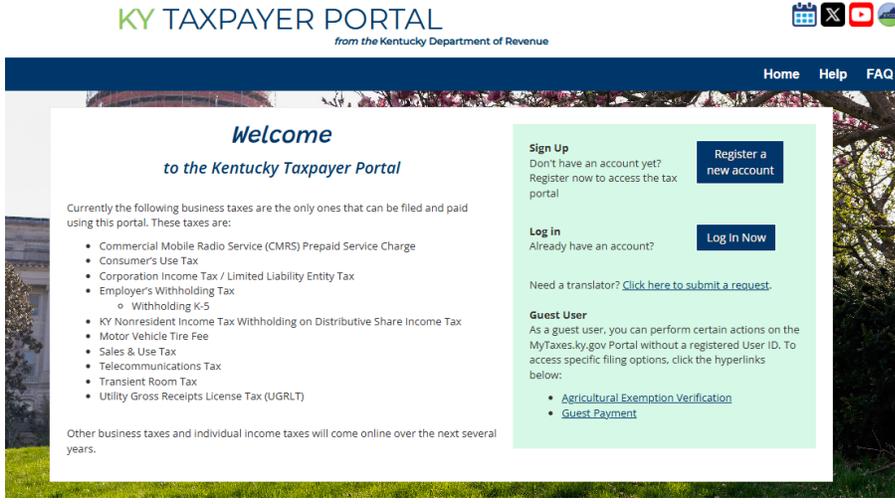


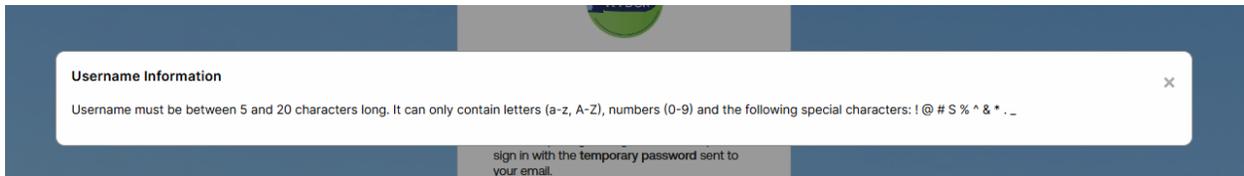
Let's create a Government Report Viewer portal account.

Go to the MyTaxesPortal: [MyTaxes.ky.gov](https://MyTaxes.ky.gov)

Select "Register a new account"



Add the required information. Create a user name based on the criteria below. Mobile phone will not be used for verification.



Please select Government Report Viewer for the User Role.

## Sign up

After completing the registration form, please sign in with the **temporary password** sent to your email.

If you need help completing the form, contact the Customer Contact Center at [PortalHelp@ky.gov](mailto:PortalHelp@ky.gov) or call 502-764-5555.

All fields are required unless marked optional.

