

# OKLAHOMA TAX COMMISSION

## ONELINK TAX SYSTEM



# TABLE OF CONTENTS

- OVERVIEW - OKLAHOMA TAXPAYER ACCESS POINT ..... 3
- NAVIGATING OKTAP ..... 4
- REGISTERING FOR OKTAP ..... 5
- THINGS YOU CAN DO WITH OKTAP ..... 12
- LETTERS & PERMITS ..... 17
- VIEWING AND SENDING NOTICES..... 17
- REQUESTS..... 19
- ACCOUNTS ..... 20
- FILING A RETURN..... 22
- ORDERING CIGARETTE STAMPS ON OKTAP ..... 26
- ACCESS CHART — TYPES AND LEVELS ..... 33
- NAVIGATION MENU DETAILS – ACCOUNT LEVEL ..... 34
- WITHHOLDING REGISTRATION APPLICATION ..... 37

To link directly to a topic: hover over the Table of Contents section title, and click.

**NOTE:**  
All account numbers, company names, and graphic examples are fictitious. Any resemblance to an actual company or taxpayer is completely coincidental.

# OVERVIEW - OKLAHOMA TAXPAYER ACCESS POINT

Oklahoma Taxpayer Access Point (OkTAP) is an additional way to access your tax information. Taxpayers who choose to register for OkTAP will have the ability to manage and monitor their tax accounts via the internet anytime, anywhere.

Online messaging is also available and provides a secure connection for the taxpayer and/or their agent to submit a message to an Oklahoma Tax Commission (OTC) representative.

## TAX TYPES CURRENTLY SUPPORTED IN OKTAP

Currently, there are three tax types supported in OkTAP: Alcohol, Cigarette, and Tobacco. Over the next few years additional tax types will become available for access through OkTAP.

Tax Type Supported	Account Balance and Activity	View and Print OTC Correspondence	File or Amend Returns	On-Line Messaging
Alcohol	✓	✓	✓	✓
Cigarette	✓	✓	✓	✓
Tobacco	✓	✓	✓	✓

## FILERS WHO USE THE OTC ONLINE FILING

User IDs and passwords used on QuickTax, the Business Tax Filing System, will not work with OkTAP. The taxpayer must register to use OkTAP.

## FREQUENTLY ASKED QUESTIONS

Users who have questions while using OkTAP should navigate to the blue **FAQs** link located at the left side of every screen.



When users log out of OKTAP they should **always close the web browser** to ensure that none of their personal data remains in the computer's cache memory.

# NAVIGATING OKTAP

OkTAP uses a number of pop-ups to provide options throughout the interface. Therefore, it is recommended you disable the Pop-up Blocker Settings and allow pop-ups from the OkTAP website.



OkTAP will automatically log off after 15 minutes of inactivity.

Navigation in OkTAP is done by using the on-screen navigation hyperlinks described below. The bar along the left side of the window will be available from every screen.

The screenshot shows the OkTAP interface with the following elements:

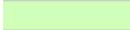
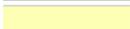
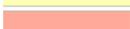
- Callout A:** Points to the sidebar on the left, which includes the OkTAP logo, 'Oklahoma Taxpayer Access Point', and sections for Menu (Home, Back, Log Off), Navigation (My Accounts), My Profile (Add Access to Another Account), and Help Links (FAQ's, Guide).
- Callout B:** Points to the 'QUICK STORE' section, which displays Federal Employer ID (\*\*-\*\*\*1111) and Balance (\$0.00).
- Callout C:** Points to the 'NAMES AND ADDRESSES' section, which displays Legal Name (QUICK STORE), DBA Name (Add), Mailing Address (Edit), and the address: 123 MAIN ST OKLAHOMA CITY OK 00000.
- Callout D:** Points to the account tabs: ACCOUNTS, REQUESTS, NOTICES, and LETTERS & PERMITS. Below these is a search bar for 'ACCESSIBLE ACCOUNTS (SEARCH)' and a table for 'MY ACCOUNTS'.

Account ID	Account Type	Name	Frequency	Address	Balance
CIG-10166	CIG Return	QUICK STORE	Cig Whsl	123 MAIN ST OKLAHOMA CITY	0.00

- A. The sidebar on the left of the window contains four key elements:
  1. The OkTAP icon will take you to the Oklahoma Tax Commission website.
  2. The **Menu** section contains options for Home, Back, and Log Off. Back will become active once you have moved beyond the **Home** screen.
  3. The **Navigation** section provides links to:
    - a. My Accounts – these are the accounts that have been registered for access through your OkTAP login.  
*\*\*The next group of options will change depending on where you are within your OkTAP account(s).\*\**
  4. **Help Links** section provides links to the Frequently Asked Questions (FAQ's) and an electronic copy of this guide.
- B. This section displays basic organization information; name, Federal Employer ID or Social Security Number, and overall balance for all accounts that are registered for access through OkTAP.
- C. In the top right of the screen is the DBA Name and Mailing Address. This will change to account specific name and mailing address when using the Accounts tab.
- D. The main portion of the screen is organized into four tabs:
  1. Accounts - contains the list of accounts that have been specified as part of this profile with a small summary.
  2. Requests – items that have been submitted, such as, a return or change of address.
  3. Notices – messages from the OTC or confirmation that a request has been completed.
  4. Letters & Permits – Letters or permits that have been printed and sent.

# OKTAP COLORS

The fields on the forms are color-coded to help tell you what actions are allowed or needed for each particular item:

	<b>Green:</b> enter information (optional)
	<b>Yellow:</b> field is required in order to be submitted
	<b>Red:</b> field is in error
	<b>White:</b> field is automatically calculated and cannot be modified

Click or hover over the red error field for explanation about the error.

# REGISTERING FOR OKTAP

Several tax type accounts are available through OkTAP. (See chart on page 3.) Any taxpayers who have tax accounts available through OkTAP are eligible to register for an OkTAP logon.

The first individual that registers themselves in OkTAP under a company's FEIN is considered the Master Account Holder. Only the Master Account Holder can manage logons, request to cease an account, and set up Direct Deposit for any tax refunds associated with their account(s). The Master Account Holder will also be alerted by email whenever a subsequent account is accessed under the same FEIN.

It is an easy two-step process to begin using OkTAP to access your tax information:

1. Register to use OkTAP – provide initial information and an Authorization Code will be emailed to you
2. Initial Logon - Authorization Code required

# HOW DOES A TAXPAYER REGISTER ON OKTAP?

You will need the following information

- Account Number: 13 digit account number; located on all correspondence received from OTC after October 10, 2011 for all participating tax types.
- Federal Employer Identification Number (FEIN) for Business Registration
- Social Security Number for individuals, Sole Proprietor
- Logon ID: You will create a Logon ID (up to 30 characters; **not** case sensitive; spaces are allowed)
- Password:  
Password **must be at least 10 characters long** and contain the following:
  - At least 1 upper-case letter
  - At least 1 lower-case letter
  - At least 1 number
- Valid e-mail address to receive confirmation and Authorization Code messages.

## Steps to register for OkTAP:

1. Click the button: **Sign Up Now!**

2. To begin the registration process click the link, **Step 1 of 3: Personal Information**
  - a. Complete the required information and click **OK**:
    - i. -Your name
    - ii. -Email address: must be valid to receive confirmation of registration and Authorization Code for the initial login
    - iii. -Contact Phone: (required for business taxes)
    - iv. -Alternate Phone: (optional)

Once the first window is completed the information entered will appear on the registration page and the next link will become available.

3. Click **Step 2 of 3: Create Logon Credentials**

The screenshot displays the OKTAP Registration interface. On the left is a navigation menu with 'Menu', 'Home', 'Back', 'Navigation', 'Home', 'Request', 'Submit', 'Cancel', 'Help Links', 'FAQ's', and 'Guide'. The main content area is titled 'OKTAP REGISTRATION' and shows 'Step 1 of 3: Personal Information' with 'Your Name (First and Last)' set to 'Store Manager' and an empty 'Email Address' field. Below this is 'Step 2 of 3: Logon Credentials' with 'Your Logon ID' set to 'smanager', 'Password' and 'Confirm Password' fields with masked characters, 'Secret Question' set to 'What is your favorite animal?', and 'Secret Answer' set to 'Cheetah'. A red arrow points to the 'OK' button. A 'TAP Tips' box on the right contains instructions: 'Click on the blue Step 1 link to start', 'Required information is entered in yellow boxes', 'Optional information is entered in green boxes', 'Information cannot be entered in white boxes', 'Fields with a red round contain an error that must be corrected', and 'When a step is completed without errors, the next step becomes available'. A modal window is open over the registration form, titled 'Select a Username for OKTAP: Create a logon ID. You will use this to login to OKTAP.' It contains the same fields as the main window, with a red arrow pointing to the 'OK' button.

Complete the required information and click **OK**:

- Logon ID: (30 character maximum)
- Password: Passwords **must** contain 10 or more characters and include:
  - ◆ At least 1 upper-case letter
  - ◆ At least 1 lower-case letter
  - ◆ At least 1 number
- Secret Question and Answer

4. Click **Step 3 of 3: Customer and Account Information**

**OKTAP REGISTRATION**

**Step 1 of 3: Personal Information**  
Your Name (First and Last)   
Email Address

**Step 2 of 3: Logon Credentials**  
Logon ID   
Secret Question

**Step 3 of 3: Customer and Account Information**

**Enter Your Identification Number:**  
This would be your company's FEIN, or for Sole Proprietors use your SSN.  
Select ID Type   
Enter ID number

**Account Summary:**  
Enter existing Oklahoma Tax account information to validate your registration. This will register the selected account.  
Account Type   
Account ID (eg ALC-10000000-99)   
Account Zip Code

**NOTE:** Additional accounts may be added once you have successfully registered.

**TAP Tips**  
• Click on the blue Step 1 link to start  
• Required information is entered in yellow boxes  
• Optional information is entered in green boxes  
• Information cannot be entered in white boxes  
• a red x contain an error corrected  
• if completed, the next step

**Navigation:**  
Menu  
Home  
Back  
Navigation  
Home  
Request  
Submit  
Cancel  
Help Links  
FAQ's  
Guide

**Buttons:** OK, Cancel

Complete the required information and click **OK**:

- Select the ID type (Federal or Social Security ID number)
- Enter the ID Number
- Account Type (using the drop down arrows)
- Account Number
- Account Zip Code

5. Click the **Submit** button to complete the registration.

Next, you will receive an OkTAP confirmation screen. The confirmation screen will provide the New Registration request confirmation number.

The OkTAP Registration request will be processed and you will receive your Authorization Code within a few minutes. The Authorization Code is required for your initial login and will be sent to the e-mail account specified during the registration process.

Below is an example of the Authorization Code e-mail:

**\*\*THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY TO THIS EMAIL.\*\***

Welcome to OkTAP!  
We have processed your registration for Logon ID: smanager  
The first time you login to OkTAP, the authorization code **R3XVYM**

[Click here to login](#)

STORE MANAGER  
1234 FAKE ST OKC, OK 00000-0000

## LOGGING ON FOR THE FIRST TIME

Once registration is complete, your **Authorization Code** will be sent to the specified e-mail address. The **Authorization Code** must be used to logon for the **first time**.

The screenshot shows the OKTAP login page. At the top, a red banner states: "OkTAP is unavailable Thursday evenings from 9:00 pm until 9:15 pm (CST) for routine maintenance. Any work not finished or saved during this time will be lost and will have to be submitted again." Below this is the "LOGIN" header with a "Forgot my Password" link. The main form has three sections: "Username" with the text "smanager" and a "Sign up Now!" button; "Password" with a masked field "\*\*\*\*\*"; and "Authorization Code:" with the text "R3XVYM" and a "Logon" button. On the left, there is a navigation menu with "Menu" (Home, Back), "Navigation" (Home), and "Help Links" (FAQ's, Guide).

