

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

Taxpayer
Access
Point

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Menu Log Off Your request has been submitted.
Your confirmation number is 0-233-046-016.

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

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

View Support ID 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.

Navigation

My Accounts

Dyed Diesel User

File Your Dyed Diesel Return

» Request

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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

The screenshot shows the TAP home screen for an 'APPLE CUSTOMER'. The 'My Balance' is \$5,508.68. Under the 'Accounts' tab, there is one account listed: '0018500-DD' (Dyed Diesel User) with a balance of \$5,508.68 and an 'Active' status. A red circle highlights the 'Account ID' '0018500-DD'.

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

The screenshot shows the account details for 'Dyed Diesel User'. The 'My Balance' is \$5,508.68. A red arrow points to the 'Pay Effective Balance' link. Below, there is a table for 'Periods Requiring Attention'.

Period	Return Status	Tax	Penalty	Interest	Credits	Balance	Messages
31-Mar-2019	Processed	8,811.48	881.15	96.93	4,280.88	5,508.68	View Return

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”...

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

Home Federal Employer ID 11-1111111 Legal Name **APPLE CUSTOMER** View Profile
 My Balance **\$5,508.68** Physical Address 11 TREE STREET OLYMPIA WA 98502 Make a Payment
 Register a New Account
 Mailing Address Add

Back

View Support ID

Navigation

» My Accounts

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

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Menu Log Off **Make a Payment** Cancel

Home Number of Payments : 0
 Payment Total : \$0.00

Back

View Support ID **My Accounts** Payment Summary

Showing All Accounts Payment Period Choose for each payment
 Hide History

Navigation

My Accounts

» Payment

TAP Help

Name	Account Id	Account Type	Payments	Amount	Add payment for tax
APPLE CUSTOMER	0018500-DD	Dyed Diesel User	0		Add Payment

Cancel

Select the **Add Payment** hyperlink for the account type balance you would like to pay.

Period List

Make a Payment

Name : APPLE CUSTOMER
Account : Dyed Diesel User 0018500-DD

Choose reporting or registration period you wish to pay Filter

Period	Description	Balance
2nd Quarter 2019	Collected from 01-Apr-2019 thru 30-Jun-2019	0.00
1st Quarter 2019	Collected from 01-Feb-2019 thru 31-Mar-2019	5,508.68

2 Rows

Close

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.

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Menu Log Off **Submit** **Cancel**

Make a Payment

Home Number of Payments : 1
Back Payment Total : \$5,508.68

View Support ID **My Accounts** Payment Summary

Navigation

Showing All Accounts Payment Period: Choose for each payment **Hide History**

Name	Account Id	Account Type	Payments	Amount	Add payment for tax
APPLE CUSTOMER	0018500-DD	Dyed Diesel User	1	5,508.68	Add Payment

Submit **Cancel**

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**.

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.

The screenshot shows the 'Payment' screen in the TAP interface. The user is 'Dyed Diesel User 0018500-DD'. The payment amount is 8,591.70. The bank account information is for JPMORGAN CHASE, Checking account, with routing number 021000021 and account number 111222333. A red arrow points to the 'Save as default for Dyed Diesel User 0018500-DD' link.

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.

The screenshot shows the 'Choose Payment Source' dialog box. The 'Default: My Bank Account' option is selected. The bank account information is for JPMORGAN CHASE, Checking account, with routing number 021000021. A red arrow points to the 'Submit' button.

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.

The screenshot shows the TAP interface for a Dyed Diesel User. The main form area contains the following information:

- Payment Type: Account Payment
- Amount available to pay off any debt in the account subject to standard offset rules.
- Please note: if you do not pay the full amount owed, you are still liable for all outstanding debt.
- APPLE CUSTOMER: Dyed Diesel User 0018500-DD
- Payment Date: 03-Jun-2019
- PAY TO THE ORDER OF: Washington State Department of Licensing
- Amount: 8,591.70
- JPMORGAN CHASE
- MEMO:
- Bank Account Type: Checking
- Routing Number: 021000021
- Account Number: ****2333

Under the heading "Choose Payment Source", there are two radio buttons:

- Default: My Bank Account
- New payment source

A red arrow points to the "New payment source" radio button.

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.

The close-up shows the "Choose Payment Source" section with the following details:

- Default: My Bank Account (selected)
- Savings
- JPMORGAN CHASE
- 021000021
- New payment source

A red arrow points to the "Submit" button.

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.

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

Home Federal Employer ID 11-1111111 Legal Name APPLE CUSTOMER View Profile
My Balance \$0.00 Physical Address 11 TREE STREET OLYMPIA WA 98502 Make a Payment
Mailing Address Add Register a New Account

Back

View Support ID

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Accounts¹ **History²** Messages¹⁰ Letters¹

Waiting to be Processed² All Requests

Requests waiting to be processed Filter

Confirmation #	Submitted	Account Id	Account Type	Period	Title	Status	Logon
0-333-709-312	03-Jun-2019	0018500-DD	Dyed Diesel User		Account Payment for \$8,591.70	Pending	
0-274-464-768	03-Jun-2019	0018500-DD	Dyed Diesel User	31-Mar-2019	Dyed Diesel return for 31-Mar-2019	Pending	

2 Rows

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

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Menu Log Off **Payment** **Withdraw**

Home Status : Pending Submitted : 03-Jun-2019 14:09:15
Back Logon : tara#1
View Support ID Federal Employer ID : 11-1111111
Name : APPLE CUSTOMER
Dyed Diesel User : 0018500-DD
Amount : \$ -8,591.70

Navigation

My Accounts

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Payment Type **Account Payment** Amount available to pay off any debt in the account subject to standard offset rules.
Please note: if you do not pay the full amount owed, you are still liable for all outstanding debt.

APPLE CUSTOMER
Dyed Diesel User 0018500-DD Payment Date 03-Jun-2019

PAY TO THE ORDER OF Washington State Department of Licensing 8,591.70

JPMORGAN CHASE

MEMO:

Bank Account Type Routing Number Account Number
Checking 021000021 ****2333

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Select the **Withdraw** tab and **Yes** to confirm

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Menu Log Off

Home

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View Support ID

Payment

Status	: Withdrawn	Withdrawn	: 03-Jun-2019 14:17:41
Logon	: tara#1	Submitted	: 03-Jun-2019 14:09:15
Federal Employer ID	: 11-1111111		
Name	: APPLE CUSTOMER		
Dyed Diesel User	: 0018500-DD		
Amount	: \$ -8,591.70		

Payment Type: Account Payment Amount available to pay off any debt in the account subject to standard offset rules.

Please note: If you do not pay the full amount owed, you are still liable for all outstanding debt.

APPLE CUSTOMER
Dyed Diesel User 0018500-DD Payment Date 03-Jun-2019

PAY TO THE ORDER OF Washington State Department of Licensing 8,591.70

JPMORGAN CHASE

MEMO:

Bank Account Type	Routing Number	Account Number
Checking	021000021	****2333

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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](#).