



Business Tax Systems Changes for City Officials

2018

First of all... What is TNTAP?

TNTAP = Tennessee Taxpayer Access Point

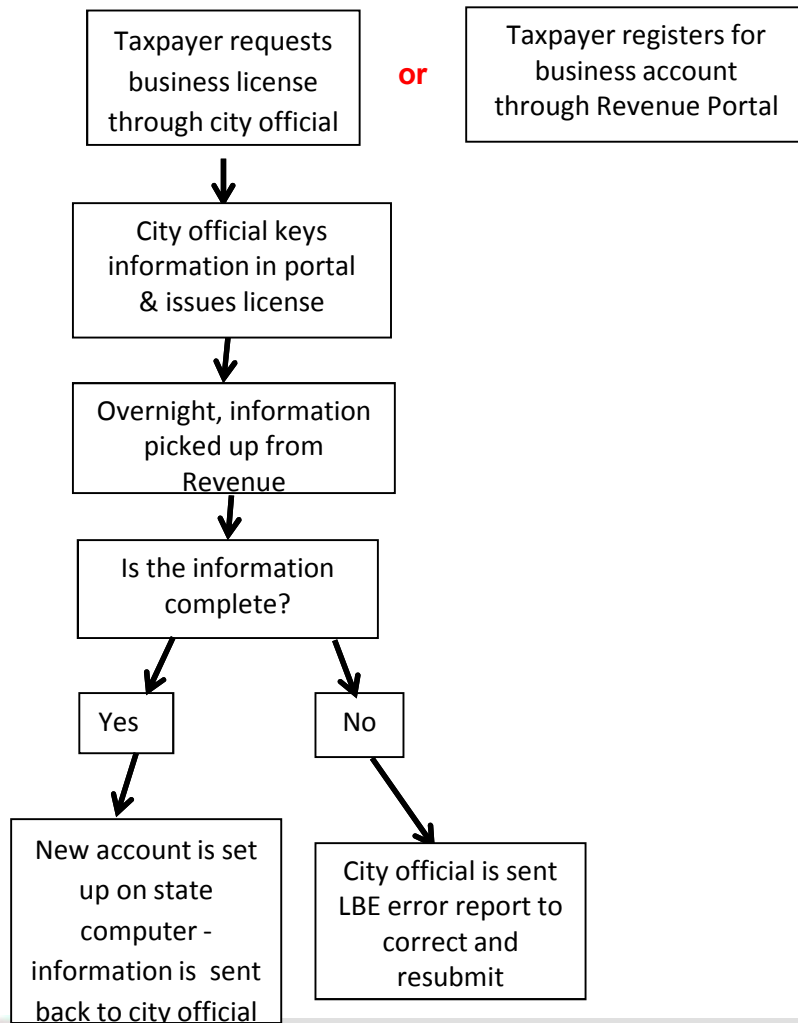
- New portal for filing and making payments for businesses
- Can register new accounts for any Tennessee tax
- Schedule payments in advance
- Access returns, certificates, and letters
- Businesses can manage different tax types and information from one place

Systems Changes for City Officials

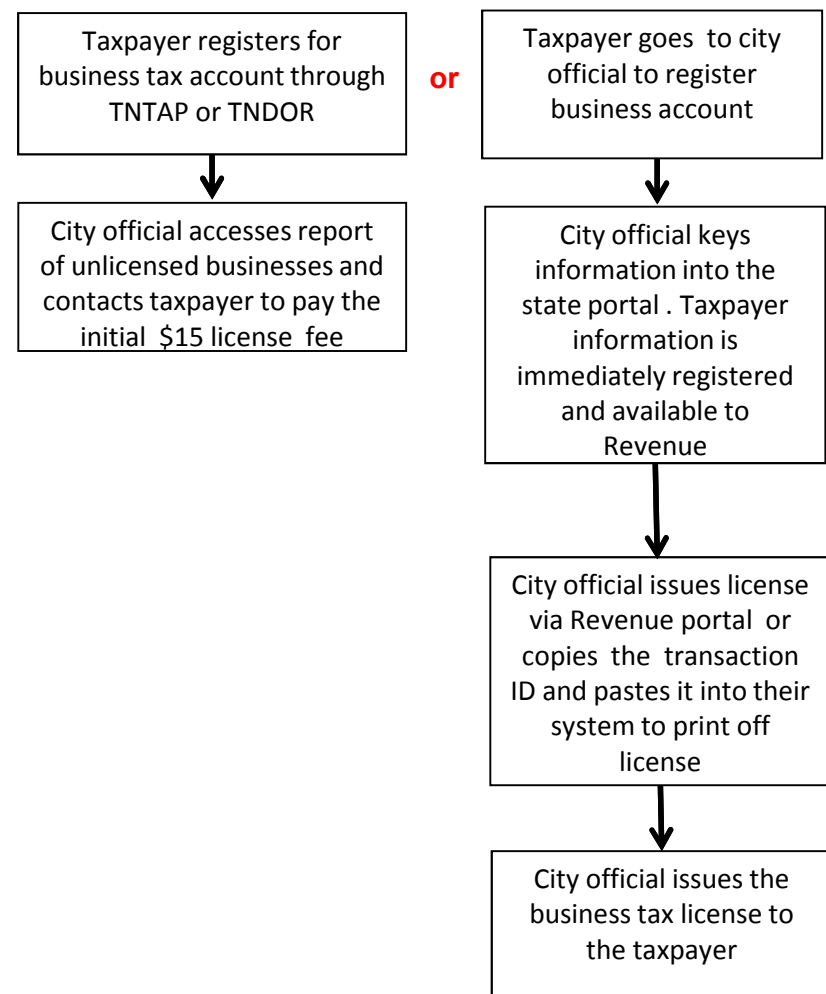
- Transfer of data from Revenue to your system will be “real time”
- Updating mailing addresses and other contact information will update Revenue’s information as well
- Reports at your fingertips via Revenue’s portal
 - Active location report
 - Closed location report
 - Unlicensed new location report
 - Renewal report

