



Realty Transfer and Mortgage

Spring 2020

What is TNTAP?

TNTAP = Tennessee Taxpayer Access Point

- Website for filing returns and making payments
- Access returns and letters

Realty Transfer Mortgage will be available on May 4, 2020

- If you have provided your information, the Department will create logons for you.
- These will be emailed to you the first week of May, 2020.
- The website for TNTAP is <https://tntap.tn.gov/EServices>

Log in to TNTAP

Enter the logon details provided to you during the first full week of May, and click Logon.

TN Department of Revenue **TNTAP**

≡ TNTAP

Home

Attention:
Tax Questions? For information and phone numbers click [here](#).

Log in to TNTAP!

Username:

Password:

Logon

[Forgot Password?](#)
[Forgot Username?](#)

New to TNTAP?

Sign up to manage tax accounts online. Visit our [TNTAP Information page](#) to learn more.

Create a TNTAP Logon

Need Help?

[TNTAP FAQs](#)
[How-to Videos](#)

Tax Preparers

[Help For Tax Preparers](#)
[Approved Software Vendors](#)

Law Enforcement Agencies

[Submit an Unauthorized Substance Report](#)

Make a Payment without Logging In

[Make an ACH Debit Payment](#)
[Make a Credit Card Payment](#)

Look Up Information

[Look Up Professional Privilege Account ID](#)
[Check Professional Privilege Account Status](#)
[Look Up Tax Account Numbers](#)
[Verify a Sales & Use Tax Certificate](#)
[Obtain a Franchise/Excise Tax Clearance](#)

Additional Services

[File a Natural Disaster Claim for Refund](#)
[Request an Auto/Boat Refund](#)
[Retrieve a Saved Submission](#)

File a Return without Logging In

[File Consumer Use Tax](#)
[File Hall Income Tax](#)
[File Minimum \(\\$100\) Franchise & Excise Tax](#)
[File/Pay Professional Privilege Tax](#)

