



RENEW ONLINE – Instructions for Gambling Operators

For instructions on setting up a TAP Account, view the “TAP Applications and Account Management” User Guide available on our website at <https://dojmt.gov/gaming/taxpayer-access-point-tap/>.

1. Visit <https://tap.dor.mt.gov/> and log into your TAP account. Select your GOA Account ID.

The screenshot shows the 'Taxpayer Access Point MTS' interface for the Montana Department of Revenue. The user is logged in as 'THE METLEN BAR'. The 'MY ACCOUNTS' section is active, displaying a table of accounts:

Account ID	Account Type	Name	Frequency	Address	Balance
-002-GOA	Gambling Op.	THE METLEN BAR	Fiscal	15 S RAILROAD AVE DILLON	490.00
-002-VGM	VGM Tax	THE METLEN BAR	Qtrly	15 S RAILROAD AVE DILLON	0.00

A red arrow points to the 'Account ID' column header.

2. Select “File Now” to renew your gambling license.

The screenshot shows the 'Taxpayer Access Point MTS' interface for the Montana Department of Revenue. The user is logged in as 'THE METLEN BAR'. The 'PERIODS REQUIRING ATTENTION' section is active, displaying a table of periods:

Period	Request Status	File Now	Pay	Tax	Penalty	Interest	Credits	Balance	Messages
30-Jun-2016	Outstanding	File Now	Pay	0.00	0.00	0.00	0.00	0.00	File Renewal

A red arrow points to the 'File Now' button.

3. Fill out the required information: Business email address and Federal Employer Identification Number (FEIN) then select “Next.”

The screenshot shows the 'Taxpayer Access Point MTS' interface for the Montana Department of Revenue. The user is logged in as 'THE METLEN BAR'. The 'Gambling License Renewal' form is active. The 'Next' button is highlighted with a red circle. The form fields are:

- Account ID: [Blank]
- Establishment Name: THE [Blank]
- Email:
- FEIN:
- Address: [Blank]
- City: [Blank] State: MT Zip: 59725

Red arrows point to the Email and FEIN fields.

- Select the machines you wish to renew by checking the box for each machine. The “Number of machines being renewed” will indicate the number of machines checked and the permit fees due based on your selection. Select “Next” when finished.

Gambling License Renewal

Previous 1 **VGM Renewal** **Next** Save and Finish Later Cancel

VGM Permits

Review the table below and check the 'Renew' box for each machine you would like to renew.

Renew?	VGM ID	Serial Number	Manufacturer	Owner Account ID
<input checked="" type="checkbox"/>		937892	IGT	004-MDR
<input checked="" type="checkbox"/>		MT000437	SPIELO INTERNATIONAL, ULC	004-MDR
<input checked="" type="checkbox"/>		MT914216	SUMMIT GAMING	002-GOA
<input type="checkbox"/>		MT914339	SUMMIT GAMING	002-GOA

4 Rows

Number of machines being renewed: 3 x \$240 = \$ 720.00

- If renewing a live card table, fill in the appropriate information here. A new live card table can also be added at this time by indicating the total number of tables you wish to have permitted. If you don't have a live card table and/or don't wish to renew one, select the “Don't renew any tables?” box. Then select “Next.”

Gambling License Renewal

Previous 1 2 **Card Tables** **Next** Save and Finish Later Cancel

Live Card Tables

FY 15 Licensed Tables: 1

Enter the number of live card tables you would like to renew: Don't renew any tables?

\$250 1st table	1	x \$250 = \$	250.00
\$500 each additional table	0	x \$500 = \$	0.00
Total:			250.00

- If you would like to renew a Live Keno/Bingo permit, fill in the appropriate information here. New live game permits can be added at this time by selecting the game type. If you don't wish to have a live game permit, select the "Don't Add" field under each game type. If renewing or adding a live game permit, indicate the exemption status, if applicable. Then select "Next."

The screenshot shows the 'Gambling License Renewal' page for 'Live Keno / Bingo'. The 'Next' button is circled in red. A red arrow points to the 'Add Keno' radio button, which is selected. Another red arrow points to the 'Yes' button for the exemption question. The 'FY 15 Licensed For' section shows 'Keno' and 'Bingo' with 'Add' and 'Don't Add' options. The exemption question is 'Is your organization exempt under 26 U.S.C. 501 (c)(3), (c)(4), (c)(8) or (c)(19)?' with 'Yes' and 'No' buttons. Below are 'Full Exemption' and 'Partial Exemption' radio buttons. The 'Keno / Bingo Renewal Fee' is 0.00.

