


Setting Up a New PTET Account

1. Go to <https://tap.dor.mt.gov/>
2. Select Register for a New Tax Account



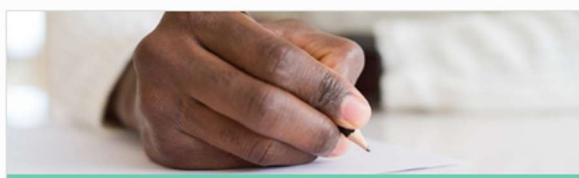
Businesses

Manage or apply for a business.

- > [Register for a New Tax Account](#)
- > [Request a Tax Certificate](#)
- > [File an Affidavit of Inactivity \(Form INA-CT\)](#)
- > [Grant Third Party Account Access](#)
- ⋮ [View More Options](#)

3. Select Register for a New Tax Account, do not login to TAP.

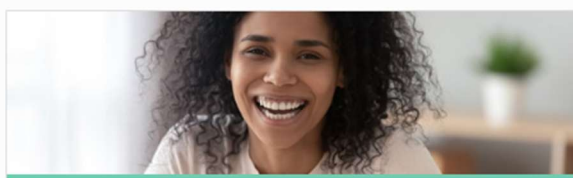
Select an Option Below to Register



Log in

Log in to the TransAction Portal (TAP) if you already have an account.

> [Log in](#)



Register

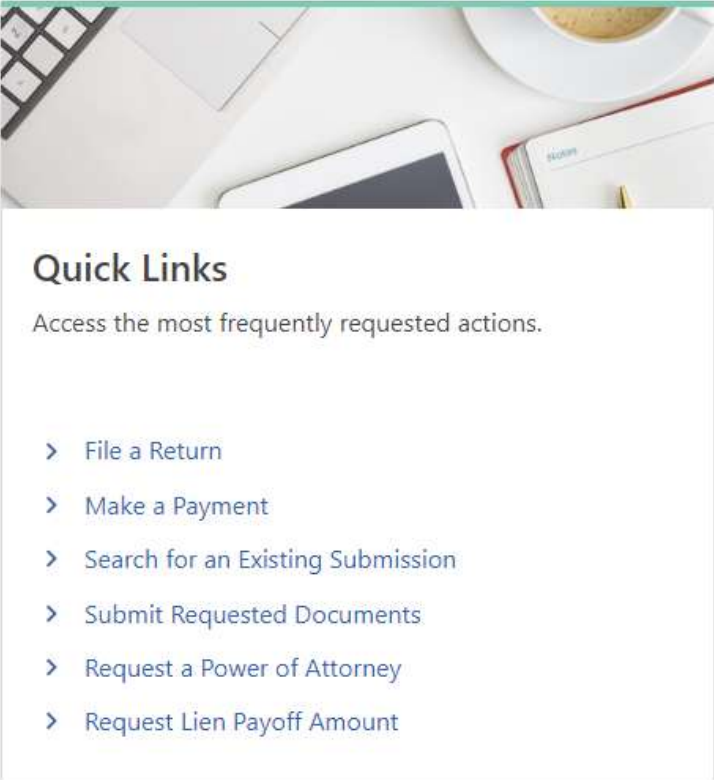
You do not need to register with us if you are already filing or paying taxes for your business.

> [Register for a New Tax Account](#)

