



LOUISIANA
DEPARTMENT *of* REVENUE

LaTAP
Remote Retailers
User Guide

Version: 1





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Accessing Remote Retailers

Individuals

To file your annual statement as a remote retailer select the **Remoter Retailer** icon or hyperlink in the *Quick Links* tab on the LaTAP login page.

Tax Preparer

To file your annual statement as a tax preparer for a remote retailer select the **Remoter Retailer** icon or hyperlink in the *Tax Preparer* tab on the LaTAP login page.



LOG IN TO YOUR LATAP ACCOUNT

Username
Required

[Forgot Username?](#)

Password
Required

[Forgot Password?](#)

Logon

SIGN UP
[Register for a LaTAP Account](#)

Quick Links **Individual** **Business** **Tax Preparer**

Register a Tax Preparer
To request third-party access to client accounts, begin by clicking here to register as a tax preparer with the Louisiana Department of Revenue.

Remote Retailer
Retailers who had retail sales of tangible personal property or taxable services to Louisiana residents and did not collect Louisiana sales and use tax must click here to fill out your annual statement.

1. Instructions

Review the instruction. Click the **Next** button to proceed.

1. Instructions

Instructions

Retailer Information

You will be asked to provide the following information:

- Business
 - Business name
 - FEIN
 - Street address
 - City
 - State
 - ZIP code
- Contact
 - Name
 - Phone number
 - Email address

Preparer Information

If you are **NOT** a tax preparer, you may skip this step.

If you are a tax preparer, you will be asked to provide the following information:

- Preparer
 - Name
 - Street address
 - City
 - State
 - ZIP code
- Firm
 - Firm name
 - EIN
 - Firm phone number

Purchaser Information

For each Louisiana purchaser, provide the following information:

- Louisiana Purchaser
 - First name
 - Last name
 - Street address
 - City
 - State
 - ZIP code
 - Total annual purchases

You may enter this information manually, or you may fill out an Excel spreadsheet. [Click here to download the spreadsheet.](#) You will later be asked to upload the spreadsheet.

Cancel

Previous

Next



2. Retailer Info

Enter the *Business Name, FEIN, Contact Name, Contact Phone, Contact Email, and Business Address*. Select the **Verify Address** button.

1. Instructions 2. Retailer Information

Retailer Information

Annual Filing Period: **January 1, 2017 - December 31, 2017**

Business Name:	TEST BIZ	Contact Name:	Test Tester
FEIN:	12-3456789	Contact Phone:	111-222-3333
		Contact Email:	test@email.com

Business Address: 617 N 3RD ST

Street 2

Unit Type	Unit Number	BATON ROUGE
LA	70802-0000	EAST BATON ROUGE

Address must be verified in order to continue

Verify Address

Are you a paid tax preparer?

- Yes
 No

Cancel

Previous

Next

The Address Search window will open. Click the *Select* hyperlink next to the correct address.

Address Search

Country: USA Unverified

Street: 617 N 3RD ST

Street:

Unit Type: Unit #: City: BATON ROUGE

State: LOUISIANA Zip: 70802-0000 Prsh/County: EAST BATON ROUGE

Attention:

Several addresses matched the information you provided. Perhaps you didn't enter a street number or the building has multiple units.

SELECT ADDRESS			
Select	As Entered	617 N 3RD ST BATON ROUGE LA 70802	
Select	Verified	617 N 3RD ST BATON ROUGE LA 70802-5431	
Select	Verified	617 N 3RD ST STE 1036 BATON ROUGE LA 70802-5443	
Select	Verified	617 N 3RD ST STE [A - B] BATON ROUGE LA 70802-5432	

Cancel



Confirm your selection by clicking the **Yes** button. Then, click the **Next** button.



Are you sure you want to select an unverified address?

Yes **No**

Select the appropriate answer to the “Are you a paid tax preparer?” question. Then select the **Next** button

3. Preparer Information

If you selected the **Yes** button confirming you are a tax preparer. Enter the *Required* information. Click **Next**. (If you selected **No** you will skip this step.)

1. Instructions 2. Retailer Info 3. Preparer Information

Preparer Information

Paid Preparer Use Only

Preparer's Name	<input type="text"/>	Firm Name	<input type="text"/>
PTIN	<input type="text"/>	Firm EIN	<input type="text"/>
Check if self-employed	<input type="checkbox"/>	Firm Phone	<input type="text"/>
Preparer Address:			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Cancel

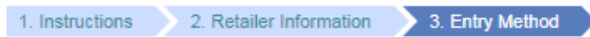
Previous

Next



4. Entry Method

Select the button that corresponds to your chosen entry method. Click the **Next** button.



Entry Method

To enter your Louisiana purchaser information, you may upload an Excel spreadsheet or enter the information manually

- Upload Excel spreadsheet
- Enter information manually



5. Louisiana Purchaser Information

Uploading an Excel Spreadsheet

If you choose to upload an Excel spreadsheet, begin by selecting the **Louisiana Purchaser Info.xlsx**, located in the menu bar on the left under Excel Templates.

