

How to Register as a New Terminal Operator 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 register your business as a new Terminal Operator, create your online profile and register your account through TAP. Once the registration process has been completed, you will be able to login and manage your account(s). You will be able to file your monthly reports to include fuel receipts, disbursements and beginning and ending inventories online. In addition, you can view and print previously filed monthly reports, correspondence related to your account(s) and gain access to the rest of the online services we provide.

At any time during this process you can save your work by clicking on Save and Continue or by clicking on Save and Finish Later. The Save and Finish Later option will allow you to exit TAP and return at a later time or date to complete your request.

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.

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

 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

Already registered?

Username Required

Password Required

Authentication Code

Login

[I forgot my username](#)
[I forgot my password](#)
[Find more information on TAP](#)

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

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In the Fuel Tax Account(s) section, click in the circle next to **Check here if you are a business registering for Fuel Tax account(s)** or **Check here if you are a government entity registering for Fuel Tax Account(s)**. This tutorial is for a business registering and there would be some slight screen differences if a government entity was selected. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Registration Options

Registration Options

Select the account type you are trying to register below.

If you need to register multiple accounts choose only one type now. You can add additional accounts once you can log in.

IFTA or IRP

- Check here if you are trying to register for IFTA or IRP

For fuel tax refunds for IFTA Power Take Off (PTO) credits, see "Unlicensed Fuel Tax Refunds" below.

Fuel Tax Account(s)

- Check here if you are a business registering for Fuel Tax account(s)
- Check here if you are a government entity registering for Fuel Tax account(s)

Unlicensed Fuel Tax Refund(s)

- Check here if you are a business or a trust registering to claim Fuel Tax Refunds
- Check here if you are a government registering to claim Fuel Tax Refunds
- Check here if you are an individual registering to claim Fuel Tax Refunds

Dyed Diesel Account

- Check here if you want to register for a Dyed Diesel account

Service Agent

- Check here if you are a service agent looking to register to manage another taxpayer's accounts online

Save and Finish Later Save and Continue Cancel Back Next

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This is the instructions screen and provides more information on what is required to complete this request. Read these instructions and click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Registration Options 2. Instructions

Menu

Home

Back

View Support ID

Navigation

Logon

>> Register a New Taxpayer

Attachments Add

Instructions

Purpose

Use this service to register a business and create an online profile with the Washington State Department of Licensing. By creating an online profile, you gain access to all of the online services we provide.

- Manage your Fuel Tax, International Fuel Tax Agreement (IFTA) and/or International Registration Plan (IRP) account(s) and customer account profile information.
- File and pay Fuel Tax, IFTA Returns and IRP Registrations online.
- View and print IRP information and temporary authority, Fuel Tax and IFTA tax returns, account balances, and correspondence related to your account
- Purchase IFTA decals.

After you register your new business and you want to allow multiple users to access your account, log in to your account. Under the "I Want To..." click on "View Profile" and then click on "Add an Additional Username."

When to Submit This Request

- If you don't already have a Fuel Tax, IFTA or IRP account with the Washington State Department of Licensing and are logging into Taxpayer Access Point (TAP) for the first time.

What You'll Need

- Your business name.
- Unified Business Identifier (UBI), Federal Employer Identification Number (FEIN), or Social Security Number (SSN).
- Your physical and mailing addresses.
- Business specific information necessary to set up your customer profile and account(s).
- US Department of Transportation (USDOT) Number, if you have one.

Save and Finish Later Save and Continue Cancel Back Next

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Click on **Next**.

This is the On Behalf Of screen. If you were a service agent or service professional setting up your customer you would click on **Yes**. You would be required to enter your contact information and attach a notarized Power of Attorney before continuing. In this tutorial you are setting yourself up so click on **No** and click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Registration Options > 2. Instructions > 3. On Behalf Of

On Behalf Of

Are you completing this request on behalf of someone else? Yes No

Save and Finish Later Save and Continue Cancel Back Next

Click on No and on Next.

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Click on a taxpayer sub type and a description is displayed. Click on the appropriate taxpayer sub type and click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Registration Options > 2. Instructions > 3. On Behalf Of > 4. Taxpayer Sub Type

Taxpayer Sub Type

My company is registered as a...

Corporation General Partnership Limited Liability Company Limited Liability Partnership Limited Partnership Nonprofit Corporation Sole Proprietorship

Select a taxpayer type to see a description below.