Registration

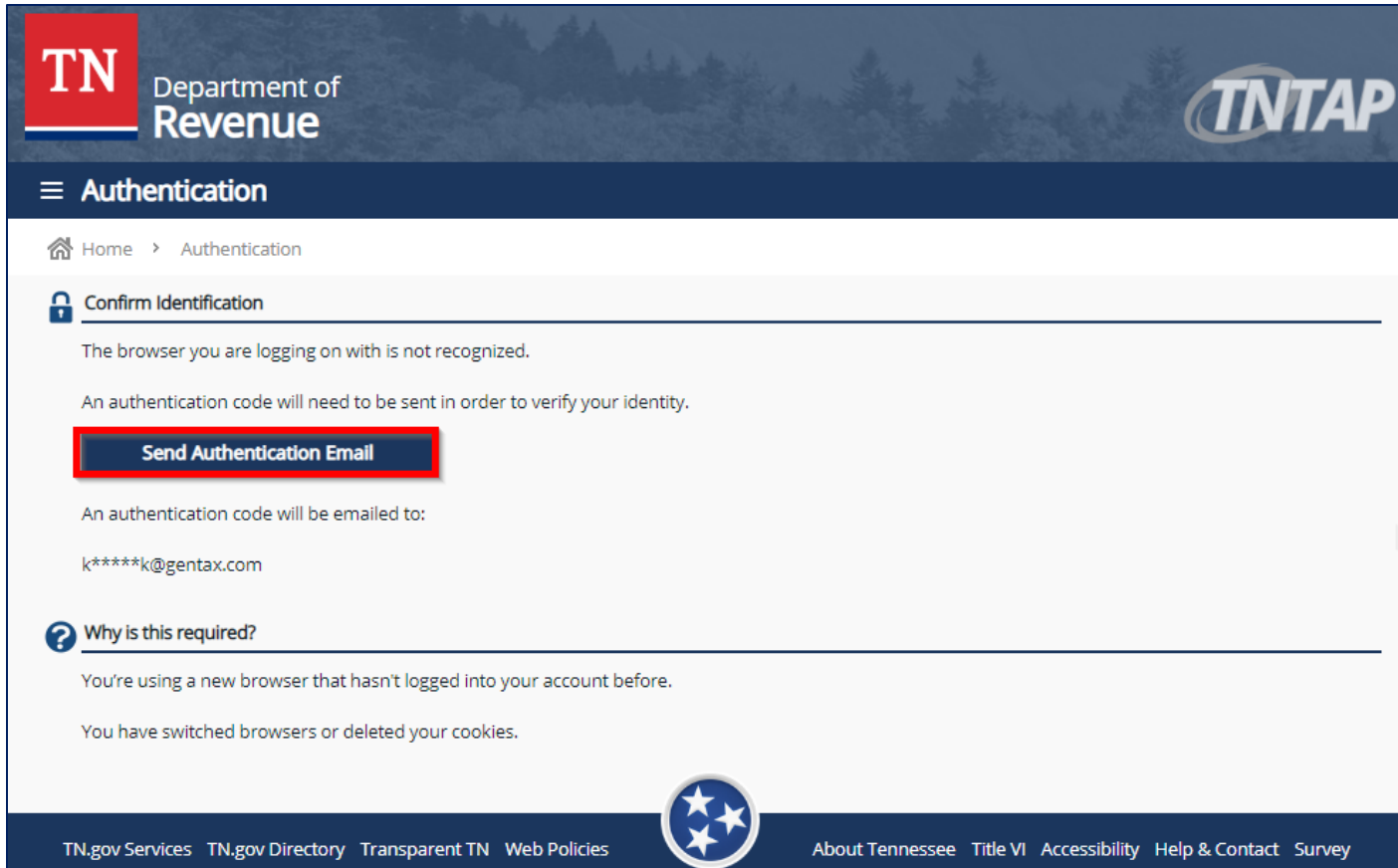
[Register a New Business](#)
[Register for Hall Income Tax](#)
[Merchant Card Processor Registration](#)
[TN Vendor Contract Questionnaire](#)
[Apply or Renew F&E Tax Exemption](#)

Approved Alcohol & Beer Brands

[Alcohol & High Gravity Beer Brands](#)
[Beer & High Gravity Beer Brands](#)
[Alcohol/High Grav Beer Brands 2019 & Prior](#)

Authentication

- To keep your account secure an authentication code will be sent to the email or cell phone number you provided.
- Click the **Send Authentication Email** button and TNTAP will send the code to your email or phone.



TN Department of Revenue **TNTAP**

≡ Authentication

Home > Authentication

Confirm Identification

The browser you are logging on with is not recognized.

An authentication code will need to be sent in order to verify your identity.

Send Authentication Email

An authentication code will be emailed to:

k*****k@gentax.com

? Why is this required?

You're using a new browser that hasn't logged into your account before.

You have switched browsers or deleted your cookies.

TN.gov Services TN.gov Directory Transparent TN Web Policies About Tennessee Title VI Accessibility Help & Contact Survey

