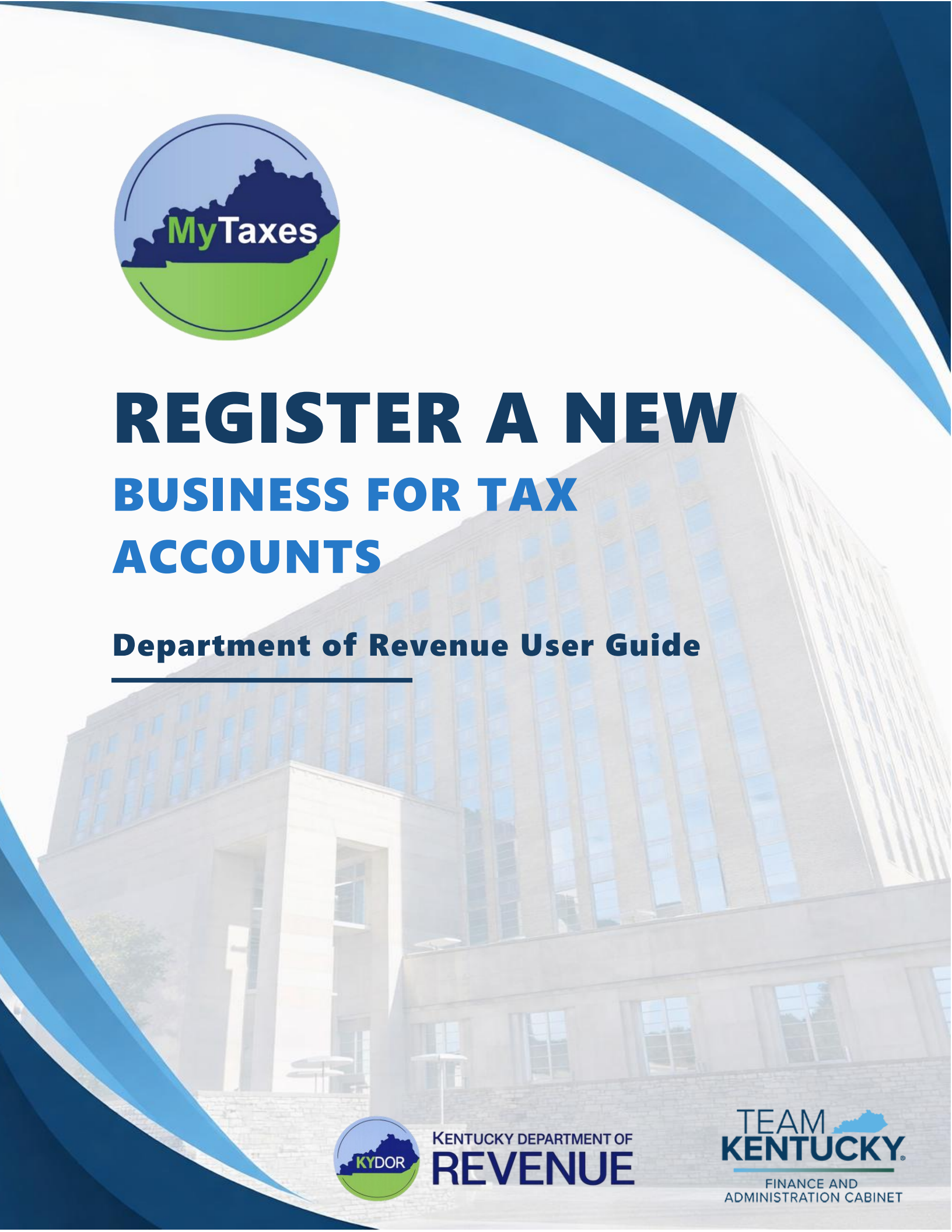
REGISTER A NEW BUSINESS FOR TAX ACCOUNTS

Department of Revenue User Guide



KENTUCKY DEPARTMENT OF REVENUE

TEAM KENTUCKY
FINANCE AND ADMINISTRATION CABINET

This guide provides step-by-step instructions for creating a new tax account in the MyTaxes system. The guide walks users through the complete registration process, from navigating the dashboard to submitting business details and signing the application, ensuring a smooth and accurate account setup. It applies to MyTaxes Users who have already created a MyTaxes username and signed in at MyTaxes.ky.gov and now need to register a new tax account for their business or entity.