Setting Up A New Account

Old Process

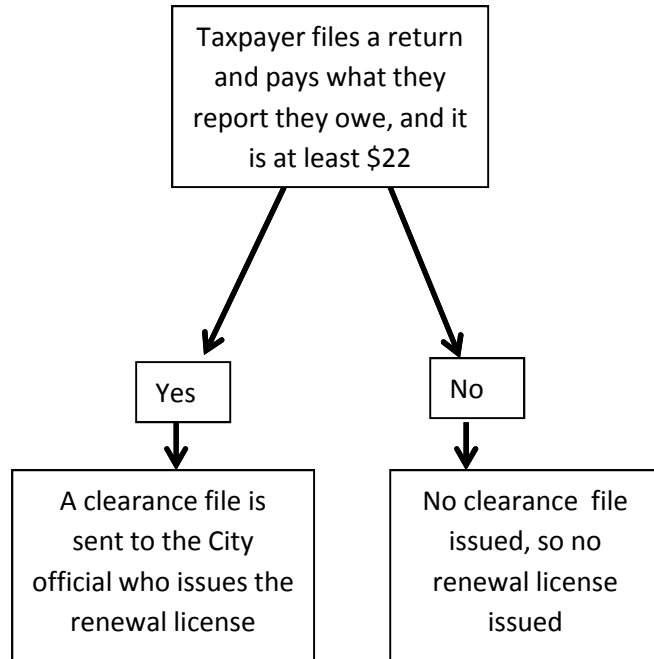


New Process



Issuing a Renewal License

Old Process

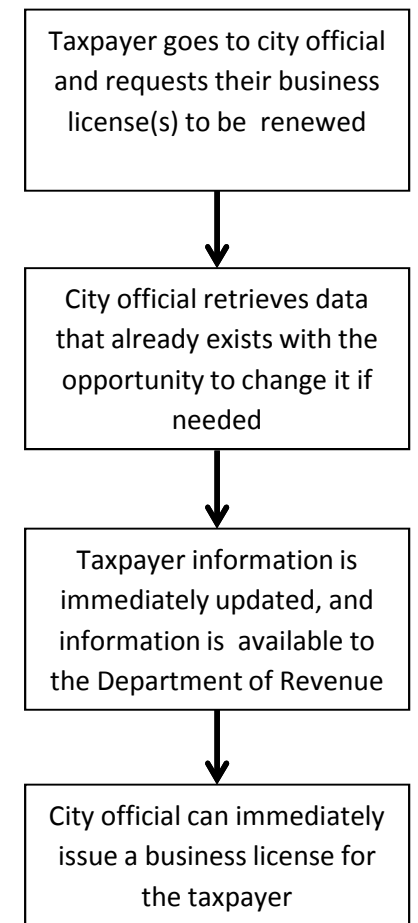
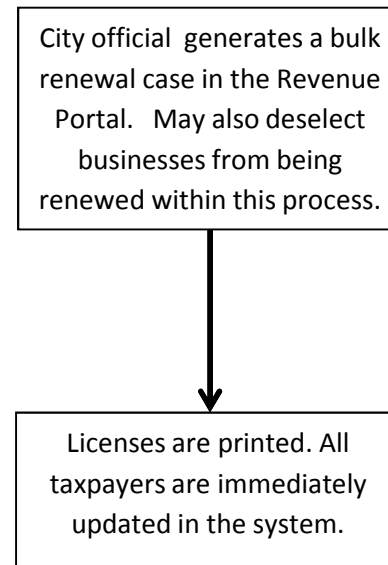


New Renewal with Portal

Bulk

or

Manual



Benefits of the New System

- No more duplication of information
- Quicker access to information for license renewals
- Less incomplete data
- Matching information between Revenue and cities
- When a city official registers a location that is also inside a city, the business is automatically registered with the county (and vice versa)

Less confusion!

Two Systems For Local Government Clients

Revenue Portal

- Revenue Portal is the “system of record”
- Always input information here first!
- Bulk renewals can be downloaded
- Reports for many uses are available

Local Gov System

- Enter transaction ID to save time
- Print off licenses here and use other systems functionality

Communication Efforts

- Taxpayers
 - Letters
 - Postcards
 - Brochures (please take some to your office)
- City Officials
 - Email sent on February 26th
 - Follow-up email again in early May
 - Training videos and other resources

Key Dates

May 16, 2018 – Revenue cannot make adjustments to existing business tax accounts until May 29th

May 18, 2018 – Revenue will suspend processing of registration applications for business tax in their offices until May 29th

May 21-23, 2018 – Data files received from clerks will be processed each business day

May 21, 2018 – Clerks should cease resubmitting error files – Revenue to work existing known errors

May 24 – 28, 2018 – No business tax registrations can be processed. Old system can no longer be used to send Revenue data. Hold all applications received on paper or electronically until May 29th to be keyed into new system.

May 29, 2018 – **NEW BUSINESS TAX SYSTEM!** Key and process any old work.

Thanks for your attention!



www.TN.gov/revenue