



HOW TO ADD AN EXISTING TAXPAYER ACCOUNT

Department of Revenue User Guide

This guide provides step-by-step instructions for adding existing taxpayer accounts to a MyTaxes user profile. Adding existing tax accounts to the profile allows users to see information about the accounts, file returns, make payments, send service requests, and other tasks. The steps in this guide can be used if a MyTaxes user needs to add additional taxpayer accounts to their profile. It applies to MyTaxes users who have previously created a MyTaxes username and signed in at MyTaxes.ky.gov.

Disclaimer: The information in this presentation is for educational and informational purposes only and does not constitute legal advice. Information is presented as an overall review that is subject to law changes and may not apply to all statutes. Information in this presentation is believed to be accurate as of the date of publication. In the event that any information in this manual is later determined to be in error, this manual cannot be used by taxpayers in supporting a specific position or issue before the Department of Revenue, as it does not constitute statutory or regulatory authority..

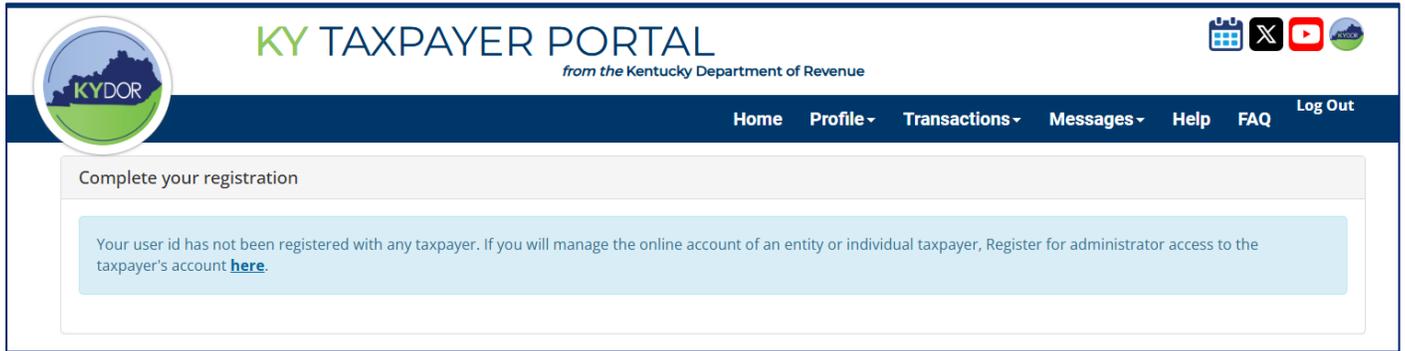


KENTUCKY DEPARTMENT OF
REVENUE

**TEAM
KENTUCKY.**
FINANCE AND
ADMINISTRATION CABINET

Once a MyTaxes account has been created, the user will need to connect existing taxpayer accounts to the profile to see information, file returns, make payments, send service requests, and other tasks. The following steps will also apply if a MyTaxes user needs to add additional taxpayer accounts to their profile.

Newly created MyTaxes user accounts will see this page when logging in for the first time. To begin adding a taxpayer account to the profile, select **here** in the blue box.



MyTaxes users with existing accounts, who need to add an additional taxpayer account, will begin by selecting Profile from the main menu then Add New Taxpayers.



From this point, all steps will be the same for new MyTaxes users and those with existing accounts wishing to add new taxpayer accounts to their profile.

Users can choose to *enter information from a recent tax return* or *request a PIN letter*. Both steps are outlined below.

Select one of the options below 

Progress 0%

To associate your account with a taxpayer, select an option below.
Business Tax Filers: You will be asked to provide information from your most recently filed tax return. If you do not have this information, please select the "I need a PIN Letter" option below to request a PIN be mailed to your address on file. Please note this PIN letter can only be sent via mail.

I would like to enter information from my most recently filed Corporation Income and/or LLET Tax Return

I would like to enter information from my most recently filed Sales Tax Return, use this option for CMRS, Tire, and Transient taxes as well

I would like to enter information from my most recently filed Consumer's Use Tax Return

I would like to enter information from my most recently filed Employer's Withholding Tax Return

I would like to enter information from my most recently filed Non-Resident Withholding Tax Return

I do not have enough information about my business and I need a PIN letter

I have received my PIN letter and would like to request access to my business using my PIN

Most Recent Return Information

Business tax filers will need to be able to provide information from a recently filed return. *Select the radio button next to the tax return option you would like to use then select **Next**.*

Each tax return type will require the *Kentucky Tax Account ID* number and the *Business Name*, along with a specific dollar figure from the most recently filed return. If that information is not available, follow the steps below to request a PIN letter.

