

*These instructions are for Washington Prorated (IRP) customers who have an existing prorated license plate and tabs (credentials) needing renewal.*

## 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.

### Please note the following:

- ✓ You must have Washington 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 or renew vehicles 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](#).

Go to **My Accounts** subtab, select your IRP Fleet **Account Id** hyperlink.

**Taxpayer Access Point** Prorate and Fuel Tax Services  
WASHINGTON STATE DEPARTMENT OF LICENSING

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**Navigation**

>> My Accounts

**TAP Help**

**IRP TEST**

Federal Employer ID 11-1111111  
My Balance \$0.00

**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

**Accounts<sup>2</sup>** History Messages<sup>0</sup> Letters<sup>0</sup>

My Accounts<sup>2</sup>

**My Accounts** Hide History Filter

Account Id	Account Type	Name	Frequency	Address	Balance
0022307	IFTA	IRP TEST	Quarterly	1661 ANTHEM LN SW TUMW#	0.00
0022307-0101	IRP Fleet	IRP TEST	Prorate Fisc	1661 ANTHEM LN SW TUMW#	0.00

2 Rows

Go to **Recent Applications** subtab, select the **Create New Renewal** hyperlink and click **Yes** to confirm.

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WASHINGTON STATE DEPARTMENT OF LICENSING

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My Accounts

>> IRP Fleet

**TAP Help**

**IRP Fleet**

Federal Employer ID 11-1111111  
Prorate Fiscal Annual 0022307-0101  
My Balance \$0.00  
Pending \$0.00  
Payment Source Setup

**Names And Addresses**

Legal Name IRP TEST  
Physical Address 1661 ANTHEM LN SW TUMWATER WA  
Mailing Address Add

**I Want To...**

View Accounts  
View Profile  
Request Good Standing Letter  
Register a New Account  
Close Account

**Fleet** History Activity Messages<sup>0</sup> Letters<sup>1</sup>

Recent Applications<sup>0</sup> Prior Applications Jurisdictions<sup>0</sup> Weight Groups<sup>0</sup> Vehicles<sup>0</sup>

**Recent Applications** Show History Filter

Filing Period	Application	Status	Jurisdictions	Vehicles	Fees	Balance	Actions
31-Dec-2019			0	0	0.00	0.00	Create New Renewal

Go to **Jurisdictions** subtab, then click **Edit Jurisdictions** to display the jurisdictions and enter mileage for the reporting period.

**T**axpayer  
**A**ccess  
**P**oint

Prorate and Fuel Tax Services  
WASHINGTON STATE DEPARTMENT OF LICENSING

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My Accounts

IRP Fleet

» IRP

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Attachments Add

**Attention:** Use the "Attachments" section on the left hand side of the screen to include documentation with your application.

A copy of your vehicle registration or title is required for all vehicles you are licensing under the International Registration Plan (IRP). The name listed on your registration or title must match the name on your IRP application.

A stamped Heavy Vehicle Use Tax Receipt (2290) is required to be submitted for all vehicles running combination 55,000 lbs gross vehicle weight (GVW) or more with a purchase date greater than 60 days.

A current Lease Agreement is required when you are using another carriers USDOT number as the carrier responsible for the safety of your vehicle(s).

2019 Renewal [Cancel](#) **Fee Summary** **I Want To...**

Fleet	0022307-0101	Effective	01-Feb-2019	<a href="#">View Accounts</a>
Created	01-Feb-2019	Apportioned Fees	\$0.00	<a href="#">View Profile</a>
Reported Jurisdictions	0 <b>Attention Needed</b>	Base Fees	\$0.00	
Registered Groups	1 <b>Attention Needed</b>	Net Fees	\$0.00	
Vehicles in Application	1			
Pending Validations	0			

**Application Status: Created**

To complete your application, use the tabs below to enter and/or view your information. Fees are calculated once jurisdiction, vehicle and weight information is entered.

[Click Here to Learn More About the Tabs Below](#)

Application Fees Messages<sup>0</sup> Letters<sup>0</sup>

Jurisdictions<sup>0</sup> Vehicles<sup>1</sup> Validations<sup>0</sup>

**Reported Jurisdictions and Mileage** [Edit Jurisdictions](#) [Filter](#)

Jurisdiction	Estimate Type	Mileage	Apportionment	Comments
--------------	---------------	---------	---------------	----------

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.

**IRP**

**Reporting Period**

Enter actual mileage travelled in the reporting period beginning 01-Jul-2017 and ending 30-Jun-2018.

