



TAP ONLINE QUICK REFERENCE GUIDE

What is TAP?

Taxpayer Access Point (TAP) is an online portal which the Department of Revenue and the Department of Justice have developed to provide business owners and individuals with access to government services.

What Video Gambling Machine (VGM) Services are available on TAP?

The Video Gambling Machine (VGM) Services allow easy access for Gambling and Route Operators to permit gambling machines and allow for transmission of video gambling machine information. This includes the ability to enter electronic meter readings, mechanical meter readings, service reports, letter of withdrawals, online permitting, and the ability to receive and pay tax estimates for each quarter of operation.

How do I get access to the VGM Online Services?

First, you must be a licensed Gambling or Route Operator. Then, you must sign up for an online account at <https://tap.dor.mt.gov/>. See the instructional guides on our website (<https://dojmt.gov/gaming>) for more information.

How do I get to the VGM services?

Select your GOA/MDR account and then select VGM Services.

| Account ID | Account Type | Name | Frequency | Address | Balance |
|-----------------|--------------|-----------|-----------|-------------------------|---------|
| 6738013-002-GOA | Gambling Op. | LISAS BAR | Fiscal | 2550 PROSPECT AVE HELEN | 0.00 |

- Request GOA Account Changes
- GOA Permits
- VGM Services
- Detail

How do I add my VGM tax account?

Select "Add Access to Another Account" > VGM Tax > input your VGM ID which is the same as your GOA account but with VGM at the end.

Account Type: **VGM Tax**

Enter the information for the account you would like to add access to:

Account Id: 6606272-002-VGM

Country: USA

Zip code: 59620

How do I get to my tax estimate?

Select your VGM account ID > select VGM Tax Estimate

| Account ID | Account Type | Name | Frequency | Address | Balance |
|-----------------|--------------|------|-----------|---------|---------|
| 6360725-002-GOA | Gambling Op. | | Fiscal | | 0.00 |
| 6360725-002-VGM | VGM Tax | | Qtrly | | 0.00 |

- VGM Tax Estimate
- Detail

Where can I obtain a user's guide for TAP online?

You can get TAP instructional guides for Gambling Services by visiting our website <https://dojmt.gov/gaming/taxpayer-access-point-tap/>.

Who do I contact if I have problems using TAP?

You can contact the Gambling Control Division by calling 406-444-1971 or emailing gcd@mt.gov for help getting signed up and accessing Gambling Services on TAP.