WASHINGTON STATE DEPARTMENT OF LICENSING

Adding Vehicles

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 Washington Prorated (IRP) customers adding vehicles to an existing weight group or creating new weight groups. These instructions outline the process for only one transaction type. Multiple transaction types can be requested in one supplement.

If the vehicle you are attempting to add was in your fleet the previous year but not renewed, please use the "Renewal" transaction type and instructions. Previously used vehicles can be added only after 1 full registration year without active IRP registration.

Add Vehicle Process

Once submitted, please allow at least two business days for Motor Carrier Services (MCS) staff to review and process your request. You may be contacted for missing or inaccurate information. Credentials will be sent via USPS mail once payment is posted.

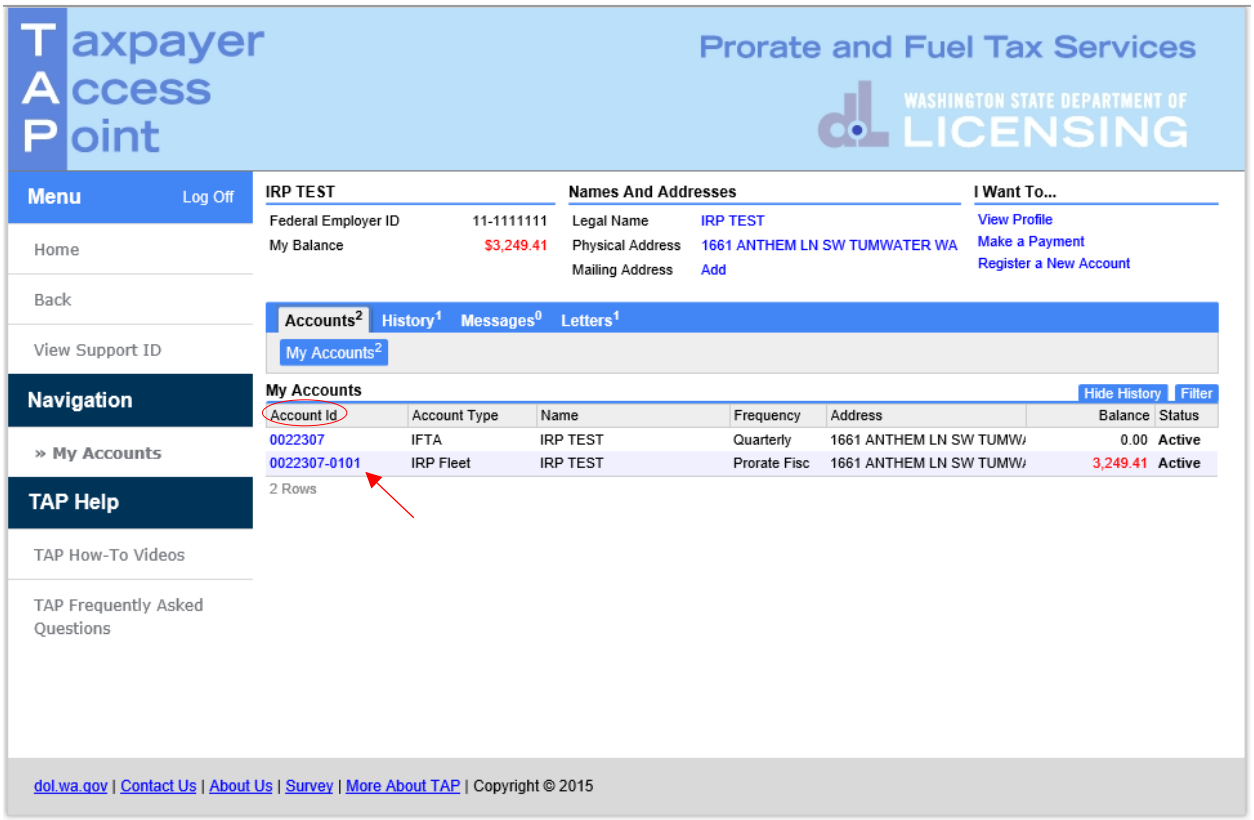
Documents/Information needed

- ✓ WA vehicle truck registration (Validated Copy of Record)
- ✓ Current stamped copy of the Federal Heavy Vehicle Use Tax form (2290) from the IRS for all vehicles running combination 55,000 lbs gross vehicle weight or more with a purchase date 60 days or more in the past.
- ✓ New lease agreement and a Leased Vehicle Listing form if the motor carrier responsible for safety (USDOT) has changed.
- ✓ WA IFTA account number, or state information if not WA.

Instructions for adding Vehicles

Log into Taxpayer Access Point (TAP).

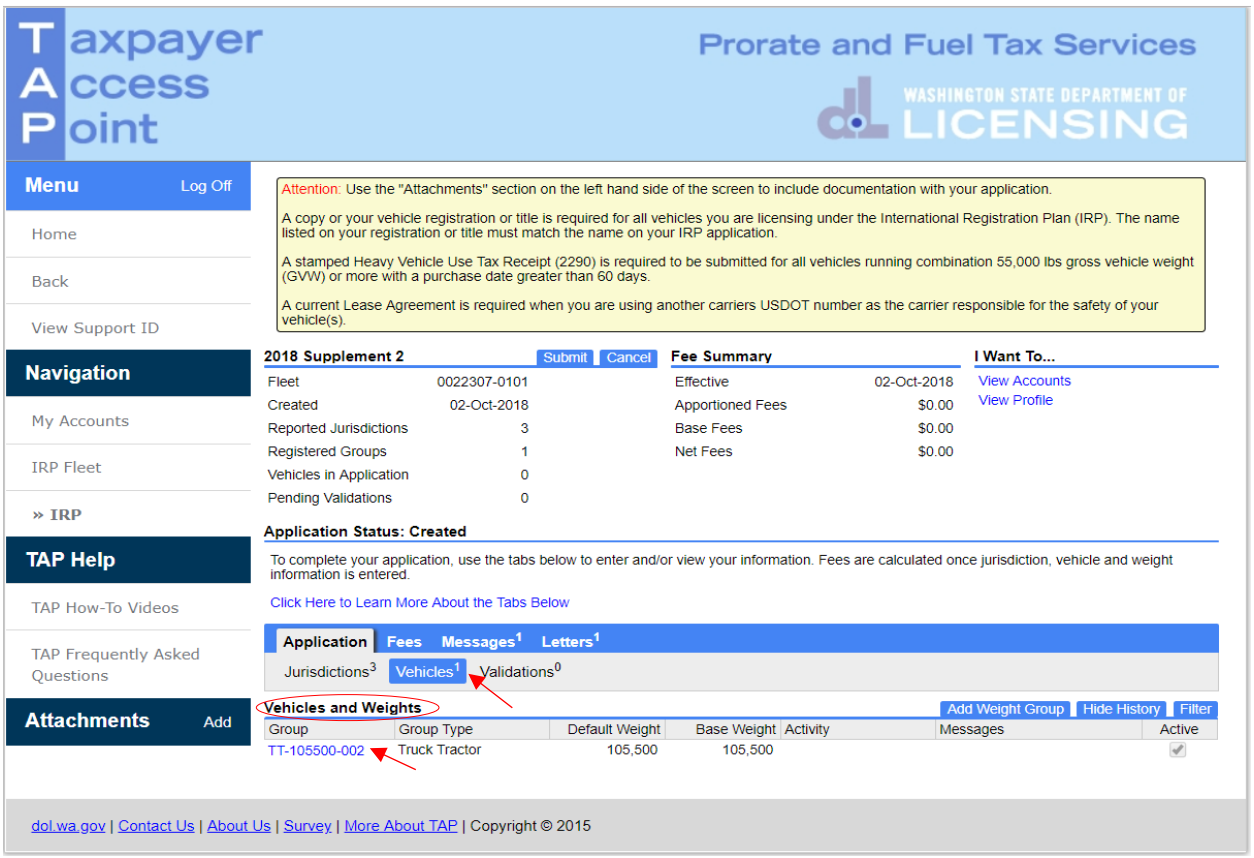
Note: *For more information on how to log into your TAP account, see* [*How to log into TAP*](#).



Under **Account ID**, select your **IPR Fleet Account** hyperlink.

Under **Actions**, click **Create New Supplement** hyperlink and **confirm** to create a new application.

