

How to file an IFTA Tax Return with Prorate and Fuel Tax Services in Taxpayer Access Point, TAP.



Welcome to the Washington State Department of Licensing 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 and allow pop-ups from the TAP website.

In this tutorial, you will learn how to complete and file an IFTA tax return through our Taxpayer Access Point, TAP.

Enter your **Username, Password** and click on **Login**.

IFTA / Prorate Taxpayer 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

If you do not have an active Prorate and Fuel Tax account with the Washington State Department of Licensing, click the "Set up a new online Prorate and Fuel Tax Account" button.

Set up a new online Prorate and Fuel Tax Account

Check the status of your application

Already registered?

Username
prft

Password
.....

Authentication Code

Login

[I forgot my username](#)
[I forgot my password](#)

Enter your **Username, Password** and click on **Login**.

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The **Device not Recognized** dialogue box opens with a link to receive the authentication code required to login to your account. Click on **Send Authentication Email**.

Device Not Recognized

The device you are logging in with is not recognized.

In order to keep your information safe, the Department of Licensing requires additional security validation the first time you log into Taxpayer Access Point. An authentication code will be sent in order to verify your identity.

We will remember your device once this process is complete.

Confirm Identification

Select a method to receive your authentication code. Authentication codes can be sent via text message or email, depending on what information is on file.

Send Authentication Email An authentication code will be emailed to: paulroberts@prfttruckinginc.com

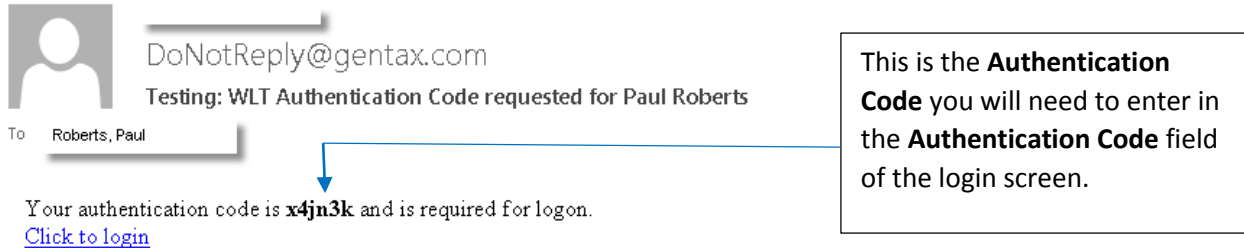
Why is this required?

- You are using a new device that has not logged into your account before
- You have switched browsers or deleted your cookies

Click on **Send Authentication Email**.

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You will receive an email with the **Authentication Code** that is required to login.



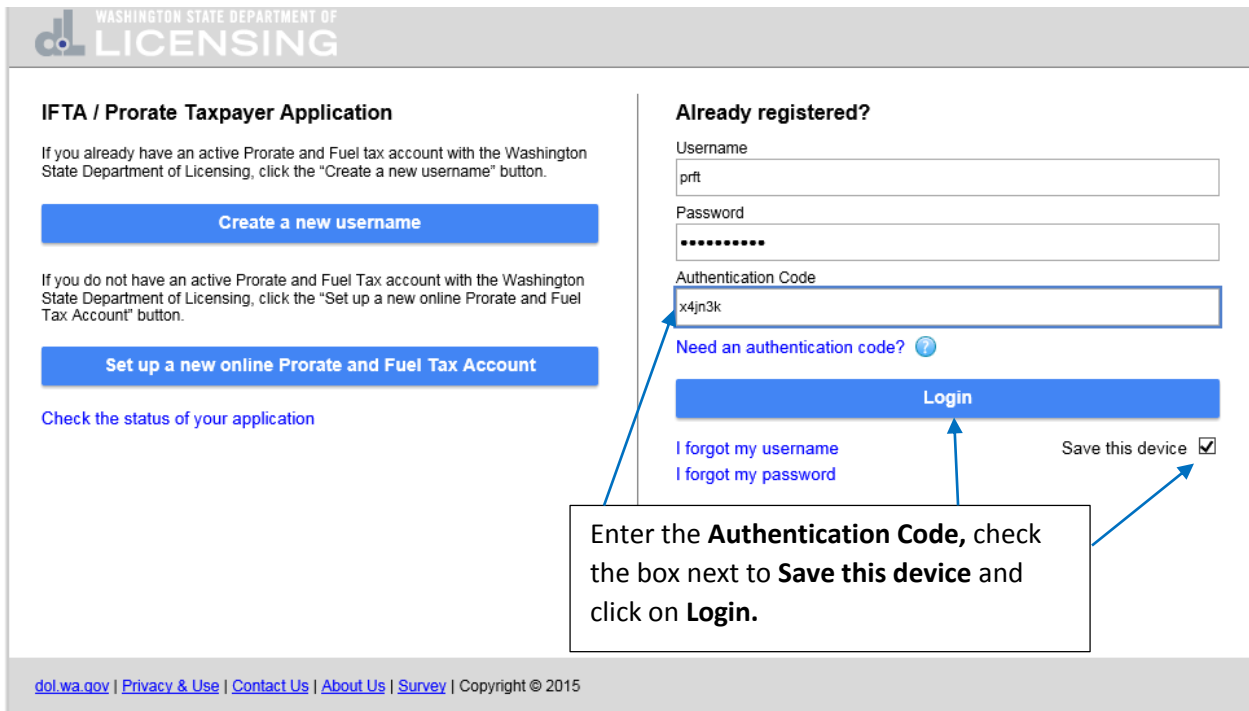
DoNotReply@gentax.com
Testing: WLT Authentication Code requested for Paul Roberts

