**Instructions for using the Diesel claim template and the Import function in TAP**

**General instructions**

Choose the diesel claim template from the DOL website.

Download a fresh copy each time you file a claim.

This template is used in lieu of keying invoice and PTO information while filing a claim in TAP. You will still need to complete other required information during the TAP session.

The template should be completed before you log into TAP and then you may use the Import function to bring the information in. This is important because the information in the template will replace information in TAP.

Complete all of the tabs that apply to the claim you are filing. This will allow you to input the exact refundable gallons on line 14 WA PTO and / or line 15 IFTA PTO.

TAP will import the template and all of the tabs as you have completed them. If you leave any of the tabs blank, then the tab you left blank will be blank after the Import.

*Note: The creditable gallons on the Excel template may differ slightly because of rounding. You will need to make this adjustment on line 14 or 15 once the template is imported.*

Example: You manually keyed information on the Invoice tab in TAP and then used the Import function for the PTO information. You didn’t complete the Invoice information on the template. The template will erase the information you keyed on the invoice tab in TAP when it is imported.

In order to avoid problems when importing the template, do not make any changes to the format or total any of the columns. Do not change the file extension when saving the file for import.

**Definitions**

**Power take-off (PTO)**

Power take-off devices are equipment (such as cement mixers or dump trucks) which use mechanical power transferred from the vehicle’s engine to perform a function unrelated to vehicle propulsion. Because these devices and the vehicle use the same fuel tank, the refund amount is based on a percentage of the fuel used by the vehicle. For example: a dump truck that uses 100 gallons may qualify for a refund of 15 gallons of the fuel used in the licensed vehicle.

**Washington PTO – NON-IFTA**

Licensed vehicles that are **not** qualified under the International Fuel Tax Agreement (IFTA) must use this schedule to calculate the refundable portion of the fuel used in PTO devices. The vehicle must be licensed in Washington, unless it is licensed out of state and the driver is using a Washington trip permit.

**International Fuel Tax Agreement (IFTA) PTO**

Vehicles that are IFTA qualifiedmust use this schedule to calculate the refundable portion of the fuel used in the licensed equipment.

**WA PTO**

Row one is empty

Row 2: Each column is labeled as follows:

A2 License plate number: Do not use equipment numbers.

B2 PTO Type: ***You must make a choice from the dropdown menu. If your PTO apparatus doesn’t appear in the list, you must choose ‘Others’ for a credit factor of 7.5%.***

1. Alt Percentage Approved (Requires pre-approval by the department)
2. Boom truck / block boom
3. Bulk feed truck
4. Car carrier w/hydraulic winch
5. Carpet cleaning van
6. Cement mixer
7. Dump trailers
8. Dump trucks
9. Fire trucks (private)
10. Garbage trucks w/ load compactor
11. Hot asphalt distribution truck
12. Leaf truck
13. Lime spreader
14. Line truck w/digger/derrick/aerial lift
15. Log truck w/self-loader
16. Mobile cranes
17. None
18. Others
19. Pneumatic tank truck
20. Refrigeration trucks
21. Salt spreader on dump truck
22. Seeder truck
23. Semi wrecker
24. Service truck w/ jackhammer/ drill
25. Sewer cleaning truck/with jet vactor
26. Snow plow
27. Spray truck
28. Super suckers
29. Sweeper trucks (must be motor vehicle)
30. Tank transport
31. Tank trucks
32. Truck w/ PTO hydraulic winch
33. Wrecker

C2 Total Miles: all of the miles driven in all jurisdictions during the period

D2 Total Fuel: all of the fuel placed in the vehicle during the period

E2 AMPG (average miles per gallon): the template will calculate this average

F2 Washington Taxable Miles: all of the miles driven on Washington roads during the period

G2 Washington Taxable Gallons: the template will calculate this figure

H2 Alt Percentage Approved: you must make a request in writing to the department before using an alternative credit factor. Do not use this column until the alternative percentage has been approved.

