

Set up a New Fuel Tax Refund Account

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 Refund Account customers who have not logged into TAP and would like to create an online profile.

The example included is for an individual registering for a motor fuel account. If creating an account for a Business, Trust, Government Agency, or a different fuel type, additional screens or slightly different screens will appear.

Depending on which browser has been set as the default, screen images may appear slightly different than those included in these instructions.

New Fuel Tax Refund Account Process

Once submitted, please allow at least two business days for Unlicensed Refund staff to review and process your request.

Documents/Information needed

For an individual account:

- ✓ Spouse's name if opening a joint account
- ✓ Physical and mailing addresses
- ✓ Notarized Power of Attorney form if registering for someone else (An electronic copy must be uploaded)

For a Business, Trust, or Government Agency account:

- ✓ Entity Name for Business, Trust, or Government Agency
- ✓ Business type for **Business** or **Trust**
 - Corporation
 - General Partnership
 - Limited Liability Company
 - Limited Liability Partnership
 - Limited Partnership
 - Nonprofit Corporation
 - Sole Proprietorship
- ✓ Business type for **Government Agency**
 - County Agency
 - Federal Agency
 - Municipality
 - State Agency
- ✓ Unified Business Identifier (UBI) number for Washington State
- ✓ Federal Employer Identification Number (FEIN) also known as (TIN) or SSN (Depending on the type of account)
- ✓ Physical and Mailing addresses
- ✓ Notarized Power of Attorney form if registering for someone else (An electronic copy must be uploaded)

Instructions to set up a new Fuel Tax Refund Account

Taxpayer
Access
Point

Prorate and Fuel Tax Services
 WASHINGTON STATE DEPARTMENT OF LICENSING

IFTA / Prorate (IRP) / Fuel Tax / Unlicensed Refund Application

If you already have an active IFTA, Fuel Tax, or Dyed Diesel License, Prorate (IRP) registration, or Unlicensed Refund with the Washington State Department of Licensing and you do not have a username to access your account, click the "Create a new username" button.

[Create a new username](#)

If you do not have an active IFTA, Fuel Tax, or Dyed Diesel License, Prorate (IRP) registration, or Unlicensed Refund account with the Washington State Department of Licensing, click the "Apply for a new account" button.

[Apply for a new account](#)

If you are trying to pay a Dyed Diesel Violation or an Unlicensed Fuel Tax Violation click the "Pay an assessment" button.

[Pay an assessment](#)

[Check the status of your application](#)

Already registered?

Username Required

Password Required

Authentication Code

[Login](#)

[I forgot my username](#)
[I forgot my password](#)
[Find more information on TAP](#)

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

[dol.wa.gov](#) | [Contact Us](#) | [About Us](#) | [Survey](#) | [More About TAP](#) | Copyright © 2015

To register as a new customer and set up your online account, click the **Apply for a new account** button.

T
A
P

axpayer
Access
Point

Prorate and Fuel Tax Services



Menu

Home

Back

View Support ID

1. Registration Options

Navigation

Ligon

» Register a New Taxpayer

Registration Options

TAP Help

TAP How-To Videos

TAP Frequently Asked Questions

Select the account type you are trying to register below.

If you need to register multiple accounts choose only one type now. You can add additional accounts once you can log in.

IFTA or IRP

Check here if you are trying to register for IFTA or IRP

For fuel tax refunds for IFTA Power Take Off (PTO) credits, see "Unlicensed Fuel Tax Refunds" below.

Fuel Tax Account(s)

Check here if you are a business registering for Fuel Tax account(s)

Check here if you are a government entity registering for Fuel Tax account(s)

Unlicensed Fuel Tax Refund(s) ↖

Check here if you are a business or a trust registering to claim Fuel Tax Refunds

Check here if you are a government registering to claim Fuel Tax Refunds

Check here if you are an individual registering to claim Fuel Tax Refunds

Dyed Diesel Account

Check here if you want to register for a Dyed Diesel account

Service Agent

Check here if you are a service agent looking to register to manage another taxpayer's accounts online

Save and Finish Later

Save and Continue

Cancel

Back

Next ↖

[dol.wa.gov](#) | [Contact Us](#) | [About Us](#) | [Survey](#) | [More About TAP](#) | Copyright © 2015

Note: For this example, an individual registering was selected.