Corporations may be formed for profit or nonprofit purposes. Your corporation must be registered with Washington Secretary of State before applying with the Department of Licensing.

Save and Finish Later Save and Continue Cancel Back Next

Click on the taxpayer sub type and click on Next.

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Enter the **Legal Name, FEIN and UBI**. But, if you are a service agent or service broker with no physical business activity in Washington, you can click in the box that your business is located outside of the state of Washington and the **UBI** would not be required. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Registration Options > 2. Instructions > 3. On Behalf Of > 4. Taxpayer Sub Type > 5. Names and Identifications

Names and Identifications

What are your business names?

Legal Name: BEDROCK TERMINAL OPERATIONS

DBA:

What are your business identifications?

FEIN: 91-1234567

UBI: 911-123-456

My business is located outside the state of Washington and does not have a UBI. This is only for service agents or fuel brokers that do not have physical business activity in Washington.

Buttons: Save and Finish Later, Save and Continue, Cancel, Back, Next

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The physical address of your business is required so enter the **Street Address, City, State, Zip Code** and click on **Verify Address**.

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Registration Options > 2. Instructions > 3. On Behalf Of > 4. Taxpayer Sub Type > 5. Names and Identifications > 6. Addresses

Addresses

What is your physical address?

2424 BRISTOL CT SW

Street

Unit Type: [Dropdown] Unit #: [Text] City: OLYMPIA

State: WA - WASHINGTON Zip Code: 98502-0000

Country: USA

Verify Address

Is your mailing address different from your physical address? Yes No

Are your records located at an address different than your physical address? Yes No

Buttons: Save and Finish Later, Save and Continue, Cancel, Back, Next

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You can select the address **As Entered** or the **Verified Address**. The **Verified Address** should be selected unless you know this address is not correct, then select **As Entered**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: 1. Registration Options > 2. Instructions > 3. On Behalf Of > 4. Taxpayer Sub Type > 5. Names and Identifications > 6. Addresses

Address Search

Country: USA (Unverified)

Street: 2424 BRISTOL CT SW

Unit Type: [Dropdown] Unit #: [Text] City: OLYMPIA

State: WASHINGTON Zip: 98502-0000 County: [Dropdown]

Attention: [Text]

| Select Address | | |
|----------------|------------|--|
| Select | As Entered | 2424 BRISTOL CT SW OLYMPIA WA 98502 |
| Select | Verified | 2424 BRISTOL CT SW OLYMPIA WA 98502-6004 |

Buttons: Cancel, Next

Select the address **As Entered or select the **Verified** address. The **Verified** Address should be selected unless you know this address is not correct, then select **As Entered**.**

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The address indicator has changed to **Verified**. If your mailing address is different from your business address click on **Yes**. If your records are located at an address different from your business address click on **Yes**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: 1. Registration Options > 2. Instructions > 3. On Behalf Of > 4. Taxpayer Sub Type > 5. Names and Identifications > 6. Addresses

Addresses

What is your physical address?

2424 BRISTOL CT SW (Verified)

Street: [Text]

Unit Type: [Dropdown] Unit #: [Text] City: OLYMPIA

State: WA - WASHINGTON Zip: 98502-6004 County: THURSTON

Country: USA

Is your mailing address different from your physical address? Yes No

Are your records located at an address different than your physical address? Yes No

Buttons: Save and Finish Later, Save and Continue, Cancel, Back, Next

The address indicator has changed to **Verified. Click on **Yes** if your mailing address is different from your business address and click on **Yes** if your records are located at an address different from your business address.**

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Additional fields open that require your mailing address and the address where the records are located. For this tutorial your mailing address and the address where your records are located are the same as your physical address. Click on **No**, **No** and **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Registration Options > 2. Instructions > 3. On Behalf Of > 4. Taxpayer Sub Type > 5. Names and Identifications > 6. Addresses

Addresses

What is your physical address?

2424 BRISTOL CT SW

Street

Unit Type Unit # City
WA - WASHINGTON 98502-6004 OLYMPIA

THURSTON

USA Verified

Is your mailing address different from your physical address?
Enter your mailing address below.

Yes No

Street

Street

Unit Type Unit # City
WA - WASHINGTON Zip County

USA Verify Address

Are your records located at an address different than your physical address?
Enter your location of records address below.

