



RENEW ONLINE -

Instructions for Manufacturers, Distributors, and Route Operators

For instructions on setting up a TAP Account, view the "TAP Applications and Account Management" User Guide available on our website at <https://dojmt.gov/gaming/taxpayer-access-point-tap/>.

1. Visit <https://tap.dor.mt.gov/> and log into your TAP account. Select your MDR Account ID.

The screenshot shows the 'Taxpayer Access Point MTS' interface for the Montana Department of Revenue. The left sidebar contains a 'Menu' with 'Home', 'Back', and 'Help', and a 'TAS' section with 'RunDate: 13-May-2015' and 'Last Request: 172ms'. The main content area is titled 'MONTANA TAXPAYER ACCESS POINT' and includes a 'NAMES AND ADDRESSES' section with fields for Montana Tax Number, Balance (50.00), DBA Name, Legal Name, Location Address, and Mailing Address. Below this are tabs for 'ACCOUNTS', 'REQUESTS', 'WEB MESSAGING', and 'LETTERS'. A 'MY ACCOUNTS' table is displayed with the following data:

Account ID	Account Type	Name	Frequency	Address	Balance
MDR	VGM MDR		Fiscal		0.00
.VGM	VGM Tax		Qtrly		0.00

A red arrow points to the 'MDR' account ID in the table.

2. Select the "File Now" to renew your gambling license.

The screenshot shows the 'Taxpayer Access Point MTS' interface for the Montana Department of Revenue, displaying 'VGM ROUTE/MANULIST' details. The left sidebar contains a 'Menu' with 'Home', 'Back', and 'Help', and a 'TAS' section with 'RunDate: 07-May-2015' and 'Last Request: 654ms'. The main content area includes a 'NAMES AND ADDRESSES' section with fields for Acct Id (005-MDR), Filing Frequency (Yearly - Fiscal), Payment Source (Setup), DBA Name, Legal Name, Location Address, and Mailing Address. Below this are tabs for 'PERIODS', 'REQUESTS', 'ACTIVITY', 'WEB MESSAGING', and 'LETTERS'. A 'PERIODS REQUIRING ATTENTION' table is displayed with the following data:

Period	Request Status	File Now	Pay	Tax	Penalty	Interest	Credits	Balance	Messages
30-Jun-2016	Outstanding	File Now	Pay	0.00	0.00	0.00	0.00	0.00	File Renewal

A red arrow points to the 'File Now' link in the table.

3. Fill in the Federal Employer Identification Number (FEIN) then select "Next."

Taxpayer Access Point MTS Montana Department of Revenue

Manufacturer / Distributor / Route Operator Renewal

Previous Account Info Next Save and Finish Later Cancel

License Year: July 1, 2015 through June 30, 2016
FY '16

Account ID: -005-MDR

Establishment Name:

FEIN Re-enter FEIN

Address

City State Zip

Currently Licensed as a:

- VGM Manufacturer
- Legal Gambling Devices
- Illegal Gambling Devices
- VGM Distributor
- Route Operator

4. Answer the questions. Additional information may be required depending on how the questions are answered. Select "Next" when complete.

Taxpayer Access Point MTS Montana Department of Revenue

Manufacturer / Distributor / Route Operator Renewal

Previous 1 License Renewal Next Save and Finish Later Cancel

License Renewal - FY'16

Account ID: -005-MDR

1. Has this office been notified (either on the original application, amended applications, or renewal forms) of all actual ownership interests, ownership types, investors, share ownerships, officer/director, or partners? Yes No

2. Has this office been notified (either on the original application, amended applications, personal history forms, or renewal forms) of all:

a) convictions for any misdemeanor or felony offenses which involve the business or any owner, investor, shareholder, officer/director, manager or partner? If no, you may be required to complete a new personal history statement. Yes No

If no, explain:
DUI

b) civil litigations or government administrative actions including liens which involve the business or any owner, investor, shareholder, officer/director, manager or partner? If no, you may be required to complete a new personal history statement. Yes No

Personal History Statements and fingerprint cards previously filed with the Department of Justice are valid as long as you hold the gambling license and are reaffirmed as part of this gambling license renewal application. The Department reserves the right to request a new or updated Personal History Statement along with fingerprint cards and fee of \$27.25 as needed.