Email

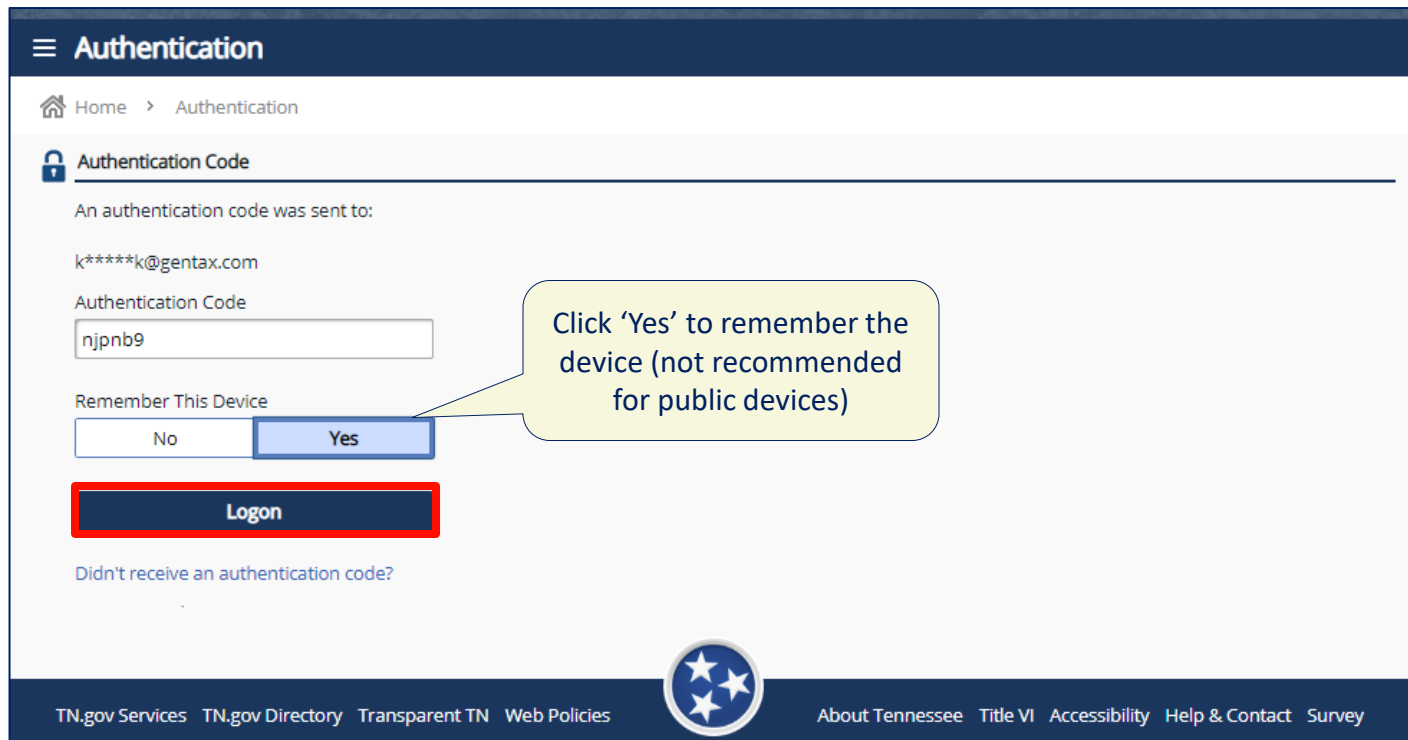
- The email will look like the image below.
- If you did not receive the email, check your **Spam** folder.



TIP: If your TNTAP session is still open, copy the code from your email.

Authentication

- Return to your open TNTAP session, and enter the code from the email.
- Click **Logon** to continue.



The screenshot shows the 'Authentication' page of the TNTAP system. At the top, there is a dark blue header with a hamburger menu icon and the word 'Authentication'. Below the header, a breadcrumb trail shows 'Home > Authentication'. The main content area is titled 'Authentication Code' with a lock icon. It states 'An authentication code was sent to:' followed by the email 'k*****k@gentax.com'. Below this, there is a text input field for the 'Authentication Code' containing the value 'njpn9'. Underneath the input field are two radio buttons for 'Remember This Device', with 'No' and 'Yes' options. The 'Yes' button is highlighted in blue. A yellow callout bubble points to the 'Yes' button with the text 'Click 'Yes' to remember the device (not recommended for public devices)'. Below the radio buttons is a red-outlined button labeled 'Logon'. At the bottom of the form area, there is a link that says 'Didn't receive an authentication code?'. The footer of the page is dark blue and contains links for 'TN.gov Services', 'TN.gov Directory', 'Transparent TN', 'Web Policies', a circular logo with three stars, and 'About Tennessee', 'Title VI', 'Accessibility', 'Help & Contact', and 'Survey'.