## WHAT IF I FORGET MY PASSWORD?

If you forget your OKTAP password, you can reset your password yourself.

**Click** the tab: **Forgot my Password** on the main Logon screen.

Initially, only the first two items will be displayed in the window. Enter in your Logon ID, and then click the **Next** button.

This screenshot shows the "RESET PASSWORD" page. A red circle with a left-pointing arrow highlights the "Forgot my Password" link in the top right corner. The main form has a "Username:" label and a text input field containing a single dot. To the right of the input field is a "Next" button, also highlighted with a red circle and a left-pointing arrow. The page header includes the OKTAP logo and the same maintenance banner as the previous screenshot.

Answer the Secret Question you set up at your initial registration, and enter in your new password.

OKTAP  
RESET PASSWORD - SECURITY QUESTION

smanager

What is your favorite animal?  
\*\*\*\*\*

New Password:  
\*\*\*\*\*

Confirm Password:  
\*\*\*\*\*

**Reset**

**Password Requirements**

- At least 10 characters
- At least 1 uppercase and 1 lowercase letter
- At least 1 number
- Passwords cannot be reused

An email message will be sent to the email address on file with an authorization code. This code will be needed the next time you sign in with your new password.

A confirmation window will display, and an email will be sent to your email address confirming the password has been changed, with a new authorization code (example notice below).

Click on the [Click here to login](#) hyperlink. This will take you back the Logon window

**\*\*THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY TO THIS EMAIL.\*\***

**Your password for OkTAP has been changed.**

The first time your new password is used in OkTAP, the authorization code **UYK8HC**

[Click here to login.](#)

If you have any questions or concerns, or received this message in error, please call the Oklahoma Tax Commission at (405) 521-3069.

# THINGS YOU CAN DO WITH OKTAP

Once you have received your Authorization Code and have logged in for the first time, you are ready to manage your tax accounts, submit returns, exchange messages or *notices* with an OTC representative, and view correspondence.

The **Home** window contains two options in the **Navigation** menu group, My Profile and Add Access to Another Account.

Each of the four tabs available, Accounts, Requests, Notices, and Letters & Permits will be discussed in a later section.

## MY PROFILE

Your profile acts as an umbrella to all of the accounts available through OKTAP. This is called the **Taxpayer level**. Any changes made to your profile will affect and govern all the accounts you specify for access through OkTAP.

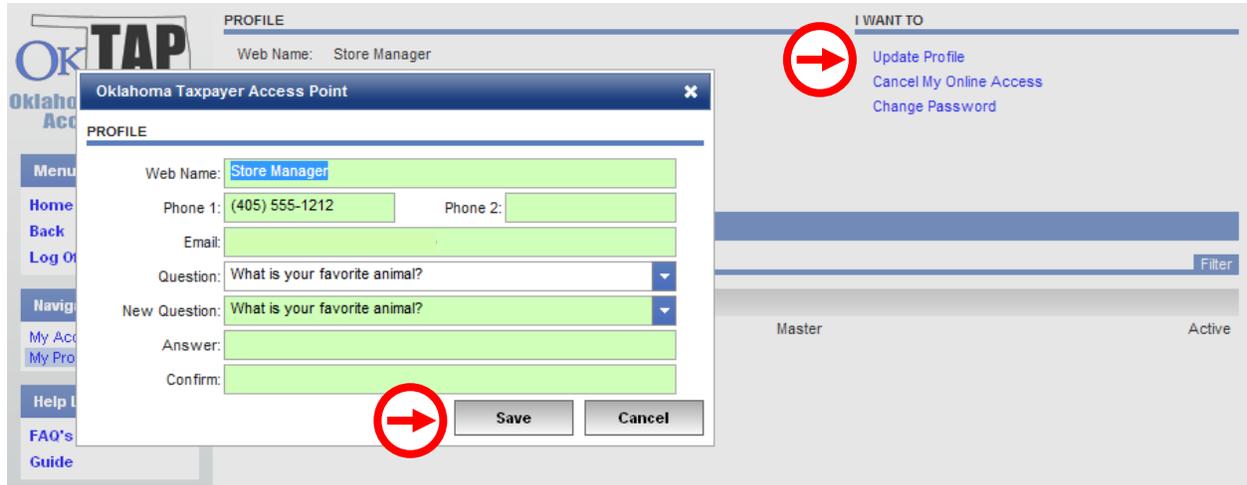
The screenshot shows the OKTAP Home page. On the left is a navigation menu with sections: Menu (Home, Back, Log Off), Navigation (My Accounts, My Profile, Add Access to Another Account), and Help Links (FAQ's, Guide). The 'My Profile' option is highlighted with a red box. A curved arrow points from this box to the text below. The main content area has tabs for ACCOUNTS, REQUESTS, NOTICES, and LETTERS & PERMITS. Below these is a table for MY ACCOUNTS with columns: Account ID, Account Type, Name, Frequency, Address, and Balance. One account is listed: CIG- CIG Return QUICK STORE Cig Whsl 123 MAIN ST OKLAHOMA CITY 0.00.

**My Profile** – From My Profile, you can update your web profile information, cancel your online access, and change your password from the *I Want To* menu in the top right of the window. The Master Account Holder is also able manage any logons that have access to his or her accounts using the tabs in the main body of the window.

The screenshot shows the OKTAP My Profile page. On the left is a navigation menu with sections: Menu (Home, Back, Log Off), Navigation (My Accounts, My Profile), and Help Links (FAQ's, Guide). The 'My Profile' option is highlighted. The main content area has tabs for MANAGE LOGONS, SETTINGS, LOGONS, and ACCESS TO MY ACCOUNTS. Below these is a table for CUSTOMER LOGONS with columns: Web Logon, Web Name, Master, and Active. One logon is listed: smanager Store Manager Master Active. In the top right corner, there is a red box containing the 'I WANT TO' menu with options: Update Profile, Cancel My Online Access, and Change Password.

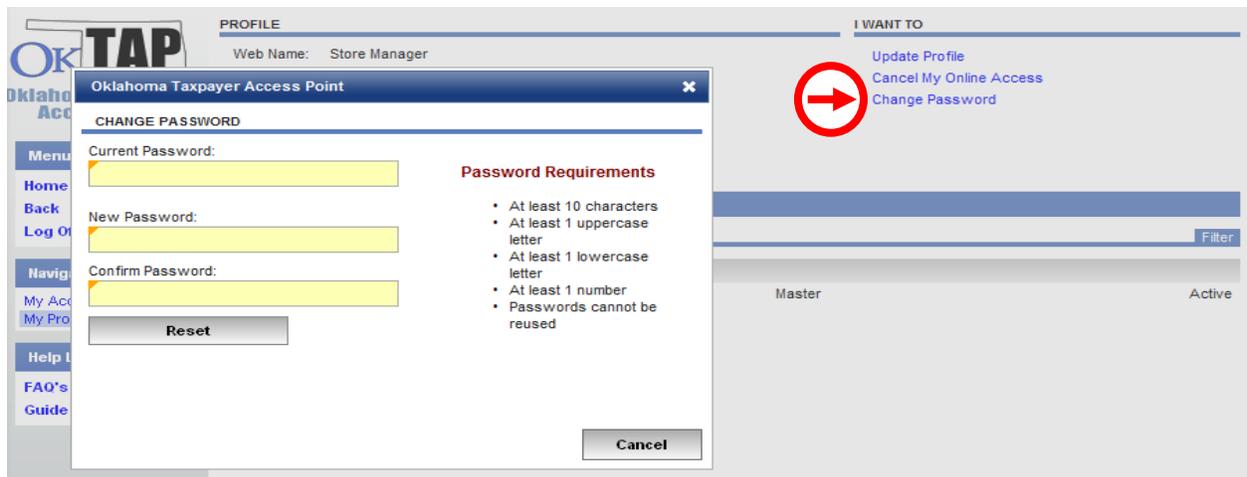
**Update Profile** – Clicking on Update Profile link allows you to edit any information for your OkTAP Web Profile.

Click **Save** when you are finished updating your information.



**Cancel My Online Access** – Clicking on Cancel My Online Access, a pop-up window will appear asking to confirm your decision to cancel your access. This **does not** close or cease your tax accounts, it simply cancels your ability to view those accounts online. If you cancel your online access in error, the Master Account Holder will be able to re-instate your access through Manage Logons.

**Change Password** - Clicking on Change Password allows the taxpayer to voluntarily change their password. You will be required to enter your current password in order to change it. The last 12 previous passwords may not be used. All other password rules still apply.



## Manage Logons

**Logons tab** – Under Manage Logons, the Master account holder is able to see a list of all Web Logons that have access to any of the accounts. To inactive a logon, click the Active link and remove the check mark from the active box. Then click the **Save** action button.

The screenshot shows the OKTAP interface. On the left is a navigation menu with sections: Menu (Home, Back, Log Off), Navigation (My Accounts, My Profile), and Help Links (FAQ's, Guide). The main content area is titled 'MANAGE LOGONS' and has tabs for 'SETTINGS', 'LOGONS', and 'ACCESS TO MY ACCOUNTS'. The 'LOGONS' tab is active, displaying a table of 'CUSTOMER LOGONS' with columns for Web Logon, Web Name, Access Level, and Active status. Two logons are listed: 'smanager' (Store Manager, Master, Active) and 'amanager' (Assistant Manager, Account Manager, Active). An 'EDIT ACCESS TYPE' dialog box is open over the 'amanager' logon, showing 'test' as the logon name, 'Account Manager' as the selected Access Type, and an unchecked 'Active' checkbox. Buttons for 'Save' and 'Cancel' are at the bottom of the dialog.

Web Logon	Web Name		
smanager	Store Manager	Master	Active
amanager	Assistant Manager	Account Manager	Active

**Settings tab**– Using the Settings tab the Master account holder is also able to disallow any new logons under the business’s FEIN or the sole proprietor’s SSN, and set their default Access Level. (See table at the end of this document for more information on what different Access Levels are able to do.) Once all the logons you need for your business have been created through the registration process, it is recommended that *New Logons Allowed* be set to **No**. This will prevent any additional logons from being created until you change the setting.

The screenshot shows the 'SETTINGS' tab selected in the 'MANAGE LOGONS' section. The settings table is as follows:

SETTING	Value
New Logons Allowed	Yes
Default Access Level for New Logons	File

**Access to My Accounts** –this tab allows the Master account holder to control the kind of access on a per account basis per logon account using the link in the Access Level column.

The screenshot shows the OKTAP interface. On the left is a navigation menu with 'Menu', 'Home', 'Back', 'Log Off', 'Navigation', 'My Accounts', 'My Profile', 'Help Links', 'FAQ's', and 'Guide'. The main content area has a 'PROFILE' section with user details and a 'I WANT TO' section with links like 'Update Profile', 'Cancel My Online Access', and 'Change Password'. Below this is a 'MANAGE LOGONS' section with tabs for 'SETTINGS', 'LOGONS', and 'ACCESS TO MY ACCOUNTS'. The 'ACCESS TO MY ACCOUNTS' tab is highlighted with a red circle and an arrow. Below the tabs is a table with columns: 'Web Logon', 'Name', 'Account Type', 'Account ID', 'Access Level', and 'Active'. The table contains four rows of data. The 'Access Level' column contains links like 'File' and 'None'. A red circle highlights the 'None' link in the second row.

Web Logon	Name	Account Type	Account ID	Access Level	Active
smanager	Master	QUICK STORE	CIG Return	File	<input checked="" type="checkbox"/>
		QUICK STORE	TOB Return	None	<input type="checkbox"/>
amanager	Account Manager	QUICK STORE	CIG Return	File	<input checked="" type="checkbox"/>
		QUICK STORE	TOB Return	None	<input type="checkbox"/>

If you want to change the access level of a certain account, or allow or disallow a Web Logon access to that account, click on the blue Access Level hyperlink and choose the appropriate action.

