

MYTAXES

How To Add New Taxpayers

DOR User Guide



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.



Table of Contents

Add an Account to your MyTaxes User Account 2

User	Explanation
MyTaxes Users	Users with a MyTaxes username that have previously signed into the MyTaxes website (MyTaxes.ky.gov)

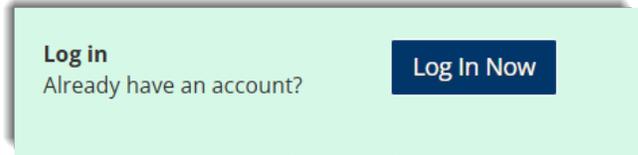




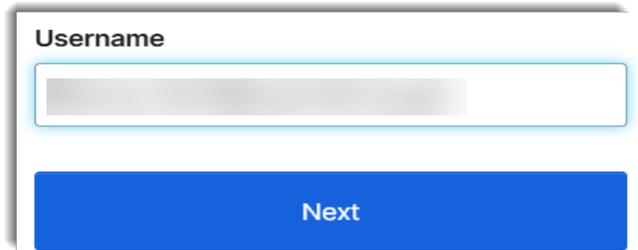
Add New Taxpayer to your MyTaxes User Account

Follow the steps below to add a New Taxpayer to your **MyTaxes** User Account:

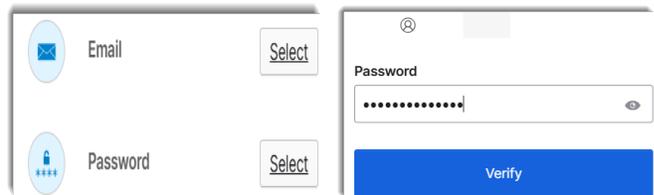
1. Type MyTaxes.ky.gov in your browser and click the **Log in Now** button across from Log In.



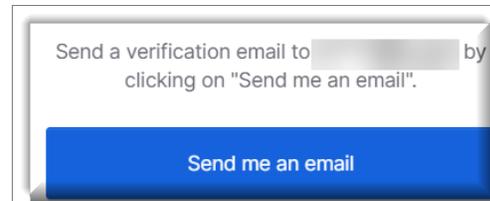
2. Type your MyTaxes Username into **Username** field and click the **Next** button.



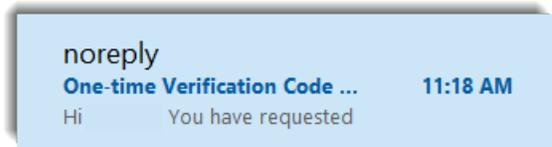
3. Click the **Select** button across from **Password** and enter your password into the password field, then click the **Verify** button to move on.



4. A sign in verification message will appear. Click the **Send me an email** button.



5. Navigate to your email and open the **One Time Verification** email.

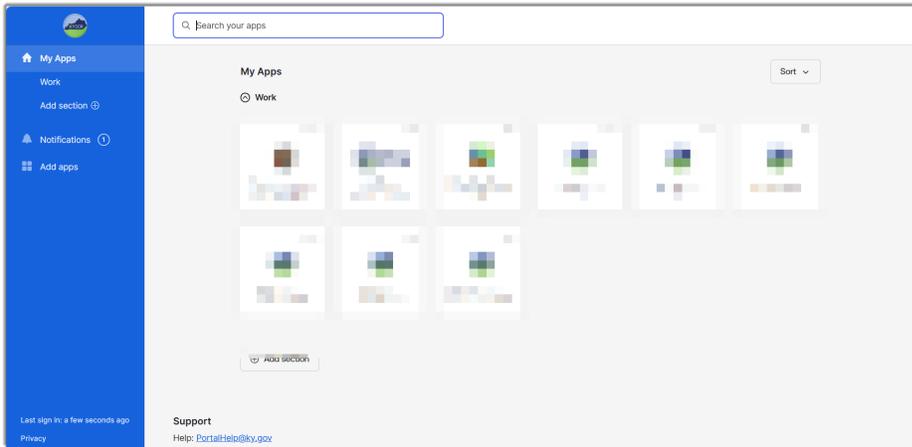


6. Click **Sign In** or Copy and paste the six-digit verification code in the **Enter a verification Code Instead** link on the previous page.





