

## Payment Options for IFTA and IRP 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 IFTA and IRP 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. Credentials will be sent via USPS mail once your request is approved and your payment has posted.

If you wish to expedite service, you may visit one of the Motor Carrier Services [Offices](#) located in Olympia or Vancouver. If you completed a request on TAP, and paid online, the counter staff cannot process your request until your TAP payment has posted. Either **do not pay online** or **verify** that your payment has posted to your account before coming to the office by contacting [MCS](#).

These offices accept multiple payment options to include cash, check, money order, credit, and/or debit card.

If mailing a check or money order, please include the account number and reason for payment. If making an IRP payment, please include your invoice.

### Important:

- **IRP** - Verify that the amount due has not changed since the request was submitted. If the amount is different than originally submitted, a new invoice will be located under the letters tab on TAP.
- **IFTA** - If the return is **overdue** and you elect to make a payment before the pending return processes overnight, be sure to check the processed return in TAP to verify if the balance due has changed.

### Documents/Information needed

Routing and account information for your bank.

### Hyperlinks within these instructions:

- Option 1 and 2 appear after you submit your request and before you log out.
- Option 3 and 4 are available whenever you log into TAP.

Option 1 [Pay Effective Balance after completing an IRP request](#)

Option 2 [Pay Button is displayed for IFTA Tax Returns](#)

Option 3 [Pay Effective Balance from Account ID](#)

Option 4 [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 - IRP requests

The screenshot shows the 'Taxpayer Access Point' interface for 'Prorate and Fuel Tax Services' by the 'WASHINGTON STATE DEPARTMENT OF LICENSING'. The main content area is titled '2018 Renewal' and includes a 'Cancel' button. A 'Fee Summary' table is displayed with the following data:

Effective	01-Jan-2018	I Want To...
Apportioned Fees	\$3,226.91	<a href="#">View Accounts</a>
Base Fees	\$22.50	<a href="#">View Profile</a>
Net Fees	\$3,249.41	
Pending Payments	\$0.00	
<b>Pay Effective Balance</b>	<b>\$3,249.41</b>	

Below the table, the 'Application Status' is 'Submitted'. A message states: 'Your application has been sent to the Washington State Department of Licensing for processing. No changes can be made.' A red arrow points to the 'Pay Effective Balance' link in the fee summary table.

### Option 2 - IFTA Tax Returns

The screenshot shows the 'Taxpayer Access Point' interface for 'Prorate and Fuel Tax Services' by the 'WASHINGTON STATE DEPARTMENT OF LICENSING'. The main content area displays a confirmation message: 'Your request has been submitted. Your confirmation number is 1-448-542-208.' It includes instructions about submission times and a note that a confirmation message has been sent to the user's email address. At the bottom, there are three buttons: 'Pay', 'OK', and 'Print'. A red arrow points to the 'Pay' button.

Options 1 and 2 only appear after you have completed submission and before you log off.

- For **IRP** the **Pay Effective Balance** hyperlink will appear.
- For **IFTA** the **Pay** button will appear for Tax Returns.

Once either is selected, an electronic check will appear.

If a default payment source already exists for the account, click **Submit**, and re-enter your **TAP Password**, then **Ok**.

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 3 - Pay Effective Balance from Account ID

The screenshot shows the TAP home screen for 'IRP TEST'. The 'My Accounts' table is as follows:

Account ID	Account Type	Name	Frequency	Address	Balance	Status
0022307-0101	IRP Fleet	IRP TEST	Prorate Fisc	1661 ANTHEM LN SW TUMW/	3,249.41	Active
0022307	IFTA	IRP TEST	Quarterly	405 BLACK LAKE BLVD SW O	0.00	Active

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

The screenshot shows the TAP account page for 'IRP Fleet'. The 'Pay Effective Balance' link is highlighted with a red arrow. The 'Recent Applications' table is as follows:

Filing Period	Application	Status	Jurisdictions	Vehicles	Fees	Balance	Actions
31-Dec-2018	2018 Renewal	Processed	59	1	3,249.41	3,249.41	Create New Supplement

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 4 - Make a Payment from “I Want To”...**

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

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

*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 type balance you would like to pay.

**Period List**

**Make a Payment**

Name : IRP TEST  
Account : IFTA 0022307

Choose reporting or registration period you wish to pay Filter

Period	Description	Balance
4th Quarter 2019	Collected from 01-Oct-2019 thru 31-Dec-2019	20.00
3rd Quarter 2019	Collected from 01-Jul-2019 thru 30-Sep-2019	0.00
2nd Quarter 2019	Collected from 01-Apr-2019 thru 30-Jun-2019	0.00
1st Quarter 2019	Collected from 01-Jan-2019 thru 31-Mar-2019	0.00

4 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** or **registration 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.

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

Menu Log Off Submit Cancel

**Make a Payment**

Home Number of Payments : 1  
Back Payment Total : \$20.00

View Support ID My Accounts Payment Summary

Navigation Showing All Accounts Payment Period Choose for each payment

Name	Account Id	Account Type	Payments	Amount	Add payment for tax
IRP TEST	0022307	IFTA	1	20.00	Add Payment
IRP TEST	0022307-0101	IRP Fleet	0		Add Payment

2 Rows 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. Credentials will not be mailed until your request is approved and your payment has posted.*

## Completing an Electronic Check

The screenshot shows the 'Taxpayer Access Point' interface for 'Prorate and Fuel Tax Services' by the 'WASHINGTON STATE DEPARTMENT OF LICENSING'. The user is logged in and viewing a payment form. The 'Payment Type' is set to 'Account Payment'. The amount to be paid is \$3,249.41, and the payment date is 12-Feb-2018. The payee is 'Washington State Department of Licensing'. The form includes fields for 'Bank Account Type', 'Routing Number', 'Account Number', and 'Account Number Confirm', all of which are marked as 'Required'. A 'Foreign Bank' checkbox is also present. A link to 'Save as default for IRP Fleet 0022307-0101' is visible. Below the form, there is a 'Choose Payment Source' section with a radio button for 'New payment source'. A red arrow points to the 'Submit' button.

