

How to make a TAP Payment for Fuel Tax

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.

These instructions are for Fuel Tax customers who would like to make payment via TAP. Electronic payments on TAP can be made using your checking or savings accounts.

Electronic Fund Transfer (EFT) is required for Motor Fuel and Special Fuel Tax Accounts, (Supplier, Distributor, and Blender) if your payment amount is \$50,000 or greater.

Payment Process

Posting payment amounts to your account requires an overnight process. Once your payment has posted, please allow at least two business days for Fuel Tax staff to review and process your requests.

Important: If paying after the due date, or an adjustment is made to your return, penalty and interest may be due. These changes will not appear in TAP until your return has been processed by the Fuel Tax Staff.

If mailing a check or money order, please include the account number and reason for payment.

Documents/Information needed

Routing and account information for your bank.



The diagram shows a check form with the following fields and labels:

- Your Name** and **Your Address** (top left)
- 1001** (top right)
- DATE** (middle right)
- PAY TO THE ORDER OF** (left side)
- \$** (middle right)
- DOLLARS** (middle right)
- Your Bank Name** (left side)
- MEMO** (left side)
- 123456789** (bottom left)
- 0000987654321** (bottom middle)
- 1001** (bottom right)

Labels below the form indicate the following information:

- 9 Digit Routing Number** (under 123456789)
- Your Account Number** (under 0000987654321)
- Check Number** (under 1001)

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

Payment Instructions for Fuel Tax

Below are instructions for payment options:

- Option A demonstrates how to **Pay** after you have submitted a request.
- Option B demonstrates how to pay using **Pay Effective Balance**.
- Option C demonstrates how to pay from the TAP Home screen, **I Want To...Make a Payment**.

Option A

In option A, once you have submitted your request in TAP you will see the following screen.

The screenshot displays the 'Taxpayer Access Point' interface for 'Prorate and Fuel Tax Services' under the 'WASHINGTON STATE DEPARTMENT OF LICENSING'. The page features a blue header with the logo and service name. A navigation menu on the left includes 'Home', 'Back', 'View Support ID', 'Navigation', 'My Accounts', 'Fuel Distributor', 'Distributor Tax Return - 31-Dec-2017', 'Fuel Distributor Return', '» Request', 'TAP Help', 'TAP How-To Videos', and 'TAP Frequently Asked Questions'. The main content area shows a confirmation message: 'Your request has been submitted.' (circled in red), followed by 'Your confirmation number is 1-153-433-600.' and a note about submission times. Below the message are three buttons: 'Pay', 'OK', and 'Print'. A red arrow points to the 'Pay' button. At the bottom, there are links for 'Us | Survey | More About TAP' and a copyright notice for 2015.

Click the **Pay** button, if you would like to pay before you log out of your session.

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

Menu Log Off Submit Cancel

Payment Type Return/Decal Payment Amount intended to pay off a return or decal request that has been filed
 Please note: If you do not pay the full amount owed, you are still liable for all outstanding debt.

FUEL TAX SAMPLE
 Fuel Distributor 0075002-FD Payment Date 28-Dec-2017

PAY TO THE ORDER OF Washington State Department of Licensing 4,943.46

JPMORGAN CHASE
 MEMO: December 2017

Bank Account Type Routing Number Account Number Account Number Confirm
 Checking 021000021 20000021111 20000021111

Foreign Bank Save as default for Fuel Distributor 0075002-FD

Choose Payment Source
 New payment source

Submit Cancel

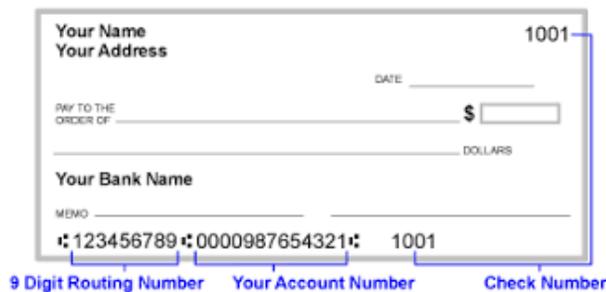
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Once you have clicked on the **Pay** button, an electronic check will appear allowing you to make your payment.