The screenshot shows the 'EDIT ACCESS LEVEL' dialog box. The dialog box has a title bar 'Oklahoma Taxpayer Access Point' and a close button. It contains a dropdown menu for 'Access Level' and a checkbox for 'Active'. The 'Access Level' dropdown is currently set to 'File'. The 'Active' checkbox is checked. The 'Save' and 'Cancel' buttons are at the bottom. The background table is partially visible, with a red circle highlighting the 'Active' column.

To remove any kind of access from a particular account use the appropriate combination of the Active check box and the Access Level. If a check mark already exists, click into the check box to remove the check mark to inactivate access to the account. The results of the changes will be shown in the Access Level and Active columns.

The options for Access Level are: All Access, File (returns), View.

The screenshot shows the 'Access Level' dropdown menu. The dropdown menu is open, showing three options: 'All Access', 'File', and 'View'.

## ADD ACCESS TO ANOTHER ACCOUNT

The second menu option on the **Home** window is Add Access to Another Account. This option allows you to specify other accounts to be available through OkTAP for your logon. The type of access allowed will be the default access defined in your profile.

**Add Access to Another Account** – When you click the link the window will change to the example window below. Use the drop down menu to select the type of account you want to add. Provide the Account ID and the Zip Code. The system will validate whether or not this FEIN/SSN and Account ID combination exists in the system.

**OK TAP**  
Oklahoma Taxpayer  
Access Point

**Menu**

- Home
- Back
- Log Off

**Navigation**

- My Accounts
- Request

**Submit**

**Cancel**

**Help Links**

- FAQ's
- Guide

**ADD ACCESS TO ANOTHER ACCOUNT**

**To add online access to your Oklahoma Tax Account:**  
Enter the Oklahoma Tax Account ID (e.g. ALC-10000000-99) and Zip Code of the account you are adding. This is not your FEIN or SSN.

**Account you wish to access:**

Account Type:

Account ID:  Required  
(eg ALC-10000000-99)

Account Zip Code:

When you are finished, click the green SUBMIT on the left of the page

**NOTE: Additional accounts may be added one at a time by repeating this process.**

In the **Home** window there are four tabs available, Accounts, Requests, Notices, and Letters & Permits. Each of these tabs will provide different information, but all will be at an overall taxpayer level.

Each tab will be discussed in reverse order:

## LETTERS & PERMITS

You can view letters and permits that you have received from the OTC by clicking on the tab labeled Letters & Permits.

The screenshot shows the OKTAP interface with the 'LETTERS & PERMITS' tab selected. A red arrow points to the 'LETTERS & PERMITS' tab, and another red arrow points to the 'LETTERS' sub-tab. Below the sub-tab, a table displays the following information:

Sent	Letter ID	Type	Account	Account ID	Filing Period
12-Mar-2012	<a href="#">L1194807296</a>	Registration Permit	CIG Return	CIG-10166586-06	28-Feb-2013

To view and print a letter or permit, click on the Letter ID hyperlink.

## VIEWING AND SENDING NOTICES

Click the Notice tab, to send and receive messages from the OTC.

The screenshot shows the OKTAP interface with the 'NOTICES' tab selected. A red arrow points to the 'NOTICES' tab, and a red box highlights the 'NOTICES' tab in the navigation bar. The interface displays the following information:

**QUICK STORE**

Federal Employer ID: \*\*\_\*\*\*1111  
Balance: \$0.00

**NAMES AND ADDRESSES**

Legal Name: QUICK STORE  
DBA Name: Add  
Mailing Address: Edit 123 MAIN ST OKLAHOMA CITY OK 00000

**ACCOUNTS** | **REQUESTS** | **NOTICES** | **LETTERS & PERMITS**

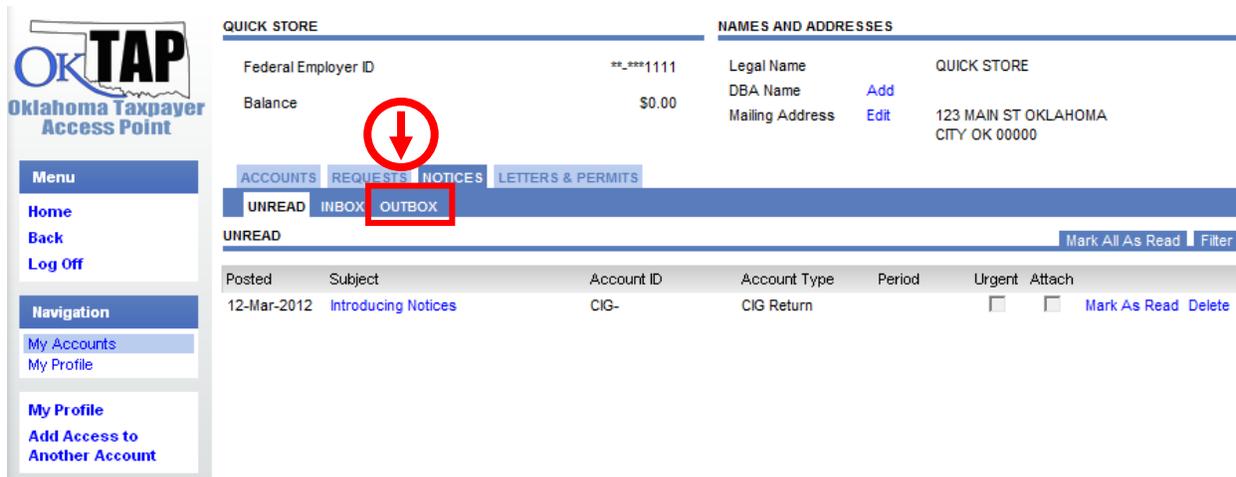
**ACCESSIBLE ACCOUNTS (SEARCH)**

**MY ACCOUNTS** Hide History Filter

Account ID	Account Type	Name	Frequency	Address	Balance
CIG-10166586-06	CIG Return	QUICK STORE	Cig Whsl	123 MAIN ST OKLAHOMA CITY	0.00

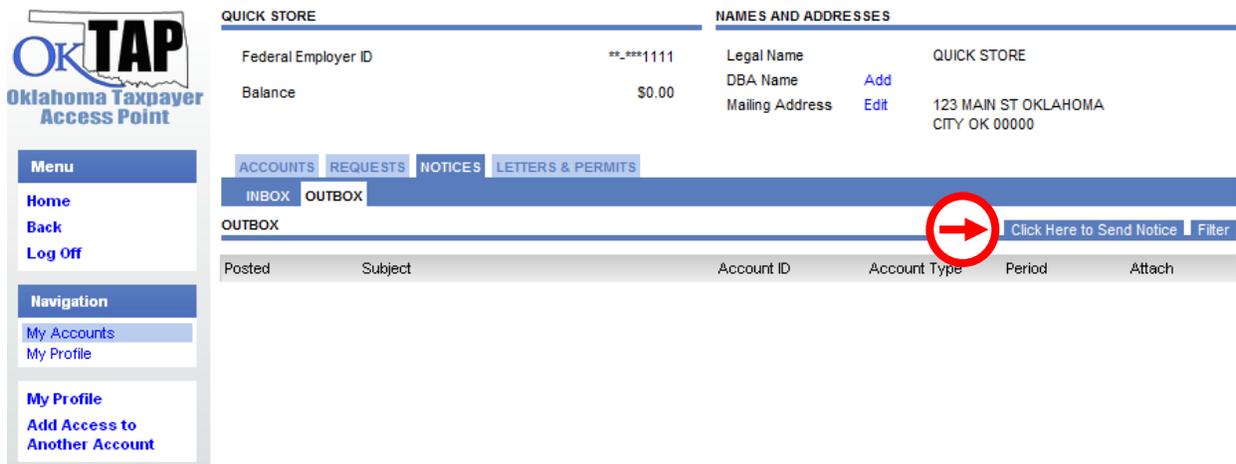
When there are unread notices there will be three tabs within the Notices tab. By default the Unread tab will open when new notices have been received. In each tab you will click the Subject title hyperlink to open a notice.

- Unread – this tab will list all notices that have not yet been read.
- Inbox – will contain all notices that have been read.
- Outbox – contains all notices that have been sent.



The screenshot shows the OKTAP Oklahoma Taxpayer Access Point interface. On the left is a navigation menu with sections for Menu (Home, Back, Log Off), Navigation (My Accounts, My Profile), and My Profile (Add Access to Another Account). The main content area is divided into two sections: QUICK STORE and NAMES AND ADDRESSES. The QUICK STORE section shows Federal Employer ID (\*\*-\*\*\*1111) and Balance (\$0.00). The NAMES AND ADDRESSES section shows Legal Name (QUICK STORE), DBA Name (Add), and Mailing Address (123 MAIN ST OKLAHOMA, CITY OK 00000). Below this is a navigation bar with tabs for ACCOUNTS, REQUESTS, NOTICES, and LETTERS & PERMITS. The NOTICES tab is active, and within it, the UNREAD, INBOX, and OUTBOX sub-tabs are visible. The OUTBOX sub-tab is highlighted with a red box and a red arrow pointing down. Below the sub-tabs is an UNREAD section with a 'Mark All As Read' link and a 'Filter' button. A table lists notices with columns: Posted, Subject, Account ID, Account Type, Period, Urgent, Attach. One notice is listed: 12-Mar-2012, [Introducing Notices](#), CIG-, CIG Return, with checkboxes for Urgent and Attach, and links for 'Mark As Read' and 'Delete'.

To send a Notice, you will need to have the Outbox tab open. Click the link, '[Click Here to Send Notice](#)'.



This screenshot is similar to the previous one, but the OUTBOX sub-tab is selected and highlighted with a red box. The table below the sub-tabs is empty, and a red arrow points to the 'Click Here to Send Notice' link in the top right corner of the table area.

A send notice window will open and you will be able to choose a message type.

- Account Question – question or notice is associated with a specific tax account
- Reply – response to a previous notice
- TAP Question – question specific to the OkTAP functionality
- Urgent Question – notice is time sensitive

Next, enter a subject for your notice, and then the body of your notice.

Click the **Send Message** button on the left when you are ready to send.

The screenshot shows the 'SEND NOTICE' interface. On the left, there is a sidebar with a 'Menu' section containing 'Home', 'Back', and 'Log Off'. Below that is a 'Navigation' section with 'My Accounts' and 'Notice'. The 'Send Message' button is highlighted with a red circle and an arrow. Below that are 'Cancel' and 'Help Links' (FAQ's, Guide). The main form area has a blue header 'SEND NOTICE'. It contains a 'Message Type' dropdown, an 'Accounts' dropdown with a 'Required' label, a 'Filing Period' dropdown, and a 'Subject' dropdown. The 'Subject' dropdown is open, showing options: 'Account Question', 'Reply', 'TAP Question', and 'Urgent Question'. Below the dropdown is a large yellow text area for the message body.

## REQUESTS

A request is any action performed through OkTAP—Registering, Filing a return, Adding Access to Another Account, etc. When you click the Request tab, you can view your requests and see their status. To open a request to look at the detail, click the Title hyper link.

The screenshot shows the 'REQUESTS' tab selected in the top navigation bar. Below the navigation bar is a search bar and a table of requests. The table has columns: Submitted, Processed, Account, Account ID, Period, Title, Status, and Confirmation #. The first row of data is: 12-Mar-2012, 12-Mar-2012, CIG Return, CIG-10166586-06, [blank], [New Registration for Store l](#), Completed, 1-358-036-992. A red circle and arrow point to the 'Title' column of the first row.

