New Dyed Diesel Account with TAP Access

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.

**Dyed Diesel User License** is created once your application is approved. It will be mailed or is available for printing under the letters tab on TAP. It is automatically renew annually when the 3rd quarter return is filed.

**Red Dye** is added to diesel to make a difference in the fuel for taxing purposes. A Dyed Diesel user license will allow you to use dyed diesel on public roads or highways. You will be exempt from federal tax, but you must still pay state tax on that usage. Refer to RCW 82.38 for specific information.

_These instructions are for new Dyed Diesel Accounts. Specifically, County, Federal, State Agencies, Municipalities or Nonprofit Corporations who do not have an existing Dyed Diesel account and would like to apply on TAP._

_For customers with existing Dyed Diesel accounts that have never filed via TAP, click on hyperlink to return to the TAP instructions and reference “How to register as an existing customer with an active account”._

**New Dyed Diesel Account**
For additional information regarding Dyed Diesel click on link.

**Documents /Information needed**
- **✓** Legal name of entity
- **✓** Federal Employer Identification Number (FEIN)
- **✓** Physical and mailing addresses
- **✓** Notarized [Power of Attorney form](#).
  - If registering for someone else, an electronic copy must be uploaded. This form can be used for Dyed Diesel even though it is not referenced on the form.
- **✓** For Nonprofit Organizations:
  - Contact Washington State Dept of Revenue to obtain a Unified Business ID (UBI)
  - Register with the Secretary of State
Instructions to apply for a new Dyed Diesel Account with TAP Access

To apply as a new customer and set up your online account, click the **Apply for a new account** button.
From Registration Options, select Dyed Diesel Account.

Click Next.

Review the Information screen (not shown here) before clicking Next.
If you completing this request on your own behalf, select No, click Next and continue on Page 6.
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.
  
  - 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 click Open.

Click Save.

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

*Note: If you attached a document in error, click Remove and confirm.*

Click Next.
For **Taxpayer Sub Type**, select the **registration type** that applies:

- County Agency
- Federal Agency
- Municipality
- Nonprofit Corporation
- State Agency

**Note:** The system will populate the definition of the business type you selected.

Click **Next**.
For **Names and Identifications**, enter the following:

- **Legal Name** - Government Entity or Business Name if a Nonprofit Entity.
- **DBA** - Doing business as or Trade name, if applicable
- **ID** - Enter FEIN
- **UBI** - Unified Business Identification if a Nonprofit Entity.

Click **Next**.
For **Addresses**, 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** are **located** at an address different than your physical address, click **Yes**. Additional address fields will open for completion.

Click **Next**.
Enter the following **Logon Information:**

- Create a **Username** for yourself
- Create a **Password** that is easy to remember and confirm **Password**
- Select a **Secret Question** from the drop-down menu, then enter your **Secret Answer**

**Note:** Each person should have their own logon with unique username and password. Your password and secret answer are not known to the MCS staff.

Enter the following **Contact Information:**

- **Name** of the contact person for business
- **Email** address for the contact person and reenter to **Confirm Email**
- **Contact Phone**

For **Authentication contact information:**

- Select **Email, Text, or Text/Email**, and enter required information. Authentication information will be used to receive your authentication code necessary each time when logging into TAP.

Click **Next**.

**Note:** The next screen, which is not shown, is the **Review Screen.** If changes are needed, return to the section by using the blue numbered tabs at the top of the screen or use the **Back button** located at the bottom of the screen.

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 the confirmation code and message for this specific TAP request.

Click OK.

Note: Once your request is processed you will receive an email with a hyperlink to TAP to log in for the first time. Please allow at least two business days for staff to review and process your request.

This concludes our instructions. Thank you.

If you need further assistance, contact the MCS 360-664-1858 email motorcarrierservices@dol.wa.gov.

Click the link for Additional TAP instructions.