



ADD A NEW TAX ACCOUNT TYPE

Department of Revenue User Guide



KENTUCKY DEPARTMENT OF
REVENUE

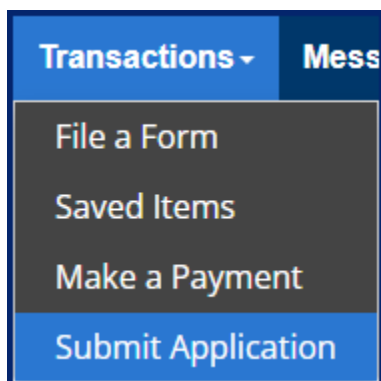
**TEAM
KENTUCKY**
FINANCE AND
ADMINISTRATION CABINET

This guide provides step-by-step instructions for adding a new tax account type to an existing MyTaxes account. It applies to MyTaxes Users who have already created a MyTaxes username and signed in at MyTaxes.ky.gov.

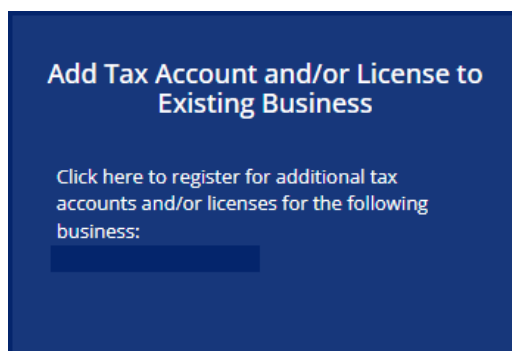
Disclaimer: The information in this presentation is for educational and informational purposes only and does not constitute legal advice. Information is presented as an overall review that is subject to law changes and may not apply to all statutes. Information in this presentation is believed to be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

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1. From the top menu on the MyTaxes Portal, select **Transactions** and then select **Submit Application**.



2. Click on the **Add Tax Account and/or License to Existing Business** tile. The business name you are applying for an additional account for will be in the blue box.



3. Fill out all fields indicated with an asterisk, select the tax accounts to apply for, then select **Save and Continue**.

Kentucky Tax Account Registration Application

Progress 5%

* indicates required field

Use this form to register for additional tax accounts.

* 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

Select the tax accounts you would like to register below

Sales and Use Tax ☐

Add Motor Vehicle Tire Fee, Transient Room Tax, or Commercial Mobile Radio Service Fee to my existing Sales and Use Tax account ☐

Telecommunications Tax ☐

Consumer's Use Tax ☐

Utility Gross Receipts License Tax ☐

Employer's Withholding Tax ☐

Corporation Income and/or Limited Liability Entity Tax or General Partnership/Joint Venture Filing Account ☐

Non-Resident Withholding Tax ☐

Tobacco Tax Account/License ☐

Coal Severance/Processing Tax Account and/or a Coal Seller Purchaser Certificate ID# ☐

4. The following page will list questions about Sales and Use Tax account qualifications. The first section asks for general qualification questions. Answer each question with **Yes** or **No**.

You must answer all questions on each section of this page to be able to continue to the next page.

* 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

5. The next section of this page will ask about Services Provided. Answer each question in this section with **Yes** or **No**.

Services Provided

Will you provide any of the following services?

* Landscaping services

☐ Yes
☐ No

* Janitorial services

☐ Yes
☐ No

* Small animal veterinary services

☐ Yes
☐ No

* Pet care services

☐ Yes
☐ No

* Industrial laundry services

☐ Yes
☐ No

* Non-coin operated laundry and dry cleaning services

☐ Yes
☐ No

* Indoor skin tanning services

☐ Yes
☐ No

6. Additional sections on the same page will ask about more specific qualifications including Sales and Use Tax Account Schedules, Transient Room Tax, Motor Vehicle Tire Fee Tax, Commercial Mobile Radio Service (CMRS) Tax, Utility Gross Receipts License Tax, and Telecommunications Tax. Once you have answered every **Yes** or **No** question, select **Save and Continue**.

7. Enter registration information from the required fields below. If you do not have a *Doing Business As (DBA) name*, you may leave this field blank. The *Date sales began or will begin* and *Estimated gross monthly sales tax collected in Kentucky* fields are both required.