Submitted	Processed	Account	Account ID	Period	Title	Status	Confirmation #
12-Mar-2012	12-Mar-2012	CIG Return	CIG-10166586-06		<a href="#">New Registration for Store l</a>	Completed	1-358-036-992

# ACCOUNTS

You can open the Accounts tab by clicking either the **My Accounts** menu option or by clicking the Accounts tab. The Accounts tab will list all the accounts that you have access to through your logon.

The screenshot shows the OKTAP interface with the 'ACCOUNTS' tab selected. The left sidebar contains a 'Menu' with 'Home', 'Back', and 'Log Off' options, and a 'Navigation' section with 'My Accounts' and 'My Profile' options. The main content area is divided into two sections: 'QUICK STORE' and 'NAMES AND ADDRESSES'. The 'QUICK STORE' section displays 'Federal Employer ID' as '\*\*\_\*\*\*1111' and 'Balance' as '-\$30,450.00'. The 'NAMES AND ADDRESSES' section shows 'Legal Name' as 'QUICK STORE', 'DBA Name' with an 'Add' link, and 'Mailing Address' with an 'Edit' link. Below this is a table of 'MY ACCOUNTS' with columns for Account ID, Account Type, Name, Frequency, Address, and Balance. One account is listed: CIG-10166586-06, CIG Return, QUICK STORE, Cig Whsl, 123 MAIN ST OKLAHOMA CITY, -30,450.00. Red arrows point to the 'Add' and 'Edit' links in the 'NAMES AND ADDRESSES' section and the 'ACCOUNTS' tab in the navigation bar.

Always located on the top right of the window, are the **Add** and/or **Edit** links to update DBA Name and Mailing Address information. When you are at the **Home** or Taxpayer level window, this information will pertain to the business in general.

To add or change the DBA Name, click the link and complete the form that opens.

Click the **Submit** button to send the request for processing to the OTC.

The screenshot shows the 'Add a DBA name' form. The left sidebar is the same as in the previous screenshot. The main content area has a blue header 'BUSINESS NAME' and a section titled 'Add a DBA name'. Below the title is a paragraph: 'If you would like to add a DBA name, enter your requested name below. This request will be reviewed by the Oklahoma Tax Commission and a DBA name will be added if applicable.' There is a 'Name Type' dropdown menu with 'DBA' selected and an empty text input field. A 'Required' label is positioned below the input field. At the bottom of the form is a 'Submit' button. A red arrow points to the 'Submit' button.

## Account Details

To view the account details click on the Account ID hyperlink. That specific account will then be shown. Notice the top of the window has changed; the left side displays the name of the tax type and summary information about the account. If the logon has All Access, the DBA Name and Mailing Address would be available for editing.

**OKTAP Oklahoma Taxpayer Access Point**

**QUICK STORE** | **NAMES AND ADDRESSES**

Federal Employer ID: \*\*-\*\*\*1111 | Legal Name: QUICK STORE  
 Balance: -\$30,450.00 | DBA Name: Add | Mailing Address: Edit 123 MAIN ST OKLAHOMA CITY OK 00000

**ACCOUNTS** | **REQUESTS** | **NOTICES** | **LETTERS & PERMITS**

**ACCESSIBLE ACCOUNTS (SEARCH)**

**MY ACCOUNTS** | [Hide History](#) | [Filter](#)

Account ID	Account Type	Name	Frequency	Address	Balance	
<a href="#">CIG-10</a>	06	CIG Return	QUICK STORE	Cig Whsl	123 MAIN ST OKLAHOMA CITY	-30,450.00

**Periods and balances prior to September of 2011 are not available to view on OKTAP.**

**CIGARETTE WHOLESALE TAX** | **NAMES AND ADDRESSES**

Account ID: CIG-101 06 | Legal Name: QUICK STORE  
 Filing Frequency: Consolidated Cigarette | DBA Name: | Mailing Address: 123 MAIN ST OKLAHOMA CITY OK 00000  
 Pending Return Requests: 0.00  
 Effective Balance: [Pay](#) -30,450.00

**PERIODS** | **REQUESTS** | **ACTIVITY** | **NOTICES** | **LETTERS & PERMITS**

**ATTENTION NEEDED** | **ALL PERIODS (SEARCH)**

**PERIODS REQUIRING ATTENTION** | [Filter](#)

Period	Return Status	Tax	Penalty	Interest	Credits	Balance	Messages
31-Mar-2012	<a href="#">File Now</a>	30,900.00	0.00	0.00	61,350.00	-30,450.00	<a href="#">File Return</a>

The Navigation menu has changes at the account level. There are new options that are specific to the type of tax account you have open. The options available are:

**OKTAP Oklahoma Taxpayer Access Point**

**Menu**

[Home](#)  
[Back](#)  
[Log Off](#)

**Navigation**

[My Accounts](#)  
[CIG-10 06](#)

[Close Account](#)  
[Submit Attachment](#)  
[Make a Payment](#)  
[Refund Deposit](#)  
[Order Stamps](#)

**Close Account** – request to close the tax account. You will need to provide a closure date and reason. There is also a provision for providing information if the business is being sold.

**Submit Attachment** – provides a way to send attachments to the OTC.

**Make a Payment** – will connect you to the OTC website to use OK.gov to make an electronic payment.

**Refund Deposit** – provides a way to submit banking information so that refunds can be completed electronically.

**Order Stamps** – this option is only available for Cigarette Wholesale Tax. Provides the ability to order cigarette stamps online.

For details of each of these options see the section, *Navigation Menu Details – Account Level* at the end of this document.

You can file returns by clicking on the [File Now](#) hyperlink.

Periods and balances prior to September of 2011 are not available to view on OkTAP.

CIGARETTE WHOLESALE TAX		NAMES AND ADDRESSES	
Account ID	CIG-	Legal Name	QUICK STORE
Filing Frequency	Consolidated Cigarette	DBA Name	
Pending Return Requests	0.00	Mailing Address	123 MAIN ST OKLAHOMA CITY OK 00000
Effective Balance	Pay -30,450.00		

PERIODS | REQUESTS | ACTIVITY | NOTICES | LETTERS & PERMITS

ATTENTION NEEDED<sup>1</sup> ALL PERIODS (SEARCH)

PERIODS REQUIRING ATTENTION Filter

Period	Return Status		Tax	Penalty	Interest	Credits	Balance	Messages
31-Mar-2012		<a href="#">File Now</a>	30,900.00	0.00	0.00	61,350.00	-30,450.00	<a href="#">File Return</a>

## FILING A RETURN

In your OkTAP Account, under the Period List, will appear a different blue link tags:

**File Now** – Return has not yet been filed

**View Request** – Return has been saved to finish later, or was filed and has not yet been processed by the OTC

**View Return** – Return has been filed and processed by the OTC

Clicking on [View Request](#) or [View Return](#) opens up a “View Only” copy of the return

Periods and balances prior to September of 2011 are not available to view on OkTAP.

CIGARETTE WHOLESALE TAX		NAMES AND ADDRESSES	
Account ID	CIG-	Legal Name	QUICK STORE
Filing Frequency	Consolidated Cigarette	DBA Name	
Pending Return Requests	0.00	Location Address	123 E MAIN ST OKLAHOMA CITY OK 73104-2407
Effective Balance	Pay -30,450.00	Mailing Address	123 MAIN ST OKLAHOMA CITY OK 00000

PERIODS | REQUESTS | ACTIVITY | NOTICES | LETTERS & PERMITS

ATTENTION NEEDED<sup>1</sup> ALL PERIODS (SEARCH)

PERIODS FROM 30-SEP-2011 Change Date Defaults Filter

Period	Return Status		Tax	Penalty	Interest	Credits	Balance	Messages
30-Apr-2012	Stored	<a href="#">View Request</a>	0.00	0.00	0.00	0.00	0.00	
31-Mar-2012		<a href="#">File Now</a>	30,900.00	0.00	0.00	61,350.00	-30,450.00	<a href="#">File Return</a>
29-Feb-2012	Late-Processed	<a href="#">View Return</a>	0.00	0.00	0.00	0.00	0.00	



Clicking on File Now or Change, an electronic copy of the return form will open.

The screenshot shows the 'Consolidated Monthly Cigarette Return' interface. On the left is a navigation menu with 'Submit', 'Save and finish later', and 'Cancel' buttons. The main area contains two tables: 'Cigarette Tax Stamps' and 'Stamped Cigarettes'. A table for 'Unstamped Cigarettes' is partially visible at the bottom. Callouts A-G point to specific UI elements: A (Submit), B (Save and finish later), C (Cancel), D (Attachments), E (checkbox for Enter Tribal Sales), F (blue text link 'Enter 25's'), and G (Account ID, Filing Period, Due Date).

**Consolidated Monthly Cigarette Return**

Attachments may be up to 30 Megabytes (MB) in size. Up to 11 attachments of 30 MB may be included.

Account ID: [G]  
 Filing Period: 31-Mar-20  
 Due Date: 10-Apr-20

**Jurisdiction Summary for 20's**

Enter 25's [F]

	Total	Full Tax Rate	Exception Tax Rate	State/Tribal Border	New Compact	State/Tribal Compact	Tax Free	Out
<b>Cigarette Tax Stamps</b>								
1. On Hand - Beginning of Period	0	0	0	0	0	0	0	0
2. Add: Stamps Purchased	0	0	0	0	0	0	0	0
3. Total (add lines 1 and 2)	0	0	0	0	0	0	0	0
4. Deduct: Stamps Affixed to Packs (attach documentation)	0	0	0	0	0	0	0	0
5. Deduct: Other Legal Deductions (attach documentation)	0	0	0	0	0	0	0	0
6. Total Deductions (add lines 4 and 5)	0	0	0	0	0	0	0	0
7. On Hand - Close of Period	0	0	0	0	0	0	0	0
<b>Stamped Cigarettes</b>								
8. On Hand - Beginning of Period	0	0	0	0	0	0	0	0
9. Add: Packages Stamped (from line 4)	0	0	0	0	0	0	0	0
10. Add: Packages Purchased with Stamps Affixed	0	0	0	0	0	0	0	0
11. Add: Adjustment - Shortage	0	0	0	0	0	0	0	0
12. Deduct: Adjustment - Unaccountable	0	0	0	0	0	0	0	0
13. Deduct: Sales <input type="checkbox"/> Enter Tribal Sales	0	0	0	0	0	0	0	0
14. On Hand - Close of Period	0	0	0	0	0	0	0	0
<b>Unstamped Cigarettes</b>								
15. On Hand - Beginning of Period	0							
16. Add: Unstamped Cigarettes Purchased	0							
17. Add: Adjustment - Unaccountable	0							
18. Total (add line 15, 16, and 17)	0							
19. Deduct: Packages Stamped (from line 4)	0							
20. Deduct: Other Legal Deductions (attach documentation)	0							
21. Deduct: Adjustment - Shortage	0							
22. Total Deductions (add lines 19, 20, and 21)	0							
23. On Hand - Close of Period	0							

**Add Attachments**

Examples:

- Schedules
- Invoices
- Credit Memo
- NPM Return
- PACT ACT Return
- Affidavit

- Green Submit button will submit your return. Your password will be required when the return is submitted, acting as an electronic signature
- Save and Finish Later will save the return as a stored request. This means that the return has not been filed, and **will not** be considered filed until it has been submitted.
- The cancel button will discard any information entered into the return form
- The Attachment Box shows any attachments that have been added for that return
- For Cigarette and Tobacco Wholesalers, you have the option to enter your tribal sale deductions. Marking the "Enter Tribal Sales" checkbox will activate a blue link to the left of the checkbox. To enter your tribal sales, simply click on the blue link and fill out the table information.
- Blue text like this shown are links that will open additional windows.
- Account information is displayed in the upper right corner of the page, allowing quick information concerning the account, filing period, and due date.

