

Filing a Dyed Diesel Return

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 existing Dyed Diesel Accounts. Specifically, **County, Federal, State Agencies, Municipalities or Nonprofit Corporations** who would like to report using TAP and already have established a TAP account.*

For customers with existing Dyed Diesel accounts that have never file via TAP, click on hyperlink to return to the [TAP instructions](#) and reference “How to register as an existing customer with an active account”.

File a Tax Return

For additional information regarding filing [Dyed Diesel](#) returns, click on link.

Please **do not** mail you return after you complete your online filing. Doing so can cause processing delays.

Filing quarters and due dates

Tax return quarter	Due dates for filing
1 st quarter: January, February, March	April 25
2 nd quarter: April, May, June	July 25
3 rd quarter: July, August, September	October 25
4 th quarter: October, November, December	January 25

Late Payments

If your payment isn't received by	You'll owe
Due Date	10% penalty on the tax owed
1 st of the following month	Interest of 1% per month

Records must be kept for 5 years for all Dyed Diesel Fuel received or used for your own consumption.

Documents/Information needed

- ✓ Dyed Diesel gallons purchased
- ✓ Dyed Diesel gallons used in exempt vehicles and/or equipment

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 TAP interface for a user named 'APPLE CUSTOMER'. The page includes a navigation menu on the left, account details at the top, and a table of accounts. A red circle highlights the 'Account ID' '0018500-DD' in the 'My Accounts' table, with a red arrow pointing to it from the 'My Accounts' navigation link.

Account ID	Account Type	Name	Frequency	Address	Balance	Status
0018500-DD	Dyed Diesel User	APPLE CUSTOMER	Quarterly	11 TREE STREET OLYMPIA W	0.00	Active

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

Menu [Log Off](#)

[Home](#)

[Back](#)

Navigation

[My Accounts](#)

» [Dyed Diesel User](#)

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[TAP Frequently Asked Questions](#)

Dyed Diesel User

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

Names And Addresses

DBA Name [Add](#)
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](#) [Letters¹](#)
[Attention Needed¹](#) [All Periods](#)

Periods Requiring Attention										Filter
Period	Return Status			Tax	Penalty	Interest	Credits	Balance	Messages	
31-Mar-2019	Overdue	File Now		0.00	0.00	0.00	0.00	0.00	File Now	

Click on the **File Now** hyperlink.

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

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Menu Log Off 1. Instructions 2. Operations

Home **Operations**

Back Return Received Date 07-Jun-2019
Filing Period 31-Mar-2019

View Support ID Did you have any operations during this filing period? Yes No

Cancel Dyed Diesel License

Save and Finish Later Save and Continue Cancel Back Next

Navigation

My Accounts
Dyed Diesel User
» File Your Dyed Diesel Return

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Return Received Date and **Filing Period** will autofill.

To report gallons for this filing period, click **Yes**, then click **Next**.

If you have no gallons to report for this period, select **No**, click **Next** here. On the **Return Summary** screen, click **Submit** and **confirm**. No operations will be filed.

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

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Menu Log Off 1. Instructions 2. Operations 3. Schedules

Home **Schedules**

Back Schedule A - Dyed diesel fuel received

A1. Dyed diesel purchases	17,333
A2. Other (explain)	0
Explanation	
Total dyed diesel fuel received (line A1 + line A2)	17,333

View Support ID

Navigation

My Accounts

Dyed Diesel User

» File Your Dyed Diesel Return

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Schedule B - Tax-exempt gallons used

B1. Gallons used in exempt vehicles	1,762
B2. Washington off-highway gallons (used by licensed on-road vehicles)	0
B3. Gallons used in non-highway equipment	0
B4. Other (explain)	0
Explanation	
Total exempt gallons used (sum of lines B1 through B4)	1,762

Save and Finish Later Save and Continue Cancel Back Next

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Complete the fields that apply based on the instructions.

A1. Enter all Dyed Diesel gallons purchased.

A2. Enter all other Dyed Diesel gallons received in WA from any other source and enter an explanation.

Total dyed diesel will autofill based on above entries.

B1. Enter the number of Dyed Diesel gallons purchased in WA and placed into exempt vehicles.

Examples of exempt vehicles are:

- Motor vehicles owned and operated by the State of WA, county or municipality, used for street and highway construction and maintenance purposes;
- Publicly owned fire-fighting equipment;
- Publicly owned urban passenger transportation vehicles.

Related laws and rules: RCW 82.38, RCW 81.68-70, WAC 308-77

B2. Enter number of off-highway Dyed Diesel gallons used in WA by licensed vehicles.

