

TNTAP Checklist for Motor Carrier

Use the checklist below to gather the information required prior to creating TNTAP logon.

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

- An ID type is the entity ID you have used to previously file taxes or register for motor carrier registrations in Tennessee. The ID you provide must match the Department's records in order to give you access to the account.
- 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 a SSN.

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:** _____

5. **Account Information:**

- Use the box on the next page to help you gather the appropriate account information.

Account Type (IRP, IFTA, INTRA)	Account Number	Zip Code	Authorization Info
Example: IFTA	IFTA Account #: 231001	IFTA Account Zip: 37217	Last IFTA Payment: \$237.00

- **Account Type:** Select a motor carrier account that you currently hold with Tennessee (IRP, IFTA, or Intrastate).
- **Account Number:** Select the account number that corresponds to the account type selected. You have used this number when filling out documents for renewals, supplements, or tax filings to motor carrier or in the MoVRS system.
- **Zip Code:** Select the zip code that corresponds to the account type selected.
- **Authorization Info:** There are three forms of authorization information you can choose to verify your account.
 1. A payment amount from the last three payments you made to this account. If the last three payments were \$0, you cannot use this option.
 2. A letter ID. A letter will be mailed to you in June. The ID is located in the top right hand corner of your letter.
 3. Number validation. If you do not have a payment amount or a letter ID, use numbers associated with the account. For IFTA, use “total miles” reported on your IFTA last tax return. For IRP, give a VIN number for a vehicle that is active on the account.

Once you have gathered this informaton, you are ready to create a TNTAP logon. Motor Carrier accounts can be added to your TNTAP logon at the **end of May 2018**. At that time, go to <https://tntap.tn.gov/services/www.tn.gov>, and click “Don’t have a log on? Create one” under the log in section on the home screen.