



Collection Services Division

Dear Special Event Vendor,

Thank you for attending Wing Ding in Nashville, TN. The Tennessee Department of Revenue (TDOR) recently launched a new tax administration system called Tennessee Taxpayer Access Point (TNTAP) that changes the way you file and remit sale tax collected at special events. TNTAP allows you to file and remit the sale tax online.

The sales tax rate for this event is **9.25%**. If you had no taxable sales, you are required to contact the Tax Information Assistant (TIA) assigned to this event. Your event's TIA is Marilyn Vaughn and can be reached by phone at 931-685-1284 or email Marilyn.Vaughn@tn.gov.

If you have an active Tennessee sales tax account:

- Please contact our Shelbyville office at 931-685-1284 or revenue.collection@tn.gov to provide your Consolidated Sales Tax (SLC) account number.
- Your account will be associated with this special event location and period.
- The reporting and remittance of sales tax for this event will be done with your next regularly due sales tax return.
- If you need assistance with your TNTAP account, please call 800-342-1003.

If you do not have an active Tennessee sales tax account:

- You will need to fill out the attached registration application and return it to the Tennessee Department of Revenue no later than **September 5, 2019**.
 - By mail: Tennessee Department of Revenue, 500 Deaderick St, Nashville, TN 37242
 - Online: <https://revenue.support.tn.gov/hc/en-us/requests/new>
 - Request type is "Tax Question" and my question is about "Register or Update an Account".
 - You will need to scan and attach the application to your request.
- The sales tax return for this event will be due: **September 20, 2019**, and can be filed using our online filing system TNTAP
 - To register for TNTAP access, you will need an account number and a letter ID. These will be mailed to you after your registration has been processed by the department. If you do not receive a letter, please contact the Taxpayer Services Division at 615-253-0600. Failure to file and pay by the above due date will result in the assessment of penalty and interest.



TENNESSEE DEPARTMENT OF REVENUE
Application for Registration

RV-F1300501 (7/17)

SPECIAL EVENT
CASUAL FILER

Answer all questions below completely. Incomplete and unsigned applications will delay processing.

1. Legal Name of Applicant

2. DBA Name (If different from above)

3. Event Location Address (Physical address only; no P.O. Box) City State Zip

4. Mailing Address City State Zip

5. Legal Address (Physical address where business records are kept; no P.O. Box) City State Zip

6. Business Telephone Number Business Fax Number Business Email Address

7. Contact Name Contact Telephone Number Contact Email Address

8. Start Date in Tennessee 9. Fiscal Year End Date 10. FEIN or SSN

11. Type of Ownership:

- Ownership options: Sole Proprietorship, Partnership (General, Limited, Limited Liability), Corporation (Tennessee Domestic, Foreign, S), Real Estate Investment Trust, Limited Liability Company (Multi-Member, Single Member, Professional).

12. Tennessee Secretary of State Control Number Primary State of Charter/Registration

13. Taxes to Register for on this Application:

- Tax categories: Sales and Use, Franchise and Excise, Business Classification, Auto Rental Surcharge, Bail Bonds, Beer Barrelage, Bottlers, Brand Registration, Coal Severance, Crude Oil/Natural Gas Severance, Fantasy Sports, Utilities - Gas, Water, Electric Power, and Light, Liquor by the Drink, Litigation, Mineral Severance, Mixing Bar, Petroleum, Tire Fee, Tobacco, Used Oil Fee, Wholesale Beer, Wholesale Gallonage, Wine Direct Shipper, Winery.

Note: Electronic filing and payment of taxes is required for sales and use tax, franchise and excise tax, tobacco tax, liquor-by-the-drink tax, and business tax. Please visit www.tn.gov/revenue for more information.
* Requires Bond

14. Please Complete this Section if Registering for a Special Event Location

Event Name: _____

Promoter Location ID: _____

Event Start Date: _____

Event End Date: _____

15. Series LLC Entity Information

FEIN for Master LLC: _____

Entity Name for Master LLC: _____

Location Address for Master LLC: _____

Telephone Number for Master LLC: _____

State of Domestic Certificate of Authority for Master LLC: _____

16. Nature of Business

Manufacturing
 Service
 Wholesale
 Retail
 Both Wholesale/Retail
 Contractor
 Other

17. Business Activity	18. NAICS Code (if known)
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19. Identify Owners, Officers, Members, or Partners (Attach additional names on separate sheet. See Instructions.)

