Moving 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 moving 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.

For assistance moving vehicles at renewal contact Motor Carrier Services (MCS).

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

Documents/Information needed
✓ Current cab card to reference unit number and vehicle type.
Instructions to Move a Vehicle

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

**Note:** Move transactions are only available on supplement transactions. If a vehicle needs to be moved and you have not yet processed your renewal, select “Do Not Renew” for the vehicle on the renewal application and follow the information below using the “Renew” transaction type instead of “Move”.
Note: For this example we are moving a vehicle from the 98,000 weight group to 80,000.

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

In order to move a vehicle, select the Weight Group hyperlink you want the vehicle to be in. (Example 80,000)

Note: To create new weight groups different than existing Weight Groups or Group Types (example TR for Tractor) click the hyperlink for instructions “Creating Weight Groups”.

Select the Vehicles tab, then click the Add/Change Vehicle hyperlink.
For **Transaction Type**, select **Move vehicle** from the drop down menu.

For **Unit**, enter the unit number you want to move.

Fields in the **Transaction Information**, **Vehicle Information**, and **Motor Carrier Responsible for Safety** sections will autofill.

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

**Note:** Temporary Authority is available when moving vehicles in an existing fleet. An account must be in “good standing status” for two years to qualify for a 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 move to the weight group selected, click **Add/Change Vehicle**.

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

For instructions to create another weight group to move vehicles to, click the hyperlink “**Creating Weight Groups**”.

TAP - Moving Vehicles
Note: Under the Activity column you will see the number of vehicles moved.

Click Submit, then Yes to confirm submission, and if applicable, that you have attached all required documents. The next screen, not shown here, is confirmation that you submitted your request.

Note: If Submit tab is not visible, reference Instructions for Pending Validations, Attention Needed located on the following page.

This concludes our instructions. Thank you.

If you need further assistance, contact MCS staff 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
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**.

- Click **Add** to attach document.
• 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: The 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. If applicable, credentials will not be mailed until your request is approved and your payment has posted.

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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 14-16 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 moving 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 **moving 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 moving vehicle.