Payment Options for Dyed Diesel Requests

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 Dyed Diesel customers who would like to make payment via TAP. Electronic payments on TAP can be made using your checking or savings accounts.

Payment Process
Once submitted, allow at least two business days for Motor Carrier Services (MCS) staff to process your request and for the payments to post to your account. You may be contacted for missing or inaccurate information.

If mailing a check or money order, please include the account number and reason for payment.

Important: If your return is overdue and you elect to make a payment before the return processes overnight, check the return in TAP after processing to verify if the balance due has changed.

Documents/Information needed
Routing and account information for your bank.

Hyperlinks within these instructions:
- Option 1 appears after you submit your request and before you log out.
- Option 2 and 3 are available whenever you log into TAP.

Option 1 Pay Button is displayed
Option 2 Pay Effective Balance from the Account ID
Option 3 Make a Payment

Remaining hyperlinks are for completing payments, default banking information and withdrawing a payment.

Complete an electronic check
Save Banking Information as Payment Default
Change Banking Information saved as Payment Default
Withdraw a Payment
Option 1 – Dyed Diesel Tax Returns

Note: The Pay button only appears after you have completed submission and before you log off.

Select the Pay button.

An electronic check will appear. If a default payment source already exists for this account, click Submit, and re-enter your TAP Password.

For instructions completing an electronic check, click hyperlink.
Log into Taxpayer Access Point (TAP).

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

**Option 2 – Pay Effective Balance from Account ID**

From the TAP Home screen, select the **Account ID** hyperlink related to the balance you would like to pay.

Select the **Pay Effective Balance** hyperlink.

An electronic check will appear. If a default payment source already exists for this account, click **Submit**, and re-enter your **TAP Password**.

For [instructions](#) completing an electronic check, click hyperlink.
Option 3 - Make a Payment from “I Want To”...

From the TAP Home screen, select the **Make a Payment** hyperlink.

Select the **Add Payment** hyperlink for the account type balance you would like to pay.
Note: The dollar amount will not autofill on the next screen, so you may want to write it down. You can pay for multiple periods with one payment if desired.

From the pop-up screen, under Period, select the reporting period hyperlink related to the balance you would like to pay.

An electronic check will appear. If a default payment source already exists for this account, enter the dollar amount and click OK.

Instructions for completing an electronic check, if needed, are on the following page.

Note: The payment amount requested now appears under the amount field. The Add Payment hyperlink can be selected again if the account has amounts due for other periods or for other account types.

After completing your selections, click Submit.

You are required to enter your TAP Password to complete the payment request, then click OK.

Note: Once submitted, you will see a payment request screen which includes a confirmation number. The web profile email contact on file for this account will receive a confirmation email.

Reminder: Allow at least two business days for MCS staff to review and process your request. Payments may take two business days to post to your account.
Completing an Electronic Check

Once the Payment option is selected, an electronic check will appear allowing you to make your payment. Payment Type and Date will autofill.

- **Payment Amount** may autofill or you may be required to enter the amount.
- **Bank Account Type**, from the drop down menu select, *Checking or Savings*.

- **Routing Number**, enter your 9 digit routing number for your banking institution.
- **Account Number**, enter your bank account number.
- **Account Number Confirm**, re-enter your bank account number to confirm.

*Note:* If you choose not to save your banking information as default, you will have to re-enter it with each payment. If you would like your banking information for your account to automatically populate each time you make a payment follow the instructions to *Save Account Banking Information* on Page 7.

Click *Submit*.

You are required to re-enter your **TAP Password** to complete the payment request, then click *OK*. 

TAP - Dyed Diesel Payment
Save Account Banking Information as Default

You can save your banking information as a Default for each of your TAP accounts. If this option is used, your banking information will automatically populate for the account when making an payment.

Note: If you have more than one type of account, the default for each needs to be set separately.

After your banking information has been entered, select Save as default hyperlink. Click Yes to confirm default payment source for this account.

Click Submit.

You are required to re-enter your TAP Password and click OK, to complete your payment request.

Note: Once submitted you will see a payment request screen which includes a confirmation number. The web profile email contact for this account will receive a confirmation email.

Reminder: Allow at least two business days for MCS staff to review and process your request. Payments may take two business days to post to your account.
Change Account Banking Information saved as Default

To change your banking information previously saved as a Default.

Select **New Payment Source** and enter your new banking information.

Click on the **Save as default** hyperlink, click **Yes** to confirm you are setting a new default payment source for this account.

Click **Submit**.

You are required to re-enter your **TAP Password** and click **OK**, to complete your payment request.

**Note:** Once submitted you will see a payment request screen which includes a confirmation number. The web profile email contact for this account will receive a confirmation email.

**Reminder:** Allow at least two business days for MCS staff to review and process your request. **Payments** may take two business days to post to your account.
Withdraw a Payment

The ability to withdraw a payment is time sensitive. If the Withdraw tab is not present, the time period has expired.

From the Home screen, select the History tab, then click on the Confirmation # for the pending request.

Select the Withdraw tab and Yes to confirm
The Status of the Payment will change to Withdrawn. If there is a balance due, payment is required by due date.

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. Payments may take two business days to post to your account.

Click the link for Additional TAP instructions.