The MyTaxes Dashboard Displays.



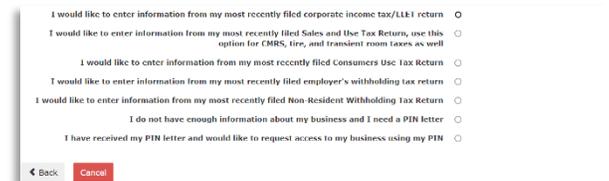
7. When the MyTaxes dashboard appears, click the **MyTaxes** widget to navigate to your account page.



8. Click on the **Profile** dropdown at the top of the Account page and then click **Add New Taxpayers**.



9. Select an option to associate (link) your added taxpayer account to your current MyTaxes User Account and select the **Next** button.



*This example demonstrates associating accounts using a PIN. For instructions on how to retrieve a PIN, see the DOR User Guide titled **How to Associate (Link) Account with PIN**.

NOTE: If you wish to associate (link) your tax account with your MyTaxes Username by using your most recently filed tax return, you are required to provide the information listed below. The recently filed return must have been filed after March 14, 2025.

- Account ID





- FEIN
 - Business Name
 - Gross Receipts
10. To add an account using your PIN, click the **I have received my PIN letter and would like to request access to my business using my PIN** bubble.
11. Provide the information for the option you selected:
- Account Type
 - Kentucky Tax Account ID
 - Personal Identification Number PIN
- and then click next.
12. An **Authorized Taxpayer – Signature** message will appear. To agree to the terms of this agreement and move forward, you must click the **Yes** button.
13. Once you have completed this process you will see a **Registration Confirmation** message on the next page, as well as receive a **MyTaxes.ky.gov Portal** email confirmation that a new taxpayer account has been added to your MyTaxes account.

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

Entity Information

* Account Type

* Kentucky Tax Account ID

* Personal Identification Number (PIN)

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 131.550(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.

Yes

Add Authorized Taxpayer

Progress 100%

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

DORIS, NoReply
MyTaxes.ky.gov Portal - N... 12:01 PM
The Kentucky Department of





See an example of the **MyTaxes.ky.gov Portal** email message below.

MyTaxes.ky.gov Portal - New Taxpayer Administrator Added

DN To [Redacted]



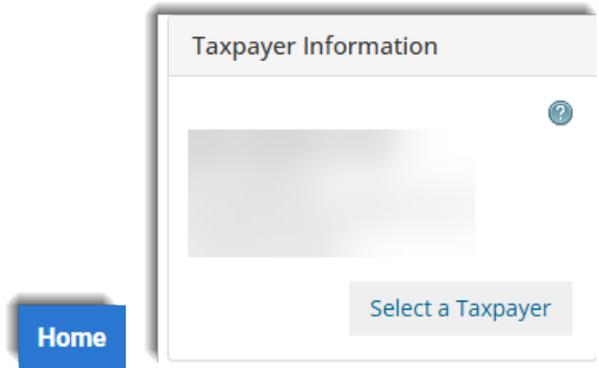
The Kentucky Department of Revenue wanted to inform you that a new Taxpayer Administrator has been added to your business [Redacted]

Please note that the Taxpayer Administrator now has full access and the ability to manage all aspects of your business account(s).

If you believe this is incorrect, please contact our Customer Contact Center at 502-764-5555.

This message may contain sensitive or confidential information and is for the exclusive use of the intended recipient(s). If you are not the intended recipient(s), please note that any form of distribution, copying, forwarding or use of this communication or the information attached to it, is strictly prohibited and may be unlawful. If you have received this communication in error, please return it to the sender indicating that you received it by mistake, delete the email and destroy any copies of it. It should be expressly understood that the Finance and Administration Cabinet cannot guarantee the security of the transmission and assumes no responsibility for intentional or accidental receipt by a third party.

14. Click **Home** at the top of the page and then click **Select a Taxpayer** In the Taxpayer Information section of the home page to view all accounts.



The screenshot shows a blue 'Home' button and a 'Taxpayer Information' panel. The panel contains a redacted area and a 'Select a Taxpayer' button.

15. On this page click the taxpayer hyperlink to view the account that you wish to see.

Taxpayer	Last Accessed
[Redacted]	02/27/2025
[Redacted]	02/14/2025