3. Has this office been notified (either on the original application, amended applications, renewal forms, or noninstitutional lender forms) of all leases and all new financing (loans, deferred payment agreements, or gifts) entered into or acquired by the licensee? Yes No

This renewal application must be received by June 1. This office cannot ensure the renewal for those location(s) possessing your machines if this form is received after June 1. We will not issue a license for machines owned by you until we receive your FY '2016 renewal notice and fee. A renewal form received by the division after July 31, will not be accepted. The applicant will be required to complete a new application including all supporting documents as required in Mont.Admin. R. 23.16.104 and 23.16.502, and all required fees.

- The next screen provides a summary of all the fees due for this renewal. If changes need to be made, you can go back to a section by selecting the numbered buttons or selecting "Previous." If everything is correct, select "Next."

The screenshot shows the 'Manufacturer / Distributor / Route Operator Renewal' page. The left sidebar contains navigation options: Menu (Home, Back, Help), TAS (Toggle Log, RunDate: 07-May-2015, Last Request: 760ms), and Attachments (Add). The main content area has a breadcrumb trail: Previous (1) (2) Summary (3) Next. A red arrow points to the 'Next' button. Below the breadcrumb is a table titled 'Summary of Fees Due':

Fee Type	Amount
Associated Gambling Fee	0.00
Sports Tab Fee	0.00
Accounting System Vendor Fee	0.00
MDR Renewal Fee	1,000.00
Total Renewal Fee	1,000.00

Buttons for 'Save and Finish Later' and 'Cancel' are located at the top right of the main content area.

- If attachments are required or need to be submitted with the renewal, select "Add Attachment." Select the type, either "FEIN verification" or "Other Type." Give a brief description of the file to be uploaded. Find the file in your documents and then select "Save." (If nothing is going to be attached, this step can be skipped.)

The screenshot shows the 'Manufacturer / Distributor / Route Operator Renewal' page at the 'Authorization' step. The breadcrumb trail is: Previous (1) (2) (3) Authorization (4) Next (5) Submit. The 'Add Attachment' button is highlighted. Below it, a message reads: "Please attach verification of the correct FEIN and any other relevant documents to assist in the processing of this renewal, using the button below." A dialog box titled "Select a file to attach" is open, showing a dropdown menu for "Type" set to "Other Type", a "Description" field with "New loan documents", and a file selection field with "M:\Transfer 9-07\Appendix A - ART R2 Production Support Flow - F" selected. The "Save" button in the dialog is circled in red. The background shows a partially visible "I affirm I am true and subject to any gaming regulations contained herein and I may be evoked of" text.

7. Check the box to agree to the statement, enter the owner's name and the business phone number. Select "Submit."

Taxpayer Access Point
MTS

Montana Department of Revenue

Manufacturer / Distributor / Route Operator Renewal

Previous 1 2 3 Authorization Next Submit Save and Finish Later Cancel

Please attach verification of the correct FEIN and any other relevant documents to assist in the processing of this renewal, using the button below.

Add Attachment

I affirm I am authorized to make this application for the applicant and that the answers contained herein are true and complete. If my application or answers contain false information, I understand I may be subject to the criminal penalties of Mont. Code Ann. §§ 93-2-203, 45-7-203, 45-7-208, and/or revocation of any gambling licenses granted pursuant to this application.

By checking this box, I agree to the above statement

LISA CHRISTIANSEN (406) 444-9150 07-May-2015
Full Name of Licensee/Authorized Agent Business Phone Number Date

8. Enter your password and then select "OK."

Taxpayer Access Point
MTS

Montana Department of Revenue

Manufacturer / Distributor / Route Operator Renewal

Previous 1 2 3 Authorization Next Submit Save and Finish Later Cancel

Please attach verification of the correct FEIN and any other relevant documents to assist in the processing of this renewal, using the button below.

Add Attachment

I affirm I am authorized to make this application for the applicant and that the answers contained herein are true and complete. If my application or answers contain false information, I understand I may be subject to the criminal penalties of Mont. Code Ann. §§ 93-2-203, 45-7-203, 45-7-208, and/or revocation of any gambling licenses granted pursuant to this application.

You are required to re-enter your password to verify this request. Your password will act as your signature.