Note: *Vehicles can be added at initial account application or on a supplement following your original application or annual renewal. Add transactions are not available on fleet renewals.*

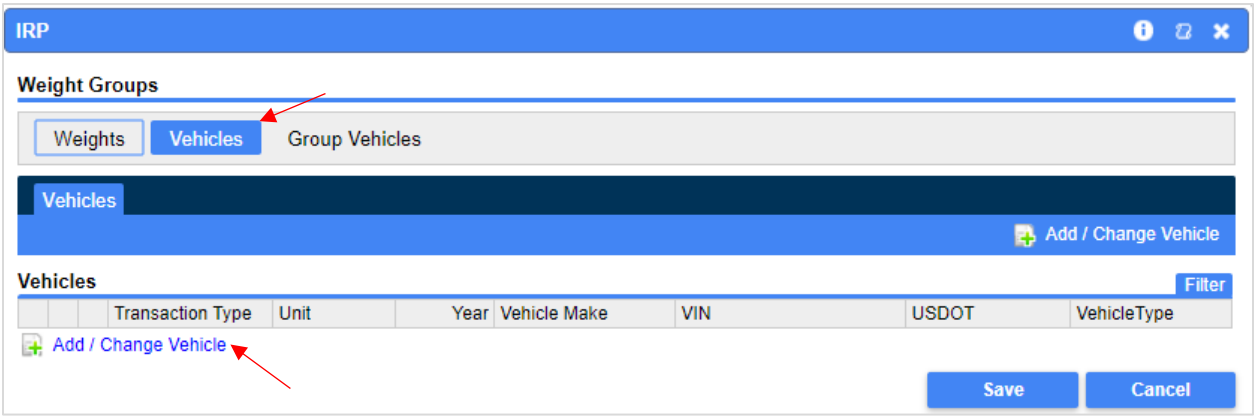


***Note**: For this example we are adding the vehicle to the only existing weight group 105,500. You may have multiple weight groups/vehicle types listed.*

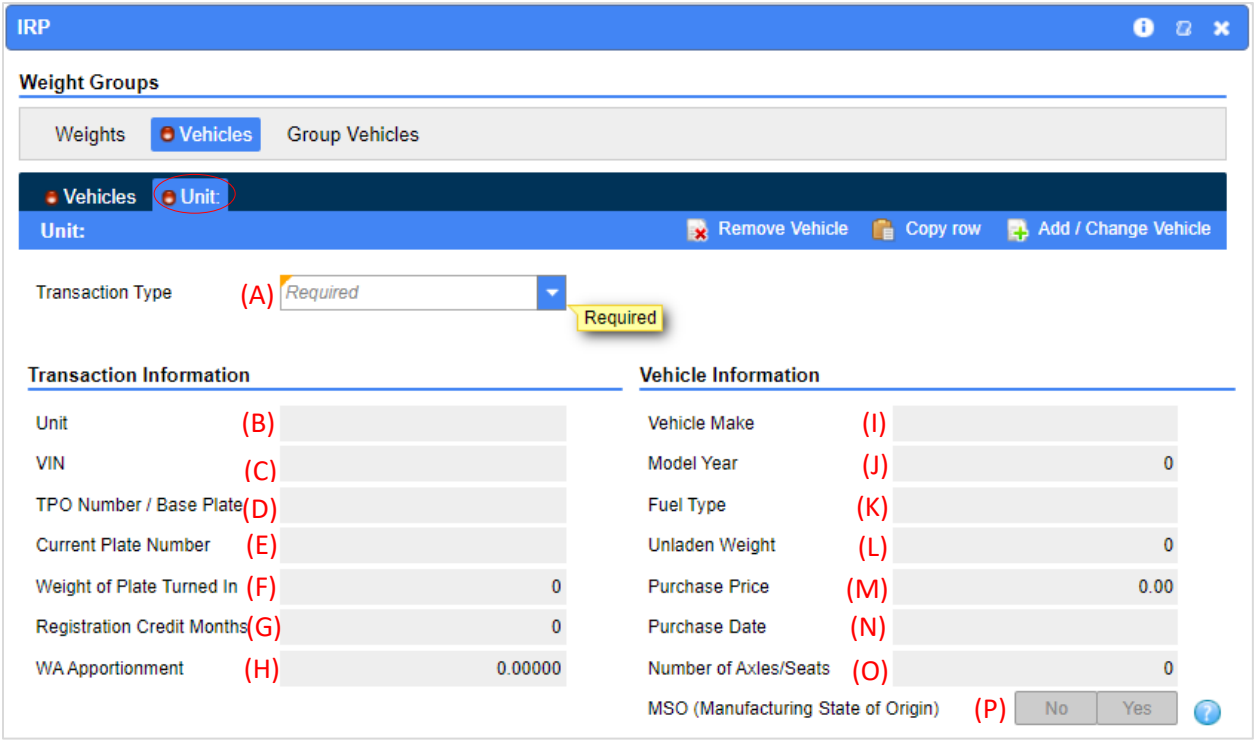
Click on the **Vehicles** tab to display current weight groups under **Vehicles and Weights**.

To add vehicles to one of the weight groups listed, select the **Weight Group** hyperlink.

***Note:** To create new weight groups different than existing **Weight Groups** or **Group Types** (example TT for Truck Tractor) click the hyperlink for instructions "Creating Weight Groups".*



Select the **Vehicles** tab, then click the **Add/Change Vehicle** hyperlink.



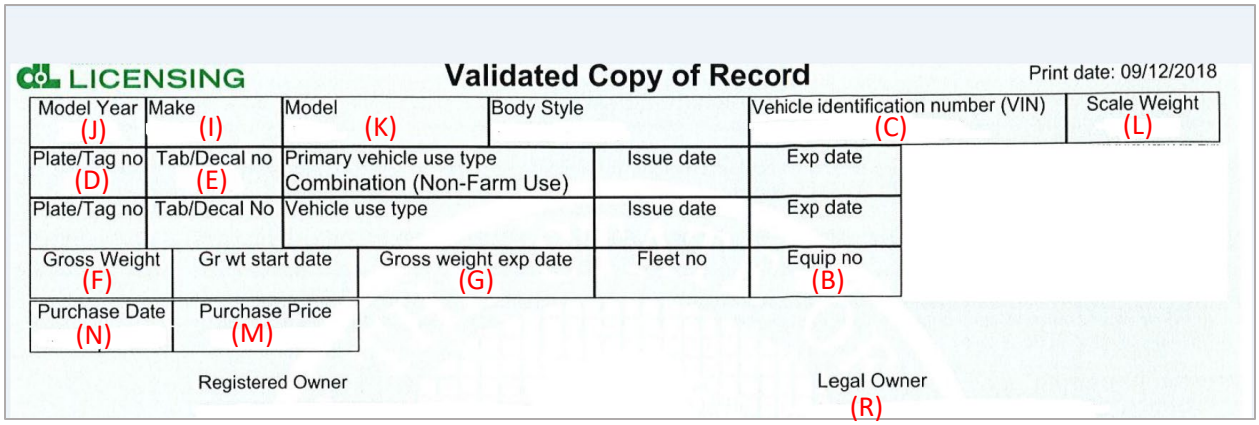
Note: *Information needed to complete this section is retrieved from the Validated Copy of Record (shown on the next page) when registering your vehicle.*

Transaction Information:

(A) **Transaction Type -** Select **Add Vehicle** from the drop down menu
(B) **Unit -** Recorded on Validated Copy of Record provided by customer or number displayed on vehicle
(C) **VIN -** Carefully enter the alpha and numeric characters
(D) **TPO Number/Base Plate -** If the current WA base plate has remaining gross weight/tonnage, contact MCS staff for guidance completing fields (F) through (H)
(E) **Current Plate number -** No entry allowed in this field
(F) **Weight of Plate Turned In -** Refer to (D) above
(G) **Registration Credit Months -** Refer to (D) above
(H) **WA Apportionment -** Refer to (D) above

Vehicle Information:

(I) **Vehicle Make -** Select using the drop down menu
(J) **Model Year -** Enter year shown
(K) **Fuel Type -** Select using the drop down menu
(L) **Unladen Weight -** Enter the scale weight
(M) **Purchase Price -** Enter the price shown
(N) **Purchase Date -** Enter date shown
(O) **Number of Axles/Seats -** Enter # of axles for power unit/seat option is for buses
(P) **MSO -** Manufacturing State of Origin



LICENSING

Validated Copy of Record

Print date: 09/12/2018

Model Year (J)	Make (I)	Model (K)	Body Style	Vehicle identification number (VIN) (C)	Scale Weight (L)

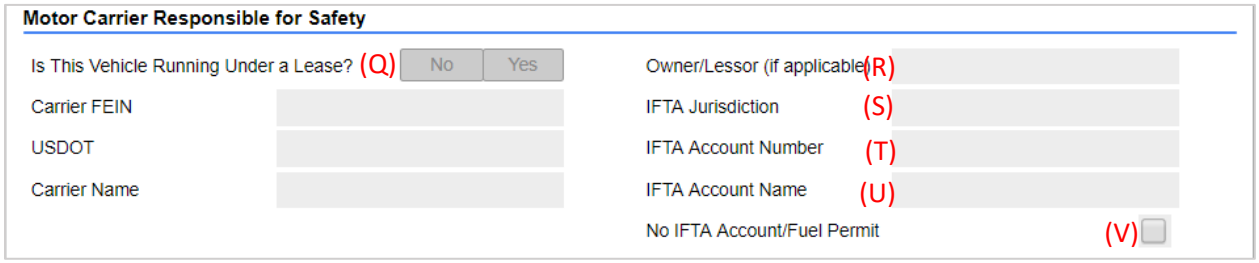
Plate/Tag no (D)	Tab/Decal no (E)	Primary vehicle use type Combination (Non-Farm Use)	Issue date	Exp date
Plate/Tag no	Tab/Decal No	Vehicle use type	Issue date	Exp date