Payment Type, Date, and Amount will autofill. Please complete required fields below:

- **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**, reenter your bank account number to confirm.

Note: If you choose not to save your banking information as default, you will have to reenter it with each payment. If you would like your banking information for your Fuel Tax account to automatically populate each time you make a payment, see instructions [click here](#).

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: Payment amounts posting to your account is an overnight process. Once your payment has posted, please allow at least two business days for staff to review and process your request.

Option B

In Option B, you can **Pay Effective Balance**, after selecting your **Account ID** hyperlink from the TAP Home screen.

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Menu Log Off FT SAMPLE Names And Addresses I Want To...
Federal Employer ID 44-4444444
My Balance \$5,971.08
View Profile
Make a Payment
Register a New Account

Home
Back
View Support ID

Accounts⁸ History¹ Messages³ Letters⁰
My Accounts⁸

Navigation
» My Accounts

TAP Help
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My Accounts

Account Id	Account Type	Name	Frequency	Address	Balance	Status
0078001-FA	Aircraft Fuel Distrib	FT SAMPLE	Monthly	123 SAMPLE ST OLYMPIA WA	368.50	Active
0078001-FB	Fuel Blender	FT SAMPLE	Monthly	123 SAMPLE ST OLYMPIA WA	0.00	Active
0078001-FC	Fuel Carrier	FT SAMPLE	Monthly	123 SAMPLE ST OLYMPIA WA	0.00	Active
0078001-FD	Fuel Distributor	FT SAMPLE	Monthly	123 SAMPLE ST OLYMPIA WA	5,802.58	Active
0078001-FT01	Fuel Terminal	FT SAMPLE	Monthly	123 SAMPLE ST OLYMPIA WA	0.00	Active
0078001-RA01	Unlicensed Refund	FT SAMPLE	Rfn Monthly	123 SAMPLE ST OLYMPIA WA	0.00	Active
0078001-RM01	Unlicensed Refund	FT SAMPLE	Rfn Monthly	123 SAMPLE ST OLYMPIA WA	0.00	Active
0078001-RS01	Unlicensed Refund	FT SAMPLE	Rfn Monthly	123 SAMPLE ST OLYMPIA WA	0.00	Active

8 Rows

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Note: This example has multiple accounts, your screen may look different.

Select the **Account ID** hyperlink for the account related to the balance you would like to pay.

- Menu [Log Off](#)
- Home
- Back
- View Support ID

Fuel Distributor
Federal Employer ID 44-4444444
Monthly 0078001-FD
My Balance **\$5,602.68**
Pending \$0.00
[Pay Effective Balance](#) **\$5,602.68**
Payment Source [Setup](#)

Names And Addresses
Mailing Address [Add](#)

- I Want To...**
- [View Accounts](#)
 - [View Profile](#)
 - [Register a New Account](#)

- Navigation**
- My Accounts
 - » [Fuel Distributor](#)

- TAP Help**
- TAP How-To Videos
 - TAP Frequently Asked Questions

Periods **History** **Activity** **Messages¹** **Letters⁰**

[Attention Needed¹](#) [All Periods](#)

Periods Requiring Attention [Filter](#)

Period	Return Status			Tax	Penalty	Interest	Credits	Balance	Messages
30-Nov-2017	Late-Processed	View Return	Pay	4,943.46	494.35	164.77	0.00	5,602.68	View Return

Select the **Pay Effective Balance** hyperlink.

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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.

FT SAMPLE
Fuel Distributor 0076001-FD Payment Date: 07-Mar-2018

PAY TO THE ORDER OF: Washington State Department of Licensing 5,602.58

MEMO:

Bank Account Type: **Required** Routing Number: **Required** Account Number: **Required** Account Number Confirm: **Required**

Foreign Bank Save as default for Fuel Distributor 0076001-FD

Choose Payment Source
 New payment source

Submit **Cancel**

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Once you have selected the **Pay Effective Balance** hyperlink, an electronic check will appear allowing you to make your payment.

