TNTAP Checklist

This checklist will help you gather the information needed to create a TNTAP logon and gain access to your tax accounts.

Creating a TNTAP Logon

If you've never used TNTAP before you need to create a logon. To get started go to the home page of TNTAP and click **Create a TNTAP Logon**. To create a TNTAP logon you need the following information:

1. ID Type (FEIN, SSN, ITIN): _____

- An ID type is the ID you use to file state taxes in Tennessee. The ID you provide must match the Department's records in order for you to gain access to the account.
- Use the ID type you used to register for your tax account. This number must belong to you or your company; do not use a client's ID.
- ID types include:
    - *Federal Employer Identification Number (FEIN)* – This is a 9-digit number provided to you by the Internal Revenue Service.
    - *Social Security Number (SSN)* – Only provide this ID type if you have previously provided your SSN to the Department of Revenue.
    - *Individual Taxpayer Identification Number (ITIN)* – This is a number issued by the Internal Revenue Service to individuals who do not have an SSN.
    - *State Agency ID* – This number is only issued to government entities like cities or counties.

2. **Legal Business Name**: _____

- Your legal business name may or may not be the same as your "doing business as" (DBA) name, depending on how you registered your business.
- If your business is a sole proprietorship, your legal name will be your first and last name.

3. Email Address: _____

4. Phone Number: _____

Adding Accounts to your TNTAP Logon

Once you have created a TNTAP logon, you can log into your TNTAP account and gain access to your tax accounts. Only taxes available in TNTAP can be added to your TNTAP logon. After logging in, go to **Manage Accounts** and select **Gain Access to a Tax Account**. You need the following information to gain access to an account:

1. **Account Type**: _____
   - An account type is the tax type for your account, such as sales tax or tobacco tax.

2. **Account Number:** _____
   - An account number, or account ID, tells TNTAP which account you want to access.
     - Account numbers have 10 digits followed by three letters. Ex: 0123456789-ABC.
   - Both sales tax and business tax have consolidated filing. This means that taxpayers file for all locations under one account. Each individual location has what is called a "Location ID" for tracking activity at that specific location.
     - Location IDs have 10 digits. Ex: 1234567890.
   - When creating a TNTAP logon and/or gaining access to your tax account(s), you can use either your Account ID or a Location ID, as long as it corresponds to the account you want to access.

3. **Zip Code**_____
   - The zip code you provide must match the zip code on file with the Department.

4. **Payment Amount or Letter ID:** _____
   You will need to provide one of these two pieces of information to prove that you are authorized to access any tax account.
   - Any of the last three payments made for this tax account. This includes payments submitted with or without a tax return.
     *(**Business Tax:** If you made separate payments for city and county business tax, in order to gain access with a payment amount use the total combined payments for the tax filing with all locations included. **Example:** If you paid $22 to the county and $22 to the city, the payment amount is $44.)*

   If your last three payment amounts were $0, you will need to provide a letter ID.
   - A letter ID is listed on any notices or letters sent by the Department of Revenue for taxes available in TNTAP. Letter ID Example: L1234567890