

Update Addresses

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 customers with TAP accounts who would like to update their addresses associated with the customer account or specific accounts.

Please note the following for Customer Account Level

Customer Physical address -

- Is not an editable field in TAP.
- For **IRP** the [Established Place of Business, Residency, or Change of Address](#) form is required be completed and the proof documents described in the form be provided. When the form and documents are provided the Motor Carrier Services unit will be able to change the physical address.

When a mailing or physical address is changed, you must submit a request for replacement credentials at a cost of \$2.00 per vehicle.

Contact the [MCS](#) unit if you have questions.

- For [Fuel Tax](#) or [Fuel Tax Refunds](#) customer accounts, contact the unit regarding physical address changes.

Customer Mailing address - Able to add or edit (Not necessary if same as physical address).

Please note the following for Specific Account Level (if different than customer address)

Account Physical address - Is not an editable field in TAP, with the exception of IFTA or Dyed Diesel accounts.

Account DBA - Able to add or edit for IFTA and Dyed Diesel accounts.

Account Mailing address - Able to add or edit (Not necessary if same as customer physical address).

Important: All changes require an overnight process to be effective.

Instructions for Updating Addresses

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 A - Customer Names and Addresses (Home screen)

The screenshot displays the TAP interface for a user named IRP TEST. The header includes the 'Taxpayer Access Point' logo and 'Prorate and Fuel Tax Services' by the 'WASHINGTON STATE DEPARTMENT OF LICENSING'. The user's account information shows a Federal Employer ID of 11-1111111 and a My Balance of \$20.00. A red box highlights the 'Names And Addresses' section, which lists the Legal Name as IRP TEST, the Physical Address as 1661 ANTHEM LN SW TUMWATER WA, and the Mailing Address as 'Add'. Below this, there are tabs for 'Accounts²', 'History', 'Messages⁰', and 'Letters⁰'. The 'My Accounts' table lists two accounts: one with ID 0022307-0101 (IRP Fleet) with a balance of 0.00, and another with ID 0022307 (IFTA) with a balance of 20.00. The footer contains links to 'do|wa.gov', 'Contact Us', 'About Us', 'Survey', and 'More About TAP', along with a copyright notice for 2015.

Note: The customer physical address will default as the mailing address for correspondence if a mailing address has not been entered.

To **Add** a mailing address, click on the mailing address hyperlink to **Add**.

To **Edit** the mailing address, select the existing mailing address, an **Edit** option will display.

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Option B - Account Names and Addresses (Account ID selected)

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

Menu Log Off **IRP TEST** **Names And Addresses** **I Want To...**

Home Federal Employer ID 11-1111111 Legal Name **IRP TEST** View Profile
My Balance **\$20.00** Physical Address 1661 ANTHEM LN SW TUMWATER WA Make a Payment
Back Mailing Address Add Register a New Account

View Support ID

Navigation

» My Accounts

TAP Help

Accounts² History Messages⁰ Letters⁰

My Accounts²

Account ID	Account Type	Name	Frequency	Address	Balance	Status
0022307-0101	IRP Fleet	IRP TEST	Prorate Fisc	1661 ANTHEM LN SW TUMW/	0.00	Active
0022307	IFTA	IRP TEST	Quarterly	1661 ANTHEM LN SW TUMW/	20.00	Active

2 Rows

Under the **Account ID**, select the account you would like to add or edit the mailing addresses.

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

Menu Log Off **IFTA** **Names And Addresses** **I Want To...**

Home Federal Employer ID 11-1111111 DBA Name Add View Accounts
Quarterly 0022307 Legal Name **IRP TEST** View Profile
My Balance **\$20.00** Physical Address 1661 ANTHEM LN SW TUMWATER WA Request Good Standing Letter
Back Pending \$0.00 Mailing Address Add Register a New Account
View Support ID Pay Effective Balance **\$20.00** Renew or Request License & Decal
Payment Source Setup

Navigation

» IFTA

TAP Help

TAP How-To Videos
TAP Frequently Asked Questions

Periods History Activity Messages¹ Letters⁰

Attention Needed² All Periods

Periods Requiring Attention

Period	Return Status			Tax	Penalty	Interest	Credits	Balance	Messages
31-Dec-2019	Processed	Return List	Pay	20.00	0.00	0.00	0.00	20.00	Return List
31-Mar-2019		File Now		0.00	0.00	0.00	0.00	0.00	File Now

2 Rows

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Note: At the account level, the customer address information has defaulted as the mailing address for correspondence if a mailing address has not been entered for each account.

To **Add** a mailing address, click on the mailing address hyperlink to **Add**.

To **Edit** the mailing address, select the existing mailing address, an **Edit** option will display.

Reminder: Only IFTA and Dyed Diesel accounts will have the ability to add or edit DBA and/or Physical Address.

To **Add** or **Edit** your **Mailing Address** information, enter the following:

- **Street**
- **Unit Type**
- **Unit #**
- **City**
- **State**
- **Zip**
- **County**

Click **Verify Address** hyperlink. The system will compare the address you entered with the USPS database.

The message box referenced above only appears if the address entered is not valid. You must click **OK** and enter a valid address.

Click on the **Select** hyperlink for the Verified address.

Click **Save** to submit your request.

Account ✕

Your request has been submitted.

Your confirmation number is 0-559-439-872.

If you submit a Return after 5:30pm PST, it may not post to your account until the following day.

If you make a Payment after 5:30pm PST, it may not post to your account until the following day.

A copy of this confirmation message has been sent to your email address. To ensure your emails from Washington State Department of Licensing are received, please set your email filter to allow messages from dol.wa.gov.

[Tell us how we're doing](#)

This concludes our instructions. Thank you.

If you need further assistance, please contact the appropriate unit:

Unlicensed Refund Unit at 360-664-1838 or UnlicensedRefunds@dol.wa.gov.

Fuel Tax Unit at 360-664-1852 or FuelTax@dol.wa.gov.

Motor Carrier Services (IFTA & IRP) Unit at 360-664-1858 or MotorCarrierServies@dol.wa.gov.

Click the link for Additional [TAP instructions](#).