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.

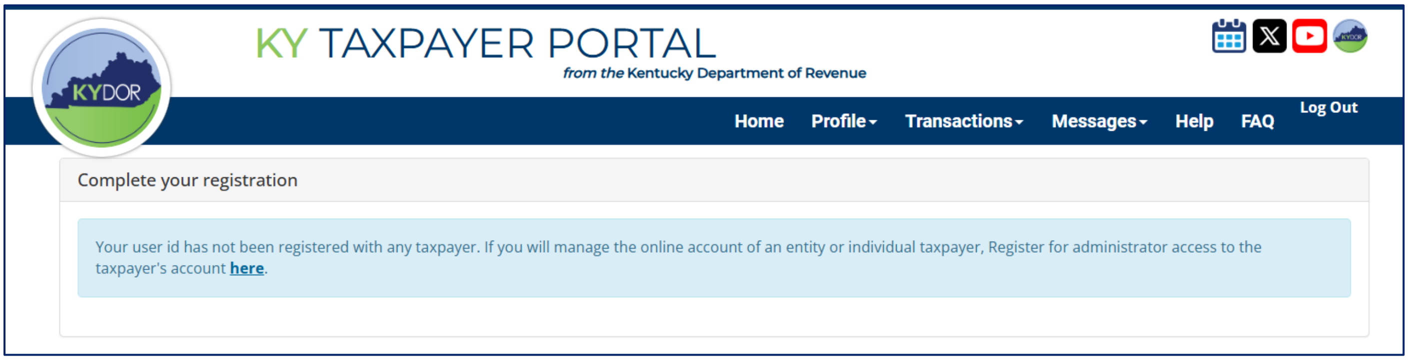
Disclaimer: The information in this presentation is for educational and informational purposes only and does not constitute legal advice. Information is presented as an overall review that is subject to law changes and may not apply to all statutes. Information in this presentation is believed to be 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

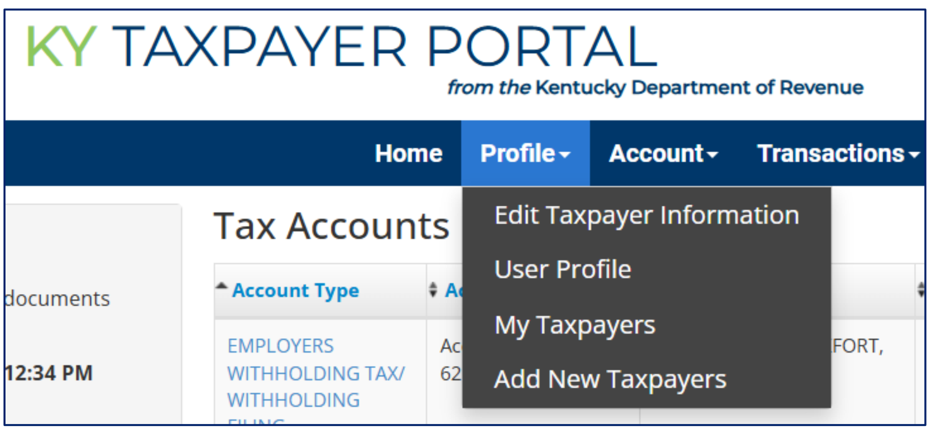
Team Kentucky
Finance and Administration Cabinet

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*.

