

## 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 3<sup>rd</sup> 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

**T**axpayer  
**A**ccess  
**P**oint

Prorate and Fuel Tax Services  
WASHINGTON STATE DEPARTMENT OF  
**LICENSING**

### IFTA / Prorate (IRP) / Fuel Tax / Unlicensed Refund Application

If you already have an active IFTA, Fuel Tax, or Dyed Diesel License, Prorate (IRP) registration, or Unlicensed Refund with the Washington State Department of Licensing and you do not have a username to access your account, click the "Create a new username" button.

[Create a new username](#)

If you do not have an active IFTA, Fuel Tax, or Dyed Diesel License, Prorate (IRP) registration, or Unlicensed Refund account with the Washington State Department of Licensing, click the "Apply for a new account" button.

[Apply for a new account](#)

If you are trying to pay a Dyed Diesel Violation or an Unlicensed Fuel Tax Violation click the "Pay an assessment" button.

[Pay an assessment](#)

[Check the status of your application](#)

### Already registered?

Username

Password

Authentication Code

[Login](#)

[I forgot my username](#)  
[I forgot my password](#)  
[Find more information on TAP](#)

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To apply as a new customer and set up your online account, click the **Apply for a new account** button.

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1. Registration Options

  

**Registration Options**

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Select the account type you are trying to register below.

If you need to register multiple accounts choose only one type now. You can add additional accounts once you can log in.

**IFTA or IRP**

Check here if you are trying to register for IFTA or IRP  
For fuel tax refunds for IFTA Power Take Off (PTO) credits, see "Unlicensed Fuel Tax Refunds" below.

**Fuel Tax Account(s)**

Check here if you are a business registering for Fuel Tax account(s)

Check here if you are a government entity registering for Fuel Tax account(s)

**Unlicensed Fuel Tax Refund(s)**

Check here if you are a business or a trust registering to claim Fuel Tax Refunds

Check here if you are a government registering to claim Fuel Tax Refunds

Check here if you are an individual registering to claim Fuel Tax Refunds

**Dyed Diesel Account**

Check here if you want to register for a Dyed Diesel account

**Service Agent**

Check here if you are a service agent looking to register to manage another taxpayer's accounts online

Save and Finish Later

Save and Continue

Cancel

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From **Registration Options**, select **Dyed Diesel Account**.

Click **Next**.

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

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1. Registration Options > 2. Instructions > 3. On Behalf Of

On Behalf Of

Are you completing this request on behalf of someone else?

Yes

No

Required

Save and Finish Later

Save and Continue

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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**.

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

1. Registration Options > 2. Instructions > 3. On Behalf Of > 4. Taxpayer Sub Type

**Taxpayer Sub Type**

My company is registered as a...

County Agency Federal Agency Municipality Nonprofit Corporation State Agency

Select a taxpayer type to see a description below.

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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**.

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1. Registration Options > 2. Instructions > 3. On Behalf Of > 4. Taxpayer Sub Type > 5. Names and Identifications

**Names and Identifications**

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**What are your government entities names?**

Legal Name  ?

DBA  ?

**What are your business identifications?**

ID  ?

UBI  ?  
Format: 999-999-999

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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 login 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**.

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Your request to register your business TEST CITY with Washington Department of Licensing has been submitted. Please allow up to two business days to process your request. Once your request has been processed, you will receive an email with additional instructions for how to log in for the first time.

To access this request in the future use 3svxbb and confirmation code: **3svxbb**.

A copy of this confirmation message has been sent to your email address. To ensure your emails from Washington State Department of Licensing are received, please set your email filter to allow messages from [dol.wa.gov](http://dol.wa.gov).

OK
Print

Tell us how we're doing

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*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](mailto:motorcarrierservices@dol.wa.gov).

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