Louisiana Taxpayer Access Point

Menu

Home

View Support ID

Navigation

Logon

Remote Retailer TAP Request

User Help

Remote Retailers User Guide

Excel Templates

Louisiana Purchaser Info.xlsx

1. Instructions > 2. Retailer Information > 3. Entry Method > 4. Louisiana Purchaser Information

Louisiana Purchaser Information

Click the button below to browse for your Excel spreadsheet.

File Name: ...

You must upload your Excel spreadsheet in order to continue.

Cancel
Previous
Submit

Enter your information into the template.

	A	B	C	D	E	F	G
1	Louisiana Purchaser Information						
2							
3	First Name	Last Name	Louisiana Delivery Address	City	State	ZIP	Total Annual Purchases
4	Lisa	Smith	2009 Hunters Trail Dr	Baton Rouge	LA	70816	\$ 200.00
5	David	Jones	924 Highland Dr	Baton Rouge	LA	70808	\$ 100.00
6	Trevor	Lords	15154 Government Blvd	Baton Rouge	LA	70804	\$ 600.00
7							



Select the ellipsis button to upload your file. A new window will open. Click the **Choose File** button. Select your file, enter a description and click **Save**.

Select a file to attach

Type: Remote Retailer Attachment

Description: TEST BIZ File

Choose File: Louisiana Purchaser Information (1).xlsx

Save Cancel

You will see your file name under the Attachments section of the menu. File uploaded successfully will be displayed. Your data will appear in the table. Click **Submit**.

Louisiana Taxpayer Access Point

Menu: 1. Instructions > 2. Retailer Information > 3. Entry Method > 4. Louisiana Purchaser Information

Home
View Support ID

Louisiana Purchaser Information

Click the button below to browse for your Excel spreadsheet.

File Name: Louisiana Purchaser Information (1).xlsx

File uploaded successfully.

	First Name	Last Name	Louisiana Delivery Address	City	State	ZIP	Total Annual Purchases
✖	Lisa	Smith	2009 Hunters Trail Dr	Baton Rouge	LA	70816	200.00
✖	David	Jones	924 Highland Dr	Baton Rouge	LA	70808	100.00
✖	Trevor	Lords	15154 Government Blvd	Baton Rouge	LA	70804	600.00

3 Rows

Attachments: Louisiana Purchaser Information (1).xlsx (X) TEST BIZ File

Cancel Previous Submit

Enter your email address to confirm your submission. Click **OK**.

Enter your email address below to submit your request.

Email: test@email.com

Confirm Email: test@email.com

OK Cancel



Entering Information Manually

If you choose to enter your information manually, select **Next**.

- 1. Instructions
- 2. Retailer Information
- 3. Entry Method

Entry Method

To enter your Louisiana purchaser information, you may upload an Excel spreadsheet or enter the information manually

- Upload Excel spreadsheet
- Enter information manually

Cancel Previous **Next**

Enter your information in the table provided. Select **Submit**.

- 1. Instructions
- 2. Retailer Information
- 3. Entry Method
- 4. Louisiana Purchaser Information

Louisiana Purchaser Information

Show Errors 1 - 2 of 2

	First Name	Last Name	Louisiana Delivery Address	City	State	ZIP	Total Annual Purchases
	Bob	Jones	123 Street ST	Baton Rouge	LA	70808	100.00
	Linda	Smith	987 Bourbon St	New Orleans	LA	70888	222.00

2 Rows

Cancel Previous **Submit**

Enter your email to confirm your submission. Click **OK**.

Enter your email address below to submit your request.

Email

Confirm Email

OK Cancel

6. Confirmation

A confirmation window and code are displayed. To print this information, click the **Printable View** button. Another tab is displayed in your browser.



Thank you for submitting your remote retailers annual statement.

Your confirmation code is 3nbgr.

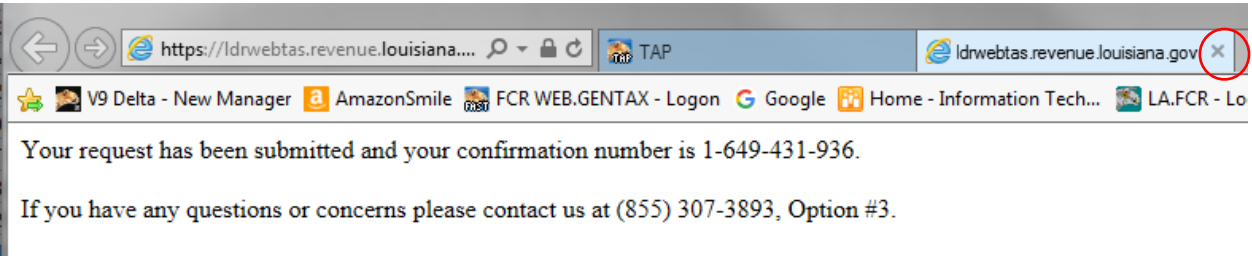
If you have any questions or concerns, please contact us at www.revenue.louisiana.gov.



7. Printable View

Right-click in the window and select *Print*.

Click the Close icon in the upper right-hand corner to close the tab you just printed from.



Click the **OK** button to return to the navigation page.

If you need assistance, please call the Louisiana Department of Revenue's Customer Service Division at 855-307-3893. Select option 3.