B3. Enter number of Dyed Diesel gallons placed into non-highway equipment.

B4. Enter any other Dyed Diesel gallons used for tax exempt purposes and attach explanation.

Total exempt gallons used will autofill.

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1. Instructions > 2. Operations > 3. Schedules > 4. Power Take-Off

Power Take-Off

Home

Back Use the table below to claim Power Take-Off credit. Leave the table blank if you do not have any Power Take-Off credit to claim.

Power Take-Off Schedule Filter

A. License Plate #	B. PTO Type	C. Total Miles	D. Total Fuel Used	E. AMPG	F. WA Tax Miles	G. Tax Gallons	H. Credit Factor %	I. Credit Gallons
<input type="text"/>								

Navigation: My Accounts, Dyed Diesel User, >> File Your Dyed Diesel Return

TAP Help: TAP How-To Videos, TAP Frequently Asked Questions

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Enter information if claiming a PTO credit on your dyed diesel return, if not click **Next**.

Column A: Enter the vehicle license plate number.

Column B: From drop down menu select the PTO type.

Column C: Enter the total miles operated for each vehicle.

Column D: Enter the total fuel used in each vehicle.

Column E: Average miles per gallon (MPG) will auto calculate based on field entries for C and D.

Column F: Enter the total miles operated on WA public roadways during the reporting period.

Column G: WA Taxable Gallons will auto calculate.

Column H: The Credit factor % will auto calculate based on the vehicle PTO Type.

Column I: The Credit Gallons will auto calculate.

Click **Next**.

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Menu Log Off

1. Instructions
2. Operations
3. Schedules
4. Power Take-Off
5. Dyed Diesel Return

Dyed Diesel Return

1. Beginning physical inventory	195	<input checked="" type="checkbox"/> I had no beginning inventory
2. Fuel received (total from Schedule A)	17,333	
3. Ending physical inventory	265	<input type="checkbox"/> I had no ending inventory
4. Total accountable gallons (line 1 + line 2 - line 3)	17,263	
5. Tax-exempt gallons (total from Schedule B)	1,762	
6. Taxable gallons (line 4 - line 5)	15,501	
7. Washington power take-off credit	0	
8. Net taxable or credit gallons (line 6 - line 7)	15,501	
9. Special fuel tax (line 8 x tax rate)	7,657.49	
10. Penalty after 25th of the month (line 9 x 10%)	765.75	
11. Sum of line 9 + line 10	8,423.24	
12. Interest after end of month (line 11 x 1%)	94.06	
13. Total fuel tax (line 11 + line 12)	8,517.30	
14. Previous payments (Amended returns only)	0.00	
15. Sales tax credit/due	3,720.24	<input type="checkbox"/> I want to enter my own sales tax credit
16. Total adjustments (line 14 + line 15)	3,720.24	
17. If total of line 13 - line 16 is greater than zero, amount owed	4,797.06	
18. If total of line 13 - line 16 is less than zero, net refund amount	0.00	

Save and Finish Later
Save and Continue
Cancel
Back
Next

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Note: TAP will calculate automatically as information is entered. Based on entries your screen may appear different.

Line 1. Enter your physical dyed diesel fuel inventory. This is the inventory in WA bulk storage captured at the beginning of the reporting period. This amount must be the same as your ending inventory reported on your previous return. Check box if you had no beginning inventory.

Line 3. Enter your physical dyed diesel fuel inventory. This is the inventory in WA bulk storage captured at the end of the return period. Check box if you have no ending inventory.

Line 14: If amending a return, this box will open.

Line 15. The sales tax credit will automatically populate based on the tax rate for the period being reported. If you need to reduce the tax credit, select the “I want to enter my own tax credit” check box.

Click **Next**.

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Menu Log Off 1. Instructions > 2. Operations > 3. Schedules > 4. Power Take-Off > 5. Dyed Diesel Return > 6. Return Summary

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View Support ID

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Return Received Date: 07-Jun-2019

Type: Original

Cancel Dyed Diesel License: Cancel Date

Tax Due	7,657.49
Credit	-3,720.24
Penalty	765.75
Interest	94.06
Total Due	4,797.06

Your return is filed late. There may be additional penalty and/or interest due after the return is processed.

Save and Finish Later Save and Continue Cancel Back Submit

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Note: The Total Due field in the example above, the dollar amount indicates \$8506.93 is due. The credit indicator, - or (), appears in front of the dollar amount when a refund is due.

The Total Due shown here is based on the information entered on the previous screens and any other adjustments that applied to the return.

Important: All information in the tax return is subject to review and may require corrections that could adjust the Total Due amount 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.