To: Roberts, Paul

Your authentication code is **x4jn3k** and is required for logon.
[Click to login](#)

This is the **Authentication Code** you will need to enter in the **Authentication Code** field of the login screen.

Enter the **Authentication Code** you just received, check the box next to **Save this device** and click on **Login**.



WASHINGTON STATE DEPARTMENT OF LICENSING

IFTA / Prorate Taxpayer 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

If you do not have an active Prorate and Fuel Tax account with the Washington State Department of Licensing, click the "Set up a new online Prorate and Fuel Tax Account" button.

Set up a new online Prorate and Fuel Tax Account

[Check the status of your application](#)

Already registered?

Username
prft

Password
.....

Authentication Code
x4jn3k

[Need an authentication code?](#)

Login

[I forgot my username](#)

[I forgot my password](#)

Save this device

Enter the **Authentication Code**, check the box next to **Save this device** and click on **Login**.

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You're now at the home screen for your accounts. Click on the **Account ID Number** for the IFTA account.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Home Back

Navigation

» My Accounts

PRFT TRUCKING INC

Federal Employer ID 46-2382361
My Balance \$0.00

Names And Addresses

Legal Name PRFT TRUCKING INC
Physical Address 2424 BRISTOL CT SW OLYMPIA WA 98
Mailing Address Add

I Want To...

View Profile
Request Good Standing Letter
Register a New Account

Accounts² History² Messages³ Letters⁰

My Accounts²

My Accounts Hide History Filter

| Account Id | Account Type | Name | Frequency | Address | Balance |
|--------------|--------------|-------------------|--------------|--------------------------|---------|
| 0025217-0101 | Prorate | PRFT TRUCKING INC | Prorate Fisc | 2424 BRISTOL CT SW OLYMF | 0.00 |
| 0025217 | IFTA | PRFT TRUCKING INC | Quarterly | 2424 BRISTOL CT SW OLYMF | 0.00 |

2 Rows

Click on the **Account ID Number** for the IFTA account.

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This is the IFTA account home screen. Under the **Periods Requiring Attention** section, **Period** 30-Sep-2015 click on **File Now**. This is the Q3-2015 tax return covering July, August and September.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Home Back

Navigation

My Accounts

» IFTA

IFTA

Federal Employer ID 46-2382361
Quarterly 0025217
My Balance \$0.00
Pending \$0.00

Names And Addresses

DBA Name Add
Legal Name PRFT TRUCKING INC
Physical Address 2424 BRISTOL CT SW OLYMPIA WA 98
Mailing Address Add

I Want To...