I2 Credit Factor %: this column is auto-filled based on your selection of the PTO type in column B

J2 Creditable Gallons: this column is auto calculated

**IFTA PTO**

Be sure that your Washington IFTA tax return has been processed before you begin an unlicensed refund claim for the period.

If your base state isn’t Washington, you will need to attach a finalized copy of the out of state IFTA tax return on tab 4 of the return in TAP.

Do not leave a zero in any of the required fields. Place a 1 in those fields.

Row 1 Column E: Static AMPG: Please complete this field to match the average miles per gallon from your out of state IFTA tax return. If your base state is Washington, you will not need to complete this field.

Row 2: Each column is labeled as follows:

A2 License plate number: Do not use equipment numbers.

B2 PTO Type:

***You must choose one of the following items from the dropdown list. If you can’t find your apparatus in the list below, you must choose ‘Others’ for a credit factor of 7.5%.***

1. Alt Percentage Approved (Requires pre-approval by the department)
2. Boom truck / block boom
3. Bulk feed truck
4. Car carrier w/hydraulic winch
5. Carpet cleaning van
6. Cement mixer
7. Dump trailers
8. Dump trucks
9. Fire trucks (private)
10. Garbage trucks w/ load compactor
11. Hot asphalt distribution truck
12. Leaf truck
13. Lime spreader
14. Line truck w/digger/derrick/aerial lift
15. Log truck w/self-loader
16. Mobile cranes
17. None
18. Others
19. Pneumatic tank truck
20. Refrigeration trucks
21. Salt spreader on dump truck
22. Seeder truck
23. Semi wrecker
24. Service truck w/ jackhammer/drill
25. Sewer cleaning truck/with jet vactor
26. Snow plow
27. Spray truck
28. Super suckers
29. Sweeper trucks (must be motor vehicle)
30. Tank transport
31. Tank trucks
32. Truck w/ PTO hydraulic winch
33. Wrecker

C2 Total Miles: all of the miles driven in all jurisdictions during the period

D2 Total Fuel: all of the fuel placed in the vehicle during the period

E2 IFTA Fleet AMPG: This will auto-fill from the Static AMPG for out of state IFTA or from the IFTA tax return that has been processed in Washington.

Note: The totals on the left side of the AMPG on the PTO schedule should match the totals for all jurisdictions on the IFTA tax return.

F2 WA Taxable Miles: all of the miles driven on Washington roads during the period

G2 WA Taxable Gallons: the template will calculate this figure

H2 Alt Percentage Approved: you must make a request in writing to the department before using an alternative credit factor. Don’t use this column until the department has approved a request.

I2 Credit Factor %: this column is auto-filled based on your selection of the PTO type in column B

J2 Creditable Gallons: this column is auto-calculated.

Note: The totals on the right side of the AMPG should match the Washington totals on the IFTA tax return.

Note: If you have more than 1 vehicle **without** a PTO apparatus or vehicles that didn’t run in Washington during the quarter, you should include them on a single line on the last row of the schedule.

Example:



**Invoice**

Row 1 is empty.

Row 2: If the claim is *only* for IFTA PTO, then enter IFTA TR for the Invoice Number

Invoice date: Should be the last day of the quarter you are claiming

Invoice gallons: are the taxable gallons as indicated on the IFTA tax return

Example:



If your refund claim includes other refundable fuel besides IFTA PTO, you must itemize invoices for all of your Washington tax-paid fuel on the invoice tab.

After completing the template, access your TAP account. Follow the instructions located at: <https://www.dol.wa.gov/vehicleregistration/docs/TAP-FT-file-refund-individual.pdf> to file your claim. When you reach step 3, click on the Import button in the upper right hand corner to import the template.

This concludes the instruction for the diesel template.

**Questions? Need help?**

Fuel Tax Unlicensed Refunds Unit

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