

INSTRUCTIONS FOR VENDORS

HOW TO SIGN-UP FOR ON-LINE TAXPAYER ACCESS ACCOUNT (TAP)

Log onto the State of Montana Department of Revenue's website: www.revenue.mt.gov

Click on Taxpayer Access Point (TAP) link under **OTHER RESOURCES**:

OTHER RESOURCES

[Taxpayer Access Point \(TAP\) - Easily Manage Your Montana Taxes](#)

This will bring you to the TAP main page:

Individual

- File a Return
- Retrieve a Saved Return
- Make a Payment
- Where's My Refund
- Add Power of Attorney
- Login Features

Business

- Add Power of Attorney
- Request Account ID
- File PT-AGR
- File PT-STM
- Login Features

Unclaimed Property
Click for cash

- Search for Unclaimed Cash
- Retrieve a Saved Claim
- Track Your Claim Status
- Quick Claim Letter
- What You Will Need

Liquor

- Vendor Calculator
- Vendor Calculator - UP
- License Search
- Server Training Submit
- Server Training Search
- Retrieve a Saved Application
- Login Features

LOGIN [Forgot my Password](#)

Username **Required**

Password

Authorization Code:

SIGN UP FOR ACCOUNT ACCESS

- Benefits of Signing Up
- Who Can Use TAP Login?
- Tax Types Available on TAP

Click Sign up Now button:

Click on Select Account Type Link next to Step 1:

Menu

- Home
- Back
- Help

TAS Toggle Log

RunDate: 25-Feb-2014
Last Request: 453ms

Sign up for TAP access

Step 1: [Select Account Type](#)

Submit Cancel

Submit Cancel

Select Your Account Type by clicking on the drop-down arrow and select Liquor Vendor Account:

Step 1

Select your account type, or if you are a tax preparer enter your SSN or FEIN

Taxpayer

Select Your Account Type

OR

Professional Tax Preparer

Are you a Professional Tax Preparer?

As a tax preparer, enter your SSN or FEIN

Required

OK Cancel

Click Yes or No if you are a Professional Tax Preparer. Click OK.

Select Business Account Registration:

Taxpayer Access Point  Montana Department of Revenue

Menu
Home
Back
Help

TAS Toggle Log
RunDate: 25-Feb-2014
Last Request: 413ms

Sign up for TAP access

Step 1: [Select Account Type](#)

Account Type: Liquor Vendor Acct

Step 2: [Business Account Registration](#) << Needs Correction

Submit Cancel

Submit Cancel

Key in LVA account number and Zip Code and click OK.

Account Reg Grid

Account ID

Country

Zip Code (for your account)

Required
Format: _-_-

OK Cancel

<< Needs Co

Click Profile Information:

