

## Deleting Vehicles

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 Washington Prorated (IRP) customers who would like to delete vehicles from their fleet (with or without credit) in a supplement. Multiple transaction types can be requested in one supplement.*

*If deleting (removing) a vehicle at renewal, see instructions “How to process your IRP renewal in TAP” by clicking the hyperlink to return to the [TAP instructions](#) on the DOL website.*

### **Delete Vehicles 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. Credentials will be sent via USPS mail once your request is approved and your payment has posted.

### **Documents/Information needed**

- ✓ Original signed cab card if deleting with credit.

## Instructions for Deleting Vehicles

Log into Taxpayer Access Point (TAP).

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

The screenshot displays the Taxpayer Access Point (TAP) interface for the Washington State Department of Licensing. The header includes the TAP logo and the text "Prorate and Fuel Tax Services". The main content area is divided into several sections:

- Menu:** Includes "Log Off", "Home", "Back", and "View Support ID".
- Navigation:** Includes "» My Accounts".
- TAP Help:** Includes "TAP How-To Videos" and "TAP Frequently Asked Questions".
- Account Information:** Shows "IRP TESTING 2" with "Federal Employer ID 91-1121212" and "My Balance \$0.00".
- Names And Addresses:** A section for managing addresses.
- I Want To...:** Includes links for "View Profile", "Make a Payment", and "Register a New Account".
- My Accounts:** A table listing accounts with columns for Account ID, Account Type, Name, Frequency, Address, Balance, and Status. The "Account ID" column is circled in red, and a red arrow points to the value "0046021-0901".

Account ID	Account Type	Name	Frequency	Address	Balance	Status
0046021-0901	IRP Fleet	IRP TESTING 2	Prorate Fisc	4505 BLACK LAKE BLVD SW	0.00	Active

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Under **Account ID**, select your **IPR Fleet Account** hyperlink.

**Menu** [Log Off](#)

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[Home](#)

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[Back](#)

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[View Support ID](#)

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**Navigation**

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[My Accounts](#)

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» [IRP Fleet](#)

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**TAP Help**

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[TAP How-To Videos](#)

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[TAP Frequently Asked Questions](#)

**IRP Fleet**

Federal Employer ID	91-1121212	Mailing Address	<a href="#">Add</a>
Prorate Fiscal Annual	0046021-0901		
My Balance	\$0.00		
Pending	\$0.00		
Payment Source	<a href="#">Setup</a>		

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**Names And Addresses**

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**I Want To...**

- [View Accounts](#)
- [View Profile](#)
- [Request Good Standing Letter](#)
- [Register a New Account](#)
- [Close Account](#)

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**Fleet** | [History](#) | [Activity](#) | [Messages<sup>0</sup>](#) | [Letters<sup>1</sup>](#)

[Recent Applications<sup>2</sup>](#) | [Prior Applications](#) | [Jurisdictions<sup>59</sup>](#) | [Weight Groups<sup>1</sup>](#) | [Vehicles<sup>2</sup>](#)

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**Recent Applications** [Show History](#) | [Filter](#)

Filing Period	Application	Status	Jurisdictions	Vehicles	Fees	Balance	Actions
31-Aug-2019	<a href="#">2019 Supplement 1</a>	Finalized	59	1	2,269.78	0.00	<a href="#">Create New Supplement</a>
31-Aug-2019	<a href="#">2019 Original</a>	Finalized	59	1	2,300.24	0.00	

2 Rows

Under **Actions**, click **Create New Supplement** hyperlink and **confirm** to create a new application.

**NOTE:** Delete activities cannot be done on an **Original** or **Renewal** application. For a **Renewal**, please select “Do Not Renew” for the vehicle you wish to delete at the end of the current registration year.

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Prorate and Fuel Tax Services



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**Menu** Log Off

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Home

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Back

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View Support ID

**Attention:** Use the "Attachments" section on the left hand side of the screen to include documentation with your application.

A copy of your vehicle registration or title is required for all vehicles you are licensing under the International Registration Plan (IRP). The name listed on your registration or title must match the name on your IRP application.

A stamped Heavy Vehicle Use Tax Receipt (2290) is required to be submitted for all vehicles running combination 55,000 lbs gross vehicle weight (GVW) or more with a purchase date greater than 60 days.

A current Lease Agreement is required when you are using another carriers USDOT number as the carrier responsible for the safety of your vehicle(s).