Street

Street

Unit Type Unit # City
WA - WASHINGTON Zip County

USA Verify Address

Save and Finish Later Save and Continue Cancel Back Next

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Additional fields open that would be required to be completed. For this tutorial the mailing address and address for the records are the same as the physical address. Click on **No**, **No** and **Next**.

Click on **Yes** next to **Register a new Terminal Operator account** and then on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: Home, Back, View Support ID, Navigation: Logon, Request Search, » Register a New Taxpayer, Attachments: Add

Progress: 1. Instructions > 2. On Behalf Of > 3. On Behalf Of > 4. Taxpayer Sub Type > 5. Names and Identifications > 6. Addresses > 7. Account Selection

Account Selection

| | | |
|---|-----|----|
| Register a new Supplier Fuel Tax account? | Yes | No |
| Register a new Distributor Fuel Tax account? | Yes | No |
| Register a new Blender Fuel Tax account? | Yes | No |
| Register a new Aircraft Distributor Fuel Tax account? | Yes | No |
| Register a new Terminal Operator account? | Yes | No |
| Register a new Carrier Fuel Tax account? | Yes | No |

Buttons: Save and Finish Later, Save and Continue, Cancel, Back, Next

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Click in the **Terminal Code** field and enter the terminal number. Click in the certification box to certify the information provided is true and correct. For a Terminal Operator license you are required to attach a copy of IRS form 637. By clicking on the question mark button next to **Add Attachment**, it displays more information on the attachment type. Click on **Add Attachment** to attach IRS form 637.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: Home, Back, View Support ID, Navigation: Logon, Request Search, » Register a New Taxpayer, Attachments: Add

Progress: 1. Instructions > 2. On Behalf Of > 3. On Behalf Of > 4. Taxpayer Sub Type > 5. Names and Identifications > 6. Addresses > 7. Account Selection > 8. Fuel Tax Information

Fuel Tax Information

General Fuel Tax Information

Registration will be effective: July, 2016

Terminal Fuel Tax Registration

In order to qualify for a Fuel Terminal license, you must be registered within the bulk transfer-terminal system. Attach a copy of IRS Form 637.

Terminal Code: T-91-WA-4499

By selecting the following button, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Buttons: Add Attachment, Save and Finish Later, Save and Continue, Cancel, Back, Next

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The **Select a file to attach** dialogue box opens. In the **Type** field click on the drop down arrow and select **Fed. Excise Tax Reg (Form 637)**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: 1. Home, 2. Taxpayer Sub Type, 3. Names and Identifications, 4. Addresses, 5. Account Selection, 6. Fuel Tax Information

Fuel Tax Information

General Fuel Tax Information

Registration will be effective: July, 2016

Terminal Fuel Tax Registration

In order to qualify for a terminal fuel tax registration, you must attach a file to the terminal registration. The file must be a PDF document and must be the original document. The file must be attached to the terminal registration within the bulk transfer process.

Terminal Code: [Field]

By selecting the following information, you are certifying that you are the owner of the terminal and that you are not a federal or state employee.

Add Attachment

Save and Finish Later

Back

Next

Required

Select a file to attach

Type: Fed. Excise Tax Reg (Form 637)

Description: Certificate of Deposit, Convenience/Necessity Cert., Copy of VMUTC Registration, Fed. Excise Tax Reg (Form 637), Flight Trips & Schedules, Mechanical Injection Specs, Original Surety Tax Bond, Other Jurisdiction Licenses, Power of Attorney, Proof of Residency, Sales Tax Exemption Cert., Tribal Fishing License/Card

Click on the drop down arrow and select **Fed. Excise Tax Reg (Form 637)**.

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In the **Description** field add a **Description** of the file that is being attached. Click on **Choose File** and search for the file saved on the computer and attach it. Click on **Save**.

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Menu: 1. Home, 2. Taxpayer Sub Type, 3. Names and Identifications, 4. Addresses, 5. Account Selection, 6. Fuel Tax Information

Fuel Tax Information

General Fuel Tax Information

Registration will be effective: July, 2016

Terminal Fuel Tax Registration

In order to qualify for a terminal fuel tax registration, you must attach a file to the terminal registration. The file must be a PDF document and must be the original document. The file must be attached to the terminal registration within the bulk transfer process.

Terminal Code: [Field]

By selecting the following information, you are certifying that you are the owner of the terminal and that you are not a federal or state employee.

Add Attachment

Save and Finish Later

Back

Next

Select a file to attach

Type: Fed. Excise Tax Reg (Form 637)

Description: IRS Form 637

Choose File: IRS Form 637.pdf

Save

Cancel

Enter a Description.