If your return is **overdue** and you elect to make a payment before the return processes overnight, check the return in TAP after processing to verify if the balance due has changed.

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

Click **Submit** and **Ok** to confirm.

Pages 9 and 10 are instructions for paying **amount due** before you log out.

For [refund instructions](#), click hyperlink.

Instructions for Amount Due

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 main content area shows a confirmation message: "Your request has been submitted. Your confirmation number is 0-274-464-768." Below this, there are instructions regarding submission times: "If you submit a Return after 5:30pm PST, it may not post to your account until the following day." and "If you make a Payment after 5:30pm PST, it may not post to your account until the following day." A note states: "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." Three buttons are visible: "Pay", "OK", and "Print". The left sidebar contains a "Menu" with "Log Off", "Home", "Back", and "View Support ID". Below the menu is a "Navigation" section with "My Accounts", "Dyed Diesel User", "File Your Dyed Diesel Return", and a "Request" link. The "TAP Help" section includes "TAP How-To Videos" and "TAP Frequently Asked Questions". The footer contains links for "Us", "Survey", and "More About TAP", along with a copyright notice for 2015.

Note: The pay button only appears after you have completed submission and before you log off.

Select the **Pay** button.

An electronic check will appear. If a default payment source already exist for this account, click Submit, and re-enter your **TAP Password**.

Instructions for completing an electronic check are shown on the following page.

Note: If the account already has a default established, all fields will autofill.

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.

*To save this banking information as default, click hyperlink. If you choose not to save your banking information as default, you will have to re-enter it each time. For detailed instructions to Save or Reset Default banking information, use the TAP instruction link below, and refer to **How to Make a TAP payment for Dyed Diesel**.*

Click **Submit**. Re-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. 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 MCS 360-664-1858 or MotorCarrierServices@dol.wa.gov.

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

Refund Option – Using a Paper Check

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Menu Log Off ns > 2. Operations > 3. Schedules > 4. Power Take-Off > 5. Dyed Diesel Return > 6. Return Summary > 7. Refund Options

Home **Refund Options**

Back How would you like to receive your refund? Electronically Paper Check

View Support ID

Navigation

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Dyed Diesel User

» File Your Dyed Diesel Return

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If choosing to receive refund by Paper Check, no banking information is required, click **Submit** and **confirm**.

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Menu Log Off Your request has been submitted.

Home Your confirmation number is 0-772-145-152.

Back If you submit a Return after 5:30pm PST, it may not post to your account until the following day.

View Support ID If you make a Payment after 5:30pm PST, it may not post to your account until the following day.

Navigation 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](#).

[Tell us how we're doing](#)

My Accounts

Your return is completed.

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](#)**.

Refund Option – Using Electronic Refund

The screenshot shows the 'Refund Options' page in the TAP system. The breadcrumb trail is: 1. Home > 2. Operations > 3. Schedules > 4. Power Take-Off > 5. Dyed Diesel Return > 6. Return Summary > 7. Refund Options. The 'Refund Options' page is circled in red. The form asks 'How would you like to receive your refund?' with options 'Electronically' (selected) and 'Paper Check'. Below this, it says 'Fill out the information below to receive your refund via ACH.' The 'Bank Account Information' section has four fields: 'Bank Account Type' (dropdown), 'Routing Number' (text), 'Account Number' (text), and 'Account Number Confirm' (text). Each field has a 'Required' label below it. There are buttons for 'Save and Finish Later', 'Save and Continue', 'Cancel', 'Back', and 'Submit'. A checkbox for 'Save this bank information as my default refund destination for this account' is present. The footer includes links for 'dol.wa.gov', 'Contact Us', 'About Us', 'Survey', 'More About TAP', and 'Copyright © 2015'.

If choosing to receive your refund **Electronically**, enter your banking information.

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

The diagram shows a check with the following fields: 'Your Name', 'Your Address', 'DATE', 'PAY TO THE ORDER OF', '\$', 'DOLLARS', 'Your Bank Name', 'MEMO', and a MICR line at the bottom: '*123456789*0000987654321* 1001'. Brackets below the MICR line identify the segments: '9 Digit Routing Number' (123456789), 'Your Account Number' (0000987654321), and 'Check Number' (1001).

- **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.

*To save this banking information as default, click box. If you choose not to save your banking information as default, you will have to re-enter it each time. For detailed instructions to Save or Reset Default banking information, use the TAP instruction link below, and refer to **How to Make a TAP payment for Dyed Diesel**.*

Once banking information has been entered, click **Submit** and **confirm**.

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

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