From **Registration Options**, select the registering type that applies.

Click **Next**.

The next screen which is not shown is the **Instruction** screen.

Review and click **Next**.

Taxpayer
Access
Point

Prorate and Fuel Tax Services

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu 1. Registration Options 2. Instructions 3. On Behalf Of

Home **On Behalf Of**

Back Are you completing this request on behalf of someone else? Yes No

View Support ID Save and Finish Later Save and Continue Cancel Back Next

Navigation

Logon

» Register a New Taxpayer

TAP Help

TAP How-To Videos

TAP Frequently Asked Questions

dol.wa.gov | [Contact Us](#) | [About Us](#) | [Survey](#) | [More About TAP](#) | Copyright © 2015

If you are completing this request on **your own behalf**, select **No**, click **Next**, and continue onto [Page 6](#).

If you are completing this request **for someone else**, select **Yes**, and enter *your*:

- **Name**
- **Email**
- **Phone Number**

A **Power of Attorney (POA)** must be added. Follow the steps below:

- Click **Add Attachment** hyperlink.

- For Type, select **“Power of Attorney”** from the drop down menu.
- Enter **Description** of the document (example **POA**).
- Click **Choose File**, locate document on your computer to upload, and click **Open**.

Click **Save**.

Once the Power of Attorney document has been added, it will display under Attachments.

Note: If you attached an incorrect document in error, click **Remove** and confirm.

Click **Next**.

*Note: If registering a **Business, Trust, or Government Agency**, a TaxPayer Sub Type screen will appear for completion (not shown here) before the Names and Identification screen.*

Enter the following:

- **First Name**
- **M.I.**
- **Last Name**
- **Additional Claimant** (Spouse's name if joint account)

Click **Next**.

For **Business, Trust, or Government Agency**:

- **Legal Name** (Entity Name or Trust Name)
 - **First Name, MI, Last Name, DBA** for Sole Proprietor
- **DBA** (Doing business as or Trade name, if applicable)
- **ID** (enter FEIN or TIN)
 - **SSN** (Sole Proprietor without FEIN)
- **UBI** (Unified Business Identification number for Washington State)

Click **Next**.

Enter your **physical address** information:

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

Click **Verify Address** hyperlink.

***Note:** The **Verified** address hyperlink will compare the address you entered with the USPS database. If the address cannot be verified, but is close to a USPS address, you will have the option to select “As Entered” or “Verified”. It will notify you if the address could not be verified and ask if you want to use it anyway. Depending on your selection, the hyperlink changes to **Verified** or **Overridden**.*

If your **mailing address** is different from your physical address, click **Yes**. Additional address fields will open for completion.

If your **records location** is at an address that is different than your physical address, click **Yes**. Additional address fields will open for completion.

Click **Next**.

T
A
P

axpayer
Access
Point

Prorate and Fuel Tax Services



[1. Registration Options](#) >
 [2. Instructions](#) >
 [3. On Behalf Of](#) >
 [4. Names and Identifications](#) >
 [5. Addresses](#) >
 [6. Account Selection](#)

Account Selection

<p>Home</p> <hr/> <p>Back</p> <hr/> <p>View Support ID</p>	<p>Register a new Motor Fuel (Gasoline) Unlicensed Refund account? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Register a new Special Fuel (Diesel) Unlicensed Refund account? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Register a new Aircraft (Jet fuel/Aviation gasoline) Unlicensed Refund account? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
--	--	--

Navigation

Logon

» Register a New Taxpayer

[Save and Finish Later](#) [Save and Continue](#) [Cancel](#)

[Back](#) [Next](#)

TAP Help

TAP How-To Videos

TAP Frequently Asked Questions

dol.wa.gov | [Contact Us](#) | [About Us](#) | [Survey](#) | [More About TAP](#) | Copyright © 2015

Note: If applicable more than one fuel type may be selected. For this example, we selected a new Motor Fuel account for an individual.