Click on **Choose File** and attach the file saved on the computer. Click on **Save**.

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IRS Form 637 has been attached. If you attach the wrong form, you may click on the red **X** to delete the attachment. Click on **Next**.

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Menu: 4. Taxpayer Sub Type > 5. Names and Identifications > 6. Addresses > 7. Account Selection > 8. Fuel Tax Information

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Request Search

>> Register a New Taxpayer

Attachments

IRS Form 637.pdf

IRS Form 637

Save and Finish Later Save and Continue Cancel Back Next

IRS Form 637 has been attached. However, attachments can be deleted by clicking on the red **X** if the wrong file had been attached. Click on **Next**.

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Enter the name of an **Officer** or **Owner**, their **Date of Birth**, **Home Telephone Number**, **Job Title** and **Immediate Supervisor**. Click on **Add/Edit Address**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: 5. Names and Identifications > 6. Addresses > 7. Account Selection > 8. Fuel Tax Information > 9. Applicant Employment History

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View Support ID

Navigation

Ligon

Request Search

>> Register a New Taxpayer

Attachments

IRS Form 637.pdf

IRS Form 637

Applicant Employment History

Provide the employment history of the applicant and partner, officer, or director. A maximum of three partners or officers is sufficient.

Officer or owner Name: Betty Bedrock

Date of birth: 15-Oct-1960

(Area code) Home telephone number: (360) 222-3456

Job Title: CEO

Immediate supervisor: Fred Bedrock

Add/Edit Address

Required

Criminal History

Has the applicant, partner, or distribution and sale of fuel v

Employment History

| From | To | Name of Company | Job Title | Supervisor | Edit Address |
|------|----|-----------------|-----------|------------|--------------|
| | | | | | |

At least one employment history record is required.

Save and Finish Later Save and Continue Cancel Back Next

Enter the Name, Date of Birth, Home Telephone Number, Job Title and Immediate Supervisor for an Officer or Owner. Click on Add/Edit Address.

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Enter the **Street Address, City, State, Zip Code** for the **Officer or Owner** and click on **Unverified**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu 5. Names and Identifications 6. Addresses 7. Account Selection 8. Fuel Tax Information 9. Applicant Employment History

Address Search

Country USA Unverified

Street 709 S 3RD AVE SW

Street

Unit Type Unit # City TUMWATER

State WASHINGTON Zip 98512-0000 County

Attention

Enter the **Street, City, State and Zip Code**. Click on **Unverified**.

Employment History

| From | To | Name of Company | Job Title | Supervisor | Edit Address |
|------|----|-----------------|-----------|------------|--------------|
| | | | | | |

At least one employment history record is required.

Save and Finish Later Save and Continue Cancel Back Next

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Select the address **As Entered** or the **Verified Address**. The **Verified Address** should be selected unless you know this address is not correct, then select **As Entered**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu 5. Names and Identifications 6. Addresses 7. Account Selection 8. Fuel Tax Information 9. Applicant Employment History

Address Search

Country USA Unverified

Street 709 S 3RD AVE SW

Street

Unit Type Unit # City TUMWATER

State WASHINGTON Zip 98512-0000 County

Attention

Select Address

| | | |
|--------|------------|---------------------------------------|
| Select | As Entered | 709 S 3RD AVE SW TUMWATER WA 98512 |
| Select | Verified | 709 3RD AVE SW TUMWATER WA 98512-6808 |

Cancel

Select the address **As Entered** or the **Verified Address**. The **Verified Address** should be selected unless you know this address is not correct, then select **As Entered**.

Back Next

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The address has been added. Click on **Yes** or **No** for the criminal history question. In the **Employment History** section, enter the **From** and **To** dates, **Name of Company**, **Job Title** and **Supervisor**. Then click on the **Click here to add and verify an address** link to add the address of this employer.

Applicant Employment History

Provide the employment history of the applicant and partner, officer, or director. A maximum of three partners or officers is sufficient.

