

MYTAXES

HOW TO REGISTER TAX ACCOUNTS

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.



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Create MyTaxes Account **Error! Bookmark not defined.**

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



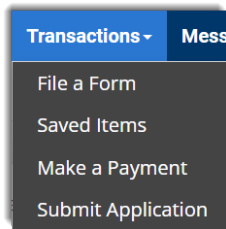


New Tax Account Registration

Follow the steps below to Register a Tax Account in **MyTaxes**:

To register a Tax Account, you must be signed into a MyTaxes account. Please see the **How To Sign In** user guide for instructions on how to sign into a MyTaxes Account.

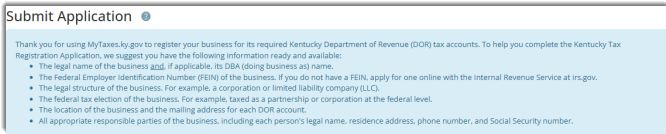
1. Select **Submit Application** under **Transactions** on the top menu.



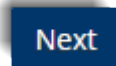
2. Select **New Business Registration** from the available tiles.



3. Review the information for available accounts and information needed to proceed.



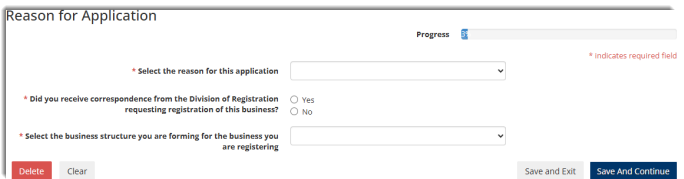
4. Click **Next** to continue.



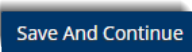
5. Select the reason for the application from the dropdown list.

6. Select whether you received correspondence from the DOR requesting registration for this account.

NOTE: If you select Yes you will need to provide a Document Number.



7. Select the business structure from the dropdown list.



8. Click Save and Continue.

9. Use the fields on the **Business Information** page to provide information about the business:





Business Information

Provide information about the business you are registering with the state of Kentucky.

* Legal Business Name

Doing Business As(DBA) Name If applicable

* Date business activities will begin in Kentucky

Federal Employer Identification Number (FEIN)

* Business Operations are primarily

* Select North American Industry Classification System (NAICS) categories to describe your business

* NAICS Category

* NAICS Sub Category

* NAICS Code

* Describe the nature of your business in Kentucky

* List the products you sell in Kentucky

Please enter N/A if you do not make sales in Kentucky

* Fiscal Year Ending

If you are a 52/53 week filer, select the day of the Week Year Ends

* Accounting Method

* How will you be taxed for federal Purposes

10. In the **Primary Business Location** panel, use the fields to input your business' primary location address then click **Save and Continue**.

Primary Business Location

Do not use a P.O. Box Address.

* Address

* Country

Attn

* Address Line1

Address Line2

* City

* State

* Zip Code

* Phone

Email

Save And Continue

11. Use the selection buttons to answer the Withholding Tax Qualification questions, then click **Save and Continue**.

Withholding Tax Qualification

The following questions will determine your need for an Employer's Withholding Tax Account:

* Do you have or will you hire employees to work in Kentucky within the next six (6) months? Yes No

* Do you wish to voluntarily withhold on Kentucky residents who work outside of Kentucky? Yes No

* Do you wish to voluntarily withhold on pension and retirement payments? Yes No

* Will your business be registered to make charitable or other lawful gaming payouts in Kentucky and be required to withhold federal tax from those payouts? Yes No

Save And Continue





12. Complete the Sales and Use Tax Qualification questionnaire, then click **Save and Continue**.

Sales and Use Tax Qualification

The following questions will determine your need for a Sales and Use Tax Account, the schedules you may need to file, and/or your need for a Transient Room Tax Account, Motor Vehicle Tax Fee Account, Commercial Mobile Radio Service (CMRS) Prepaid Service Charge Account, Utility Gross Receipts License Tax Account, Telecommunications Tax Account, Coal Severance/Processing Tax Account and/or Coal Seller Purchase Certificate ID.

* Will you make retail and/or wholesale sales of tangible property or digital property in Kentucky? Yes No
 Examples: prepared food, internet sales, downloaded music and/or books, etc.

* Will you install replacement parts for the repair or recondition of tangible property? Yes No
 Examples: automotive repairs, computer or electronics repair, furniture repair, etc.

* Will you produce, fabricate, process, print or imprint tangible property? Yes No
 Examples: sign making, window tinting, embroidery, screen printing, engraving, etc.

* Will you charge for labor or services rendered in installing or applying tangible personal property, digital property, or service sold? Yes No

Save And Continue

13. Click the **Add** button to add the Sales and Use Tax Location information, then click **Save and Continue**.

Add Sales and Use Tax Location Progress: 24%

Add Sales and Use Tax Location * indicates required field

All current sales and use tax business location address(es) in the state of Kentucky must be on record. Click "Add" to enter a new address for the state of Kentucky.

Row #	Doing Business As (DBA) Name	Location Address
Showing 1 to 1 of 1 entries		
Add		

Back Delete Clear Save and Exit **Save And Continue**

Add **Save And Continue**

14. Complete the Corporation Income Tax Account and/or Limited Liability Entity Tax Qualification questionnaire, then click **Save and Continue**.

Corporation Income Tax Account and/or a Limited Liability Entity Tax Account Qualification Progress: 42%

Corporation Income Tax Account and/or a Limited Liability Entity Tax Account Qualification * indicates required field

The following questions will determine your need for a Corporation Income Tax Account and/or a Limited Liability Entity Tax Account.

