

How to view or print your Invoice 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.

These instructions are for customers who have used their existing TAP account to submit a request and would like to view or print their invoice the following day.

Invoice Process

Once you have submitted your request online, an invoice will be created and will be available to be viewed or printed from your TAP account the following day. This invoice will show the breakdown of fees and credits per vehicle based on your submission.

Invoice Instructions

Login to your Taxpayer Access Point (TAP).

Note: For more information on how to login see our TAP Login Instructions. (Link to be added)

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" and "WASHINGTON STATE DEPARTMENT OF LICENSING".

The main content area is divided into several sections:

- Menu:** Includes "Log Off", "Home", "Back", and "View Support ID".
- Navigation:** Includes "My Accounts".
- TAP Help:** Includes "TAP How-To Videos" and "TAP Frequently Asked Questions".

The central area shows account details for "IRP TEST":

- Names And Addresses:** Legal Name: IRP TEST; Physical Address: 1661 ANTHEM LN SW TUMWATER WA; Mailing Address: Add.
- I Want To...:** View Profile, Make a Payment, Register a New Account.
- My Balance:** \$3,249.41.

Below this, there is a tabbed interface with "Accounts⁴", "History", "Messages⁰", and "Letters¹". A red arrow points to the "Letters¹" tab. Below the tabs is a "My Accounts²" section with a table of accounts:

Account Id	Account Type	Name	Frequency	Address	Balance	Status
0022307	IFTA	IRP TEST	Quarterly	1661 ANTHEM LN SW TUMM	0.00	Active
0022307-0101	IRP Fleet	IRP TEST	Prorate, Fisc	1661 ANTHEM LN SW TUMM	3,249.41	Active

At the bottom of the page, there are links for dol.wa.gov, [Contact Us](#), [About Us](#), [Survey](#), [More About TAP](#), and a copyright notice for 2015.

From the **Accounts** tab, click on the **Letters** tab.

Menu [Log Off](#)

Home

Back

View Support ID

Navigation

[» My Accounts](#)

TAP Help

TAP How-To Videos

TAP Frequently Asked Questions

IRP TEST

Federal Employer ID 11-1111111

My Balance **\$3,249.41**

Names And Addresses

Legal Name IRP TEST

Physical Address 1661 ANTHEM LN SW TUMWATER WA

Mailing Address [Add](#)

I Want To...

[View Profile](#)

[Make a Payment](#)

[Register a New Account](#)

Accounts² History Messages⁰ **Letters¹**

Letters

Letters [View Multiple](#) [Filter](#)

Sent	Read	Letter Id	Type	Account Id	Account Type	Filing Period	Requested
04-Oct-2017	<input type="checkbox"/>	L1942093824	IRP Invoice	0022307-0101	IRP Fleet	31-Dec-2018	04-Oct-2017

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Select the **Letter ID** hyperlink to view or print your invoice.