



Realty Transfer and Mortgage

Spring 2020

What is TNTAP?

TNTAP = Tennessee Taxpayer Access Point

- Website for filing returns and making payments
- Access returns and letters

Realty Transfer Mortgage will be available on May 4, 2020

- If you have provided your information, the Department will create logons for you.
- These will be emailed to you the first week of May, 2020.
- The website for TNTAP is <https://tntap.tn.gov/EServices>

Log in to TNTAP

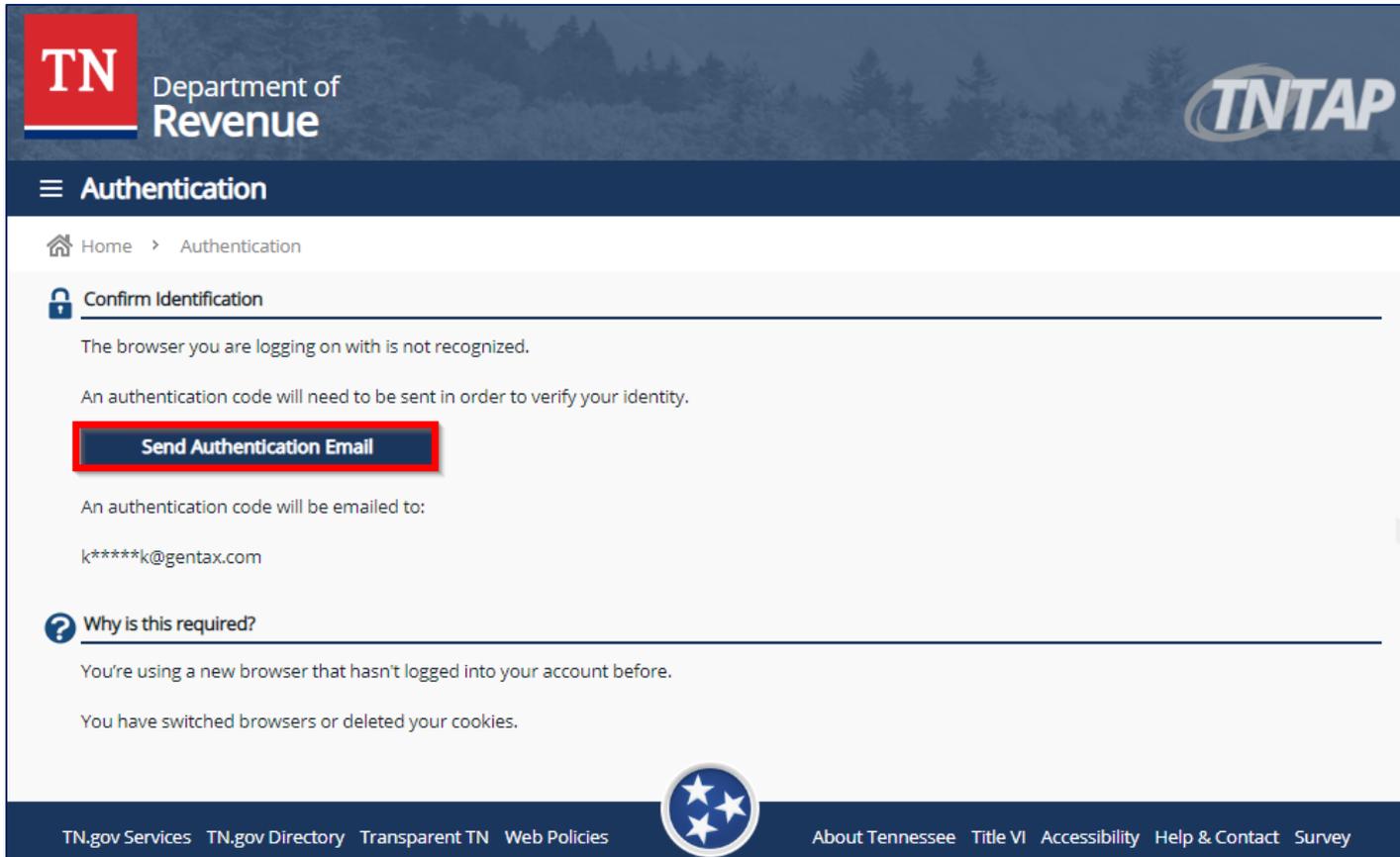
Enter the logon details provided to you during the first full week of May, and click **Logon**.

