

TNTAP Checklist

This checklist will help you gather the information needed to create a TNTAP logon and gain access to your tax accounts.

Creating a TNTAP Logon

If you've never used TNTAP before you need to create a logon. To get started go to the home page of TNTAP and click **Create a Logon**. To create a TNTAP logon you need the following information:

1. ID Type (FEIN, SSN, ITIN): _____

- An ID type is the ID you use to file state taxes in Tennessee. The ID you provide must match the Department's records for you to gain access to the account.
- Use the ID type you used to register the tax account. This number must belong to you or your company. Do not use a client's ID.
- 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 an SSN.
 - *State Agency ID* – This number is only issued to government entities like cities or counties. Call the department to gain access to your account.

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

Once you have created a TNTAP logon, you can log into your TNTAP account and gain access to your tax accounts. After logging in, select the **More...** tab and select **Gain Access to a Tax Account**. You will need the following information to gain access to an account.

1. Account Type: _____

- An account type is the tax type for your account, such as sales tax or tobacco tax.

2. Account Number: _____

- An account number, or account ID, tells TNTAP which account you want to access.
 - Account numbers have 10 digits followed by three letters. Ex: 0123456789-ABC.
- Some tax types such as sales and business tax, have consolidated filing. This means that taxpayers file for all locations under one account. Each individual location has what is called a "Location ID" for tracking activity at that specific location.
 - Location IDs have 10 digits. Ex: 1234567890.
- When creating a TNTAP logon and/or adding your tax account to your logon, you can use either your Account ID or a Location ID to gain access to an account, as long as it corresponds to the account you want to access.

3. Zip Code: _____

- The zip code you provide must match the zip code on file with the Department.

4. Payment Amount or Letter ID: _____

- You will need to provide one of these two pieces of information to prove that you are authorized to access any tax account.
 - Any of the last three payments you have made for this tax account. This includes payments submitted with or without a tax return.
- If your last three payment amounts were \$0, you will need to provide a letter ID.
 - A letter ID is listed on any notices or letters sent by the Department of Revenue for taxes available in TNTAP. Letter ID example: L1234567890