For **Account Selection**, select **Yes** for appropriate fuel type account(s).

Click **Next**.

T
A
P

axpayer
Access
Point

Prorate and Fuel Tax Services



WASHINGTON STATE DEPARTMENT OF
LICENSING

Menu

1. Behalf Of >
 4. Names and Identifications >
 5. Addresses >
 6. Account Selection >
 7. Unlicensed Refund Information - Individual

Home

Back

View Support ID

Navigation

Logon

» Register a New Taxpayer

TAP Help

TAP How-To Videos

TAP Frequently Asked Questions

Unlicensed Refund Information - Individual

Please indicate the reason you are requesting a refund of fuel tax by marking the appropriate exemption(s) below. Additional documentation or information may be required for some exemptions.

Motor Fuel

<input checked="" type="checkbox"/> Boating <input type="checkbox"/> Construction/Industrial <input type="checkbox"/> Farming ? <input type="checkbox"/> Logging	<input type="checkbox"/> Motor Fuel used in aircraft <input type="checkbox"/> Tribal Fishing ? <input type="checkbox"/> WA power take-off (PTO) ? <input type="checkbox"/> Other
--	---

Signature

I certify under penalty of perjury under the laws of the state of Washington that the foregoing and any supporting documents are true and correct. Required

[Add Attachment](#) ?

Attachments Add

Type	Filename	Size	Description

Save and Finish Later
Save and Continue
Cancel

Back
Next

[dol.wa.gov](#) | [Contact Us](#) | [About Us](#) | [Survey](#) | [More About TAP](#) | Copyright © 2015

Note: Based on your account type and fuel section, your screen may look different.

Select the **appropriate exemption**. Depending on your selection, an attachment may be required.

You are required to click the **Signature box** to certify all information is true and correct to continue.

Click **Next**.

Enter the following **Logon Information**:

- Create a **Username** for yourself
- Create a **Password** that is easy to remember and reenter to **Confirm Password**
- Select a **Secret Question** from the drop down menu, then enter your **Secret Answer**

Note: Each person should have their own login with unique username and password. Your password and secret answer are not known to Unlicensed Refund Unit staff.

Enter the the following **Contact Information**:

- **Name** of the contact person for business
- **Email address** for the contact person, and **reenter** to **Confirm Email**
- **Contact Phone**

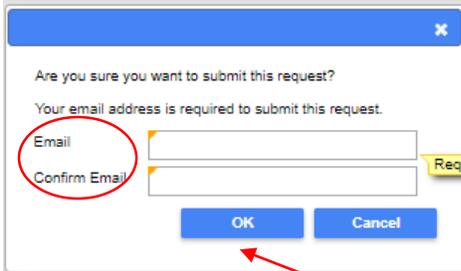
For **Authentication contact information**:

- Select **Email**, **Text**, or **Text/Email**, and enter required information. (This authentication information will be used to receive your authentication code necessary each time when logging into TAP.)

Click **Next**.

Note: The next screen which is not shown, is the **Review** screen. Everything you entered when setting up your account will be displayed here for your review. If corrections are needed, use the numbered tabs at the top of the screen in blue or use the **Back** button located at the bottom.

