

How to view or print your Invoice in TAP

Welcome to the Washington State Department of Licensing Prorate and Fuel Tax Services Taxpayer Access Point (TAP). The account information contained in this document is completely fictitious and is intended for instructional purposes only.

Please disable the pop-up blocker settings on your computer to allow pop-ups from the TAP website.

These instructions are for customers who have used their existing TAP account to submit a request and would like to view or print their invoice the following day.

Invoice Process

Once you have submitted your request online, an invoice will be created and will be available to be viewed or printed from your TAP account the following day. This invoice will show the breakdown of fees and credits per vehicle based on your submission.

Invoice Instructions

Login to your Taxpayer Access Point (TAP).

Note: For more information on how to login see our TAP Login Instructions. (Link to be added)

The screenshot displays the Taxpayer Access Point (TAP) interface for the Washington State Department of Licensing. The header includes the 'Taxpayer Access Point' logo and 'Prorate and Fuel Tax Services'. The user is logged in as 'IRP TEST'. The interface is divided into several sections:

- Menu:** Includes 'Log Off', 'Home', 'Back', and 'View Support ID'.
- Navigation:** Features a 'My Accounts' link.
- TAP Help:** Includes links for 'TAP How-To Videos' and 'TAP Frequently Asked Questions'.
- Account Information:** Shows 'Federal Employer ID: 11-1111111', 'Legal Name: IRP TEST', and 'My Balance: \$3,249.41'. It also lists 'Physical Address: 1661 ANTHEM LN SW TUMWATER WA' and 'Mailing Address: Add'.
- My Accounts Table:** A table with columns for Account Id, Account Type, Name, Frequency, Address, Balance, and Status. It lists two accounts: one with ID 0022307 (IFTA, IRP TEST, Quarterly, Balance 0.00) and another with ID 0022307-0101 (IRP Fleet, IRP TEST, Prorate, Fisc, Balance 3,249.41).
- Account Management:** A horizontal menu with tabs for 'Accounts⁴', 'History', 'Messages⁰', and 'Letters¹'. A red arrow points to the 'Letters' tab.

At the bottom, there are links for 'dol.wa.gov', 'Contact Us', 'About Us', 'Survey', 'More About TAP', and a copyright notice for 2015.

From the **Accounts** tab, click on the **Letters** tab.

Menu [Log Off](#)

[Home](#)

[Back](#)

[View Support ID](#)

Navigation

[» My Accounts](#)

TAP Help

[TAP How-To Videos](#)

[TAP Frequently Asked Questions](#)

IRP TEST
Federal Employer ID 11-1111111
My Balance **\$3,249.41**
Names And Addresses
Legal Name IRP TEST
Physical Address 1661 ANTHEM LN SW TUMWATER WA
Mailing Address [Add](#)
I Want To...
[View Profile](#)
[Make a Payment](#)
[Register a New Account](#)

Accounts² History Messages⁰ **Letters¹**
[Letters](#)

Letters [View Multiple](#) [Filter](#)

| Sent | Read | Letter Id | Type | Account Id | Account Type | Filing Period | Requested |
|-------------|--------------------------|-----------------------------|-------------|--------------|--------------|---------------|-------------|
| 04-Oct-2017 | <input type="checkbox"/> | L1942093824 | IRP Invoice | 0022307-0101 | IRP Fleet | 31-Dec-2018 | 04-Oct-2017 |

Select the **Letter ID** hyperlink to view or print your invoice.