**Username** ?

**First name**

**Middle name**

Optional

**Last name**

**Email**

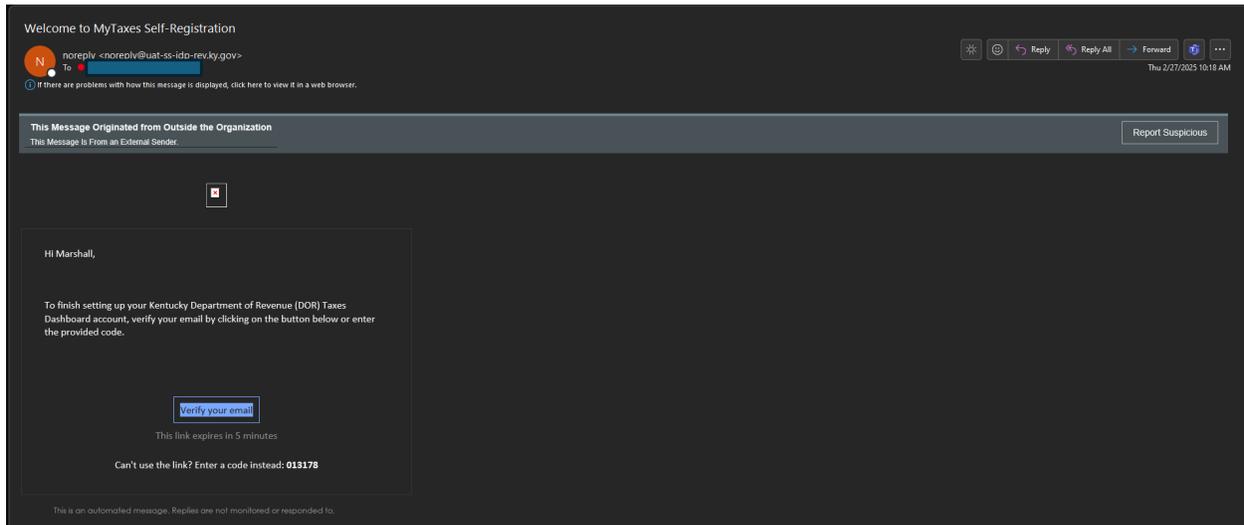
**Mobile phone**

Optional

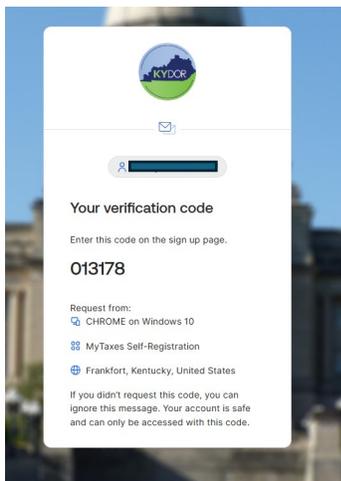
**MyTaxes Portal User Role** ?

**Sign Up**

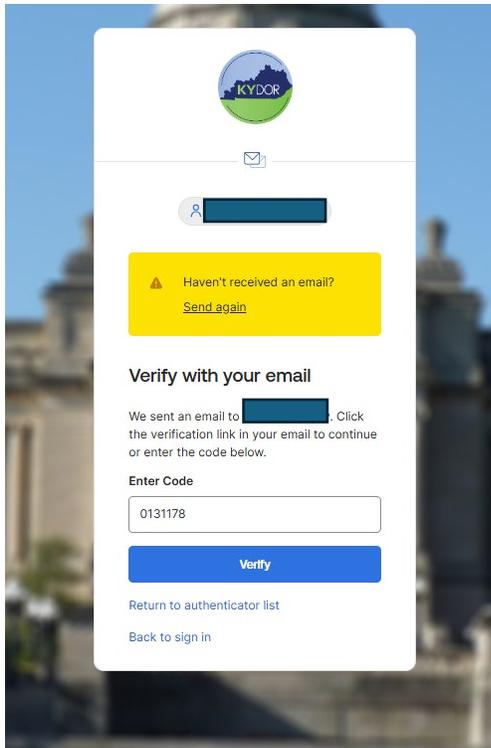
Next step is to verify with email. Click the verification link in your email to continue:



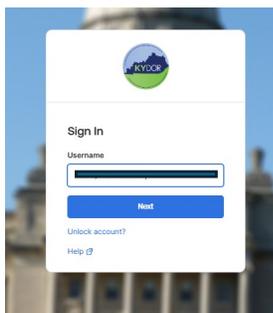
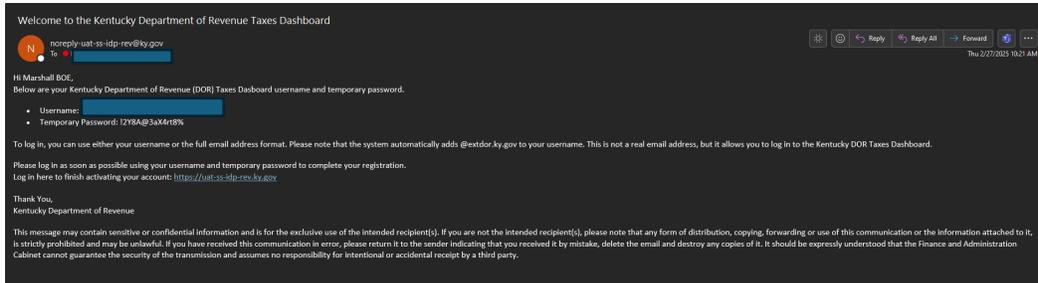
Another browser window will appear with a code.



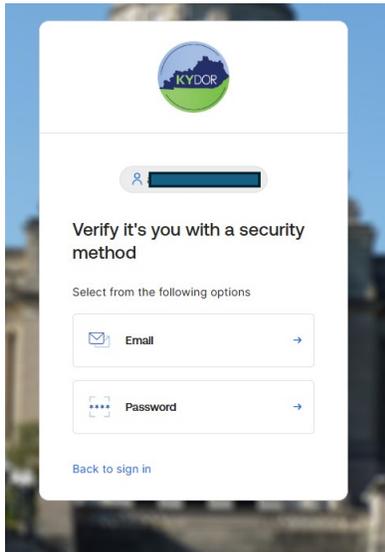
Return to the Sign Up page and enter the code.



