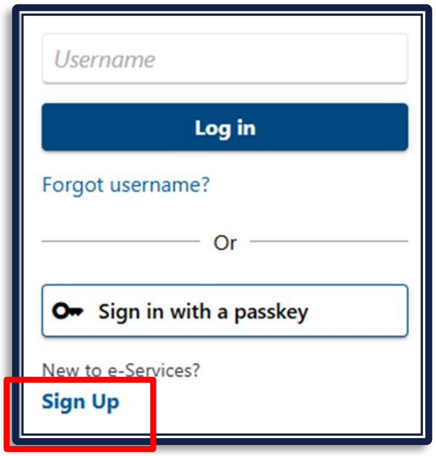
MY NEVADA TAX

Instructions for:

- Create a Logon
- Request Access to an Account
- Print Your Sales Tax Permit
- File a Return
- Make a Payment

HANDOUT

Create a Logon



- From the My Nevada Tax homepage, click on the Sign-up link.
- Under create an account, fill in the required fields.
- Fill in a username that you will remember and submit your email address.
    - You will be required to verify your email address.
- Please enter a password with:
    - A minimum of eight characters.
    - Uppercase and lowercase letters
    - Number(s)
    - At least one special character (!$% etc).
- Enter a contact phone number, then click: Next.
- Enter a security question or questions and provide the answer.
- Next log in with your newly created username and password.
- Now you must enroll in two-step verification (this will protect your e-services profile.
    - You will receive a security code and must enter it now.

Click the confirm button. Now you are logged in!

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How to Request Access to an Account

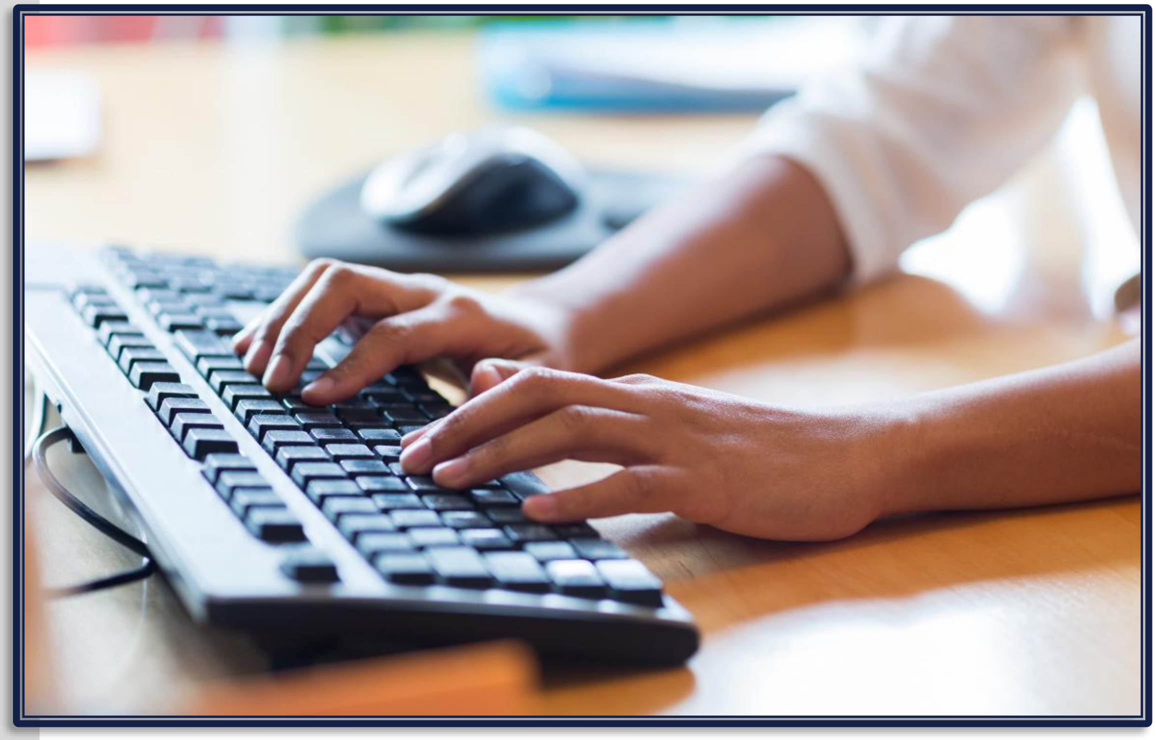
- From your login page, within the account name panel, click on: I Want To…

- Under Registration and Access, click on: Request Access to an Account
  - The Account access page will explain next steps and what information you will need to request access.
- Enter the business and account information for the business you are requesting access to, then enter your information.
  - If you are an owner, officer or responsible party, enter your federal ID (SSN or ITIN).
- Additional validation may be required. If so, enter one of the following:
  - The Tax Due for a recently filed return for the account you are requesting access to
  - Or the Most Recent Payment Amount for the Business.
- If you do not have this information, select: I do not have this information.
- Click next to review the information and check the affidavit.

WHAT'S NEXT?

