WASHINGTON STATE DEPARTMENT OF LICENSING

Payment Options for IFTA and IRP 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 IFTA and IRP 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. Credentials will be sent via USPS mail once your request is approved and your payment has posted.

If you wish to expedite service, you may visit one of the Motor Carrier Services Offices located in Olympia or Vancouver. If you completed a request on TAP, and paid online, the counter staff cannot process your request until your TAP payment has posted. Either do not pay online or verify that your payment has posted to your account before coming to the office by contacting MCS.

These offices accept multiple payment options to include cash, check, money order, credit, and/or debit card.

If mailing a check or money order, please include the account number and reason for payment. If making an IRP payment, please include your invoice.

Important:
- **IRP** - Verify that the amount due has not changed since the request was submitted. If the amount is different than originally submitted, a new invoice will be located under the letters tab on TAP.
- **IFTA** - If the return is **overdue** and you elect to make a payment before the pending return processes overnight, be sure to check the processed return in TAP to verify if the balance due has changed.

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

Hyperlinks within these instructions:
- Option 1 and 2 appear after you submit your request and before you log out.
- Option 3 and 4 are available whenever you log into TAP.

Option 1 Pay Effective Balance after completing an **IRP** request
Option 2 Pay Button is displayed for **IFTA** Tax Returns
Option 3 Pay Effective Balance from Account ID
Option 4 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 - **IRP requests**

Option 2 - **IFTA Tax Returns**

Options 1 and 2 only appear after you have completed submission and before you log off.

- For **IRP** the **Pay Effective Balance** hyperlink will appear.
- For **IFTA** the **Pay** button will appear for Tax Returns.

Once either is selected, an electronic check will appear.

If a default payment source already exists for the account, click **Submit**, and re-enter your **TAP Password**, then **Ok**.

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 3 - **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 4 - **Make a Payment from "I Want To"…**

Note: If you have multiple accounts with balances due, you may want to want to note the account(s) before moving to the next instruction screen.

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

Note: Once the Add Payment hyperlink is selected you will see the balance due for that account. Each Account Type is paid separately.

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** or **registration 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. Credentials will not be mailed until your request is approved and your payment has posted.*

Completing an Electronic Check

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

Payment Type, **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, click here.

Click **Submit**.

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

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 you default payment source for this account.

Click **Submit.**

You are required to 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. Credentials will not be mailed until your request is approved and your payment has posted.*

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 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. Credentials will not be mailed until your request is approved and your payment has posted.*

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 confirm your request.

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. Credentials will not be mailed until your request is approved and your payment has posted.*

Click the link for Additional TAP instructions.