Officer or owner Name: Betty Bedrock
 Date of birth: [] (Area code) Home telephone number: []

Job Title: CEO

[Add/Edit Address](#)
 709 3RD AVE SW TUMWATER WA 98512-6808

Criminal History

Has the applicant, partner, officer, or director been convicted of a crime or suffered a civil judgment directly related to the distribution and sale of fuel within the last 10 years? Yes No

| From | To | Name of Company | Job Title | Supervisor | Edit Address |
|-------------|-------------|-----------------------------|-----------|--------------|---|
| 01-Jan-2000 | 20-Jun-2016 | Bedrock Terminal Operations | CEO | Fred Bedrock | Click here to add and verify an address |

Attachments Add
 IRS Form 637.pdf
 IRS Form 637

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Enter the **Street Address**, **City**, **State**, **Zip Code** and click on **Unverified**.

Address Search

Country: USA

Street: 2424 BRISTOL CT SW

Unit Type: [] Unit #: [] City: OLYMPIA

State: WASHINGTON Zip: 98502-0000 County: []

Attention: []

Unverified Cancel

Employment History

| From | To | Name of Company | Job Title | Supervisor | Edit Address |
|-------------|-------------|-----------------------------|-----------|--------------|---|
| 01-Jan-2000 | 20-Jun-2016 | Bedrock Terminal Operations | CEO | Fred Bedrock | Click here to add and verify an address |

Save and Finish Later Save and Continue Cancel Back Next

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Select the address **As Entered** or the **Verified Address**. The **Verified Address** should be selected unless you know this address is not correct, then select **As Entered**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu 5. Names and Identifications 6. Addresses 7. Account Selection 8. Fuel Tax Information 9. Applicant Employment History

Address Search

Country USA Unverified

Street 2424 BRISTOL CT SW

Street

Unit Type Unit # City OLYMPIA

State WASHINGTON Zip 98502-0000 County

Attention

Select Address

Select As Entered 2424 BRISTOL CT SW OLYMPIA WA 98502

Select Verified 2424 BRISTOL CT SW OLYMPIA WA 98502-6004

Cancel

Select the address **As Entered** or the **Verified Address**.
The **Verified Address** should be selected unless you know
this address is not correct, then select **As Entered**.

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The address has been added. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu 5. Names and Identifications 6. Addresses 7. Account Selection 8. Fuel Tax Information 9. Applicant Employment History

Applicant Employment History

Provide the employment history of the applicant and partner, officer, or director. A maximum of three partners or officers is sufficient.

Officer or owner Name Date of birth (Area code) Home telephone number

Betty Bedrock 15-Oct-1960 (360) 222-3456

Job Title Immediate supervisor

CEO Fred Bedrock

[Add/Edit Address](#)

709 3RD AVE SW TUMWATER WA 98512-6808

Criminal History

Has the applicant, partner, officer, or director been convicted of a crime or suffered a civil judgment directly related to the distribution and sale of fuel within the last 10 years? Yes No

Employment History

| From | To | Name of Company | Job Title | Supervisor | Edit Address |
|-------------|-------------|-----------------------------|-----------|--------------|--|
| 01-Jan-2000 | 20-Jun-2016 | Bedrock Terminal Operations | CEO | Fred Bedrock | 2424 BRISTOL CT SW OLYMPIA WA 98502-6004 |

Save and Finish Later Save and Continue Cancel Back Next

The address has been added. Click on **Next**.

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To login to TAP you are required to have a **Username**. The **Username** is not case sensitive and can be a combination of letters, numbers and special characters. Click in the **Password** field and enter your **Password**. Click in the **Confirm Password** field and enter your password again to confirm it. In the **Secret Question** field click on the drop down arrow and select a **Secret Question**. The **Secret Question** and **Secret Answer** are used to recover your account if you have forgotten your password.

Enter the **Secret Answer** to your **Secret Question**.

Enter the **Name, Email, Confirm Email** and **Contact Phone** for the contact of your business. You can enter an **Alternate Phone** number but it is not required

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: Home, Back, View Support ID, Navigation: Logon, Request Search, Register a New Taxpayer, Attachments: Add, IRS Form 637.pdf, IRS Form 637

Progress: 1. Identifications > 6. Addresses > 7. Account Selection > 8. Fuel Tax Information > 9. Applicant Employment History > 10. Web Profile

Web Profile

Contact Information

Name: Betty Bedrock
 Email: bettyb@bedrockterminal.com
 Confirm Email: bettyb@bedrockterminal.com
 Contact Phone: (360) 456-1234
 Alternate Phone: [Empty]

Logon information

Username: [Empty]
 Password: [Empty]
 Confirm Password: [Empty]
 Secret Question: [Empty]
 Secret Answer: [Empty]

Authentication contact information

You may only select one form of contact: Email, Text, or Text and Email.