- If you chose to permit or renew a live card table, you will be given the option of adding a Small Stakes Card Tournament permit at this time. (Please note: if you did not add or renew a live card table, this screen will not appear on the renewal.) Select either "Yes" or "No" then click "Next."

The screenshot shows the 'Gambling License Renewal' page for 'Small Stakes Card Tournament'. The 'Next' button is circled in red. A red arrow points to the 'Yes' button for the question 'Would you like to add a Small Stakes Card Game Tournament Permit?'. The 'Small Stakes fee' is 500.00. Below the question is a section titled '23.16.1103 Small Stakes Card Game Tournaments' with three numbered sub-points: (1) A licensed operator with a permit to operate at least one live card game table on premises may apply to the department for an annual permit to conduct small-stakes card game tournaments. The small-stakes card game tournament permit is effective July 1 through June 30. (2) The only consideration that may be paid to participate in a small-stakes card game tournament is a single entry fee which must be paid for before the start of the tournament, and may under no circumstances exceed \$80. No other fees or costs may be assessed to participate in a small-stakes tournament. (3) Small-stakes card game tournaments may only be conducted on permitted card tables, plus one additional card table used only for small-stakes tournament play. (History: 23-5-115, MCA; IMP, 23-5-317, MCA; NEW, 2013 MAR p. 1606, E# 10/1/13.)

8. The next step requires licensees to answer a series of questions. Additional information may be required depending on how the questions are answered. Select “Next” when complete.

Taxpayer Access Point MTS Montana Department of Revenue

Gambling License Renewal

Previous 1 2 3 4 5 License Renewal **Next** Save and Finish Later Cancel

License Renewal - FY'16
Account ID: -092-GOA

1. Has this office been notified (either on the original application, amended applications, or renewal forms) of all actual ownership interests, ownership types, investors, share ownerships, officer/director, or partners?

2. Has this office been notified (either on the original application, amended applications, personal history forms, or renewal forms) of all:

a) convictions for any misdemeanor or felony offenses which involve the business or any owner, investor, shareholder, officer/director, manager or partner? If no, you may be required to complete a new personal history statement.

If no, explain:
DUI

b) civil litigations or government administrative actions including liens which involve the business or any owner, investor, shareholder, officer/director, manager or partner? If no, you may be required to complete a new personal history statement.

Personal History Statements and fingerprint cards previously filed with the Department of Justice are valid as long as you hold the gambling license and are reaffirmed as part of this gambling license renewal application. The Department reserves the right to request a new or updated Personal History Statement along with fingerprint cards and fee of \$27.25 as needed.

3. Has this office been notified (either on the original application, amended applications, renewal forms, or noninstitutional lender forms) of all leases and all new financing (loans, deferred payment agreements, or gifts) entered into or acquired by the licensee?

4. Have any structure changes been made to the licensed premises?

A renewal form received by the division after July 31, will not be accepted. The applicant will be required to complete a new application including all supporting documents as required in Mont. Admin. R. 23.16.104 and 23.16.502, including applications for VGM(s), live card table(s), and live bingo/keno and all required fees.

9. The next screen provides a summary of all the fees due for this renewal. If changes need to be made, you can go back to a section by selecting the numbered buttons or selecting “Previous”. If everything is correct, select “Next”.