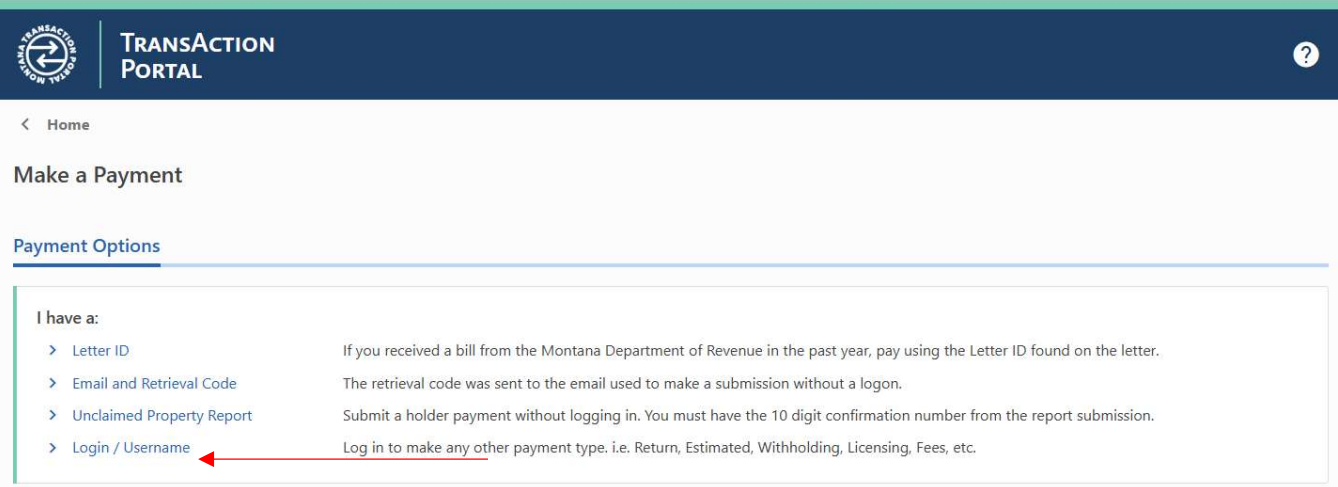
4. Follow the steps to register the account. If you need your Secretary of State Identification Number (SOS ID), it can be found here: <https://biz.sosmt.gov/search/business>
5. You will receive your new account number in the mail in 5-7 business days. You can call the DOR and request the number over the phone after 2-3 business days. Once you have the number create a TAP login, or add it to your existing TAP login, and refer to page 2 to make the payment.

Paying the Pass-Through Entity Tax on TAP.

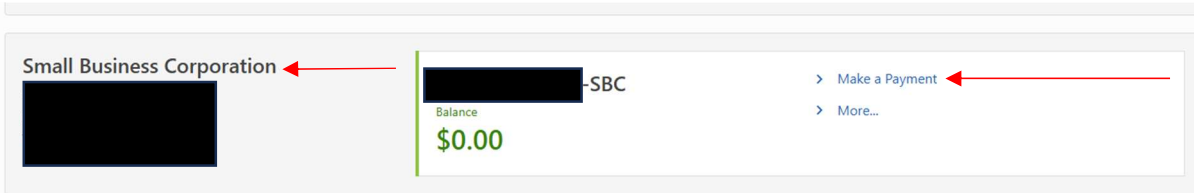
1. Go to [https://tap.dor.mt.gov/ /](https://tap.dor.mt.gov/)
2. If you have a TAP account, go to Quick Links on the home page and click on Make a Payment. If you do not, please refer to page 1.



3. On the make a payment page select Login / Username



4. Enter your login username and password.
5. On your TAP Profile home page select make a payment. If your entity is a partnership, ensure that you are making a payment from the Partnership section. If your entity is an S-Corporation ensure that you are making a payment from the Small Business Corporation section.



6. On the Make a payment page, select which type of payment you would like to make.
 - a. Estimated tax payment – for current year
 - b. Tentative tax payment – for prior year if return has not been filed
 - c. Return tax payment – for prior year if return has been filed

What would you like to pay? *

Filter

Estimated Tax Payment - Tax Period Ending December 31, 2026
Pay your quarterly estimated payment for the given tax period.

Tentative Tax Payment - Tax Period Ending December 31, 2025
Pay your liability for a return that will be filed on the extension due date for the given tax period.

Return Tax Payment - Tax Period Ending December 31, 2025
Pay a liability on your tax return. If you have elected for your tax liability to be automatically deducted, this payment will not override this selection.

7. When you arrive at the Payment Method section, you will have two options for payment:
 - a. Pay from a Bank Account,
 - b. Pay with a Credit Card that is Visa, Mastercard, American Express, or Discover. Please note there is an additional processing fee for this payment option.

Make a Payment

[Redacted Name]

Payment Selection Payment Options

Payment Options

How do you want to pay? *

Bank Account
• E-Check from a checking or savings account (no charge)

Credit Card
• Debit/Credit card with Visa, MasterCard, American Express, or Discover (additional processing fee)

Cancel Previous Submit

- c. If you select to use a bank account, enter your bank account type, name on account, routing number, and account number.
 - d. Enter the amount of PTET you are electing to pay and confirm that amount. Then click on the Submit button.
 - e. If you select to use a Credit card, enter the amount of PTET you are electing to pay and click the Pay Now button. You will enter your credit card information on the new screen. Note that the processing fee for using a debit or credit card will be calculated after you enter in the amount of your payment.
8. Once you complete these steps, you will be brought to a confirmation page where you can print the page confirming the payment. Please note, once you leave the page you will not be able to access it again. We strongly encourage you to print the confirmation of payment and retain for your records. Please contact our office at 406-752-1040 with any questions.