Collection Services Division

Dear Special Event Vendor,

Thank you for attending Spring Market in Memphis, TN. The Tennessee Department of Revenue (TDOR) recently launched a new tax administration system called Tennessee Taxpayer Access Point (TNTAP) that changes the way you file and remit sale tax collected at special events. TNTAP allows you to file and remit the sale tax online.

The sales tax rate for this event is **9.75%.** If you had no taxable sales, you are required to contact the Tax Information Assistant (TIA) assigned to this event. Your event's TIA is Marilyn Vaughn and can be reached by phone at 931-685-1284 or email Marilyn.Vaughn@tn.gov.

If you have an active Tennessee sales tax account:

- Please contact our Shelbyville office at 931-685-1284 or revenue.collection@tn.gov to provide your Consolidated Sales Tax (SLC) account number.
- Your account will be associated with this special event location and period.
- The reporting and remittance of sales tax for this event will be done with your next regularly due sales tax return.
- If you need assistance with your TNTAP account, please call 800-342-1003.

If you do not have an active Tennessee sales tax account:

- You will need to fill out the attached registration application and return it to the Tennessee Department of Revenue no later than **April 30, 2020.**
  - By mail: Tennessee Department of Revenue, 500 Deaderick St, Nashville, TN 37242
  - Online: https://revenue.support.tn.gov/hc/en-us/requests/new
    - Request type is "Tax Question" and my question is about "Register or Update an Account".
    - You will need to scan and attach the application to your request.
- The sales tax return for this event will be due: **May 20, 2020** and can be filed using our online filing system TNTAP
  - To register for TNTAP access, you will need an account number and a letter ID. These will be mailed to you after your registration has been processed by the department. If you do not receive a letter, please contact the Taxpayer Services Division at 615-253-0600. Failure to file and pay by the above due date will result in the assessment of penalty and interest.