Change or Withdraw Dyed Diesel 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. 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 customers, specifically, County, Federal, State Agencies, Municipalities or Nonprofit Corporations who would like to make changes or withdraw a filed tax return.*

*Important: All Dyed Diesel tax returns must be filed and paid, (if applicable) by 5:30 p.m. on the 25th day of the month following the filing period to avoid penalty and interest.*

**Documents/Information needed**

- ✓ Dyed Diesel fuel gallons purchased
- ✓ Tax exempt gallons used in exempt vehicles and/or equipment
Instructions to Change or Withdraw Tax Dyed Diesel 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.

Under Account ID, select the Dyed Diesel Account hyperlink.

Click hyperlink for the appropriate period.
To Change or Withdraw a Return

**Option A** – To make changes or amend a return.

**Option B** – To cancel a return, use the withdraw button. Click hyperlink for instructions.

Option A

Click Change.

Review the information screen, not shown here, then click Next.

**Note:** The return will open allowing you to make any necessary changes for each section of the return. When changes are completed, click Next.

If you have no operations to report, select No, click Next here and on the Summary screen, then Submit and confirm.
After making necessary changes, click **Next**.
After making necessary changes, click **Next**.
The **Total Due** shown here may have updated based on changes made on previous screens.

**Important:** All information in the tax return is subject to review and may require corrections that could adjust the Total Due Amount appearing when filed. If changes are made you will be notified by phone, email, or mail. You are able to view changes to the tax return by viewing the return in TAP.

**Reminder:** All Dyed Diesel tax returns must be **filed**, and **paid**, (if amount due) by 5:30 p.m. on the 25th of the month following the filing period to avoid penalty and interest.

Click **Next**.

Based on the **Total Due**, make your refund options or payment options.

Once return is completed, click **Submit** and **confirm** to send request.

This concludes our instructions. Thank you.

If you need further assistance, contact MCS 360-664-1858 or **MotorCarrierServices@dol.wa.gov**.

Click the link for Additional **TAP instructions**.
Option B- Withdraw

Click Withdraw and confirm.

Reminder: You are required to file tax returns for all periods.

This concludes our instructions. Thank you.

If you need further assistance, contact MCS 360-664-1858 or MotorCarrierServices@dol.wa.gov.

Click the link for Additional TAP instructions.