View Accounts
View Profile
Renew or Request License & Decal
Close Account

Periods² History⁰ Activity Messages⁰ Letters⁰

Attention Needed² All Periods

Periods Requiring Attention Filter

| Period | Return Status | Tax | Penalty | Interest | Credits | Balance | Messages |
|-------------|------------------------------|-------|---------|----------|---------|---------|----------|
| 30-Sep-2015 | File Now | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | File Now |
| 31-Dec-2014 | Multiple Returns Return List | 46.48 | 3.20 | 1.89 | 51.57 | 0.00 | File Now |

2 Rows

Click on **File Now** for the 30-Sep-2015 period. This is the Q3-2015 tax return covering July, August and September.

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This is the **File Your IFTA Tax Return** screen. You will need your jurisdictional mileage and fuel details in order to complete the return. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Home

Back

Navigation

My Accounts

IFTA

» **File Your IFTA Tax Return**

File Your IFTA Tax Return

- Use this service to file your original IFTA return.
- You will receive a confirmation code upon successful submission of your return. Keep this code with your tax records.
- DO NOT mail your return after you complete your online filing. Doing so can cause processing delays.

Once your return has been processed you can amend it by viewing the return and clicking the change button at the top right of the screen.

When to Submit This Request

- Online filing is available for Washington carriers.

What You'll Need

- Your jurisdiction and mileage details.

Click on **Next**.

Information Next Save and Finish Later Cancel

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In the **Did you have any operations during this filing period** field, click on **No** if you didn't have operations. For this tutorial, you had operations so click on **Yes** and click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Home

Back

Navigation

My Accounts

IFTA

» File Your IFTA Tax Return

Operations

Return Received Date 05-Oct-2015

Filing Period 30-Sep-2015

Did you have any operations during this filing period? No Yes

Cancel IFTA License Effective Date

Back Operations Next Save and Finish Later Cancel

Click on Yes.

Click on Next.

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This is the **Return Totals by Fuel Type** screen. Enter the **Total Miles** and **Total Gallons** by fuel type and the **Average MPG** will be calculated. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Home

Back

Navigation

My Accounts

IFTA

» File Your IFTA Tax Return

Return Totals (By Fuel Type)

Please enter your totals here before filling out your jurisdictions in the next step.

| | Total Miles | Total Gallons | Average MPG |
|-------------|-------------|---------------|-------------|
| Diesel | 30,019 | 5,221 | 5.75 |
| Gasoline | 0 | 0 | 0.00 |
| Ethanol | 0 | 0 | 0.00 |
| Methanol | 0 | 0 | 0.00 |
| E-85 | 0 | 0 | 0.00 |
| M-85 | 0 | 0 | 0.00 |
| A55 | 0 | 0 | 0.00 |
| Total Miles | 30,019 | 5,221 | 5.75 |

Back Mileage Summary Next Save and Finish Later Cancel

Enter the **Total Miles**, **Total Gallons** and the **Average MPG** will be calculated. Click on **Next**.

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This is the jurisdictional mileage and fuel screen. For each **Jurisdiction** you had operations, enter the **Total Miles, Taxable Miles and Tax Paid Gallons Purchased**. TAP will calculate the **Fuel Taxes, Interest and Total Due** if applicable. For **Jurisdictions** that had a split rate during a reporting period, the **Total Miles, Taxable Miles and Tax Paid Gallons Purchased** that apply to each rate must be entered.

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Jurisdiction and Mileage

Please fill out your jurisdictions and mileages below.

Split Rate Note:
If a jurisdiction had multiple fuel tax rates during a period, you must adjust the "Date From" and "Date To" fields for the period in time the first rate applies to. Click in those two fields and use the drop down arrows to select the appropriate periods. Enter the total miles, taxable miles and tax paid gallons purchased that apply to that rate. Add the same jurisdiction in the next row and click in the "Date From" and "Date To" fields and use the drop down arrows to select the appropriate periods the second rate applies to. Enter the total miles, taxable miles and tax paid gallons purchased that apply to that rate.

