

TNTAP is the online portal used to file Licensed Distributor Reports (LDRs). The portal allows for two methods of entry. First is by using the file upload process. Additional details for file layout and instructions are included in the main LDR section. The second method is manual data entry. This allows the taxpayer to manually key the data for their LDR.

The portal is currently live and available for taxpayers. Please note that LDRs cannot be submitted until the filing period is over. Please use the following Q and A's to get started.

Q. How do I get started?

- A.
1. Go to <https://tntap.tn.gov/eservices> and click on HELP on the top left corner.
 2. Watch the [Computer Based Training \(CBT\) videos and read FAQ's](#) to become familiar with the portal.
 3. Register for a TNTAP account.
When registering please keep in mind the following information:
 - You will enter your company name, as it appears on the 552 Tobacco Return or LDR Report, which you receive from the Department of Revenue.
 - You will need to enter your Tobacco Account Number which begins with 860, in the Account Number field.
 - The first person to register for the TNTAP account will become the Master Account Manager and will manage the security settings and access for the remaining users. These settings can be changed as necessary by the master account at any time in the future.
 - A verification email will be sent to each registrant. This email may be retained and used to launch the website, and will insert the registrant's Username.
 4. Log into TNTAP using the newly designated Username and Password
 5. File the LDR either by uploading a file, or by entering information following the TNTAP portal prompts.

Q. How do I record a Manufacturer/Brand which is not on the Tennessee Directory?

- A.
- Mark the Manufacturer as “Other” and include the name of the manufacturer in the appropriate field. Follow the Brand-ID table for identifying the correct brands and Manufacturers. These documents can be found at the tn.gov/revenue website.

Q. How can I get help from the Department of Revenue?

- A.
- You can use [Revenue Help](#) as well and the Notice functionality within TNTAP.
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