2019 Supplement 6		Submit	Cancel	Fee Summary		I Want To...
Fleet	0046021-0901			Effective	15-Mar-2019	<a href="#">View Accounts</a>
Created	15-Mar-2019			Apportioned Fees	\$0.00	<a href="#">View Profile</a>
Reported Jurisdictions	59			Base Fees	\$0.00	
Registered Groups	1			Net Fees	\$0.00	
Vehicles in Application	0					
Pending Validations	0					

**Application Status: Created**

To complete your application, use the tabs below to enter and/or view your information. Fees are calculated once jurisdiction, vehicle and weight information is entered.

[Click Here to Learn More About the Tabs Below](#)

**Application** | Fees | Messages<sup>0</sup> | Letters<sup>1</sup>

Jurisdictions<sup>59</sup> | **Vehicles** | Validations<sup>0</sup>

Vehicles and Weights							Add Weight Group	Hide History	Filter
Group	Group Type	Default Weight	Base Weight	Activity	Messages	Active			
<a href="#">TR-98000-001</a>	Tractor	98,000	98,000			<input checked="" type="checkbox"/>			

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Click on the **Vehicles** tab to display current weight groups under **Vehicles and Weights**.

To delete a vehicle select the **Weight Group** hyperlink.

IRP
[?](#) [↻](#) [✕](#)

**Weight Groups**

[Weights](#) | **Vehicles** | [Group Vehicles](#)

**Vehicles** [+](#) Add / Change Vehicle

	Transaction Type	Unit	Year	Vehicle Make	VIN	USDOT	VehicleType	Filter
<a href="#">+</a>	<a href="#">Add / Change Vehicle</a>							

Save
Cancel

*Note:* To display a list of all vehicles in a weight group, click on **Group Vehicles**

Select the **Vehicles** tab, then click the **Add/Change Vehicle** hyperlink.

IRP

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**Weight Groups**

Weights
Vehicles
Group Vehicles

Vehicles
Unit: 2

Unit: 2

 Remove Vehicle
 Copy row
 Add / Change Vehicle

Transaction Type: Delete Vehicle with Credit

In order to receive credit for a deleted vehicle, the cab cad must be signed and attached to your request. Not providing a signed cab card will forfeit any credit available.

Transaction Information	Vehicle Information
Unit: <input style="width: 80%;" type="text" value="2"/>	Vehicle Make: <input style="width: 80%;" type="text" value="EAGI - Eagle International"/>
VIN: <input style="width: 80%;" type="text" value="FR96667A94GR531AA"/>	Model Year: <input style="width: 80%;" type="text" value="2016"/>
TPO Number / Base Plate: <input style="width: 80%;" type="text"/>	Fuel Type: <input style="width: 80%;" type="text" value="Diesel"/>
Current Plate Number: <input style="width: 80%;" type="text"/>	Unladen Weight: <input style="width: 80%;" type="text" value="19,350"/>
Weight of Plate Turned In: <input style="width: 80%;" type="text" value="0"/>	Purchase Price: <input style="width: 80%;" type="text" value="45,000.00"/>
Registration Credit Months: <input style="width: 80%;" type="text" value="0"/>	Purchase Date: <input style="width: 80%;" type="text" value="02-Mar-2017"/>
WA Apportionment: <input style="width: 80%;" type="text" value="0.00000"/>	Number of Axles/Seats: <input style="width: 80%;" type="text" value="3"/>
	MSO (Manufacturing State of Origin): <span style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">No</span> <span style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block; margin-left: 10px;">Yes</span> <span style="float: right; font-size: 0.8em;">?</span>

**Motor Carrier Responsible for Safety**

Is This Vehicle Running Under a Lease?: <span style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">No</span> <span style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block; margin-left: 10px;">Yes</span>	Owner/Lessor (if applicable): <input style="width: 80%;" type="text"/>
Carrier FEIN: <input style="width: 80%;" type="text" value="911121212"/>	IFTA Jurisdiction: <input style="width: 80%;" type="text" value="FL - Florida"/>
USDOT: <input style="width: 80%;" type="text" value="5999944"/>	IFTA Account Number: <input style="width: 80%;" type="text"/>
Carrier Name: <input style="width: 80%;" type="text" value="IRP TESTING 2"/>	IFTA Account Name: <input style="width: 80%;" type="text"/>
	No IFTA Account/Fuel Permit: <input type="checkbox"/>

**Registrant Requests**

Select Additional Options:

Remove Vehicle
 Copy row
 Add / Change Vehicle

Save
Cancel

In Transaction Information section, for **Transaction Type**, select **Delete Vehicle with Credit** from the drop down menu.

***Note:** To receive credit, you are required to attach a copy of the original signed cab card, otherwise the vehicle will be deleted without credit.*

For **Unit**, enter the unit number you want to delete and tab. All fields will autofill. Review populated information to confirm you are deleting the correct vehicle.