Gross Weight (F)	Gr wt start date	Gross weight exp date (G)	Fleet no	Equip no (B)

Purchase Date (N)	Purchase Price (M)

Registered Owner

Legal Owner (R)



Motor Carrier Responsible for Safety

Is This Vehicle Running Under a Lease? (Q) No Yes

Carrier FEIN

USDOT

Carrier Name

Owner/Lessor (if applicable) (R)

IFTA Jurisdiction (S)

IFTA Account Number (T)

IFTA Account Name (U)

No IFTA Account/Fuel Permit (V)

Motor Carrier Responsible for Safety:

(Q) **Is this Vehicle Running Under a Lease,** select **Yes** or **No.**

- **No -** Carrier FEIN, USDOT# and Carrier Name will autofill.
- **Yes -** Enter the USDOT# you are leased to. The Carrier FEIN and Carrier Name will autofill. Later you will be required to attach a copy of a completed leased vehicle listing form and the lease agreement.

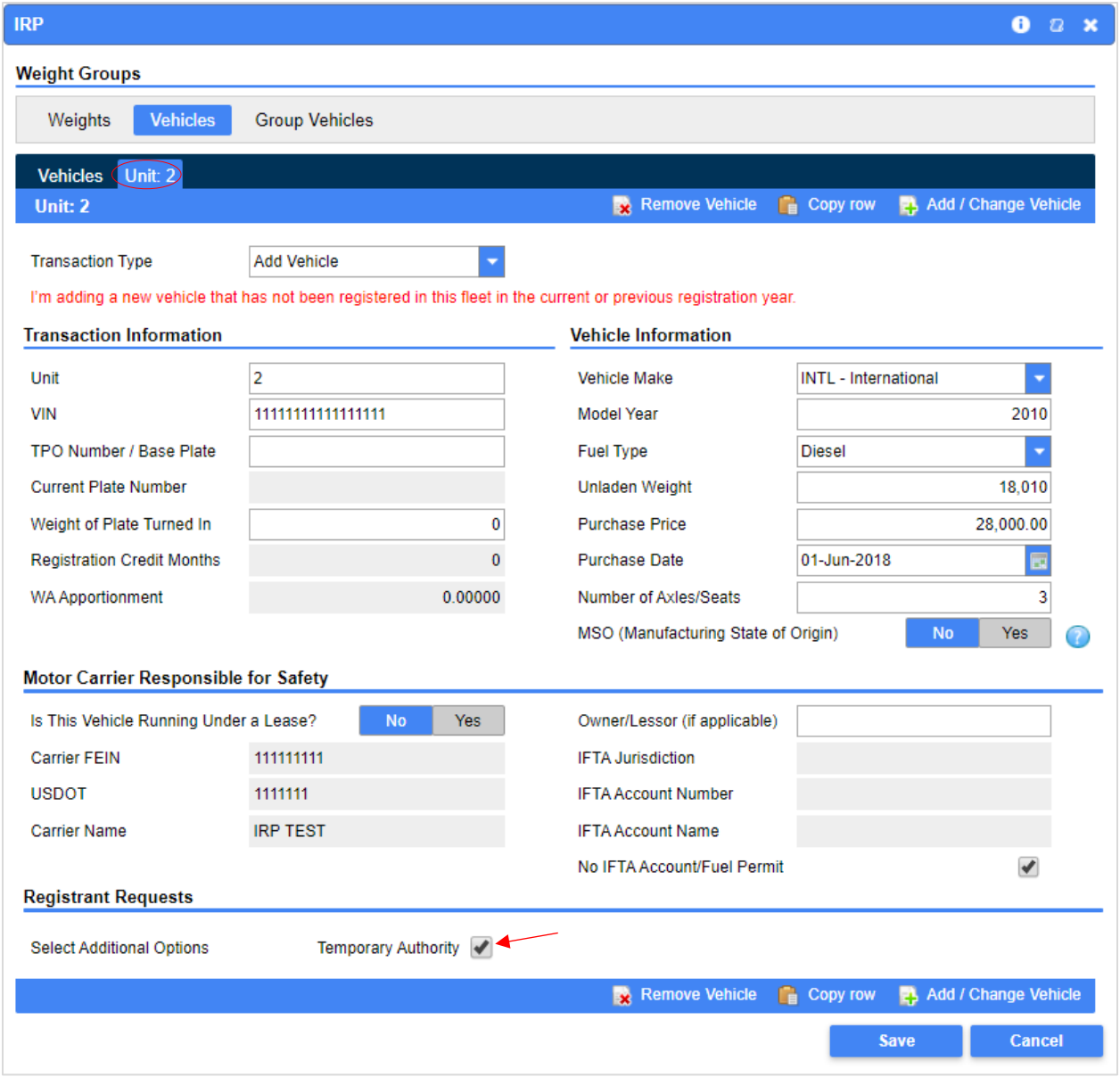
(R) **Owner/Lessor** - This field is not required, however it can be used if Legal Owner is different than registered owner.

(S) **IFTA Jurisdiction -** Enter the base jurisdiction that issued the decal that will be applied to your vehicle. If base jurisdiction is not WA, fields (T) and (U) will not open for entry.

(T) **IFTA Account Number -** If this field does not auto populate enter the WA based jurisdiction's IFTA license number you will be operating under.

(U) **IFTA Account Name -** Will autofill.

(V) **No IFTA Account/Fuel Permit** - If you will not be operating under the IFTA agreement (no IFTA decal or license) check this box.



Review all entries for accuracy.

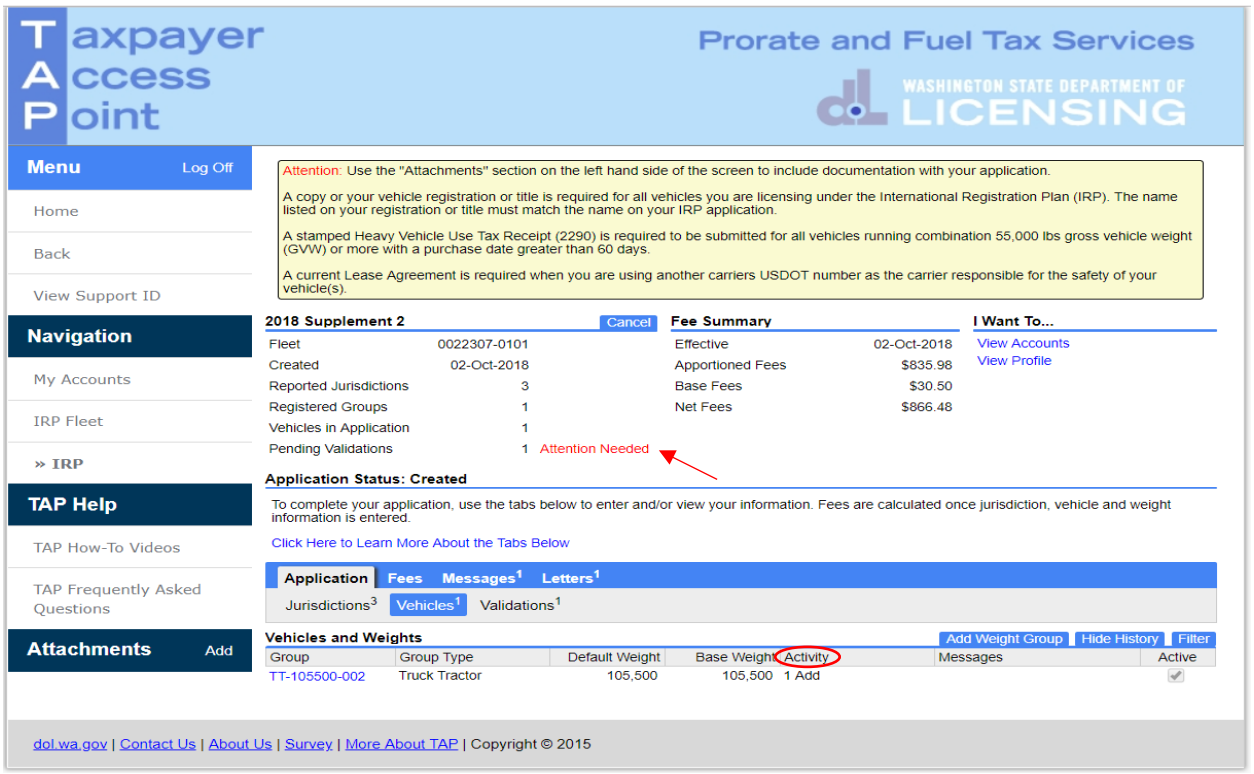
In the **Registrant Requests** section, if you would like to request **Temporary Authority**, click the box.