Save and Finish Later | Save and Continue | Cancel | Back | Next

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The **Authentication Contact Information** will be used to send **Authentication Codes** to be used when you login to TAP. Only one method of being contacted needs to be selected and completed. You can receive the **Authentication Codes** by **Email, Text** or **Text/Email**. Select the option you prefer. Click on **Email** and enter your **Authentication Email** address and click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: Home, Back, View Support ID, Navigation: Logon, Attachments: Add, IRS Form 637.pdf, IRS Form 637

Progress: 1. Identifications > 6. Addresses > 7. Account Selection > 8. Fuel Tax Information > 9. Applicant Employment History > 10. Web Profile

Web Profile

Logon information

Username: bedrock
 Password: [Masked]
 Confirm Password: [Masked]
 Secret Question: In what city were you born?
 Secret Answer: [Masked]

Contact Information

Name: Betty Bedrock
 Email: bettyb@bedrockterminal.com
 Confirm Email: bettyb@bedrockterminal.com
 Contact Phone: (360) 456-1234
 Alternate Phone: [Empty]

Authentication contact information

You may only select one form of contact: Email, Text, or Text and Email.

Click on **Email** and enter your **Authentication Email** address.


Authentication Email: bettyb@bedrockterminal.com

Click on **Next**.

Save and Finish Later | Save and Continue | Cancel | Back | Next

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Review the information to ensure it is correct. If you need to make any changes, click on the **Screen Hyperlink** or the **Back** button to return to the applicable screen. If everything is correct and you want to submit this request, click on **Submit**.



WASHINGTON STATE DEPARTMENT OF LICENSING

ses > 7. Account Selection > 8. Fuel Tax Information > **9. Applicant Employment History** > 10. Web Profile > 11. Review

Review

Please confirm the information you entered below is correct before clicking the "Submit" button below. If you do not wish to submit your request at this time, you can save this information and return to it later, click the "save and finish later" button below.

I am registering a...

| | | | | | | |
|-------------|---------------------|---------------------------|-------------------------------|---------------------|-----------------------|---------------------|
| Corporation | General Partnership | Limited Liability Company | Limited Liability Partnership | Limited Partnership | Nonprofit Corporation | Sole Proprietorship |
|-------------|---------------------|---------------------------|-------------------------------|---------------------|-----------------------|---------------------|

What are your business names?

Legal Name: ?

DBA: ?

What are your business identifications?

FEIN: ?

UBI: ? My business is located for service agents of

What is your physical address?

WA - WASHINGTON USA

Is your mailing address different from your physical address?

Are your records located at an address different than your physical address?

Logon information

Username:

Password:

Confirm Password: ?

Secret Question:

Secret Answer: ?

Contact Information

Name:

Email:

Confirm Email:

Contact Phone:

Alternate Phone:

Authentication contact information

You may only select one form of contact: Email, Text, or Text and Email.

?

Authentication Email:

Terminal Fuel Tax Registration

In order to qualify for a Fuel Terminal license, you must be registered with the Internal Revenue Service to engage in federally tax-exempt transactions with the bulk transfer terminal system. Attach a copy of IRS form 637. You must also provide the terminal code for the terminal you will be operating.

By selecting the following button, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

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If you need to make corrections, click on the **Screen Hyperlink** or the **Back** button to return to the applicable screen.

Click on **Submit**.

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Are you sure you want to submit this request dialogue box displays. Click on **Ok** to submit the request.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: 6. Addresses > 7. Account Selection > 8. Fuel Tax Information > 9. Applicant Employment History > 10. Web Profile > 11. Review

Home

Back

View Support ID

Navigation

Logon

Request Search

>> Register a New Taxpayer

Attachments Add

IRS Form 637.pdf

IRS Form 637

Review

Please confirm the information you entered below is correct before clicking the "submit" button below. If you do not wish to submit your request at this time, you can save this information and return to it later, click the "save and finish later" button below.

I am registering a ...

| | | | | | | |
|-------------|---------------------|---------------------------|-------------------------------|---------------------|-----------------------|---------------------|
| Corporation | General Partnership | Limited Liability Company | Limited Liability Partnership | Limited Partnership | Nonprofit Corporation | Sole Proprietorship |
|-------------|---------------------|---------------------------|-------------------------------|---------------------|-----------------------|---------------------|

What are your business names?

Legal Name: BEDROCK TERMINAL OPERATIONS

DBA:

What are your business identifications?