Password: [*****]

OK Cancel

9. A confirmation page will be displayed which includes a tracking number. Select "Proceed to Pay Online."

Taxpayer Access Point
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Montana Department of Revenue

CONFIRMATION

Your renewal for 30-Jun-2016 has been submitted. Your tracking number is 1-851-267-584.

The renewal will be posted to your account after your request is processed. If your renewal is submitted after the close of the current business day (6:00 p.m., M-F), it will not be processed until after 6:00 p.m. on the following business day.

If you have any questions, please contact us at (406) 444-1971 or gcd@mt.gov, or visit us online at <https://dojmt.gov/gaming/>.

Ok Proceed to Pay Online

- The payment screen will be pre-populated with the relevant information. Payments may be paid immediately or scheduled in advance to be paid no later than June 26th. Select the Bank Account Type and enter the Routing Number and Account Number. The account information can be saved for future use by selecting "Save as default for VGM Route/Manu/Dist..." Once the payment information is filled out, select "Submit."

Taxpayer Access Point MTS Montana Department of Revenue

Menu Log Off Submit Cancel

Home Back Help

TAS Toggle Log

RunDate: 13-May-2015 Last Request: 72ms

License or permit applications and/or renewals will not be processed until full payment is received. The payment date entered will be recorded as the date paid. Any payments entered after 3:45 p.m. MST may not clear your bank for two business days. International bank accounts are not supported at this time.

VGM Route/Manu/Dist: [redacted]-MDR Payment Date: 13-May-2015

PAY TO THE ORDER OF Department of Justice 1,000.00

NATIONWIDE BANK

MEMO: GCD Renewal Fee Payment

Bank Account Type: Checking Routing Number: 044072324 Account Number: 12345678 Account Number Confirm: 12345678

Foreign Bank

Save as default for VGM Route/Manu/Dist: [redacted]-MDR

CHOOSE PAYMENT SOURCE

New payment source

- Enter your password and select "OK."

Taxpayer Access Point MTS Montana Department of Revenue

Menu Log Off Submit Cancel

Home Back Help

TAS Toggle Log

RunDate: 13-May-2015 Last Request: 47ms

License or permit applications and/or renewals will not be processed until full payment is received. The payment date entered will be recorded as the date paid. Any payments entered after 3:45 p.m. MST may not clear your bank for two business days. International bank accounts are not supported at this time.

VGM Route/Manu/Dist: [redacted]-MDR Payment Date: 13-May-2015

PAY TO THE ORDER OF Department of Justice 1,000.00

NATIONWIDE BANK

Confirm: [redacted]

I hereby authorize the Montana Department of Revenue to debit my bank account for the above amount. You are required to re-enter your password as confirmation of this request. Your password will act as your signature.

Password: [redacted]

OK Cancel

12. A payment confirmation page will be displayed. Please review. You may want to print a copy for your records. Select "OK" when you are done.

13. Another confirmation page will come up showing your license renewal has been submitted. Please note: A "Proceed to Pay Online" button will appear. It is not necessary to select this button again. Select "OK" to bring you to the main account page.

14. To verify the renewal payment has been made, select the "REQUESTS" tab and the payment will be listed as pending.

15. Then select the "SEARCH" tab to see the payment is pending and the renewal request is complete.

The screenshot shows the Montana Department of Revenue Taxpayer Access Point MTS interface. The left sidebar contains a menu with options like Home, Back, Help, and VGM Services. The main content area displays 'NAMES AND ADDRESSES' and a table of requests. A red circle highlights the 'SEARCH' button, and a red arrow points to the 'Completed' status in the table.

Submitted	Processed	Account	Id	Period	Title	Status	Tracking #
13-May-2015		VGM MDR		MDR	30-Jun-2016	GCD Renewal Pymt for \$1.00	Pending...
13-May-2015	13-May-2015	VGM MDR		-MDR	30-Jun-2016	MDR License Renewal	Completed

16. After the license renewal has been processed, the video gambling machines can be renewed. While in the MDR Account, select "VGM Services" from the menu on the left-hand side of the screen.

The screenshot shows the Montana Department of Revenue Taxpayer Access Point MTS interface. The left sidebar menu has 'VGM Services' highlighted with a red arrow. The main content area displays 'VGM ROUTE/MANUIDIST' information, including 'Acct Id -005-MDR', 'Filing Frequency Yearly - Fiscal', and 'Payment Source Setup'. Below this is a table of 'PERIODS REQUIRING ATTENTION'.