Note: *Temporary Authority is available when adding vehicles in an existing fleet. An account must be in "good standing status" for two years to qualify for Temporary Authority. The Temporary Authority will be located in your TAP Letters tab for printing once processed and approved by MCS staff.*

If you have additional vehicles to add to the weight group you selected, click **Add/Change Vehicle**.

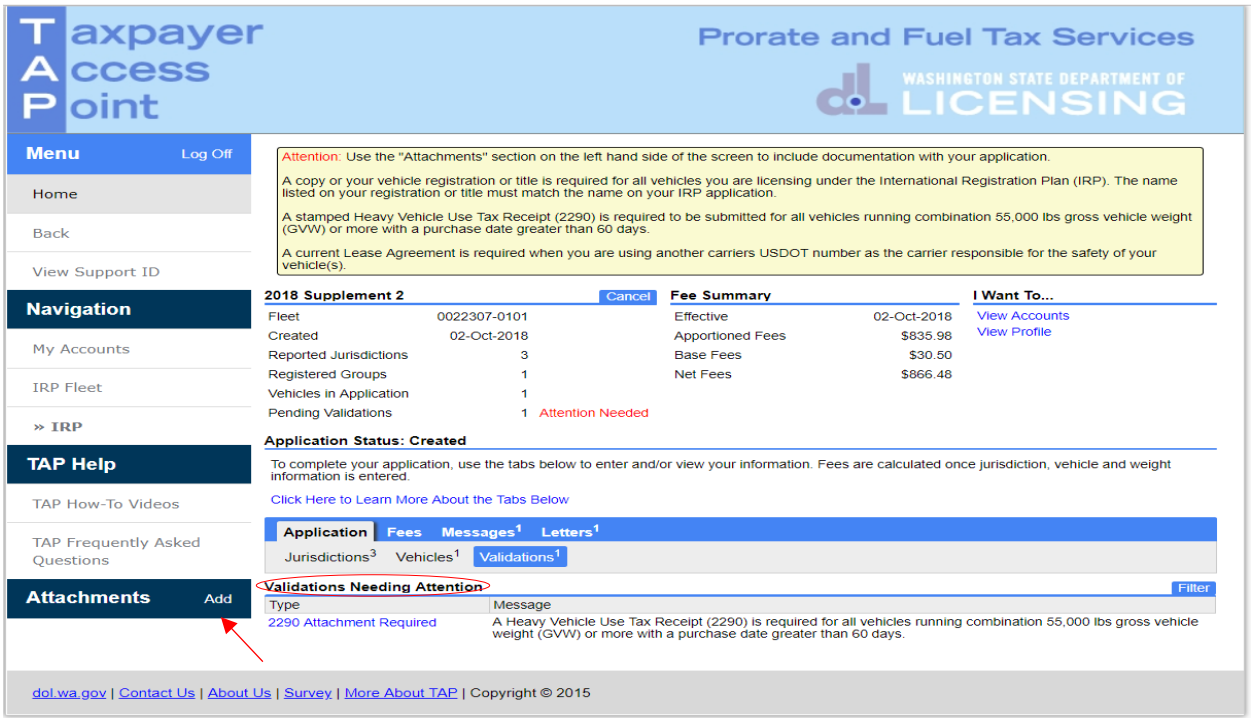
Click **Save** when you have completed adding vehicles.

For instructions to create another weight group to add vehicles to, click the hyperlink *"Creating Weight Groups"*.



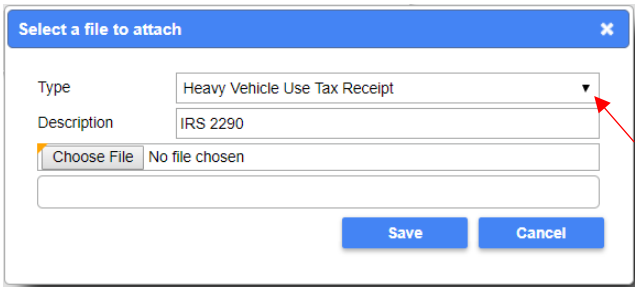
Note: *Under the Activity column you will see the number of vehicles being added.*

Click the **Attention Needed** hyperlink to view a list of required documentation to attach.



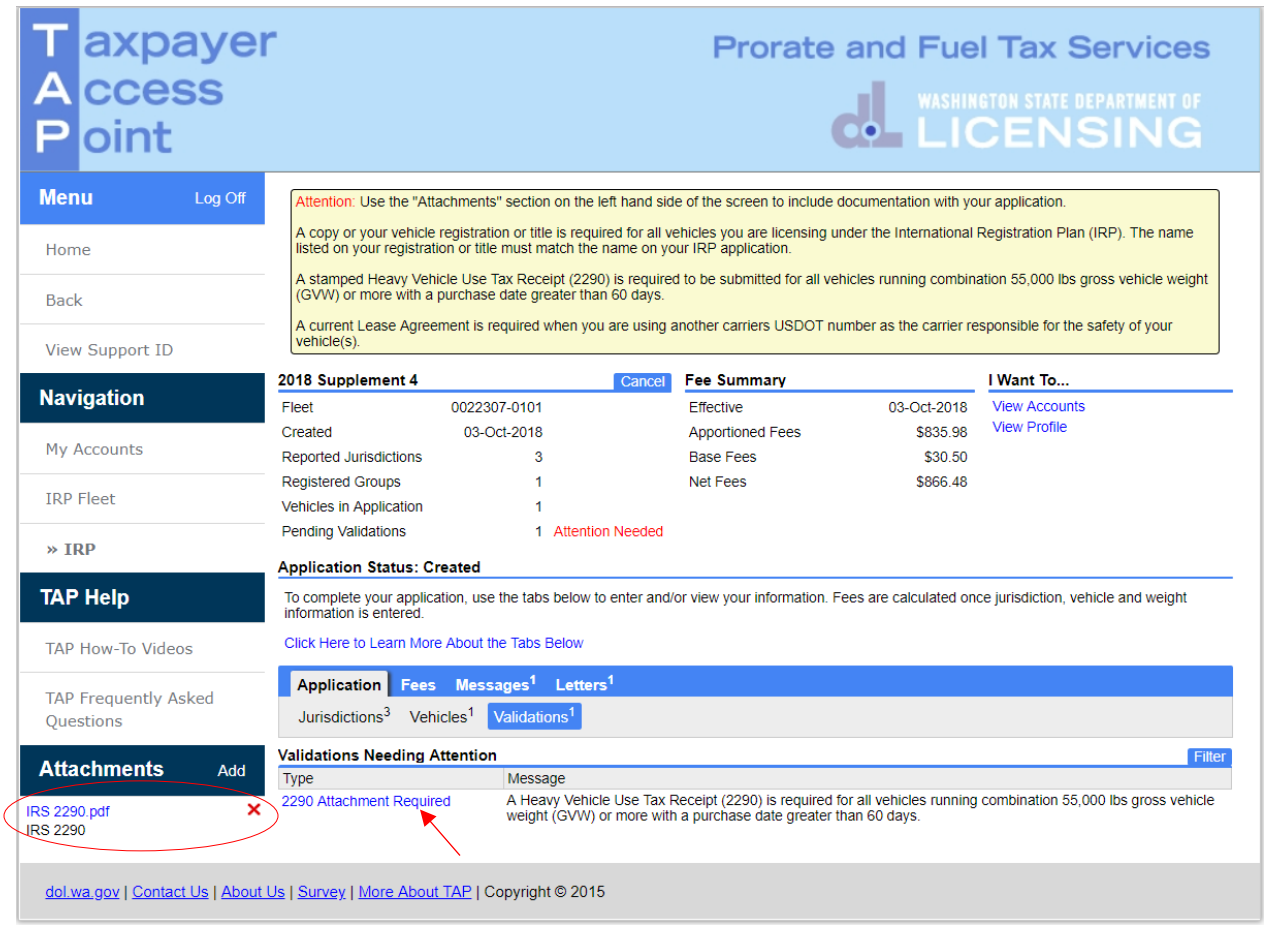
Required documents that need to be attached will be listed under **Validations Needing Attention.** Other documents that may be required, Registration, Signed Cab Card, or Lease Agreement.

- Click **Add** to attach attachment.