Authentication

Home > Authentication

Authentication Code

An authentication code was sent to:

k*****k@gentax.com

Authentication Code

njpn9

Remember This Device

No Yes

Click 'Yes' to remember the device (not recommended for public devices)

Logon

Didn't receive an authentication code?

TN.gov Services TN.gov Directory Transparent TN Web Policies

About Tennessee Title VI Accessibility Help & Contact Survey

Still having trouble? Call 615-253-0704 for assistance.

TNTAP Home

- Click on the [Realty Transfer and Mortgage](#) link to see more information about your account.

The screenshot displays the TNTAP Home dashboard. At the top, a dark blue header contains the TNTAP logo, a welcome message, and links for Settings, Help, and Log Off. Below the header, a yellow box contains an attention message and information about new functionality for Sales and Use taxpayers. The dashboard is divided into three main sections: Logon, Alerts, and I Want To. The Logon section shows the user's email (test@test.test), last login date (15-Nov-2019), and balance (\$0.00). The Alerts section shows 1 unread message. The I Want To section lists links for Manage Accounts, Manage Payments, Send Us a Message, and Additional Services. At the bottom, a dark blue navigation bar contains links for Accounts, Submissions, Correspondence, Names and Addresses, and Logons. The Accounts section is active, showing a table with one account: Realty Transfer and Mortgage, with ID 1000839065-RTM, type REALTY TRANSFER AND MORTGAGE TAXPAYER, and balance \$0.00. The 'Realty Transfer and Mortgage' link in the table is highlighted with a red box.

TNTAP Welcome, Realty Transfer and Mortgage [Settings](#) [Help](#) [Log Off](#)

[Home](#)

Attention: To add access to your accounts, please use the 'Manage Accounts' link and then choose 'Gain Access to an Account'. Once you have access you will be able to file returns, make payments, and amend returns. Visit our [help page](#) for answers to TNTAP filing and payment questions and to view instructional videos.

New functionality for Sales and Use taxpayers: you can now file **and** pay at the same time.

Logon

Realty Transfer and Mortgage
test@test.test
Last logged on 15-Nov-2019
Balance: \$0.00

Alerts

There is 1 Unread Message

I Want To

[Manage Accounts](#)
[Manage Payments](#)
[Send Us a Message](#)
[Additional Services](#)

Accounts Submissions Correspondence Names and Addresses Logons

[Accounts](#) [Show All](#)

Realty Transfer and Mortgage	1000839065-RTM	REALTY TRANSFER AND MORTGAGE TAXPAYER	\$0.00
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File a Return

- Each tab (Submissions, Correspondence, etc.) displays information specific to that topic.
- All text in [blue](#) can be clicked to display more information.
- Click [File Return](#) to submit your return for that period.

The screenshot shows the 'Realty Transfer and Mortgage' website. The top navigation bar includes a hamburger menu, the site name, and links for 'Welcome, Realty Transfer and Mortgage', 'Settings', 'Help', and 'Log Off'. Below this is a breadcrumb trail: 'Home > Realty Transfer and Mortgage'. The main content area is divided into three columns: 'Account', 'Account Alerts', and 'I Want To'. The 'Account' column shows the user's name 'REALTY TRANSFER AND MORTGAGE TAXPAYER', a masked ID '**_***5555', and account details for 'Realty Transfer and Mortgage' with ID '1000839065-RTM' and a balance of '\$0.00'. The 'Account Alerts' column shows a checkmark and the message 'There are no alerts'. The 'I Want To' column lists actions: 'Petition for Penalty Waiver', 'Make a Payment', 'Claim a Refund', and 'Close Account'. Below these columns is a tabbed interface with 'Periods' selected. The 'Periods' tab shows a table with columns for the period, balance, filing status, and a 'File Return' link. The first row for '30-Jun-2020' has the 'File Return' link highlighted with a red box. The table also includes a 'Show All' button.

