

Creating a TAP (Taxpayer Access Point) Profile and Adding Access to Your Individual Income Tax Account

Required: You must have filed a Utah individual income tax return within the previous 3 years to add access to your individual income tax account. If you have not filed within the last 3 years, you may still file your current year tax return by clicking “File a current year individual income tax return” from the TAP home page, which does not require you to sign up.

You may access TAP at tap.utah.gov

Creating a TAP Profile

Access TAP at tap.utah.gov

The screenshot shows the Utah Taxpayer Access Point (TAP) website. The header includes the Utah logo, the text "Utah Taxpayer Access Point (TAP)", and the "Tax Commission" logo. The main navigation bar features the TAP logo and the text "Taxpayer Access Point". A user profile icon for "GIL" with a question mark and the text "Can I Help?" is visible. A login form is displayed, containing fields for "Username" and "Password", a "Sign In" button, and links for "Forgot username or password?", "Don't have a profile? Sign Up", and "Why sign up?". A red box highlights the "Sign Up" link, and a blue arrow points to it from a text box. Below the login form, there is a search bar with the text "Filter by keyword or phrase". Three main content areas are visible: "Returns" (with a calculator and tax form image), "Payments" (with a credit card image), and "Apply Online" (with a person typing image). Each area has a brief description and a link to the relevant service.

Utah Taxpayer Access Point (TAP) Tax Commission

TAP Taxpayer Access Point

GIL Can I Help?

Username

Password

Sign In

Forgot username or password?

Don't have a profile?
Sign Up

Why sign up?

Filter by keyword or phrase

Returns
Without signing in, you can file these returns, download and import return templates.
> File your current year individual income tax return

Payments
Make your payment.
> Make an e-Check payment

Apply Online
File these applications online.
> Apply for tax account(s) - TC-69

If you have not yet created a TAP profile, use the "Sign Up" link to get started.

Give Feedback

Creating a TAP Profile

< Home

TAP Registration

TAP Registration

Progress: Access (selected) | Information | Profile | Review and Sub

Instruction

Business Owners
You can create a TAP profile to access tax information and documents for an existing tax account. Before you create your profile, you must have already registered your FEIN with the IRS at irs.gov, and you must have also applied for a tax account and received your Utah tax account ID(s). You will need the 14-character tax account ID (eleven digits and three letters such as 12345678-002-STC). You can apply for a tax account from the TAP home page by using the [Apply for Tax Account\(s\) - TC-69](#) link.

Accounting and Tax Service Agencies
You can create a TAP profile to access an existing tax account for a client. You will need the client's 14-character tax account ID. If you are only submitting documents for a client, you must still register your FEIN and legal name with the Tax Commission.

Individuals Filing Utah Income Tax Returns
You can create a TAP profile to access your Utah Individual Income Tax Return account. **You must have filed at least once during the previous three years to create a profile.** If you have not, then you can create a profile after you have filed your current Utah Individual Income Tax Return.

Access

Help

- Access my individual income tax account *
- Access my business account(s) *
- Manage my client's (3rd Party) account(s) *
- Submit my client's Withholding returns/documents and/or Mineral Production Withholding *

Your online session will timeout after 60 minutes of inactivity.

Cancel < Previous **Next** >

Choose "Access my individual income tax account". Then click the "Next" button.

Creating a TAP Profile

< Home

TAP Registration

TAP Registration

Progress: Access (✓) | Information (→) | Profile (⋮) | Review and Submit (⋮)

Instruction

You must enter the following information to continue:

- Social Security Number (SSN) or Individual Tax ID Number (ITIN)
- First/Last name

Taxpayer Information

Required Individual Tax ID Number
Social Security Number

ID Type *

Required ID *

Required First Name *

Required Last Name *

Enter your information in the required fields and click the "Next" button.

All line items with a * are required to be completed.

Session will timeout after 60 minutes of inactivity.

Cancel Previous Next

Creating a TAP Profile

< Home

TAP Registration

TAP Registration

Access Information Profile Review and Submit

Profile Information

Profile (Create a unique username) *
Required

Password requirements:

- 8-100 characters long
- One upper case letter
- One lower case letter
- One number

Password *
Required

Confirm Password *
Required

Secret Question *
Required

Secret Answer *
Required

Contact Information

Full Name of Contact *
Required

Phone Type *
Required

Phone Number *
Required

Alternate Phone Type

Alternate Phone Number

Required

Business Phone

Cell Phone

Daytime Phone

Evening Phone

Fax - Business

Fax - Home

Home Phone

Pager

Toll Free

Required

What city were you born in?

