

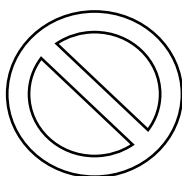
Taxpayer Access Point Step-By-Step Introduction

IRP Accounts

What to Know Before You Begin:

TAP allows you access to your IFTA, SFU, and IRP registration accounts to file returns and submit payments. You must have finalized your initial registration with the Motor Carrier Division before access to your accounts through TAP may be granted. You will need the following information to set up access to an IRP account in TAP:

- FEIN (Federal Employer Identification Number)
- IRP account number (#####-###-IRP, provided by Motor Carrier Division)
- Zip Code associated with IRP account
- Utah miles reported on most recent Schedule B



Do not use your browser's back or forward buttons while logged into TAP. Please use the links provided on each TAP screen to navigate.

Abuse of TAP privileges may result in the revocation of TAP access.

Review carefully all IRP applications before clicking "Submit." Submitted applications are final, and you will be held responsible for any fees due. Submitted applications cannot be reversed.

Due to the processes used to view and print IRP invoices, temporary permits, and cab card registrations, you will need to have Adobe® Reader installed on your computer. This free program is available for download at <http://get.adobe.com/reader>. Invoices, temporary permits, and cab card registrations will open in a new tab or window, depending on your browser's settings.

Gaining Access to TAP:

Log on to <http://tap.tax.utah.gov> and click the "Log In" link. You will arrive at the main login page. Click on "Signup for Web Access" to arrive at the application screen. Fill in all necessary information to create your TAP logon. At the bottom of the page, be sure to indicate that you wish to add access to an account at this time. You will now be required to enter the above-mentioned information as a security measure in order to gain access to your account.

After submitting your application for TAP access, you will receive an email with the authorization code you will need for your first time logging into TAP. Self-plating and Reporting Agent (3rd party) account access will require additional verification through the Motor Carrier Division.

You can only apply for access to two accounts when you initially apply for TAP access. For IRP in TAP, each of your fleets counts as different accounts. If you are applying for IFTA and IRP access and have more than one IRP fleet you will need to add access to the additional fleets after you log into TAP for the first time. To add access to additional IRP accounts after logging in, click the "Add Access to Another Account" link on your home page. The process to add additional accounts in this manner is the same as when you initially set up your TAP logon.

My Summary:

From this screen, you can access each account you have set up for TAP access. You can also see the outstanding balance for each account. Through the "My Profile" link you may change your logon information, cancel your online access, and manage additional logons for other authorized users. The "View Mail" link allows you to view letters and invoices generated by the Utah State Tax Commission for any of the accounts you have access to. "Request" allows you to file certain requests, such as a penalty waiver, that may apply to your accounts. A "Pending Requests" link will show applications or payments that have been submitted but not yet processed by the USTC. IRP applications should be processed almost immediately, and all payments and IFTA/SFU applications should be processed overnight.

IRP Account Summary:

After clicking the link to your IRP account from the My Summary page, you arrive at the Account Summary. You will find here a list of all IRP applications, their status, and any payments due. You will also find links to create new supplemental applications for each available registration period. At the beginning of a renewal period, a "Create Renewal Application" will appear to allow the online filing of your IRP renewal. Please note that all applications submitted through TAP will not be finalized by the Motor Carrier Division until a paper copy of the application is received (i.e. Schedule A/C or B).

The "Registration" link takes you to a details screen. This screen allows you to edit the account addresses and view a list of all registered jurisdictions, weight groups, vehicles, and applications. It is important to note that the addresses on this page apply only to the IRP account, and will not affect the addresses associated with the taxpayer or other accounts belonging to the taxpayer.

Applications that have been paid and finalized will move from the IRP Account Summary screen to the list found by clicking the "Registration" link. A summary of each finalized application along with the ability to view the application's invoice will remain available on the Registration Details screen.

Submitting Payments:

Due to the nature of the IFTA and IRP agreements, the only acceptable payment types are cash, check, or money order. For this reason, payments made through TAP must come from an active bank account. You will need to know your bank's nine-digit routing number as well as your bank account number.

IRP payments may be made by either clicking the hyperlinked dollar amount on the IRP Account Summary, or by clicking on the hyperlinked application number for which you are paying. IRP payments will be applied only to the selected IRP application.