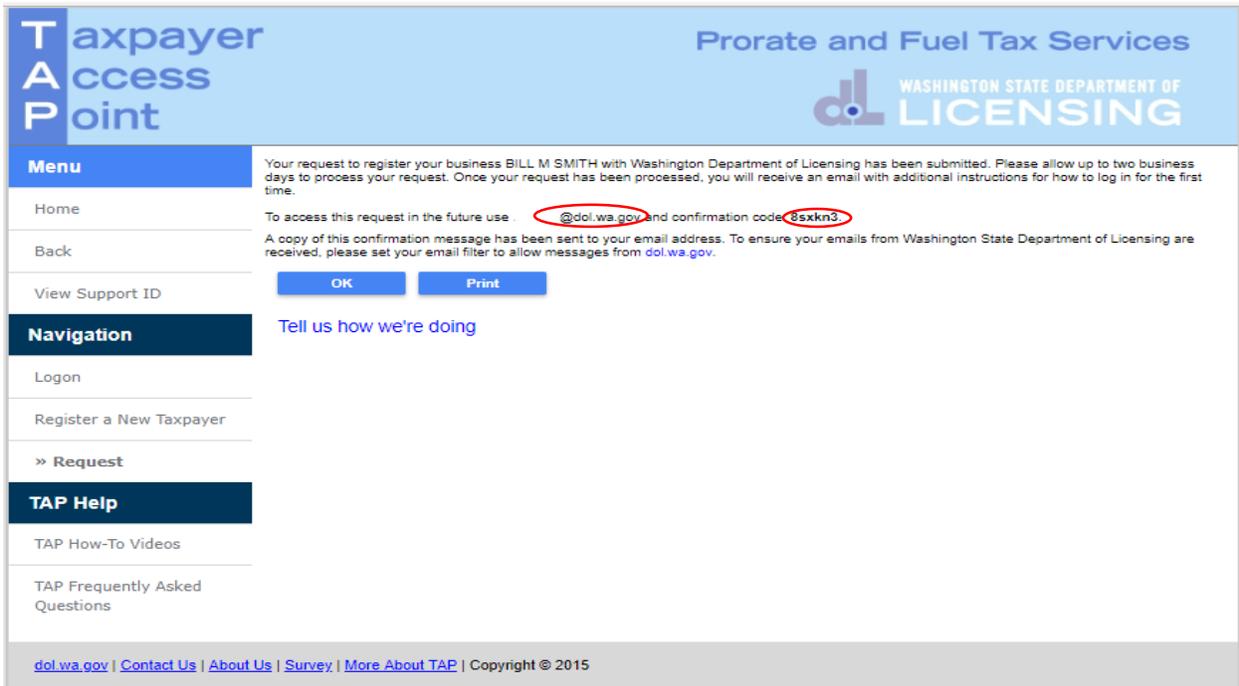
Once you have verified the information is correct, click **Submit**.



A confirmation dialog box with a blue header and a close button (X) in the top right corner. The text inside reads: "Are you sure you want to submit this request?" followed by "Your email address is required to submit this request." Below this are two input fields: "Email" and "Confirm Email". The "Email" field is circled in red. To the right of the "Confirm Email" field is a yellow "Req." label. At the bottom are two blue buttons: "OK" and "Cancel". A red arrow points to the "OK" button.

You are required to **enter** and **confirm** your **Email** address to complete your submission. The email address will be used to send the confirmation code and message for this specific TAP request.

Click **OK**.



The screenshot shows the "Taxpayer Access Point" interface for "Prorate and Fuel Tax Services" under the "WASHINGTON STATE DEPARTMENT OF LICENSING". The main content area displays a confirmation message: "Your request to register your business BILL M SMITH with Washington Department of Licensing has been submitted. Please allow up to two business days to process your request. Once your request has been processed, you will receive an email with additional instructions for how to log in for the first time." Below this, it says "To access this request in the future use @dol.wa.gov and confirmation code: **8sxkn3**". A note mentions that a confirmation message has been sent to the user's email address and advises setting up an email filter for messages from dol.wa.gov. There are "OK" and "Print" buttons. The left sidebar contains a "Menu" with links for Home, Back, and View Support ID, and a "Navigation" section with links for Logon, Register a New Taxpayer, and a "Request" link. The "TAP Help" section includes links for TAP How-To Videos and TAP Frequently Asked Questions. The footer contains links for dol.wa.gov, Contact Us, About Us, Survey, and More About TAP, along with a copyright notice for 2015.

Note: After your request is processed, you will receive an email with your security code and a hyperlink to login.

This concludes our instructions. Thank you.

If you need further assistance, please contact our Unlicensed Refund Unit at 360-664-1838 or UnlicensedRefunds@dol.wa.gov.