* Are you organized under the laws of Kentucky with the Kentucky Secretary of State's Office? Yes No

* Will your business have its commercial domicile in Kentucky? Yes No

* Will your business own or lease any real or tangible property in Kentucky? Yes No

* Will your business have one or more individuals performing services in Kentucky? Yes No

* Will your business maintain an interest in a pass-through entity or derive income from Kentucky sources? Yes No

* Will you direct activities toward Kentucky customers for the purpose of selling them goods and/or services? Yes No

* Will your business own/lease any intangible property or receive payments from a related member as defined in KRS 141.205(1)(g) or an unrelated party for the use of intangible property in Kentucky such as royalties, franchise agreements, patents, trademarks, etc.? Yes No

Back Delete Clear Save and Exit **Save And Continue**

Save And Continue

15. Complete the Tobacco Tax Account/License Qualification questionnaire, then click **Save and Continue**.

Tobacco Tax Account/License Qualification Progress: 57%

Tobacco Tax Account/License Qualification * indicates required field

The following questions will determine your need for a Tobacco Tax Account/License.

* Do you purchase/sell cigarettes, tobacco products, and/or vapor products? Yes No

Please refer to Chapter 138, KRS 138.310 to 138.205 (<https://apps.legislature.ky.gov/law/statutes/chapter.aspx?tid=37651>) for statutes covering the purchase/sale of cigarettes, tobacco products, and vapor products.

Back Delete Clear Save and Exit **Save And Continue**

Save And Continue





16. Click the **Add** button to add a Responsible Party.

The screenshot shows the 'Add Responsible Party: General Partner' form. At the top right, there is a progress bar at 87%. Below the title, it says 'Add General Partner' with a red asterisk indicating a required field. A blue box contains the instruction: 'Based on your business structure you must add at least one General Partner.' Below this is a table with columns: Row #, Business Name, First Name, Last Name, and Address. The table shows 'Showing 1 to 1 of 1 entries'. At the bottom right of the table area is an 'Add' button. At the very bottom of the form are buttons for 'Back', 'Delete', 'Clear', 'Save and Exit', and 'Save And Continue'.

17. Use the fields and dropdowns to provide information about the entity's responsible party, then click **Save and Continue**.

This screenshot shows the 'Add Responsible Party: General Partner' form with various fields filled out. The progress bar is at 87%. The form includes the following fields:

- 'Is this responsible party a business or Individual?' (dropdown menu)
- 'Effective start Date' (MM/DD/YYYY)
- 'Address' (dropdown menu with 'Add a New Address' option)
- 'Country' (dropdown menu with 'UNITED STATES' selected)
- 'Attn' (text input)
- 'Address Line1' (text input)
- 'Address Line2' (text input)
- 'City' (text input)
- 'State' (dropdown menu with 'KENTUCKY' selected)
- 'Zip Code' (text input)
- 'Phone' (text input with mask XXX XXX XXXX)
- 'E-mail' (text input with 'Marcus barker' entered)

 At the bottom left is a 'Cancel' button. At the bottom right is a 'Save And Continue' button. A larger, semi-transparent 'Save And Continue' button is overlaid on the bottom right of the image.

NOTE: Add Additional Responsible party is **OPTIONAL**.

18. Add any attachments or view previously uploaded ones, then click **Save and Continue**.

The screenshot shows two sections. The top section is 'Attachments' with a progress bar at 100%. It contains a box for 'Previously Uploaded Attachments' which says 'No Attachments uploaded for this document.' Below this are buttons for 'Back', 'Delete', 'Clear', 'Upload', 'Save and Exit', and 'Save And Continue'. The bottom section is 'Submit Application - Summary Information' with a progress bar at 100%. It contains a blue box with summary information and instructions: 'See information below summarizing your registration application. If complete, select Save and Continue to submit. If you would like to make changes to the information entered, select the Back button to return to the form. You will be able to modify the data and continue the submission process.'

19. Confirm your inputted information is correct on the Submit Application – Summary Information page, then click **Save and Continue**.





Submit Application - Summary Information

Progress 100%

See information below summarizing your registration application. If complete, select Save and Continue to submit. If you would like to make changes to the information entered, select the Back button to return to the form. You will be able to modify the data and continue the submission process.

- Reason For Application
- Business Structure
- Legal Business Name
- Date Business Activity Begins in Kentucky
- FEIN
- Business Operations are Primarily
- NAICS Code
- Nature of Business Activity in Kentucky
- List of Products Sold in Kentucky
- Accounting Method
- Federally Taxed As
- Total Accounts Registered
- Sales and Use Tax Account - Date Sales Began or will Begin
- Sales and Use Tax Account - Estimated Gross Monthly Sales Tax Collected
- Sales and Use Tax Account - Mailing Address
- Number of Sales Tax Locations Registered
- Sales Tax Location #1 Location Address
- Total Responsible Parties Registered
- Responsible Party #1 Name
- Responsible Party #1 Type
- Total Business Administrators Registered

[Cancel](#) [Delete](#) [Back](#) [Print](#) [Save And Continue](#)

Save And Continue

20. To sign digitally on the Submit Application – Signature page, click **Yes**, then make a note of the confirmation number.

Submit Application - Signature

Progress 100%

Upon knowledge of a possible penalty being incurred, I acknowledge that I am authorized to file this document online. 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](#)

Yes

Submit Application - Confirmation

Document was submitted successfully.
The confirmation number is: [redacted]
Please print or save this number for future reference.

[Print](#)

[Return Home](#)