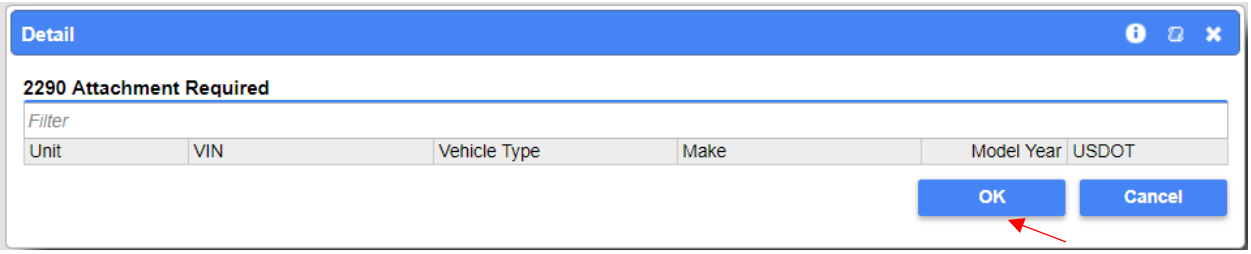
- Select "Heavy Vehicle Use Tax Receipt" from the **Type** drop down list menu to attach the current stamped 2290.
- Enter the **Description** of the document, for example "IRS 2290".
- Click **Choose File**, locate the document on your computer to upload and open.
- Click **Save**.

Note: *Each attachment must be added one at a time. Make sure to change the Type and Description as appropriate.*

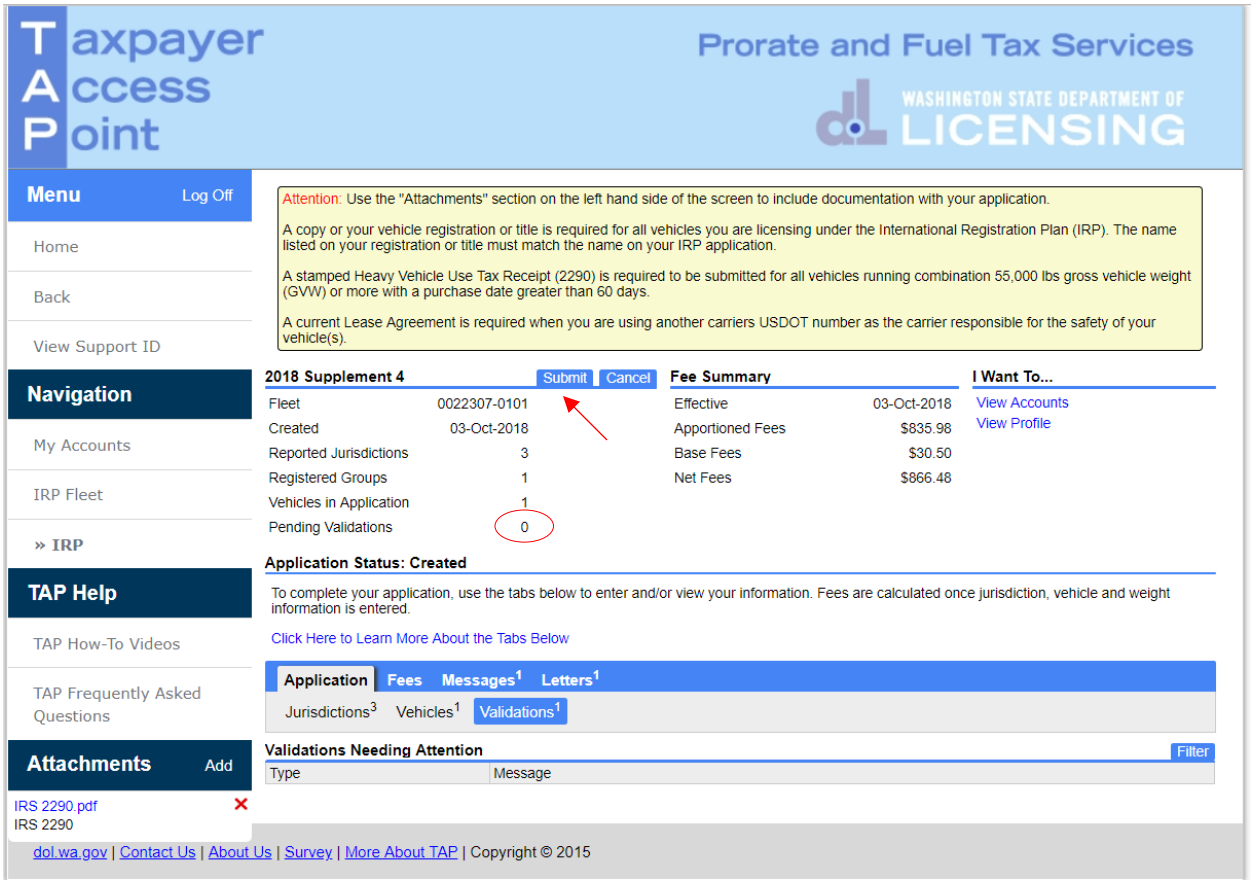


***Note**: Once the document is attached, it will be listed under **Attachments**. Click on the X to the right of the attached file, to remove a file if necessary.*

Select the **2290 Attachment Required** hyperlink to confirm attachment has been added

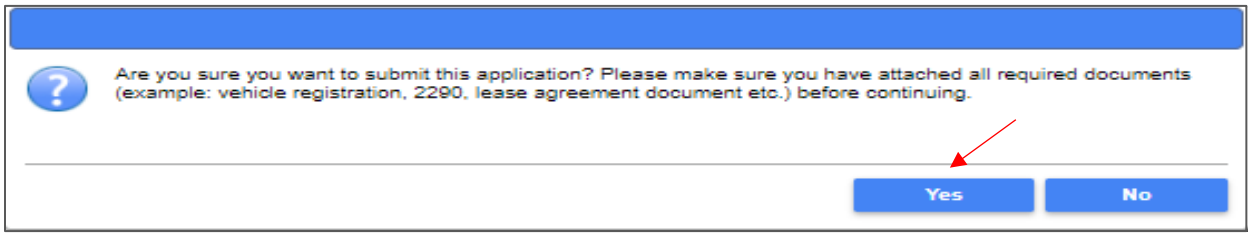


A popup box will appear, click **OK.**

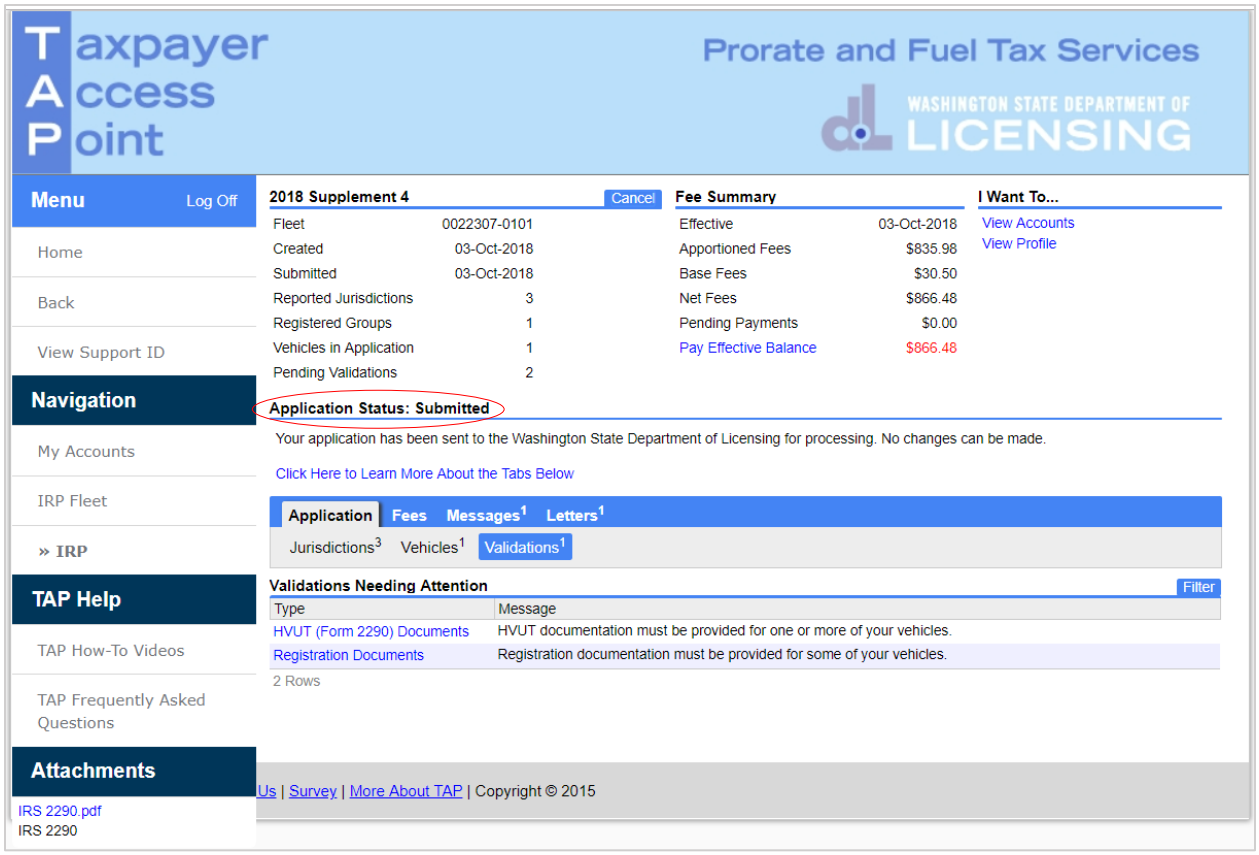


***Note**: **Pending Validations** should now show zero, the **Attention Needed** hyperlink should no longer be visible and the **Submit** tab should appear. If **Submit** is not visible, contact MCS.*

Click **Submit**.



