REGISTERING FOR OKTAP

The following tax types are currently available through OkTAP:

- Sales Tax
- Withholding Tax
- Nonresident Royalty Withholding Tax
- Pass through Withholding Tax
- Use Tax: Vendor
- Use Tax: Consumers
- Tire Recycling Fee
- Mixed Beverage
- Prepaid Wireless
- Alcohol Wholesale
- Cigarette Wholesale
- Tobacco Wholesale
- Telephone Surcharge Tax
- Vehicle Rental Tax
- Lodging Tax
- Rural Electric Tax
- Prepaid Wireless Tax
- Franchise Tax
- Rural Electric Co-Op License

Any taxpayers with tax accounts for those tax types are eligible to register for an OkTAP logon.

The first individual that registers for OkTAP under a company's FEIN is 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.

You will need the following information to register for an OkTAP account:

- Account Number: 13-digit account number located on all correspondence received from the OTC after October 10, 2011
- Federal Employer Identification Number (FEIN) for businesses or Social Security Number (SSN) for individuals

1. Click the **Register Now** button at the top-right of the screen to create an OkTAP account.
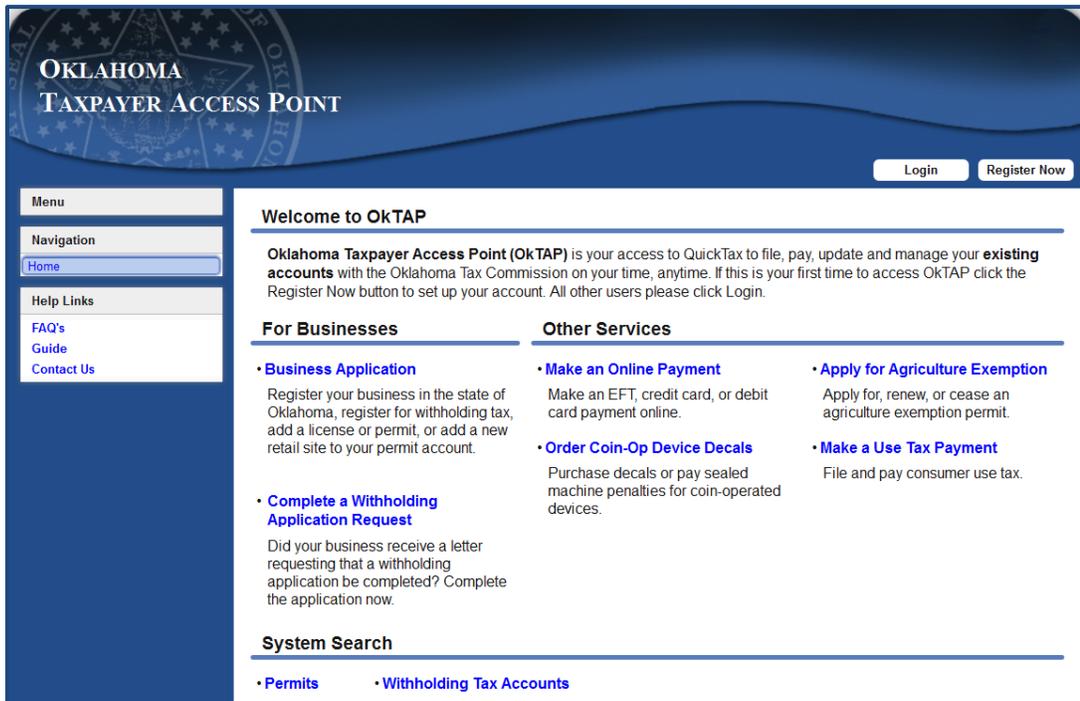
2. Click the **Step 1 of 3: Personal Information** link (A) and enter your information in the pop-up window.
3. Click the **OK** button (B) to save the information.
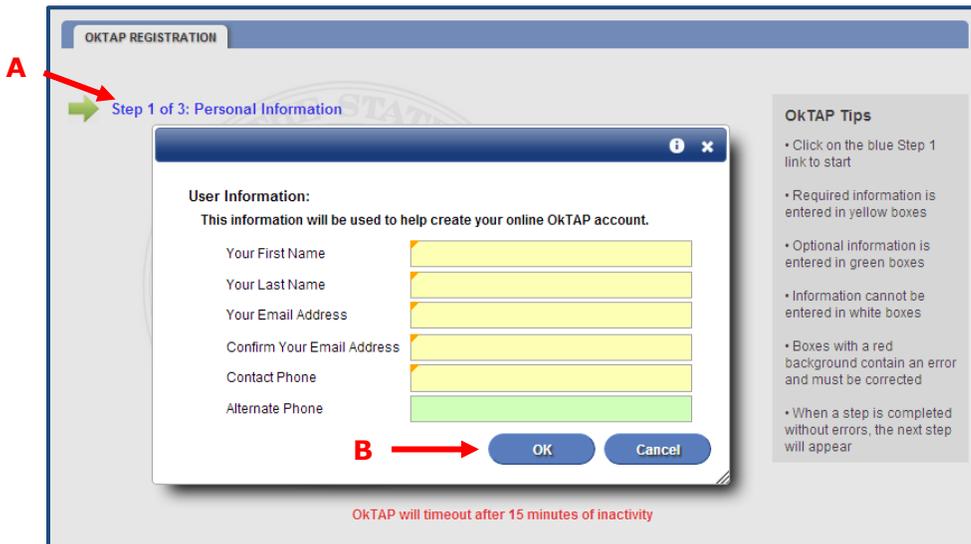
4. Click the **Step 2 of 3: Logon Credentials** link (A) and complete the required fields. The **Logon ID** may contain up to 30 characters, is not case sensitive, and spaces are allowed. Make a note of your ID, password, and security question for future reference.
5. Click the **OK** button (B) to save the information.