Payment Type, Date, and Amount will autofill. Please complete required fields below:

- **Bank Account Type**, from the drop down menu select, *Checking or Savings*.

Your Name
Your Address
1001

DATE _____

PAY TO THE ORDER OF: _____ \$ _____
DOLLARS

Your Bank Name

MEMO _____

⑆ 123456789 ⑆ 0000987654321 ⑆ 1001

9 Digit Routing Number Your Account Number Check Number

- **Routing Number**, enter your 9 digit routing number for your banking institution.
- **Account Number**, enter your bank account number.
- **Account Number Confirm**, reenter your bank account number to confirm.

Note: If you choose not to save your bank information as default, you will have to reenter it with each payment. If you would like your banking information for your Fuel Tax account to automatically populate each time you make a payment, see instructions [click here](#).

Click **Submit**.

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Menu Log Off Submit Cancel

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

Back

View Support ID

Navigation

My Accounts

Fuel Distributor

» Payment

TAP Help

TAP How-To Videos

TAP Frequently Asked Questions

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

FT SAMPLE Fuel Distributor 0076001-FD Payment Date 07-Mar-2018

PAY TO THE ORDER OF: Washington State Department of Licensing 5,602.58

JPMORGAN CHASE

I hereby authorize the Washington State Department of Licensing to debit my bank account in the amount of **\$5,602.58**.

You are required to re-enter your password to confirm this request. Your password will act as your signature.

Password Required OK Cancel

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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:** Posting payment amounts to your account requires an overnight process. Once your payment has posted, please allow at least two business days for staff to review and process your request.*

Option C

In option C, you can make a payment from the TAP Home screen by selecting **Make a Payment**.

The screenshot displays the 'Taxpayer Access Point' interface for 'Prorate and Fuel Tax Services' under the 'WASHINGTON STATE DEPARTMENT OF LICENSING'. The user is logged in as 'FT SAMPLE' with a Federal Employer ID of 44-4444444. The 'My Balance' is \$5,971.08. A red circle highlights the 'I Want To...' menu, with a red arrow pointing to the 'Make a Payment' option. Below this, a table lists 'My Accounts' with columns for Account Id, Account Type, Name, Frequency, Address, Balance, and Status. The table shows 8 rows of accounts, including Fuel Blenders, Fuel Carriers, Fuel Distributors, and Fuel Terminals, with various balances and statuses.

Account Id	Account Type	Name	Frequency	Address	Balance	Status
0078001-FA	Aircraft Fuel Distrib	FT SAMPLE	Monthly	123 SAMPLE ST OLYMPIA WA	388.50	Active
0078001-FB	Fuel Blender	FT SAMPLE	Monthly	123 SAMPLE ST OLYMPIA WA	0.00	Active
0078001-FC	Fuel Carrier	FT SAMPLE	Monthly	123 SAMPLE ST OLYMPIA WA	0.00	Active
0078001-FD	Fuel Distributor	FT SAMPLE	Monthly	123 SAMPLE ST OLYMPIA WA	5,802.68	Active
0078001-FT01	Fuel Terminal	FT SAMPLE	Monthly	123 SAMPLE ST OLYMPIA WA	0.00	Active
0078001-RA01	Unlicensed Refund	FT SAMPLE	Rfn Monthly	123 SAMPLE ST OLYMPIA WA	0.00	Active
0078001-RM01	Unlicensed Refund	FT SAMPLE	Rfn Monthly	123 SAMPLE ST OLYMPIA WA	0.00	Active
0078001-RS01	Unlicensed Refund	FT SAMPLE	Rfn Monthly	123 SAMPLE ST OLYMPIA WA	0.00	Active

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

Under **I Want To...**, select **Make a Payment** hyperlink.

