



# TAP Instructions for Gambling Operators

## Screen Shots and Instructions

The screenshot shows a web browser window with the URL <https://test.tap.dor.mt...> and tabs for "State of Montana Guest Accou..." and "Montana TAS". The page header includes "Taxpayer Access Point MTS" and the "Montana Department of Revenue" logo. The main heading is "Welcome to Taxpayer Access Point (TAP)".

**Menu**

- Home
- Back
- Help

**TAS** [Toggle Log](#)

RunDate: 03-Sep-2014  
Last Request: 1041ms

**Individual**

- File a Return
- Retrieve a Saved Return
- Make a Payment
- Where's My Refund
- Add Power of Attorney
- Login Features

**Business** Required

- Add Power of Attorney
- Request Account ID
- File PT-AGR
- File PT-STM
- Tax Certificate Application
- Login Features

**Unclaimed Property** Click for cash

- Search for Unclaimed Cash
- Retrieve a Saved Claim
- Track Your Claim Status
- Quick Claim Letter
- What You Will Need

**Liquor**

- Liquor Pricing Calculators
- License Search
- Server Training
- Retrieve a Saved Application
- Beer/Wine Label Search

**LOGIN** [Forgot my Password](#)

Username

Password

Authorization Code:

**SIGN UP FOR ACCOUNT ACCESS**

- Benefits of Signing Up
- Who Can Use TAP Login?
- Tax Types Available on TAP

## TAP Information & Instructions

The following link can be used to access TAP, <https://tap.dor.mt.gov/>

If you have not accessed TAP before you will see the following page and can click on the “Sign up Now!” button.

The screenshot shows the Taxpayer Access Point (TAP) login page. The page header includes the Montana Department of Revenue logo and the text "Taxpayer Access Point MTS" and "Montana Department of Revenue". The main heading is "Welcome to Taxpayer Access Point (TAP)".

On the left, there is a "Menu" section with links for Home, Back, and Help. Below it is a "TAS" section with a "Toggle Log" button and status information: "RunDate: 03-Sep-2014" and "Last Request: 1041ms".

The central content area is divided into four categories:

- Individual**:
  - File a Return
  - Retrieve a Saved Return
  - Make a Payment
  - Where's My Refund
  - Add Power of Attorney
  - Login Features
- Business**:
  - Add Power of Attorney
  - Request Account ID
  - File PT-AGR
  - File PT-STM
  - Tax Certificate Application
  - Login Features
- Unclaimed Property** (Click for cash):
  - Search for Unclaimed Cash
  - Retrieve a Saved Claim
  - Track Your Claim Status
  - Quick Claim Letter
  - What You Will Need
- Liquor**:
  - Liquor Pricing Calculators
  - License Search
  - Server Training
  - Retrieve a Saved Application
  - Beer/Wine Label Search

On the right, there is a "LOGIN" section with a "Forgot my Password" link. It includes fields for "Username" and "Password" (marked as "Required"), a "Login" button, and an "Authorization Code" field. Below this is a "SIGN UP FOR ACCOUNT ACCESS" section with links for "Benefits of Signing Up", "Who Can Use TAP Login?", and "Tax Types Available on TAP". A "Sign up Now!" button is circled in red.

Click on “Select Account Type”

The screenshot shows the Taxpayer Access Point (TAP) sign-up page. The page header includes the Montana Department of Revenue logo and the text "Taxpayer Access Point MTS" and "Montana Department of Revenue".

On the left, there is a "Menu" section with links for Home, Back, and Help. Below it is a "TAS" section with a "Toggle Log" button and status information: "RunDate: 03-Sep-2014" and "Last Request: 1105ms".

The main content area is titled "Sign up for TAP access". It features a "Step 1: Select Account Type" link circled in red. At the top right, there are "Submit" and "Cancel" buttons.

Choose an account type

The screenshot shows the 'Taxpayer Access Point MTS' interface for the Montana Department of Revenue. A modal window titled 'Step 1' is open, displaying the instruction: 'Select your account type, or if you are a tax preparer enter your SSN or FEIN'. The 'Select Your Account Type' dropdown menu is open, showing a list of options including '911 Emergency Telephone Fee', 'Agency Liquor Store Account', 'Bad Debts', 'Beer', 'Beer Connoisseur Tax', 'Bentonite Production Tax', 'Brewery Storage Depot License', 'Card Dealer License', 'Card Room Contractor', 'Cement & Gypsum Prod Lic Tax', 'Cigarette', 'Coal Gross Proceeds', 'Coal Severance Tax', and 'Common Carrier Tax'. A red arrow points to the 'Taxpayer' option at the top of the dropdown. A 'Required' label is visible next to the dropdown. The background shows 'Submit' and 'Cancel' buttons.

