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 renewal.
 ✓ Changes made during renewal will impact the upcoming registration period and will not affect the current registration period.
 ✓ 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 eligible for renewal.

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.

**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. Key **1** in the **Total Mileage** box, then click **Enter** and the total mileage figure needed will display, replace the **1** with the number that is displayed.

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. 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.
If you are not removing or moving the unit selected, click the **Renew Vehicle** hyperlink.

The **X** located next to Renew Vehicle is selected to:

- Remove the vehicle (unit) from the fleet. (Deleting the vehicle for the renewal period.)
- Move the vehicle (unit) to a new or existing weight group. (Once removed, you will need to renew the vehicle in the new or existing weight group.

You must **confirm** to remove a vehicle. Save, if no other changes to this weight group.

For this weight group, to **add** or **renew a vehicle removed from an existing weight** group click hyperlink. **Reminder:** Any vehicle added is for the coming renewal period.
Note: Each vehicle will show on a separate Unit subtab.

All data sections will autofill, if no changes are necessary review data and click Save.

Transaction Information section, if you want to change the Unit number, click into the field and enter the new Unit number. No other data should be changed.

- Vehicle Information section, no changes should be made here.

- Motor Carrier Responsible for Safety section, information can be changed if necessary. If instructions are needed, click link to Page 25.

In the Registrant Requests section

- If replacement plates are needed, click the box.

When you have completed renewing or removing all vehicles for 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.

To create a new weight group, click the hyperlink for Creating Weight groups.
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
Instructions for Creating New 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: 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 19-21 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 80,000 lbs or under for all jurisdictions, this is the appropriate option.

If this option meets your business needs, click on the Vehicles tab and the Add hyperlink.
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 hyperlink.
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 appropriate weight.

2. **Weight is more than 10% heavier than the WA weight.**
   Adjust weight or click on the Override Weight Variance tab. If appropriate weight, enter explanation in the variance comment box and tab to exit comment box.

If this option meets your business needs, click the Vehicles tab and the Add hyperlink.
Instructions for Adding New Vehicles or Renewing Vehicles in an existing or new weight group.

Option A - The vehicle has already been removed from a existing weight group.

Option B - The vehicle is new to the fleet.

From the Vehicles tab, click the Add/Change Vehicle hyperlink.
Option A

**Note:** Once the unit number is entered most of the data fields will autofill.

For **Transaction Type** select **Renew Vehicle**.

For **Unit** - enter the vehicle number you removed from the existing weight group.

- **Transaction Information** section, if you want to change the **Unit** number, click into the field and enter the new Unit number. No other data should be changed.

- **Vehicle Information** section, you are asked to confirm MSO, no other changes should be made.

- **Motor Carrier Responsible for Safety** section, you are required to address the fields highlighted in orange. If instructions are needed, click link to [Page 25](#).

In the **Registrant Requests** section, if replacement plates are needed, click the box.

If you have additional vehicles from existing weight groups to add to the weight group you selected, click **Add/Change Vehicle** and repeat.

When you have completed renewing and/or adding all vehicles for this weight group, click **Save**.

To complete the renewal process, click the hyperlink to return to [Page 12](#).
**Option B**

**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 number of axles for power unit/seat options for buses only  
(P) **MSO (Manufacturing State of Origin)**

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

**(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 not operating under the IFTA agreement (no IFTA decal or license), check this box

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

When you have completed adding and/or renewing all vehicles for this weight group, click **Save**.

To complete the renewal process, click the hyperlink to return to **Page 12**.