How to make a TAP Payment for Fuel Tax

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 Fuel Tax customers who would like to make payment via TAP. Electronic payments on TAP can be made using your checking or savings accounts.*

*Electronic Fund Transfer (EFT) is required for Motor Fuel and Special Fuel Tax Accounts, (Supplier, Distributor, and Blender) if your payment amount is $50,000 or greater.*

**Payment Process**
Posting payment amounts to your account requires an overnight process. Once your payment has posted, please allow at least two business days for Fuel Tax staff to review and process your requests.

**Important:** If paying after the due date, or an adjustment is made to your return, penalty and interest may be due. These changes will not appear in TAP until your return has been processed by the Fuel Tax Staff.

If mailing a check or money order, please include the account number and reason for payment.

**Documents/Information needed**
Routing and account information for your bank.

*Note: For more instructions on how to log into your TAP account, see [How to log into TAP](#).*
Payment Instructions for Fuel Tax

Below are instructions for payment options:

- Option A demonstrates how to **Pay** after you have submitted a request.
- Option B demonstrates how to pay using **Pay Effective Balance**.
- Option C demonstrates how to pay from the TAP Home screen, **I Want To…Make a Payment**.

**Option A**

In option A, once you have submitted your request in TAP you will see the following screen.

Click the **Pay** button, if you would like to pay before you log out of your session.
Once you have clicked on the **Pay** button, an electronic check will appear allowing you to make your payment.

**Payment Type**, **Date**, and **Amount** will autofill. Please complete required fields below:

- **Bank Account Type**, from the drop down menu select, *Checking or Savings*.

- **Routing Number**, enter your 9 digit routing number for your banking institution.
- **Account Number**, enter your bank account number.
- **Account Number Confirm**, reenter your bank account number to confirm.

*Note: If you choose not to save your banking information as default, you will have to reenter it with each payment. If you would like your banking information for your Fuel Tax account to automatically populate each time you make a payment, see instructions [click here](#).*

Click **Submit**.
You are required to enter your TAP Password to complete the payment request, then click OK.

**Note:** Once submitted you will see a payment request screen which includes a confirmation number. The web profile email contact on file for this account will receive a confirmation email.

**Reminder:** Payment amounts posting to your account is an overnight process. Once your payment has posted, please allow at least two business days for staff to review and process your request.
Option B
In Option B, you can **Pay Effective Balance**, after selecting your **Account ID** hyperlink from the TAP Home screen.

**Note:** This example has multiple accounts, your screen may look different.

Select the **Account ID** hyperlink for the account related to the balance you would like to pay.
Select the **Pay Effective Balance** hyperlink.
Once you have selected the **Pay Effective Balance** hyperlink, an electronic check will appear allowing you to make your payment.

**Payment Type**, **Date**, and **Amount** will autofill. Please complete required fields below:

- **Bank Account Type**, from the drop down menu select, *Checking or Savings*.

- **Routing Number**, enter your 9 digit routing number for your banking institution.
- **Account Number**, enter your bank account number.
- **Account Number Confirm**, reenter your bank account number to confirm.

**Note**: If you choose not to save your bank information as default, you will have to reenter it with each payment. If you would like your banking information for your Fuel Tax account to automatically populate each time you make a payment, see instructions [click here](#).

Click **Submit**.
You are required to enter your TAP Password to complete the payment request, then click OK.

*Note: Once submitted you will see a payment request screen which includes a confirmation number. The web profile email contact on file for this account will receive a confirmation email.*

*Reminder:* Posting payment amounts to your account requires an overnight process. Once your payment has posted, please allow at least two business days for staff to review and process your request.
Option C
In option C, you can make a payment from the TAP Home screen by selecting Make a Payment.

Note: If you have multiple accounts with balances due, you will want to note the account(s) before moving to the next instruction screen.

Under I Want To…, select Make a Payment hyperlink.
Note: Once the Add Payment hyperlink is selected you will see the balance due for that account. Each Account Type is paid separately.

Select the Add Payment hyperlink for the account related to the balance you would like to pay.
Note: The dollar amount will not autofill on the next screen, so you will need to write it down.

From the pop-up screen, under Period, select the tax return period hyperlink related to the balance you would like to pay.
Once you have selected the **tax return period**, an electronic check will appear allowing you to make your payment.

**Payment Type** and **Date** will autofill. Please complete required fields below:

- **Payment Amount**, enter your payment amount.
- **Bank Account Type**, from the drop down menu select, **Checking or Savings**.
- **Routing Number**, enter your 9 digit routing number for your banking institution.
- **Account Number**, enter your bank account number.
- **Account Number Confirm**, reenter your bank account number to confirm.

*Note: If you choose not to save your bank information as default, you will have to reenter it with each payment. If you would like your banking information for your Fuel Tax account to automatically populate each time you make a payment, see instructions [click here](#).*

Click **OK**.
**Note:** The payment amount requested now appears under the Amount field. If the account still has an amount(s) due for another period, you can select the Add Payment hyperlink again. If you have multiple accounts you can select the Add Payment hyperlink for your other account(s).

After completing your selections, click Submit.
You are required to enter your TAP Password to complete the payment request, then click OK.

Note: Once submitted you will see a payment request screen which includes a confirmation number. The web profile email contact on file for this account will receive a confirmation email.

Reminder: Posting payment amounts to your account requires an overnight process. Once your payment has posted, please allow at least two business days for staff to review and process your request.

This concludes our instructions. If you need further assistance, please call our Fuel Tax Unit at 360-664-1852 or email FuelTax@dol.wa.gov Thank you.
Save Default or Reset Default Information

You can save your banking information as a Default for each of your TAP accounts. If this option is used, your banking information will automatically populate each time you make a payment.

Save as Default (referenced on page 3, 7, & 12)

Note: If you have more than one type of account, the default for each needs to be set separately.

After your banking information has been entered, select Save as default hyperlink.

A pop-up screen will appear, Click Yes to confirm.
The banking account information you entered is now set as the default for this account, Click Submit.

You are required to enter your TAP Password and Click Ok to complete your payment request.

**Note:** Once submitted you will see a payment request screen which includes a confirmation number. The web profile email contact on file for this account will receive a confirmation email.

**Reminder:** Payment amounts posting to your account is an overnight process. Once your payment has posted, please allow at least two business days for staff to review and process.
Reset Default Information

To change your banking information previously saved as a Default, use **New payment source**.

Select **New payment source** and enter your new banking information.

Click on the **Save as default** hyperlink.

Click **Yes**, to confirm that you want to overwrite your previously entered bank information.
The banking account information you entered is now set as the default for this account, Click Submit.

You are required to enter your TAP Password and Click Ok, to complete your payment request.

Note: Once submitted you will see a payment request screen which includes a confirmation number. The web profile email contact on file for this account will receive a confirmation email.

Reminder: Payment amounts posting to your account is an overnight process. Once your payment has posted, please allow at least two business days for staff to review and process.