Set up a New Fuel Tax Refund Account

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 Refund Account customers who have not logged into TAP and would like to create an online profile.

The example included is for an individual registering for a motor fuel account. If creating an account for a Business, Trust, Government Agency, or a different fuel type, additional screens or slightly different screens will appear.

Depending on which browser has been set as the default, screen images may appear slightly different than those included in these instructions.

New Fuel Tax Refund Account Process
Once submitted, please allow at least two business days for Unlicensed Refund staff to review and process your request.

Documents/Information needed
For an individual account:
✓ Spouse’s name if opening a joint account
✓ Physical and mailing addresses
✓ Notarized Power of Attorney form if registering for someone else (An electronic copy must be uploaded)

For a Business, Trust, or Government Agency account:
✓ Entity Name for Business, Trust, or Government Agency
✓ Business type for Business or Trust
  o Corporation
  o General Partnership
  o Limited Liability Company
  o Limited Liability Partnership
  o Limited Partnership
  o Nonprofit Corporation
  o Sole Proprietorship
✓ Business type for Government Agency
  o County Agency
  o Federal Agency
  o Municipality
  o State Agency
✓ Unified Business Identifier (UBI) number for Washington State
✓ Federal Employer Identification Number (FEIN) also known as (TIN) or SSN (Depending on the type of account)
✓ Physical and Mailing addresses
✓ Notarized Power of Attorney form if registering for someone else (An electronic copy must be uploaded)
Instructions to set up a new Fuel Tax Refund Account

To register as a new customer and set up your online account, click the **Apply for a new account** button.
Note: For this example, an individual registering was selected.

From **Registration Options**, select the registering type that applies.

Click **Next**.

The next screen which is not shown is the **Instruction** screen.

**Review** and click **Next**.
If you are completing this request on your own behalf, select No, click Next, and continue onto Page 6.
If you are completing this request for someone else, select Yes, and enter your:

- Name
- Email
- Phone Number

A Power of Attorney (POA) must be added. Follow the steps below:

- Click Add Attachment hyperlink.
  - For Type, select “Power of Attorney” from the drop down menu.
  - Enter Description of the document (example POA).
  - Click Choose File, locate document on your computer to upload, and click Open.

Click Save.

Once the Power of Attorney document has been added, it will display under Attachments.

*Note: If you attached an incorrect document in error, click Remove and confirm.*

Click Next.
Note: If registering a Business, Trust, or Government Agency, a TaxPayer Sub Type screen will appear for completion (not shown here) before the Names and Identification screen.

Enter the following:

- First Name
- M.I.
- Last Name
- Additional Claimant (Spouse’s name if joint account)

Click Next.

For Business, Trust, or Government Agency:

- **Legal Name** (Entity Name or Trust Name)
  - First Name, M.I., Last Name, DBA for Sole Proprietor
- **DBA** (Doing business as or Trade name, if applicable)
- **ID** (enter FEIN or TIN)
  - SSN (Sole Proprietor without FEIN)
- **UBI** (Unified Business Identification number for Washington State)

Click Next.
Enter your **physical address** information:

- Street
- Unit Type
- Unit #
- City
- State
- Zip
- County

Click **Verify Address** hyperlink.

**Note:** The *Verified* address hyperlink will compare the address you entered with the USPS database. If the address cannot be verified, but is close to a USPS address, you will have the option to select “As Entered” or “Verified”. It will notify you if the address could not be verified and ask if you want to use it anyway. Depending on your selection, the hyperlink changes to *Verified* or *Overridden*.

If your **mailing address** is different from your physical address, click **Yes**. Additional address fields will open for completion.

If your **records location** is at an address that is different than your physical address, click **Yes**. Additional address fields will open for completion.

Click **Next**.
Note: If applicable more than one fuel type may be selected. For this example, we selected a new Motor Fuel account for an individual.

For Account Selection, select Yes for appropriate fuel type account(s).

Click Next.
Note: Based on your account type and fuel section, your screen may look different.

Select the **appropriate exemption**. Depending on your selection, an attachment may be required.

You are required to click the **Signature box** to certify all information is true and correct to continue.

Click **Next**.
Enter the following **Logon Information**:

- Create a **Username** for yourself
- Create a **Password** that is easy to remember and reenter to **Confirm Password**
- Select a **Secret Question** from the drop down menu, then enter your **Secret Answer**

**Note:** Each person should have their own login with unique username and password. Your password and secret answer are not known to Unlicensed Refund Unit staff.

Enter the following **Contact Information**:

- **Name** of the contact person for business
- **Email address** for the contact person, and reenter to **Confirm Email**
- **Contact Phone**

For **Authentication contact information**:

- Select **Email**, **Text**, or **Text/Email**, and enter required information. (This authentication information will be used to receive your authentication code necessary each time when logging into TAP.)

Click **Next**.
Note: The next screen which is not shown, is the Review screen. Everything you entered when setting up your account will be displayed here for your review. If corrections are needed, use the numbered tabs at the top of the screen in blue or use the Back button located at the bottom.

Once you have verified the information is correct, click **Submit**.

You are required to enter and confirm your **Email** address to complete your submission. The email address will be used to send the confirmation code and message for this specific TAP request.

Click **OK**.

Note: After your request is processed, you will receive an email with your security code and a hyperlink to login.

This concludes our instructions. Thank you.

If you need further assistance, please contact our Unlicensed Refund Unit at 360-664-1838 or UnlicensedRefunds@dol.wa.gov.