Total Mileage  **Required**

Message

**Schedule B (Jurisdictions)** **Override Estimate Types**

Filter

1 of 4 Show Errors 1 - 20 of 63

Jurisdiction	Estimate Type	Mileage
AB - Alberta	Actual	0
AK - Alaska	Actual	0
AL - Alabama	Actual	0
AR - Arkansas	Actual	0
AZ - Arizona	Actual	0
BC - British Columbia	Actual	0
CA - California	Actual	0
CO - Colorado	Actual	0
CT - Connecticut	Actual	0
DC - District of Columbia	Actual	0
DE - Delaware	Actual	0
FL - Florida	Actual	0
GA - Georgia	Actual	0
IA - Iowa	Actual	0
ID - Idaho	Actual	0
IL - Illinois	Actual	0
IN - Indiana	Actual	0
KS - Kansas	Actual	0
KY - Kentucky	Actual	0
LA - Louisiana	Actual	0

1 of 4 Show Errors 1 - 20 of 63

**Save** **Cancel**

Below is a summary of **Reported Jurisdictions and Mileage** entered.

If corrections are necessary, click **Edit Jurisdictions** to make changes and click **Save**.

» IRP

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**Attachments** Add

**Application Status: Created**

To complete your application, use the tabs below to enter and/or view your information. Fees are calculated once jurisdiction, vehicle and weight information is entered.

[Click Here to Learn More About the Tabs Below](#)

**Application** Fees Messages<sup>0</sup> Letters<sup>0</sup>

Jurisdictions<sup>3</sup> Vehicles<sup>1</sup> Validations<sup>0</sup>

**Reported Jurisdictions and Mileage** [Edit Jurisdictions](#) [Filter](#)

Jurisdiction	Estimate Type	Mileage	Apportionment	Comments
California	Actual	2,023	0.00000	
Oregon	Actual	10,059	0.00000	
Washington	Actual	100,357	0.00000	

3 Rows

Go to **Vehicles** subtab to view current weight groups listed under **Vehicles and Weights**. To renew vehicles, select the **Group** hyperlink.

» IRP

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**Attachments** Add

**Application Status: Created**

To complete your application, use the tabs below to enter and/or view your information. Fees are calculated once jurisdiction, vehicle and weight information is entered.

[Click Here to Learn More About the Tabs Below](#)

**Application** Fees Messages<sup>0</sup> Letters<sup>0</sup>

Jurisdictions<sup>3</sup> **Vehicles<sup>1</sup>** Validations<sup>0</sup>

**Vehicles and Weights** [Add Weight Group](#) [Hide History](#) [Filter](#)

Group	Group Type	Default Weight	Base Weight	Activity	Messages	Active
<a href="#">TT-105500-002</a>	Truck Tractor	105,500	105,500	1 Renew	Please resolve all errors before i	<input type="checkbox"/>

Go to **Weights** tab, you can review the Gross Vehicle Weight listed for each jurisdiction; if no changes are necessary, go to **Vehicles** tab.

*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.*

**Attention:** This renewal is for vehicles active in your fleet when you began the renewal. You must either **Renew** (all information about the vehicle is correct other than USDOT or IFTA account) or **Do Not Renew** (for any vehicle changes, including weights and unit IDs) for each vehicle listed. Vehicle changes can be made as needed on supplements after the renewal is submitted.

**Weight Groups**

Weights Vehicles Group Vehicles

**Weight Group Information**

Vehicle Type  Default Weight  Group Number

Commercial  Combination

Set all weights to default weight  Set all weights to maximum allowed (below default)

Edit weights

**Weights** Override Weight Variance Rule Filter

Jurisdiction	Weight
AB - Alberta	105,500
AL - Alabama	80,000
AR - Arkansas	80,000
AZ - Arizona	80,000
BC - British Columbia	105,500
CA - California	80,000
CO - Colorado	80,000
CT - Connecticut	105,500
DC - District of Columbia	80,000
DE - Delaware	80,000
FL - Florida	80,000
GA - Georgia	80,000
IA - Iowa	105,500
ID - Idaho	105,500
IL - Illinois	80,000
IN - Indiana	80,000
KS - Kansas	85,500
KY - Kentucky	80,000
LA - Louisiana	88,000
MA - Massachusetts	105,500

