Gaining Access to TNTAP

In order to file and pay your business taxes in Tennessee electronically, you must use the TNTAP system. The information below describes how to gain access to TNTAP.

Please note that TNTAP business tax filing began in May 2018. If you filed previously in the old electronic filing system, you cannot automatically use your old username and password in TNTAP. You may be able to use the same password again, but you'll have to register it in TNTAP as a new username and password. Due to systems requirements in TNTAP, you might have to select a different username and password than previously used.

The website for TNTAP is https://tntap.tn.gov/eservices. If you have an existing TNTAP logon, you can use your username and password and sign into TNTAP. If you need to get access to TNTAP for the first time, follow these steps:

- Click on "Create a TNTAP Logon" in the upper left portion of the TNTAP main page.
- You'll be asked to provide the following information:
    o Your business type (sole proprietor, LLC, corporation, etc.)
    o Either your social security number (for a sole proprietor) or your federal employer identification number (FEIN) issued from the Internal Revenue Service (IRS) (all others)
    o Your name, email address, and telephone number
    o Your address. Please "verify" this address on screen when prompted to do so.
    o Your username. Please consider making this something you'll remember. Do not share your username with another individual!
    o Your password. Please follow the screen for instructions regarding which passwords are acceptable.
    o Your method of receiving correspondence. Choosing email is the quickest way to receive letters and notifications, but postal mail is acceptable.

- o Select a secret question and answer to the question. This is required so you can reset your password in case you forget it later.
- o When you login to TNTAP each time, you will receive either a text or an email, or both with a special code. This extra layer of protection provides another way to protect your private tax data. Please input the information needed. If selecting the text option, please ensure you note the correct provider. If you later change your email address, cell phone provider, or cell telephone number, please update this information on TNTAP or call the Tennessee Department of Revenue.

TN Department of
Revenue

Filing Business Tax on TNTAP

The website for TNTAP is https://tntap.tn.gov/eservices. Once you are signed into TNTAP, select Business Tax from the list of accounts available at the bottom of your sign-in page. If you do not see your business tax account listed, you'll need to follow these steps:

- Under the "I Want To" section, select "Manage Accounts".
- Next, select that you want to "Gain Access to an Existing Account"
- You'll be asked whether the account belongs to you or someone else, as well as for your account ID number and zip code.
- Once these are input, you must provide **one** of the following pieces of information:
    - One of the last three payment amounts
    - A Letter ID from any TNTAP letter you may have received from this account in the past
    - If you do not know these pieces of information, please select "Send Instructions" and a letter will be mailed to you.

Once you select Business Tax, go to the tax period you need to file. This will normally be the tax period for the prior year, but if you owe for older periods, you'll see these listed as well. Select "File Return" by the year you'd like to file and proceed.

You'll input the information in the following way:

1. You'll be asked if you want to input your information by uploading a CSV file. Unless you have special software that allows for this (rare), select NO and proceed by selecting Next at the bottom of the screen.
2. You'll then be asked if you want to attach any supporting documents. Follow the instructions on screen if you need to do this (rare). If you do not have any documents, select Next again at the bottom to proceed.
3. Now you are given a list of location IDs to file your tax figures on. A location ID is for each specific location. If you only have one location, you would have only one location ID. However, if you are a contractor, you'll see a separate location ID for each county and city where you have a business license.
4. Select the location ID by clicking on the number itself to begin filing.

5. Confirm the information you see on the screen. You'll be asked to select boxes and to answer a couple of questions. Make sure to select the boxes presented to you and do not skip over them.

6. If you have no gross income for the business location you've selected for this tax period, choose the No box for gross income. The minimum tax of $22 will be displayed. Choose OK to proceed. Otherwise, if you have gross income to report, choose Yes and follow the instructions for inputting your figures on the upcoming pages. Remember to not skip over any questions or areas that require you to make a selection.

7. Once all figures are input, select OK. You'll be directed back to the Business Tax Return Screen. If you have other locations to file, repeat the same process for each location. *IMPORTANT: You must complete ALL locations before you can proceed.* Once all locations are completed, choose Next at the bottom.

8. The next screen is the return summary screen. This will total the tax due for all your locations. If you have a credit on file with the Department of Revenue, you may input the amount of the credit here. If you are filing the tax return and making the payment past the due date of the tax return, indicate the amount of penalty and interest due here. (For assistance with calculating this, please call the Tennessee Department of Revenue at 615/253-0600.) Choose Next at the bottom of the screen when completed.

9. Next, you'll be asked how you'd like to make your payment. ACH is offered. This is from your checking or savings account. There is no service fee for ACH payment. You may choose to pay by credit card if you wish, but a 2.35% service charge will apply for this option.

10. Input your payment information as directed on the screen. Please be sure that all fields are entered and that you confirm the amount of the payment you are making. You'll be prompted at the end to type in your TNTAP password.

11. Finally, you'll receive a confirmation number. Please print this information or note the confirmation number.

12. You have completed the filing and payment process! Please allow three business days for the system to update with your filing and payment information. You will receive credit for filing and paying your taxes on the date you actually keyed in the information into TNTAP.

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