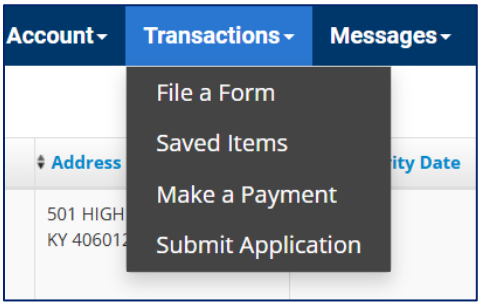
Disclaimer: The information in this presentation is for educational and informational purposes only and does not constitute legal advice. Information is presented as an overall review that is subject to law changes and may not apply to all statutes. Information in this presentation is believed to be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

User Guide Last Updated: 09/16/2026

Registering a New Business for Tax Accounts

Use the steps below to register a new business for a tax account(s) in the MyTaxes portal.

1. From the *Account* homepage, select **Transactions,** then **Submit Application**.



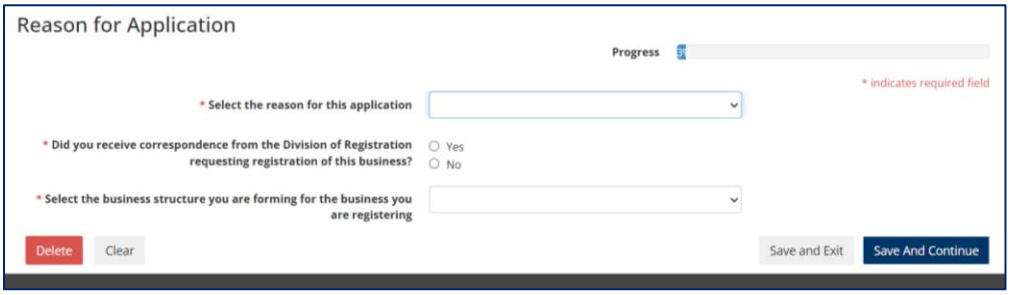
2. Select the **Register New Business** tile.



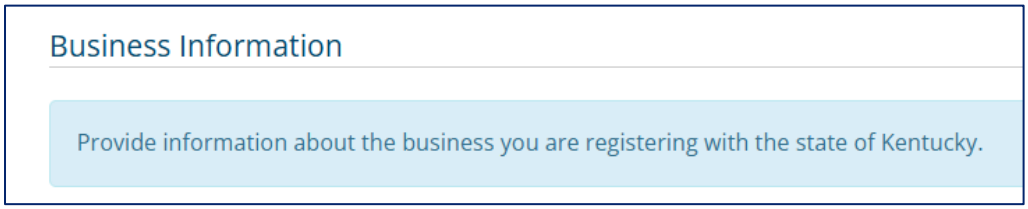
3. Review the information on the *Submit Application* page, including the accounts available for registering online and important information. It is suggested that applicants have the following information available prior to beginning the *Register New Business* application:

    - business legal name and applicable DBA names
    - Federal Employer Identification Number (FEIN)
    - business legal structure
    - business federal tax election
    - location and mailing addresses for the business
    - all appropriate responsible parties and their legal name, residence address, phone number, and Social Security number.

