



RENEW ONLINE! The Department of Justice is excited to announce that this year you will be able to renew your gambling license online through DOR's Taxpayer Access Point (TAP).

Gambling Operators, Manufacturers, Distributors, Route Operators, Card Room Contractors, and Card Dealers can all renew online. In addition, Gambling Operators will be able to add live card tables, a small stakes tournament permit, or keno/bingo permit at the same time. Large stakes tournament permit applications will be able to be completed online as well (just not in conjunction with the renewal).

For those of you who have renewed your Liquor license online in previous years, we are using the same system – which means you can do **both** at the same time! The log in is the same; you will just have to add access to your GOA account. See detailed instructions below.

Renewal notices for Manufacturers, Distributors, and Route Operators will be sent out in the mail on May 1st followed by Gambling Operators and Card Room Contractors around May 14th. Please take advantage of our new online system this year to save time and a stamp!

INSTRUCTIONS:

1. NAVIGATE to: <https://tap.dor.mt.gov>
 - LOGIN to your existing TAP account if you already have one for your entity.

- i. Click “Add Access to Another Account” on the left-hand side of the screen.

Account ID	Account Type	Name	Frequency	Address	Balance
4090765-002-MDR	VGM MDR	PEABODY'S GAMING HQ	Fiscal	340 N LAST CHANCE GULCH	0.00
4090765-003-GOA	Gambling Op.	PEABODY'S GAMING HQ	Fiscal	340 N LAST CHANCE GULCH	0.00
4090765-004-CRC	Card Room Contr.	PEABODY'S GAMING HQ	Fiscal	340 N LAST CHANCE GULCH	0.00
4090765-005-ONP	On-Prem Cons	PEABODY'S GAMING HQ	ONP - Fiscal	340 N LAST CHANCE GULCH	0.00

- ii. Select
Your Account Type (Gambling Operator, VGM Route/Manu/Dist, Card Room Contractor, etc.).

- iii. Enter your Account ID (GOA, MDR, CRC, etc.), which can be found on your license or renewal form, and Zip Code.
- OR click **“Sign up Now!”** to create an account.
 - i. Select Your Account Type (Gambling Operator, VGM Route/Manu/Dist, Card Room Contractor, etc.).
 - ii. Enter your Account ID (GOA, MDR, CRC, etc.), which can be found on your license or renewal form, and Zip Code.
 - iii. Enter Profile Information (what you would like to use for your new TAP account).

Welcome to Taxpayer Access Point (TAP)

Individual

- [Return](#)
- [File a Saved Return](#)
- [Make a Payment](#)
- [Request My Refund](#)
- [Request Power of Attorney](#)
- [Account 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

- [Request for Unclaimed Cash](#)
- [File a Saved Claim](#)
- [Check your Claim Status](#)

Liquor

- [Vendor Calculator](#)
- [Vendor Calculator - UP](#)
- [License Search](#)

LOGIN [Forgot my Password](#)

Username

Password

[Reset](#)

Authorization Code:

SIGN UP FOR ACCOUNT ACCESS

- [Benefits of Signing Up](#)
- [Who Can Use TAP Login?](#)
- [Tax Types Available on TAP](#)

2. Once logged in, click on your **ACCOUNT ID** (e.g. xxxxxxx-xxx-GOA).

PEABODY'S GAMING HQ		NAMES AND ADDRESSES			
Montana Tax Number	4090765	Legal Name	PEABODY'S GAMING HQ		
Balance	\$0.00	DBA Name			
		Location Address	340 N LAST CHANCE GULCH HELENA MT 59601		
		Mailing Address			

ACCOUNTS⁴
REQUESTS²
WEB MESSAGING⁰
LETTERS⁰

MY ACCOUNTS⁴

MY ACCOUNTS						Hide History	Filter
Account ID	Account Type	Name	Frequency	Address	Balance		
4090765-002-MDR	VGM MDR	PEABODY'S GAMING HQ	Fiscal	340 N LAST CHANCE GULCH	0.00		
4090765-003-GOA	Gambling Op.	PEABODY'S GAMING HQ	Fiscal	340 N LAST CHANCE GULCH	0.00		
4090765-004-CRC	Card Room Contr.	PEABODY'S GAMING HQ	Fiscal	340 N LAST CHANCE GULCH	0.00		
4090765-005-ONP	On-Prem Cons	PEABODY'S GAMING HQ	ONP - Fiscal	340 N LAST CHANCE GULCH	0.00		

- Click **"File Now"** and follow the instructions.

