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## Portal update allows taxpayers to make more account changes

Taxpayer Access Point (TAP), the Taxation and Revenue Department's self-service portal, has added new tools for taxpayers to keep their accounts up to date.

Taxpayers now can use TAP to update their organizations' officers, their addresses and their "Doing Business As" (DBA) designations. It is no longer necessary to file paper forms to make those changes.

Taxpayers with administrative access can log into their TAP accounts, choose the appropriate tax program and then "More Account Options." There, they will find a "Manage My Account" tile with options for updating their tax accounts.

Taxpayers also can grant third parties, such as accountants and tax preparers, access to their accounts using the TAP system. The link to provide third party access can be found in the account profile section under "More Profile Options." Taxpayers then choose "Manage Third Party Access" and fill in the information requested.

The original administrator of the TAP account also has the ability to change access levels for others in their organization, such as filing and payment access, under "Manage Customer Access." It is no longer necessary to send that request through the Department's Registration unit.

"Taxation and Revenue Department employees are always looking for ways to make it easier for taxpayers to do business with us. These new TAP functions should simplify and expedite some of the more common updates," said Taxation and Revenue Secretary Stephanie Schardin Clarke.

The Taxation and Revenue Department serves the State of New Mexico by providing fair and efficient tax and motor vehicle services. It administers more than 35 tax programs and distributes revenue to the State and to local and tribal governments throughout New Mexico.

The Department strives to reduce taxpayer burden through clearer communication, statutes, regulations, forms, correspondence and instructions.

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