Next...

We will notify the owners and administrators of this business of your request for access.



Once your request has been approved, you will be able to log in and perform actions for this business.

- Click: Submit.
- This is your Confirmation Page with:
  - Confirmation number.
  - Submission type.
  - Date submitted.

You can print this page for your records.

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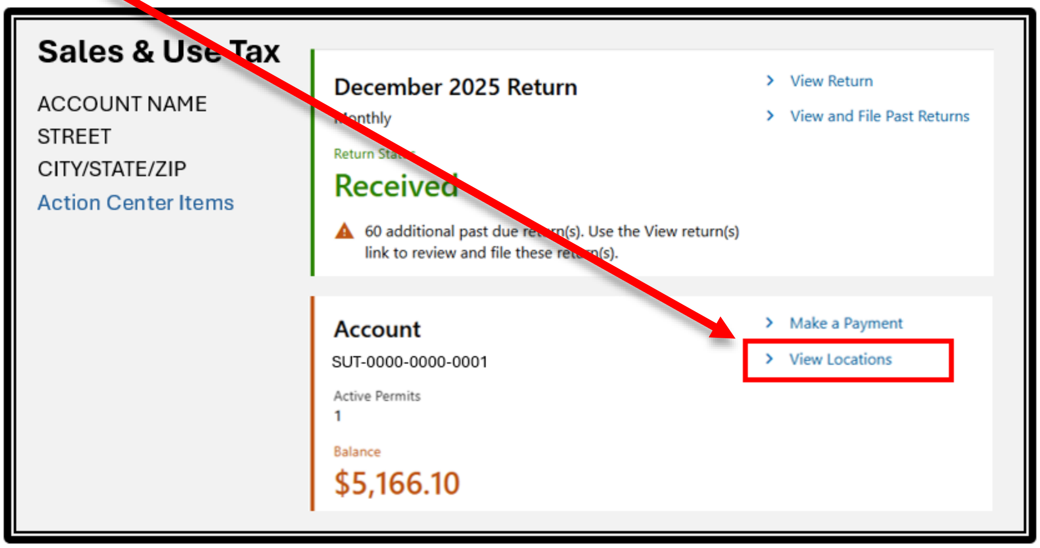
How to Print your Sales Tax Permit

- From your login page, UNDER THE Summary tab, Scroll down to your SUT account. In the Account Panel, on the right side, click: View Locations



- You will then be on the Location Contact Information screen. One or more locations would show here and for each location you can print a Sales Tax Permit for each.
    - On the right side, look for Permit Information.
    - Click: Print Permit Link
    - The permit will open in a different browser tab. You can download and save to print later, or print using the icons in the upper right of the screen:

- When you are done, close the tab and you should be back at the Location Contact Screen. You can go back to your main page by hitting the Account Name hyperlink in the upper left.

How to File a Return

- Log in to e-Services and choose the Action Center.
  - Scroll down to the tax type with a return due.
  - Click File Return.
- On the Reporting Questionnaire, answer Yes or No to the questions.
  - If the question is blue, you can click for more information.
- Enter Sales and Use Tax by County including:
  - County.
  - Total Sales.
  - Exempt Sales and Use Amount.
    - Here you can add additional counties.
- Your county information will display. Click: Next.
- This is your review page to ensure everything is correct. Click: Next.
- Your Sales and Use Tax Return will display with total amount due for final review.
  - Check the Affidavit box.
  - Click next.
- This is the Payment Options page, select how you want to pay.
  - Enter the confirmed amount.
  - Enter your payment information.
- Your confirmation page will now display with:
  - A confirmation number.
  - Submission type.
  - Date.
  - Payment amount.
- You can print this page for your records.

- Click OK and you will be returned to the My Nevada Tax page for your business, and you will see that your return has been submitted.

- If you need to make changes, click view and file past returns.

- You can Withdraw, Delete or Print Summary.

Make a Payment

Logged on Payments

- After logging in to e-Services, scroll to the account you would like to make a payment on. Click: Make a Payment.
- You will have several payment options. Click the Appropriate Payment Option. Click Next.
- Your Account Payment Details will display on screen. Click Next.
- Continue to the Payment Options screen. Choose your Payment Type. Answer Yes or No to Save for Future use.
- Enter or Confirm your billing information.
- Click: Submit. A Confirmation Page will display including:
    - Submission Type.
    - Date.
    - Amount Paid.
- You can print this page for your records.

Non-Logged on Payment

- Go to the Payments and Refunds panel and click: Make a Payment. Choose your Payment Option.
- In the ID Type field, enter your: Federal Employer ID#, ITIN or Social Security Number. Enter: Account Number.
- The Account Payment Details will display on screen. Click Next.
- Enter the Contact Information including:
    - Business Name.
    - Phone Number and Address.
    - Verify the address
- Click Next.
- Choose your Payment Option.
    - If your billing address is different from the business address, you can make the necessary changes here.
- Click Submit.
    - A confirmation page will display including the submission type, date and amount paid.
- You can print this page for your records.