Click **Yes** to confirm submission and that you have attached all required documents.



Note: Validations Needing Attention *on this screen are for the MCS staff to resolve when the request is reviewed.*

This concludes our instructions. Thank you.

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

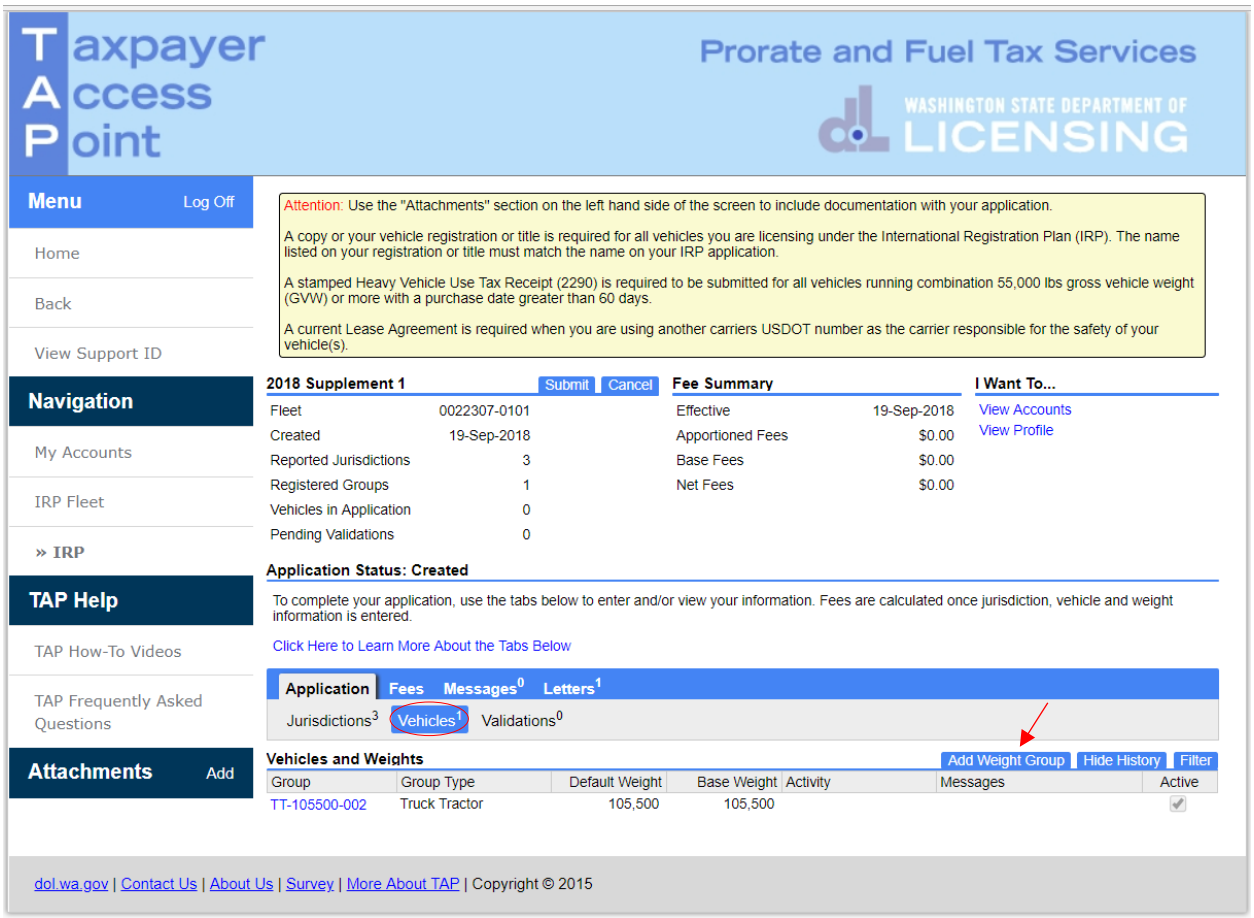
Reminder: Allow at least two business days for MCS staff to review and process your request. Credentials will not be mailed until your request is approved and your payment has posted.

Invoice will process overnight and will be available to view or print the following day.

Additional Instruction Links

- How to view or print an invoice (after overnight process)
- How to Make a TAP payment for IFTA and IRP

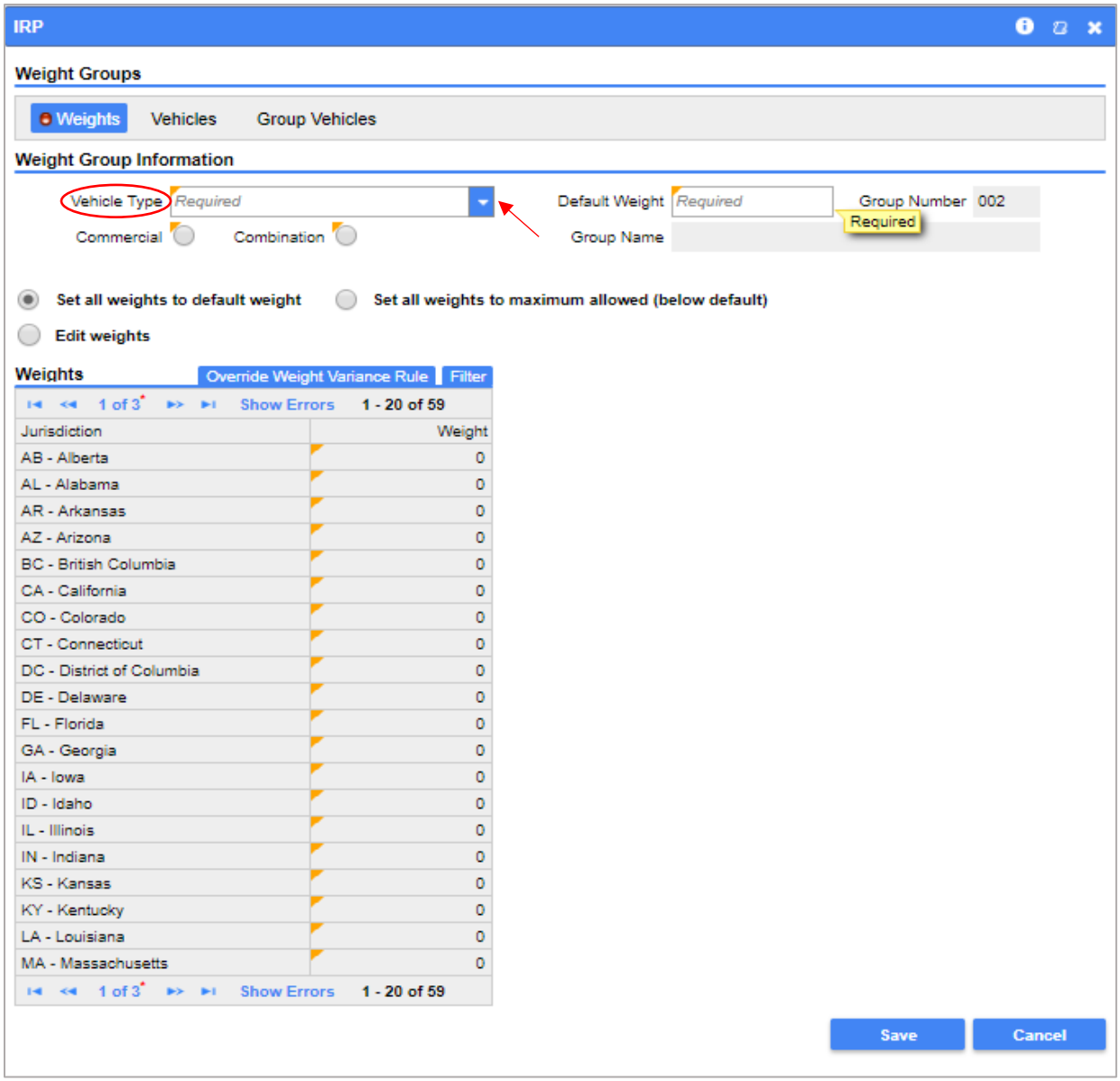
Instructions for Creating Weight Groups



From the **Vehicles** tab, select the **Add Weight Group** tab.

For questions regarding IRP registration, weight requirements, jurisdiction weights, or other questions, visit International Registration Plan, Inc. (IRP Inc) website. If unable to find answers to your questions on the IRP website, please contact MCS.