After selecting the appropriate payment category and period, you will be required to enter the payment amount, the date you wish the payment to take effect, and your bank routing and account information. The Bank ACH Debit is the only acceptable payment type for IFTA and IRP payments in TAP. You may save this information if you wish to save time on future payments. For security reasons, you will be required to enter your password before submitting any payments.

Filing an IRP Supplemental Application or Original Fleet Renewal:

From the IRP Account Summary, click the corresponding link next to the registration period for which you wish to submit an application. Please note that if a period has not yet begun, any application submitted in that period will not take effect until the first day of that period. During any step before submitting, the application may be cancelled by clicking the "Cancel App" button. Please pay close attention to the instructions on each screen throughout the process.



Review carefully all IRP applications before clicking "Submit." Submitted applications are final, and you will be held responsible for any fees due. Submitted applications cannot be reversed.

Availability of printed documents (i.e. invoices, temporary permits, etc.) immediately after an application has been submitted may be delayed. If errors occur, please return to the home screen and wait 30-60 seconds before returning to attempt to print the documents. If errors persist after several attempts, please contact the Motor Carrier Division for assistance.

To add a supplemental application (such as adding a vehicle, adding a jurisdiction, or requesting replacement plates) click the "Create New Supplement" link. To create a renewal application, click the "Create Renewal Application" link next to the new period for which you are renewing. For instructions on completing each common IRP task, see the following list:

Supplemental Application: Add a Jurisdiction

Click the "Create New Supplement" link in the correct period. From the list of jurisdictions that displays, check the box next to each new jurisdiction you need to add. Click "Continue."

If you need a jurisdiction's weight to be different than the default weight for each weight group, you can modify the weight by clicking the weight group's name. Please note that changing a weight in an existing weight group will affect every vehicle within that group. If weights in each jurisdiction differ by more than 10%, an explanation of operations will be required and the Motor Carrier Division will approve or deny the weight variance based on that explanation. Click "Continue."

Unless you have other specific vehicle changes to make, click "Continue" again to arrive at the Estimated Mileages screen. Your own estimates are considered to be "Carrier Estimates," and the State's computer-generated estimates are considered to be "Base Estimates." If using Carrier Estimates, do not round the mileage entered and be sure to provide a detailed explanation on your paper Schedule B of the trips you are basing your estimates on. The Motor Carrier Division, upon

receipt of your Schedule B, will be forced to change rounded or insufficiently explained estimates to the preset Base Estimates. Click "Continue" when finished.

You will then be able to request 30-day temporary permits for any power units affected by the change. Check the box for each unit you are requesting a temp for and click "Continue."

If at the summary screen all the information and changes are correct, submit the application. Otherwise, click the link to the page on which you need to make corrections. Any of the "Edit..." links will also allow you to cancel the application, as those pages will have a "Cancel App" button on them. Temporary permits will become available to print after submitting, as well as the invoice for the application. For security reasons, you will be required to enter your password before submitting an application.

Supplemental Application: Add a Weight Group, Modify a Weight Group

Click the "Create New Supplement" link in the correct period. Click "Continue" to skip the Jurisdictions screen. Click the "Add Weight Group" button to create a new weight group, or click the weight group name to modify an existing weight group. Pay close attention to the on-screen instructions as they explain what information is required and what each field means.

If you need a jurisdiction's weight to be different than the default weight for each weight group, you can modify the weight by clicking the weight group's name. Please note that changing a weight in an existing weight group will affect every vehicle within that group. If weights in each jurisdiction differ by more than 10%, an explanation of operations will be required and the Motor Carrier Division will approve or deny the weight variance based on that explanation.

Enter weights in numerical form (i.e. 54000). Unless a higher axle count is needed for registrations in Quebec, Canada, 5 axles is the normal default. Click "Save" after entering all necessary information. It may be necessary to click "Save" once more after the default weight has populated into each jurisdiction that was left blank. Click "Continue" after your new or modified weight group shows in the list.

If you need to move a vehicle from one weight group to another, click the "Move Unit" link for the vehicle and select the correct weight group from the list that displays. When finished moving vehicles, click "Continue." You may also cancel a vehicle move by clicking the "Undo Move" link. If you do not have any specific vehicle changes, click "Continue" and skip the Vehicle Registration screen.

You will then be able to request 30-day temporary permits for any power units affected by the change. Check the box for each unit you are requesting a temp for and click "Continue."