Taxpayer Access Point MTS Montana Department of Revenue

Gambling License Renewal

Previous 1 2 3 4 5 6 Summary **Next** Save and Finish Later Cancel

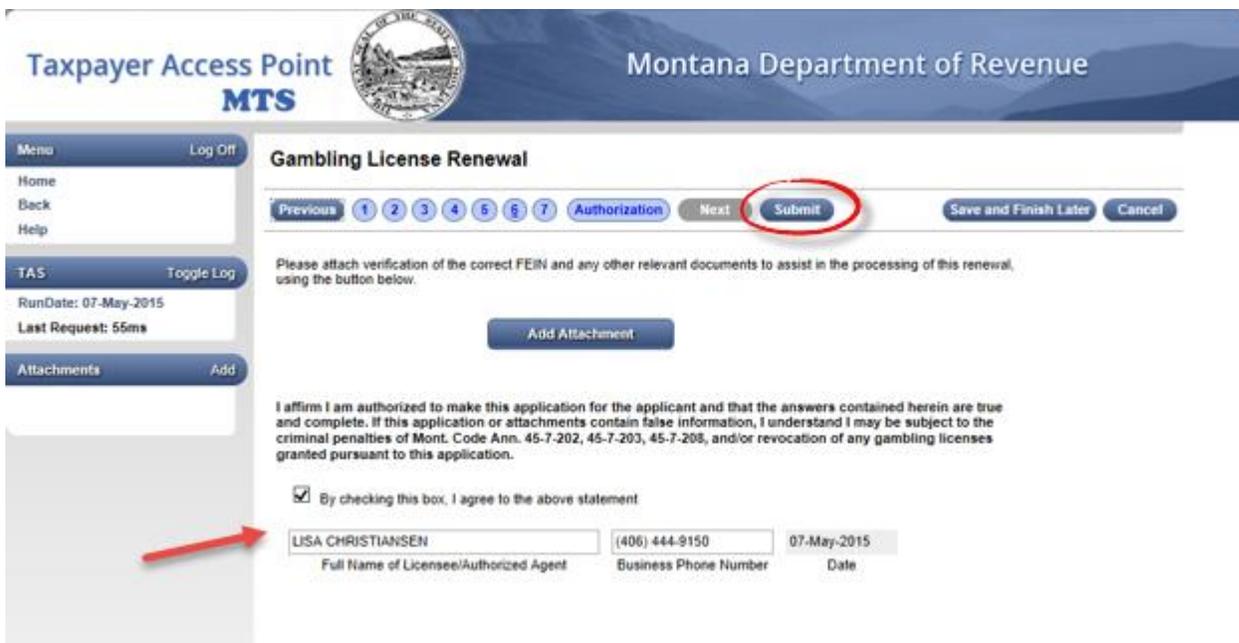
Summary of Fees Due

Small Stakes fee:	500.00
Card table renewal fee:	250.00
Keno / Bingo renewal fee:	0.00
VGM renewal fee:	720.00
Total Fee:	1,470.00

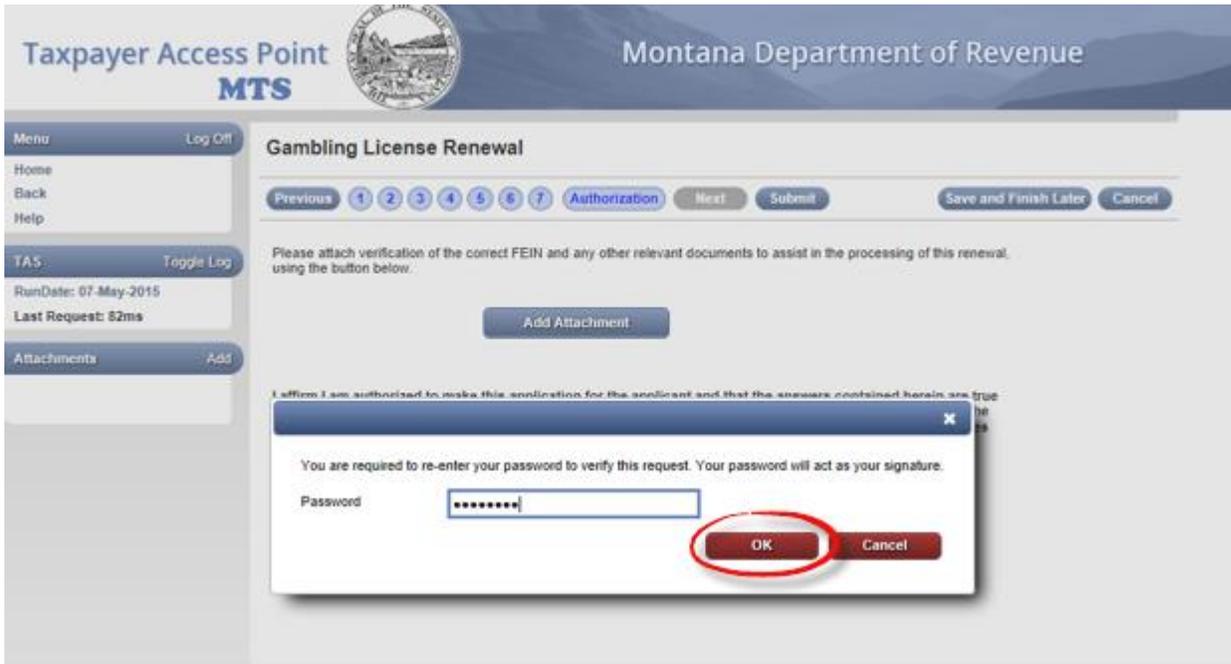
- If attachments are required or need to be submitted with the renewal, select "Add Attachment." Select the type, either "FEIN verification" or "Other Type." Give a brief description of the file to be uploaded. Find the file in your documents and then select "Save." (If nothing is going to be attached, this step can be skipped.)



