TELECOMMUNICATIONS TAX
REGISTRATION INFORMATION

Required Information
Before registering, you must have the following account numbers available:

- Federal Employer Identification Number (FEIN) or Social Security Number

And one of the following tax account numbers:

- Sales and Use Tax Number,
- Withholding Tax Number, or
- Corporation Tax Number

If you are not currently registered with the Department of Revenue for one of the taxes listed above, please contact the Division of Sales and Use Tax at (502) 564-5170, option 2 or by e-mail at DOR.WEB.Response.Telecom@ky.gov before proceeding.

Registration Process
Processing registration information and updating the Department of Revenue's (DOR) systems can take one to three business days. Please allow for this processing time when filing your first return.

Account Administrator
Select the name of the account administrator for your KY *E-Tax* account carefully. The person named as administrator must be a responsible officer or authorized designee of the company, and must be authorized to file and pay state taxes. Your administrator will be able to grant access to additional users within your business.

Access for Registration
If you are currently registered for KY *E-Tax (please note this system is also used for Utility Gross Receipts License Tax or UGRLT)*, please proceed to the Telecommunications Tax logon web page at https://ugrlt.ky.gov/registration/ to log in using the User ID and password for the administrator of your account and complete the demographics portion in Part 2 of the registration process. Otherwise, you will need to register for online filing here: https://ugrlt.ky.gov/Registration/RegRequest.aspx by filling in the registration form and creating a User ID and Password for your KY *E-Tax* account.

Confirmation for E-Tax
An e-mail confirmation will be sent when your *E-Tax* registration information is verified and accepted. To guarantee receipt of this e-mail, and to assure that your account has been set up before filing your first return, the e-mail address entered on the registration form must be set up correctly.

Telecommunications Tax System
After receipt of the confirmation e-mail, the administrator should be able to access the Telecommunications Tax System. You must complete the demographic portion in Part 2 of the registration process before your account is fully accessible for filing. Please note you must set a liability date, which is the date the company became liable for collecting the Telecommunications Tax. Therefore, filing a return and making payment can then follow 24 hours after this process is complete.

Software Specifications

The system is currently updated to accept most web browser options. However, you may find some browsers work more efficient with the Telecommunications Tax system. Recommended browsers include: Internet Explorer; Google Chrome; and Apple Safari.

The system was designed at a screen resolution of 800 x 600 pixels. For best results, use this setting.

Online Help

Please see our Telecommunications Tax Help Guide here:
https://revenue.ky.gov/Business/Telecommunications-Tax/Documents/Help-Guide.pdf.

If you have questions, please contact the Division of Sales and Use Tax at (502) 564-5170, option 2.