The screenshot displays the TNTAP Department of Revenue website. The header includes the TN Department of Revenue logo and the TNTAP logo. A navigation menu shows 'TNTAP' and 'Home'. A yellow banner contains the text: 'Attention: Tax Questions? For information and phone numbers click here.' The main content area is divided into several sections:

- Log in to TNTAP!** (highlighted with a red box):
 - Username:
 - Password:
 - Logon** button
 - [Forgot Password?](#)
 - [Forgot Username?](#)
- Make a Payment without Logging In**
 - [Make an ACH Debit Payment](#)
 - [Make a Credit Card Payment](#)
- File a Return without Logging In**
 - [File Consumer Use Tax](#)
 - [File Hall Income Tax](#)
 - [File Minimum \(\\$100\) Franchise & Excise Tax](#)
 - [File/Pay Professional Privilege Tax](#)
- Look Up Information**
 - [Look Up Professional Privilege Account ID](#)
 - [Check Professional Privilege Account Status](#)
 - [Look Up Tax Account Numbers](#)
 - [Verify a Sales & Use Tax Certificate](#)
 - [Obtain a Franchise/Excise Tax Clearance](#)
- Registration**
 - [Register a New Business](#)
 - [Register for Hall Income Tax](#)
 - [Merchant Card Processor Registration](#)
 - [TN Vendor Contract Questionnaire](#)
 - [Apply or Renew F&E Tax Exemption](#)
- Additional Services**
 - [File a Natural Disaster Claim for Refund](#)
 - [Request an Auto/Boat Refund](#)
 - [Retrieve a Saved Submission](#)
- Approved Alcohol & Beer Brands**
 - [Alcohol & High Gravity Beer Brands](#)
 - [Beer & High Gravity Beer Brands](#)
 - [Alcohol/High Grav Beer Brands 2019 & Prior](#)
- New to TNTAP?**
 - [Sign up to manage tax accounts online. Visit our TNTAP Information page to learn more.](#)
 - Create a TNTAP Logon** button
- Need Help?**
 - [TNTAP FAQs](#)
 - [How-to Videos](#)
- Tax Preparers**
 - [Help For Tax Preparers](#)
 - [Approved Software Vendors](#)
- Law Enforcement Agencies**
 - [Submit an Unauthorized Substance Report](#)

Authentication

- To keep your account secure an authentication code will be sent to the email or cell phone number you provided.
- Click the **Send Authentication Email** button and TNTAP will send the code to your email or phone.



The screenshot displays the TNTAP authentication interface. At the top left is the TN Department of Revenue logo, and at the top right is the TNTAP logo. The main heading is 'Authentication'. Below this, a breadcrumb trail shows 'Home > Authentication'. The primary section is 'Confirm Identification', which includes a lock icon and the text: 'The browser you are logging on with is not recognized. An authentication code will need to be sent in order to verify your identity.' A red-bordered button labeled 'Send Authentication Email' is prominently displayed. Below the button, it states: 'An authentication code will be emailed to: k*****k@gentax.com'. A 'Why is this required?' section with a question mark icon explains: 'You're using a new browser that hasn't logged into your account before. You have switched browsers or deleted your cookies.' The footer contains navigation links for 'TN.gov Services', 'TN.gov Directory', 'Transparent TN', 'Web Policies', 'About Tennessee', 'Title VI', 'Accessibility', 'Help & Contact', and 'Survey', along with the Tennessee state seal logo.

Email

- The email will look like the image below.
- If you did not receive the email, check your **Spam** folder.



TIP: If your TNTAP session is still open, copy the code from your email.

Authentication

- Return to your open TNTAP session, and enter the code from the email.
- Click **Logon** to continue.

Authentication

Home > Authentication

Authentication Code

An authentication code was sent to:
k*****k@gentax.com

Authentication Code
njpnb9

Remember This Device
 No Yes

Click 'Yes' to remember the device (not recommended for public devices)

Logon

Didn't receive an authentication code?

TN.gov Services TN.gov Directory Transparent TN Web Policies

About Tennessee Title VI Accessibility Help & Contact Survey

Still having trouble? Call 615-253-0704 for assistance.

TNTAP Home

- Click on the **Realty Transfer and Mortgage** link to see more information about your account.