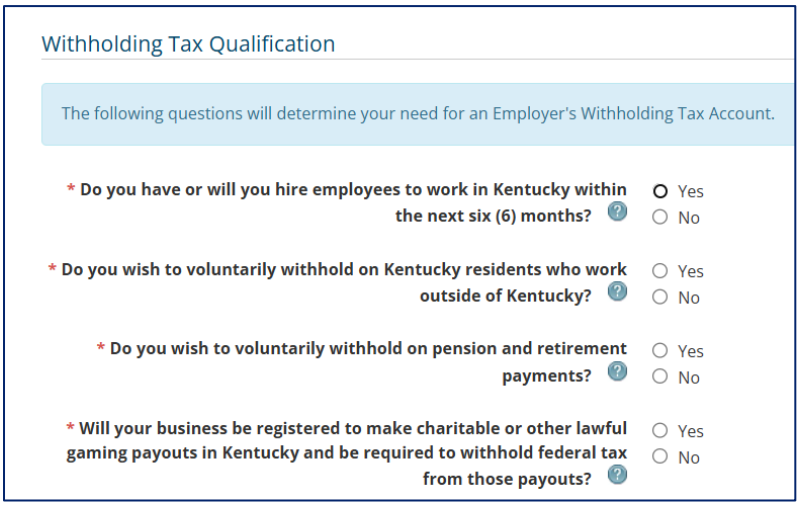
4. On the next screen, select the Reason for Application from the first drop-down menu, indicate Yes or No if you received correspondence from the Division of Registration, and select the business structure from the dropdown menu. If you did receive correspondence from the Division of Registration, type the document number in the box that appears. Select Save and Continue.



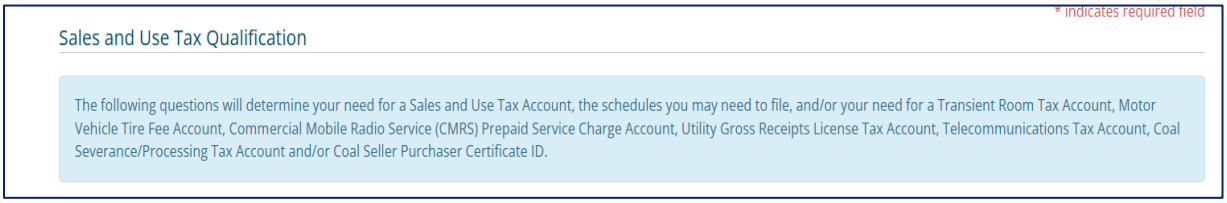
5. The next page will collect the *Business Information*, including legal information, Secretary of State details, and Primary Business Location. Select **Save and Continue** to move forward once all information has been entered.



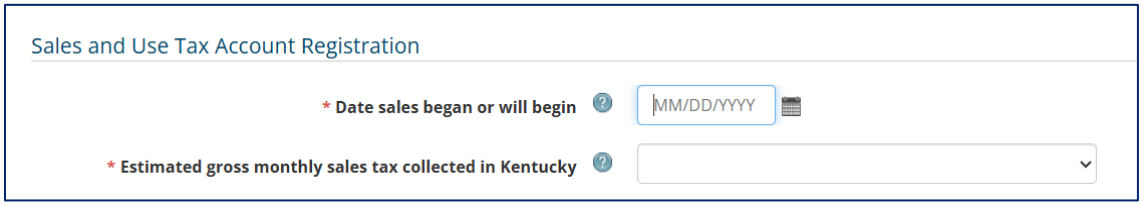
6. On the *Withholding Tax Qualification* page, answer **Yes** or **No** to the questions presented, then select **Save and Continue**.