Period	Request Status	View	Tax	Penalty	Interest	Credits	Balance	Messages
30-Jun-2016	Online-Processed	View Renewal	Pay	1,000.00	0.00	0.00	0.00	1,000.00

17. Select "Annual Permit Renewal."

The screenshot shows the Montana Department of Revenue Taxpayer Access Point MTS interface. The left sidebar menu has 'VGM Services' selected. The main content area displays 'SELECT VGM SERVICE' with a list of options. 'Annual Permit Renewal' is circled in red. To the right of the list are descriptions for each service option.

- Add VGM**: This option allows you to apply for a new video gambling machine permit.
- Annual Permit Renewal (For July 1)**: This option allows you to apply for a new video gambling machine permit.
- Letter of Withdrawal**: This option allows you to remove a video gambling machine from play.
- Meter Reading**: This option allows entry of electronic weekly/bi-weekly electronic meter readings. End of the quarter meter readings, which include mechanical meters are also entered here.
- Meter Reading w/Reconciliation**: This option allows for entry of weekly/bi-weekly electronic and mechanical meter readings and the actual cash collected from each machine.
- Service Form**: This option allows you to enter video gambling machine service forms to report service done on a machine.
- VGM Reports**: Reports

18. If a licensee has not renewed their operator account, you will not be able to renew machines at that location and the status will show as "Location License Not Processed." A report is available to see which locations have renewed their operator license. For instructions on running that report, see Appendix A.

Taxpayer Access Point MTS Montana Department of Revenue

LOGICONS

VGM Renewal

Please select a location below and select the machines you would like to renew.

Location Account ID	Location Name	# Machines	Paid	Queued	Available	Status	Fee
GOA		19	0	0	0	Location License Not Processed	0.00
-GOA		19	0	0	0	Location License Not Processed	0.00
-GOA		19	0	0	0	Location License Not Processed	0.00
-GOA		19	0	0	0	Location License Not Processed	0.00
1-GOA		19	0	0	0	Location License Not Processed	0.00
-GOA		20	0	0	0	Location License Not Processed	0.00

19. When the location has renewed their license, the status will be blank and the number of machines available for renewal will be displayed. Select the appropriate Location Account ID link. You can also input a location name or GOA account number in the filter to quickly find an account.

Taxpayer Access Point MTS Montana Department of Revenue

LOGICONS

VGM Renewal

Please select a location below and select the machines you would like to renew.

Type Location or Account Number you are looking for.

Location Account ID	Location Name	# Machines	Paid	Queued	Available	Status	Fee
-GOA		19	0	0	19		4,560.00
-GOA		19	0	0	0	Location License Not Processed	0.00
-GOA		19	0	0	19		4,560.00
-GOA		19	0	0	0	Location License Not Processed	0.00

20. The machines available for renewal will be automatically checked.

Taxpayer Access Point MTS Montana Department of Revenue

LOGICONS

Renew

Location: -GOA

Owner ID	Renew?	VGM ID	Serial #	Status	Fee
-005-MDR	<input checked="" type="checkbox"/>		MT600090		240.00
-005-MDR	<input checked="" type="checkbox"/>		100670		240.00
-005-MDR	<input checked="" type="checkbox"/>		MT600060		240.00
-005-MDR	<input checked="" type="checkbox"/>		MT900182		240.00
-005-MDR	<input checked="" type="checkbox"/>		1775196		240.00
-005-MDR	<input checked="" type="checkbox"/>		900625		240.00
-005-MDR	<input checked="" type="checkbox"/>		900634		240.00
-005-MDR	<input checked="" type="checkbox"/>		102776		240.00
-005-MDR	<input checked="" type="checkbox"/>		102975		240.00
-005-MDR	<input checked="" type="checkbox"/>		103200		240.00
-005-MDR	<input checked="" type="checkbox"/>		300346		240.00
-005-MDR	<input checked="" type="checkbox"/>		MT710002		240.00
-005-MDR	<input checked="" type="checkbox"/>		MT710004		240.00
-005-MDR	<input checked="" type="checkbox"/>		MT710261		240.00
-005-MDR	<input checked="" type="checkbox"/>		D00062		240.00
-005-MDR	<input checked="" type="checkbox"/>		2080684		240.00
-005-MDR	<input checked="" type="checkbox"/>		2011108		240.00
-005-MDR	<input checked="" type="checkbox"/>		200102		240.00
-005-MDR	<input checked="" type="checkbox"/>		200297		240.00

19 Rows

Renew: 19 VGM Fees for this location: 4,560.00

OK Cancel

- Uncheck any machine you do not wish to renew. The total machines and fees will show at the bottom. Select "OK." Once you have reviewed and selected the video gambling machines you want to renew permits for, select "Submit."

