

FAQs

PRFT New System Project

General

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The current system is an outdated aging system that no longer meets the business needs.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.

Go Live

When will the system go live?

Release 1 will go into effect on October 5, 2015. Once you are signed into 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, make payments (effective October 12), and correspond with PRFT staff. Release 2 goes live on June 27, 2016 with additional options specifically for Fuel Tax and unlicensed refund customers.

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.

TAP Account

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

No, it is not mandatory. However, anytime after October 5, 2015 you may sign up for a TAP account. TAP will make it easier for you to file and pay electronically. It will also allow us to process your transactions faster and avoid unnecessary delays.

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. Available functions include submitting your tax return electronically, requesting IFTA decals, registering or deleting IRP vehicles, view account balances and make payments. Filing and paying electronically will help avoid unnecessary processing delays. For more information about the Project or system visit our website at <http://www.dol.wa.gov/vehicleregistration/tap-project.html>

Note: Between October 1 and 5, you are unable to file anything online though we will continue to take information by mail or you may visit our PRFT offices.

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.

Will my account number change?

Yes. The IFTA account number will be seven digits starting with two zeros. The IRP account number is seven digits starting with three zeros. Fleet numbers will be four numbers starting with a zero. All zeros are required when accessing accounts.

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 core working hours to help plus you may review the tutorials and “help” feature. You can reach a PRFT representative by calling the IFTA/IRP Unit at 360-664-1858, option 9.

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 TAP account and limit their duties. This information will be found with the “how to” instructional documents and videos available from TAP and on our DOL website.

Tap System

We currently share information with your system via file transfers. How will we know when and where to send information to the new system?

Those business partners that we share information with will be contacted to help us test the Efiling functions in TAP before we go live in Release 2.

Where do I go on the website to sign up for the TAP System?

TAP will be available to begin registering Customers and Service Agents on October 5, 2015. You can access TAP by going to our dedicated TAP page at: <http://www.dol.wa.gov/vehicleregistration/tap.html>. The link to TAP will be available at 8:00 am PST on October 5, 2015. Join the [PRFT Project LISTSERV®](#) to get the latest project updates and notices by email.

How do we get on the list to sign up to use TAP? Or being notified that we can be registered?

The URL to access TAP will be released October 5, 2015 at 8:00am by LISTSERV and at our dedicated Internet TAP webpage: <http://www.dol.wa.gov/vehicleregistration/tap.html>. You can receive automatic updates about TAP and the new DOL/PRFT system by adding your name to the PRFT ListServ at: [PRFT Project LISTSERV®](#).

User guides

Will PRFT provide training?

A link to the online “how to” instructional documents and videos will be available from TAP and on our DOL website. If you still have questions, you can reach a PRFT representative by calling the IFTA/IRP Unit at 360-664-1858, option 9.

License and Registration

Will I have to reapply for my existing license or registration?

You won't need to reapply for a new license or registration because of TAP. Annually, you reapply for your IFTA license after we have processed your third quarter tax return.

Please note: At the time of your annual renewal, you will need to provide your Unified Business Identification (UBI) number in order for us to process your application.

Taxes and Fees

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

No. There are increases instructed by Legislation, but not related to the new system. Fuel Tax licensees have a new license bond structure going into effect in 2016. There was a fuel tax increase of 7 cents (gas tax) implemented August 1, 2015.

Will we still be able to file our returns on paper and pay by check?

Yes, you will still be able to file your tax returns on paper and pay by check. However, there are several advantages to setting up an account in the Taxpayer Access Point (Tap). You can file and pay your taxes, register and manage your entire account on line. If you would like more information, please refer to the FAQs at <http://www.dol.wa.gov/vehicleregistration/docs/TAP-FAQ.pdf>.

Vehicle Additions or Deletions

If I am an 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 transactions at the counter, but you will also be able to do this on your TAP account. It will allow us to process your transactions faster and avoid unnecessary delays without the travel to a counter. You will need to assess the timeframe for getting this vehicle registered when making a decision to go to the counter or access TAP.

Fuel Tax

I am a fuel tax Supplier, how will this system benefit me?

Release 2 will have more of a benefit for you. Like our IFTA licensees and IRP registrants, you will also be able to file online and submit payments electronically.

Are there changes coming regarding Fuel Tax Licensees?

Yes! In 2016, the license structure will go into effect as approved by Senate House Bill (SHB) 1883 (2013). It allows consolidation of fuel tax and motor vehicle statutes; simplifies current licensing and tax structure; changes bonding requirements; and more. Our Project website has a table showing the new license requirements and bonding amounts.

TAP Use by Service Agents

How do independent tax preparers use TAP to continue to conduct client services?

In order to remain a provider for your trucking client you will need to register as a "Service Agent", register your client's business and create an online customer profile through TAP. Once the registration process has been completed, you will be able to login and manage your account(s), your customer account profile and add additional users. You will be able to add your customer's accounts, file and pay IFTA returns, IRP applications and purchase IFTA decals online. You will also be able to view and print IRP information, IFTA tax returns, account balances, correspondence related to your account(s) and gain access to the rest of the online services we provide.

Since TAP is much more robust than our former system, you will need to create a new Username and Password. To login for the first time, you will also need an Authentication Code. To register your business you will need your business name, federal employer identification number (FEIN) or social security number (SSN) and unified business identifier (UBI). Your physical and mailing addresses along with some business specific information are required to set up your customer profile.

In order to pay taxes on behalf of your customer, you will need to add your customer's business information and submit power-of-attorney documentation the first time. (This can be done electronically as a PDF, TIF or JPG document.) Once this is completed, you can manage your client's accounts, pay taxes and store documentation in TAP. Your client will not have to access the system to create a registration; you can do this all for him/her.

There is a narrative user guide available on the TAP website to direct lead you through the above set up: <http://www.dol.wa.gov/vehicleregistration/tap.html> . It will be created as a video within the next several months.