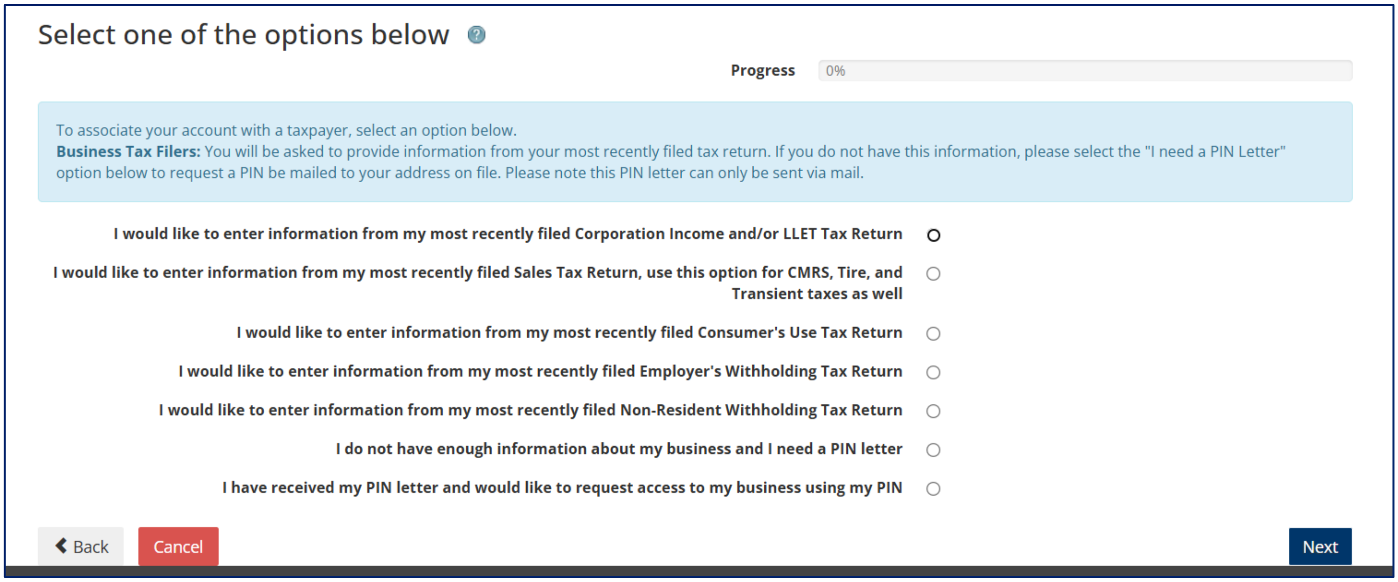


MyTaxes users with existing accounts, who need to add an additional taxpayer account, will begin by selecting Profile from the main menu then Add New Taxpayers.



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.



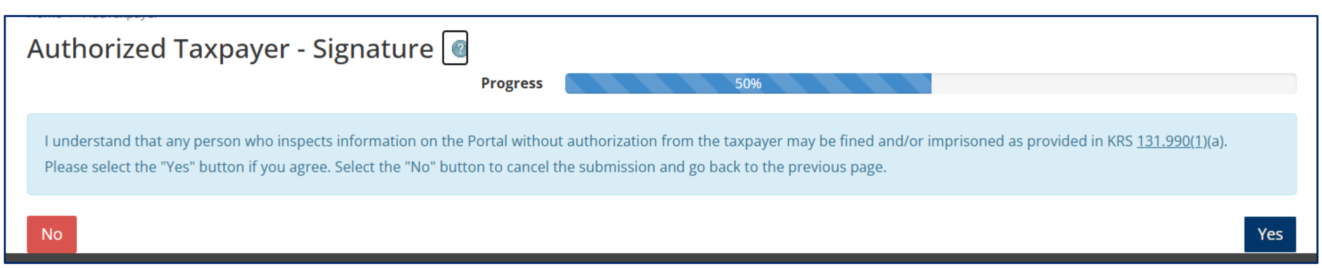
Most Recent Return Information

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**.