The screenshot shows the 'Renew' dialog box in the Taxpayer Access Point MTS. The dialog box contains a table with the following columns: Owner ID, Renew?, VM ID, Serial #, Status, and Fee. The 'Renew?' column has checkboxes, some of which are checked. Below the table, it shows '# Renew 17' and 'VGM Fees for this location: 4,000.00'. There are 'OK' and 'Cancel' buttons at the bottom of the dialog box. A red arrow points to the 'OK' button. In the background, there is a table with columns: Paid, Queued, Available, Status, and Fee. At the bottom of the main interface, there is a 'VGM Total Fees: \$ 8,640.00' and 'Submit', 'Save and finish later', and 'Cancel' buttons. A red arrow points to the 'Submit' button.

- Enter your password and select "OK."

The screenshot shows a password verification dialog box. The text inside the dialog box reads: "You are required to re-enter your password to verify this request. Your password will act as your signature." There is a password input field with a masked password "*****". Below the input field are 'OK' and 'Cancel' buttons. A red circle highlights the 'OK' button.

- A confirmation screen with a tracking number will be displayed. Select "Proceed to Pay Online".

The screenshot shows the confirmation screen in the Taxpayer Access Point MTS. The page title is "Taxpayer Access Point MTS Montana Department of Revenue". At the top right, there are 'Ok' and 'Proceed to Pay Online' buttons. The 'Proceed to Pay Online' button is circled in red. The main content area has a "CONFIRMATION" header and the following text: "Thank you for submitting your VGM Renewal request. Your tracking number is 1-022-650-880. Please use the Pay Online link above to complete your renewal request. Operation of the machine(s) without renewal of a permit is a violation of state law and must be completed on or before June 30 each renewal year. If you have any questions, please contact us at (406) 444-1971 or gcd@mt.gov, or visit us online at https://dojmt.gov/gaming/".

24. The payment screen will be pre-populated with the relevant information. Payments may be paid immediately or scheduled in advance to be paid no later than June 26th. Choose a previous saved payment source or enter a new payment source. If new, select the Bank Account Type and enter the Routing Number and Account Number. The account information can be saved for future use by selecting "Save as default for VGM Route/Manu/Dist..." Once the payment information is filled out, select "Submit."

Taxpayer Access Point
MTS

Montana Department of Revenue

Menu Log Off

Home
Back
Help

TAS Toggle Log

RunDate: 07-May-2015
Last Request: 314ms

The payment date entered will be recorded as the date paid.
Any payments entered after 3:45 p.m. MST may not clear your bank for two business days.
International bank accounts are not supported at this time.

VGM Route/Manu/Dist MDR Payment Date: 07-May-2015

PAY TO THE ORDER OF Department of Justice 8,640.00

NATIONWIDE BANK

MEMO: Submit payment for 30-Jun-2016

Bank Account Type: Checking Routing Number: 044072324 Account Number: ****5678

CHOOSE PAYMENT SOURCE

VGM Route/Manu/Dist & Checking NATIONWIDE BANK 044072324

New payment source

Submit Cancel

25. Enter your password and select "OK."

Taxpayer Access Point
MTS

Montana Department of Revenue

Menu Log Off

Home
Back
Help

TAS Toggle Log

RunDate: 07-May-2015
Last Request: 52ms

The payment date entered will be recorded as the date paid.
Any payments entered after 3:45 p.m. MST may not clear your bank for two business days.
International bank accounts are not supported at this time.

I hereby authorize the Montana Department of Revenue to debit my bank account for the above amount.
You are required to re-enter your password as confirmation of this request. Your password will act as your signature.

Password: [*****]

OK Cancel

Bank Account Type: Checking Routing Number: 044072324 Account Number: ****5678

Submit Cancel

26. A payment confirmation page will be displayed. Please review. You may want to print a copy for your records. Select "OK" when you are done.