## Return Payment Options

The OTC encourages taxpayers to utilize electronic payment methods. To make an online payment, open the account and select the Pay link. Once the pay link has been selected, you will be redirected to an external payment site to make your payment.

Payments can be made through [www.tax.ok.gov/payments](http://www.tax.ok.gov/payments).

When a return with tax due is submitted through OkTAP, you will be given the option to either make an online electronic payment, or create a payment voucher to send to the OTC with your check.

To create a payment voucher to send with your check, click the **Add Voucher** button. This button will be available in your confirmation window after a return with tax due has been submitted.

**CONFIRMATION**

Your return for 29-Feb-2012 has been submitted. The return will be posted to your account after it is processed and filed in the next business day. Your confirmation number is 0-7

Your return indicates that a payment of \$1,500.00 is due.

To pay online by credit card or EFT visit [www.tax.ok.gov/payments](http://www.tax.ok.gov/payments).

If you prefer to mail in a check for payment click the "Add Voucher" Button on the left to generate a payment voucher. Print the voucher and enclose it in an envelope with your check.

If you have questions or concerns many of these answers can be found in our helpful OKTAP FAQs or OKTAP Guide found to the left. You can also contact the Tax Commission by clicking on the Notices tab, then on Outbox and Click Here to Send Notice. For additional contact information visit [www.tax.ok.gov/contact](http://www.tax.ok.gov/contact).

Menu

- Home
- Back
- Log Off

Navigation

- My Accounts
- TOB-Request

Ok

Add Voucher

OkTAP will display a payment voucher with the current date and amount due reported on the return you submitted. Click **Submit** to create the voucher. The payment voucher is available for you to view and print from the Letters & Permits window.

**OKTAP VOUCHER**

Date 14-Mar-2012

PAY TO THE ORDER OF Oklahoma Tax Commission

Amount 1,500.00

You have chosen to pay by paper check. Enclosing a voucher with your check will expedite the processing of your payment. Verify the information above then click the Submit button.

On the next screen, you will be given instructions on how to print the voucher document.

Menu

- Home
- Back
- Log Off

Navigation

- My Accounts
- TOB-Request

Submit

Cancel

Then click OK. Please note that online payments are only available to users who have All Access and File access levels to the account.

**CONFIRMATION**

Your payment voucher has been created.

Vouchers are located in the Letters/Permits tab.  
Click on the blue Letter ID link, and your payment voucher will open in a new browser window to be printed.

Please print your voucher and mail it with your check to:

Oklahoma Tax Commission  
PO Box 26920  
Oklahoma City, OK 73126-0920.

**Menu**

- Home
- Back
- Log Off

**Navigation**

- My Accounts
- TOB-Request
- Ok

## ORDERING CIGARETTE STAMPS ON OKTAP

Beginning March 5, 2012, Cigarette wholesalers will be required to order cigarette stamps online using their OkTAP login. Cigarette stamps will no longer be available to order through the OTC.

To order cigarette stamps through OKTAP:

Login to OkTAP and select your cigarette account from the account list. Click the **Order Stamps** hyperlink on left side of the page.

Mailing Address 123 MAIN ROAD OKLAHOMA (OK 73109)

**Periods** Requests Activity Notices Letters & Permits<sup>1</sup>

**Attention Needed<sup>1</sup>** All Periods (Search)

**Periods Requiring Attention**

Period	Return Status	Tax	Penalty	Interest	Credits	Balance
29-Feb-2012	<a href="#">File Now</a>	0.00	0.00	0.00	0.00	0.00

**Home**  
Back  
Log Off

**Close Account**  
Submit Attachment  
Make a Payment  
Refund Deposit  
Order Stamps

Help Links

The Cigarette stamp order form will open.  
 Clicking the blue hyperlinks will open additional windows that are explained on the following pages.

**Order Cigarette Stamps**

Cigarette stamp orders AND PAYMENTS that are not received BEFORE 10 AM will be processed on the next business day

**Cigarette Stamp Order Form** Account ID: CIG-00000000-01

Company: CIGARETTE COMPANY

**Shipping Information**  
 Name: CONTACT NAME Phone: (405) 555-1234  
 Email: ContactEmail@EmailAddress.com  
 Street: 123 MAIN ROAD  
 City/State/Zip: OKLAHOMA CITY, OK 73109-5425  
 Country: USA

**1 Use different shipping information**

**2 Oklahoma Cigarette Tax Stamp - Green Stamp**  
 Total ACS Stamps: 0  
 ACS Tax: 0.00

**3 Sales of State or Tribal Compact - Orange Stamp**  
 Total ACT Stamps: 0  
 ACT Tax: 0.00

**4 Federally Recognized Indian Tribes or Nations - Gray, Blue, Yellow Stamps**  
 Total ACP Stamps: 0  
 ACP Tax: 0.00

Total Discount: 0.00  
 Total Tax: 0.00  
 Existing Credits: 0.00  
**TOTAL AMOUNT DUE: 0.00** Stamp order must be > 0

# 1 Shipping Information

**The stamps will be sent to the address listed on the form.**

The top portion of the form contains the shipping address and contact information that will be used to ship the stamps. Be sure to review this address.

If the information is incorrect, or if you would like to use a different shipping address for this shipment only, click on the blue hyperlink, **Use different shipping information**. A pop up window will open where you can update the shipping information. The name, phone number, and email address refer to the person who should be contacted in case any questions arise.

Contact Information  
 Company: CIGARETTE COMPANY  
 Name: CONTACT NAME Phone: (405) 555-1234  
 Email: ContactEmail@EmailAddress.com

Shipping Information  
 Street: 123 MAIN ROAD  
 Street/Unit:  
 City/State/Zip: OKLAHOMA CITY OK 73109-5425  
 Country: USA

OK Cancel

## Ordering Stamps

To specify the quantities you want to order, click the corresponding blue link of the type of stamp you want. A window will open allowing you to enter the number of rolls and/or pads you would like.

### 2 Oklahoma Cigarette Tax Stamp – Green Stamp

To order Green Oklahoma Stamps, click on the link. Enter in the number of rolls or pads for each type and then click the **OK** button.

*One pad is 20 sheets (3,000 stamps); this is the minimum pad order.*

Format	Color	Type	Number of Items	Stamps Per Item	Number of Stamps	Tax Rate	Tax Due
Roll 20's	Oklahoma	A	0	30,000	0	1.030000	0.00
Pad 25's	Oklahoma	B	0	3,000	0	1.287533	0.00
Pad 20's	Oklahoma	C	0	3,000	0	1.030000	0.00

Total ACS Stamps: 0    Gross Value: 0.00  
Discount: 0.00  
ACS Tax: 0.00

### 3 Sales of State or Tribal Compact – Orange Stamp

To order Orange State/Tribal stamps, click on the hyperlink. Enter in the number of rolls or pads for each type; then click the **OK** button.

Format	Color	Type	Number of Items	Stamps Per Item	Number of Stamps	Tax Rate	Tax Due
Roll 20's	State/Tribal	T	0	30,000	0	0.515000	0.00
Pad 25's	State/Tribal	U	0	3,000	0	0.643750	0.00

Total ACT Stamps: 0    Gross Value: 0.00  
Discount: 0.00  
ACT Tax: 0.00

**4**

**Federally Recognized Indian Tribes or Nations – Gray, Blue, Yellow Stamps**

For Gray State Tribal Border Stamps, Blue New Compact Stamps, or Yellow Exception Stamps, click on the link. Enter the number of rolls or pads for each type and click the **OK** button.

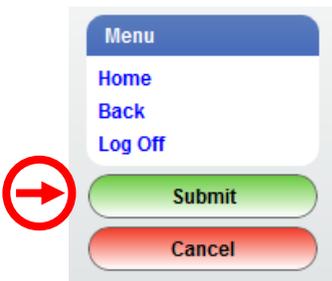
Order Blank Oklahoma Cigarette Tax Stamp For Sales to Federally Recognized Indian Tribes or Nations							
Format	Color	Type	Number of Items	Stamps Per Item	Number of Stamps	Tax Rate	Tax Due
Roll 20's	ST Border	E	1	30,000	30,000	0.257500	7,725.00
Pad 25's	ST Border	F	0	3,000	0	0.321875	0.00
Roll 20's	New	G	0	30,000	0	0.857500	0.00
Pad 25's	New	H	0	3,000	0	1.071875	0.00
Roll 20's	Exception	O	0	30,000	0	0.057500	0.00
Pad 25's	Exception	P	0	3,000	0	0.071875	0.00
Total ACP Stamps:					30,000	Gross Value:	7,725.00
						Discount:	-450.00
						ACP Tax:	7,275.00

The total for your stamp purchases, along with the merited discount and stamp count will automatically show on the main page. If you have existing credits in your account (from previously returned stamps, etc.) that amount will automatically be applied toward your next purchase. Your total that is due before your stamps will be shipped is found in bold on the bottom line of the main page.

Total Discount:	-450.00
Total Tax:	30,450.00
Existing Credits:	-3,860.00
<b>TOTAL AMOUNT DUE:</b>	<b>26,590.00</b>

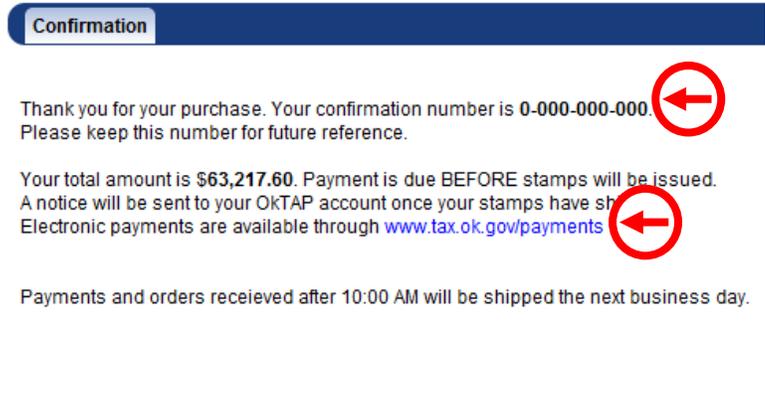


## Submitting Your Order



Once you have completed the form you are ready to submit your order. Click the green **Submit** button on the left side of the page.

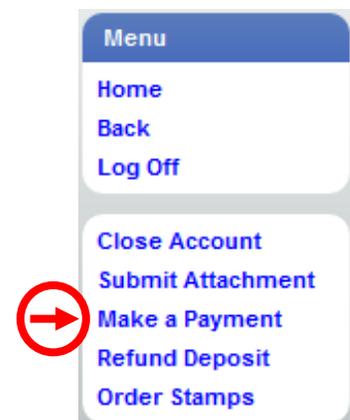
A confirmation screen will appear to notify you that your order has successfully been submitted. You will need to refer to your confirmation number, if you have any questions or problems with your order. The amount due is also shown in bold.



## Paying for Your Stamps

Stamps will not be issued until a payment has been received in full for the amount due. You may make your payment by clicking on the blue hyperlink, [www.tax.ok.gov/payments](http://www.tax.ok.gov/payments), on the confirmation screen, shown above. You will be redirected to the Oklahoma Tax Commission website's payment screen.

There is also a **Make a Payment** link that is available for your convenience at the account level. This link performs in the same way as the link on your confirmation screen. You will be redirected to [www.tax.ok.gov/payments](http://www.tax.ok.gov/payments).



## Shipment Confirmation Notice

After your payment is received, the cigarette stamps will be shipped to the address on the form using FedEx 2 day shipping. You will receive a confirmation notice in your OKTAP account Notices tab. The Notice will contain the FedEx tracking number that will allow you to track your order. You may track your cigarette stamp order by clicking on the numbers, or by visiting [www.fedex.com/Tracking](http://www.fedex.com/Tracking) and entering in your tracking numbers.