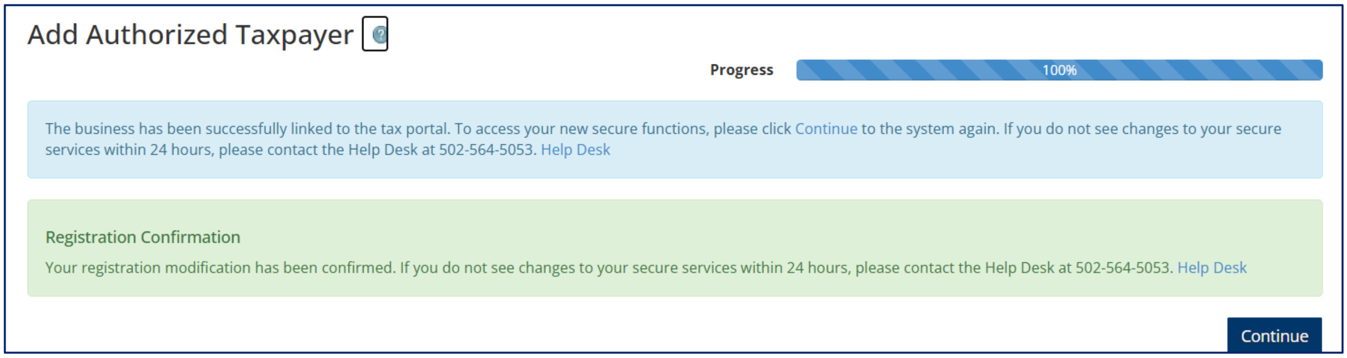
Each tax return type will require the *Kentucky Tax Account ID* number and the *Business Name*, along with a specific dollar figure from the most recently filed return. If that information is not available, follow the steps below to request a PIN letter.

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**.



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.



Request a PIN Letter

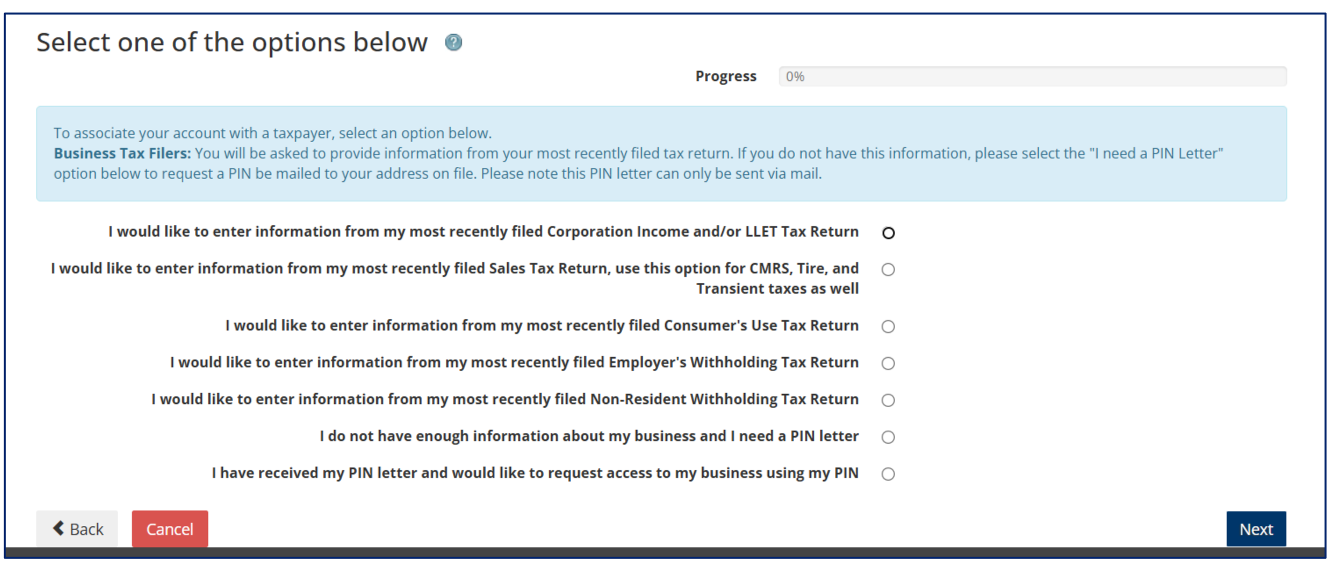
If a Corporation Income, LLET, Sales, Consumer's Use, Employer's Withholding, or Non-Resident Withholding tax return is not available, select the button next to *I do not have enough information about my business and I need a PIN letter*, then select **Next**.

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.