Once the *Tax Account ID*, *Business Name*, and *dollar amount* from the most recent tax return have been entered, select **Next**

To confirm you are legally authorized to view the information requested, select **Yes**.

Authorized Taxpayer - Signature 

Progress 50%

I understand that any person who inspects information on the Portal without authorization from the taxpayer may be fined and/or imprisoned as provided in KRS 131.990(1)(a). Please select the "Yes" button if you agree. Select the "No" button to cancel the submission and go back to the previous page.

The Registration Confirmation screen will appear. Select **Continue** or **Home** from the Main Menu bar to navigate back to the Account home page to see the tax account added to the profile.

The screenshot shows a screen titled "Add Authorized Taxpayer" with a progress bar at 100%. Below the progress bar, there are two informational messages. The first message is in a light blue box and states: "The business has been successfully linked to the tax portal. To access your new secure functions, please click Continue to the system again. If you do not see changes to your secure services within 24 hours, please contact the Help Desk at 502-564-5053. Help Desk". The second message is in a light green box and states: "Registration Confirmation Your registration modification has been confirmed. If you do not see changes to your secure services within 24 hours, please contact the Help Desk at 502-564-5053. Help Desk". At the bottom right of the screen, there is a blue button labeled "Continue".

Request a PIN Letter

If a Corporation Income, LLET, Sales, Consumer's Use, Employer's Withholding, or Non-Resident Withholding tax return is not available, select the button next to *I do not have enough information about my business and I need a PIN letter*, then select **Next**.

Type in the *Account Type* and the *Kentucky Tax Account ID* number then select **Next** to complete the PIN letter request process.

PIN letters are sent via US mail to the address on file for the account and can take 10 to 14 business days to arrive.

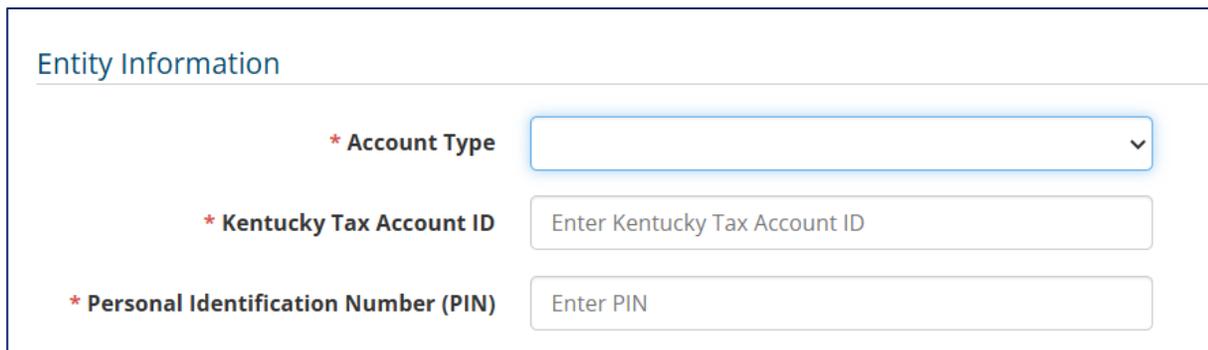
You have received your requested PIN Letter

If you are returning to these steps after requesting and then receiving a PIN letter, select the radio button next to *I have received my PIN letter and would like to request access to my business using my PIN*, then select **Next**.

The screenshot shows a screen titled "Select one of the options below" with a progress bar at 0%. Below the progress bar, there is a light blue informational message: "To associate your account with a taxpayer, select an option below. **Business Tax Filers:** You will be asked to provide information from your most recently filed tax return. If you do not have this information, please select the 'I need a PIN Letter' option below to request a PIN be mailed to your address on file. Please note this PIN letter can only be sent via mail." Below this message is a list of seven radio button options: "I would like to enter information from my most recently filed Corporation Income and/or LLET Tax Return", "I would like to enter information from my most recently filed Sales Tax Return, use this option for CMRS, Tire, and Transient taxes as well", "I would like to enter information from my most recently filed Consumer's Use Tax Return", "I would like to enter information from my most recently filed Employer's Withholding Tax Return", "I would like to enter information from my most recently filed Non-Resident Withholding Tax Return", "I do not have enough information about my business and I need a PIN letter", and "I have received my PIN letter and would like to request access to my business using my PIN". At the bottom left, there are "Back" and "Cancel" buttons, and at the bottom right, there is a "Next" button.

