

TNTAP Checklist

This checklist is designed to help you gather the information you need to create a TNTAP logon and add access to your tax accounts.

Creating a TNTAP Logon

If you've never logged in or used TNTAP before you will need to start by creating a logon. From the home page of TNTAP, click **Create a TNTAP Logon** to get started. When creating a TNTAP logon, you will need the following information:

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

- An ID type is the entity ID you use to file state taxes in Tennessee. The ID you provide must match the Department's records in order to give you 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 now log into your TNTAP account and add access to your tax accounts. Only taxes available in TNTAP can be added to your TNTAP logon. Once logged in, you will go to **Manage Accounts** and select **Gain Access to a Tax Account** to begin.

You will 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.
- 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 9 digits. Ex: 123456789.
- When creating a TNTAP logon and/or adding your tax account to your logon, you can use either your Account ID or a Location ID to gain access to an account, 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.
- TNTAP will recognize any of the last three payments you have made for this tax account. This includes payments submitted with or without a tax return.
- 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. See below for an example of a letter ID, which is located in the top right of letters:

Need help? Contact the Taxpayer Services Division at (615) 253-0600 or visit Revenue Help at www.tn.gov/revenue for additional assistance.