Click on ok

The screenshot shows the same 'Taxpayer Access Point MTS' interface. The modal window now shows 'Taxpayer' selected in the dropdown menu. Below the dropdown, there is an 'OR' separator and a 'Professional Tax Preparer' section. The 'Are you a Professional Tax Preparer?' dropdown is set to 'No'. There is an empty text input field for 'As a tax preparer, enter your SSN or FEIN'. The 'OK' button is circled in red. The background shows 'Submit' and 'Cancel' buttons.

Select "Business Account Registration"

Taxpayer Access Point  
MTS

Montana Department of Revenue

Menu  
Home  
Back  
Help

TAS Toggle Log  
RunDate: 03-Sep-2014  
Last Request: 611ms

Submit Cancel

Sign up for TAP access

Step 1: [Select Account Type](#)

Account Type: Gambling Operator

Step 2: **Business Account Registration** << Needs Correction

Enter the GOA or ONP account ID and Zip Code and click "ok"

Taxpayer Access Point  
MTS

Montana Department of Revenue

Menu  
Home  
Back  
Help

TAS Toggle Log  
RunDate: 03-Sep-2014  
Last Request: 611ms

Submit Cancel

Account Registration Authentication

Account ID: 6245599-002-GOA

Country: USA

Zip Code (for your account): 59601

Check if you wish to continue receiving paper returns and vouchers:  Required Format: \_\_\_\_\_

OK Cancel

<< Needs Correction

From this point it will want the profile to be completed and it will create a new account. You will be emailed an authorization code you will need to use the first time you log in.

**Taxpayer Access Point MTS** Montana Department of Revenue

Home Back Help

TAS Toggle Log  
RunDate: 04-Sep-2014  
Last Request: 21ms

## Welcome to Taxpayer Access Point (TAP)

**Individual**

- File a Return
- Retrieve a Saved Return
- Make a Payment
- Where's My Refund
- Add Power of Attorney
- Login Features

**Business**

- Add Power of Attorney
- Request Account ID
- File PT-AGR
- File PT-STM
- Tax Certificate Application
- Login Features

**Unclaimed Property**  
Click for cash

- Search for Unclaimed Cash
- Retrieve a Saved Claim
- Track Your Claim Status
- Quick Claim Letter
- What You Will Need

**Liquor**

- Liquor Pricing Calculators
- License Search
- Server Training
- Retrieve a Saved Application
- Beer/Wine Label Search

LOGIN [Forgot my Password](#)

Username:

Password:

Authorization Code:

[SIGN UP FOR ACCOUNT ACCESS](#)

- Benefits of Signing Up
- Who Can Use TAP Login?
- Tax Types Available on TAP

Once you log in you will see the following listing of accounts and information.

**Taxpayer Access Point MTS** Montana Department of Revenue

Home Back Help

TAS Toggle Log  
RunDate: 03-Sep-2014  
Last Request: 221ms

Log Off

**GCD TEST CASINO**

Montana Tax Number: 6608272  
Balance: \$0.00

**NAMES AND ADDRESSES**

Legal Name: GCD TEST CASINO  
DBA Name:  
Location Address: 555 5TH AVE HELENA MT 59601  
Mailing Address:

[ACCOUNTS<sup>2</sup>](#) [REQUESTS<sup>0</sup>](#) [WEB MESSAGING<sup>0</sup>](#) [LETTERS<sup>0</sup>](#)

**MY ACCOUNTS<sup>2</sup>**

Account ID	Account Type	Name	Frequency	Address	Balance
<a href="#">6608272-002-GOA</a>	Gambling Op.	GCD TEST CASINO	Fiscal	555 5TH AVE HELENA MT 59601	0.00
<a href="#">6608272-003-ONP</a>	On-Prem Cons	GCD TEST CASINO	ONP - Fiscal	555 5TH AVE HELENA MT 59601	0.00

[View My Profile](#)  
[Add Access to Another Account](#)  
[Liquor and Gambling Apps/Forms](#)  
[Pay Liquor Gambling Fees](#)

On the left hand side you can see different options to choose from. If you would like to apply for a new liquor and/or gambling license or make changes to the existing click on “Liquor and Gambling Apps/Forms”.

The screenshot shows the Taxpayer Access Point (TAS) interface for the Montana Department of Revenue. The page title is "Taxpayer Access Point MTS" and "Montana Department of Revenue". The user is logged in as "GCD TEST CASINO".

