and click on **Search**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu

- Home
- Back
- View Support ID

Navigation

- Logon
- » Request Search

Search for an Existing Request

Email petep@petroplus.com

Confirmation Code wqc82s

Search

Enter your **Email** address, **Confirmation Code** and click on **Search**.

Cancel

Cancel

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This is the submitted request and while it is pending, click on **Withdraw** if you wanted to cancel the payment. Since everything is ok, click on **Home** to be returned to the TAP home screen.

The screenshot displays the Washington State Department of Licensing TAP interface. The top header includes the logo and the text "WASHINGTON STATE DEPARTMENT OF LICENSING". A left-hand navigation menu contains options: Home, Back, View Support ID, Logon, and Request Search. The main content area is titled "Request Information" and shows the following details: Status: Pending, Payment Type: ACCPYM, Payment Amount: \$ -3,030.00, and Submitted: 01-Jul-2016 09:48:25. A "Withdraw" button is located in the top right corner. Below the request information, there 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 progress bar shows three steps: 1. Instructions (active), 2. Account Verification, and 3. Payment Details. Below this is a section titled "Make a Payment" with a description: "Use this service to submit payments for assessments of fuel tax or for paying penalties for the illegal use of dyed diesel in motor vehicles used on road." At the bottom of the page, there are two buttons: "Back" and "Next". A text box on the right side of the screenshot contains the following text: "While the payment is **Pending**, you can cancel it by clicking on **Withdraw**. Click on **Home** to be returned to the TAP home screen." Red arrows point from this text box to the "Withdraw" button and the "Home" link in the navigation menu.

WASHINGTON STATE DEPARTMENT OF LICENSING

**Menu**

- Home
- Back
- View Support ID

**Navigation**

- Logon
- Request Search

**Request Information**

Status : Pending Submitted : 01-Jul-2016 09:48:25

Payment Type : ACCPYM

Payment Amount : \$ -3,030.00

If you would like to change your request click the Change button above

If you want to cancel your request click the Withdraw button above.

1. Instructions 2. Account Verification 3. Payment Details

**Instructions**

**Make a Payment**

Use this service to submit payments for assessments of fuel tax or for paying penalties for the illegal use of dyed diesel in motor vehicles used on road.

**When to Submit This Request**

If you have received an assessment for the underpayment of Washington fuel tax or for the use of dyed diesel or biodiesel in registered vehicles used on Washington highways.

**What You'll Need**

- Your Account ID as it appears in the upper right on the "Notice of Assessment."
- Your bank account and routing numbers.

[Back](#) [Next](#)

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You are returned to the TAP home screen.

**WASHINGTON STATE DEPARTMENT OF LICENSING**

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

**Pay an assessment**

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

### Already registered?

Username

Password  Required

Authentication Code

**Login**

[I forgot my username](#)  
[I forgot my password](#)  
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This completes the TAP how to **Pay a Dyed Diesel Violator Assessment** tutorial.