

Change or Withdraw Dyed Diesel Returns

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, specifically, **County, Federal, State Agencies, Municipalities or Nonprofit Corporations** who would like to make changes or withdraw a filed tax return.*

***Important:** All Dyed Diesel tax returns must be **filed** and **paid**, (if applicable) by 5:30 p.m. on the 25th day of the month following the filing period to avoid penalty and interest.*

Documents/Information needed

- ✓ Dyed Diesel fuel gallons purchased
- ✓ Tax exempt gallons used in exempt vehicles and/or equipment

Instructions to Change or Withdraw Tax Dyed Diesel Returns

Log into Taxpayer Access Point (TAP).

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

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

Menu Log Off **APPLE CUSTOMER** **Names And Addresses** **I Want To...**

Home Federal Employer ID 11-11111111 Legal Name **APPLE CUSTOMER** View Profile
My Balance \$0.00 Physical Address 11 TREE STREET OLYMPIA WA 98502 Make a Payment
Back Mailing Address Add Register a New Account

View Support ID

Navigation

» My Accounts

Accounts¹ History Messages⁶ Letters¹

My Accounts Hide History Filter

| Account Id | Account Type | Name | Frequency | Address | Balance | Status |
|------------|------------------|----------------|-----------|---------------------------|---------|--------|
| 0018500-DD | Dyed Diesel User | APPLE CUSTOMER | Quarterly | 11 TREE STREET OLYMPIA WA | 0.00 | Active |

Under **Account ID**, select the **Dyed Diesel Account** hyperlink.

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Menu Log Off **Dyed Diesel User** **Names And Addresses** **I Want To...**

Home Federal Employer ID 11-11111111 DBA Name Add View Accounts
Quarterly 0018500-DD Legal Name **APPLE CUSTOMER** View Profile
My Balance \$0.00 Physical Address 11 TREE STREET OLYMPIA WA 98502 Register a New Account
Back Pending \$9,055.76 Mailing Address Add
Pay Effective Balance \$9,055.76
View Support ID Payment Source Setup

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» Dyed Diesel User

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Periods History¹ Activity Messages⁷ Letters¹

All Periods

Periods from 31-May-2017 Change Date Filter

| Period | Return Status | Tax | Penalty | Interest | Credits | Balance | Messages |
|-------------|---------------|------|---------|----------|---------|---------|-----------------------|
| 30-Jun-2019 | Generated | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | File Now |
| 31-Mar-2019 | Pending | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | View Request File Now |

2 Rows

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Click **hyperlink** for the appropriate period.

To Change or Withdraw a Return

Option A – To make changes or amend a return.

Option B – To cancel a return, use the [withdraw](#) button. Click hyperlink for instructions.

Option A

Taxpayer Access Point Prorate and Fuel Tax Services
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Menu Log Off Request Information Withdraw Change

Home Status : Pending Submitted : 31-May-2019 13:04:52
Logon : tara#1
Back Federal Employer ID : 11-111111
View Support ID Name : APPLE CUSTOMER
Dyed Diesel User : 0018500-DD
Period : 31-Mar-2019
Total Due : \$9,055.76
Received : 31-May-2019

Navigation

My Accounts If you would like to change your request click the Change button above.
If you want to cancel your request click the Withdraw button above.

Click **Change**.

Review the information screen, not shown here, then click **Next**

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Menu Log Off 1. Instructions 2. Operations

Home **Operations**

Back Return Received Date 31-May-2019
Filing Period 31-Mar-2019
View Support ID Did you have any operations during this filing period? Yes No
Cancel Dyed Diesel License

Navigation

My Accounts Save and Finish Later Save and Continue Cancel Back Next

Dyed Diesel User

>> File Your Dyed Diesel Return

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Note: The return will open allowing you to make any necessary changes for each section of the return.

When changes are completed, click **Next**.

If you have **no operations** to report, select **No**, click **Next** here and on the **Summary** screen, then **Submit** and **confirm**.

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Schedules

Schedule A - Dyed diesel fuel received

| | | |
|--|-------------------------------------|--|
| A1. Dyed diesel purchases | <input type="text" value="18,333"/> | |
| A2. Other (explain) | <input type="text" value="0"/> | |
| <i>Explanation</i> | | |
| Total dyed diesel fuel received (line A1 + line A2) | 18,333 | |

Schedule B - Tax-exempt gallons used

| | | |
|--|------------------------------------|--|
| B1. Gallons used in exempt vehicles | <input type="text" value="1,764"/> | |
| B2. Washington off-highway gallons (used by licensed on-road vehicles) | <input type="text" value="0"/> | |
| B3. Gallons used in non-highway equipment | <input type="text" value="0"/> | |
| B4. Other (explain) | <input type="text" value="0"/> | |
| <i>Explanation</i> | | |
| Total exempt gallons used (sum of lines B1 through B4) | 1,764 | |

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After making necessary changes, click **Next**.