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Prorate and Fuel Tax Services



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Menu

Log Off Cancel

Make a Payment

Number of Payments : 0
Payment Total : \$0.00

My Accounts

Payment Summary

Showing
All Accounts

Payment Period
Choose for each payment

[Hide History](#)

Name	Account Id	Account Type	Payments	Amount	Add payment for tax
FT SAMPLE	0078001-FA	Aircraft Fuel Distributor	0		Add Payment
FT SAMPLE	0078001-FB	Fuel Blender	0		Add Payment
FT SAMPLE	0078001-FC	Fuel Carrier	0		Add Payment
FT SAMPLE	0078001-FD	Fuel Distributor	0		Add Payment
FT SAMPLE	0078001-FT01	Fuel Terminal	0		Add Payment
FT SAMPLE	0078001-RA01	Unlicensed Refund Aircraft	0		Add Payment
FT SAMPLE	0078001-RM01	Unlicensed Refund Motor Fu	0		Add Payment
FT SAMPLE	0078001-RS01	Unlicensed Refund Special I	0		Add Payment

Cancel

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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 related to the balance you would like to pay.

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Menu Log Off Cancel

Make a Payment

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

View Support ID My Accounts Payment Summary

Navigation

My Accounts Showing: All Accounts Payment Period: Choose for each payment

TAP Help

TAP How-To Videos Add payment for tax

TAP Frequently Asked Questions Add Payment

Period List

Make a Payment

Name : FT SAMPLE
Account : Fuel Distributor 0078001-FD

Choose reporting or registration period you wish to pay Filter

Period	Description	Balance
November 2017	Collected from 29-Nov-2017 thru 30-Nov-2017	5,802.58

Close

Cancel

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Note: The dollar amount will not autofill on the next screen, so you will need to write it down.

From the pop-up screen, under **Period**, select the **tax return period** hyperlink related to the balance you would like to pay.

Once you have selected the **tax return period**, an electronic check will appear allowing you to make your payment.

Payment Type and **Date** will autofill. Please complete required fields below:

- **Payment Amount**, enter your payment 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**, reenter your bank account number to confirm.

Note: If you choose not to save your bank information as default, you will have to reenter it with each payment. If you would like your banking information for your Fuel Tax account to automatically populate each time you make a payment, see instructions [click here](#).

Click **OK**.

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Menu

[Submit](#)
[Cancel](#)

[Home](#)
[Back](#)
[View Support ID](#)

Make a Payment

Number of Payments : 1
Payment Total : \$5,602.58

My Accounts

Payment Summary

Showing

Payment Period

All Accounts

Choose for each payment

[Hide History](#)

Name	Account Id	Account Type	Payments	Amount	Add payment for tax
FT SAMPLE	0078001-FA	Aircraft Fuel Distributor	0		Add Payment
FT SAMPLE	0078001-FB	Fuel Blender	0		Add Payment
FT SAMPLE	0078001-FC	Fuel Carrier	0		Add Payment
FT SAMPLE	0078001-FD	Fuel Distributor	1	5,602.58	Add Payment
FT SAMPLE	0078001-FT01	Fuel Terminal	0		Add Payment
FT SAMPLE	0078001-RA01	Unlicensed Refund Aircraft	0		Add Payment
FT SAMPLE	0078001-RM01	Unlicensed Refund Motor Fu	0		Add Payment
FT SAMPLE	0078001-RS01	Unlicensed Refund Special I	0		Add Payment

8 Rows

[Submit](#)
[Cancel](#)

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***Note:** The payment amount requested now appears under the Amount field. If the account still has an amount(s) due for another period, you can select the **Add Payment** hyperlink again. If you have multiple accounts you can select the **Add Payment** hyperlink for your other account(s).*

After completing your selections, click **Submit**.