**Menu** (Log Off): Home, Back, Help

**TAS** (Toggle Log): RunDate: 04-Sep-2014, Last Request: 121ms

**View My Profile**: Add Access to Another Account, **Liquor and Gambling Apps/Forms** (circled in red), Liquor/Gambling F...

**ACCOUNTS AND ADDRESSES**

Montana Tax Number: 6608272  
Balance: \$0.00

Legal Name: GCD TEST CASINO  
DBA Name:  
Location Address: 555 5TH AVE HELENA MT 59601  
Mailing Address:

**MY ACCOUNTS**

Account ID	Account Type	Name	Frequency	Address	Balance
6608272-002-GOA	Gambling Op.	GCD TEST CASINO	Fiscal	555 5TH AVE HELENA MT 596	0.00
6608272-003-ONP	On-Prem Cons	GCD TEST CASINO	ONP - Fiscal	555 5TH AVE HELENA MT 596	0.00

For Category you will choose “Retail” in the drop down. For Application you can choose the Form 5 Liquor/Gambling License Application as shown below or the Form 37 or 39. Click continue when you made your choice.

The screenshot shows the "Liquor and Gambling Applications" form in the Taxpayer Access Point (TAS) interface. The page title is "Taxpayer Access Point MTS" and "Montana Department of Revenue".

**Menu** (Log Off): Home, Back, Help

**TAS** (Toggle Log): RunDate: 04-Sep-2014, Last Request: 426ms

**Liquor and Gambling Applications**

→ Category: Retail

→ Application: Liquor/Gambling License App

**Continue**

You will be taken to the start of the application. Read the information on the first page of the application and choose "Next".

The screenshot shows the Montana Taxpayer Access Point (TAP) website interface. At the top, there is a header with the Montana Department of Revenue logo and the text "Taxpayer Access Point MTS" and "Montana Department of Revenue". Below the header is a navigation menu with options: "Menu", "Home", "Back", "Help", "TAS", "Attachments", and "Log Off". The main content area is titled "Combined Liquor & Gambling License Application". Below the title, there are navigation buttons: "Previous", "Message", "Next", "Save and Finish Later", and "Cancel". The "Next" button is highlighted with a red circle. The main content area contains several sections of text: "Thank you for choosing Montana Taxpayer Access Point (TAP) to apply for your liquor and/or gambling license. Before you begin, we would like to briefly explain some of the items on the application.", "FEES - The applicable fees for the application are determined by the selections you make as you fill out the application. When you finish the application, you will be able to review a list of all applicable fees.", "PAYMENT - Applicants are encouraged to pay application fees with a credit card or electronic check. Paying with an electronic check is free. There is, however, a service charge for credit card payments. We also accept physical checks. You will need to include a voucher when you mail us the check. You can print the voucher at the end of the application process.", "SUPPORTING DOCUMENTS - For us to process an application, you will need to provide various supporting documents. The types and numbers of documents you'll need to provide depend on your responses on the application. After filling out the application, you'll receive a list of all documents you'll need to electronically attach to the application.", "SAVING - Please remember that after 45 minutes of inactivity on TAP, applicants will need to log back in. Any unsaved work will be lost. We therefore encourage you to save your work often. Once you save your application, you can continue working on it at a later time.", "FINGERPRINT CARDS - After filling out the application, you'll receive a list of individuals who will each need to provide two sets of fingerprint cards. You may contact us at the number below to obtain the fingerprint cards. Once you receive the cards, please contact your local law enforcement agency to help you and the other individuals complete them. Make sure to send the cards with the fingerprint card voucher available for print at the end of the application process.", and "Please do not hesitate to contact our office at 406-444-1971 if you have any questions with the application process."

You will continue on to complete the application and attach the corresponding documentation on the attachments page, complete the declaration and authorization statement and submit for processing. Should you have any questions regarding this process or need assistance call Gambling Control Division at (406) 444-1971 or Department of Revenue at (406) 444-6900.



Choose "Request a Card Table Permit".

The screenshot shows the Montana Department of Revenue Taxpayer Access Point (TAS) interface. The main heading is "Gambling Permits". On the left, there is a navigation menu with options like "Home", "Back", "Help", "TAS", "RunDate: 05-Sep-2014", "Last Request: 359ms", and "Attachments". The main content area includes a "Previous" button, a "Permits" button (highlighted with a red circle), and a "Next" button. Below these are buttons for "Save and Finish Later" and "Cancel". The "Account ID" field contains "6608272-002-GOA" and the "Account Name" field contains "GCD TEST CASINO". A red oval highlights the text "Request a Card Table Permit" under the heading "No changes made". Other options listed are "Request a Small Stakes Card Tournament Permit", "Request a Large Stakes Card Tournament Permit", and "Request a Keno/Bingo Permit".

