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

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

Creating a TAP Profile

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

Creating a TAP Profile

Creating a TAP Profile

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

Creating a TAP Profile

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

Required

Confirm Email *

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   12:52 PM (3 minutes ago) ⭐ ↩ ⋮

to me ▾

Your new registration request has been processed.

Click here 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

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

Signing in to TAP

< 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.

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.

📱 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

Utah.gov Home   Utah.gov Terms of Use   Utah.gov Privacy Policy   Translate Utah.gov

Signing in to TAP

▣ 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

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

Account Type ✓ ──── Account Information ⊗

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?	⬤
What was the total tax withheld amount from your last filed Utah income tax return?	⬤
What was the refund amount from your last filed Utah income tax return?	⬤
What was the tax due amount from your last filed Utah income tax return?	⬤
What was the filing status from your last filed Utah income tax return?	⬤
Who prepared your last filed Utah income tax return?	⬤

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 <u>filed within the last three years</u>.
- 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?	⬤	25,000.00
What was the total tax withheld amount from your last filed Utah income tax return?	⬤	1,500.00
What was the refund amount from your last filed Utah income tax return?	⬤	287.00
What was the filing status from your last filed Utah income tax return?	⬤	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.

Utah.gov Home   Utah.gov Terms of Use   Utah.gov Privacy Policy   Translate Utah.gov

Registration and Individual Income Tax Account Access Completed!!

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

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 ❷   Settings   I Want To...

Filter

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.

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

Period: 31-Dec-2023
Individual Income Tax Return

Due
15-Apr-2024

> File now

Account
Annual

15889573-002-IIT

Balance
$0.00

> Make a payment
> File, view, or amend returns
> Request waiver, payment plan, or payment plan email

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.