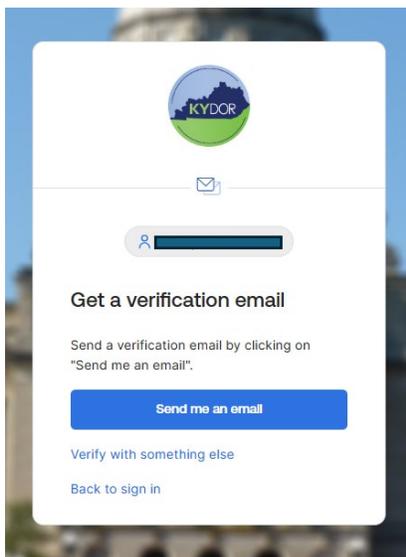
Now that you have been verified, please use your user ID and sign in. A temporary password has been sent to your email.



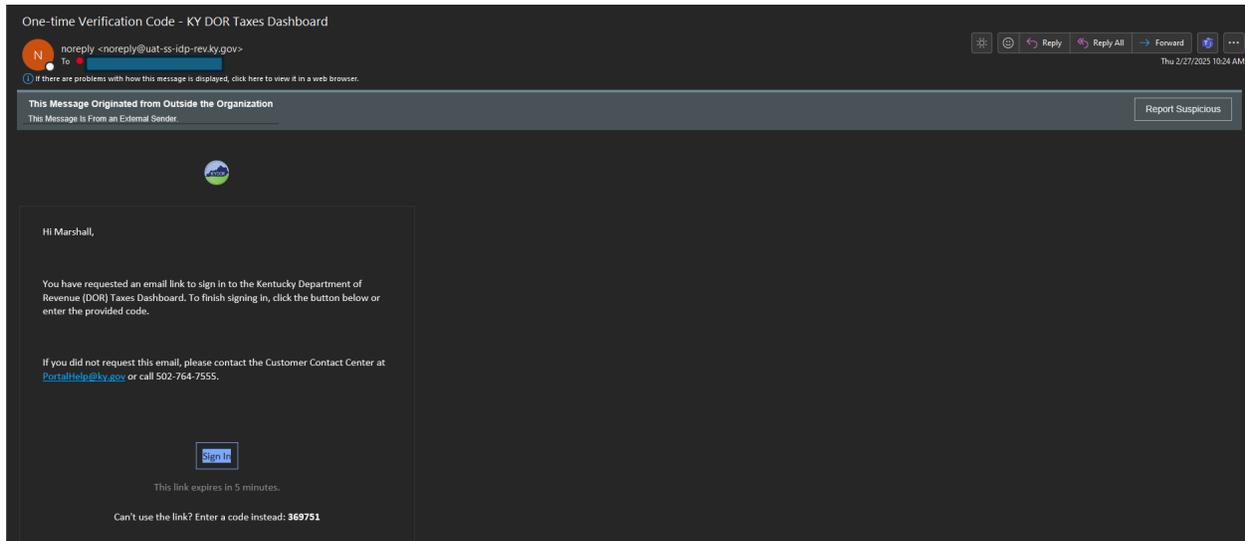
You will then need to verify with a security method. You can select Email or password. In the example below, Email was selected.



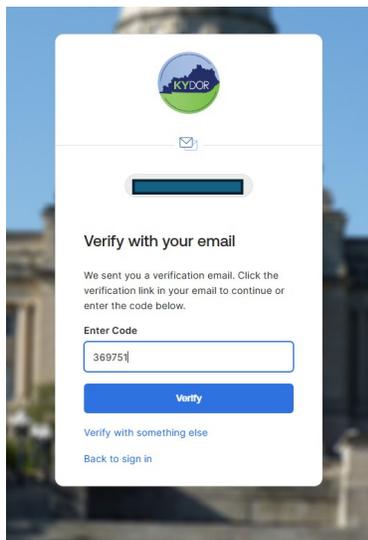
Request a verification email.