If at the summary screen all the information and changes are correct, submit the application. Otherwise, click the link to the page on which you need to make corrections. Any of the "Edit..." links will also allow you to cancel the application, as those pages will have a "Cancel App" button on them. Temporary permits will become available to print after submitting, as well as the invoice for the application. For security reasons, you will be required to enter your password before submitting an application.

Supplemental Application: Add a Vehicle

Click the "Create New Supplement" link in the correct period. Click "Continue" to skip the Jurisdictions screen. Click "Continue" to skip the Weight Groups screen. On the Vehicle Registrations screen, click the "Add Unit" link that corresponds to the weight group in which the vehicle will belong.

Enter the required information. The Situs Address is the permanent physical address where the vehicle is stationed for work or parked, not where the vehicle may temporarily be located at that time. Do not click the "VIN Override" until you are prompted to do so after clicking "Next." This will only occur when the VIN you entered fails a validation test and cannot be recognized.

TAP will attempt to automatically populate what information it can gather from the VIN you entered. Enter any remaining required information. You must select either Owned or Leased. A vehicle that is financed through a lien holder is not the same as a leased vehicle. If the vehicle is leased, enter the leasing company's name that is printed on the vehicle's title as the "Owner Name on Title." Click "Next" to continue.

Select the desired plate type and click "Next." Carefully review the summary screen and when satisfied, click "Submit." The vehicle will display in a new section titled "New, Renewed, and Changed Vehicles." You may repeat the process to add an additional vehicle by again clicking the "Add Unit" link next to the correct weight group. You may also cancel a vehicle addition by clicking the "Cancel Add" link. Click "Continue" on the Vehicle Registrations screen when finished adding vehicles.

You will then be able to request 60-day temporary permits for any added units. Check the box for each unit you are requesting a temp for and click "Continue."

If at the summary screen all the information and changes are correct, submit the application. Otherwise, click the link to the page on which you need to make corrections. You are also given the option to cancel the application, simply by click the

“Cancel Application” link. Temporary permits will become available to print after submitting, as well as the invoice for the application. For security reasons, you will be required to enter your password before submitting an application.

If after submitting your application you obtain proof of payment of the HVUT and/or the certificates of inspection, you may return to the application and enter this information to speed the completion of your registration. You will find on the application summary screen an “Edit” link next to a message about the vehicle that requires attention. Click this “Edit” link, enter the required information, and click “Next.” The information will then be submitted to the Motor Carrier Division.

Supplemental Application: Change a Vehicle, Replacement Plates, Decals, and Cab Cards

Click the “Create New Supplement” link in the correct period. Click “Continue” to skip the Jurisdictions screen. Click “Continue” to skip the Weight Groups screen. On the Vehicle Registrations screen, click the hyperlinked VIN for the vehicle you wish to modify. Please note that any vehicle changes that include ownership changes or purchasing information must be completed directly with the Motor Carrier Division.

You may change the Unit Number, vehicle safety information, and Situs Address for the vehicle. The Situs Address is the permanent physical address where the vehicle is stationed for work or parked, not where the vehicle may temporarily be located at that time.

If requesting replacement plates, you need only check the “Send me a new plate” box and select the desired plate type. The decal and cab card will be included. If requesting only a replacement decal, you need only select the “Send me a replacement decal” box. The cab card will be included.

Click “Next” when finished making changes. Carefully review the summary screen and when satisfied, click “Submit.” The vehicle will display in a new section titled “New, Renewed, and Changed Vehicles.” You may repeat the process to change another vehicle by clicking the hyperlinked VIN for the vehicle you wish to modify. You may also cancel a vehicle change by clicking the “Cancel Change” link.

If you need to move a vehicle from one weight group to another, click the “Move Unit” link for the vehicle and select the correct weight group from the list that displays. When finished moving vehicles, click “Continue.” You may also cancel a vehicle move by clicking the “Undo Move” link. Click “Continue” on the Vehicle Registrations screen when finished changing vehicles.

You will then be able to request 30-day temporary permits for any changed units. Check the box for each unit you are requesting a temp for and click “Continue.”

If at the summary screen all the information and changes are correct, submit the application. Otherwise, click the link to the page on which you need to make corrections. You are also given the option to cancel the application, simply by click the “Cancel Application” link. Temporary permits will become available to print after submitting, as well as the invoice for the application. For security reasons, you will be required to enter your password before submitting an application.