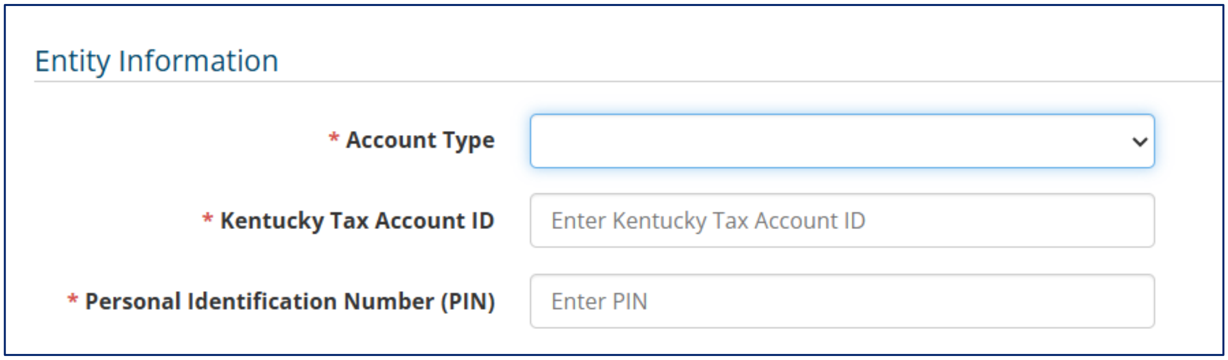
You have received your requested PIN Letter

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**.



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.



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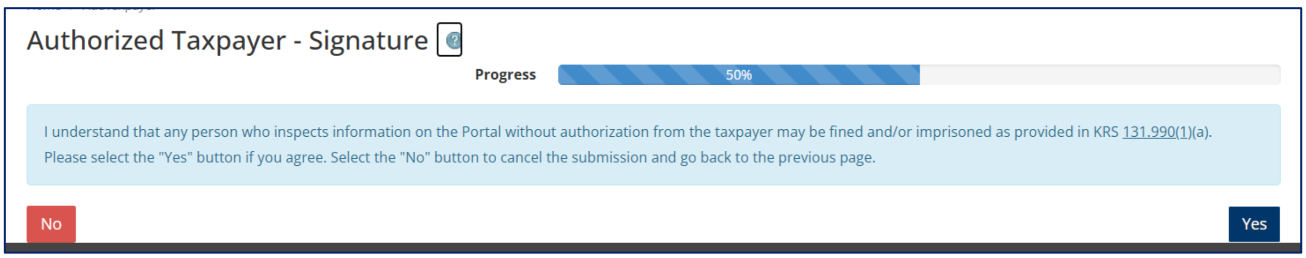

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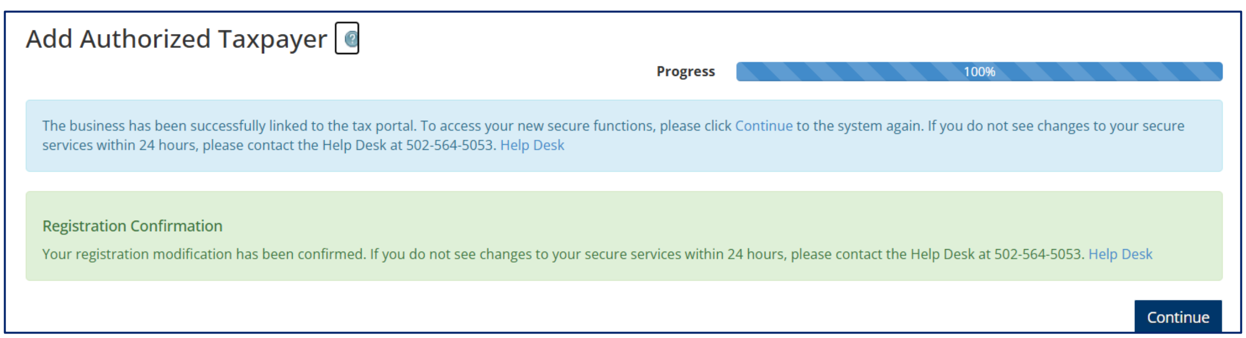

Thank you for doing business in Kentucky. For questions on the process contained in this guide or other MyTaxes portal questions, please contact the Kentucky Department of Revenue Customer Contact Center at 502-764-5555 to connect with a representative who can help. Representatives are available Monday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