If you choose "Yes" you will see the following fields are required to complete. Notice: You must select the ONP account for the liquor license the gambling license is associated with.

The screenshot shows the "Live Card Table Application" form. At the top, it says "Selected Administrative Rule Excerpt" and provides a link to "www.dojmt.gov". The excerpt text reads: "Mont. Code Ann. §23-5-306 (1)(a) A person who has been granted an operator's license under 23-5-177 and a license to sell alcoholic beverages for consumption on the premises may be granted an annual permit for the placement of live card game tables." and "Mont. Admin. R.23.16.1201(7) 'Card Table' or 'live card game table' means a table licensed by the department on which no more than one authorized card game is played at a time." Below this is a question: "Would you like to request a Card Table Permit?" with "Yes" and "No" radio buttons. A red oval highlights a link that says "Click here to select associated ONP Account". The form contains several input fields: "Gambling Operator Account Number" (6608272-002-GOA), "Liquor License Number", "Federal Tax ID No.", "Re-Enter FEIN", "Establishment Name", "Operator: Holder of O", "Establishment Phone Number", "Email Address", "Street Address" (555 5TH AVE), "Street Address2", "Unit Type", "Unit", "City" (HELENA), "State" (MT), and "Zip" (59601). A yellow box with the word "Required" is overlaid on the "Establishment Name" field. At the bottom, there is a question "How many card tables do you wish to license?" with a "Number of tables" field set to "0" and an "Existing Table Permit" checkbox. "OK" and "Cancel" buttons are at the bottom right.

Once the required fields are completed and an ONP account is entered click ok.

**Card Table Permits**

### Live Card Table Application

**Selected Administrative Rule Excerpt**  
To obtain a complete copy of the rules and statutes, visit our website at [www.dojmt.gov](http://www.dojmt.gov)

Mont. Code Ann. §23-5-306 (1)(a) A person who has been granted an operator's license under 23-5-177 and a license to sell alcoholic beverages for consumption on the premises may be granted an annual permit for the placement of live card game tables.

Mont. Admin. R.23.16.1201(7) 'Card Table' or 'live card game table' means a table licensed by the department on which no more than one authorized card game is played at a time.

Would you like to request a Card Table Permit?  Yes  No

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[Click here to select associated ONP Account](#)

<b>Gambling Operator Account Number</b> 6608272-002-GOA	<b>Liquor License Number</b> 01-234-5678-910	<b>Establishment Mailing Address</b> <b>Street Address</b> 555 5TH AVE
<b>Federal Tax ID No.</b> **-***6789	<b>Re-Enter FEIN</b> **-***6789	<b>Street Address2</b> 
<b>Establishment Name</b> GCD TEST	<b>Unit Type</b> 	<b>Unit</b> 
<b>Operator: Holder of Operator License</b> GCD TEST	<b>City</b> HELENA	
<b>Establishment Phone Number</b> (406) 444-4444	<b>Email Address</b> gcdtest@mt.gov	<b>State</b> MT
		<b>Zip</b> 59601

How many card tables do you wish to license?  
Number of tables:   
Existing Table Permit:

The next screen will show what permit is being requested and it can either be submitted or saved to be submitted at a later date. Click on "Next".

**Taxpayer Access Point**  
**MTS**

**Montana Department of Revenue**

**Gambling Permits**

Account ID: 6608272-002-GOA  
Account Name: GCD TEST CASINO

✔ [Request a Card Table Permit](#)  
[Request a Small Stakes Card Tournament Permit](#)  
[Request a Large Stakes Card Tournament Permit](#)  
[Request a Keno/Bingo Permit](#)

The fee owed for this permit is shown on the next page or if multiple permits are requested at the same time the name of each permit and permit fee and total of all will be displayed. Click on “Next” again.

The screenshot shows the Montana Department of Revenue Taxpayer Access Point (TAS) interface. The header includes the state seal and the text "Taxpayer Access Point MTS" and "Montana Department of Revenue". The main content area is titled "Gambling Permits". Below the title, there is a navigation bar with buttons for "Previous", "1", "Fee Summary", "Next", "Save and Finish Later", and "Cancel". The "Next" button is circled in red. Below the navigation bar, there is a "Summary of Fees Due" section with a table:

Card Table Fee:	250.00
Total Fee:	250.00

On the left side, there is a sidebar with "Menu" (Home, Back, Help), "TAS" (RunDate: 05-Sep-2014, Last Request: 923ms), and "Attachments" (Add).