Jurisdiction and Mileage Information

| Jurisdiction | Fuel Type | Date From | Date To | Surtax | Total Miles | Taxable Miles | Taxable Gallons Consumed | Tax Paid Gallons Purchased | Net Taxable Gallons | Tax Rate | Tax Due | Interest | Total Due |
|--------------|-----------|-------------|-------------|--------------------------|-------------|---------------|--------------------------|----------------------------|---------------------|----------|---------|----------|-----------|
| WA | Diesel | 01-Jul-2015 | 31-Jul-2015 | <input type="checkbox"/> | 0 | 0 | 0 | 0 | 0 | 0.3750 | 0.00 | 0.00 | 0.00 |
| Total | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 |

Buttons: Back, Edit Mileage, Next, Save and Finish Later, Cancel

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The first row and **Jurisdiction** defaults to **WA**. You can change the **Jurisdiction** by clicking on the drop down arrow and selecting a different **Jurisdiction** or by entering the two letter abbreviation for the **Jurisdiction**.

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Jurisdiction and Mileage

Please fill out your jurisdictions and mileages below.

Split Rate Note:
If a jurisdiction had multiple fuel tax rates during a period, you must adjust the "Date From" and "Date To" fields for the period in time the first rate applies to. Click in those two fields and use the drop down arrows to select the appropriate periods. Enter the total miles, taxable miles and tax paid gallons purchased that apply to that rate. Add the same jurisdiction in the next row and click in the "Date From" and "Date To" fields and use the drop down arrows to select the appropriate periods the second rate applies to. Enter the total miles, taxable miles and tax paid gallons purchased that apply to that rate.

Jurisdiction and Mileage Information

| Jurisdiction | Fuel Type | Date From | Date To | Surtax | Total Miles | Taxable Miles | Taxable Gallons Consumed | Tax Paid Gallons Purchased | Net Taxable Gallons | Tax Rate | Tax Due | Interest | Total Due |
|--------------|-----------|-------------|-------------|--------------------------|-------------|---------------|--------------------------|----------------------------|---------------------|----------|---------|----------|-----------|
| WA | Diesel | 01-Jul-2015 | 31-Jul-2015 | <input type="checkbox"/> | 0 | 0 | 0 | 0 | 0 | 0.3750 | 0.00 | 0.00 | 0.00 |
| Total | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 |

Buttons: Edit Mileage, Next, Save and Finish Later, Cancel

Dropdown menu: WA, OR, PA, PE, QC, RI, SC, SD, SK, TN, TX, UT, VA, VT, WA

Text box: The **Jurisdiction** in the first row defaults to **WA**. Click on the drop down arrow to select a different **Jurisdiction** or enter the two letter abbreviation for the **Jurisdiction**.

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WA had a split fuel tax rate for Q3-2015. For July, the rate was .375 and the **Date From** field displays 01-Jul-2015 and the **Date To** field displays 31-Jul-2015. Enter the **Total Miles**, **Taxable Miles** and **Tax Paid Gallons Purchased** that apply to the first fuel tax rate. TAP will calculate the taxes due if applicable.

Enter the Total Miles, Taxable Miles and Tax Paid Gallons Purchased that apply to the first fuel tax rate.

| Jurisdiction | Fuel Type | Date From | Date To | Surtax | Total Miles | Taxable Miles | Taxable Gallons Consumed | Tax Paid Gallons Purchased | Net Taxable Gallons | Tax Rate | Tax Due | Interest | Total Due |
|--------------|-----------|-------------|-------------|--------|-------------|---------------|--------------------------|----------------------------|---------------------|----------|---------|----------|-----------|
| WA | Diesel | 01-Jul-2015 | 31-Jul-2015 | | 1,995 | 1,995 | 347 | 450 | (103) | 0.3750 | (38.63) | 0.00 | (38.63) |
| Total | | | | | 1,995 | 1,995 | 347 | 450 | (103) | | -38.63 | 0.00 | -38.63 |

Click in the **Jurisdiction** field for the next row and enter **WA**. In the **Date From** field, click the drop down arrow and select the starting date for the new fuel tax rate. Once that is selected the **Date To** field will update.

In the Date From field, click the drop down arrow and select the beginning date for the new fuel tax rate. Once that is selected the Date To field will update.