Note: *Weight groups can only be added on original applications and supplements. Weight groups cannot be added to a renewal transaction.*

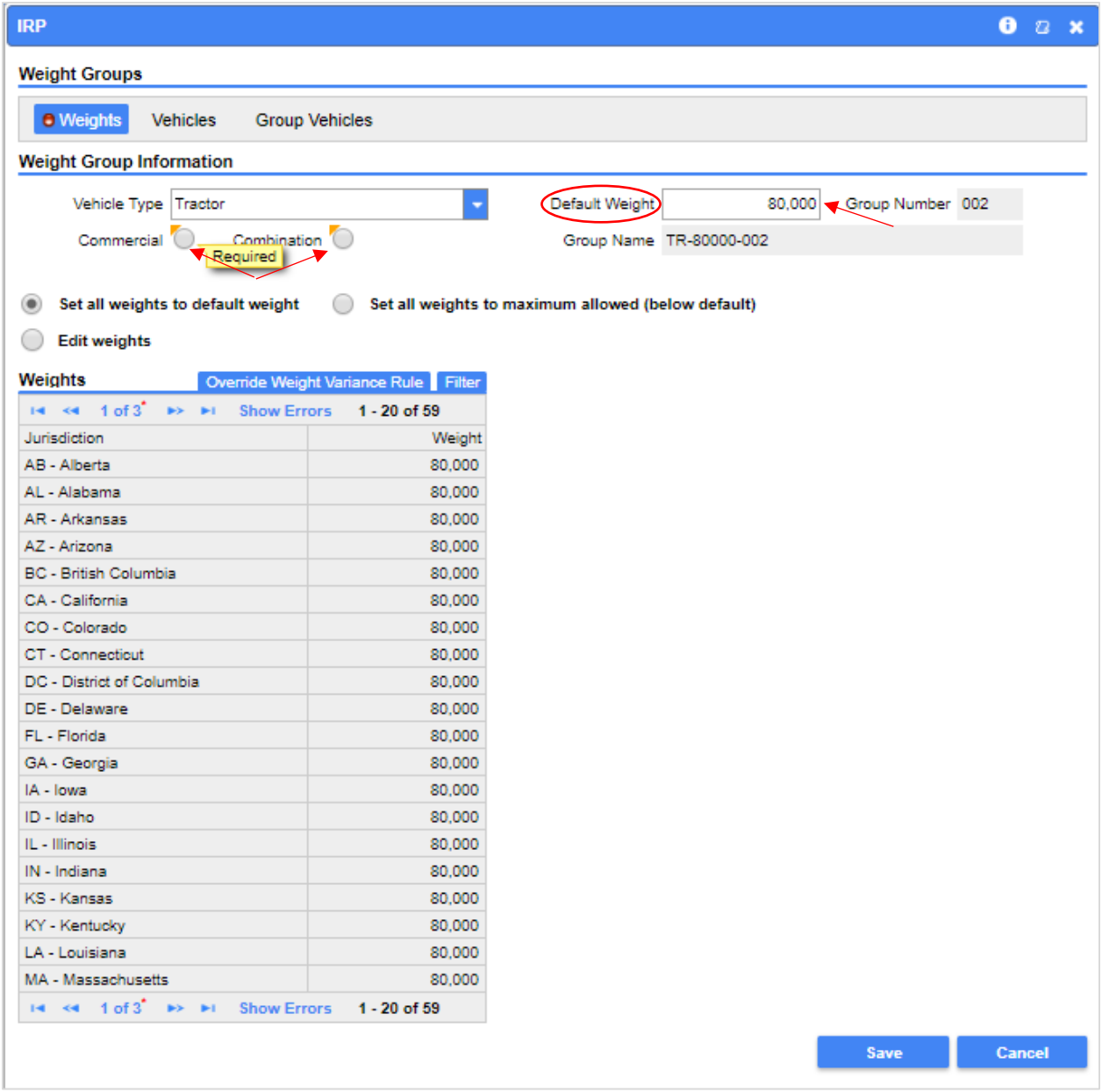


Note: *Definitions for vehicle type, information regarding a jurisdiction's maximum operating weight, and commercial or combination use can be found at [IRP Inc.]*

For **Vehicle Type**, from the drop down menu make the appropriate selection:

- Bus (BU)
- Dump Truck (DT)
- Log Truck (LG)
- Road Tractor (RT)
- Tractor (TR)
- Truck (TK)
- Truck Tractor (TT)

Note: *All vehicles added to this weight group must be of the* ***Vehicle Type*** *selected.*

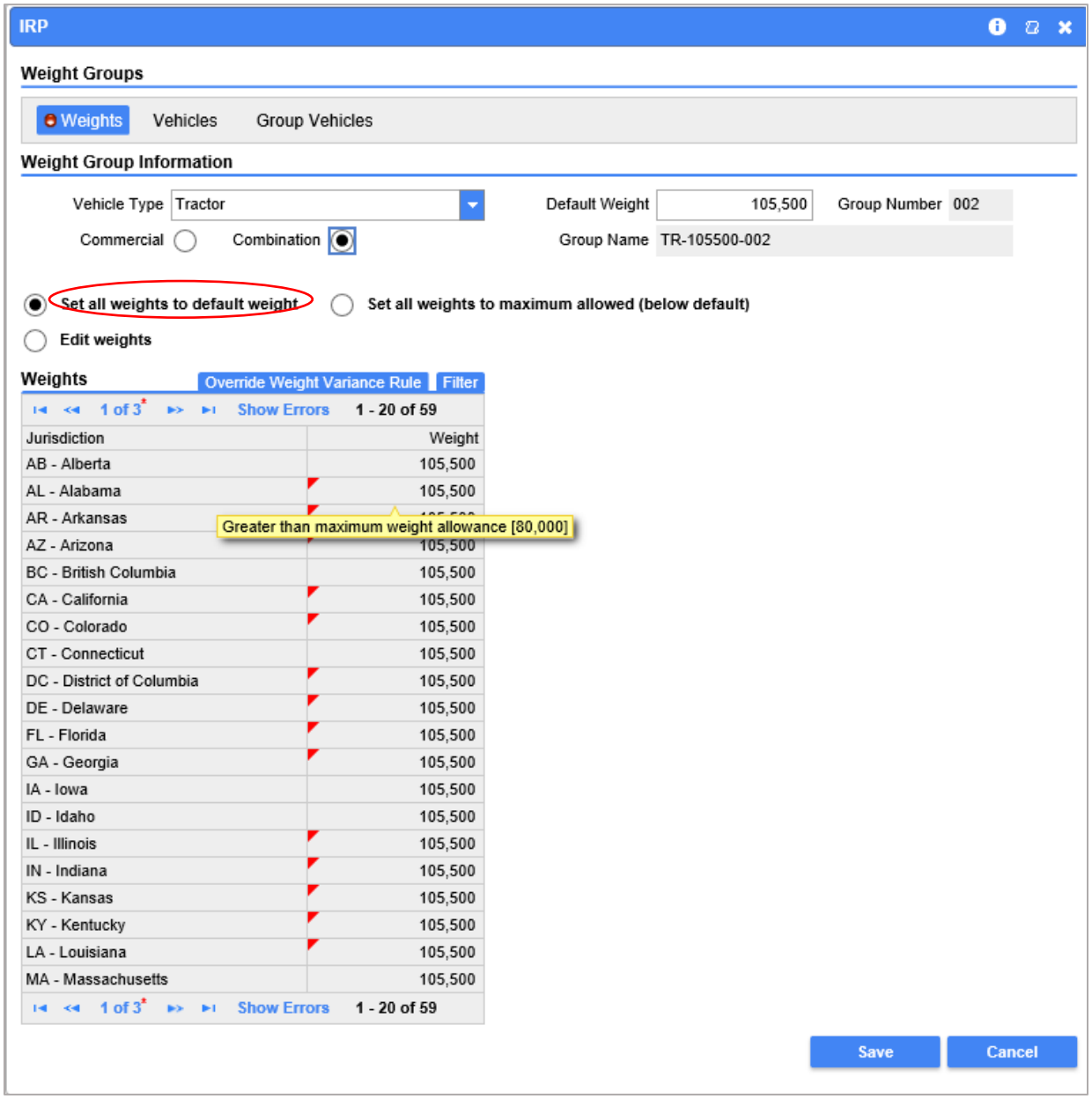


For **Default Weight**, enter your WA Gross Vehicle Weight (GVW). This is the combined weight of the vehicle, passengers, and cargo.

Select **Commercial** or **Combination**, whichever is applicable.

- **Commercial –** Power units that ***do not run*** in combination with a trailing unit. (TK, BU, RT, LG)
- **Combination –** Power units that ***do run*** in combination with a trailing unit. (TR, TT, DT)

Pages 16-18 include examples for jurisdiction weight options. Please review and select the option that best suits your business needs.