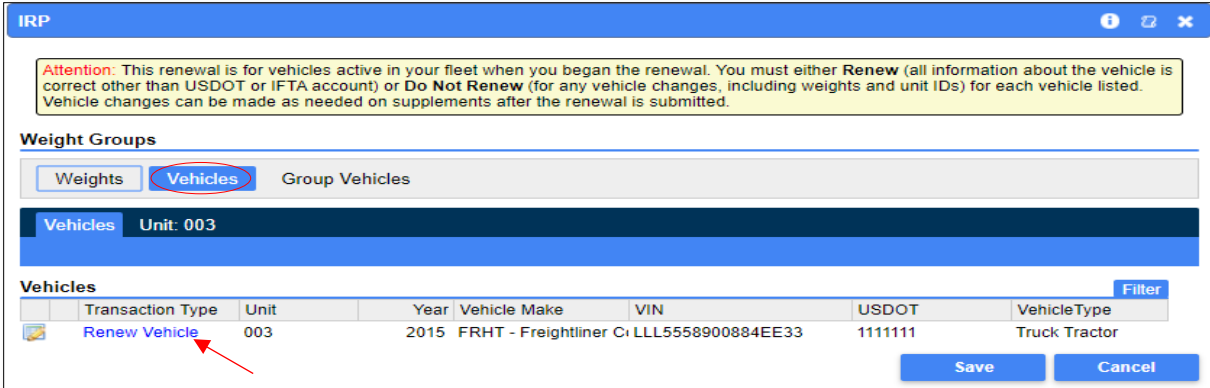
Save Cancel

## Renewals

For renewals, there are three 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.
- **Red X and Renew Vehicle** – You will use this step if you are wanting to renew a vehicle into an existing weight group or wanting to create a new weight group.

*Note: A vehicle not renewed at this time, can be renewed in a future supplement where all necessary changes can be made.*



The screenshot shows a software window titled "IRP" with a yellow attention box at the top. Below the attention box are tabs for "Weights", "Vehicles", and "Group Vehicles". The "Vehicles" tab is active, showing a sub-tab for "Unit: 003". A table of vehicles is displayed with columns for Transaction Type, Unit, Year, Vehicle Make, VIN, USDOT, and VehicleType. The first row shows a "Renew Vehicle" transaction type for a 2015 Freightliner truck. A red arrow points to the "Renew Vehicle" text in the table. "Save" and "Cancel" buttons are at the bottom right.

Transaction Type	Unit	Year	Vehicle Make	VIN	USDOT	VehicleType
Renew Vehicle	003	2015	FRHT - Freightliner	LLL5558900884EE33	1111111	Truck Tractor

*Note: Each vehicle will show on a separate **Unit** subtab.*

**Transaction Information** – the only available change in this section is 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 information for all vehicles in this weight group and click **Save**.

*Note: If you have multiple weight groups, each group must be addressed. In this example there is only one shown.*

**IRP**

**Attention:** This renewal is for vehicles active in your fleet when you began the renewal. You must either **Renew** (all information about the vehicle is correct other than USDOT or IFTA account) or **Do Not Renew** (for any vehicle changes, including weights and unit IDs) for each vehicle listed. Vehicle changes can be made as needed on supplements after the renewal is submitted.

**Weight Groups**

Weights **Vehicles** Group Vehicles

**Vehicles** Unit: 003

Transaction Type: Renew Vehicle

All information about this vehicle is correct and I would like to renew it as-is for an additional registration year.

Transaction Information		Vehicle Information	
Unit	003	Vehicle Make	FRHT - Freightliner Corp
VIN	LLL5558900884EE33	Model Year	2015
TPO Number / Base Plate		Fuel Type	Diesel
Current Plate Number		Unladen Weight	19,500
Weight of Plate Turned In	0	Purchase Price	45,000.00
Registration Credit Months	0	Purchase Date	09-Nov-2017
WA Apportionment	0.00000	Number of Axles/Seats	3
		MSO (Manufacturing State of Origin)	No Yes

**Motor Carrier Responsible for Safety**

Is This Vehicle Running Under a Lease? No Yes

Carrier FEIN: 111111111  
 USDOT: 11111111  
 Carrier Name: IRP TEST

Owner/Lessor (if applicable):  
 IFTA Jurisdiction: CO - Colorado  
 IFTA Account Number:  
 IFTA Account Name:  
 No IFTA Account/Fuel Permit:

**Registrant Requests**

Select Additional Options

Replacement License Plate

Save Cancel

### Renew in another Weight Group

To renew Unit 7 into another weight group, click on the red X document icon for Unit 7 to remove it, and click **Save**.