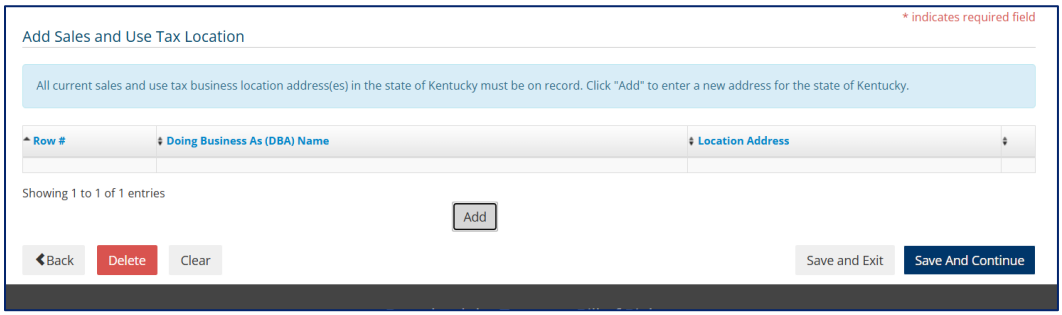
7. The next page will ask questions to determine the need for a *Sales and Use Tax Account*. Please answer all questions, including those about Transient Room Tax, Motor Vehicle Tire Fee, Commercial Mobile Radio Service (CRMS), Utility Gross Receipts License Tax, Telecommunications, Coal Severance/Processing, and Coal Seller Purchaser. Select **Save and Continue** once complete.



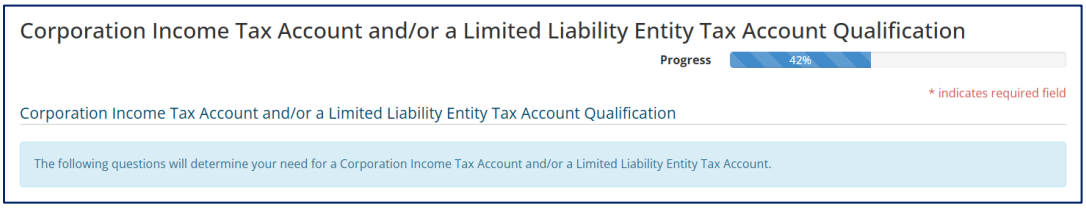
8. Complete the *Sales and Use Tax Account Registration* page, including Mailing Address and Contact Information, then select **Save and Continue**.



9. On the next screen, add the *Sales and Use Tax Location* information by selecting **Add**. Enter the location information, then select **Save and Continue**. Once the location has been successfully added, it will populate on the *Sales and Use Tax Location* page. Select **Save and Continue** once all Sales and Use Tax locations have been added.



10. On the *Corporation Income Tax Account and/or a Limited Liability Entity Tax Account Qualification* page, answer the questions shown by selecting the **Yes** or **No** radio buttons, then select **Save and Continue**.



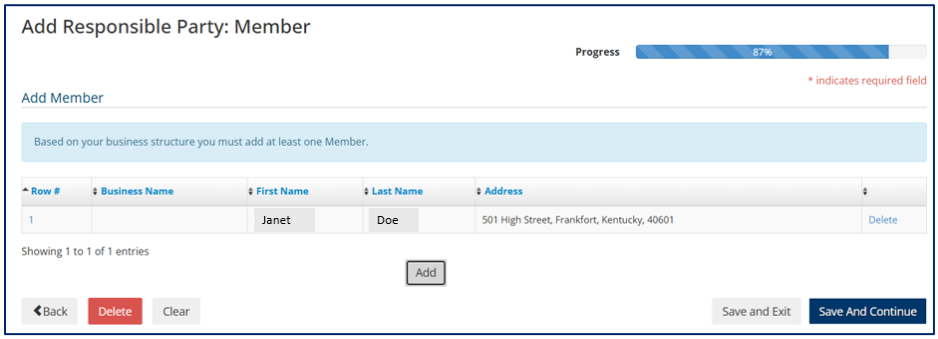
11. The next page will ask you to complete the *Corporation Income Tax Account and/or a Limited Liability Entity Tax Account Registration*. You will need to answer the questions about the Organization/Incorporation of the business, then complete the Mailing Address and Contact Information sections. Once all information has been entered, select **Save and Continue**.