Periods	Submissions	Correspondence	Names and Addresses	Logons
30-Jun-2020	\$0.00	Not Filed	File Return	
31-May-2020	\$0.00	Not Filed	File Return	
30-Apr-2020	\$0.00	Not Filed	File Return	
31-Mar-2020	\$0.00	Not Filed	File Return	

Realty Transfer & Mortgage Tax Return

- To file the return, enter the information line-by-line.
- As information is entered in the white fields, TNTAP calculates the numbers in the gray fields.
- Click **Next** to continue.

Realty Transfer and Mortgage Tax Return

Welcome, Realty Transfer and Mortgage

Settings

Help

Log Off

Home > Realty Transfer and Mortgage > Realty Transfer and Mortgage Tax Return

1. Summary

Summary

1. Total realty transfer tax collected	<input type="text" value="0.00"/>
2. Total mortgage tax collected	<input type="text" value="0.00"/>
3. Total tax collected	<input type="text" value="0.00"/>
4. Amount retained by register	<input type="text" value="0.00"/>
5. Total tax due to State	<input type="text" value="0.00"/>
6. Credit memo balance	<input type="text" value="0.00"/>
7. Penalty	<input type="text" value="0.00"/>
8. Interest	<input type="text" value="0.00"/>
9. Total amount due	<input type="text" value="0.00"/>

Save Draft

Cancel

Next >

Attachments


- There are no required supporting documents.
- Click [Supporting Documents](#) if you have something to add.
- Click **Next** to continue.


1. Summary

2. Attachments

Attachments

Attach supporting documents if applicable.

 Supporting Documents

 Attachments

Type	Name	Description	Size
------	------	-------------	------

Cancel

< Previous

Next >

Payment Details


- Payment can be made by ACH Debit or credit card.
- To pay by ACH Debit, click **Yes**.
- Follow the instructions on the expanded screen.

1. Summary

2. Attachments

3. Payment Details

Payment Details

 Payment

Amount Due

976.00

Would you like to pay by ACH Debit?

Yes

No

Credit card payments are available after submission (with a service fee).

Save Draft

Cancel

< Previous

Submit

Required

ACH Debit Payment

Payment Details

Payment

Amount Due 976.00

Would you like to pay by ACH Debit?

Yes

No

Credit card payments are available after submission (with a service fee).

The payment date below is after this return's due date (7/15/2020). This return may be subject to penalty and interest.

Payment Channel

Type

ACH Debit

Bank Account Type

Required

Required

Routing Number

Required

Bank Account Number

Required

Confirm Bank Account Number

Required

Save this payment channel for future use

No

Yes

Payment

Filing Period

30-Jun-2020

Payment Date

18-Nov-2020

Amount

976.00

Confirm Amount

Required



By clicking this box, you certify that you have contacted your financial institution and authorized payment originating from the state of Tennessee company ID W626001445

Save Draft

Cancel


< Previous


Submit

TN

Confirmation

- When the submission is complete you will see a confirmation page.
- Click **Print Confirmation** to print a copy of the return.
- Click **Ok** to continue.

 Home > Realty Transfer and Mortgage > Realty Transfer and Mortgage Tax Return > Confirmation

 Confirmation



Your tax return for 30-Jun-2020 has been submitted. Your confirmation number is 0-082-955-392. Your tax return should be reflected on your account within 1-2 business days.

To print a summary of your submitted return, click below.

Print Confirmation

If you have already submitted a payment or if no payment is due, please click the button below. If you still need to make a payment, please select a payment source and proceed.

Select a Payment Source

 ACH Debit	Make an ACH debit payment from your bank account.
 Credit Card	Make a Credit Card Payment. There will be a service fee added to your payment. This fee is assessed by Link2Gov, a 3rd party credit card processor, and is not retained by the Department of Revenue.