Click in the Jurisdiction field and enter WA.

| Jurisdiction | Fuel Type | Date From | Date To | Surtax | Total Miles | Taxable Miles | Taxable Gallons Consumed | Tax Paid Gallons Purchased | Net Taxable Gallons | Tax Rate | Tax Due | Interest | Total Due |
|--------------|-----------|-------------|-------------|--------|-------------|---------------|--------------------------|----------------------------|---------------------|----------|---------|----------|-----------|
| WA | Diesel | 01-Jul-2015 | 31-Jul-2015 | | 1,995 | 1,995 | 347 | 450 | (103) | 0.3750 | (38.63) | 0.00 | (38.63) |
| WA | Diesel | 01-Aug-2015 | 30-Sep-2015 | | 0 | 0 | 0 | 0 | 0 | 0.4450 | 0.00 | 0.00 | 0.00 |
| Total | | | | | 1,995 | 1,995 | 347 | 450 | (103) | | -38.63 | 0.00 | -38.63 |

Enter the **Total Miles**, **Taxable Miles** and **Tax Paid Gallons Purchased** that apply to the second fuel tax rate.

WASHINGTON STATE DEPARTMENT OF LICENSING

Jurisdiction and Mileage

Please fill out your jurisdictions and mileages below.

Split Rate Note:
If a jurisdiction had multiple fuel tax rates during a period, click in those two fields and use the drop-down arrows to select the appropriate periods the second apply to that rate.

Jurisdiction and Mileage Information

| Jurisdiction | Fuel Type | Date From | Date To | Does not equal total miles for Diesel | Total Miles | Taxable Miles | Taxable Gallons Consumed | Tax Paid Gallons Purchased | Net Taxable Gallons | Tax Rate | Tax Due | Interest | Total Due |
|--------------|-----------|-------------|-------------|---------------------------------------|-------------|---------------|--------------------------|----------------------------|---------------------|----------|---------|----------|-----------|
| WA | 2 Diesel | 01-Jul-2015 | 31-Jul-2015 | <input type="checkbox"/> | 1,995 | 1,995 | 347 | 450 | (103) | 0.3750 | (38.63) | 0.00 | (38.63) |
| WA | 2 Diesel | 01-Aug-2015 | 30-Sep-2015 | <input type="checkbox"/> | 4,009 | 4,009 | 697 | 594 | 103 | 0.4450 | 45.84 | 0.00 | 45.84 |
| Total | | | | | 6,004 | 6,004 | 1,044 | 1,044 | 0 | | 7.21 | 0.00 | 7.21 |

Buttons: Back, Edit Mileage, Next, Save and Finish Later, Cancel

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Click in the **Jurisdiction** field for the next row and enter the next **Jurisdiction**. Enter the **Total Miles**, **Taxable Miles** and **Tax Paid Gallons Purchased** for that **Jurisdiction**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Jurisdiction and Mileage

Please fill out your jurisdictions and mileages below.

Split Rate Note:
If a jurisdiction had multiple fuel tax rates during a period, click in those two fields and use the drop-down arrows to select the appropriate periods the second apply to that rate.

Jurisdiction and Mileage Information

| Jurisdiction | Fuel Type | Date From | Date To | Does not equal total miles for Diesel | Total Miles | Taxable Miles | Taxable Gallons Consumed | Tax Paid Gallons Purchased | Net Taxable Gallons | Tax Rate | Tax Due | Interest | Total Due |
|--------------|-----------|-------------|-------------|---------------------------------------|-------------|---------------|--------------------------|----------------------------|---------------------|----------|---------|----------|-----------|
| WA | 2 Diesel | 01-Jul-2015 | 31-Jul-2015 | <input type="checkbox"/> | 1,995 | 1,995 | 347 | 450 | (103) | 0.3750 | (38.63) | 0.00 | (38.63) |
| WA | 2 Diesel | 01-Aug-2015 | 30-Sep-2015 | <input type="checkbox"/> | 4,009 | 4,009 | 697 | 594 | 103 | 0.4450 | 45.84 | 0.00 | 45.84 |
| CA | 2 Diesel | 01-Jul-2015 | 30-Sep-2015 | <input type="checkbox"/> | 20,013 | 20,013 | 3,481 | 3,470 | 11 | 0.4500 | 4.95 | 0.00 | 4.95 |
| Total | | | | | 26,017 | 26,017 | 4,525 | 4,514 | 11 | | 12.16 | 0.00 | 12.16 |

Buttons: Edit Mileage, Next, Save and Finish Later, Cancel

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Click in the **Jurisdiction** field for the next row and enter the next **Jurisdiction**. Enter the **Total Miles**, **Taxable Miles** and **Tax Paid Gallons Purchased** for that **Jurisdiction**.