Legal Name	Legal Name
Title	Title
SSN or FEIN	SSN or FEIN
Address	Address
City State Zip	City State Zip
Telephone Number	Telephone Number
Email Address	Email Address

20. The statements made on this application are true to the best of my knowledge and belief. This application must be signed by an individual, owner, partner, or officer of the entity listed above. Do not print or use a stamp. Signature: _____ Date: _____ <div style="text-align: center; margin-left: 100px;"><i>Owner, Partner, or Officer</i></div>	For Department Use Only
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TNTAP INSTRUCTIONS

Go to tntap.tn.gov/eservices

Scroll below the login box and select the option, don't have an account create one

Fill out all requested information. When asked to select the ID Type, you will select either Social Security Number, or Federal ID Number.

1. What Do You Need? 2. Registration

Registration

Identification Information

ID Type *Required*

First Name *Required*

Last Name *Required*

Login Information

Username *Required*

Password *Required*

Confirm Password *Required*

Email *Required*

Contact Phone *Required*

Alternate Phone

In Case You Forget Your Password

Secret Question *Required*

Secret Answer *Required*

Two Factor Authentication Method

Choose a security preference when you log in with a new or unrecognized computer, mobile phone, or tablet.

Type *Required*

Save and Finish Later Save and Continue Cancel < Previous Next >

Continue entering all required information for steps 1-3. When you get to step 4, under the first section you will select yes, I have my account details.

Under the second section Account Summary, you will select Sales and Use Tax as the Account Type, and will enter your Sales Tax ID as well as your zip code. Within the final section, How would you like to verify your account, you will select the Enter Letter ID option, enter the Letter ID, and hit next.

1. What Do You Need? 2. Registration 3. Correspondence 4. Tax Account

Tax Account

Ready to add access to your tax account?

Yes, I have my account details.

Not at this time.

Please send me a Letter ID so I can access my account.

Account Summary

Account Type

Account Number

Country (for the account)
UNITED STATES OF AMERICA

Zip Code (for the account)

How would you like to verify your account?

Enter one of the last 3 payments amounts

Enter letter ID

Payment Amount

Save and Finish Later Save and Continue Cancel < Previous Next >

Next it will ask you to confirm your registration information. You may review your information and then will need to submit the account set up request.

The screenshot shows the 'Review' step of the TNTAP Registration process. The breadcrumb trail is 'Home » TNTAP Registration'. A progress bar at the top indicates five steps: 1. What Do You Need?, 2. Registration, 3. Correspondence, 4. Tax Account, and 5. Review (the current step). The main heading is 'Review'. Below it, the text reads 'Please Confirm Your Registration Information' and 'Please review the following information'. The information to be reviewed is: Login: [redacted], Business Name: [redacted], Name: [redacted], Email: [redacted], and Contact Phone: [redacted]. A note states 'An email containing a confirmation code will be sent to you.' and a prompt says 'Click Submit to complete this request.' At the bottom, there are four buttons: 'Save and Finish Later', 'Save and Continue', 'Cancel', and 'Submit' (with a 'Previous' button to its left).

Once you submit the request you will receive confirmation of your account set up being complete, and will also receive confirmation by email or text, depending on what you selected during your account set up. Be sure to select OK to complete the request or you may print the confirmation.

The screenshot shows the 'Confirmation' page of the TNTAP Registration process. The breadcrumb trail is 'Home » TNTAP Registration » Confirmation'. The main heading is 'Confirmation'. Below it, the text reads 'Your request has been submitted.' and 'Your confirmation number is 0-310-842-368.' A note states 'Most requests are processed within 1-2 business days. If you have questions or need assistance, visit our website at www.tn.gov/revenue.' At the bottom, there are two buttons: 'Print Confirmation' and 'OK'.

You will be taken back to the TNTAP home screen and will need to login with the username and password you have set up. When logging in you will be required to enter a confirmation code. You will select, Send Authentication. It will send the confirmation code to either your email or by text, depending on what you selected previously during your account set up process. You will then enter the code, and select logon.