Taxpayer Access Point  **Montana Department of Revenue**

Menu
Home
Back
Help

TAS [Toggle Log](#)
RunDate: 25-Feb-2014
Last Request: 305ms

Sign up for TAP access

Step 1: [Select Account Type](#)
Account Type: Liquor Vendor Acct

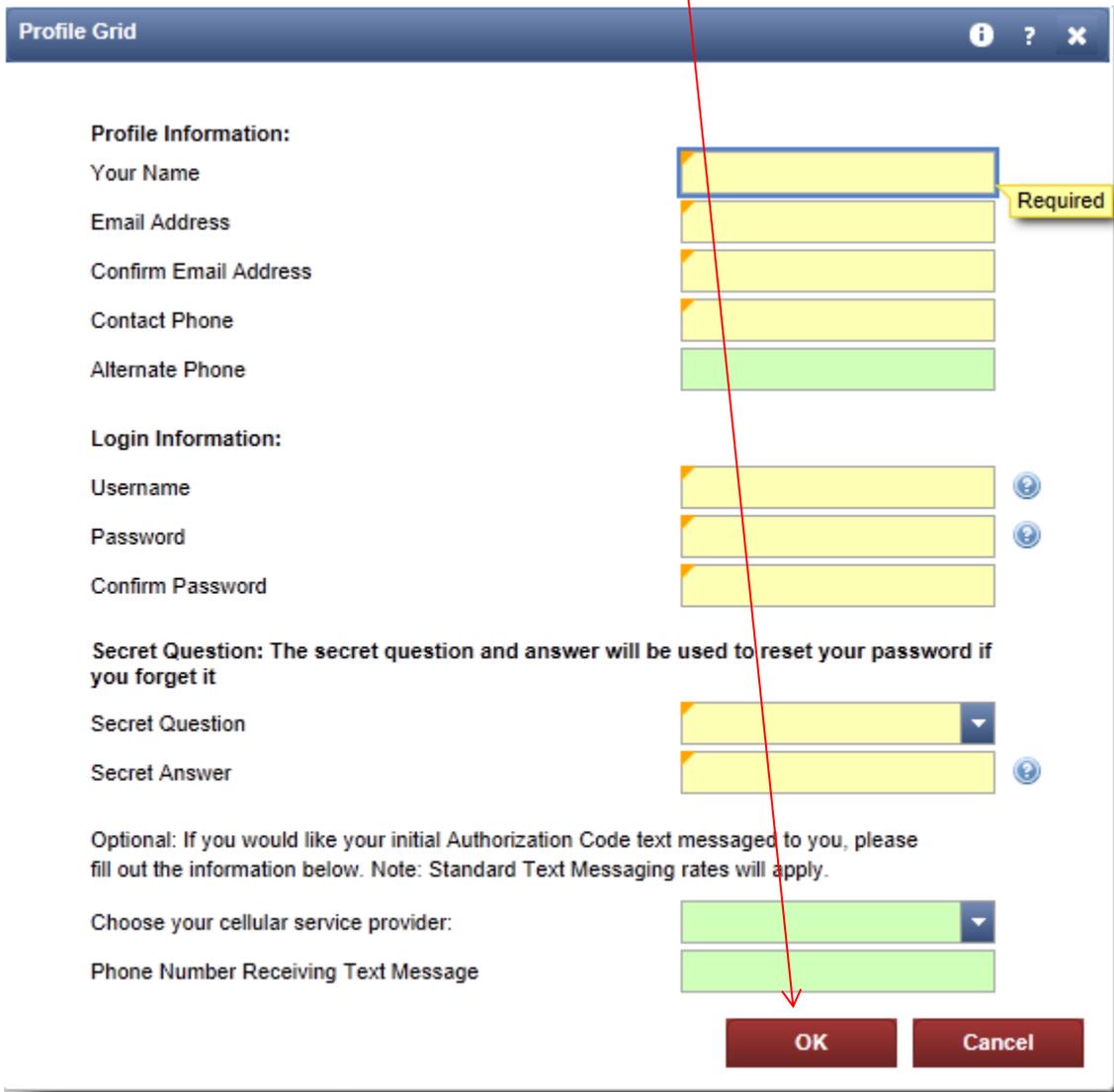
Step 2: [Business Account Registration](#)
Account ID:

Step 3: [Profile Information](#) << Needs Correction

Submit **Cancel**

Submit **Cancel**

Complete the required fields on the Profile Grid and click OK when finished:



The image shows a software window titled "Profile Grid" with a dark blue header bar containing an information icon, a question mark, and a close button. The form is organized into several sections:

- Profile Information:** This section contains five text input fields: "Your Name", "Email Address", "Confirm Email Address", "Contact Phone", and "Alternate Phone". The "Your Name" field is highlighted with a blue border and has a yellow "Required" label to its right. The "Alternate Phone" field is highlighted in light green.
- Login Information:** This section contains three text input fields: "Username", "Password", and "Confirm Password". Each of these fields has a small blue question mark icon to its right.
- Secret Question:** This section includes a heading: "Secret Question: The secret question and answer will be used to reset your password if you forget it". It contains two fields: a dropdown menu for "Secret Question" and a text input field for "Secret Answer" with a blue question mark icon to its right.
- Optional:** This section includes a heading: "Optional: If you would like your initial Authorization Code text messaged to you, please fill out the information below. Note: Standard Text Messaging rates will apply." It contains two fields: a dropdown menu for "Choose your cellular service provider:" and a text input field for "Phone Number Receiving Text Message", both highlighted in light green.

At the bottom of the window, there are two dark red buttons: "OK" and "Cancel". A red arrow originates from the text above and points directly to the "OK" button.

Click Submit to complete your registration:

Menu

- Home
- Back
- Help

TAS Toggle Log

RunDate: 25-Feb-2014
Last Request: 163ms

Sign up for TAP access

Step 1: [Select Account Type](#)
Account Type: Liquor Vendor Acct

Step 2: [Business Account Registration](#)
Account ID:

Step 3: [Profile Information](#)
Name:
Email Address:
Username:

Step 4: Click the 'Submit' button to complete registration.

Submit Cancel

Submit Cancel

Write down your tracking number and click OK:

Menu

- Home
- Back
- Help

TAS Toggle Log

RunDate: 25-Feb-2014
Last Request: 613ms

CONFIRMATION

Thank you for signing up for Taxpayer Access Point. Your tracking number is

You should receive an e-mail confirmation shortly with your authorization code. The authorization code is needed the first time you login.

