

How to Obtain your TN Department of Revenue Registration Letter

Step 1: Go to <https://tntap.tn.gov/eservices/#1>

Step 2: Scroll down. Click “View Additional Services” in the “Help” block.

Payments Make an online payment towards an existing balance or account. > Make a Payment	Returns File a return. > View Return Links	Exemption / Registration Complete an exemption application / renewal or register with the Department. > View Exemption / Registration Links
Approved Alcohol & Beer Brands Alcohol and beer brands that are approved and listed by type and gravity. > View Approved Brands Lists	Information and Inquiries Look up information, request a refund, or submit a report. > View Options	Help Find additional services. > View Additional Services

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Step 3: Click > “TN Vendor Contract Questions”

[Home](#)

Help

Help

Additional Assistance

- > [TNTAP FAQs](#) View TNTAP frequently asked questions.
- > [How-To Videos](#) View how-to videos.
- > [Help for Tax Preparers](#) View help for tax preparers.
- > [Retrieve a Saved Submission](#) Retrieve a saved submission.
- > [Approved MEF Paper Vendors](#) Search approved MEF paper vendors
- > [Approved Software Vendors](#) Search software vendors who are approved to create electronic files.
- > [TN Vendor Contract Questions](#) Take a survey to evaluate whether you must register for sales and use tax to complete your vendor contract.

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Step 4: Complete the questionnaire.

The screenshot shows the top navigation bar with a home icon and 'TNTAP' text, and a chat icon with a question mark. Below the bar is a back arrow and 'Help' text. The main heading is 'Vendor Sales & Use Tax Requirement Survey'. A sub-heading 'Vendor Sales & Use Tax Requirement Survey' is underlined. A progress bar shows two steps: 'Question' (active) and 'Not Required'. The main content area contains the text: 'This survey is designed to evaluate whether you must register for sales and use tax to complete your vendor contract.' Below this is the heading 'Questions:' followed by question 1: '1. Does the business have a physical location in Tennessee? *'. There are two radio button options: 'Yes' and 'No'. At the bottom left is a 'Cancel' button, and at the bottom right are 'Previous' and 'Next' buttons.

Step 5: After you submit, click “Print Confirmation”.

The screenshot shows the top navigation bar with the 'TN Department of Revenue' logo and 'TNTAP' logo. Below the bar is a home icon and 'TNTAP' text, and a chat icon with a question mark. Below the bar is a back arrow and 'Help' text. The main heading is 'Confirmation'. The text reads: 'Please click the "Print Confirmation" button below to view your Vendor Exemption Request letter.' Below this is the text: 'If you have questions or need assistance, visit our website at www.tn.gov/revenue.' There are two buttons: 'Print Confirmation' and 'OK'. At the bottom of the page is a footer with the Tennessee state seal and the text: 'TN.gov Services TN.gov Directory Transparent TN Web Policies About Tennessee Title VI Accessibility Help & Contact Survey'.

Step 6: Save pdf copy to submit with your application documents.

