



TNTAP INSTRUCTIONS FOR FORMS FAE 182, 185, 186 & 187

When you first start to key the forms FAE 182, 185, 186, & 187 in TNTAP you will need to create a login, gain access to the Franchise & Excise tax account, & then you will be ready to key the informational form. Below are instructions on how to do each of these parts.

Instructions on Creating a TNTAP Login

- Go to <https://tntap.tn.gov/eservices>
- Click "Create a TNTAP Logon."
- Confirm you need to create a TNTAP logon to access an existing tax account.
- Complete the registration information requested.
 - Note: Your identification information must be information that is registered with the Department of Revenue.
- Complete the logon information requested.
- Review the TNTAP logon information and click "Submit."
 - Note: Your email address is required to submit your registration.
- You will be brought to the confirmation screen once you've successfully completed the TNTAP registration.
- Select "OK" to return to the TNTAP homepage.
- Login using the newly created username and password.

**Note: If this is your first time logging on, you will need to gain access to your tax accounts. If you already have a TNTAP account or are a CPA or third party, and need to gain access to another tax account, please see instructions below.

Instructions on Gaining Access to a Tax Account

- Log into TNTAP.
- Select "Manage Accounts."
- Select "Gain Access to a Tax Account." (**gain access to Franchise and Excise tax account**)
 - **Note: You will need to know if your Franchise and Excise tax return was filed under your company name or the holding company.**
- To the question, "Who does this tax account belong to? Select "Me" if you are the taxpayer or select "Someone Else" if you are a CPA or third party.
- Complete the prompted information
- Select the method for which you want to verify the account.
 - a. Enter one of the last three payment amounts
 - b. Enter the Letter ID.
 - c. Send instructions.
- Select "Next."
- Select the account(s) for which you request access.
- Select "Next."
- Click "Submit" to complete the request.



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Instructions on Filing Returns

- Once you have access to the Franchise and Excise tax account in TNTAP. You will need to click the blue link under "Accounts" for Franchise and Excise Tax.
- On the next screen, click "File Return" next to the tax year you are filing. The next screen should show the FAE form you need to file.
- Select "File Now" next to the return. If you do not see the form listed, it is most likely due to your FAE 174 or 170 tax return not being filed. You will need to first file the FAE 174 or 170 for the FAE 182, 185, 186, or 187 form to populate. If your form is filed and you still do not see the schedule listed on the website, please contact Revenue.FinancialControl@tn.gov.

Please refer to these videos, if you need further instruction on signing up:

<https://www.youtube.com/embed/iW3B83zPonA?rel=0&autoplay=1&loop=1>

<https://www.youtube.com/embed/3a1U73JcoV8?rel=0&autoplay=1&loop=1>

Contact Information

- For further assistance or questions regarding FAE 182, 185, 186, or 187 returns, please contact Danielle Price in Financial Control Danielle.Price@tn.gov or 615-253-2820.