

September Project Update:

Taxpayer Access Point (TAP) Project Update –September 2015

As you know, the Washington State Department of Licensing (DOL) is implementing a new Prorate and Fuel Tax system, called GenTax and the customer online website, “Taxpayer Access Point” (TAP). Here is the key information for use:

- Both GenTax and TAP are on track for use on October 5, 2015 in Release 1;
- The customer TAP link will be sent to you via ListServ and will also be available on the DOL website at that time.

Between now and October 5th, here is what you can expect, along with other key information:

Preparation for Customer Use. DOL PRFT staff are currently training to use the new system in Release 1. We have just finished our scheduled testing of TAP functionality and performance. Thank you to those of you who volunteered to help. In late September, we will post and send more information on how to create your own account. You won't be able to create your account until after we implement and access TAP on October 5, 2015. The current system will be available until September 29, 2015 for your IFTA Tax Returns only. Effective September 30th to October 5th, you will not be able to file online. You can continue to submit your returns by mail or in person at one of our offices.

System Transition. In order to allow transition time to the new system for processing, new IRP registrations, renewals and payments must be made by September 11, 2015. Please submit your payments via U.S. Mail or in person at one of our offices. To avoid delays in processing your IRP, renewals must be submitted prior to September 11, 2015. Once the new system is in use, you will need to provide your UBI when you renew your IRP registration.

TAP Goal: Effective and Efficient Services for All Customers. We expect TAP to make our services for customers more effective and efficient. TAP will make it much easier and faster to manage your IFTA, IRP, and Fuel Tax accounts, as well as, file and pay online using your banking account. Our goal for TAP use is to have of our customers using the online system within the next several years. As a reminder, the following services will be made available in Release 1 on October 5, 2015:

- Establish one account for a customer's single or multiple services, such as IFTA, IRP, etc, file tax returns, update or add to account information, view account balances, and correspondence related to your account;
- File and pay IFTA Returns and IRP registrations online using your bank account;
- Manage your IFTA, IRP accounts and customer account profile information;
- Purchase IFTA decals;
- Print temporary registration authority;
- Order and print replacement cab cards; and
- Scan and upload applications in your account, such as IRS Form 2290 – Heavy Vehicle Use Tax Reporting: Scanned documents will be accepted in JPG, TIF & PDF versions.

Implementation of TAP is scheduled for June 27, 2016. This release will incorporate Fuel Tax and Unlicensed Refunds account information into TAP.

Assistance is available. We are currently preparing materials to assist customers to file and make payments online. User "How-to" videos will be available online to assist you. In addition, PRFT staff will be standing by to help you establish your account, file and make payments. We are committed to assisting you every step of the way in order that you can get the most of the new system. We look forward to working with you and upholding our customer promise, "We'll be friendly and helpful — every time!"

Additional Information.

1. Non-Filing and Late Filing Penalty Policy Changes for IFTA. A \$50 penalty will apply for Non-filing and Late Filing for Taxes as of October 1, 2015 as a result of the implementation of existing IFTA allowances. Penalties will be assessed to your account if you are filing online, or submitted to you by U.S. Mail.

2. New Fuel Tax Licensing Structure Effective July 1, 2016 . The new Fuel Tax Restructure law, SHB 1883, will be effective July 1, 2016. All current licensees will need to reapply for a new license and bonds and Fuel Carriers will need to register and provide documentation. This statute consolidates existing special fuel tax and motor vehicle fuel statutes and:

- Simplifies the current licensing and tax structure;
- Changes bonding requirements for licensees;
- Eliminates fingerprint cards, background checks, and financial statements submission;
- Establishes uniform penalties in motor fuel, special fuel, and aircraft.

Please go to <http://www.dol.wa.gov/vehicleregistration/ftlicenses.html> for more details about the new requirements enacted by SHB 1883.

We invite you to stay informed about GenTax and TAP and the upcoming releases at our public website at <http://www.dol.wa.gov/vehicleregistration/tap-project.html>.

