

MYTAXES

HOW TO ASSOCIATE (LINK) ACCOUNTS WITH PIN

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 states. 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.



User	Explanation
New MyTaxes Users	Users without a MyTaxes username either by migration or creation
MyTaxes Users	Users associating (linking) a tax account with a MyTaxes username





Table of Contents

PIN Letter Request:	3
Pin Letter Request Prerequisite	3
Taxpayer/ Business Owner	3
PIN Letter Request Two Step Process:	3
Step One.....	4
Step Two	6





PIN Letter Request:

A taxpayer can associate (link) a business entity, government entity, or fiduciary entity to their MyTaxes User Account by either answering a secret question about a recently filed return or by requesting a PIN Letter. These methods help verify the taxpayer's identity and ensure secure access to their account information. Please follow the steps below to submit a PIN Letter request.

Pin Letter Request Prerequisite

Before requesting a PIN you must have a registered account/ business with KY Department of Revenue.

Taxpayer/ Business Owner

If you are the business owner of an unassociated (unlinked) tax account that prefers to associate (link) your account with a PIN you must follow the two step processes illustrated below.

PIN Letter Request Two Step Process:

Step One	Request a PIN via MyTaxes.ky.gov
Step Two	Request a PIN via Physical Letter (Fax, Mail, or Secure Email)



Both steps mentioned in this chart and illustrated below must be completed to receive an account PIN.

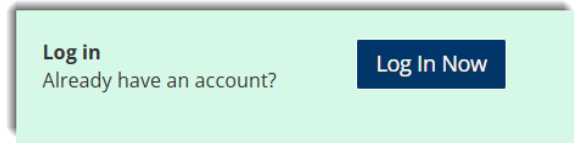




Step One

You must first request an account PIN by logging into your MyTaxes Account and submitting a digital request.

1. Navigate to MyTaxes.ky.gov and use your MyTaxes Username and password to log into your MyTaxes account.

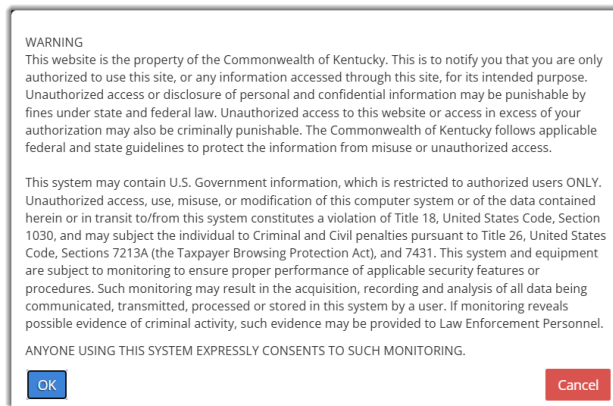


NOTE: If you do not have a MyTaxes account, please create an account by following the instructions in the “Create Account” Quick Reference Guide.

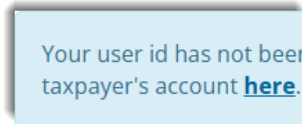
2. Select the MyTaxes widget on the dashboard page



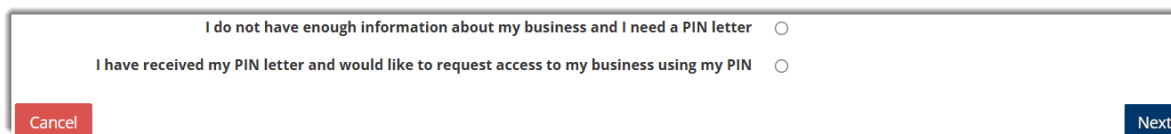
3. Please click the **OK** button and agree to the warning letter to move forward



4. There will be a User ID message alerting you to set up a proper User ID. Please select the **HERE** hyperlink to move forward.

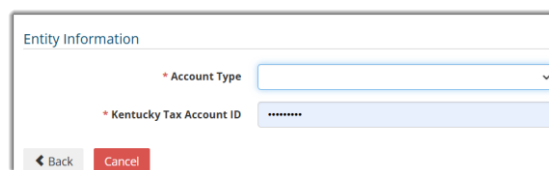


5. To request a PIN by mail, select the “**I do not have enough information about my business and I need a PIN letter**” option and click the **NEXT** button



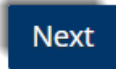
You will see an Entity Information box appear on the next page.

6. Use the **Account Type** dropdown field to select your account type.





7. Type your account number in the **Kentucky Tax Account ID** field then click the **NEXT** button to move forward.



8. Once these steps are complete a confirmation message displays on the next page to confirm that a PIN Letter has been sent to the business address on file.

*The PIN Letter may take 10-14 business days to arrive.

Please provide information on the entity that you are legally authorized to view.

User ID User Name

* indicates required field

Your request for access was successful. We are sending a notice to your address on file with a unique Personal Identification Number (PIN). Please note the Department cannot provide you the PIN over the phone for security reasons. When you have received your PIN please log in to your portal account and select the "I have received my PIN letter and would like to request access to my business using my PIN" option.

9. Once your PIN is received in the mail you may log in to the MyTaxes website and select the **"I have received my PIN Letter and would like to request access to my business using my PIN"** option and click the **NEXT** button.

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

Cancel Next

10. Lastly, use the three fields shown below to select your account type, type your account ID and PIN, then click the **NEXT** button to navigate to your account

Entity Information

* Account Type

* Kentucky Tax Account ID

* Personal Identification Number (PIN)

Back Cancel Next





Step Two

A letter with the following information must be sent to the Kentucky Department of Revenue to complete your request for a PIN:



1. Business Name
2. FEIN (if applicable)
3. Mailing address of the business
4. Responsible Party information:
 - a. Full Legal Name
 - b. SSN
 - c. Residence/ Address
 - d. Business Title (Position)
 - e. Title (Position) Effective Date
 - f. Telephone Number
5. Please include the method in which you wish to receive the PIN Letter (fax, mail, or secure email)
6. You must add your physical or electronic signature.

Lastly, please provide a copy of your government-issued photo identification. Send the letter via email to PortalHelp@ky.gov or fax to 502-573-1545.

7. Once you receive the PIN Letter, you may log into the MyTaxes website and select the **“I have received my PIN Letter and would like to request access to my business using my PIN”** option and click the NEXT button.

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

Cancel Next

8. Use the three fields shown below to select your account type, type your account ID and PIN, then click the **NEXT** button to navigate to your account

Entity Information

* Account Type

* Kentucky Tax Account ID

* Personal Identification Number (PIN)

Back Cancel Next

