

# Montana Tavern Times

## Renewing Gambling License through Taxpayer Access Point (TAP) – April 1, 2014

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**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 that 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 1<sup>st</sup> followed by Gambling Operators and Card Room Contractors around May 14<sup>th</sup>. 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.
    - 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).
2. Once logged in, click on your **ACCOUNT ID** (e.g. xxxxxxx-xxx-GOA).
3. Click “**File Now**” and follow the instructions.
4. 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.
5. It's that easy! Questions? **Call (406) 444-1971 or email [gcd@mt.gov](mailto:gcd@mt.gov).**

6. 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/>

Just as a reminder, 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. 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. I encourage you to explore the new functionality. As always, please contact us with any questions at [gcd@mt.gov](mailto:gcd@mt.gov) or call (406) 444-1971.