



## Registering for Electronic Filing

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## Introduction

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This guide is intended to walk users step-by-step through the process of registering for electronic filing. Sales tax and county and city business taxes can be filed through this process.

Many taxpayers received notification from the Tennessee Department of Revenue that they are required to file and remit funds electronically. Even if you have not received a letter, we encourage all taxpayers to register and begin filing your tax returns and payments electronically. It saves time, eliminates math errors and provides several conveniences to filers, including payment warehousing.

The electronic filing system for Tennessee state taxes can be reached by visiting <https://apps.tn.gov/paams/>.

## Information to Know Before Registration

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Registration for electronic filing requires that Revenue have your Identification Number (ID) and contact information.

- If you are a corporation or any type of partnership – including general, LLC, LP, etc. – you should have a federal employer identification number (FEIN) to use as your entity identification number (ID).
- If you are a sole proprietor, your entity ID will be your social security number (SSN).
- If your business has joint husband and wife ownership, your entity ID will be the husband's social security number (SSN).
- Other types of acceptable numbers include a SOS number issued by the Tennessee Secretary of State's office when registering as a corporation or other entity or a temporary number issued by the Tennessee Department of Revenue.
- You will also be asked to provide a valid e-mail address and contact information for the person that will be updating account information and filing returns.

## Creating a Registration Account and Establishing a User Name and Password

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Now that you have your identification number you are ready to go through the steps below to create your account and establish your user name and password. This will give you access to the online filing process and will allow you to maintain your registration information. Once you have established your user name and password, it will be necessary to setup each tax type.

### **Step 1: Create an Account and Choosing Tax Types**

- Access the registration website by visiting <https://apps.tn.gov/paams/>.
- Click on "Create Account" and select Tax Filing and Registration.
- Click on Tax Filing and Registration (bottom of the page).
- Click on the box(s) to the left that correspond to the type(s) of tax you are registering for. Most taxpayers will register for Online Sales and Use Tax Filing and/or City and County Business Tax Filing.
- Once you have chosen the proper tax type(s), click "Continue."

### **Step 2: Enter E-mail Address, Primary Business Name and Identification Number**

- Enter a valid address to be used by the department for all notifications.
- Select "yes" if you are a paid preparer. Examples of a paid preparer would be a CPA, accountant, or a bookkeeping service.
- Once you have selected "yes" or "no," click "Continue."
- Enter the first four letters of your primary legal business name. Include any spaces or special characters in the first four places of your primary legal name.
- **If you are set up as a sole proprietor, you must enter the first four letter of your LAST name.**
- Enter your identification number that you use to file your Tennessee business taxes (FEIN, SSN, Joint SSN, Secretary of State number or Temporary number).
- Click "Continue."

### **Step 3: Completing Account and Contact Information**

The administrator is responsible for managing the tax return filings and for adding other users who can file returns.

- The Organization Address fields should be pre-populated with the business owner and address information.
- If the fields are not populated, you will need to complete the business owner, address, city, state, ZIP code and county fields.
- Under the Administrator Contact heading, complete the name, e-mail, phone number and FAX number fields of the administrator.
- Click "Continue."

### **Step 4: Establishing your User Name and Password**

You are now on the User Name and Password page. On this page, you will be asked to create a unique user name that will be used to log in to file your tax returns. When entering a user name or password, remember that they are "case-sensitive."

- Choose a user name that meets the requirements outlined on the web page. It should be easy for you to remember, but difficult for others to guess.
- Next, choose a password. This password will need to be typed once to create it and a second time to verify the accuracy, since it will not appear on the screen as you type.
- The next step is to set up security questions that will assist you in recovering your password, should you forget it in the future.
- The Tennessee Department of Revenue will be unable to supply your password if it is lost. You might consider writing it down in a secure location.
- When the three security questions are completed, click "Continue."

You have completed the steps for creating your registration account and establishing your user name and password. You will receive an e-mail confirmation.

You are now ready to file your sales tax and business tax returns online. To begin filing your sales tax returns online, log in at <https://apps.tn.gov/sales/>. To begin filing your business tax returns online, log in at <https://apps.tn.gov/biztax/>.

**Important Notice:** If you were previously registered and are now adding an additional service, please allow 30 minutes for the program to updated before you begin filing.



## How to Contact the Department of Revenue

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If you need help getting your account registered for electronic filing, please contact the Tennessee Department of Revenue's Electronic Commerce Unit at (615) 253-0704.

Help is also available online at [www.tn.gov/revenue](http://www.tn.gov/revenue) or calling the Tennessee Department of Revenue at (800) 342-1003 (toll-free in Tennessee) or (615) 253-0600 (all locations) Monday through Friday from 8 a.m. – 5 p.m., Central Time.