- Check the box to agree to the statement listed, enter the owner's name and the business phone number. Select "Submit."



12. Enter your password and select "OK."



13. A confirmation page will be displayed which includes a tracking number. If fees are due, select "Proceed to Pay Online."



14. The payment screen will be pre-populated with the relevant information. Payments may be paid immediately or scheduled in advance to be paid no later than June 26th. Select the Bank Account Type and enter the Routing Number and Account Number. The account information can be saved for future use by selecting "Save as default for Gambling Operator..." Once the payment information is filled out, select "Submit."

The screenshot shows the 'Taxpayer Access Point MTS' interface for the Montana Department of Revenue. The main content area contains a payment form for a Gambling Operator. The form includes a 'Payment Date' field set to '13-May-2015', a 'PAY TO THE ORDER OF' field set to 'Department of Justice', and a 'MEMO' field set to 'GCD Renewal Fee Payment'. The 'Bank Account Type' is set to 'Checking', with a 'Routing Number' of '044072324' and an 'Account Number' of '12345678'. A link labeled 'Save as default for Gambling Operator' is circled in red. The 'Submit' button is also circled in red. A sidebar on the left contains navigation links like 'Home', 'Back', and 'Help', along with system status information like 'RunDate: 13-May-2015' and 'Last Request: 61ms'.

15. If you elected to save the payment information, a verification screen will come up to answer "Yes" or "No." If you did not save as default payment type, disregard this step.

This screenshot shows the same payment form as in the previous image, but with a confirmation dialog box overlaid. The dialog box has a question mark icon and the text: 'Are you sure you want to set this payment source as the default for this account?'. Below the text are two buttons: 'Yes' and 'No'. The background form is dimmed, showing the same fields as before, including the 'Save as default for Gambling Operator' link and the 'Submit' button.

16. Select "Submit" to pay for the renewal fees.

The screenshot shows the Montana Department of Revenue Taxpayer Access Point (TAS) interface. The header includes the Montana Department of Revenue logo and the text "Taxpayer Access Point MTS". The main content area displays a payment form for a Gambling Operator. The form includes a "Payment Date" field set to "07-May-2015" and a "PAY TO THE ORDER OF" field set to "Department of Justice" with an amount of "1,470.00". Below this, the bank information is listed as "NATIONWIDE BANK" with a memo of "GCD Renewal Fee Payment". The bank account details are: Bank Account Type: "Checking", Routing Number: "044072324", and Account Number: "****5678". At the bottom, there is a "CHOOSE PAYMENT SOURCE" section with two radio buttons: "Gambling Operator 002-GO/ Checking NATIONWIDE BANK 044072324" (which is selected) and "New payment source". A red circle highlights the "Submit" button in the top right corner.

17. Enter your password and select "OK."

This screenshot shows the same payment form as above, but with a modal dialog box overlaid. The dialog box contains the text: "I hereby authorize the Montana Department of Revenue to debit my bank account for the above amount. You are required to re-enter your password as confirmation of this request. Your password will act as your signature." Below this text is a "Password" field with a red arrow pointing to it. The field contains several asterisks. At the bottom of the dialog box, there are two buttons: "OK" and "Cancel". The "OK" button is circled in red.

18. A payment confirmation page will be displayed. Please review. You may want to print a copy for your records. Select “OK” when you are done.

Taxpayer Access Point MTS Montana Department of Revenue

Menu Log Off
Home
Back
Help

TAS Toggle Log
RunDate: 07-May-2015
Last Request: 409ms

CONFIRMATION

Please review the payment request information below for your payment to the Department of Revenue.
You may want to print a copy for your records.

Your Payment request tracking number is 0-777-525-760

Paid For: Gambling Operator -002-GOA

Paid From: GCD Renewal Fee Payment
NATIONWIDE BANK ****5678

Payment Amount: 1,470 00
Payment Date: 07-May-2015
Submitted Date: 07-May-2015

This is only the payment request. It is your responsibility to review your bank statement to confirm that this transaction was successful.

