Print IRP Invoices

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

These instructions are for IRP customers who would like to view or print their invoice.

Invoice Process
Once submitted, allow at least two business days for Motor Carrier Services (MCS) staff to process your request and for the payments to post to your account. You may be contacted for missing or inaccurate information. Credentials will be sent via USPS mail once your request is approved and your payment has posted.
Instructions to Print Invoices

Log into Taxpayer Access Point (TAP).

Note: For more information on how to log into your TAP account, see How to log into TAP.

Under Account Id, select your IRP Fleet Account hyperlink.
From the **Letters** tab, click on the **Letter ID** hyperlink to view or print your invoice.

This concludes our instructions. Thank you.

If you need further assistance, contact MCS staff 360-664-1858 or MotorCarrierServices@dol.wa.gov.

The Invoice will process overnight and will be available to view or print the following day.

**Reminder:** Allow at least two business days for MCS staff to review and process your request. **Payments** may take two business days to post to your account. Credentials will not be mailed until your request is approved and your payment has posted.

**Click the link for Additional TAP instructions.**