If any attachments are required the next screen will give you an opportunity to attach any documents needing to be submitted. Click on “Next” again once all required attachments are attached.

The screenshot shows the Montana Department of Revenue Taxpayer Access Point (TAS) interface. The header includes the state seal and the text "Taxpayer Access Point MTS" and "Montana Department of Revenue". The main content area is titled "Gambling Permits". Below the title, there is a navigation bar with buttons for "Previous", "1", "2", "Attachments", "Next", "Save and Finish Later", and "Cancel". The "Next" button is circled in red. Below the navigation bar, there is a text prompt: "Please attach any relevant documents to assist in the processing of this request." and a button labeled "Add Attachments". On the left side, there is a sidebar with "Menu" (Home, Back, Help), "TAS" (RunDate: 05-Sep-2014, Last Request: 63ms), and "Attachments" (Add).

Read the disclosure and check the box and electronically sign if you agree to the disclosure and choose "Submit".

The screenshot shows the 'Taxpayer Access Point MTS' interface for the Montana Department of Revenue. The page title is 'Gambling Permits'. On the left sidebar, there are navigation options: 'Menu' (Home, Back, Help), 'TAS' (Toggle Log, RunDate: 05-Sep-2014, Last Request: 566ms), and 'Attachments' (Add). The main content area has a progress bar with steps 1, 2, 3, 'Authorization', 'Next', and 'Submit'. The 'Submit' button is circled in red. Below the progress bar is a disclosure statement: 'I affirm I am authorized to make this application for the applicant and that the answers contained herein are true and complete. If this application or attachments contain false information, I understand I may be subject to the criminal penalties of Mont. Code Ann. 45-7-202, 45-7-203, 45-7-208, and/or revocation of any gambling licenses granted pursuant to this application.' Below the disclosure is a checked checkbox with the text 'By checking this box, I agree to the above statement'. There are two input fields: 'Full Name of Licensee/Authorized Agent' containing 'GCD TESTER' and 'Date' containing '05-Sep-2014'.

The account password is required to be submitted. Enter the account password and click "OK".

This screenshot shows the same 'Gambling Permits' application page as above, but with a modal dialog box overlaid. The dialog box has a title bar with a close button (X) and contains the text: 'You are required to re-enter your password to verify this request. Your password will act as your signature.' Below this text is a password input field with a green background and a redacted password '.....'. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'. The 'OK' button is circled in red.

Once the request is submitted to the Division you must pay online for the permit requested if there are fees due for the permit requested. Click on "Proceed to Pay Online". The same can be done for each permit available for online submittal.

## GOA Account Changes

You can also choose to submit changes to your GOA account by choosing "Request GOA Account Changes" on the list.

**Taxpayer Access Point MTS** Montana Department of Revenue

**GAMBLING OPERATOR**

Acct Id: 6608272-002-GOA  
 Filing Frequency: Yearly - Fiscal  
 Payment Source: [Setup](#)

**NAMES AND ADDRESSES**

DBA Name: GCD TEST CASINO  
 Legal Name: GCD TEST CASINO  
 Location Address: 555 5TH AVE HELENA MT 59601  
 Mailing Address: [Add](#)

Balance: 250.00  
 Pending Payments + Returns: 0.00  
 Effective Balance: 250.00

PERIODS | **REQUESTS<sup>0</sup>** | ACTIVITY | WEB MESSAGING<sup>0</sup> | LETTERS<sup>0</sup>

ATTENTION NEEDED<sup>1</sup> ALL PERIODS

PERIODS REQUIRING ATTENTION

Period	Request Status	Tax	Penalty	Interest	Credits	Balance	Messages
30-Jun-2015	<a href="#">Pay</a>	250.00	0.00	0.00	0.00	250.00	After Deadline

Below is a list of documents or changes available for request.

**Taxpayer Access Point MTS** Montana Department of Revenue

**Gambling Operator License, Online Account Maintenance**

[Previous](#) | **Summary View** | [Next](#) | [Save and Finish Later](#) | [Cancel](#)

Use the links below to indicate the changes you would like to make to your Gambling Operator account.

**No Changes Yet Provided**

- [Request a license account DBA Name change](#)
- [Request an Owning Entity name change](#)
- [Request an account Mailing Address change](#)
- [Add Lease/Loan Documents](#)
- Request to Add/Remove Managers, Officers, or Directors**
  - [Change Manager information](#)
  - [Change Officer information](#)
  - [Change Director information](#)