FEIN: 91-1234567

UBI: 911-123-456

My business is located outside the state of Washington and does not have a UBI. This is only for service agents or fuel brokers that do not have physical business activity in Washington.

What is your physical address?

2424 BRISTOL CT SW

Street

Unit Type: Unit #: OLYMPIA

WA - WASHINGTON 98502-6004 THURSTON

USA Verified

Is your mailing address: No

Are your records located: No

Logon information

Username: Betty Bedrock

Password: bettyb@bedrockterminal.com

Confirm Password: bettyb@bedrockterminal.com

Secret Question: In what city were you born?

Contact Phone: (360) 456-1234

Secret Answer: *****

Alternate Phone:

Authentication contact information

You may only select one form of contact: Email, Text, or Text and Email.

Email Text Text/Email

Authentication Email: bettyb@bedrockterminal.com

Terminal Fuel Tax Registration

Are you sure you want to submit this request?

OK Cancel

Click on Ok.

This is the confirmation that your request has been submitted. While this request is pending, you can access it by entering your email and the confirmation number. The confirmation message has also been sent to your email address. Click on **Print** if you want a copy for your records or click on **Ok** to finish. Click on **Ok**.

You are returned to the TAP home screen.

After the request is processed by Prorate and Fuel Tax Services, you will receive an email with the **Authentication Code** to login to your account for the first time and a link to login.

Your request to register your business BEDROCK TERMINAL OPERATIONS with the Washington Department of Licensing has been processed.
Your authentication code is **v24dbr**. You can log in by entering your username, password and authentication code into the Washington Taxpayer Access Point or by clicking the link below.

[Click here to login](#)

At the TAP home screen enter your **Username, Password and Authentication Code** and click on **Login**.

The screenshot shows the Washington State Department of Licensing TAP home screen. The header includes the logo and the text "WASHINGTON STATE DEPARTMENT OF LICENSING". The main content is divided into two columns. The left column is titled "IFTA / Prorate / Fuel Tax / Unlicensed Refund Application" and contains two blue buttons: "Create a new username" and "Set up a new online Prorate, IFTA, Fuel Tax, and/or Unlicensed Refund Account". The right column is titled "Already registered?" and contains three input fields: "Username" (with "bedrock" entered), "Password" (with "*****" entered), and "Authentication Code" (with "v24dbr" entered). A yellow "Required" label is positioned to the left of the Authentication Code field. Below the input fields is a blue "Login" button. At the bottom of the right column are three links: "I forgot my username", "I forgot my password", and "Find more information on TAP". A white text box with a black border is overlaid on the bottom left, containing the text "Enter your Username, Password and Authentication Code and click on Login." Red arrows point from this box to the Username, Password, Authentication Code fields, and the Login button. A yellow "Required" label is also present next to the Authentication Code field. The footer contains the text "dol.wa.gov | Contact Us | About Us | Survey | More About TAP | Copyright © 2015".

Logging into TAP brings you to the home screen for your account(s).

The screenshot displays the TAP home screen for the user 'BEDROCK TERMINAL OPERATIONS'. The page is organized into several sections:

- Header:** WASHINGTON STATE DEPARTMENT OF LICENSING.
- Menu:** Log Off, Home, Back, View Support ID.
- Navigation:** >> My Accounts.
- Account Information:**
 - BEDROCK TERMINAL OPERATIONS**
 - Federal Employer ID: 91-1234567
 - My Balance: \$0.00
 - Legal Name: BEDROCK TERMINAL OPERATIONS
 - Physical Address: 2424 BRISTOL CT SW OLYMPIA WA 9850
 - Mailing Address: Add
- I Want To...:** View Profile, Make a Payment, Register a New Account, Reinstate My Accounts.
- Accounts Section:** Accounts¹, History, Messages⁰, Letters⁰. My Accounts¹.
- My Accounts Table:**

| Account Id | Account Type | Name | Frequency | Address | Balance |
|--------------|---------------|--------------------------|-----------|----------------------------|---------|
| 0015416-FT01 | Fuel Terminal | BEDROCK TERMINAL OPERATI | Monthly | 2424 BRISTOL CT SW OLYMPIA | 0.00 |

A red arrow points to the 'Name' column of the table, which is highlighted by a text box containing the text: "Logging into TAP brings you to the home screen for your account(s)."

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This completes the TAP how to **Register as a New Terminal Operator** tutorial.