How to process your IRP renewal in TAP

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 who have an existing prorated license plate and tabs (credentials) needing renewal.*

**Please note the following:**

- You must have WA miles and at least one other jurisdiction to qualify for online renewal.
- If making changes in the 3 months prior to the end of registration period, contact Motor Carrier Services (MCS) for assistance.

**IRP Renewal Process**

Once submitted, please allow at least two business days for 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.

Temporary authority (TA) is not available for renewals, renew vehicle transactions, or during the first month of your registration period.

If your physical address has changed, you are required to complete and upload our form Established Place of Business, Residency, or Change of Address, along with the proof documents described in the form.

**Documents/Information needed for Renewal**

- Total miles for each jurisdiction during the reporting period.
  - If you do not have actual miles for the reporting period contact MCS.
- 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 greater than 60 days.
- New lease agreement and a Leased Vehicle Listing form if the motor carrier responsible for safety (USDOT) has changed.
Instructions for IRP renewal

Log into Taxpayer Access Point (TAP).

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

From **My Accounts** subtab, select your **IRP Fleet** account hyperlink.
From Recent Applications subtab, select the Create New Renewal hyperlink and Yes to confirm.
From the **Jurisdictions** subtab, click **Edit Jurisdictions** to display the jurisdictions and enter mileage for the reporting period.
From the **Reporting Period** screen, you will need to enter the *actual mileage* for each jurisdiction traveled during the reporting period. The dates to include mileage for are noted above the **Total Mileage** entry box.

**Note:** If you do not have actual miles to enter for the reporting period referenced, contact [MCS](#) to verify if estimated miles can be used.

1. Enter *actual mileage* for each jurisdiction traveled.

   **Note:** Use the arrows at the bottom of the screen to move to the next jurisdiction page.

2. Enter the total miles for all jurisdictions during the reporting period in the **Total Mileage** box, then click **Enter**. If an error is displayed, check your entries for each jurisdiction and correct the invalid numbers. **Total Mileage** should match all jurisdiction mileage added together.

3. Click **Save** when you have completed your mileage entries.
This is a summary of **Reported Jurisdictions and Mileage** entered. If corrections are necessary, click **Edit Jurisdictions** to make changes and **Save**.
Click on the Vehicles tab to view current weight groups listed under Vehicles and Weights.

To renew vehicles, select the Group hyperlink.
Note: You have the ability at Renewal to change **default weight** and **jurisdictional weights in an existing weight group**. Any changes made will affect all vehicles within the weight group for the next registration year only. To change the weights, click **Edit weights** and adjust as necessary. When finished adjusting, click on **Vehicles** tab.

On the **Weights** tab, you can review the Gross Vehicle Weight listed for each jurisdiction; if no changes are necessary, click on the **Vehicles** tab.
For renewals, there are two options available for each vehicle. By default, all vehicles are pre-set to **Renew Vehicle**.

**Renew Vehicle** – All information for the vehicle, other than the Motor Carrier Responsible For Safety and/or IFTA information is correct, and the vehicle should be renewed as-is for the next registration period.

**Do Not Renew Vehicle** – Some information about the vehicle needs to be changed before the vehicle can be renewed (such as a change to the vehicle Unit number, the weight group the vehicle is in, or other vehicle information other than the Motor Carrier Responsible for Safety and IFTA information. This option should be selected both for a vehicle that will not be renewed in the next period, as well as for a vehicle that requires additional changes.

*Note: A vehicle which is not renewed at this time, can be renewed in a future supplement where all changes necessary can be made.*
Note: Each vehicle will show on a separate Unit subtab.

Transaction Information – the only available change in this section is to the transaction type.

Vehicle Information - no changes are available here.

Motor Carrier Responsible for Safety - information can be changed here if necessary, including due to lease agreement changes.

In the Registrant Requests section

- If replacement plates are needed, click the box (available for Renew Vehicle transactions only).

When you have completed confirming the information for all vehicles in this weight group, click Save.
Note: If you have multiple weight groups, each group must be addressed. In this example there is only one shown.

Click the **Attention Needed** hyperlink.

**Note:** A new weight group can be created if the weight or vehicle type (example TR-80000-001 for an 80,000 lb Tractor) is different from the current groups available. These weight groups must be created in a separate supplement, and the vehicles to go into this new weight group should have a **Do Not Renew Vehicle** transaction type on the renewal.
Validations Needing Attention must be addressed to complete the renewal process. If an attachment needs to be added, follow the instructions below:

1. Click **Add** to add attachments.
   
   **Note**: Each attachment must be added one at a time.

2. Select “Heavy Vehicle Use Tax Receipt” from the **Type** drop down list to attach the current stamped 2290.

3. Enter the **Description** of the document, for example “IRS 2290”.

4. Click **Choose File**, locate your document on your computer to upload and open.

5. Click **Save**.

   **Note**: If applicable, attach the Leased Vehicle Listing form and a copy of the lease agreement at this time using steps above. Make sure to change the **Type** and **Description** as appropriate.
Note: At the top of the screen you will notice there are different types of attachments required, not all attachments are required for all applications. The attachments required for your specific application will be displayed under the Validations Needing Attention section. Once the document is attached it will be listed under Attachments. Click on the X to the right of the attached file to remove if necessary.

Select the 2290 Attachment Required hyperlink.

Click Ok to confirm attachment has been attached.
Note: Pending validations must be corrected before the Submit tab will appear.

Notice Pending Validations equals zero, and the Attention Needed indicator in red has been removed.

Click Submit, then click YES to confirm submission.
Note: Any validations listed under Validations Needing Attention will be reviewed by MCS staff.

This concludes our instructions. Thank you.

If you need further assistance, contact MCS 360-664-1858 or MotorCarrierServies@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