**Weight Groups**

Weights **Vehicles** Group Vehicles

**Vehicles** Unit: 7 Unit: 4

Add / Change Vehicle

	Transaction Type	Unit	Year	Vehicle Make	VIN	USDOT	VehicleType
	Renew Vehicle	7	2007	KW - Kenworth Motor	1XKCPBTX07R167305	0631596	Tractor
	Renew Vehicle	4	2014	KW - Kenworth Motor	1NKWX4EX8ER400702	0631596	Tractor

The example below shows Unit 7 removed from this weight group.

**Weight Groups**

Weights **Vehicles** Group Vehicles

**Vehicles** Unit: 4

Add / Change Vehicle

	Transaction Type	Unit	Year	Vehicle Make	VIN	USDOT	VehicleType
	Renew Vehicle	4	2014	KW - Kenworth Motor	1NKWX4EX8ER400702	0631596	Tractor

To renew Unit 7 into weight group TR-88000-001 click on the weight **Group** hyperlink.

Vehicles and Weights							<a href="#">Add Weight Group</a>	<a href="#">Hide History</a>	<a href="#">Filter</a>
Group	Group Type	Default Weight	Base Weight	Activity	Messages	Active			
<a href="#">TR-105500-002</a>	Tractor	105,500	105,500	1 Renew		<input checked="" type="checkbox"/>			
<a href="#">TR-88000-001</a>	Tractor	88,000	88,000	1 Renew	Please resolve all errors before c	<input checked="" type="checkbox"/>			

Go to **Vehicles** tab. Click on **Add/Change Vehicle** hyperlink.

Weight Groups								
<a href="#">Weights</a>		<a href="#">Vehicles</a> Group Vehicles						
<b>Vehicles</b>		Unit: 3						
								<a href="#">Add / Change Vehicle</a>
Vehicles								
	Transaction Type	Unit	Year	Vehicle Make	VIN	USDOT	VehicleType	<a href="#">Filter</a>
	<a href="#">Renew Vehicle</a>	3	2015	KW - Kenworth Motor	1NKWX4EX2FR442655	0631596	Tractor	
<a href="#">Add / Change Vehicle</a>								

Under Transaction Type choose **Renew Vehicle**. Enter the **Unit** number and hit **Enter**. *The information will auto populate.* Click **Save**.

**Vehicles** Unit: 3

Unit: 3 [Remove Vehicle](#) [Copy row](#) [Add / Change Vehicle](#)

Transaction Type: [Renew Vehicle](#)

*All information about this vehicle is correct and I would like to renew it as-is for an additional registration year.*

<b>Transaction Information</b>		<b>Vehicle Information</b>	
Unit	<input type="text" value="3"/>	Vehicle Make	KW - Kenworth Motor Truck Co
VIN	1NKWX4EX2FR442655	Model Year	2015
TPO Number / Base Plate		Fuel Type	Diesel
Current Plate Number	75890RP	Unladen Weight	19,293
Weight of Plate Turned In	<input type="text" value="0"/>	Purchase Price	137,040.00
Registration Credit Months	<input type="text" value="0"/>	Purchase Date	16-Aug-2014
WA Apportionment	<input type="text" value="0.00000"/>	Number of Axles/Seats	4
		MSO (Manufacturing State of Origin)	<input type="button" value="No"/> <input type="button" value="Yes"/>

**Motor Carrier Responsible for Safety**

Is This Vehicle Running Under a Lease?	<input type="button" value="No"/> <input type="button" value="Yes"/>	Owner/Lessor (if applicable)	<input type="text"/>
USDOT	0631596	IFTA Jurisdiction	<a href="#">WA - Washington</a>
Carrier FEIN	911686652	IFTA Account Number	0055235
Carrier Name	TIM BROWN LOGGING INC	IFTA Account Name	TIM BROWN LOGGING INC
		No IFTA Account/Fuel Permit	<input type="checkbox"/>

If you need to create a new weight group to renew in a different weight group. Go to **Add Weight Group** tab.



*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.*

Group	Group Type	Default Weight	Base Weight	Activity	Messages	Active
TR-105500-002	Tractor	105,500	105,500	1 Renew		<input checked="" type="checkbox"/>
TR-88000-001	Tractor	88,000	88,000	2 Renews		<input checked="" type="checkbox"/>

2 Rows

Go to **Weights** tab. Enter in the **Vehicle Type**, **Default Weight** and select **Commercial** or **Combination**.

