

Helpful Tips for TNTAP

The Tennessee Department of Revenue is preparing to add more taxes to its new online filing system called the Tennessee Taxpayer Access Point (TNTAP). The Department has provided some useful tips to help taxpayers and CPAs file more easily.

The second phase of the tax system rollout will go live at the end of May 2018. At that time, franchise and excise tax, business tax, Hall income tax, and motor carrier taxes will all be filed through TNTAP. (Currently, you can file sales and use tax, including television and telecommunications tax; consumer use tax; liquor-by-the-drink tax; professional privilege tax; and tobacco tax in TNTAP.)

To make sure taxpayers are prepared before they log on to file, the Department has created some helpful checklists, which are available at www.tntapinfo.com.

If you do not have all of the items listed on the checklist, or have a question about a specific account, we recommend you contact the Department as soon as possible. We anticipate high call volumes and long hold times around tax due dates and the upcoming TNTAP rollout in late May, so call as soon as you can with any questions to avoid that inconvenience.

Sales Tax

Due Dates and Tax Tips

- Sales tax returns are due by **January 22, 2018**, for monthly, quarterly, and annual sales tax filers.
- This will be the first time annual sales tax filers will submit a sales tax return through TNTAP: www.tntap.tn.gov/eservices.

Logon Required to File

- If you do not have a TNTAP logon for filing sales tax, you will need to create a TNTAP logon before filing a return.
- Use the TNTAP checklist to make sure you have all the required information before creating a TNTAP logon (checklist is available at www.tntapinfo.com).

Business Tax

Due Dates and Filing Tips

- Business tax is due by **April 17, 2018**, for businesses with a December 31 fiscal year end.
- Business tax will not be available to file in TNTAP until the **end of May 2018**.
- All returns and payments filed before the end of May 2018 should be filed using the Department's existing business tax filing website: www.apps.tn.gov/biztax.
- Business tax returns and payments filed after the end of May 2018 will be filed in **TNTAP**.

Consolidated Filing and Tax Clearance Letters

- Once in TNTAP, business tax accounts will be filed on a consolidated return, just like sales tax. This means that businesses will have only one business tax account, regardless of how many locations that business has. Each location will have a location ID for tracking and reporting activity at that location, but all locations will be reported on the same business tax return.
- If you are unsure whether there are any outstanding returns or payments on a business tax account, we encourage you to contact the Department to correct any account issues to ensure that businesses can renew their business licenses with local governments.

Accessing TNTAP: Current Account Numbers May Be Used for Access

- If you believe a business is registered with a temporary ID, please contact the Department to correct the account's registration information. Taxpayers registered without a FEIN or social security number will be unable to create TNTAP logons online once business tax is available to file in TNTAP.
- Once a log on has been created, you will be able to use your current business tax account number to access the account in TNTAP.

Franchise & Excise Tax

Due Dates and Filing Tips

- Franchise & excise tax returns are due by **April 17th, 2018**, for all businesses with a December 31 fiscal year end.
- Franchise & excise tax will not be available to file in TNTAP until the **end of May 2018**.
- All returns and payments filed before the end of May 2018 should be filed using the Department's existing franchise & excise tax website at <https://apps.tn.gov/fnetax> or through your software vendor.

Extensions and Warehoused Payments

- If your client has filed an extension and will be filing the 2017 period return after the end of May 2018, the extended return will be filed in TNTAP.
- Any payments warehoused through the www.apps.tn.gov/fnetax website will be converted once franchise & excise tax is added to TNTAP at the end of May 2018.

You May Use Current Tax Account Numbers For Account Access

- If you believe a business is registered with a temporary ID or the Department only has a business's Secretary of State (SOS) control number on file, please contact the Department to correct the account's registration information. Taxpayers registered without a FEIN or social security number will be unable to create TNTAP logons online once franchise & excise tax is available to file in TNTAP.
- Once a log on has been created, you will be able to use your current franchise & excise tax account number to access the account in TNTAP.

Hall Income Tax

Due Dates and Filing Tips

- Hall income tax returns for taxpayers with a December 31 fiscal year end are due by **April 17th, 2018**.
- The Hall income tax will not be available in TNTAP until the **end of May 2018**.
- All returns and payments filed before the end of May 2018 should be filed using the Department's existing Hall income tax filing website at www.apps.tn.gov/etax or through your software vendor.
- If your client has filed an extension and will be filing the 2017 period return after the end of May 2018, the extended return will be filed in TNTAP.

No Logon Needed

- There will be a non-logon option to file this tax in TNTAP. However, you will also be able to file this tax with a logon if you choose.

Contacting the Department

- The Taxpayer Services General Call Center can be reached at (615) 253-0600 or (800) 342-1003.
- You can also [contact us through the Department's Revenue Help page](#). The Department has more than 900 self-help articles about topics such as creating a TNTAP logon, filing a return, making a payment, and more. If you cannot find the answer to your question from the self-help articles, you can submit a ticket to the Department and an agent will respond with an answer to your question.
- Messages can also be sent to the Department through your TNTAP account.

2018 Calendar

January	February	March	April	May
<p>16th</p> <p>January 16, 2018 Business tax (9/30 FYE)</p>	<p>15th</p> <p>February 15, 2018 Business tax (10/31 FYE)</p>	<p>15th</p> <p>March 15, 2018 Business tax (11/30 FYE)</p>	<p>17th</p> <p>Business tax (12/31 FYE) F&E tax (12/31 FYE) Hall income (12/31 FYE)</p>	<p>15th</p> <p>May 15, 2018 Business tax (1/31 FYE)</p>
<p>22nd</p> <p>January 22, 2018 Sales tax (monthly, quarterly & annual filers)</p>	<p>20th</p> <p>February 20, 2018 Sales tax (monthly filers)</p>	<p>20th</p> <p>March 20, 2018 Sales tax (monthly filers)</p>	<p>20th</p> <p>April 20, 2018 Sales tax (monthly & quarterly filers)</p>	<p>21st</p> <p>May 21, 2018 Sales tax (monthly filers)</p>
				<p>End of May 2018 TNTAP ~Rollout 2 goes live!~</p>

(Calendar does not list all tax types)