

Filing Fuel Tax Returns

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 established Fuel Tax customers (**Supplier, Distributor, Blender, Aircraft Distributor, Terminal Operator or Fuel Carrier**) who would like to report monthly fuel sales, distributions, imports, and exports for motor and special fuel and dyed special fuel via TAP.*

The example included is for a Supplier account filing a return using the import function or manually entering transactions. Appearance of screen images will vary based on license type.

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

File a Tax Return

The [Fuel Tax Compliance Manual](#) provides information to include definitions, tax return information, supporting document instructions, due dates to report, and payment options.

- ✓ You may choose to report fuel receipt and disbursement transactions by:
 - Importing your fuel transactions to TAP using [Excel templates](#) (**Do not alter Template formatting**). Questions regarding Schedule requirements contact the [Fuel Tax staff](#).
 - Manually entering individual transactions directly in TAP.

Documents/Information needed

- ✓ Fuel receipts and disbursements for the reporting period.
- ✓ Tax-paid receipts.
- ✓ Completed template saved to your computer for importing.

Instructions for filing Fuel Tax Returns

Log into Taxpayer Access Point (TAP).

Note: For more Instructions 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". The user is logged in as "APPLE CUSTOMER".

The interface is divided into several sections:

- Menu:** Includes "Log Off", "Home", "Back", and "View Support ID".
- Navigation:** Includes "» My Accounts" (highlighted with a red arrow).
- TAP Help:** Includes "TAP How-To Videos" and "TAP Frequently Asked Questions".

The main content area shows account details for "APPLE CUSTOMER":

- Names And Addresses:** Legal Name: APPLE CUSTOMER; Physical Address: 11 TREE STREET OLYMPIA WA 98502; Mailing Address: Add.
- My Accounts:** A table with columns: Account Id, Account Type, Name, Frequency, Address, Balance, Status. Two accounts are listed:

Account Id	Account Type	Name	Frequency	Address	Balance	Status
0018500-FS	Fuel Supplier	APPLE CUSTOMER	Monthly	11 TREE STREET OLYMPIA W	0.00	Active
0018500-FA	Aircraft Fuel Distrib	APPLE CUSTOMER	Monthly	11 TREE STREET OLYMPIA W	0.00	Active

At the bottom of the page, there are links for "dol.wa.gov", "Contact Us", "About Us", "Survey", "More About TAP", and "Copyright © 2015".

Under the **Account ID**, select the **Account** hyperlink to file a return.

Menu [Log Off](#)

Home

Back

View Support ID

Navigation

My Accounts

» Fuel Supplier

TAP Help

TAP How-To Videos

TAP Frequently Asked Questions

Fuel Supplier

Federal Employer ID 11-1111111
Monthly 0018500-FS
My Balance \$0.00
Pending \$0.00
Payment Source [Setup](#)

Names And Addresses

Legal Name [APPLE CUSTOMER](#)
Physical Address [11 TREE STREET OLYMPIA WA 98502](#)
Mailing Address [Add](#)

I Want To...

[View Accounts](#)
[View Profile](#)
[Register a New Account](#)

Periods History Activity Messages⁰ Letters⁰

Attention Needed¹ All Periods

Periods Requiring Attention [Filter](#)

Period	Return Status		Tax	Penalty	Interest	Credits	Balance	Messages
31-Aug-2017		File Now	0.00	0.00	0.00	0.00	0.00	File Now

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Click on the **File Now** hyperlink.

Review the **Information** screen (not shown here) before clicking **Next**.

The screenshot displays the TAP interface for Prorate and Fuel Tax Services. The header includes the 'Taxpayer Access Point' logo and the Washington State Department of Licensing. The main content area shows a progress indicator with '1. Information' and '2. Operations'. The 'Operations' step is circled in red. Below the progress indicator, there are two questions: 'Did you have any operations during this filing period?' and 'Would you like to cancel your license?'. The 'Filing Period' is set to '31-Aug-2017'. The 'Required' label is highlighted in yellow. At the bottom, there are buttons for 'Save and Finish Later', 'Save and Continue', 'Cancel', 'Back', 'Next', and 'Import'. The 'Next' button is highlighted with a red arrow.

For **Operations Filing Period** displayed, if you did business in WA select **Yes**, if not select **No**.

Note: If No, the next screen (not shown here) will be to file and submit “no operations” for this period.

If you would like to **cancel your license**, select **Yes** and enter **effective date**.

Click **Next**.

To import Receipts and/or Disbursements transactions:

The screenshot shows the 'Taxpayer Access Point' interface for 'Prorate and Fuel Tax Services' by the 'WASHINGTON STATE DEPARTMENT OF LICENSING'. The navigation menu includes 'Home', 'Back', 'View Support ID', 'Navigation', 'My Accounts', 'Fuel Supplier', and 'TAP Help'. The 'Receipts' step in the process is circled in red. An 'Import' button is highlighted with a red arrow. Below the menu is a table with columns for Schedule, Product Code, Product Name, Fuel Type, Carrier Name, Carrier FEIN, Mode, and Origin City. There are also buttons for 'Save and Finish Later', 'Save and Continue', 'Cancel', 'Back', 'Next', and 'Import'.

- Click **Import**.

The screenshot shows a file selection dialog box titled 'Select a file to import:'. It features a 'Choose File' button next to the filename 'test1.xlsx'. A red arrow points to the 'Choose File' button. There are 'Import' and 'Cancel' buttons at the bottom.

- Click **Choose File**, select your completed xlsx file on your computer to upload and click **Open**.
- Click **Import**.

Review imported data starting with **Receipts**, when finished click **Next** to review **Disbursements**.

