

Step-by-Step Guide to Register for a Taxpayer Access Point (TAP) Account

Step 1: Go to <https://idahotap.gentax.com/tap/> / or use the QR Code and click Sign Up



Step 2: Click on the registration option that works for you. **Each option is explained below.**

Registration Options

Completing this request will grant you access to Idaho's Taxpayer Access Point (TAP).

Select 1 of the following registration options below *

☐ Take a quiz for same-day access

You may be able to register and receive immediate access to file returns and make payments if you have the following information:

- Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN) or Federal Employer Identification Number (FEIN)
- First/Last Name or Business Name
- ZIP Code
- Most Recent Tax Return Information (If you have a processed Amendment use that amount)
- Account Permit Number (If registering as business or third-party)

☐ Receive a letter with your registration code

Receiving your registration code by mail may take up to 10 business days.

The following information is required:

- Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN) or Federal Employer Identification Number (FEIN)
- First/Last Name or Business Name
- ZIP Code

☐ Already have your registration Code? Click Here and continue with your registration.

OPTION 1: Take a quiz for same-day access

Step 1: Answer the first question and click next.
Most likely, the answer will be No.

Registration Information

Are you a third-party tax preparer who plans on filing taxes for someone besides yourself? *

No

Yes

Step 2: If you selected No, you will get the following questions. Fill them out and click next.

Step 3: Select which Form Type you filed and fill in the rest of the information. Whatever option you select, it will show you where to find the information on your tax forms.

Select the filing Period End and the Amount of Tax for whatever line option it is asking, and select next.

Taxpayer Information

New to Idaho?

You must have an active Idaho tax account in order to register for TAP.

When signing up for TAP, your information must match your Idaho Tax Commission registration.

[Contact us](#) if you have questions.

Select your ID Type

SSN

ITIN

FEIN

Your SSN *

Required

First Name *

Required

Last Name *

Required

Zip Code *

Required

• If you

• Use

Registration Quiz

Select Form Type You've Filed *

☐

Individual Income Tax (Form 40)

☐

Part-Year Resident and Non-Resident Income Tax Return (Form 43)

Select Filing Period End *

Required

Enter Total Tax amount (must be a non-zero value) *

Required

Registration Quiz

Select Form Type You've Filed

☒

Individual Income Tax (Form 40)

☐

Part-Year Resident and Non-Resident Income Tax Return (Form 43)

Select Filing Period End *

Enter **Total Tax** amount found on **Line 33** for the selected filing period (must be a non-zero value, if you have a

Registration Quiz

Select Form Type You've Filed

☐

Individual Income Tax (Form 40)

☒

Part-Year Resident and Non-Resident Income Tax Return (Form 43)

Select Filing Period End *

Enter **Total Tax** amount found on **Line 53** for the selected filing period (must be a non-zero value, if you have a processed amendment use that amount

Required

Other Taxes. See instructions, page 10.

28. Fuels use tax due. Include Form 75	28	00
29. Sales/use tax due on untaxed purchases (online, mail order, and other)	29	00
30. Total tax from recapture of income tax credits from Form 44, Part II, line 6. Include Form 44	30	00
31. Tax from recapture of qualified investment exemption (QIE). Include Form 49ER	31	00
32. Permanent building fund tax.		
Check the box if you received Idaho public assistance payments for 2024	☐	10 00
33. Total Tax. Add lines 27 through 32	33	00

48. Fuels use tax due. Include Form 75	48	00
49. Sales/use tax due on untaxed purchases (online, mail order, and other)	49	00
50. Total tax from recapture of income tax credits from Form 44, Part II, line 6. Include Form 44	50	00
51. Tax from recapture of qualified investment exemption (QIE). Include Form 49ER	51	00
52. Permanent building fund tax. Some people don't have to pay this. See instructions. Check the box if you received Idaho public assistance payments for 2024	52	10 00
53. Total Tax. Add lines 47 through 52	53	00

Step 4: Fill out the TAP Logon Creation and select Next.

TAP Logon Creation

Email *	Required	
Re-enter Email *	Required	
Username *	Required	
Password *	Required	Your password length must be at least 10 characters and include the following: 1. Alphanumeric (use a combination of letters and numbers). 2. Both upper and lower case letters. 3. At least one special character. Passwords are case sensitive and cannot be the same as your Username.
Confirm Password *	Required	
Recovery Question *	Required	
Answer *	Required	
Your Name *	Required	
Your Phone Number *	Required	
Alternate Phone Number		

Step 5: Double-check the Registration Summary and complete the registration.

OPTION 2: Receive a letter with your registration code

Step 1: Answer the first question and click next.

Most likely, the answer will be No.

Registration Information

Are you a third-party tax preparer who plans on filing taxes for someone besides yourself? *

No	Yes
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Step 2: Fill out the Taxpayer Information and click submit. They will mail you a registration code.

OPTION 3: Already have your registration Code? -

This is what you would click once you get your code mailed to you.

Step 1: Answer the first question the way you answered it when you were requesting the code.

Taxpayer Information

New to Idaho?
You must have an active Idaho tax account in order to register for TAP.
When signing up for TAP, your information must match your Idaho Tax Commission registration.
[Contact us](#) if you have questions.

Select your ID Type ☐ SSN ☐ ITIN ☐ FEIN

Your SSN * *Required*

First Name * *Required*

Last Name * *Required*

Zip Code * *Required*

- If your address is outside the U.S., enter 99999 for your Zip Code.
- Use your Location Address Zip Code for the purpose of this registration

Email * *Required*

Re-enter Email * *Required*

Registration Information

When previously signing up did you answer "Yes" to Filing as a "3rd Party"?

☐ No ☐ Yes

Step 2: Complete the Verify Section and select Next.

Verify

Please enter the TAP registration code you received, along with your ID, to complete your registration.
Your information must match your Idaho Tax Commission registration.

 Registration code * *Required*

Select your ID Type ☐ SSN ☐ ITIN ☐ FEIN

Your SSN * *Required*

Step 3: Finish completing the next few steps. To complete your TAP Account.