The screenshot displays the TNTAP Home dashboard. At the top, there is a navigation bar with the TNTAP logo, a welcome message for 'Realty Transfer and Mortgage', and links for Settings, Help, and Log Off. Below the navigation bar, there is a 'Home' section with a yellow alert box containing instructions on how to add access to accounts and a note about new functionality for Sales and Use taxpayers. The dashboard is divided into three main sections: Logon, Alerts, and I Want To. The Logon section shows the user's name, email, last login date, and balance. The Alerts section shows a notification for 1 unread message. The I Want To section lists various actions like Manage Accounts, Manage Payments, Send Us a Message, and Additional Services. At the bottom, there is a navigation bar with tabs for Accounts, Submissions, Correspondence, Names and Addresses, and Logons. The Accounts tab is selected, and a table of accounts is displayed. The first account, 'Realty Transfer and Mortgage', is highlighted with a red box.

Attention: To add access to your accounts, please use the 'Manage Accounts' link and then choose 'Gain Access to an Account'. Once you have access you will be able to file returns, make payments, and amend returns. Visit our [help page](#) for answers to TNTAP filing and payment questions and to view instructional videos.

New functionality for Sales and Use taxpayers: you can now file **and** pay at the same time.

Logon

Realty Transfer and Mortgage
test@test.test
Last logged on 15-Nov-2019
Balance: \$0.00

Alerts

There is 1 Unread Message

I Want To

Manage Accounts
Manage Payments
Send Us a Message
Additional Services

Accounts Submissions Correspondence Names and Addresses Logons

Accounts Show All

Realty Transfer and Mortgage	1000839065-RTM	REALTY TRANSFER AND MORTGAGE TAXPAYER	\$0.00
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File a Return

- Each tab (Submissions, Correspondence, etc.) displays information specific to that topic.
- All text in [blue](#) can be clicked to display more information.
- Click [File Return](#) to submit your return for that period.

The screenshot displays the 'Realty Transfer and Mortgage' web application. At the top, there is a navigation bar with the title 'Realty Transfer and Mortgage' and links for 'Welcome, Realty Transfer and Mortgage', 'Settings', 'Help', and 'Log Off'. Below the navigation bar, the page is divided into three main sections: 'Account', 'Account Alerts', and 'I Want To'. The 'Account' section shows the taxpayer's name 'REALTY TRANSFER AND MORTGAGE TAXPAYER' and a balance of '\$0.00'. The 'Account Alerts' section indicates 'There are no alerts'. The 'I Want To' section lists actions like 'Petition for Penalty Waiver', 'Make a Payment', 'Claim a Refund', and 'Close Account'. Below these sections is a tabbed interface with 'Periods' selected. A table lists filing periods from 30-Jun-2020 to 31-Mar-2020, all with a balance of '\$0.00' and status 'Not Filed'. The 'File Return' link for the 30-Jun-2020 period is highlighted with a red box.

Periods	Submissions	Correspondence	Names and Addresses	Logons
30-Jun-2020	\$0.00	Not Filed	File Return	
31-May-2020	\$0.00	Not Filed	File Return	
30-Apr-2020	\$0.00	Not Filed	File Return	
31-Mar-2020	\$0.00	Not Filed	File Return	