Note: Errors appearing in red must be addressed before moving to the next screen and/or submitting your return. Keying errors may not be recognized by the system. Be aware that the changes made to correct errors in TAP will not be reflected in your original documentation.

Click **Next** and continue on [Page 7](#).

To manually enter Receipts and/or Disbursements transactions:

The screenshot displays the 'Taxpayer Access Point' interface for 'Prorate and Fuel Tax Services' under the 'WASHINGTON STATE DEPARTMENT OF LICENSING'. The navigation menu includes 'Home', 'Back', 'View Support ID', 'Navigation', 'My Accounts', 'Fuel Supplier', and 'TAP Help'. The 'Receipts' tab is highlighted in the breadcrumb navigation. The 'Fuel Supplier' section features a table with columns: Schedule, Product Code, Product Name, Fuel Type, Carrier Name, Carrier FEIN, Mode, and Origin City. A red arrow points to the 'Fuel Supplier' label. Below the table are buttons for 'Save and Finish Later', 'Save and Continue', 'Cancel', 'Back', and 'Next'. An 'Import' button is also visible. The footer contains links for 'doi.wa.gov', 'Contact Us', 'About Us', 'Survey', 'More About TAP', and 'Copyright © 2015'.

Note: For column descriptions click **Show Column Descriptions** tab or for more information reporting specific transactions see the [Fuel Tax Compliance Manual](#).

Enter all Receipts.

Note: Review data for errors appearing in **red**. Certain errors will prevent you from moving to the next screen and/or submitting your return. Keying errors may not be recognized by the system.

Click **Next**.

Enter any tax exempt Disbursements, review data for errors.

Click **Next**.

Menu [Log Off](#)

[Import](#)

1. Information > 2. Operations > 3. Receipts > 4. Disbursements > 5. Review

[Home](#)

Review

[Back](#)

[View Support ID](#)

Navigation

[My Accounts](#)

[Fuel Supplier](#)

[» Fuel Supplier Return](#)

TAP Help

[TAP How-To Videos](#)

[TAP Frequently Asked Questions](#)

	Motor Fuel	Special Fuel	Dyed Special Fuel
1. Gallons received tax paid (Schedule 1)	0	0	0
2. Gallons received from Washington terminal or refineries, tax-exempt (Sch 2A)	0	33,774	0
3. Gallons received tax-exempt blend stock (Schedule 2B)	0	0	
4. Gallons imported below terminal (Schedule 3)	0	0	0
5. Gallons imported to tax-exempt storage terminal by truck/rail (Schedule 4)	0	0	0
6. Add lines 1 through 5	0	33,774	0
7. Gallons sold tax-exempt to licensed distributors for export (Schedule 6A)	0	0	0
8. Gallons sold tax-exempt to other licensed suppliers (Schedule 6D)	0	0	0
9. Gallons sold to IFTA authorized carriers OR sales of dyed diesel delivered to a licensed distributor in WA (Schedule 6F)	0	0	0
10. Gallons sold for racing (Schedule 6Z)	0		
11. Gallons exported (Schedule 7)	0	2,199	0
12. Gal sold tax-exempt to US Armed Forces or National Guard for export (Sch 8)	0		
13. Gallons sold tax-exempt to federal government (Schedule 8)		0	0
14. Gallons sold tax-exempt to urban passenger transportation systems (Schedule 10C)		0	0
15. Crd card sales to tax-exempt frgn diplomatic & consular missions (Sch 10D)	0		
16. Gallons delivered to tax-exempt storage Washington terminal (Schedule 10F)	0	0	0
17. Gallons sold to other tax-exempt entities (Schedule 10G)	0	0	0
18. Gallons of biodiesel rebranded to dyed (Schedule 13X)		0	
19. Add lines 7 through 18	0	2,199	0
20. Gross taxable gallons (Subtract line 19 from line 6)	0	31,575	
21. Gallons received tax-paid (line 1)	0	0	0
22. Net taxable gallons (Subtract line 21 from line 20)	0	31,575	
23. Fuel tax (Multiply line 22 by \$0.494)	0.00	15,598.05	
24. Penalty (see instructions) (Multiply line 23 by 10%)	0.00	0.00	
25. Fuel tax & penalty (Add lines 23 and 24)	0.00	15,598.05	
26. Interest (line 25 * 0.01, compounded monthly)	0.00	0.00	
27. Total fuel tax, penalty, and interest	0.00	15,598.05	
28. Previous tax payment for this reporting period	0.00	0.00	
29. Other fuel tax credit (attach explanation)	0.00	0.00	
30. Subtract lines 28 & 29 from line 27 (amount owing or (refunded))	0.00	15,598.05	

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.
Required

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

[Import](#)

Review and click the **Certify** box to continue.

Click **Next**.

Taxpayer Access Point Prorate and Fuel Tax Services
 WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off Import

1. Information > 2. Operations > 3. Receipts > 4. Disbursements > 5. Review > 6. Submit

Home **Submit**

Back Verify the amount due is correct and click submit. Your returns are not transmitted to the department until you click submit.

View Support ID

Navigation

My Accounts

Fuel Supplier

» Fuel Supplier Return

TAP Help

TAP How-To Videos

TAP Frequently Asked Questions

Date Received 31-Aug-2018

Type Original

Cancel License License cancellation

Licensee Comments

	Motor Fuel	Special Fuel
Gross Tax	0.00	15,598.05
Credits	0.00	0.00
Payments	0.00	0.00
Total Due	0.00	15,598.05

Save and Finish Later Save and Continue Cancel Back Submit Import

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Add Licensee Comments if necessary.

Click **Submit** and confirm with **OK**.

This concludes our instructions. Thank you.

If you need further assistance, contact the Fuel Tax staff 360-664-1852 email FuelTax@dol.wa.gov.