



## Searching in TNTAP

Log in to TNTAP to search for client accounts, returns, or payments due.

The screenshot displays the TNTAP website interface. At the top left, the logo for the Tennessee Department of Revenue is shown. The main navigation bar includes a home icon and the text 'TNTAP'. On the right side of the navigation bar, there are icons for a chat bubble and a question mark. Below the navigation bar is a large banner image of a lake at sunset. A red box highlights a login form on the right side of the banner. The form contains the following elements:

- A text input field labeled 'Username'.
- A text input field labeled 'Password' with an eye icon for toggling visibility.
- A blue button labeled 'Log In'.
- A link labeled 'Forgot username or password?'.
- A link labeled 'New to TNTAP? Create a Logon'.

Below the banner, there are three main content cards:

- Payments**: Make an online payment towards an existing balance or account. [> Make a Payment](#)
- Returns**: File a return. [> View Return Links](#)
- Registration / Exemption**: Register with the Department or complete an exemption application/renewal. [> View Registration Links](#)



## Search for a Client

The screenshot shows the TNTAP interface with a search bar containing the text "Filter". A red arrow points from a text box to the search bar. The text box contains the instructions: "Enter the name into the filter bar." and "Click 'Enter'". Below the search bar, three client entries are displayed:

- DOUG SMITH**  
\*\*\*.\*\*\*.5555  
7730 HIGHWAY 41 N ADAMS TN 37010-4920  
▲ 1 outstanding action
- JIM JONES CORP**  
\*\*.\*\*\*0351  
500 DEADERICK ST NASHVILLE TN 37242-0001  
▲ 3 outstanding actions
- JOE JOE'S**  
\*\*.\*\*\*6666  
7730 HIGHWAY 41 N ADAMS TN 37010-4920  
▲ 1 outstanding action

The screenshot shows the TNTAP interface with a search bar containing the text "Scott Widow". A red arrow points from a text box to the first search result. The text box contains the instruction: "The list filters to that client." Below the search bar, one client entry is displayed:

- SCOTT WIDOW**  
\*\*\*.\*\*\*.0066  
500 DEADERICK ST NASHVILLE TN 37242-0001  
▲ 1 outstanding action



## Search for a Return/Account

To view accounts or actions required follow these steps.

The screenshot shows the TNTAP Action Center interface. At the top, there are navigation tabs: Favorites, All, Recent, Action Center (with a red notification badge '10'), and More... A red box labeled "Step 1: Select the Action Center" points to the "Action Center" tab. Below the navigation is a "Filters" section with two dropdown menus: "All Account Types" and "All Actions". A red box labeled "Step 2: Select the Account Type." points to the "All Account Types" dropdown. Below the filters is a list of account cards. Each card shows account details on the left and an action on the right. A red box labeled "Step 3: Select the Action Type." points to the action area of the first card. The first card is for DOUG SMITH (\*\*\*-\*\*-5555) with the action "Add a Mailing Address". The second card is for JIM JONES CORP (\*\*-\*\*-0351) with the action "You have 7 unread messages". The third card is for Sales and Use Tax (\*\*-\*\*-0351) with two actions: "\$15.00 balance due" and "Sales and Use Return for 30-Apr-2021 needs to be filed".

The example below shows only Sales and Use Tax accounts with Returns to File.

The screenshot shows the TNTAP Action Center interface with filters applied. The "Filters" section shows "Sales and Use Tax" selected for "All Account Types" and "Returns to File" selected for "All Actions". Below the filters is a list of account cards. The first card is for Sales and Use Tax (\*\*-\*\*-0351) with the action "Sales and Use Return for 30-Apr-2021 needs to be filed". The second card is for Sales and Use Tax (\*\*-\*\*-2221) with the action "Sales and Use Return for 31-Mar-2021 needs to be filed".