Utah State Tax Commission
Property Tax Division • **propertytax.utah.gov**

# GenTax County Logon Request

**PT-301**
Rev. 4/21

## Section 1: To be completed by requestor

➜ Check one of the following:    ☐ Add new user    ☐ Delete user    ☐ Re-enable user ID: _____

Name: _____

Job title: _____

County: _____

Email address: _____

Phone: _____

Agency/office: _____

Office mailing address: _____

Date change should be effective: _____

**By signing this application for access to the Utah State Tax Commission computer systems, you acknowledge you have read and understand the following policy statement and agree to adhere to it.**

You are applying for access to one or more computer systems. You understand this access is granted solely in conjunction with your assigned duties as an employee or representative of the county noted above. You are responsible for all IDs and passwords issued to you and must protect them from unauthorized use.

By accessing and using this government system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use or disclosure of protected information is prohibited and may subject you to state and federal criminal prosecution and penalties, as well as civil penalties.

_____    _____
Applicant's signature                                                                        Date

_____    _____
Authorized county official's signature                                              Date

_____    _____
Authorized county official's name (PRINT)                                      Title

For problems logging into the application, send an email to taxsecurity@utah.gov

For questions or problems using the system, please call the Property Tax Division at 801-297-3600.

➜ Email completed form to the Property Tax Division at propertytax@utah.gov.

## Section 2: To be completed by Property Tax Division

Security group: _____

Request authorized by: _____

## Section 3: To be completed by Tax Security

Request completed by: _____

Date completed: _____

Logon ID assigned: _____