What is the first and last name of your favorite childhood friend?

What is the name of your first pet?

What is your favorite animal?

What is your favorite sports team?

What is your mother's maiden name?

What was the first album you owned?

What was the name of your first stuffed animal?

What was your childhood nickname?

Where did you go the first time you flew on an airplane?

Where were you when you had your first kiss?

Cancel

< Previous Next >

Enter information in the required fields. When finished click the "Next" button.

Creating a TAP Profile

[Home](#)

TAP Registration

TAP Registration

Review the information you've entered in the prior steps. Once you have verified your information is correct, click the "Submit" button.

Progress: Access ✓ Information ✓ Profile ✓ Review and Submit >

Access

[Help](#)

- Access my individual income tax account
- Access my business account(s)
- Manage my client's (3rd Party) account(s)
- Submit my client's Withholding returns/documents and/or Mineral Production Withholding

Taxpayer Information

ID Type

Social Security Number

Social Security Number

222-33-3444

First Name

John

Last Name

Doe

Profile and Contact Information

Profile (Create a unique username)

John123

Full Name of Contact

John Doe

Phone Type

Cell Phone

Phone Number

(801) 444-5555

Alternate Phone Type

Alternate Phone Number

[Cancel](#) [Previous](#) [Submit](#)

Creating a TAP Profile

Enter your email and confirm your email. Click the "OK" button

Confirmation ✕

Your email address is required to submit this request.
Are you sure you want to submit?

Email *
Required

Confirm Email * Required
Required

Cancel OK

Creating a TAP Profile

< Home

Confirmation

Thank you for signing up for TAP access.

Your confirmation number is **0-886-438-976**.

You will get an email from TAPSupport@utah.gov in a few minutes. Please open the email and click the enclosed link. The link will take you to the TAP login screen.

If you do not receive an email soon, call 801-297-3996 and give your confirmation number.

Please print this screen for your records.

If you have questions, please contact:

- TAP Help: TAPSupport@utah.gov or 801-297-3996
- Business or Income Tax: Taxmaster@utah.gov or 801-297-2200 (800-662-4335)

Print Confirmation

Printable View

OK

You will receive a confirmation number indicating you have signed up for TAP access. You will immediately receive an email from TAPSupport@utah.gov with instructions to sign in to TAP.

NOTE: You will receive a letter in the mail indicating a TAP profile has been created

Signing in to TAP



TAPSupport@utah.gov

to me ▾

12:52 PM (3 minutes ago)



Your new registration request has been processed.

[Click here to sign in](#)

When you receive the email from TAPSupport@utah.gov, click the link to sign in.

JOHN DOE

If you have questions, please contact:

- TAP Help: TAPSupport@utah.gov or 801-297-3996
- Business or Income Tax: Taxmaster@utah.gov or 801-297-2200 (800-662-4335)

↩ Reply

➦ Forward

Signing in to TAP

After clicking the link from the email, you will be required to add a two-step verification to protect your information. This will only need to be done the first time you sign in to your profile.

< Home

Protect your Taxpayer Access Point profile with two-step verification

Two-step verification is used to better protect your Taxpayer Access Point profile. Once we have it setup you'll be asked to provide a unique security code to verify your identity each time you sign in.

 **Authentication App**

Use an authentication app, such as Google Authenticator, to get security codes.

Set Up

 **Text Message**

Receive security codes by text message.

Add Phone

Message and data rates may apply. To stop receiving SMS messages, remove your number above.

 **Email**

Receive security codes by email.

Add Email

[Cancel](#) [Confirm](#)

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Signing in to TAP

< Two-Step Verification Setup

📱 Set Up Authentication App

Instead of waiting for text messages or emails, get your Taxpayer Access Point security codes on your device. Any time-based one-time password (TOTP) app, such as Google Authenticator, can be used.

Scan the QR code or enter the key below manually into your authentication app to get started.



If you selected Authentication App in the previous screen, go to your app and scan the QR code or manually enter the code given in your request.