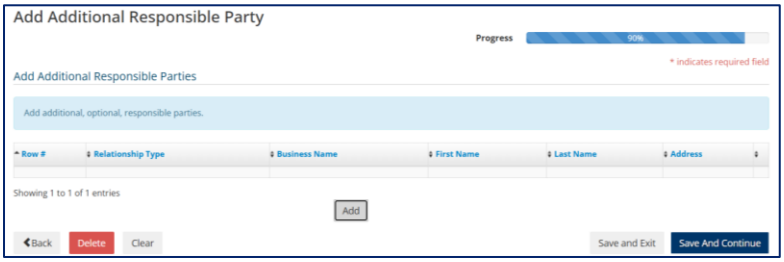
12. The next three pages will ask qualification questions for the following: *Tobacco Tax Account/License*, *Rental Rideshare*, and *Electric Vehicle Power*. Answer the questions indicated on each page, selecting **Save and Continue** to move forward each time.



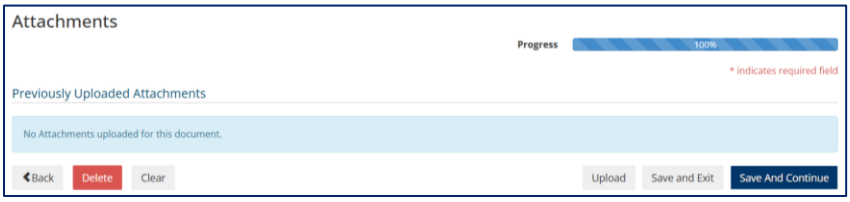
13. Next, add a *Responsible Party: Member* to the account. Select the **Add** button in the center to move to the screen where the Responsible Party information is collected. Select **Save and Continue** to move back to the *Responsible Party: Member* screen where you will see the added party information in the center grid.



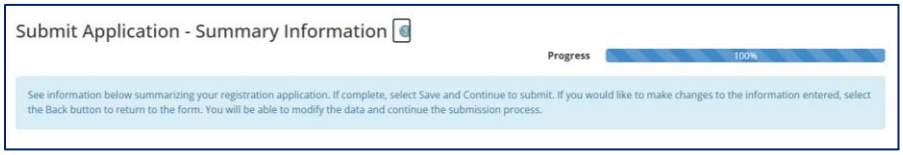
14. On the next page, you will have the option to add additional responsible parties. Add those in the same way you added the *Responsible Party: Member*, by selecting **Add** in the center of the screen then typing in the information and selecting **Save and Continue**. If you do not have any additional responsible parties to add, you can select **Save and Continue** to skip this step.



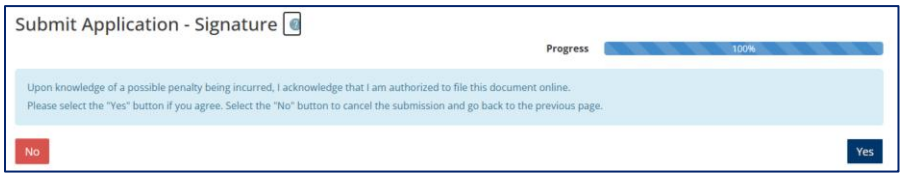
15. The *Attachments* page will be next, where you can upload any relevant documents for the account. Select **Upload** to begin that process or select **Save and Continue** to skip.



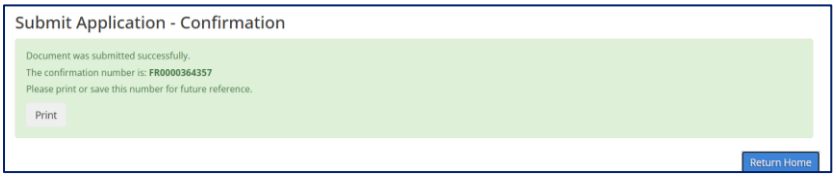
16. Review the *Summary Information* page for the Account Application. Once you have verified all information is accurate, select **Save and Continue** to proceed to the *Signature* page.



17. On the *Submit Application – Signature* page, review the acknowledgement in the blue box, then select **Yes** if you agree.



18. Once the *Account Application* has been submitted successfully, a green box will appear with a confirmation number inside. You can select **Print** or **Return Home** to complete this process.



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.