Notice

Account ID:

Account Type:

**From:** Oklahoma Tax Commission  
**To:** Taxpayer Name (OKTAPTest)  
**Date:** Friday, Feb 10, 2012 9:10:38 AM  
**Subject:** Your cigarette stamps have shipped

Your cigarette stamp order has shipped.

Order Number: 0-000-000-000  
 FedEx Tracking Number(s):  
 11111111, 22222222, 33333333

You track your packages by clicking on the link above, or by visiting [www.fedex.com/Tracking](http://www.fedex.com/Tracking)

## Cancelling Your Order

You may cancel a cigarette stamp order through OkTAP only if it has not yet processed. Do this by clicking on the Requests tab in the account. Locate the [Cigarette Stamp Order](#) request you want to cancel. If the Request Status is "Pending..." your order has not processed and is eligible to be canceled.

Periods Requests<sup>1</sup> Activity Notices Letters/Permits

Waiting to be Processed<sup>1</sup> All Requests (Search)

Requests waiting to be processed Filter

Submitted	Account	Account ID	Period	Title	Request Status	Confirmation #
09-Feb-2012	CIG Return	CIG-10000000-01	29-Feb-2012	<a href="#">Cigarette Stamp Order</a>	Pending...	0-000-000-000

To cancel your unprocessed order, click on the blue hyperlink, [Cigarette Stamp Order](#), shown above. This will open your request. Click the [Withdraw Request](#) link on the left, and then confirm your action to cancel your order.

Menu

Home

Back

Log Off

Withdraw Request

Help Links

**Shipping Information**

**Name:** Contact Name      **Phone:** (405) 555-1234  
**Email:** ContactEmailAddress@EmailAddress.com  
**Street:** 123 MAIN ROAD  
**City/State/Zip:** OKLAHOMA CITY, OK 73109  
**Country:** USA      [Use different shipping information](#)

Federally Recognized Indian Tribes or Nations - Gray, Blue, Yellow Stamps

Total ACP Stamps:   
 ACP Tax:

If your request status is "Completed", your order **cannot** be cancelled through OkTAP. You will need to return your excess stamps using the existing process.

## Utilizing Cigarette Credit

A taxpayer will be notified when a credit exists on their Cigarette Account. The credit will NOT display until you open the Order Stamps Form.

Once you complete the order form on the individual stamps type, those numbers will populate onto the Cigarette Stamp Order Form. (The example used was the Yellow Stamps.)

The credit below has NOT been applied to the total order.

**ORDER CIGARETTE STAMPS**

### Cigarette Stamp Order Form

Account ID: CIG-123456789-27

Company: MAKE BELIEVE WHOLESALE

Shipping Information  
Name: Tax Payer Phone: (405) 555-5555  
Email: email@email.com  
Street: 230 S 22ND AVE  
City/State/Zip: FRANKLIN, OK 74000  
Country: USA [Use different shipping information](#)  
*For special delivery times or instructions contact your local delivery service directly*

**Oklahoma Cigarette Tax Stamp - Green Stamp**  
Total ACS Stamps: 150,000  
ACS Tax: 152,250.00

**Sales of State or Tribal Compact - Orange Stamp**  
Total ACT Stamps: 0  
ACT Tax: 0.00

**Federally Recognized Indian Tribes or Nations - Gray, Blue, Yellow Stamps**  
Total ACP Stamps: 0  
ACP Tax: 0.00

Total Discount: -2,250.00  
Total Tax: 152,250.00  
**Existing Credits: -6,870.66**  Use Available Credits  
TOTAL AMOUNT DUE: 152,250.00

Once the "Use Available Credit" is checked, the credit will be applied to the order and the Total Amount Due will change.

**ORDER CIGARETTE STAMPS**

### Cigarette Stamp Order Form

Account ID: CIG-123456789-27

Company: MAKE BELIEVE WHOLESALE

Shipping Information  
Name: Tax Payer Phone: (405) 555-5555  
Email: email@email.com  
Street: 230 S 22ND AVE  
City/State/Zip: FRANKLIN, OK 74000  
Country: USA [Use different shipping information](#)  
*For special delivery times or instructions contact your local delivery service directly*

**Oklahoma Cigarette Tax Stamp - Green Stamp**  
Total ACS Stamps: 150,000  
ACS Tax: 152,250.00

**Sales of State or Tribal Compact - Orange Stamp**  
Total ACT Stamps: 0  
ACT Tax: 0.00

**Federally Recognized Indian Tribes or Nations - Gray, Blue, Yellow Stamps**  
Total ACP Stamps: 0  
ACP Tax: 0.00

Total Discount: -2,250.00  
Total Tax: 152,250.00  
Existing Credits: -6,870.66  Use Available Credits  
TOTAL AMOUNT DUE: 145,379.34

When a credit exists on your Cigarette Stamp account you do not have to use the credit at that time. However, keep in mind that you cannot use a partial credit amount.

# ACCESS CHART — TYPES AND LEVELS

The Master Account Holder is able to adjust the access levels of any individuals that have access to their account(s)

There is only one Master Account Holder granted per taxpayer. This logon has the ability to manage access of all other logons for the taxpayer's account(s), close account, and manage bank information for direct deposit refunds. The first login for the taxpayer is by default the Master Account Holder for the taxpayer. Any subsequent logon established under the same FEIN or SSN will be considered an Account Manager.

Customer Level - Access Type	Master	Account Manager
Add or Edit Taxpayer DBA Name	Y	N
Add or Edit Taxpayer Mailing Address	Y	N
My Profile    Update Profile	Y	Y
Cancel My Online Access	Y	Y
Change Password	Y	Y
Manage Logons	Y	N
Add Access to Another Account	Y	Y
Establish Refund Direct Deposit	Y	N
View and Print Letters/Permits	Y	Y
Request to Close a Tax Account	Y	N

OkTAP has three access levels: View, File, and All Access. The Master Account Holder controls the access level for all other logons. The access level for a login can be set independently for each tax account for which access has been granted to a logon. The Default Access Level is File (This can be changed in Manage Logons – see page 17)

Account Level - Access Level	All Access	File	View
		<b>Default</b>	
<b>Functions</b>			
Add or Edit Account DBA Name	Y	N	N
Add or Edit Account Mailing Address	Y	N	N
Letters / Permits	Y	Y	Y
My Notices    View Messages from the OTC	Y	Y	Y
Send Messages to the OTC	Y	Y	N
Requests	Y	Y	Y
View Returns	Y	Y	Y
File and Amend Returns	Y	Y	N
Pay / Make a Payment	Y	Y	N
Submit Attachments	Y	Y	N
Order Cigarette stamps (Cigarette accounts)	Y	Y	N

## NAVIGATION MENU DETAILS – ACCOUNT LEVEL

**Close Account** – this hyperlink gives you the option to request to close your Oklahoma Tax Account. From the Account Summary Screen, click the [Close Account hyperlink](#). Fill in the date of closure, the reason for closing your account. If you sold your business, include the name of buyer.

You will also need to send your tax permit for that account to the Oklahoma Tax Commission. Once you have filled in the required information, click the Submit button.

**OKTAP**  
Oklahoma Taxpayer  
Access Point

**Menu**  
Home  
Back  
Log Off

**Navigation**  
My Accounts  
CIG-  
Request

**Submit**  
**Cancel**

**CLOSE AN ACCOUNT**

### Request To Close Your Account

Account ID: CIG-  
Filing Type: Consolidated Cigarette

Send your permit to the Oklahoma Tax Commission: PO Box 26920  
Oklahoma City, OK  
73126-9060

Requested Closure Date (e.g. dd-mmm-yyyy)

Closure Reason

If your business was sold, please include to whom it was sold:

Name of buyer

Phone number of buyer

OKTAP will ask to enter in your account password, then click OK .

You are requesting to close this account.  
Please enter your password to confirm this action.

Password

**OK** **Cancel**

**Submit Attachment** – You can attach a word or spreadsheet document to your account, the attachment can not be larger than 30 (MB)

Periods and balances prior to September of 2011 are not available to view on OkTAP.

CIGARETTE WHOLESALE TAX		NAMES AND ADDRESSES	
Account ID	CIG-	Legal Name	QUICK STORE
Filing Frequency	Consolidated Cigarette	DBA Name	
Pending Return Requests	0.00	Location Address	123 E MAIN ST OKLAHOMA CITY OK 73104-2407
Effective Balance	Pay -30,450.00	Mailing Address	123 MAIN ST OKLAHOMA CITY OK 00000

PERIODS | REQUESTS | ACTIVITY | NOTICES | LETTERS & PERMITS

ATTENTION NEEDED<sup>1</sup> ALL PERIODS (SEARCH) Filter

Period	Return Status	Tax	Penalty	Interest	Credits	Balance	Messages
31-Mar-2012	<a href="#">File Now</a>	30,900.00	0.00	0.00	61,350.00	-30,450.00	<a href="#">File Return</a>

Close Account  
**Submit Attachment**  
 Make a Payment  
 Refund Deposit  
 Order Stamps

Fill in the month and year of the associated filing period, and click the **Add Attachment** hyperlink to choose a file.

ATTACHMENTS

Attachments may be up to 30 Megabytes (MB) in size. Up to 11 attachments of 30 MB may be included.

Enter the filing period associated with the attachment you are submitting

Month: [Dropdown]  
 Year: [Dropdown] Required  
 Comments: [Text Area]

Type: Web Return Attachments  
 Description: [Text Field] Required  
 [Browse...]

Save Cancel

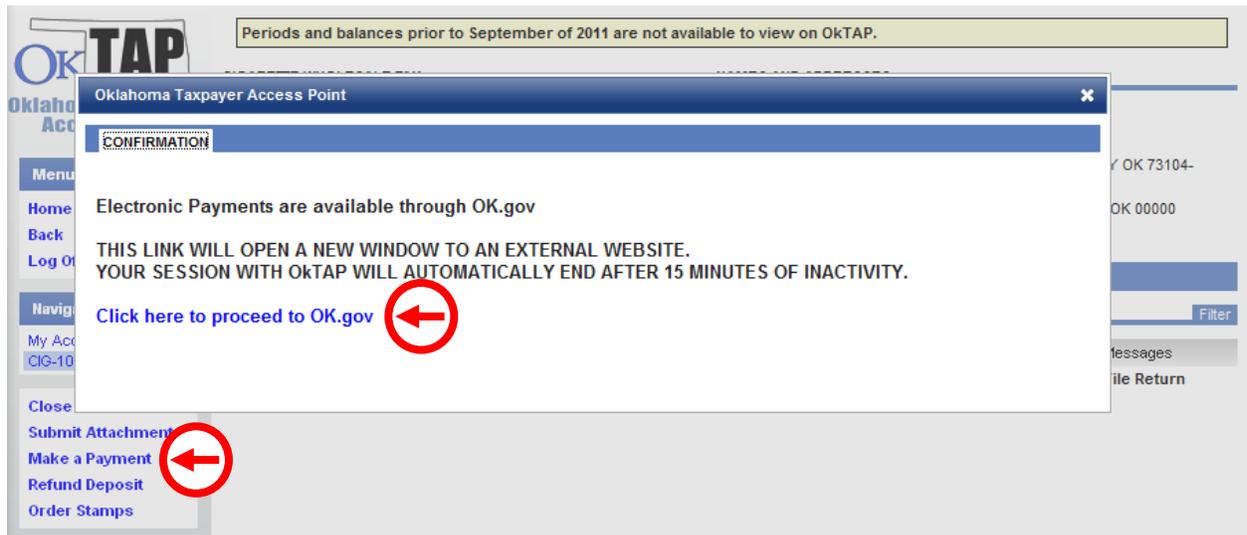
Type a short description of the file, then click your browser button to open up your directories. Once the file is selected, click the save button to attach the document/spreadsheet.