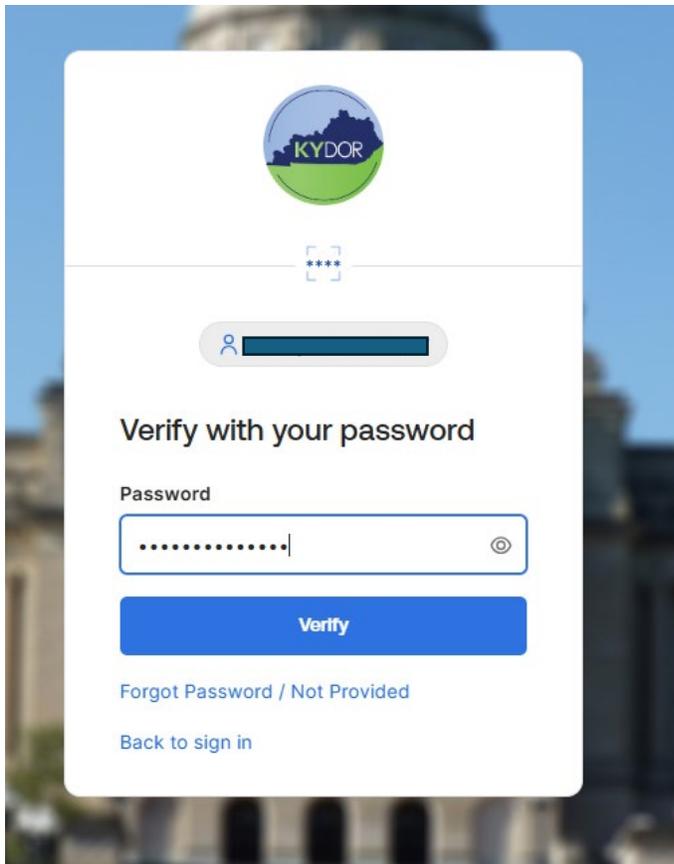
The email contains a verification code.



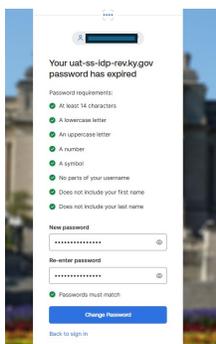
Enter the code on the signup page.



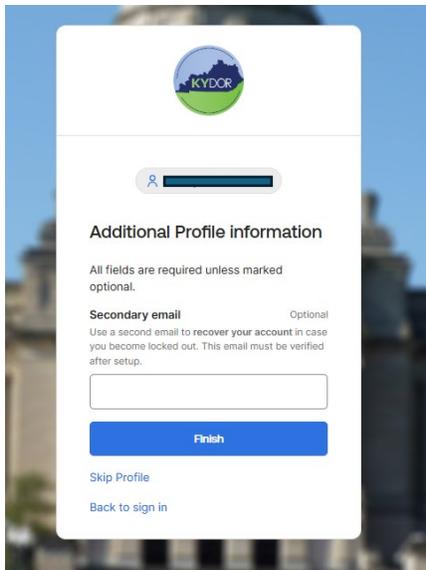
Copy and paste the temporary password into the signup page.



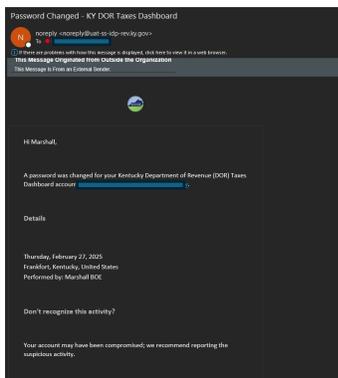
Create a new password. It must be 14 characters.



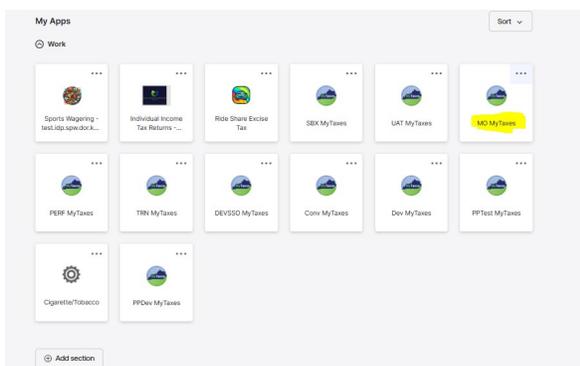
You may add additional profile information, then click Finish.



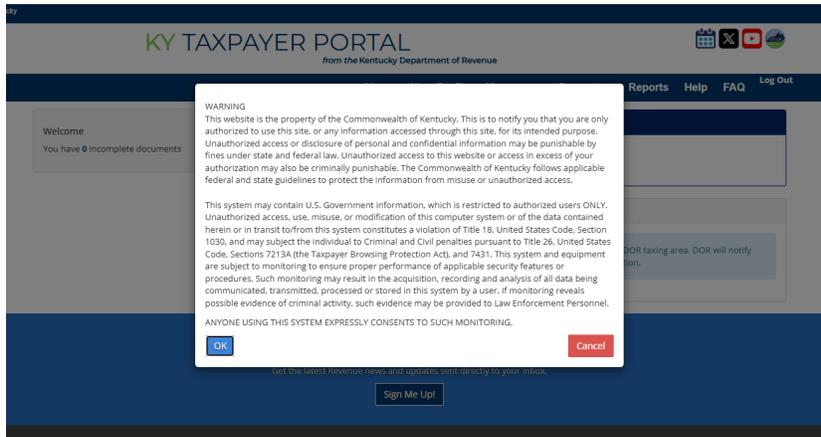
You should receive a Password Changed email.