If you have additional vehicles to delete from the weight group you selected, click **Add/Change Vehicle**.

Click **Save** when you have completed deleting.

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**Menu** Log Off

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Home

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Back

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View Support ID

**Attention:** Use the "Attachments" section on the left hand side of the screen to include documentation with your application.

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A stamped Heavy Vehicle Use Tax Receipt (2290) is required to be submitted for all vehicles running combination 55,000 lbs gross vehicle weight (GVW) or more with a purchase date greater than 60 days.

A current Lease Agreement is required when you are using another carriers USDOT number as the carrier responsible for the safety of your vehicle(s).

2019 Supplement 6		Submit	Cancel	Fee Summary	I Want To...
Fleet	0046021-0901			Effective	15-Mar-2019 <a href="#">View Accounts</a>
Created	15-Mar-2019			Apportioned Fees	\$0.00 <a href="#">View Profile</a>
Reported Jurisdictions	59			Base Fees	\$0.00
Registered Groups	1			Net Fees	\$0.00
Vehicles in Application	1				
Pending Validations	2				

**Application Status: Created**

To complete your application, use the tabs below to enter and/or view your information. Fees are calculated once jurisdiction, vehicle and weight information is entered.

[Click Here to Learn More About the Tabs Below](#)

Application	Fees	Messages <sup>0</sup>	Letters <sup>1</sup>
Jurisdictions <sup>59</sup>	Vehicles <sup>1</sup>	<b>Validations<sup>2</sup></b>	

**Validations Needing Attention** [Filter](#)

Type	Message
Invalid Vehicle USDOT	Some of your vehicles have invalid USDOT safety information.
Vehicle Deleted with Credit	Vehicle(s) were deleted with credit. Please attach Original Cab Cards.

2 Rows

**TAP Help**

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TAP How-To Videos

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TAP Frequently Asked Questions

**Attachments** Add

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Click the **Validations** tab, to view a list of required documentation to attach.

- Click the **Add** hyperlink.

Select a file to attach
✕

Type

Description

- Select **"Signed Cab Card"** for Type from the drop down menu.
- Enter the Description of the document, for example **"Cab Card"**.
- Click **Choose File**, locate the document on your computer to **upload** and **open**.
- Click **Save**.

*Note: Each attachment must be added one at a time. Make sure to change the **Type** and **Description** as appropriate.*

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**Menu** Log Off

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View Support ID

**Attention:** Use the "Attachments" section on the left hand side of the screen to include documentation with your application.

A copy of your vehicle registration or title is required for all vehicles you are licensing under the International Registration Plan (IRP). The name listed on your registration or title must match the name on your IRP application.

A stamped Heavy Vehicle Use Tax Receipt (2290) is required to be submitted for all vehicles running combination 55,000 lbs gross vehicle weight (GVW) or more with a purchase date greater than 60 days.

A current Lease Agreement is required when you are using another carriers USDOT number as the carrier responsible for the safety of your vehicle(s).

2019 Supplement 7		Submit	Cancel	Fee Summary		I Want To...	
Fleet	0046021-0901			Effective	15-Mar-2019	View Accounts	
Created	15-Mar-2019			Apportioned Fees	\$0.00	View Profile	
Reported Jurisdictions	59			Base Fees	\$0.00		
Registered Groups	1			Net Fees	\$0.00		
Vehicles in Application	1						
Pending Validations	2						

**Application Status: Created**

To complete your application, use the tabs below to enter and/or view your information. Fees are calculated once jurisdiction, vehicle and weight information is entered.

[Click Here to Learn More About the Tabs Below](#)

Application
Fees
Messages<sup>0</sup>
Letters<sup>1</sup>

Jurisdictions<sup>59</sup>
Vehicles<sup>1</sup>
Validations<sup>2</sup>

Vehicles and Weights						Add Weight Group	Hide History	Filter
Group	Group Type	Default Weight	Base Weight	Activity	Messages	Active		
TR-98000-001	Tractor	98,000	98,000	1 Delete		✓		

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**Note:** If you have vehicles to delete in a different weight group, repeat process starting on Page 4.

Click **Submit**, then **Yes**, to confirm submission, and if applicable, that all required documents have been attached.

**Note:** If the **Submit** tab is not visible, and you have attached documents contact MCS.

This concludes our instructions. Thank you.

If you need further assistance, contact MCS staff 360-664-1858 or [MotorCarrierServices@dol.wa.gov](mailto: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. Credentials will not be mailed until your request is approved and your payment has posted.

The Invoice will process overnight and will be available to view or print the following day.

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