**Add Attachment**

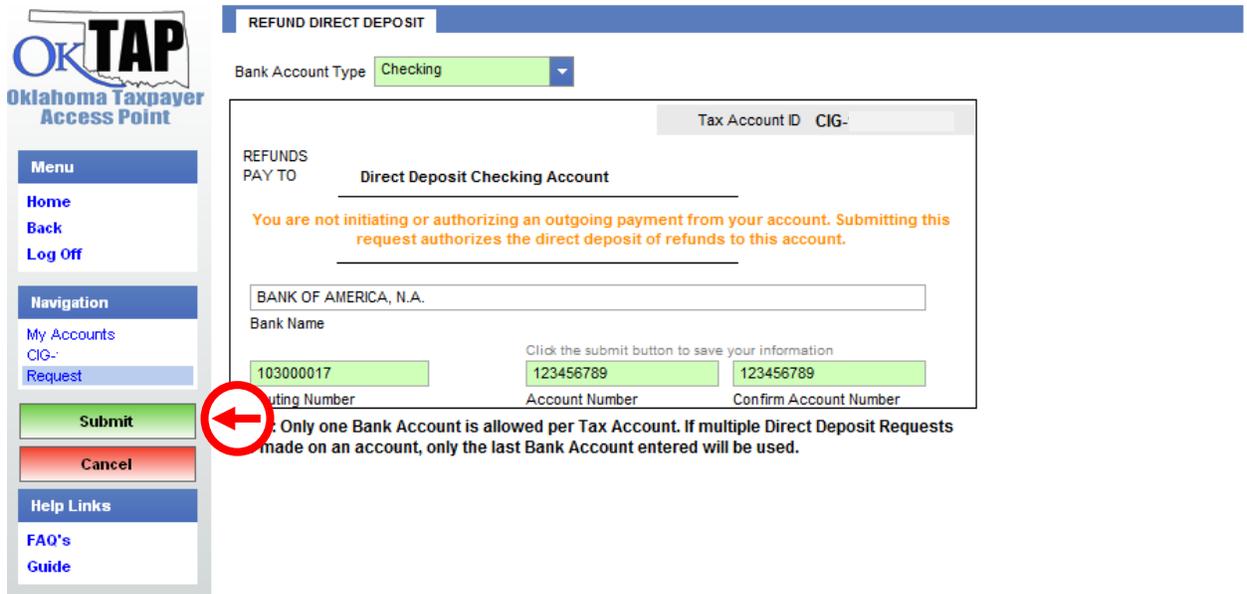
Click the "Add Attachment" link above

**Make A Payment** – Will take you to our sister website for you to make any payments.

Click the “ **Click here to proceed to OK.gov** ” hyperlink



**Refund Deposit** – To have refunds directly deposited into a bank account, the Master Logon will need to enable this feature for a tax account. To have refunds direct deposited into a bank account, identify the account type you wish to have refunds deposited into - checking or savings. Enter the routing number of the financial institution and your account number. Once done click the Submit button



# WITHHOLDING REGISTRATION APPLICATION

To apply to register a withholding account on TAP you will need the following information:

- Valid email to register
- Ownership information
- Physical address of the business
- Dates of operations for the business

## Getting Started

The Withholding Application link on the OTC webpage brings you to this screen:

The screenshot shows the 'OKTAP Oklahoma Taxpayer Access Point' logo on the left. The main content area is titled 'OKLAHOMA WITHHOLDING TAX APPLICATION' and includes a breadcrumb trail 'WITHHOLDING APPLICATION'. Below the title, there is a message: 'You will need a valid email address, Federal Employers Identification Number (FEIN), and the SSN of any responsible parties' with a link 'How to get an FEIN'. A green arrow points to 'Part 1 of 4 - Enter Account Information', which is circled in red. At the top right, there are 'Submit' and 'Cancel' buttons.

From here the withholding application process is a straight-forward, top-down procedure guided by section hyperlinks that open information panels. Note the **Submit** and **Cancel** buttons at the top and bottom of the page. If you wish to cancel the application process, click on the Cancel button at any time. Upon completion of your application, you will be directed to click on the Submit button to finalize the application. Read all directions carefully and be aware of hyperlinks and small question marks that can assist you in the application process.

1. Click on the **Part 1 of 4 – Enter Account Information** hyperlink to bring up the Account Information panel.

Inside the **Account Information panel**, all yellow fields are required. If a field turns red it is in error and must be corrected before moving on. Note the small **blue question mark** next to the "Are you an out of state entity?" check box. These blue question marks appear throughout the application process. Click on the **blue question mark** to bring up additional information regarding that step. The type of account you select from the drop-down menu will activate different options later in the process, so make sure all the information is correct. Complete all required fields and click on the **OK button**.

The screenshot shows a software interface with a main window titled "Account Information" and a smaller dialog box titled "Out of State Entity".

The "Account Information" window contains the following elements:

- A title bar with a close button (X).
- A heading "Account Information".
- A question: "What type of withholding account do you wish to register?" followed by a yellow dropdown menu.
- A question: "Are you a: (Choose one of the following)" with three radio button options: "Sole Proprietor", "Business", and "Government Entity".
- A question: "Are you an out of state entity?" followed by a green checkbox and a blue question mark icon. A red arrow points to the question mark.
- Two buttons at the bottom: "OK" and "Cancel".

The "Out of State Entity" dialog box contains the following text:

Check this box if your corporation is registered in a state other than Oklahoma

This completes Part 1 of 4 and returns you to the home screen. Note the hyperlink for part 2 is now activated.

2. Click on the text hyperlink to begin **Part 2 of 4 – Enter Contact Information.**

WITHHOLDING APPLICATION

### OKLAHOMA WAGE WITHHOLDING TAX APPLICATION

You will need a valid email address, Federal Employers Identification Number (FEIN), and the SSN of any responsible parties [How to get an FEIN](#)

**Part 1 of 4 - Enter Account Information**

Account Type: Withholding - Wage      Out of State? No

Business Type: Business

➔ **Part 2 of 4 - Enter Contact Information**

This hyperlink brings up the **Business Contact Information panel**. Complete all required fields and click on the **OK button**. Clicking in the “Are you a payroll company?” check-box opens additional fields regarding payroll company information. If you are part of a company which provides payroll services you will need to complete both sections of this panel. The expanded Payroll Company Information section is shown below.

### Business Contact Information

--Enter your client information here--

Are you a payroll company?  ?

Business contact type: [Dropdown]

Business contact name: [Text Box]

Contact email address: [Text Box]

Re-enter the email address: [Text Box]

Business phone number: [Text Box] Ext. [Text Box]

Business fax number: [Text Box]

### Payroll Company Information

--Enter your payroll company information here--

Payroll company name: [Text Box]

Name of person completing this form: [Text Box]

Payroll company email address: [Text Box]

Re-enter your email: [Text Box]

Payroll company phone number: [Text Box] Ext. [Text Box]

OK Cancel

Complete all required fields and click on the **OK button**. This completes part 2 and returns you to the home screen.

### 3. Enter Ownership Information

A. Click on the text hyperlink for **Part 3 of 4 – Enter Ownership Information** to being.

The screenshot shows a web application interface for the Oklahoma Wage Withholding Tax Application. At the top right, there are 'Submit' and 'Cancel' buttons. Below the title bar, the text 'WITHHOLDING APPLICATION' is visible. The main heading is 'OKLAHOMA WAGE WITHHOLDING TAX APPLICATION'. A note states: 'You will need a valid email address, Federal Employers Identification Number (FEIN), and the SSN of any responsible parties' with a link 'How to get an FEIN'. The form is divided into four parts: 'Part 1 of 4 - Enter Account Information' (Account Type: Withholding - Wage, Business Type: Business, Out of State?: No), 'Part 2 of 4 - Enter Contact Information' (Business Phone: (555) 555-5555, Name: JOHN DOE, Email Address: name@email.com), and 'Part 3 of 4 - Enter Ownership Information' which is highlighted with a green arrow.

This hyperlink brings up the **Ownership Information panel**. Complete all required fields and click on the **OK button**.

The screenshot shows a dialog box titled 'Ownership Information' with a close button (X) in the top right corner. It contains the following fields: 'How is this business owned?' with a dropdown menu, 'Federal Employer Identification Number (FEIN):' with a text input field, 'Name of Partnership, Corporation, or Limited Liability Company:' with a text input field, and 'Trade Name or Doing Business As:' with a text input field. At the bottom, there are 'OK' and 'Cancel' buttons.

This completes part 3 and returns you to the home screen. Note that the **Enter mailing address** hyperlink now appears.

 [Enter mailing address](#)

B. Click on the **Enter mailing address** hyperlink to open the **Mailing Address** panel.

WITHHOLDING APPLICATION

**OKLAHOMA WAGE WITHHOLDING TAX APPLICATION**

You will need a valid email address, Federal Employers Identification Number (FEIN), and the SSN of ar esponsible parties [How to get an FEIN](#)

**Part 1 of 4 - Enter Account Information**  
Account Type: Withholding - Wage      Out of State? No  
Business Type: Business

**Part 2 of 4 - Enter Contact Information**  
Business Phone: (555) 555-5555  
Name: JOHN DOE      Email Address: name@email.com

**Part 3 of 4 - Enter Ownership Information**  
How is this business owned? Association  
FEIN: \*\*5555  
Name of Individual, Partnership, Corporation or Limited Liability Company:  
JOHN DOE, LLC  
Trade Name: JD

→ Enter mailing address

You may use the **USPS Website** hyperlink in the top-right corner to find the last 4 digits of your zip code for faster processing. Complete all required fields and click on the **OK button**. If your physical address is different from your mailing address you will need to repeat the steps for that portion of the process as well. If not, click the *Same as mailing address* check box to move on to the next section of the application.

**Mailing Address**      Want your application processed faster?  
Find your Zip+4 from the [USPS Website](#).

Street:

Unit:       City:

State:       Zip:       County:

Country:

Attention:

→ Enter physical location      Same as mailing address

OK      Cancel

This completes the mailing address portion and returns you to the home screen where the **Search for code (NAICS)** hyperlink appears.

C. Click the **Search for your principle products or services code (NAICS)** hyperlink to begin the search process.

WITHHOLDING APPLICATION

**OKLAHOMA WAGE WITHHOLDING TAX APPLICATION**

You will need a valid email address, Federal Employers Identification Number (FEIN), and the SSN of any responsible parties [How to get an FEIN](#)

**Part 1 of 4 - Enter Account Information**

Account Type: Withholding - Wage      Out of State? No  
Business Type: Business

**Part 2 of 4 - Enter Contact Information**

Business Phone: (555) 555-5555      Email Address: name@email.com  
Name: JOHN DOE

**Part 3 of 4 - Enter Ownership Information**

How is this business owned? Association  
FEIN: \*\*-\*\*\*5555  
Name of Individual, Partnership, Corporation or Limited Liability Company:  
JOHN DOE, LLC  
Trade Name: JD

[Enter mailing address](#)

Street: 123 MAIN ST      State: OK      Zip: 99999      Country: USA  
City: OKLAHOMA CITY

[Enter physical location](#)

Same as mailing address

Street: 123 MAIN ST      State: OK      Zip: 99999      Country: USA  
City: OKLAHOMA CITY

➔ [Search for your principle products or services code \(NAICS\) ?](#)

This hyperlink brings up the Industry Code Lookup panel. Complete all required fields to generate product code. If You need more information on NAICS codes, click on the blue question mark to bring up an information box.

**NAICS** [x]

The North American Classification System is a 6 digit code used by businesses that describes the economic activity of that business [Click here for more information!](#)

Use the **Keyword** box to search for the product code that best fits your company. Type a word or words that best describe your business and hit enter. To learn more about a particular NAICS code, click the **Details** hyperlink on the right side of the Code window. These boxes will provide additional information and help you determine the correct NAICS code. To select your NAICS code, click on the **NAICS code number** hyperlink in the left column of the row the best describes your business.

