

Request IFTA License and Decals

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 IFTA customers who would like to renew or request license and decals.

Request IFTA License and Decals 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. License and Decals will be sent via USPS mail once your request is approved and your payment has posted.

Instructions for Requesting IFTA License and Decals

Log into Taxpayer Access Point (TAP).

Note: For more information on how to log into your TAP account, see [How to log into TAP](#).

The screenshot displays the Taxpayer Access Point (TAP) interface for the Washington State Department of Licensing. The header includes the TAP logo and the text "Prorate and Fuel Tax Services" and "WASHINGTON STATE DEPARTMENT OF LICENSING". The main content area is divided into several sections:

- Menu:** Includes "Log Off", "Home", "Back", and "View Support ID".
- Navigation:** Includes "» My Accounts".
- TAP Help:** Includes "TAP How-To Videos" and "TAP Frequently Asked Questions".
- Account Information:** Shows "IRP TEST" with details for Federal Employer ID (11-1111111), My Balance (\$0.00), Legal Name (IRP TEST), Physical Address (1661 ANTHEM LN SW TUMWATER WA), and Mailing Address (Add).
- Accounts Section:** Features tabs for "Accounts¹", "History", "Messages⁰", and "Letters⁰". Below this is a "My Accounts¹" section with a table of accounts.

Account ID	Account Type	Name	Frequency	Address	Balance	Status
0109002	IFTA	IRP TEST	Quarterly	1661 ANTHEM LN SW TUMWATER WA	0.00	Active

A red circle highlights the "Account ID" column header, and a red arrow points to the "0109002" hyperlink in the first row of the table. The footer contains links for "dol.wa.gov", "Contact Us", "About Us", "Survey", "More About TAP", and "Copyright © 2015".

Under **Account ID**, select your **IFTA Account** hyperlink.

Menu Log Off Home Back View Support ID	IFTA Federal Employer ID 11-1111111 Quarterly 0109002 My Balance \$0.00 Pending \$0.00 Payment Source Setup	Names And Addresses DBA Name Add Legal Name IRP TEST Physical Address 1661 ANTHEM LN SW TUMWATER WA Mailing Address Add	I Want To... View Accounts View Profile Request Good Standing Letter Register a New Account Renew or Request License & Decal Close Account																																													
	Periods History Activity Messages⁰ Letters⁰ All Periods																																															
	Periods from 18-Mar-2017 Change Date Filter																																															
	<table border="1"> <thead> <tr> <th>Period</th> <th>Return Status</th> <th></th> <th>Tax</th> <th>Penalty</th> <th>Interest</th> <th>Credits</th> <th>Balance</th> <th>Messages</th> </tr> </thead> <tbody> <tr> <td>31-Dec-2019</td> <td>Processed</td> <td>Return List</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>Return List</td> </tr> <tr> <td>30-Sep-2019</td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td></td> </tr> <tr> <td>30-Jun-2019</td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td></td> </tr> <tr> <td>31-Mar-2019</td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td></td> </tr> </tbody> </table>			Period	Return Status		Tax	Penalty	Interest	Credits	Balance	Messages	31-Dec-2019	Processed	Return List	0.00	0.00	0.00	0.00	0.00	Return List	30-Sep-2019			0.00	0.00	0.00	0.00	0.00		30-Jun-2019			0.00	0.00	0.00	0.00	0.00		31-Mar-2019			0.00	0.00	0.00	0.00	0.00	
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Navigation My Accounts » IFTA																																																
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Select **Renew or Request License & Decal** hyperlink.

The next screen, not shown here, is the Information Screen. Review and click **Next**.

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axpayer
Access
Point

Prorate and Fuel Tax Services



Menu Log Off

- Home
- Back
- View Support ID

1. Information > 2. License and Decals

License and Decals

IFTA - License and Decal Issue / Renewal Form

Application for year 2019

Application Information

Date Received 18-Mar-2019

Renew License

Effective Date 18-Mar-2019

By checking this box, I certify that the decals will not be displayed on the vehicle(s) prior to the effective date of the license. If renewing my license and purchasing decals for the next calendar year, they will not be displayed until December 1st of the current year.

Request Decals

Number of Decal Sets Needed (2 Decals Per Set) 5

Price Per Decal Set 10.00

Total Amount Due 50.00

Cancel
Back
Submit

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For License and Decals:

- Under **Application for Year**, use the drop down menu and select decal year.
- Click the box for **Renew License**.
- Enter the **Number of Decal Sets** being requested.
- The **Total Amount Due** will autofill based on the number of sets entered.
- Review the **Certification Statement** and check the box that you will comply.

Click **Submit** and **confirm**.

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. License and Decal sets will not be mailed until your request is approved and your payment has posted.*

Click the link for **Additional [TAP instructions](#)**.