



Mike Kadas
Director

Montana Department of Revenue



Steve Bullock
Governor

<_OwnerName_>
<_OwnerAddress_>

Letter Date <_LetterDate_>
Letter ID <_LetterID_>
Account ID <_AccountID_>
Account Type <_Personal Property Reporting_>

Dear Taxpayer,

Reminder! Our records show you have not yet submitted your personal property (business equipment) report online with TransAction Portal (TAP).

March 1, 2018, is the deadline.

To easily submit your report with TAP:

1. Log in to your TAP account at <https://tap.dor.mt.gov>.

If you do not have an account, select *Sign Up Now* and have your Montana Account ID <_Montana Account ID_> and Taxpayer ID number (TIN) readily available to access your account.

The TIN we have on file for you is <_SSN xxx-xx-#### or FEIN xx-xxxx####_>.

2. Verify the information displayed with your records and add, delete or edit property as needed.
3. Submit your report and you will receive an electronic confirmation.

Make sure you report by March 1, 2018. If you fail to report by March 1, the department will estimate the value of your personal property (business equipment) based on the best information available. We will also impose a penalty equal to 20 percent of the estimated market value of your property.

Questions? Contact us at (406) 444-6900 or DORCustomerAssistance@mt.gov. Go to revenue.mt.gov for more information on Montana's personal property valuation and taxation process.

Thank you.