**Weight Groups**

Weights Vehicles Group Vehicles

**Weight Group Information**

Vehicle Type  Default Weight  Group Number

Commercial  Combination  Group Name

Go to **Vehicles** tab. Click on **Add/Change Vehicle**.

**Weight Groups**

Weights Vehicles Group Vehicles

Vehicles

**Vehicles**

Transaction Type	Unit	Year	Vehicle Make	VIN	USDOT	VehicleType
<input type="button" value="Add / Change Vehicle"/>						

Click on **Transaction Type** and select **Renew Vehicle**. The vehicle information will auto populate. Click **Save**.

Vehicles Unit: 3

Unit: 3

Transaction Type

All information about this vehicle is correct and I would like to renew it as-is for an additional registration year.

Transaction Information		Vehicle Information	
Unit	<input type="text" value="3"/>	Vehicle Make	KW - Kenworth Motor Truck Co
VIN	1NKWX4EX2FR442655	Model Year	2015
TPO Number / Base Plate		Fuel Type	Diesel
Current Plate Number	75890RP	Unladen Weight	19,293
Weight of Plate Turned In	<input type="text" value="0"/>	Purchase Price	137,040.00
Registration Credit Months	<input type="text" value="0"/>	Purchase Date	16-Aug-2014
WA Apportionment	0.00000	Number of Axles/Seats	4
		MSO (Manufacturing State of Origin)	<input type="radio"/> No <input type="radio"/> Yes

**Motor Carrier Responsible for Safety**

Is This Vehicle Running Under a Lease?	<input checked="" type="radio"/> No <input type="radio"/> Yes	Owner/Lessor (if applicable)	<input type="text"/>
USDOT	0631596	IFTA Jurisdiction	WA - Washington
Carrier FEIN	911688652	IFTA Account Number	0055235
Carrier Name	TIM BROWN LOGGING INC	IFTA Account Name	TIM BROWN LOGGING INC
		No IFTA Account/Fuel Permit	<input type="checkbox"/>

**Registrant Requests**

Select Additional Options

Click the **Attention Needed** hyperlink.

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**TAP Help**

**Attention:** Use the "Attachments" section on the left hand side of the screen to include documentation with your application.

A copy of your vehicle registration or title is required for all vehicles you are licensing under the International Registration Plan (IRP). The name listed on your registration or title must match the name on your IRP application.

A stamped Heavy Vehicle Use Tax Receipt (2290) is required to be submitted for all vehicles running combination 55,000 lbs gross vehicle weight (GVW) or more with a purchase date greater than 60 days.

A current Lease Agreement is required when you are using another carriers USDOT number as the carrier responsible for the safety of your vehicle(s).

2018 Renewal		Cancel	Fee Summary	I Want To...
Fleet	0022307-0101		Effective	28-Dec-2018
Created	28-Dec-2018		Apportioned Fees	\$326.78
Reported Jurisdictions	3		Base Fees	\$26.50
Registered Groups	1		Net Fees	\$353.28
Vehicles in Application	1			
Pending Validations	1	<b>Attention Needed</b>		

**Application Status: Created**

To complete your application, use the tabs below to enter and/or view your information. Fees are calculated once jurisdiction, vehicle and weight information is entered.

**Validations Needing Attention** must be addressed to complete the renewal process. If an attachment needs to be added, follow the instructions below.

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**Attachments** Add

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[Click Here to Learn More About the Tabs Below](#)

**Application** Fees Messages<sup>0</sup> Letters<sup>0</sup>  
Jurisdictions<sup>3</sup> Vehicles<sup>1</sup> **Validations<sup>1</sup>**

**Validations Needing Attention** Filter

Type	Message
2290 Attachment Required	A Heavy Vehicle Use Tax Receipt (2290) is required for all vehicles running combination 55,000 lbs gross vehicle weight (GVW) or more with a purchase date greater than 60 days.

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

1. Select **Heavy Vehicle Use Tax Receipt** from the **Type** drop down list to attach the current stamped 2290.
2. Enter the **Description** of the document, for example “IRS 2290”.
3. Click **Choose File**, locate your document on your computer to upload and open and 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.*

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**Attachments** Add

**2018 Renewal** [Cancel](#) **Fee Summary** **I Want To...**

Fleet	0022307-0101	Effective	28-Dec-2018	<a href="#">View Accounts</a>
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Reported Jurisdictions	3	Base Fees	\$26.50	
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Vehicles in Application	1			
Pending Validations	1 <b>Attention Needed</b>			

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**Application** Fees Messages<sup>0</sup> Letters<sup>0</sup>

Jurisdictions<sup>3</sup> Vehicles<sup>1</sup> **Validations<sup>1</sup>**

**Validations Needing Attention** [Filter](#)

Type	Message
2290 Attachment Required	A Heavy Vehicle Use Tax Receipt (2290) is required for all vehicles running combination 55,000 lbs gross vehicle weight (GVW) or more with a purchase date greater than 60 days.