Realty Transfer & Mortgage Tax Return

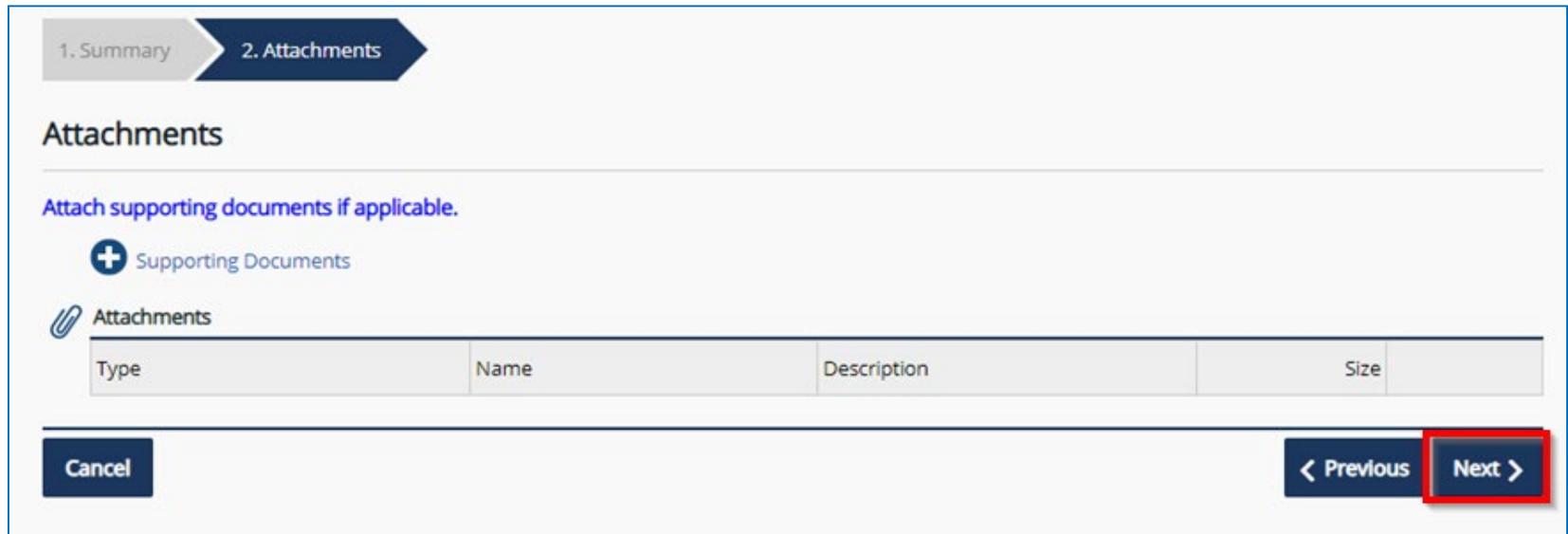
- To file the return, enter the information line-by-line.
- As information is entered in the white fields, TNTAP calculates the numbers in the gray fields.
- Click **Next** to continue.

The screenshot shows the 'Realty Transfer and Mortgage Tax Return' application. The header includes a navigation menu with 'Home', 'Realty Transfer and Mortgage', and 'Realty Transfer and Mortgage Tax Return'. The main content area is titled 'Summary' and contains a table with 9 rows. The first two rows have white input fields, while the remaining seven rows have gray calculated fields. At the bottom, there are three buttons: 'Save Draft', 'Cancel', and 'Next >'. The 'Next >' button is highlighted with a red border.

1. Summary	
Summary	
1. Total realty transfer tax collected	<input type="text" value="0.00"/>
2. Total mortgage tax collected	<input type="text" value="0.00"/>
3. Total tax collected	<input type="text" value="0.00"/>
4. Amount retained by register	<input type="text" value="0.00"/>
5. Total tax due to State	<input type="text" value="0.00"/>
6. Credit memo balance	<input type="text" value="0.00"/>
7. Penalty	<input type="text" value="0.00"/>
8. Interest	<input type="text" value="0.00"/>
9. Total amount due	<input type="text" value="0.00"/>

Attachments

- There are no required supporting documents.
- Click **Supporting Documents** if you have something to add.
- Click **Next** to continue.



The screenshot shows a multi-step process with two steps: "1. Summary" and "2. Attachments". The "2. Attachments" step is active. Below the step indicator, the title "Attachments" is displayed. A blue instruction reads "Attach supporting documents if applicable." Below this is a button with a plus icon and the text "Supporting Documents". Underneath is a section titled "Attachments" with a paperclip icon. This section contains a table with four columns: "Type", "Name", "Description", and "Size". At the bottom of the form, there are three buttons: "Cancel", "< Previous", and "Next >". The "Next >" button is highlighted with a red border.

1. Summary 2. Attachments

Attachments

Attach supporting documents if applicable.

+ Supporting Documents

Attachments

Type	Name	Description	Size
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Cancel < Previous **Next >**

Payment Details

- Payment can be made by ACH Debit or credit card.
- To pay by ACH Debit, click **Yes**.
- Follow the instructions on the expanded screen.

1. Summary > 2. Attachments > 3. Payment Details

Payment Details

 Payment

Amount Due

Would you like to pay by ACH Debit? Yes No Required

Credit card payments are available after submission (with a service fee).

ACH Debit Payment

Payment Details

Payment

Amount Due

Would you like to pay by ACH Debit?

Credit card payments are available after submission (with a service fee).

The payment date below is after this return's due date (7/15/2020). This return may be subject to penalty and interest.