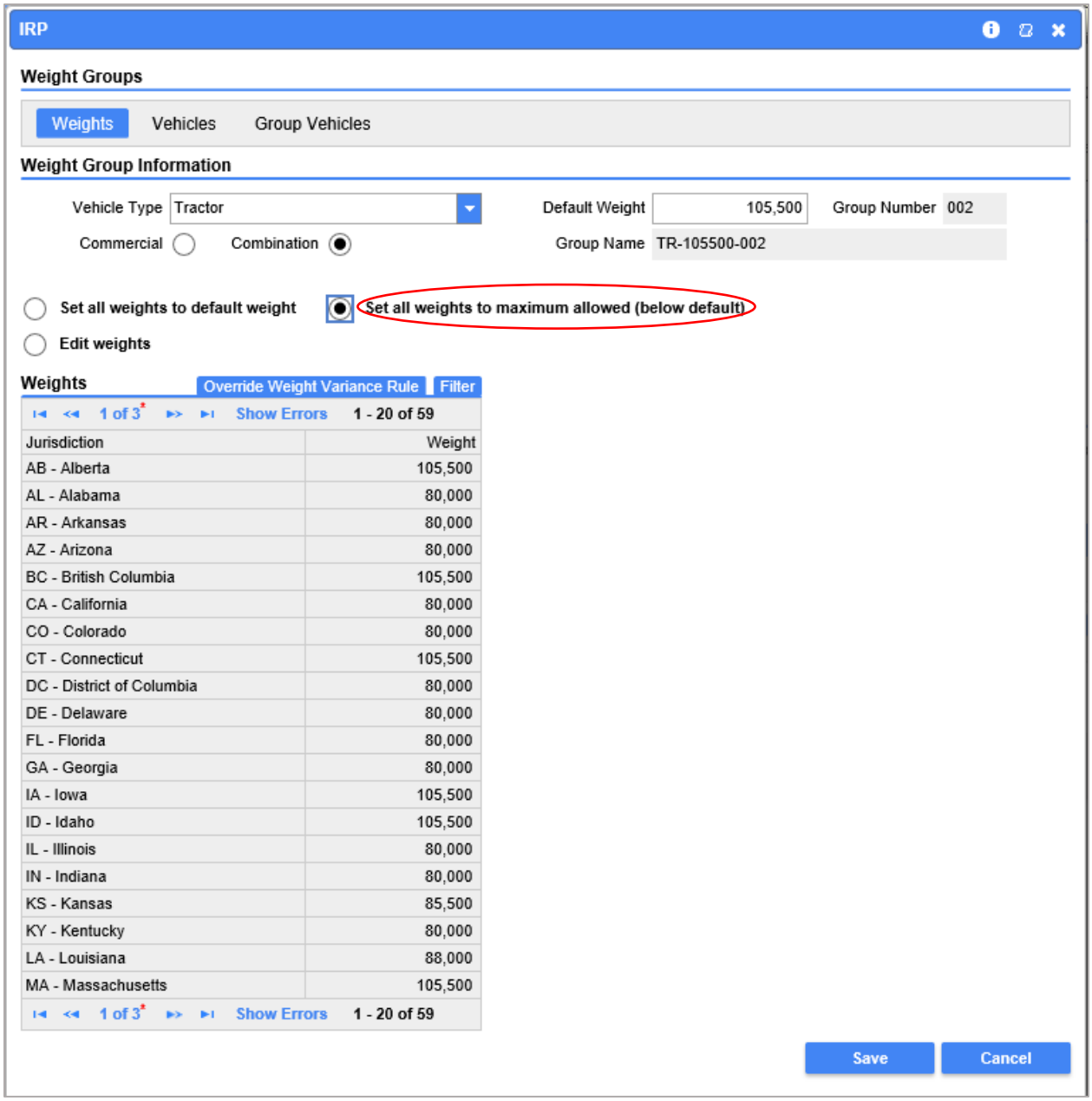


Set all weights to default weight

All jurisdictions will be set at the weight entered as the WA default weight.

If this option meets your business needs, click on the **Vehicles** tab and **Add/Change Vehicle** hyperlink.

Click on hyperlink to complete process for adding vehicle.

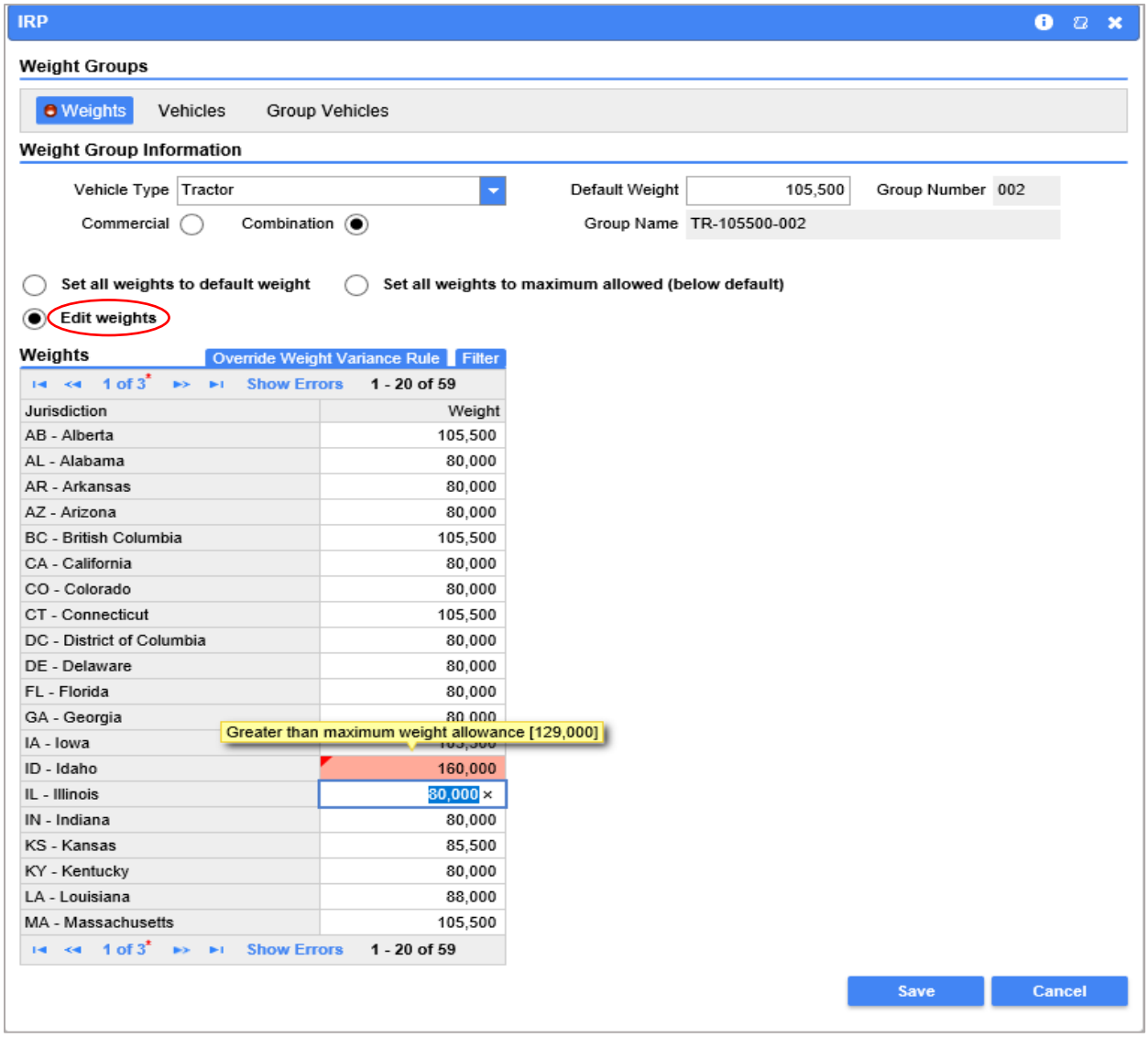


Set all weights to maximum allowed (below default)

The default weight for each jurisdiction will autofill.

If this option meets your business needs, click on the **Vehicles** tab and **Add/Change Vehicle** hyperlink.

Click on hyperlink to complete process for adding vehicle.



Edit Weights allows you to adjust the displayed weight shown for each jurisdiction.

When editing weights you may see one of the two following errors:

(1) Greater than maximum weight allowance.
The weight table will display the jurisdiction's maximum weight allowance or refer to IRP Inc. Enter an appropriate weight.

(2) Weight is more than 10% heavier than the WA weight.
Adjust weight or click on the **Override Weight Variance** tab. Enter an explanation in the variance comment box if appropriate weight, tab to exit comment box.

If this option meets your business needs, click the **Vehicles** tab and the **Add/Change Vehicle** hyperlink.

Click on hyperlink to complete process for adding vehicle.