IRS 2290.jpg  
IRS 2290

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*Note: In the yellow box at the top of the screen you will notice there are different types of attachments required. The attachments required for your specific application will be displayed under the **Validations Needing Attention** section. Not all attachments are required for all applications. Once the document is attached it will be listed under **Attachments**. Click on the red **X** to the right of the attached file to remove if necessary.*

Select the **2290 Attachment Required** hyperlink.

The screenshot shows a 'Detail' window with a title bar containing 'Detail', an information icon, a refresh icon, and a close icon. Below the title bar is a section titled '2290 Attachment Required' with a text input field. Underneath is a table with columns: Unit, VIN, Vehicle Type, Make, Model Year, and USDOT. At the bottom right of the table are two buttons: 'OK' and 'Cancel'. A red arrow points to the 'OK' button.

Click **OK** to confirm attachment has been attached.

The screenshot shows the 'Taxpayer Access Point' interface for 'Prorate and Fuel Tax Services' from the 'WASHINGTON STATE DEPARTMENT OF LICENSING'. The interface includes a navigation menu on the left with options like 'Home', 'Back', 'View Support ID', 'My Accounts', 'IRP Fleet', 'IRP', 'TAP Help', and 'Attachments'. The main content area displays application details for a '2018 Renewal' with a 'Submit' and 'Cancel' button. A 'Fee Summary' table shows 'Effective' date (28-Dec-2018), 'Apportioned Fees' (\$326.78), 'Base Fees' (\$26.50), and 'Net Fees' (\$353.28). Below this is an 'Application Status: Created' section with instructions and a link to learn more. A 'Validations Needing Attention' section shows a table with columns 'Type' and 'Message'. A red arrow points to the '0' in the 'Pending Validations' row. At the bottom, there is an 'Attachments' section showing 'IRS 2290.jpg' with a red 'X' icon to its right. The footer contains links for 'Us', 'Survey', and 'More About TAP', along with a copyright notice for 2015.


*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.

T  
A  
P

Taxpayer  
Access  
Point

Prorate and Fuel Tax Services



WASHINGTON STATE DEPARTMENT OF LICENSING

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**Menu** Log Off

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Home

---

Back

---

View Support ID

**2018 Renewal** Cancel

Fleet 0022307-0101

Created 28-Dec-2018

Submitted 28-Dec-2018

Reported Jurisdictions 3

Registered Groups 1

Vehicles in Application 1

Pending Validations 1

**Fee Summary**

Effective	28-Dec-2018	
Apportioned Fees	\$326.78	
Base Fees	\$26.50	
Net Fees	\$353.28	
Pending Payments	\$0.00	
<b>Pay Effective Balance</b>	<b>\$353.28</b>	

**I Want To...**

[View Accounts](#)

[View Profile](#)

**Application Status: Submitted**

Your application has been sent to the Washington State Department of Licensing for processing. No changes can be made.

[Click Here to Learn More About the Tabs Below](#)

Application	Fees	Messages <sup>0</sup>	Letters <sup>0</sup>
Jurisdictions <sup>3</sup>	Vehicles <sup>1</sup>	Validations <sup>1</sup>	

**Validations Needing Attention** Filter

Type	Message
<a href="#">HVUT (Form 2290) Documents</a>	HVUT documentation must be provided for one or more of your vehicles.

**Navigation**

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My Accounts

---

IRP Fleet

---

» IRP

---

**TAP Help**

---

TAP How-To Videos

---

TAP Frequently Asked Questions

---

**Attachments**

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[Us](#) | [Survey](#) | [More About TAP](#) | Copyright © 2015

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[IRS 2290.jpg](#)  
IRS 2290

*Note: Any validations listed under **Validations Needing Attention** will be reviewed by MCS staff.*

## Reminders

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.

## Questions?

Contact Motor Carrier Services at 360-664-1858 or [MotorCarrierServices@dol.wa.gov](mailto:MotorCarrierServices@dol.wa.gov).

## Additional Instruction Links

- [How to view or print an invoice \(after overnight process\)](#)
- [How to Make a TAP payment for IFTA and IRP](#)