The screenshot shows the Montana Department of Revenue Taxpayer Access Point MTS interface. The header includes the state seal and the text "Taxpayer Access Point MTS" and "Montana Department of Revenue". A navigation menu on the left contains "Menu", "Home", "Back", "Help", "TAS", and "Toggle Log". The main content area is titled "CONFIRMATION" and contains the following text:

Please review the payment request information below for your payment to the Department of Revenue. You may want to print a copy for your records.

Your Payment request tracking number is 2-096-392-704

Paid For: VGM Route/Manu/Dis. -MDR

Submit payment for 30-Jun-2016

Paid From: NATIONWIDE BANK ****5678

Payment Amount: 8,640.00

Payment Date: 07-May-2015

Submitted Date: 07-May-2015

This is only the payment request. It is your responsibility to review your bank statement to confirm that this transaction was successful.

OOPS? If you want to make a change, it is not too late. While a payment is still pending, you can return to your account, cancel the payment, and make a new one.

If you have any difficulties, or you would like some help then please contact us toll free at (866) 859-2254 (in Helena 444-6900) or visit <http://revenue.mt.gov>.

Buttons for "Ok" and "Print" are visible in the top right corner.

27. Another confirmation page will come up showing your VGM renewal has been submitted. *Please note: A "Proceed to Pay Online" button will appear. It is not necessary to select this button again. Select "OK" to bring you to the main account page.*

The screenshot shows the Montana Department of Revenue Taxpayer Access Point MTS interface for a VGM renewal confirmation. The header includes the state seal and the text "Taxpayer Access Point MTS" and "Montana Department of Revenue". A navigation menu on the left contains "Menu", "Home", "Back", "Help", "TAS", and "Toggle Log". The main content area is titled "CONFIRMATION" and contains the following text:

Thank you for submitting your VGM Renewal request. Your tracking number is 1-022-650-880

Please use the Pay Online link above to complete your renewal request.

Operation of the machine(s) without renewal of a permit is a violation of state law and **must be completed on or before June 30 each renewal year.**

If you have any questions, please contact us at (406) 444-1971 or gcd@mt.gov, or visit us online at <https://dojmt.gov/gaming/>.

Buttons for "Ok" and "Proceed to Pay Online" are visible in the top right corner, with the "Ok" button circled in red.

28. To verify the payment was made, select the "REQUESTS" tab to see the payment is pending.

Taxpayer Access Point MTS Montana Department of Revenue

ROCKY MOUNTAIN INDUSTRIES LLC

Montana Tax Number: [REDACTED]
Balance: \$1,000.00

NAMES AND ADDRESSES
DBA Name: [REDACTED]
Legal Name: [REDACTED]
Location Address: [REDACTED]
Mailing Address: [REDACTED]

ACCOUNTS² **REQUESTS¹** WEB MESSAGING³ LETTERS¹⁸

WAITING TO BE PROCESSED³ SEARCH

Submitted	Account	Id	Period	Title	Request Status	Tracking #
07-May-2015	VGM MDR		MDR 30-Jun-2016	VGM Pym Pymt for \$8,640.00	Pending	2-096-392-704

29. Then select the "SEARCH" tab to see the payment is pending and the VGM permit renewal request is completed.

Taxpayer Access Point MTS Montana Department of Revenue

ROCKY MOUNTAIN INDUSTRIES LLC

Montana Tax Number: [REDACTED]
Balance: \$1,000.00

NAMES AND ADDRESSES
DBA Name: [REDACTED]
Legal Name: [REDACTED]
Location Address: [REDACTED]
Mailing Address: [REDACTED]

ACCOUNTS² **REQUESTS¹** WEB MESSAGING¹ LETTERS¹⁸

WAITING TO BE PROCESSED³ **SEARCH**

REQUEST FROM 08-MAR-2015

Submitted	Processed	Account	Id	Period	Title	Status	Tracking #
07-May-2015		VGM MDR	-MDR	30-Jun-2016	VGM Pym Pymt for \$8,640.00	Pending	2-096-392-704
07-May-2015	07-May-2015	VGM MDR	-MDR		VGM Permit Renewal	Completed	1-022-650-880
07-May-2015	07-May-2015	VGM MDR	-MDR	30-Jun-2016	MDR License Renewal	Completed	1-851-267-584

30. The new fiscal year 2016 license/permits will be available online the day after the renewal is processed. Select the "LETTERS" tab to view and/or print the new license/permit.