OOPS? If you want to make a change, it is not too late. While a payment is still pending, you can return to your account, cancel the payment, and make a new one.

If you have any difficulties, or you would like some help then please contact us toll free at (866) 859-2254 (in Helena 444-6900) or visit <http://revenue.mt.gov>.

Ok Print

19. Another confirmation page will come up showing your license renewal has been submitted. Please note: A “Proceed to Pay Online” button will appear. It is not necessary to select this button again. Select “OK” to bring you to the main account page.

Taxpayer Access Point MTS Montana Department of Revenue

Menu Log Off
Home
Back
Help

TAS Toggle Log
RunDate: 13-May-2015
Last Request: 1416ms

CONFIRMATION

Your renewal for 30-Jun-2016 has been submitted. Your tracking number is 0-564-042-240.

The renewal will be posted to your account after your request is processed.

If you have any questions, please contact us at (406) 444-1971 or gcd@mt.gov, or visit us online at <https://dojmt.gov/gaming/>

Ok Proceed to Pay Online

20. To verify the renewal payment has been made, select the “REQUESTS” tab and the payment will be listed as pending.

Taxpayer Access Point MTS Montana Department of Revenue

Menu Log Off
Home
Back
Help

TAS Toggle Log
RunDate: 13-May-2015
Last Request: 157ms

View My Profile
Add Access to Another Account
Liquor and Gambling Apps/Forms
Pay Liquor Gambling Fees

NAMES AND ADDRESSES

Montana Tax Number
Balance \$490 00

Legal Name
DBA Name
Location Address
Mailing Address

ACCOUNTS² REQUESTS¹ WEB MESSAGING⁰ LETTERS⁴

WAITING TO BE PROCESSED¹ SEARCH

Submitted	Account	Id	Period	Title	Request Status	Tracking #
13-May-2015	Gambling Op.	-GOA	30-Jun-2015	GCD Renewal Pymt for \$490 00	Pending...	1-637-784-064

- Then select the "SEARCH" tab to see the payment is pending and the renewal request is complete.

Taxpayer Access Point MTS Montana Department of Revenue

Menu Log Off
Home
Back
Help

TAS Toggle Log
RunDate: 13-May-2015
Last Request: 911ms

View My Profile
Add Access to Another Account
Liquor and Gambling Apps/Forms
Pay Liquor Gambling Fees

NAMES AND ADDRESSES
Montana Tax Number
Balance \$490.00
Legal Name
DBA Name
Location Address
Mailing Address

ACCOUNTS² REQUESTS¹ WEB MESSAGING⁰ LETTERS⁴

WAITING TO BE PROCESSED¹ **SEARCH**

REQUEST FROM 14-MAR-2015

Submitted	Processed	Account	Id	Period	Title	Status	Tracking #	
13-May-2015		Gambling Op.		-GOA	30-Jun-2016	GCD Renewal Pymt for \$49	Pending...	1-637-784-064
13-May-2015	13-May-2015	Gambling Op.		GOA	30-Jun-2016	Gambling License Renewal	Completed	0-564-042-240

2 Rows

- The new fiscal year 2016 license/permits will be available online the day after the renewal is processed. Select the "LETTERS" tab to view and/or print the new license/permit.

Taxpayer Access Point MTS Montana Department of Revenue

Menu Log Off
Home
Back
Help

TAS Toggle Log
RunDate: 13-May-2015
Last Request: 124ms

View My Profile
Add Access to Another Account
Liquor and Gambling Apps/Forms
Pay Liquor Gambling Fees

NAMES AND ADDRESSES
Montana Tax Number
Balance \$490.00
Legal Name
DBA Name
Location Address
Mailing Address

ACCOUNTS² REQUESTS¹ WEB MESSAGING⁰ **LETTERS⁴**

LETTERS

Sent	Letter Id	Type	Account	Id	Filing Period	Requested
30-Jun-2014	L1056099456	VGM Permit	Gambling Op.		-GOA 30-Jun-2015	30-Jun-2014
30-Jun-2014	L0706104448	VGM Permit	Gambling Op.		GOA 30-Jun-2015	30-Jun-2014
27-Jun-2014	L1035095168	VGM Permit	Gambling Op.		-GOA 30-Jun-2015	27-Jun-2014
25-Jun-2014	L0352132224	VGM Permit	Gambling Op.		-GOA 30-Jun-2015	25-Jun-2014

4 Rows