Menu Home » Authentication

Authentication Code

An authentication code was sent to:

[Redacted]

Authentication Code

Remember This Device

No Yes

Logon

Didn't receive an authentication code?

Once you are on your account home screen you go below the section labeled I Want To, and will select the option Manage Accounts.

Menu Home Log Off

My Profile

Sole Proprietorship [Redacted] Balance: \$0.00

Alerts ✓ There are no alerts

I Want To

- Manage Accounts
- Manage Payments
- Additional Services

Accounts Requests, Notices, and Letters Names and Addresses Tax Account Settings

My Accounts Show All

You don't have access to any accounts

Then you will select the option, Gain Access to a Tax Account.

Menu Home » Manage Accounts Log Off

Manage Accounts

Register New Account Register a new account for this taxpayer.

Gain Access to a Tax Account Gain online access to an account.

Register New Location Register a new location for this taxpayer.

As requested previously- you will fill out required information. You will select Sales and Use Tax as the Account Type and enter your Sales Tax Number (Account ID), and zip code. When asked how you would like to verify your account select Letter ID and enter the Letter ID as before. Select next and then submit the request. Be sure to either select OK or Print Confirmation.

Menu Home » Manage Accounts » Add Access to Another Account Log Off

1. Add Access to Another Account

Add Access to Another Account

Who does this tax account belong to?

Me
 Someone Else

Tax Account Information

Account Type	Sales and Use Tax
Account ID	[REDACTED]
Account Country	UNITED STATES OF AMERICA
Account ZIP Code	[REDACTED]

How would you like to verify your account?

Enter one of the last 3 payments amounts
 Enter letter ID
 Send Instructions

Letter ID

Cancel Previous Next >

Menu Home » Manage Accounts » Add Access to Another Account Log Off

1. Add Access to Another Account 2. Review

Review

Click the submit button to complete this request.
Access to this account will be available immediately.

Cancel Previous Submit

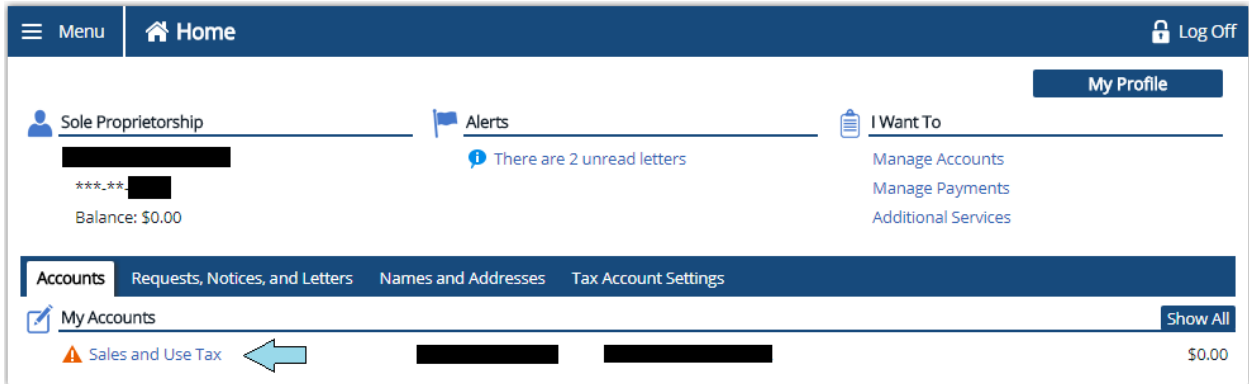
Menu Home » Manage Accounts » Add Access to Another Account » Confirmation Log Off