Once the Payment option is selected, an electronic check will appear allowing you to make your payment.

**Payment Type, 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*.

The diagram shows a form for an electronic check. It includes fields for 'Your Name', 'Your Address', 'DATE', 'PAY TO THE ORDER OF', '\$', 'DOLLARS', 'Your Bank Name', and 'MEMO'. At the bottom, there are three fields: '123456789', '0000987654321', and '1001'. Below these fields are labels: '9 Digit Routing Number', 'Your Account Number', and 'Check Number'.

- **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, [click here](#).*

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 Access Point. The top navigation bar includes 'Menu', 'Log Off', and 'Submit'/'Cancel' buttons. The main content area displays the account name 'IRP TEST IRP Fleet 0022307-0101' and the payment date '12-Feb-2018'. The amount to be paid is '3,249.41'. The bank information is 'JPMORGAN CHASE' with a memo field. The banking details are: Bank Account Type: Checking, Routing Number: 021000021, Account Number: 111222333, and Account Number Confirm: 111222333. A red arrow points to the 'Save as default for IRP Fleet 0022307-0101' link. Below the form is a 'Choose Payment Source' section with a radio button 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. Click **Yes** to confirm you default payment source for this account.

The screenshot shows the 'Choose Payment Source' dialog box. It has two radio buttons: 'Default: My Bank Account' (selected) and 'New payment source'. The account details 'Checking JPMORGAN CHASE 021000021' are visible. A red arrow points to the 'Submit' button.

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 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. Credentials will not be mailed until your request is approved and your payment has posted.

## Change Account Banking Information saved as Default

To change your banking information previously saved as a Default.

The screenshot shows the 'TAXPAYER ACCESS POINT' interface for the 'WASHINGTON STATE DEPARTMENT OF LICENSING'. The main content area is titled 'Prorate and Fuel Tax Services'. The 'Payment Type' is set to 'Account Payment'. A note states: 'Please note: If you do not pay the full amount owed, you are still liable for all outstanding debt.' The payment details include 'IRP TEST', 'IRP Fleet 0022307-0101', and a 'Payment Date' of '12-Feb-2018'. The amount to be paid is '3,051.25'. The payee is 'Washington State Department of Licensing'. The bank information is for 'JPMORGAN CHASE' with a 'MEMO' field. The 'Bank Account Type' is 'Checking', the 'Routing Number' is '021000021', the 'Account Number' is '111222333', and the 'Account Number Confirm' is '111222333'. A red arrow points to the 'Save as default for IRP Fleet 0022307-0101' link. Below the form, the 'Choose Payment Source' section is visible, with 'New payment source' selected. 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.

This is a close-up of the 'Choose Payment Source' section. It shows two radio buttons: 'Default: My Bank Account' (unselected) and 'New payment source' (selected). To the right, the bank information is displayed: 'Checking', 'JPMORGAN CHASE', and '021000021'. A red arrow points to the 'Submit' button.

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 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. Credentials will not be mailed until your request is approved and your payment has posted.*

## Withdraw a Payment

The ability to withdraw a payment is time sensitive. If the Withdraw tab is not present, the time period has expired.

The screenshot shows the 'Taxpayer Access Point' interface for 'Prorate and Fuel Tax Services' under the 'WASHINGTON STATE DEPARTMENT OF LICENSING'. The user is logged in as 'IRP TEST' with a balance of \$3,249.41. The 'History' tab is selected, showing a table of requests waiting to be processed. A red arrow points to the confirmation number '0-932-970-496'.

Confirmation #	Submitted	Account Id	Account Type	Period	Title	Status	Logon
0-932-970-496	26-Mar-2019	0022307-0101	IRP Fleet	31-Dec-2018	Return/Decal Payment	Pending	

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

The screenshot shows the 'Payment' screen in the TAP interface. The 'Withdraw' tab is selected, and a red arrow points to it. The screen displays payment details for the selected request, including the amount of \$3,249.41 and the payment date of 26-Mar-2019. The payment is to be made to the Washington State Department of Licensing via JPMORGAN CHASE.

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.

IRP TEST  
IRP Fleet 0022307-0101 Payment Date 26-Mar-2019

PAY TO THE ORDER OF Washington State Department of Licensing 3,249.41

JPMORGAN CHASE

MEMO: 2018

Bank Account Type Routing Number Account Number  
Checking 021000021 \*\*\*\*1122

Foreign Bank

Select the **Withdraw** tab and confirm your request.

Taxpayer Access Point		Prorate and Fuel Tax Services	
		WASHINGTON STATE DEPARTMENT OF LICENSING	
<b>Menu</b>	Log Off	<b>Payment</b>	
Home		<b>Status</b> : Withdrawn	Withdrawn : 26-Mar-2019 09:08:02
Back		Logon : test	Submitted : 26-Mar-2019 08:57:24
View Support ID		Federal Employer ID : 11-1111111	
		Name : IRP TEST	
		IRP Fleet : 0022307-0101	
		Period : 31-Dec-2018	
		Amount : \$ -3,249.41	

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](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.

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