Web Codes
✕

SEARCH

### Industry Code Lookup

To search for your industry code, type your primary products or services in the Keyword box and press enter. Click the Details link to view the title, description, and primary activity the industry code describes. To select your code, click on the blue code number to the left of the title.

Type NAICS 2007 ▼

Keyword food

Title

Description

Activity

Code	Description	
<a href="#">111419</a>	Other Food Crops Grown Under Cover CAN	<a href="#">Details</a>
<a href="#">236210</a>	Industrial Building Construction CAN	<a href="#">Details</a>
<a href="#">238290</a>	Other Building Equipment Contractors MEX	<a href="#">Details</a>
<a href="#">311111</a>	Dog and Cat Food Manufacturing CAN	<a href="#">Details</a>
<a href="#">311119</a>	Other Animal Food Manufacturing CAN	<a href="#">Details</a>
<a href="#">311211</a>	Flour Milling CAN	<a href="#">Details</a>
<a href="#">311230</a>	Breakfast Cereal Manufacturing	<a href="#">Details</a>
<a href="#">311412</a>	Frozen Specialty Food Manufacturing MEX	<a href="#">Details</a>
<a href="#">311422</a>	Specialty Canning US	<a href="#">Details</a>
<a href="#">311423</a>	Dried and Dehydrated Food Manufacturing US	<a href="#">Details</a>
<a href="#">311514</a>	Dry, Condensed, and Evaporated Dairy Product Manufacturing US	<a href="#">Details</a>
<a href="#">311612</a>	Meat Processed from Carcasses US	<a href="#">Details</a>
<a href="#">311615</a>	Poultry Processing CAN	<a href="#">Details</a>
<a href="#">311711</a>	Seafood Canning US	<a href="#">Details</a>
<a href="#">311712</a>	Fresh and Frozen Seafood Processing US	<a href="#">Details</a>

Clicking on the **NAICS code number** hyperlink will return you to the home screen with the correct NAICS number and description filled-in. Once the code is entered, the next section is activated.

D. Click on the **Enter owner/responsible party information** hyperlink to open the owner/officer information panel.

[Submit](#) [Cancel](#)

**WITHHOLDING APPLICATION**

### OKLAHOMA WAGE WITHHOLDING TAX APPLICATION

You will need a valid email address, Federal Employers Identification Number (FEIN), and the SSN of any responsible parties [How to get an FEIN](#)

**Part 1 of 4 - Enter Account Information**  
Account Type: Withholding - Wage      Out of State? No  
Business Type: Business

**Part 2 of 4 - Enter Contact Information**  
Business Phone: (555) 555-5555      Email Address: name@email.com  
Name: JOHN DOE

**Part 3 of 4 - Enter Ownership Information**  
How is this business owned? Association  
FEIN: \*\*-\*\*\*5555  
Name of Individual, Partnership, Corporation or Limited Liability Company:  
JOHN DOE, LLC  
Trade Name: JD

[Enter mailing address](#)  
Street: 123 MAIN ST      State: OK      Zip: 99999      Country: USA  
City: OKLAHOMA CITY

[Enter physical location](#)  
Same as mailing address   
Street: 123 MAIN ST      State: OK      Zip: 99999      Country: USA  
City: OKLAHOMA CITY

[Search for your principle products or services code \(NAICS\) ?](#)      [Change NAICS](#)  
NAICS 2007: 111419 -- Other Food Crops Grown Under Cover CAN

Name(s) of Corporate Officer or Responsible Party: ?  
[Enter officer/responsible party information](#)  
Number of owners/officers entered: 0      [Officer/responsible party information required](#)



Note the owner/officer information panel is tabbed. If you have additional owners/officers to enter, click on the **Add a Record** text to open up another tab. Repeat this process for all owners/officers. If additional records are opened unintentionally, use the **Delete this Record** hyperlink to remove errant records. Once all responsible parties are added, click on the **OK button**.

Record 1 + Add a Record

Record 1 Delete this Record

--To add additional responsible parties click Add a Record above--

Title [ ] Officer start date [ ]

SSN [ ]

First Name [ ] M.I. [ ]

Last Name [ ]

Officer Mailing Address

Street [ ]

City [ ] State [ ]

Zip Code [ ] Country USA [ ]

--Do NOT click OK until ALL responsible parties have been added--

OK Cancel

Completing the officer information returns you to the home screen where the **Wage Withholding Tax** section is now activated.

E. In the **Wage Withholding Tax** section, use the check boxes on the right to complete this portion of the form. All boxes are required (yellow) and must be completed to move on.

Submit
Cancel

WITHHOLDING APPLICATION

## OKLAHOMA WAGE WITHHOLDING TAX APPLICATION

You will need a valid email address, Federal Employers Identification Number (FEIN), and the SSN for any responsible parties [How to get an FEIN](#)

Part 1 of 4 - Enter Account Information

Account Type: Withholding - Wage      Out of State? No  
 Business Type: Business

Part 2 of 4 - Enter Contact Information

Business Phone: (555) 555-5555      Email Address: name@email.com  
 Name: JOHN DOE

Part 3 of 4 - Enter Ownership Information

How is this business owned? Association  
 FEIN: \*\*\_\*\*\*5555  
 Name of Individual, Partnership, Corporation or Limited Liability Company:  
 JOHN DOE, LLC  
 Trade Name: JD

Enter mailing address

Street: 123 MAIN ST      State: OK      Zip: 99999      Country  
 City: OKLAHOMA CITY

Enter physical location

Same as mailing address

Street: 123 MAIN ST      State: OK      Zip: 99999      Country: USA  
 City: OKLAHOMA CITY

Search for your principle products or services code (NAICS) [?](#) [Change NAICS](#)

NAICS 2007: 111419 -- Other Food Crops Grown Under Cover C.

Name(s) of Corporate Officer or Responsible Party: [?](#)

[View or change officer/responsible party information](#)

Number of owners/officers entered: 1      [Add additional responsible parties](#)

Wage Withholding Tax

➔

Do you now or do you intend to withhold Oklahoma Income Tax from employees?.....

Date you will begin/began withholding Oklahoma Income Tax: .....

Do you expect to withhold more than \$500 per quarter? ..... Yes  No

Are you required to make federal withholding tax deposits more frequently than once a month?.... Yes  No

Once finished, the final section will appear: Part 4 of 4 – Electronic Signature.

4. To complete the application process, read the Electronic Signature statement and click the "I agree to this" check box to signify that this form is accurate and complete.

[Submit](#) [Cancel](#)

WITHHOLDING APPLICATION

## OKLAHOMA WAGE WITHHOLDING TAX APPLICATION

You will need a valid email address, Federal Employers Identification Number (FEIN), and the SSN of any responsible parties [How to get an FEIN](#)

**Part 1 of 4 - Enter Account Information**  
Account Type: Withholding - Wage      Out of State? No  
Business Type: Business

**Part 2 of 4 - Enter Contact Information**  
Business Phone: (555) 555-5555  
Name: JOHN DOE      Email Address: name@email.com

**Part 3 of 4 - Enter Ownership Information**  
How is this business owned? Association  
FEIN: \*\*\_\*\*\*5555  
Name of Individual, Partnership, Corporation or Limited Liability Company:  
JOHN DOE, LLC  
Trade Name: JD

**Enter mailing address**  
Street: 123 MAIN ST  
City: OKLAHOMA CITY      State: OK      Zip: 99999      Country: USA

**Enter physical location**  
Same as mailing address   
Street: 123 MAIN ST  
City: OKLAHOMA CITY      State: OK      Zip: 99999      Country: USA

**Search for your principle products or services code (NAICS)** ? [Change NAICS](#)  
NAICS 2007: 111419 -- Other Food Crops Grown Under Cover CAN

**Name(s) of Corporate Officer or Responsible Party:** ?  
[View or change officer/responsible party information](#)  
Number of owners/officers entered: 1      [Add additional responsible parties](#)

**Wage Withholding Tax**  
Do you now or do you intend to withhold Oklahoma Income Tax from employees?.....   
Date you will begin/began withholding Oklahoma Income Tax: ..... 12-Jun-2012   
Do you expect to withhold more than \$500 per quarter? ..... Yes  No   
Are you required to make federal withholding tax deposits more frequently than once a month?.... Yes  No

**Part 4 of 4 - Electronic Signature**  
I, the undersigned applicant or authorized representative, declare under the penalties of perjury I have examined this application and attachments and, to the best of my knowledge, the facts set forth are true and correct, and the requirements hereunder will be carried out in accordance with the laws of the State of Oklahoma and the rules and regulations of the Oklahoma Tax Commission. I further acknowledge and agree that withholding taxes are trust funds for the State of Oklahoma and any use of these trust funds other than timely remittance to the State of Oklahoma is embezzlement and can result in criminal prosecution.

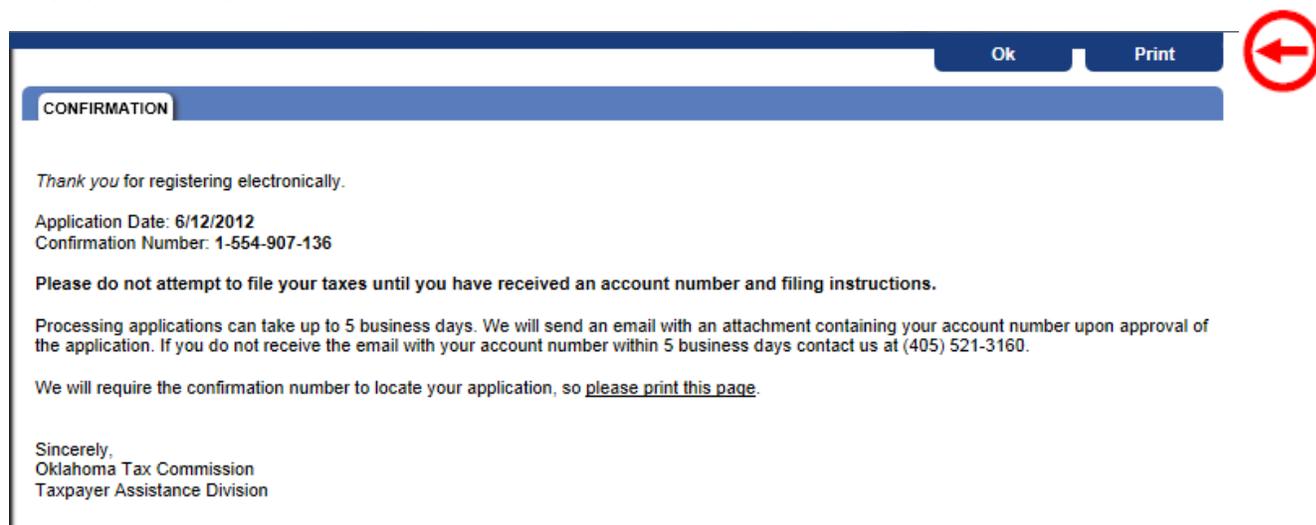
I agree to this       --Click on the Submit button at the top of the page to submit your application--

[Submit](#) [Cancel](#)

Note that Submit and Cancel tabs now appear at the top of the page. If your screen resolution is set to the point that the side scroll function is activated, the Submit and Cancel tabs will appear both at the top and bottom of the screen for convenience.



5. Once finished you will be taken to the CONFIRMATION screen. Use the Print button at the top of the page to print a copy of your confirmation which includes the application date and confirmation number. This number can be used to look-up the application if the taxpayer has a question.



Once the application is complete click on the **Ok button**. You will receive email confirmation of your registration after your application is processed. The email will contain your OTC account number and instruction for tax remittance. Please allow five business days for processin