On the Add Authorized Taxpayer screen, select the *Account Type* from the dropdown menu, then type in the *Kentucky Tax Account ID* and *Personal Identification Number (PIN)* and select **Next**.

The PIN will need to be retrieved from the letter received via mail.



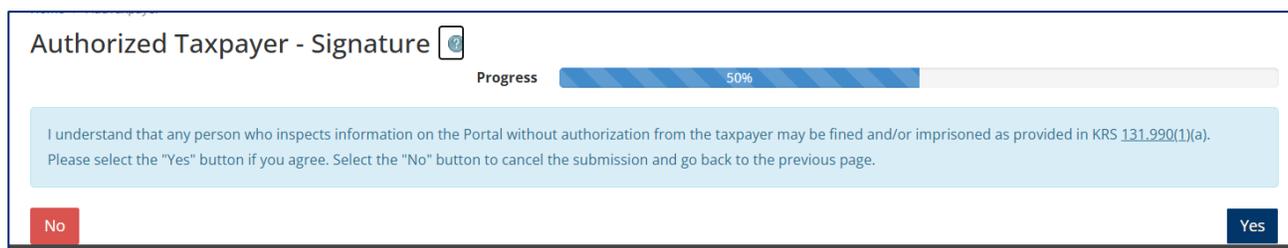
Entity Information

* Account Type

* Kentucky Tax Account ID

* Personal Identification Number (PIN)

To confirm you are legally authorized to view the information requested, select **Yes**.



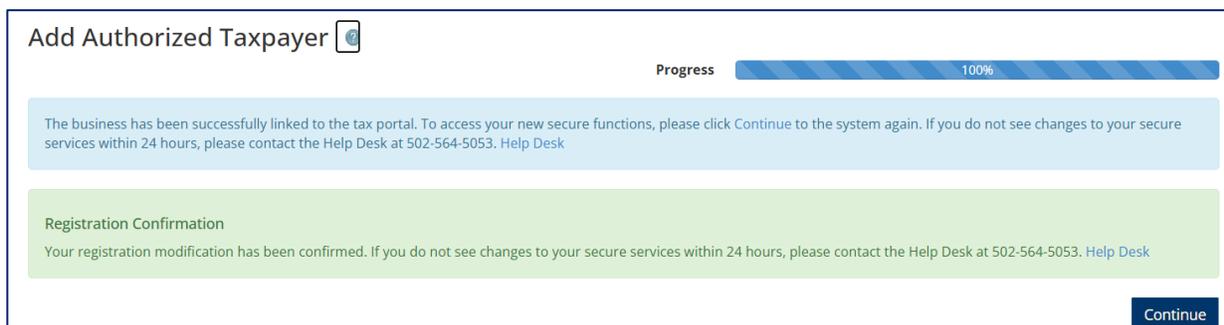
Authorized Taxpayer - Signature 

Progress

I understand that any person who inspects information on the Portal without authorization from the taxpayer may be fined and/or imprisoned as provided in KRS 131.990(1)(a). Please select the "Yes" button if you agree. Select the "No" button to cancel the submission and go back to the previous page.

No Yes

The Registration Confirmation screen will appear. Select **Continue** or **Home** from the Main Menu bar to navigate back to the Account home page to see the tax account added to the profile.



Add Authorized Taxpayer 

Progress

The business has been successfully linked to the tax portal. To access your new secure functions, please click Continue to the system again. If you do not see changes to your secure services within 24 hours, please contact the Help Desk at 502-564-5053. Help Desk

Registration Confirmation
Your registration modification has been confirmed. If you do not see changes to your secure services within 24 hours, please contact the Help Desk at 502-564-5053. Help Desk

Continue

Thank you for doing business in Kentucky. For questions on the process contained in this guide or other MyTaxes portal questions, please contact the Kentucky Department of Revenue Customer Contact Center at 502-764-5555 to connect with a representative who can help. Representatives are available Monday through Friday, excluding State Holidays, from 6:00 AM to 6:00 PM ET.