Supplemental Application: Delete Vehicle and Transfer Fees

Please note that credit can only be transferred from and to power units. Trailers are not eligible. Credit generated from deleted vehicles will automatically apply to any power unit added within 10 days after the deletion. It is recommended to only delete vehicles for credit transfer when adding new vehicles on the same application. We will no longer be able to transfer credits to vehicles which were added prior to the deletion of a vehicle.

Click the “Create New Supplement” link in the correct period. Click “Continue” to skip the Jurisdictions screen. Click “Continue” to skip the Weight Groups screen. Click the “Delete Unit” link for each vehicle you are deleting. After deleting the desired vehicles, click the “Add Unit” link next to the correct weight group for the new vehicle(s) and complete the addition process. After you are finished making changes, click “Continue” on the Vehicle Registrations screen.

You will then be able to request 60-day temporary permits for any added units. Check the box for each unit you are requesting a temp for and click “Continue.”

If at the summary screen all the information and changes are correct, submit the application. Otherwise, click the link to the page on which you need to make corrections. You are also given the option to cancel the application, simply by click the “Cancel Application” link. Temporary permits will become available to print after submitting, as well as the invoice for the application. For security reasons, you will be required to enter your password before submitting an application.

Supplemental Application: Reinstate Vehicle (Supplemental Renewal)

Click the “Create New Supplement” link in the correct period. Click “Continue” to skip the Jurisdictions screen. Click “Continue” to skip the Weight Groups screen. Click the “Reinstate Vehicle” link next to the previously deleted unit you wish to reinstate. You may also cancel any reinstatement by clicking the “Do Not Renew” link next to the correct vehicle.

Temporary permits are not issued for reinstates or renewals and will not be available in TAP.

If at the summary screen all the information and changes are correct, submit the application. Otherwise, click the link to the page on which you need to make corrections. You are also given the option to cancel the application, simply by click the

“Cancel Application” link. The invoice will become available after submitting. For security reasons, you will be required to enter your password before submitting an application.

Original Fleet Renewal:

For details on specific steps of the renewal (i.e. changing a weight), see the related entry above for supplemental applications. The procedures are almost identical.

After you receive your renewal packet in the mail, the new registration period will be available in TAP. Click the “Create Renewal Application” link in the new registration period.

Select all jurisdictions for which you are registering by checking the corresponding checkboxes. Click “Continue” when finished.

Make any weight group additions or updates and click “Continue” when finished.

Make any vehicle changes necessary. Any vehicle that should not be renewed for any reason may be removed from the renewal by clicking the “Do Not Renew” link corresponding to the vehicle. Any vehicle removed in this manner can be reinstated to the renewal by clicking the “Include in Renewal” link next to the vehicle.

Please note that any newly purchased vehicles may not be added on the original renewal, and must be added on a supplement after the original fleet renewal is approved by the Motor Carrier Division. When finished making vehicle changes, click “Continue.”

Enter any miles traveled in any jurisdiction during the indicated reporting period. If you have not yet traveled in any registered jurisdictions, do not enter estimated (anticipated) miles on this screen. When finished entering actual miles, click “Continue.”

If any registered jurisdiction did not have actual miles entered, you will arrive at the Estimated Mileage screen. Your own estimates are considered to be “Carrier Estimates,” and the State’s computer-generated estimates are considered to be “Base Estimates.” If using Carrier Estimates, do not round the mileage entered and be sure to provide a detailed explanation on your paper Schedule B of the trips you are basing your estimates on. The Motor Carrier Division, upon receipt of your Schedule B, will be forced to change rounded or insufficiently explained estimates to the preset Base Estimates. Click “Continue” when finished.

Before you can submit your renewal, you will be required to enter, if applicable, any inspection numbers and/or verify payment of the IRS Heavy Vehicle Use Tax (Form 2290) for each vehicle. Click the “Edit” link next to each item that requires attention, enter the required information, and click “Next” when finished.

If at the summary screen all the information and changes are correct, submit the application. Otherwise, click the link to the page on which you need to make corrections. You are also given the option to cancel the application, simply by click the “Cancel Application” link. The invoice will become available after submitting. For security reasons, you will be required to enter your password before submitting an application.



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