Deleting Vehicles

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 Washington Prorated (IRP) customers who would like to delete vehicles from their fleet (with or without credit) in a supplement. Multiple transaction types can be requested in one supplement.*

*If deleting (removing) a vehicle at renewal, see instructions “How to process your IRP renewal in TAP” by clicking the hyperlink to return to the TAP instructions on the DOL website.*

Delete Vehicles 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.

Documents/Information needed

- Original cab card if deleting with credit.
Instructions for Deleting Vehicles

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 **IPR Fleet Account** hyperlink.
Under **Actions**, click **Create New Supplement** hyperlink and **confirm** to create a new application.
Click on the **Vehicles** tab to display current weight groups under **Vehicles and Weights**.

To delete a vehicle select the **Weight Group** hyperlink.

**Note:** To display a list of all vehicles in a weight group, click on **Group Vehicles**

Select the **Vehicles** tab, then click the **Add/Change Vehicle** hyperlink.
In Transaction Information section, for **Transaction Type**, select either **Delete Vehicle with Credit**, or **Delete Vehicle without Credit** from the drop down menu.

**Note:** **Delete Vehicle with Credit** will require attaching a copy of the original cab card.

For **Unit**, enter the unit number you want to delete and tab. All fields will autofill. Review populated information to confirm you are deleting the correct vehicle.

If you have additional vehicles to delete from the weight group you selected, click **Add/Change Vehicle**. Click **Save** when you have completed deleting.
Click the Validations tab, to view a list of required documentation to attach.

- Click the Add hyperlink.

- Select “Signed Cab Card” for Type from the drop down menu.
- Enter the Description of the document, for example “Cab Card”.
- Click Choose File, locate the document on your computer to upload and open.
- Click Save.

Note: Each attachment must be added one at a time. Make sure to change the Type and Description as appropriate.
Note: If you have vehicles to delete in a different weight group, repeat process starting on Page 4.

Click Submit, then Yes, to confirm submission, and if applicable, that all required documents have been attached.

Note: If the Submit tab is not visible, and you have attached documents contact MCS.

This concludes our instructions. Thank you.

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

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.

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

Click the link for Additional TAP instructions.