6. Click the **Step 3 of 3: Customer and Account Information** link (A).
7. Third party filers are tax preparers who are filing returns and/or making payments on behalf of their clients. If you are a third party:
   a. Select **Yes** from the **Are you a third party?** drop down menu (B).
   b. Bulk filers are tax preparers who are bulk filing withholding tax returns on behalf of their clients. If you are a bulk filer, select **Yes** from the **Do you bulk file withholding returns?** drop down menu (C).
   c. Select **FEIN** from the **Select ID Type** drop down menu and enter your company's FEIN number in the **Enter ID Number** field (D).

8. If you are not a third party:
   a. Select **No** from the **Are you a third party?** drop down menu (B).
   b. Select **FEIN**, if you are a business, or **SSN**, if you are an individual, from the **Select ID Type** drop down menu and enter your FEIN or SSN number in the **Enter ID Number** field (C).
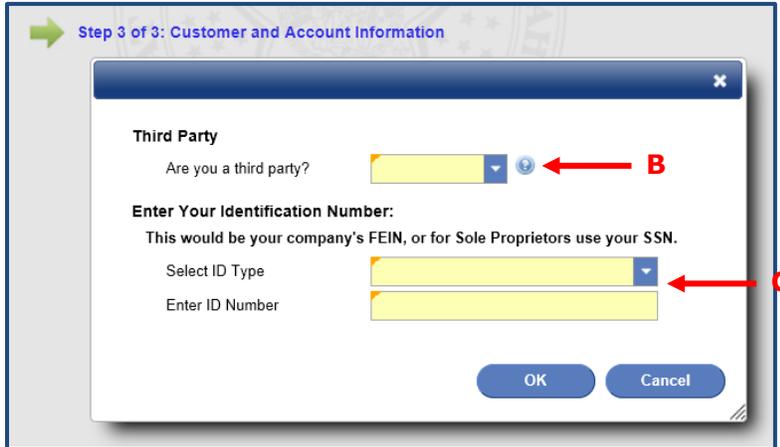
   c. Upon entering the ID number, the window will expand to include Account Summary information. Enter account information for an existing Oklahoma Tax account to validate your registration.
9. Click the **OK** button to save the information.
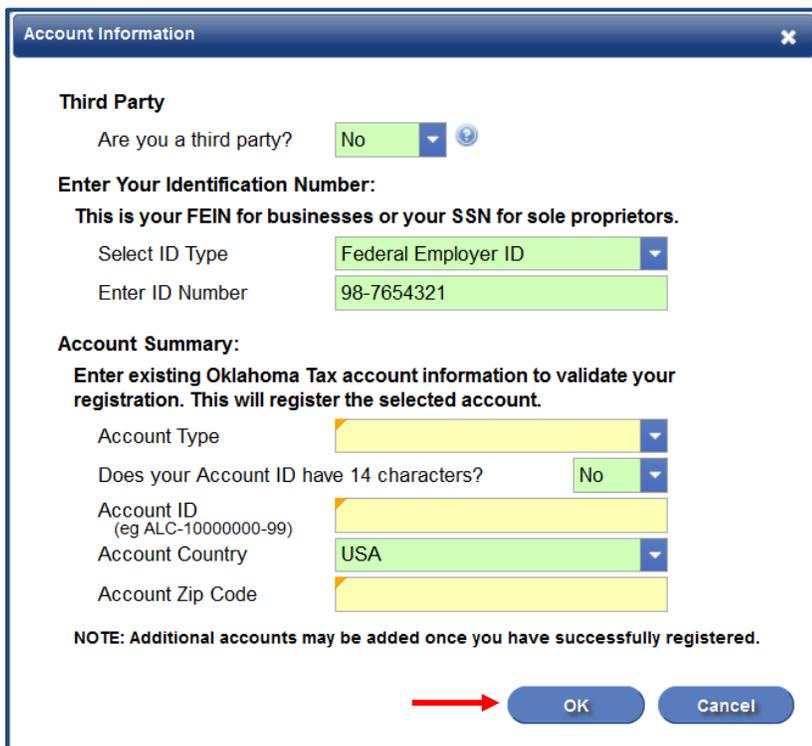
10. You can click on the step links to edit the information you entered. Click the **Submit** button at the top of the page to complete the registration.

11. The confirmation screen indicates successful completion. Click the **OK** button to continue.

You will receive an email confirming your request that will include an authorization code you will use when you logon to OkTAP for the first time.