Register Sales and Use Tax Account

Progress
15%

Register Sales and Use Tax Account

* indicates required field

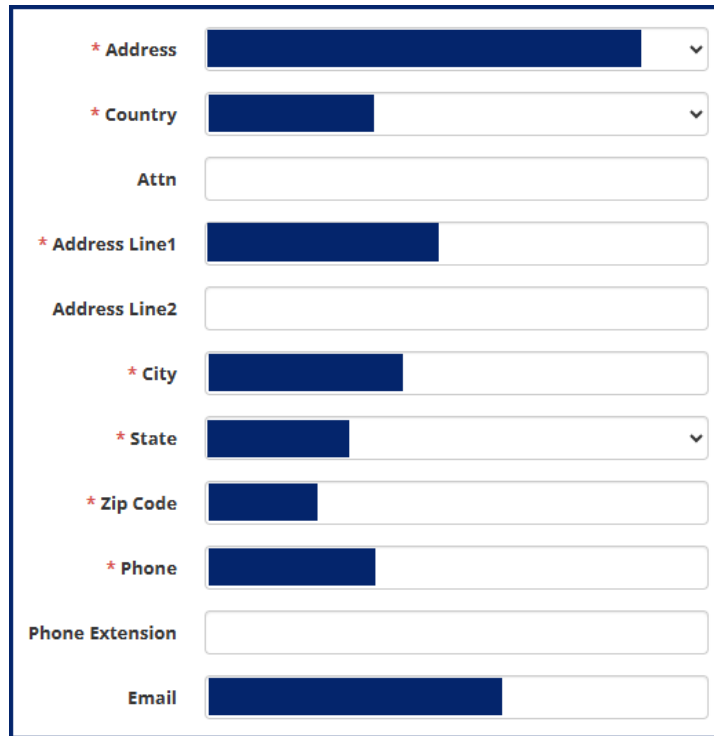
Doing Business As (DBA) Name

* Date sales began or will begin

* Estimated gross monthly sales tax collected in Kentucky

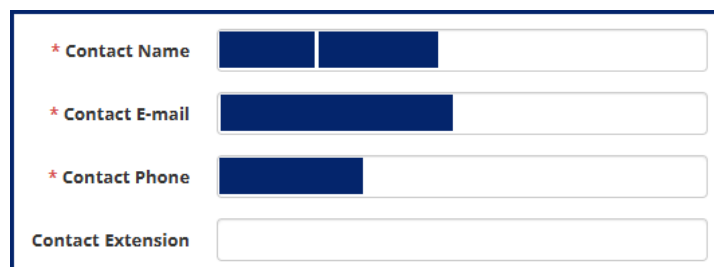
8. Enter your Address information. All fields marked with an asterisk are required.

If you have a previously saved address on file, you may select it from the *Address* field to automatically fill in some of the information.



A screenshot of a web form for entering address information. The form is enclosed in a blue border. It contains the following fields: a dropdown menu for '* Address', a dropdown menu for '* Country', a text input for 'Attn', a text input for '* Address Line1', a text input for 'Address Line2', a text input for '* City', a dropdown menu for '* State', a text input for '* Zip Code', a text input for '* Phone', a text input for 'Phone Extension', and a text input for 'Email'. Each required field is marked with a red asterisk. The 'Address' dropdown is currently open, showing a list of saved addresses.

9. Provide your contact information by filling in required fields for *Contact Name*, *Contact E-mail*, and *Contact Phone number*. Select **Save and Continue**.



A screenshot of a web form for entering contact information. The form is enclosed in a blue border. It contains the following fields: a text input for '* Contact Name', a text input for '* Contact E-mail', a text input for '* Contact Phone', and a text input for 'Contact Extension'. Each required field is marked with a red asterisk. The 'Contact Name' field is currently open, showing a list of saved contact names.

10. MyTaxes may suggest an alteration to the provided address for formatting purposes. Review the suggested address and select which address to keep, then select **OK**.

Addresses

Select an address from these alternatives:

Original Address: ☐ [Redacted] UNITED STATES

Edit

Suggested Address: ☒ [Redacted] UNITED STATES

Edit

OK

- Select the **Add** button to enter a Sales and Use Tax Location for your business.

Add Sales and Use Tax Location

Progress 0%

* indicates required field

Add Sales and Use Tax Location

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

- Enter in a *Doing Business as (DBA) name* (if applicable), a *date that the location was or will be opened*, and location information for your business for fields marked with an asterisk, then select **Save and Continue**.

If you have a previously saved address on file, you may select it from the *Address* field to automatically fill in some of the information.

Add Sales and Use Tax Location

Progress 0%

* indicates required field

Add Sales and Use Tax Location

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.

Doing Business As (DBA) Name

* Date this location was or will be opened

* Location Address

* Country

Attn

* Address Line1

Address Line2

* City

* State

* Zip Code

* Phone

Phone Extension

Email

13. You will be redirected to the previous page to enter additional Sales and Use Tax Locations if applicable. Repeat steps 11 and 12 until all locations located in Kentucky have been entered. Once completed, select **Save and Continue**.

From this point forward, all Tax Account Applications will complete the same process.

14. Review the details on the Submit Application – Summary Information page. If this information is accurate, select **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.

Accounts Registered 1

Sales and Use Tax Account

Effective Begin Date

Mailing Address

Sales Tax Location #1 Location Address

15. To finalize your application, confirm that you are authorized to submit the application by selecting **Yes**.

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

16. Once the application has successfully been submitted, a green box will appear with a **confirmation number** inside. You can select **Print** to obtain a copy of this document or **Return Home** to complete the process.

Submit Application - Confirmation

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

Print

Your application may undergo a manual review upon submission. Please allow up to seven business days for the review and processing to be completed. Once finalized, your tax account will be automatically added to your business profile and will appear alongside your existing tax accounts in the MyTaxes Portal.

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. Representatives are available to assist Kentuckians Monday through Friday, excluding State Holidays.