Enter the next Jurisdiction or select from the drop down list.

Enter the Total Miles, Taxable Miles and Tax Paid Gallons Purchased.

| Jurisdiction | Fuel Type | Date From | Date To | Surtax | Total Miles | Taxable Miles | Taxable Gallons Consumed | Tax Paid Gallons Purchased | Net Taxable Gallons | Tax Rate | Tax Due | Interest | Total Due |
|--------------|-----------|-------------|-------------|--------------------------|---------------|---------------|--------------------------|----------------------------|---------------------|----------|--------------|-------------|--------------|
| WA | 2 Diesel | 01-Jul-2015 | 31-Jul-2015 | <input type="checkbox"/> | 1,995 | 1,995 | 347 | 450 | (103) | 0.3750 | (38.63) | 0.00 | (38.63) |
| WA | 2 Diesel | 01-Aug-2015 | 30-Sep-2015 | <input type="checkbox"/> | 4,009 | 4,009 | 697 | 594 | 103 | 0.4450 | 45.84 | 0.00 | 45.84 |
| CA | 2 Diesel | 01-Jul-2015 | 30-Sep-2015 | <input type="checkbox"/> | 20,013 | 20,013 | 3,481 | 3,470 | 11 | 0.4500 | 4.95 | 0.00 | 4.95 |
| OR | 2 Diesel | 01-Jul-2015 | 30-Sep-2015 | <input type="checkbox"/> | 4,002 | 4,002 | 696 | 707 | (11) | 0.0000 | 0.00 | 0.00 | 0.00 |
| Total | | | | | 30,019 | 30,019 | 5,221 | 5,221 | 0 | | 12.16 | 0.00 | 12.16 |

All of the jurisdictional information has been entered. The totals have been calculated including any **Fuel Tax**, **Interest** and **Total Due**. Click on **Next**.

Click on Next.

All of the totals have been calculated along with any Fuel Tax, Interest and Total Due.

| Jurisdiction | Fuel Type | Date From | Date To | Surtax | Total Miles | Taxable Miles | Taxable Gallons Consumed | Tax Paid Gallons Purchased | Net Taxable Gallons | Tax Rate | Tax Due | Interest | Total Due |
|--------------|-----------|-------------|-------------|--------------------------|---------------|---------------|--------------------------|----------------------------|---------------------|----------|--------------|-------------|--------------|
| WA | 2 Diesel | 01-Jul-2015 | 31-Jul-2015 | <input type="checkbox"/> | 1,995 | 1,995 | 347 | 450 | (103) | 0.3750 | (38.63) | 0.00 | (38.63) |
| WA | 2 Diesel | 01-Aug-2015 | 30-Sep-2015 | <input type="checkbox"/> | 4,009 | 4,009 | 697 | 594 | 103 | 0.4450 | 45.84 | 0.00 | 45.84 |
| CA | 2 Diesel | 01-Jul-2015 | 30-Sep-2015 | <input type="checkbox"/> | 20,013 | 20,013 | 3,481 | 3,470 | 11 | 0.4500 | 4.95 | 0.00 | 4.95 |
| OR | 2 Diesel | 01-Jul-2015 | 30-Sep-2015 | <input type="checkbox"/> | 4,002 | 4,002 | 696 | 707 | (11) | 0.0000 | 0.00 | 0.00 | 0.00 |
| Total | | | | | 30,019 | 30,019 | 5,221 | 5,221 | 0 | | 12.16 | 0.00 | 12.16 |

This is the IFTA tax return summary. It summarizes the total miles, total gallons and average miles per gallons along with fuel taxes, interest, penalty, sales tax and total due. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu [Log Off](#)

Home

Back

Navigation

My Accounts

IFTA

» **File Your IFTA Tax Return**

IFTA Return Summary

| | | | |
|--------------------------|--------|---------------|--------|
| Total Miles | 30,019 | Tax Due | 50.79 |
| Total Gallons | 5,221 | Credit | -38.63 |
| Average Miles Per Gallon | 5.75 | IFTA Interest | 0.00 |
| | | Penalty | 0.00 |
| | | Sales Tax | 0.00 |
| | | WA Interest | 0.00 |
| | | Total Due | 12.16 |

[Back](#) [Summary](#) [Next](#) [Save and Finish Later](#) [Cancel](#)

Click on **Next**.