Payment Channel

Type

Bank Account Type

Required

Routing Number

Bank Account Number

Confirm Bank Account Number

Save this payment channel for future use

Payment

Filing Period

Payment Date

Amount

Confirm Amount

By clicking this box, you certify that you have contacted your financial institution and authorized payment originating from the state of Tennessee company ID W626001445

Save Draft

Cancel

< Previous

Submit

TN

Confirmation

- When the submission is complete you will see a confirmation page.
- Click **Print Confirmation** to print a copy of the return.
- Click **Ok** to continue.

[Home](#) > [Realty Transfer and Mortgage](#) > [Realty Transfer and Mortgage Tax Return](#) > [Confirmation](#)

Confirmation

Your tax return for 30-Jun-2020 has been submitted. Your confirmation number is 0-082-955-392. Your tax return should be reflected on your account within 1-2 business days.

To print a summary of your submitted return, click below.

[Print Confirmation](#)

If you have already submitted a payment or if no payment is due, please click the button below. If you still need to make a payment, please select a payment source and proceed.

Select a Payment Source

 ACH Debit	Make an ACH debit payment from your bank account.
 Credit Card	Make a Credit Card Payment. There will be a service fee added to your payment. This fee is assessed by Link2Gov, a 3rd party credit card processor, and is not retained by the Department of Revenue.

[OK](#)

Retrieving Submissions

- To view your submission, click on the **Submissions** tab on the account screen.
- Click on the submission hyperlink to view more details.

The screenshot displays the user interface for 'Realty Transfer and Mortgage'. At the top, there is a navigation bar with a hamburger menu, the title 'Realty Transfer and Mortgage', and links for 'Welcome, Realty Transfer and Mortgage', 'Settings', 'Help', and 'Log Off'. Below this is a breadcrumb trail: 'Home > REALTY TRANSFER AND MORTGAGE TAXPAYER > Realty Transfer and Mortgage'. The main content area is divided into three sections: 'Account', 'Account Alerts', and 'I Want To'. The 'Account' section shows the taxpayer's name 'REALTY TRANSFER AND MORTGAGE TAXPAYER' and ID '1000839065-RTM'. The 'I Want To' section lists actions like 'Petition for Penalty Waiver', 'Make a Payment', 'Claim a Refund', and 'Close Account'. A dark blue navigation bar contains tabs for 'Periods', 'Submissions', 'Correspondence', 'Names and Addresses', and 'Logons'. The 'Submissions' tab is highlighted with a red box. Below this bar, there are three submission status sections: 'Draft Submissions' (None need attention), 'Submitted' (None have been submitted), and 'Processed'. The 'Processed' section has a 'View Submissions' button and a red box around the link 'Realty Transfer and Mortgage Tax Return'.

Retrieving Submissions

- The **I Want To** section in the Submission tab displays available actions.

The screenshot shows the user interface for 'Realty Transfer and Mortgage Tax Return'. The top navigation bar includes a menu icon, the title 'Realty Transfer and Mortgage Tax Return', and links for 'Welcome, Realty Transfer and Mortgage', 'Settings', 'Help', and 'Log Off'. Below the navigation bar is a breadcrumb trail: 'Home > REALTY TRANSFER AND MORTGAGE TAXPAYER > Realty Transfer and Mortgage > Realty Transfer and Mortgage Tax Return'. The main content area is divided into three tabs: 'Submission', 'Status', and 'I Want To'. The 'I Want To' tab is highlighted with a red box and contains two actions: 'View Submission' and 'Print Submission'. The 'Submission' tab shows details for a submission: 'REALTY TRANSFER AND MORTGAGE TAXPAYER **-***5555', 'Realty Transfer and Mortgage 1000839065-RTM', and '30-Jun-2020'. The 'Status' tab shows a 'Processed' status with a checkmark, 'Confirmation #1-629-503-488', 'Submitted 15-Nov-2019 11:20:34', and 'Processed 15-Nov-2019 15:13:29'. A bottom navigation bar shows 'Submission' and 'Realty Transfer and Mortgage Tax Return'.

For more information, please visit:
www.tn.gov/revenue/e-file-and-pay/tntap-information



TNTAP
Tennessee Taxpayer Access Point
INFORMATION

Coming Soon to TNTAP

Motor fuels, auto rental surcharge, bail bonds, fantasy sports, coin operated amusement machine, and local taxes are coming to TNTAP soon.

[Read more](#)

Using TNTAP

Learn more about using TNTAP and creating a TNTAP logon.

[Read more](#)

For Tax Preparers

Find FAQs, videos and publications that assist tax preparers with TNTAP.

[Read more](#)