How to Set Up a New IFTA and/or IRP Account in TAP

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 new IFTA and/or Prorate (IRP) customers who do not have an account and would like to register in TAP.

New Account Process
Once submitted, please allow at least two business days for Motor Carrier Services Staff to review and process your request.

IFTA account users will not be able to submit a request for a license and decals until your new account application has been approved by the Motor Carrier Services (IFTA/IRP) Staff.

IRP account users will not be able to submit a request to add vehicles to a fleet until your new account application has been approved by the Motor Carrier Services (IFTA/IRP) Staff.

Documents/Information needed
- Unified Business ID number for Washington State (UBI)
- US Department of Transportation number (USDOT#), your own or the company you lease to.
- Business type:
  - Corporation
  - General Partnership
  - Limited Liability Company
  - Limited Liability Partnership
  - Limited Partnership
  - Nonprofit Corporation
  - Sole Proprietorship
- FEIN or SSN (Depending on the type of account)
- Proof of Residency documents (IRP only)
- Notarized Power of Attorney form (If registering for someone else, an electronic copy must be uploaded.)

Important: When creating an IFTA and/or IRP account your business name and/or entity type must all match. (Example: If your registered business name with Dept. of Revenue is SW Towing LLC, your name with the IRS, Secretary of State, and vehicle titling would all state SW Towing LLC.)
- Department of Revenue
- Secretary of State, if applicable
- Federal Motor Carrier Safety Administration (FMCSA)/USDOT, if applicable
- FEIN (IRS), if applicable
- Proof of Residency documents (IRP only)
- Vehicle titling documents (IRP only)
Instructions to set up a new account

To register as a new customer and set up your online account, click the **Set up a new online IFTA, Prorate (IRP), Fuel Tax, and/or Unlicensed Refund Account** button.
From **Registration Options**, select **IFTA or IRP**.

Click **Next**.
Completely read this **Instructions** screen, then click **Next**.
If you are completing this request on your own behalf, select No. Click Next, and continue on Page 7.

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.
  
  ![Select a file to attach](image)
  
  - For Type, select “*Power of Attorney*” from the drop down menu.
  - Enter the **Description** of the document, example POA.
  - Click **Choose File**, locate document on your computer to upload and open.

  Click **Save**.

  ![Attachments](image)

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

  **Note:** If you attached an incorrect document in error and need to remove it, click on the **X** to the right of the attached file, this will prompt you to remove the attachment. **Power Of Attorney** must be attached before you can move on.

  Click **Next**.
**Note:** Your company registration type must match the business structure you registered with the Washington State Department of Revenue and/or the Secretary of State Office.

Under **My company is registered as a**… select the business type your company is registration as:

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

The system will populate the definition of the business taxpayer type you selected.

Click **Next**.
Note: Depending on the business structure type you selected, you will see slightly different fields displayed on your screen. (This example is for a Sole Proprietorship)

What is your name and your business name, enter the following:

- **Name** (First, M.I., and Last), and
- **DBA** (Doing Business As or Trade name, if applicable).

What are your business identifications, enter the following:

- **FEIN** in ID field or your Social Security number in the SSN field,
- **UBI** (Unified Business Identification number for Washington State).

US Department of Transportation (USDOT) number:

- If your business has an USDOT#, select **Yes** and enter your USDOT number, or
- If you do not have one, select **No**.

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**.
For **Account Selection**, register a new **IFTA** and/or new **Prorate** (IRP) account, select **Yes** for the account(s) you would like to register.

**Note:** The system default is **No**. You must change it to **Yes** for the account type you are registering. If the default is not changed, you will not be prompted to provide the necessary information to set up an IFTA or IRP account and your application may be rejected by the Prorate staff.

In this example, we selected **Yes** for both IFTA and IRP.

Click **Next**.
For **IFTA Account Information**, enter the following:

- **Enter the USDOT number** for the carrier responsible for safety. It can be your own USDOT# or that of the company you lease to for safety.

- **Select one other jurisdiction you will be operating in (not Washington)** by clicking the drop down menu.

- **Registration** will be effective: choose the *quarter* that applies.

**Bulk Fuel:**

- **Do you maintain a bulk storage?** If **Yes**, you will be prompted to add jurisdiction(s).

You are required to **check the box** certifying all information is true and correct to continue.

Click **Next**.
For **IRP Fleet Information**, enter the following:

- **What type of carrier are you?** From the drop down menu select the applicable type of carrier which will match your USDOT registration with the Department of Transportation.

- **Registration Effective Month**, choose the month that applies.

- Are you a **registrant-only fleet** (no USDOT)? Select the button that applies:
  - **Yes** - If you are leasing to another carrier for safety.
  - **No** - If you are using your own USDOT#.
Proof of Residency and Established Place of Business, 3 documents proving residency in WA are required.

- Click Add Attachment hyperlink, each attachment must be added one at a time.

- Select “Proof of Residency” from the Type drop down menu for each file.
- Enter the Description of the document, referring to the list of accepted documents.
- Click Choose File, locate document on your computer to upload and open.
- Click Save

Repeat the 5 steps above until all 3 files are added.

Note: If you attached an incorrect document in error and need to remove it, click on the X to the right of the attached file, this will prompt you to remove the attachment. Proof of residency documents must be attached before you can move on.

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 the Motor Carrier Services (IRP/IFTA) Staff.

Enter the the following, **Contact Information:**

- **Name** of the contact person for your business,
- **Email** address for your contact person, and **Confirm Email**,
- **Contact Phone** number.

For **Authentication contact information:**

- Select **Email**, **Text**, or **Text/Email**, and enter required information. (This authentication information will be used to receive your authenticiation 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 key located at the bottom to make corrections.

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 your confirmation code and message for your specific TAP request.

Click OK.

Note: After we process your request, you will receive an email with additional instructions for how to log in. You will want to have the confirmation code handy for checking on the status of your request.

This concludes our instructions. If you need further assistance, please call our Motor Carrier Services Office at 360-664-1858 or email motorcarriersonservices@dol.wa.gov. Thank you.