You will be directed to the dashboard. Select the tile called MyTaxes.



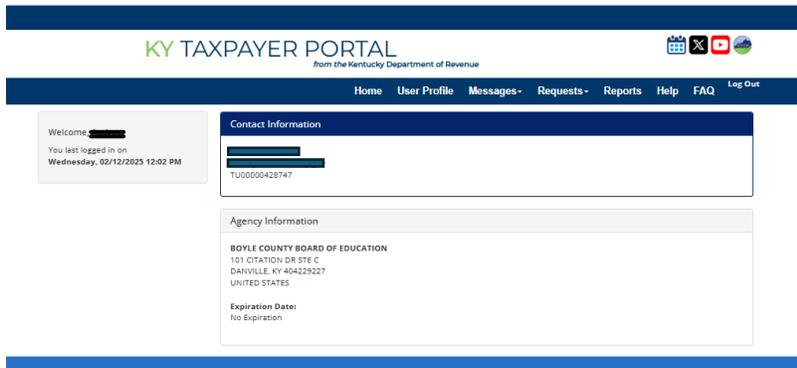
Click OK.



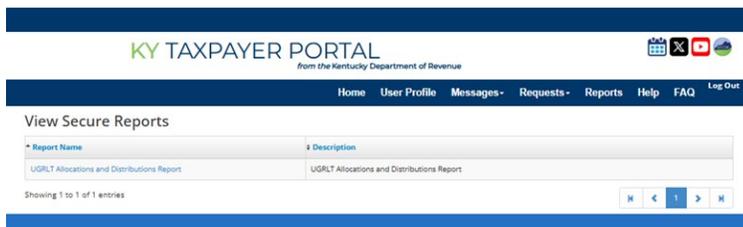
Your profile is not yet connected to an agency. You will now need to contact DOR to authorize the report. Email your User ID and the email address used to create the account to [DOR.WEBResponseUtilityGrossReceiptsLicenseTax@ky.gov](mailto:DOR.WEBResponseUtilityGrossReceiptsLicenseTax@ky.gov).

Once you have received confirmation of your report access from DOR, go to the [MyTaxes.ky.gov](http://MyTaxes.ky.gov) and login.

You should now see the correct agency information.



Select Reports. Select the UGRLT Allocations and Distributions Report.



Enter the correct parameters and then click Generate Report.

Example: To see the funds distributed in March, you would enter March 1, 2025, as the Distribution Begin Date and March 31, 2025, as the Distribution End Date.

Note: MyTaxes will not contain historical data prior to March 2025.

## UGRLT Allocations and Distributions Report

Please specify the desired parameters for your report using the fields below.

### Report Parameters

\* Distribution Begin Date:

MM/DD/YYYY

\* Distribution End Date:

MM/DD/YYYY

Cancel

Generate Report

**KY TAXPAYER PORTAL**

from the Kentucky Department of Revenue



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## UGRLT Allocations and Distributions Report

Please specify the desired parameters for your report using the fields below.

### Report Parameters

\* Distribution Begin Date:

01/30/2025

\* Distribution End Date:

01/31/2025

Cancel

Generate Report

Report should open as a PDF in a separate window.



## UGRLT Allocations and Distributions Report

For Distribution Dates: 10/28/2024 - 10/31/2024  
School District: BOYLE COUNTY SCHOOL DISTRICT

Taxpayer Legal Name	Account ID	Period Begin Date	Period End Date	Distribution Date	Tax Paid	P & I	Admin Cost	Net Distribution
Utility Name		10/01/2024	10/31/2024	01/23/2025	1,875.00	0.62	9.38	1,866.24
	<b>Subtotal</b>				<b>1,875.00</b>	<b>0.62</b>	<b>9.38</b>	<b>1,866.24</b>
Utility Name		10/01/2024	10/31/2024	01/23/2025	900.00	0.00	4.50	895.50
	<b>Subtotal</b>				<b>900.00</b>	<b>0.00</b>	<b>4.50</b>	<b>895.50</b>
<b>Grand Total</b>					<b>2,775.00</b>	<b>0.62</b>	<b>13.88</b>	<b>2,761.74</b>