OK

Retrieving Submissions

- To view your submission, click on the **Submissions** tab on the account screen.
- Click on the submission hyperlink to view more details.

The screenshot displays the 'Realty Transfer and Mortgage' account interface. At the top, a dark blue header contains the site name, a welcome message, and links for Settings, Help, and Log Off. Below the header, a breadcrumb trail shows the path: Home > REALTY TRANSFER AND MORTGAGE TAXPAYER > Realty Transfer and Mortgage. The main content area is divided into three sections: 'Account' (showing taxpayer information and a link to 'Realty Transfer and Mortgage'), 'Account Alerts', and 'I Want To' (with links for 'Petition for Penalty Waiver', 'Make a Payment', 'Claim a Refund', and 'Close Account'). A horizontal navigation bar below these sections contains tabs for 'Periods', 'Submissions' (highlighted with a red box), 'Correspondence', 'Names and Addresses', and 'Logons'. Under the 'Submissions' tab, there are three sub-sections: 'Draft Submissions' (with the text 'None need attention'), 'Submitted' (with the text 'None have been submitted'), and 'Processed' (with a 'View Submissions' button and a red box around the link 'Realty Transfer and Mortgage Tax Return').

Retrieving Submissions

- The **I Want To** section in the Submission tab displays available actions.

The screenshot displays the 'Realty Transfer and Mortgage Tax Return' application interface. The top navigation bar includes a hamburger menu, the title 'Realty Transfer and Mortgage Tax Return', and links for 'Welcome, Realty Transfer and Mortgage', 'Settings', 'Help', and 'Log Off'. Below the navigation bar is a breadcrumb trail: 'Home > REALTY TRANSFER AND MORTGAGE TAXPAYER > Realty Transfer and Mortgage > Realty Transfer and Mortgage Tax Return'. The main content area is divided into three tabs: 'Submission', 'Status', and 'I Want To'. The 'Submission' tab is active, showing details for a submission: 'REALTY TRANSFER AND MORTGAGE TAXPAYER', '**_***5555', 'Realty Transfer and Mortgage', '1000839065-RTM', and '30-Jun-2020'. The 'Status' tab shows a 'Processed' status with a checkmark icon, 'Confirmation #1-629-503-488', 'Submitted 15-Nov-2019 11:20:34', and 'Processed 15-Nov-2019 15:13:29'. The 'I Want To' tab is highlighted with a red box and contains two actions: 'View Submission' and 'Print Submission'.

Realty Transfer and Mortgage Tax Return Welcome, Realty Transfer and Mortgage Settings Help Log Off

Home > REALTY TRANSFER AND MORTGAGE TAXPAYER > Realty Transfer and Mortgage > Realty Transfer and Mortgage Tax Return

Submission **Status** **I Want To**


REALTY TRANSFER AND MORTGAGE TAXPAYER
_*5555
Realty Transfer and Mortgage
1000839065-RTM
30-Jun-2020

✓ **Processed**
Confirmation #1-629-503-488
Submitted 15-Nov-2019 11:20:34
Processed 15-Nov-2019 15:13:29

I Want To
View Submission
Print Submission

> Submission
Realty Transfer and Mortgage Tax Return

For more information, please visit:
www.tn.gov/revenue/e-file-and-pay/tntap-information



The banner features the TNTAP logo in large red letters with a blue swoosh, followed by 'Tennessee Taxpayer Access Point' in a smaller font, and 'INFORMATION' in large white letters. The background is blue with a large white star.

Coming Soon to TNTAP

Motor fuels, auto rental surcharge, bail bonds, fantasy sports, coin operated amusement machine, and local taxes are coming to TNTAP soon.

[Read more](#)

Using TNTAP

Learn more about using TNTAP and creating a TNTAP logon.

[Read more](#)

For Tax Preparers

Find FAQs, videos and publications that assist tax preparers with TNTAP.

[Read more](#)