Taxpayer Access Point MTS Montana Department of Revenue

ROCKY MOUNTAIN INDUSTRIES LLC

Montana Tax Number: [REDACTED]
Balance: \$1,000.00

NAMES AND ADDRESSES
DBA Name: [REDACTED]
Legal Name: [REDACTED]
Location Address: [REDACTED]
Mailing Address: [REDACTED]

ACCOUNTS² REQUESTS¹ WEB MESSAGING¹ **LETTERS¹⁸**

LETTERS

Sent	Letter Id	Type	Account	Id	Filing Period	Requested
23-Mar-2015	L1023455872	VGM Permit	VGM MDR	-MDR	30-Jun-2015	23-Mar-2015
23-Mar-2015	L0985508480	VGM Permit	VGM MDR	-MDR	30-Jun-2015	23-Mar-2015
20-Mar-2015	L0544789120	VGM Permit	VGM MDR	-MDR	30-Jun-2015	20-Mar-2015

APPENDIX A – GOA License Renewal Report

1. When logged into TAP, select the MDR Account.

Taxpayer Access Point MTS Montana Department of Revenue

Menu Log Off
Home
Back
Help

TAS Toggle Log
RunDate: 13-May-2015
Last Request: 172ms
View My Profile
Add Access to Another Account

NAMES AND ADDRESSES

Montana Tax Number
Balance 50.00

DBA Name
Legal Name
Location Address
Mailing Address

ACCOUNTS² REQUESTS⁰ WEB MESSAGING¹ LETTERS¹⁰

MY ACCOUNTS²

Account ID	Account Type	Name	Frequency	Address	Balance
MDR	VGM MDR		Fiscal		0.00
VGM	VGM Tax		Qtrly		0.00

2 Rows

2. Select "VGM Services."

Taxpayer Access Point MTS Montana Department of Revenue

Menu Log Off
Home
Back
Help

TAS Toggle Log
RunDate: 07-May-2015
Last Request: 121ms
VGM Services
Detail

VGM ROUTEMANUIST

Acct Id -005-MDR
Filing Frequency Yearly - Fiscal
Payment Source Setup

DBA Name
Legal Name
Location Address
Mailing Address

Balance 1,000.00
Pending Payments + Returns 0.00
Effective Balance 1,000.00

PERIODS REQUESTS⁰ ACTIVITY WEB MESSAGING¹ LETTERS¹⁰

ATTENTION NEEDED¹ ALL PERIODS

Period	Request Status	Tax	Penalty	Interest	Credits	Balance	Messages
30-Jun-2016	Online-Processed View Renewal	Pay 1,000.00	0.00	0.00	0.00	1,000.00	Make a Payment

3. Select "VGM Reports."

Taxpayer Access Point MTS Montana Department of Revenue

Menu Log Off
Home
Back
Help

TAS Toggle Log
RunDate: 28-May-2015
Last Request: 56ms

SELECT VGM SERVICE

- Add VGM
- Annual Permit Renewal
- Letter of Withdrawal
- Meter Reading
- Meter Reading w/Reconciliation
- Service Form
- VGM Reports**

This option allows you to apply for a new video gambling machine permit.
Annual Permit Renewal (For July 1)

This option allows you to remove a video gambling machine from play.

This option allows entry of electronic weekly/bi-weekly electronic meter readings. End of the quarter meter readings, which include mechanical meters are also entered here.

This option allows for entry of weekly/bi-weekly electronic and mechanical meter readings and the actual cash collected from each machine.

This option allows you to enter video gambling machine service forms to report service done on a machine.
Reports

4. Select "GOA Renewals Report."

SELECT REPORT

- GOA Renewals Report**
- Meter Reading Report
- Meters w/Reconciliation Report
- Service Report

5. A report is generated that lists all locations associated with the Route Operator and whether they have renewed their Gambling Operator license yet or not. An example is below:

Gambling Operator License Renewals

Report Date: May 28, 2015

Account ID	Account Name	Renewed	Renewal Date
002-GOA	BAR	YES	5/20/2015
003-GOA		YES	5/21/2015
004-GOA	CASINO	YES	5/21/2015
008-GOA		NO	
004-GOA	BAR	NO	