Confirmation

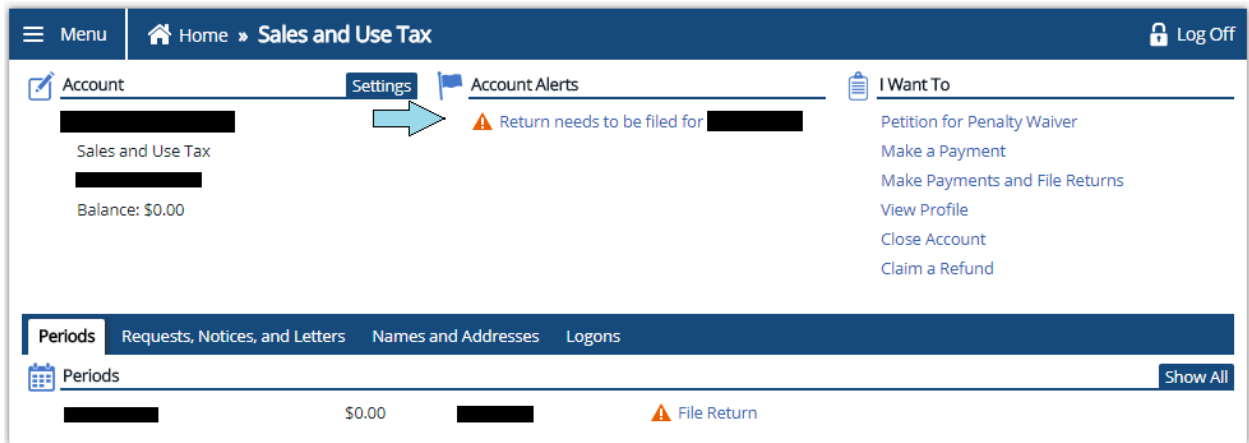
Your request has been submitted.
Your confirmation number is 0-090-969-088.
Most requests are processed within 1-2 business days. If you have questions or need assistance, visit our website at www.tn.gov/revenue.

Print Confirmation
OK

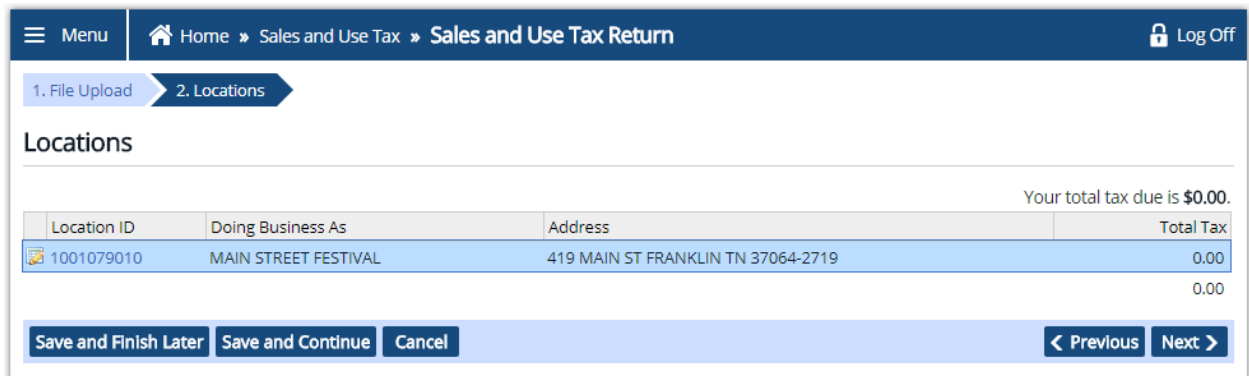
When you are back on your account home screen you will go to the very bottom under the section labeled My Account. You will see a notification for Sales and Use Tax with a red exclamation mark, and will need to select this notification.



On the next page you will select the notification under the section labeled Account Alerts.



It will then ask if you will be submitting a file provided by your software vendor. After making your selection it will then request you select a location in which you would like to file for. Select a location and hit next to move forward.



You will then be asked if you have any sales to report for the period in which you are trying to file for. You will make your selection, hit okay, and it will take you into the return.

Sales Detail ✕

Location ID

Address

Doing Business As

The address changed for this location:

When filing your return, please round all amounts to the nearest whole dollar.

Sales

Do you have any sales to report for this period?

Yes No

OK **Cancel**

You will fill out the return and ensure that you have submitted and fully processed the return. Once the return has been submitted you will then return to your home screen, and will see the tax due for the return. Select the amount shown and it will then take you to where you can select a payment method, and process payment.

You will receive a confirmation of the return being processed along with confirmation of payment.