If you have any difficulties, or you would like some help then please contact us toll free at 1-866-859-2254 (in Helena 444-6900) or visit www.mt.gov/revenue.

Ok

Ok

This will take you to the main sign-in page:

Taxpayer Access Point Montana Department of Revenue

Welcome to Taxpayer Access Point (TAP)

Individual

- File a Return
- Retrieve a Saved Return
- Make a Payment
- Where's My Refund
- Add Power of Attorney
- Login Features

Business

- Add Power of Attorney
- Request Account ID
- File PT-AGR
- File PT-STM
- Login Features

Unclaimed Property
Click for cash

- Search for Unclaimed Cash
- Retrieve a Saved Claim
- Track Your Claim Status
- Quick Claim Letter
- What You Will Need

Liquor

- Vendor Calculator
- Vendor Calculator - UP
- License Search
- Server Training Submit
- Server Training Search
- Retrieve a Saved Application
- Login Features

LOGIN [Forgot my Password](#)

Username Required

Password

Authorization Code:

SIGN UP FOR ACCOUNT ACCESS

- Benefits of Signing Up
- Who Can Use TAP Login?
- Tax Types Available on TAP

Type your Username, Password, and Authorization Code that was emailed to you. Click Login.

You are now in your Taxpayer Access Account (TAP). Click on your LVA account number to access your account.

Taxpayer Access Point MTS Montana Department of Revenue

A. HARDY USA LTD

Montana Tax Number
Balance

NAMES AND ADDRESSES

Legal Name
DBA Name
Location Address
Mailing Address

ACCOUNTS¹ REQUESTS² WEB MESSAGING³ LETTERS¹¹⁹

MY ACCOUNTS¹

MY ACCOUNTS [Hide History](#) [Filter](#)

Account ID	Account Type	Name	Frequency	Address	Balance
	LVA	Liq Ven Acct	Monthly		

On this screen you can view all your Stock Status Reports, Payment Authorizations, Activity Reports, and Agency Store Distribution Report. Simply click on the Letter Id to view the letters.

Taxpayer Access Point  **Montana Department of Revenue**

Menu [Log Off](#)

Home
Back
Help

TAS [Toggle Log](#)

RunDate: 25-Feb-2014
Last Request: 723ms

Liq Prc Calc
Liq Prc Up
Supplier Item Inventory Levels

LETTERS [Filter](#)

1 - 100 of 244 [1](#) [2](#) [3](#)

Sent	Letter Id	Type	Account	Id	Filing Period	Requested
	L0833610880	Agency Store Distribution Rpt	Liq Ven Acct			
	L1990341760	LVA Stock Status Report	Liq Ven Acct			
	L1720194176	LVA Activity Report	Liq Ven Acct			
	L1500189824	Agency Store Distribution Rpt	Liq Ven Acct			
	L0450778240	LVA Stock Status Report	Liq Ven Acct			
	L1778939008	Agency Store Distribution Rpt	Liq Ven Acct			
	L1772348544	LVA Stock Status Report	Liq Ven Acct			
	L1462633600	LVA Activity Report	Liq Ven Acct			
	L0418142336	Agency Store Distribution Rpt	Liq Ven Acct			
	L0995406976	LVA Stock Status Report	Liq Ven Acct			
	L0977515648	Vendor Payment Authorization	Liq Ven Acct			
	L2057802880	Agency Store Distribution Rpt	Liq Ven Acct			
	L0096789632	LVA Stock Status Report	Liq Ven Acct			
	L1199945856	Agency Store Distribution Rpt	Liq Ven Acct			
	L0428254336	LVA Stock Status Report	Liq Ven Acct			
	L2038806656	LVA Activity Report	Liq Ven Acct			
	L1610372224	Agency Store Distribution Rpt	Liq Ven Acct			
	L0491357312	LVA Stock Status Report	Liq Ven Acct			
	L1375262848	Agency Store Distribution Rpt	Liq Ven Acct			
	L1214429312	LVA Stock Status Report	Liq Ven Acct			

Click on Supplier Item Inventory Levels to view current inventories.

Taxpayer Access Point  **Montana Department of Revenue**

Menu [Log Off](#)

Home
Back
Help

TAS [Toggle Log](#)

RunDate: 25-Feb-2014
Last Request: 997ms

ITEM INVENTORY LEVELS

Item Inventory Levels

Updated as of

Item ID	Item Name	Units Per Case	State Owned	Supplier Owned	Date Updated
---------	-----------	----------------	-------------	----------------	--------------

Click Log Off when finished viewing your account.