If you have questions or thoughts on the project or upcoming changes, please submit them at [PRFT Questions@DOL.WA.Gov](mailto:PRFTQuestions@DOL.WA.Gov), or contact your DOL representative.

Frequently Asked Questions (FAQs) - September 2015

1. Why is Prorate and Fuel Tax (PRFT) getting a new system?

The current system is an outdated aging system that no longer meets the business needs. The new system will help by: 1) accurately administer fuel tax licensing; 2) process tax returns electronically; 3) collect fuel tax revenues; 4) register interstate trucks.

2. When will the system go live?

Release 1 will go into effect on **October 5, 2015**. Once you have set up an account in the Taxpayer Access Point (TAP) which is the customer service part of the new system, you will be able to manage your IFTA and IRP accounts. This will include filing your tax returns, making

payments, and corresponding with PRFT staff. On June 27, 2016, Release 2 will be available with further options for all of our customers, primarily Fuel Tax.

3. What if I don't want to have a TAP account? Is this mandatory?

No, it is not mandatory. However, any time after October 5, 2015 you may sign up for a Taxpayer Access Point (TAP) account. We will provide the hyperlink on October 5.

4. Why would I want to have an online account?

The advantages include:

- Managing and reviewing your account at any time from any location as long as you have access to the Internet and your email account;
- Submitting your tax return electronically;
- Requesting IFTA decals;
- Registering or deleting IRP vehicles;
- Viewing account balances and making payments;
- The website is secure and will store all of the data from your account;
- You won't need to keep paper copies of IFTA returns or IRP applications as electronic ones will be located in your online account and can print when needed;
- You are also able to correspond with PRFT through email from this account.

For more information about the system visit our website at <http://www.dol.wa.gov/vehicleregistration/tap-project.html>

Note: You may continue to file your returns in the current system until September 29, 2015. Between September 30 and October 5, you are unable to file anything online though we will continue to take information by mail or you may visit our PRFT offices.

5. When will the system be available to sign up new accounts?

Release 1 will be available for customers to sign up on October 5, 2015.

6. Will PRFT provide training to me and my staff (if I have any)? If so, what will that look like?

Online guidance, tutorials, and a "help" feature will be available on the new system. You may contact any of our representatives at PRFT too.

7. Will I have to reapply for my existing license(s)?

Yes, IFTA licenses will have to relicense in January 2016 by purchasing annual decals.

8. Will taxes and fees be increased because of the new system?

No, none related to the new system, TAP. However, there are increases instructed by current Legislation. Fuel Tax licensees have a new license bond structure going into effect in July 1, 2016. There is a fuel tax increase of 7 cents (gas tax) implemented August 1, 2015.

9. If I am existing customer and want to add or delete a vehicle, do I call in or go to the counter?

You can do either of these but you will also be able to do this on our new system via the Taxpayer Access Point – TAP. You will still need to assess the timeframe for getting this vehicle registered.

10. If I find an error with my account setup, who do I call or contact?

You will be able to make adjustments to your account online. If you run into problems, we have staff available during normal business hours to help plus you may review the tutorials and “help” feature.

11. Can I have employees access my account and will I be able to limit what they can see and do?

Yes. You can have multiple people access your account via TAP. You can also set limits on the rights to use your account. This information will be found with the tutorials.

12. I am a Fuel Tax Supplier, how will this system benefit me?

Effective June 27, like our IFTA and IRP customers, you will also be able to file information online and submit information electronically. Please watch for updates on this functionality in Release 2.

13. Are there changes coming regarding Fuel Tax Licensees?

Yes! July 1, 2016, the license structure will go into effect as dictated by Senate House Bill (SHB) 1883. It consolidates the fuel tax and motor vehicle statutes; simplifies current licensing and tax structure; changes bonding requirements; and more. For more details, visit our website. There is a table showing the new license requirements and bonding amounts.