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Schedules

Schedule A - Dyed diesel fuel received

| | | |
|--|------------------------------------|--|
| A1. Dyed diesel purchases | <input type="text" value="1,833"/> | |
| A2. Other (explain) | <input type="text" value="0"/> | |
| <i>Explanation</i> | | |
| Total dyed diesel fuel received (line A1 + line A2) | 1,833 | |

Schedule B - Tax-exempt gallons used

| | | |
|--|------------------------------------|--|
| B1. Gallons used in exempt vehicles | <input type="text" value="1,764"/> | |
| B2. Washington off-highway gallons (used by licensed on-road vehicles) | <input type="text" value="0"/> | |
| B3. Gallons used in non-highway equipment | <input type="text" value="0"/> | |
| B4. Other (explain) | <input type="text" value="0"/> | |
| <i>Explanation</i> | | |
| Total exempt gallons used (sum of lines B1 through B4) | 1,764 | |

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After making necessary changes, click **Next**.

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Power Take-Off

Use the table below to claim Power Take-Off credit. Leave the table blank if you do not have any Power Take-Off credit to claim.

Power Take-Off Schedule Filter

| A. License Plate # | B. PTO Type | C. Total Miles | D. Total Fuel Used | E. AMPG | F. WA Tax Miles | G. Tax Gallons | H. Credit Factor % | I. Credit Gallons |
|--------------------|-------------|----------------|--------------------|---------|-----------------|----------------|--------------------|-------------------|
| | | | | | | | | |

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After making necessary changes, click **Next**.

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5. Dyed Diesel Return

Dyed Diesel Return

| | | |
|--|----------|---|
| 1. Beginning physical inventory | 196 | <input type="checkbox"/> I had no beginning inventory |
| 2. Fuel received (total from Schedule A) | 17,333 | |
| 3. Ending physical inventory | 265 | <input type="checkbox"/> I had no ending inventory |
| 4. Total accountable gallons (line 1 + line 2 - line 3) | 17,264 | |
| 5. Tax-exempt gallons (total from Schedule B) | 1,764 | |
| 6. Taxable gallons (line 4 - line 5) | 15,500 | |
| 7. Washington power take-off credit | 0 | |
| 8. Net taxable or credit gallons (line 6 - line 7) | 15,500 | |
| 9. Special fuel tax (line 8 x tax rate) | 7,657.00 | |
| 10. Penalty after 25th of the month (line 9 x 10%) | 765.70 | |
| 11. Sum of line 9 + line 10 | 8,422.70 | |
| 12. Interest after end of month (line 11 x 1%) | 84.23 | |
| 13. Total fuel tax (line 11 + line 12) | 8,506.93 | |
| 14. Previous payments (Amended returns only) | 0.00 | |
| 15. Sales tax credit/due | 0.00 | <input checked="" type="checkbox"/> I want to enter my own sales tax credit |
| 16. Total adjustments (line 14 + line 15) | 0.00 | |
| 17. If total of line 13 - line 16 is greater than zero, amount owed | 8,506.93 | |
| 18. If total of line 13 - line 16 is less than zero, net refund amount | 0.00 | |

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After making necessary changes, click **Next**.

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Return Summary

Return Received Date: 31-May-2019
 Type: Original
 Cancel Dyed Diesel License: Cancel Date

| | |
|------------------|-----------------|
| Tax Due | 7,657.00 |
| Credit | 0.00 |
| Penalty | 785.70 |
| Interest | 84.23 |
| Total Due | 8,506.93 |

Your return is filed late. There may be additional penalty and/or interest due after the return is processed.

Save and Finish Later Save and Continue Cancel Back Submit

» File Your Dyed Diesel Return

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The **Total Due** shown here may have updated based on changes made on previous screens.

Important: All information in the tax return is subject to review and may require corrections that could adjust the Total Due Amount appearing when filed. If changes are made you will be notified by phone, email, or mail. You are able to view changes to the tax return by viewing the return in TAP.

Reminder: All Dyed Diesel tax returns must be **filed**, and **paid**, (if amount due) by 5:30 p.m. on the 25th of the month following the filing period to avoid penalty and interest.

Click **Next**.

Based on the **Total Due**, make your refund options or payment options.

Once return is completed, click **Submit** and **confirm** to send request.

This concludes our instructions. Thank you.

If you need further assistance, contact MCS 360-664-1858 or MotorCarrierServices@dol.wa.gov.

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

Option B- Withdraw

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Status : Pending Submitted : 31-May-2019 13:04:52
Logon : tara#1
Federal Employer ID : 11-1111111
Name : APPLE CUSTOMER
Dyed Diesel User : 0018500-DD
Period : 31-Mar-2019
Total Due : \$9,055.76
Received : 31-May-2019

If you would like to change your request click the Change button above.
If you want to cancel your request click the Withdraw button above.

1. Instructions

Instructions

Purpose

- Use this service to file your original Dyed Diesel return.
- You will receive a confirmation code upon successful submission of your return. Keep this code with your tax records.
- DO NOT mail your return after you complete your online filing. Doing so can cause processing delays.

Once your return has been processed you can amend it by viewing the return and clicking the change button at the top right of the screen.

When to Submit This Request

- Online filing is available for Dyed Diesel license holders.

What You'll Need

- Your Dyed Diesel fuel gallons purchased and tax exempt gallons used.

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Click **Withdraw** and **confirm**.

Reminder: You are required to file tax returns for all periods.

This concludes our instructions. Thank you.

If you need further assistance, contact MCS 360-664-1858 or MotorCarrierServices@dol.wa.gov.

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