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Menu Log Off Submit Cancel

Home Number of Payments : 1
Back Payment Total : \$5,602.58

View Support ID My Accounts Payment Summary

Showing All Accounts Payment Period Choose for each payment Hide History

Name	Account Id	Account Type	Payments	Amount	Add payment for tax
FT SAMPLE	0078001-FA	Aircraft Fuel Distributor	0		Add Payment
FT SAMPLE	0078001-FB	Fuel Blender	0		Add Payment
FT SAMPLE	0078001-FC	Fuel Carrier	0		Add Payment
FT SAMPLE	0078001-FD	Fuel Distributor	1	5,602.58	Add Payment
FT SAMPLE	0078001-FT01	Fuel Terminal	0		Add Payment

I hereby authorize the Washington State Department of Licensing to submit these payment(s) in the amount of **\$5,602.58**.

Your password will act as your signature.

Password Required

OK Cancel

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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: Posting payment amounts to your account requires an overnight process. Once your payment has posted, please allow at least two business days for staff to review and process your request.

This concludes our instructions. If you need further assistance, please call our Fuel Tax Unit at 360-664-1852 or email FuelTax@dol.wa.gov Thank you.

Save Default or Reset Default Information

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 each time you make a payment.

Save as Default (referenced on page 3, 7, & 12)

The screenshot shows the TAP Taxpayer Access Point interface for the Washington State Department of Licensing. The page title is "Prorate and Fuel Tax Services". The user is logged in as "FT SAMPLE", an Aircraft Fuel Distributor 0051000-FA. The payment date is set to 20-Feb-2018, and the amount to be paid is 368.50. The payment is to be made to the Washington State Department of Licensing. The user has selected JPMORGAN CHASE as the bank, with a checking account. The routing number is 021000021, and the account number is 111222333. A red arrow points to the "Save as default for Aircraft Fuel Distributor 0051000-FA" link. Below the payment information, there is a "Choose Payment Source" section with a radio button selected for "New payment source".

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.

The screenshot shows a confirmation dialog box with a question mark icon and the text "Are you sure you want to set this payment source as the default for this account?". There are two buttons: "Yes" and "No". A red arrow points to the "Yes" button.

A pop-up screen will appear, Click **Yes** to confirm.

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 WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Log Off Submit Cancel

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.

FT SAMPLE
 Aircraft Fuel Distributor 0051000-FA Payment Date: 20-Feb-2018

PAY TO THE ORDER OF: Washington State Department of Licensing 368.50

JPMORGAN CHASE

MEMO:

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

Choose Payment Source

Default: My Bank Account (circled in red) Checking JPMORGAN CHASE 021000021
 New payment source

Submit Cancel (red arrow points to Submit)

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The banking account information you entered is now set as the default for this account, Click **Submit**.

I hereby authorize the Washington State Department of Licensing to debit my bank account in the amount of \$368.50.
 You are required to re-enter your password to confirm this request. Your password will act as your signature.

Password (circled in red) [Input Field] Required

OK Cancel (red arrow points to OK)

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 on file for this account will receive a confirmation email.

Reminder: Payment amounts posting to your account is an overnight process. Once your payment has posted, please allow at least two business days for staff to review and process.

Reset Default Information

To change your banking information previously saved as a Default, use **New payment source**.

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Menu Log Off

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.

FT SAMPLE
Aircraft Fuel Distributor 0051000-FA Payment Date: 20-Feb-2018

PAY TO THE ORDER OF: Washington State Department of Licensing 388.50

MEMO:

Bank Account Type: Required Routing Number: Required Account Number: Required Account Number Confirm: Required

Foreign Bank Save as default for Aircraft Fuel Distributor 0051000-FA

Choose Payment Source

Default: My Bank Account Checking JPMORGAN CHASE 021000021

New payment source

Submit Cancel

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Select **New payment source** and enter your new banking information.

Click on the **Save as default** hyperlink.

Are you sure you want to overwrite the current default payment source for this account?

Yes No

Click **Yes**, to confirm that you want to overwrite your previously entered bank information.

The banking account information you entered is now set as the default 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 on file for this account will receive a confirmation email.

Reminder: Payment amounts posting to your account is an overnight process. Once your payment has posted, please allow at least two business days for staff to review and process.