Can't scan it? Enter this key in your authenticator app instead (spaces not required).

ZSBI DH5F BB7J 7ZC3

Cancel

Save

Signing in to TAP

If you selected email or text, a code will be sent to your email or by text to the phone number you entered.

Enter this code to sign in to TAP and click the confirm button.

< Two-Step Verification Setup

✉ **Verify Security Code**

An email with your Taxpayer Access Point security code was sent to **Email** If you don't see the message, check your junk folder for an email from TAPSupport@utah.gov.

Security Code *

Required

Didn't receive your security code? Resend

Cancel Confirm

< Two-Step Verification Setup

📄 **Verify Security Code**

A text message with your Taxpayer Access Point security code was sent to **Phone #**

Security Code *

Required

Didn't receive your security code? Resend

Cancel Confirm

Adding Access to Your Individual Income Tax Account

< John Doe

Add Access to an Account

John Doe
scarlow@utah.gov

Add Access to an Account

Account Type

Account Registration

Choose an account type from the dropdown box and click **Next**.

Choose Account Type

Account Type *
Required

Required

- Beer Tax (BER)
- Corporate/Partnership (CPT)
- E-911 Emergency Services (SEM)
- Fuels Tax (FTX)
- Individual Income Tax (IIT)
- Insurance Premium Tax (INP)
- International Fuel Tax (IFTA)
- Mining Severance (MIN)
- Misc Sales Fees Charges (SWT)
- Municipal Telecom (SMT)
- Oil & Gas Conservation (OGC)
- Oil & Gas Severance (OGS)
- Prop Central Assessed (PCA)
- Radioactive Waste (RAW)
- Railcar (PRC)
- Restaurant Tax (SPF)
- Sales and Use Tax (STC)
- Sales MV Rental Tax (STL)
- Sales Tax Energy (STE)

Your online session will timeout after 60 minutes of inactivity.

Cancel

< Previous Next >

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After signing in to your TAP profile, you will need to add access to the appropriate tax account. Select "Individual Income Tax (IIT)" from the drop down menu and click the "Next" button.

Adding Access to Your Individual Income Tax Account

Add Access to an Account



Select ID Type

ITIN SSN

SSN *
Required

Enter your ITIN or SSN. You must answer 4 of the 6 questions correctly based on your most recent Utah individual income tax return filed. Once the information has been entered, click the “Next” button.

NOTE: If you have not filed a Utah individual income tax return within the last 3 years, you will not be able to add access to your individual income tax account until a recent return has been received.

Return Information (0 of 4 selected)

Select and answer **FOUR** out of the six questions below regarding your prior Utah individual income tax filing.

Answers are limited to your most recent Utah individual income tax return filed within the last three years.

- If you have not filed a Utah individual income tax return within the last three years, you can add access after we have received your current tax return.

What was the federal adjusted gross income from your last filed Utah income tax return?	<input type="checkbox"/>
What was the total tax withheld amount from your last filed Utah income tax return?	<input type="checkbox"/>
What was the refund amount from your last filed Utah income tax return?	<input type="checkbox"/>
What was the tax due amount from your last filed Utah income tax return?	<input type="checkbox"/>
What was the filing status from your last filed Utah income tax return?	<input type="checkbox"/>
Who prepared your last filed Utah income tax return?	<input type="checkbox"/>

Select 4 of these 6 questions to enter information from your most recently filed return within the last 3 years.

Your online session will timeout after 60 minutes of inactivity.

Cancel

< Previous

Next >

Adding Access to Your Individual Income Tax Account

If any of the information you have entered does not match the information on Utah State Tax Commission records from your most recently filed Utah individual income tax return, you will receive this error and will be unable to continue until the information has been corrected.

Account Type ✓ Account Information ➤

Select ID Type

ITIN	SSN
------	-----

SSN
***-**-3444

Record not found

 Your information doesn't match our records. Please check your information for errors and resubmit.

OK

Return Information (4 of 4 selected)

Select and answer **FOUR** out of the six questions below regarding your prior Utah individual income tax filing.

Answers are limited to your most recent Utah individual income tax return filed within the last three years.

- If you have not filed a Utah individual income tax return within the last three years, you can add access after we have received your current tax return.

Adding Access to Your Individual Income Tax Account

Add Access to an Account

Account Type ✓ Account Information ✓ Review

Account Registration: Individual Income Tax (IIT)
Please check your information and click **Submit**.

