TN Department of
Revenue

TNTAP Checklist for Motor Carrier

Use this checklist to gather the information you'll need before creating a TNTAP username and password.

Creating a 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 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 and operate as a sole proprietor.
  - *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 business' legal name is your first and last name.

3. **Email Address:** _____

4. **Phone Number:** _____

Adding Accounts to your TNTAP Logon

Use the box below to help you gather the appropriate account information.

Account Type (IRP, IFTA, INTRA)	Account Number	Zip Code	Authorization Info
Example: IFTA	IFTA Account #: 1000231001	IFTA Account Zip: 37217	Last IFTA Payment: $237.00
Example: IRP	IRP Account #: 0123456001	IRP Account Zip: 37217	Letter ID: L0123456789

1. **Account Type:** Select a motor carrier account that you currently hold with Tennessee (IRP, IFTA, or Intrastate).

2. **Account Number:** Enter the account number that corresponds to the account type selected. You have used this number when filling out documents for renewals or supplements.

3. **Zip Code:** Select the zip code that corresponds to the account type selected.

4. **Authorization Info:** There are three forms of authorization information you can choose to verify your account.

   - 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.

   - A letter ID. The letter ID is located in the top right-hand corner of your letter. It is on any notices or letters issued by the Department of Revenue that pertain to the account type.

   - 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.

   - Select the option for instructions to be mailed to the mailing address on file if you need account details.

Once you have gathered this information, you are ready to create a TNTAP logon.