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The IFTA tax return has been completed. Click on **Submit** to submit this request.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu [Log Off](#)

Home

Back

Navigation

My Accounts

IFTA

» **File Your IFTA Tax Return**

Complete

You have completed your return. Click Submit to send in your request.

[Back](#) [Complete](#) [Submit](#) [Save and Finish Later](#) [Cancel](#)

Click on **Submit**.

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Are sure you want to submit this request? Click on **Ok**.

The screenshot shows the Washington State Department of Licensing website interface. The top navigation bar includes the logo and the text "WASHINGTON STATE DEPARTMENT OF LICENSING". Below this is a "Menu" section with "Log Off" and a "Complete" status indicator. The main content area displays the message: "You have completed your return. Click Submit to send in your request." Below this message are buttons for "Back", "Complete", "Submit", "Save and Finish Later", and "Cancel". A central dialog box with a blue header and a close button (X) contains the text: "Are you sure you want to submit this request?" and two buttons: "OK" and "Cancel". A blue arrow points from a text box below the dialog box, which says "Click on **Ok**.", to the "OK" button in the dialog box. The footer contains links for "dol.wa.gov", "Privacy & Use", "Contact Us", "About Us", "Survey", and "Copyright © 2015".

This is the confirmation that the IFTA tax return has been submitted. It contains the confirmation number and that a confirmation message has been sent to your email address. Click on **Print** if you want a copy for your records or click on **Ok**. Click on **Ok**.

The screenshot shows the Washington State Department of Licensing website interface. The top navigation bar includes the logo and the text "WASHINGTON STATE DEPARTMENT OF LICENSING". Below this is a "Menu" section with "Log Off" and a "Request" status indicator. The main content area displays the message: "Your request has been submitted." followed by "Your confirmation number is 2-131-230-720." Below this is a paragraph: "A copy of this confirmation message has been sent to your email address. To ensure your emails from Washington State Department of Licensing are received, please set your email filter to allow messages from dol.wa.gov." Below the paragraph are two buttons: "OK" and "Print". A blue arrow points from a text box below the buttons, which says "This is the confirmation that the IFTA tax return has been submitted. Click on **Print** if you want a copy for your records or click on **Ok**. Click on **Ok**.", to the "Print" button. The footer contains links for "dol.wa.gov", "Privacy & Use", "Contact Us", "About Us", "Survey", and "Copyright © 2015".

You are returned to the IFTA account home screen. There is a pending balance from the tax return you just submitted. Click on the **History** tab to view the pending request.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Home Back

Navigation

My Accounts

» IFTA

IFTA

Federal Employer ID 46-2382361
 Quarterly 0025217
 My Balance \$0.00
 Pending **\$12.16**
 Effective Balance **\$12.16**

Names And Addresses

DBA Name Add
 Legal Name PRFT TRUCKING INC
 Physical Address 2424 BRISTOL CT SW OLYMPIA WA 98
 Mailing Address Add

I Want To...

View Accounts
 View Profile
 Renew or Request License & Decal

Periods **History¹** Activity Messages¹

Attention Needed¹ All Periods

Periods Requiring Attention Filter

| Period | Return Status | | Tax | Penalty | Interest | Credits | Balance | Messages |
|-------------|------------------|-----------------------------|-------|---------|----------|---------|---------|-----------------|
| 31-Dec-2014 | Multiple Returns | Return List | 46.48 | 3.20 | 1.89 | 51.57 | 0.00 | File Now |

Click on the **History** tab to view the pending request.

Pending balance from the tax return just submitted.

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The IFTA tax return is pending and you can click on the **Confirmation #** to view the pending return or to make changes to it. Click on the **Confirmation #**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Home Back

Navigation

My Accounts

» IFTA

IFTA

Federal Employer ID 46-2382361
 Quarterly 0025217
 My Balance \$0.00
 Pending **\$12.16**
 Effective Balance **\$12.16**

Names And Addresses

DBA Name Add
 Legal Name PRFT TRUCKING INC
 Physical Address 2424 BRISTOL CT SW OLYMPIA WA 98
 Mailing Address Add

I Want To...