Return Information (4 of 4 selected)
Select and answer **FOUR** out of the six questions below regarding your prior Utah individual income tax filing.
Answers are limited to your most recent Utah individual income tax return filed within the last three years.
• If you have not filed a Utah individual income tax return within the last three years, you can add access after we have received your current tax return.

What was the federal adjusted gross income from your last filed Utah income tax return?	<input checked="" type="checkbox"/>	25,000.00
What was the total tax withheld amount from your last filed Utah income tax return?	<input checked="" type="checkbox"/>	1,500.00
What was the refund amount from your last filed Utah income tax return?	<input checked="" type="checkbox"/>	287.00
What was the filing status from your last filed Utah income tax return?	<input checked="" type="checkbox"/>	Single

Your online session will timeout after 60 minutes of inactivity.

Cancel < Previous Submit

If you have made it to this confirmation page, the information entered has been validated. Verify the information and click the "Submit" button.

Adding Access to Your Individual Income Tax Account

Confirmation

Jan 29, 2024, 13:49:32 (Mountain Time) & Account Type: Individual Income Tax (IIT)

Thank you for using TAP. Your request has been submitted for processing.

NEXT STEPS

1. Print this screen and your request for your records.
2. Record confirmation code **1-427-391-040**.

If you have questions, please contact:

- TAP Help: tapsupport@utah.gov or 801-297-3996
- Business or Income Tax: taxmaster@utah.gov or 801-297-2200 (800-662-4335)

Print Confirmation

Printable View

OK

You will receive a confirmation once your request to add access to your individual income tax account has been submitted. Click the "Ok" button to be taken to your TAP profile.

Registration and Individual Income Tax Account Access Completed!!

Congratulations. You have successfully added access to your individual income tax account in TAP.

DOE, JOHN
***-**-3444
210 N 1950 W
SLC UT 84134-9000

Welcome, John Doe
Monday, Jan 29, 2024 12:58:37 PM
Manage My Profile

Home Action Center ² Settings I Want To...

Filter by keyword or phrase

Access
Manage access of accounts I have access to.

- > Add additional tax accounts to your TAP profile
- > Add third-party individual income tax accounts to your TAP profile
- > Approve or deny requests for third-party access to your income tax account
- > Manage Access

Payments & Returns
Manage payments and returns for accounts of this customer.

- > Manage returns
- > [Manage payments](#)

Messages and Letters
View messages and/or letters I've received from the agency.

- > View messages
- > View letters

Submissions
Search for previous submissions.

- > Search submissions

Names & Addresses
View or update names and addresses associated to this customer.

- > Manage names & addresses

Refunds
View your income tax refund(s) for the last three years.

- > Income tax refund history

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After first adding account access, it will default to the "I Want To" tab. You can select the "Home" option to be taken to your profile and will be able to view your income tax account.

Please visit our September 2023 webinar titled "Individual Income Tax in TAP" at tax.utah.gov/training/webinars for a detailed demonstration on filing, paying and managing your income tax account in TAP. This includes adding, approving and managing access for a third party – You will be able to view the webinar as well as the slides used.

Registration and Individual Income Tax Account Access Completed!!

DOE, JOHN
***-**-3444
210 N 1950 W
SLC UT 84134-9000

Welcome, John Doe
You last logged in on Monday, Jan 29, 2024 12:58:37 PM
[Manage My Profile](#)

Home **Action Center** ² Settings I Want To...

Filter

Individual Income Tax
DOE, JOHN
210 N 1950 W
SLC UT 84134-9000
Action Center Items ¹

Period: 31-Dec-2023 > [File now](#)
Individual Income Tax Return
Due
15-Apr-2024

Account > [Make a payment](#)
Annual > [File, view, or amend returns](#)
15889573-002-IIT > [Request waiver, payment plan, or payment plan email](#)
Balance
\$0.00

Registration Completed

Please visit our September 2023 webinar titled “Individual Income Tax in TAP” at tax.utah.gov/training/webinars for a detailed demonstration on filing, paying and managing your income tax account in TAP. This includes adding, approving and managing access for a third party – You will be able to view the webinar as well as the slides used.

If you need TAP assistance by telephone, please contact our TAP support group at 801-297-3996.