Acct Id: 4090765-003-GOA | DBA Name: PEABODY'S GAMING HQ
 Filing Frequency: Yearly - Fiscal | Legal Name: PEABODY'S GAMING HQ
 Payment Source: Setup | Location Address: 340 N LAST CHANCE GULCH HELENA MT 59601
 Balance: 0.00 | Mailing Address:
 Pending Payments + Returns: 0.00
 Effective Balance: 0.00

PERIODS | REQUESTS⁰ | ACTIVITY | WEB MESSAGING⁰ | LETTERS⁰

ATTENTION NEEDED¹ | ALL PERIODS

PERIODS FROM 02-MAY-2012 Change Date Defaults Filter

Period	Request Status	File Now	Pay	Tax	Penalty	Interest	Credits	Balance	Messages
30-Jun-2015	Outstanding	File Now	Pay	0.00	0.00	0.00	0.00	0.00	File Renewal
30-Jun-2014			Pay	0.00	0.00	0.00	0.00	0.00	

- If there is a balance due, click **"Pay"** and make your payment online. License renewals and/or permits will not be processed until payment is received.

GAMBLING OPERATOR | NAMES AND ADDRESSES

Acct Id: 4090765-003-GOA | DBA Name: PEABODY'S GAMING HQ
 Filing Frequency: Yearly - Fiscal | Legal Name: PEABODY'S GAMING HQ
 Payment Source: Setup | Location Address: 340 N LAST CHANCE GULCH HELENA MT 59601
 Balance: 0.00 | Mailing Address:
 Pending Payments + Returns: 0.00
 Effective Balance: 0.00

PERIODS | REQUESTS⁰ | ACTIVITY | WEB MESSAGING⁰ | LETTERS⁰

ATTENTION NEEDED¹ | ALL PERIODS

PERIODS FROM 02-MAY-2012 Change Date Defaults Filter

Period	Request Status	File Now	Pay	Tax	Penalty	Interest	Credits	Balance	Messages
30-Jun-2015	Outstanding	File Now	Pay	0.00	0.00	0.00	0.00	0.00	File Renewal
30-Jun-2014			Pay	0.00	0.00	0.00	0.00	0.00	

- It's that easy! Questions? **Call (406) 444-1971 or email gcd@mt.gov**.
- Please note: After your renewal is processed, you can renew your video gambling machines online (this process has **not** changed) by visiting: <https://app.mt.gov/gambling/>

There are many other ways to manage your license(s) in TAP. While you are logged in, if you click the "Liquor Gambling Apps/Forms" link, you will see the applications available.

Menu | Log Off

Home | Back | Help

MTT | Toggle Log

Data: jzimprich
 RunDate: 02-May-2014
 Last Request: 2959ms

View My Profile
 Add Access to Another Account
 Liquor Gambling Apps/Forms
 Pay Liquor Gambling Fees

PEABODY'S GAMING HQ | NAMES AND ADDRESSES

Montana Tax Number: 4090765 | Legal Name:
 Balance: \$0.00 | DBA Name:
 Location:
 Mailing Address:

ACCOUNTS⁴ | REQUESTS¹ | WEB MESSAGING⁰ | LETTERS⁰

MY ACCOUNTS⁴

MY ACCOUNTS

Account ID	Account Type	Name	Frequency
4090765-002-MDR	VGM MDR	PEABODY'S GAMING HQ	Fiscal
4090765-003-GOA	Gambling Op.	PEABODY'S GAMING HQ	Fiscal
4090765-004-CRC	Card Room Contr.	PEABODY'S GAMING HQ	Fiscal
4090765-005-ONP	On-Prem Cons	PEABODY'S GAMING HQ	ONP - Fisc

If you click on your GOA account ID, you will receive a link to “Request GOA Account Changes” on the left-hand side of the screen. Soon, there will be another link titled “GOA Permits,” which you will be able to use to request Card Table Permits, Small Stakes Tournament Permits, Large Stakes Tournament Permits, or Keno/Bingo Permits.

The screenshot displays a web application interface. On the left is a navigation menu with options: Home, Back, Help, MTT (with a 'Toggle Log' button), Data: jzimprich, RunDate: 02-May-2014, Last Request: 2296ms, Request GOA Account Changes (highlighted in yellow with a red arrow), GOA Permits, and Detail. The main content area is titled 'GAMBLING OPERATOR' and includes a 'Log Off' button. Below the title are fields for 'Acct Id' (4090765-003-GOA), 'Filing Frequency' (Yearly - Fiscal), and 'Payment Source' (Setup). To the right, under 'NAMES AND AD', are fields for 'DBA Name', 'Legal Name', 'Location Address', and 'Mailing Address'. Below these are financial fields: 'Balance' (0.00), 'Pending Payments + Returns' (0.00), and 'Effective Balance' (0.00). A navigation bar contains buttons for PERIODS, REQUESTS⁰, ACTIVITY, WEB MESSAGING⁰, and LETTERS⁰. Below this is a blue bar with 'ATTENTION NEEDED¹' and 'ALL PERIODS'. The main data table is titled 'PERIODS FROM 02-MAY-2012' and has columns for Period, Request Status, File Now, Pay, Tax, and Pe.

Period	Request Status	File Now	Pay	Tax	Pe
30-Jun-2015	Outstanding	File Now	Pay	0.00	
30-Jun-2014			Pay	0.00	

We encourage you to explore the new functionality. As always, please contact us with any questions at gcd@mt.gov or call (406) 444-1971.

***NOTE: The screen shots are from a test database with fictional data only.