View Accounts
 View Profile
 Renew or Request License & Decal

Periods History¹ Activity Messages¹ Letters⁰

Waiting to be Processed¹ All Requests

Requests waiting to be processed Filter

| Confirmation # | Submitted | Account Id | Account Type | Period | Title | Status | Logon |
|-------------------------------|-------------|------------|--------------|-------------|-------------------------|---------|-------|
| 2-131-230-720 | 01-Oct-2015 | 0025217 | IFTA | 30-Sep-2015 | IFTA return for 30-Sep- | Pending | |

The IFTA tax return is pending and to view it or make changes to it, click on the **Confirmation #**.

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While the IFTA tax return is still pending, you can **Withdraw** or **Change** it by clicking on the **Withdraw** or **Change** buttons. Click on **Home** to be returned to the home screen for your accounts.

The screenshot displays the Washington State Department of Licensing website. At the top left is the logo and the text "WASHINGTON STATE DEPARTMENT OF LICENSING". A blue navigation menu on the left contains "Home", "Back", "My Accounts", and "IFTA". A "Log Off" link is in the top right of the menu. The main content area is titled "Request Information" and shows details for a pending request from "PRFT TRUCKING INC" submitted on 01-Oct-2015. The status is "Pending". At the top right of this section are buttons for "Withdraw", "Change", and "Print". A callout box points to the "Pending" status with the text "The request is Pending." Another callout box points to the "Withdraw" and "Change" buttons with the text "Click on **Withdraw** if you want to **Withdraw** this request. Click on **Change** if you would like to make changes to the request." Below the request information is a section titled "File Your IFTA Tax Return" with instructions and a "Next" button. At the bottom, there are links for "Information" and "Next". The footer contains the website URL "dol.wa.gov" and various utility links.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Home

Back

Click on **Home**.

My Accounts

IFTA

» **File Your IFTA Tax Return**

Request Information

Status : Pending

Logon : paul

Federal Employer ID : 46-2382361

Name : PRFT TRUCKING INC

IFTA : 0025217

Period : 30-Sep-2015

Submitted : 01-Oct-2015 09:17:25

Total Due : \$12.16

Received : 01-Oct-2015

The request is **Pending**.

Withdraw Change Print

Click on **Withdraw** if you want to **Withdraw** this request. Click on **Change** if you would like to make changes to the request.

If you would like to change your request click the Change button above.

If you want to cancel your request click the Withdraw button above.

File Your IFTA Tax Return

- Use this service to file your original IFTA return.
- You will receive a confirmation code upon successful submission of your return. Keep this code with your tax records.
- DO NOT mail your return after you complete your online filing. Doing so can cause processing delays.

Once your return has been processed you can amend it by viewing the return and clicking the change button at the top right of the screen.

When to Submit This Request

- Online filing is available for Washington carriers.

What You'll Need

- Your jurisdiction and mileage details.

Information Next

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You are returned to the home screen for your accounts.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off

Home

Back

Navigation

» My Accounts

PRFT TRUCKING INC

Federal Employer ID 46-2382361

My Balance \$0.00

Names And Addresses

Legal Name PRFT TRUCKING INC

Physical Address 2424 BRISTOL CT SW OLYMPIA WA 98

Mailing Address Add

I Want To...

[View Profile](#)

[Request Good Standing Letter](#)

[Register a New Account](#)

Accounts² History³ Messages⁴ Letters⁰

My Accounts²

My Accounts Hide History Filter

| Account Id | Account Type | Name | Frequency | Address | Balance |
|------------------------------|--------------|-------------------|--------------|--------------------------|---------|
| 0025217-0101 | Prorate | PRFT TRUCKING INC | Prorate Fisc | 2424 BRISTOL CT SW OLYMF | 0.00 |
| 0025217 | IFTA | PRFT TRUCKING INC | Quarterly | 2424 BRISTOL CT SW OLYMF | 0.00 |

2 Rows

You are returned to the home screen for your accounts.

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This completes the how to file an **IFTA Tax Return** tutorial.