

You'll need to register for an account at MyTaxes.Ky.Gov if you do not already have one.

If you already have access to your business, you can skip to B.

**A. Instructions for requesting a PIN after creating an account at MyTaxes.Ky.Gov:**

1. Click Profile.
2. Add New Taxpayers.
3. I do not have enough information about my business and I need a PIN letter.
4. Next.
5. Account Type: Corporate Income LLET.
6. You can find your LLET number on your Kentucky tax return. It's nine digits. Include the leading zeros.
  - a. 1065 Partnerships – Kentucky Form PTE, Page 1, C, Kentucky Corporation/LLET Account Number.
  - b. 1120S Corporations - Kentucky Form PTE, Page 1, C, Kentucky Corporation/LLET Account Number.
  - c. 1120 Corporations - Kentucky Form 720, Page 1, E, Kentucky Corporation/LLET Account Number.
  - d. Single Member LLCs – Kentucky Form 725, Page 1, C, Kentucky Corporation/LLET Account Number.
7. Click Next.

Your request for access was successful. We are sending a notice to your address on file with a unique Personal Identification Number (PIN). Please note the Department cannot provide you the PIN over the phone for security reasons. When you have received your PIN please log in to your portal account and select the "I have received my PIN letter and would like to request access to my business using my PIN" option.

- 8.
9. Return to MyTaxes.Ky.Gov after receiving the PIN letter to gain access to your business.

**B. Instructions for using the PIN number letter to add your business to your account:**

1. After logging in, click Profile, Add New Taxpayers
2. "I have received my PIN letter and would like to request access to my business using my PIN".
3. Click Next
4. Corporate Income LLET
5. Type your 9-digit LLET account number in from your tax return. It's on the KBR-V.
6. Type in the PIN from the letter.
7. Next
8. Yes
9. If confirmed, you should have access to your business under Profile, My Taxpayers

### **C. Instructions for paying the \$175 after gaining access to your business:**

1. Click Transactions.
2. Make a Payment.
3. Type of Payment: Return or Balance Due Payment.
4. Taxpayer Name: Should auto populate.
5. Account: Corporate Income LLET.
6. Account ID: Auto populate.
7. Form Type: Corp/LLET Payment Voucher.
8. Filing Period: Tax Return Year.
9. Next.
10. On line 3 *Limited Liability Entity Tax*, type the amount that you owe. It's usually \$175.
11. Calculate.
12. Submit.
13. Payment Amount: \$175 or same amount from #10.
14. Payment Method: E-check recommended.
15. Next.
16. Complete bank info, choose date, check box to authorize and submit.

If you need help, please contact our office and ask for Kelsey. 859-498-9915

**Lane & Company LLC**

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Here is a sample PIN letter:



**KENTUCKY DEPARTMENT OF REVENUE**  
Division of Registration  
501 High Street, STA 20  
Frankfort, KY 40601-2103

Website: [revenue.ky.gov](http://revenue.ky.gov)  
Phone: 502-564-3306  
Fax: 502-227-0772

10000208987



[REDACTED]  
MT STERLING KY 40353-9359

Date: 05/05/2025  
[REDACTED]

RE: *Your MyTaxes.ky.gov Portal Personal Identification Number (PIN)*

**SUMMARY** Your MyTaxes.ky.gov Portal PIN is enclosed. To access your Department of Revenue (DOR) accounts online, you must complete the steps below before 05/27/2025.

**OUR FINDINGS** In response to your request to access your DOR accounts online, you have been assigned a unique, 10-digit PIN authenticator which you must enter in your MyTaxes.ky.gov member profile. Your PIN is private and should be treated like your personal Social Security number.

Your PIN is: [REDACTED] 7927. This PIN is **only valid for 60 days** and expires 05/27/2025.

**WHAT YOU NEED TO DO** Complete the steps below before your **PIN expires on 05/27/2025**. If you do not complete these steps before your PIN expires, you will be required to request a new PIN.

1. Go to **MyTaxes.ky.gov**.
2. Enter your User ID and Password, then click on Sign In; your homepage will open.
3. In the banner at the top of the page, click on Profile; a dropdown menu will appear.
4. From the dropdown, select Add New Taxpayers; a screen with options will appear.
5. Select "I have received my PIN letter and would like to request access to my business using my PIN," then click on Next; a screen with fill-in fields will appear.
6. Enter the information requested, including your PIN above, to access the information you are authorized to view on the MyTaxes.ky.gov Portal. You must enter the same account type and account ID ending in XXXXX9453 that you entered when you requested this PIN letter.

DOR will deliver your business correspondence electronically. To view correspondence, you must visit **MyTaxes.ky.gov**, click on Messages, and select View Inbox.

If liable for any of the following, your business will automatically be enrolled in online return filing and payment for the below DOR accounts; visit **MyTaxes.ky.gov** to file and pay online:

- Commercial Mobile Radio Service (CMRS) Prepaid Service Charge
- Consumer's Use Tax
- Employer Withholding Tax
- Motor Vehicle Tire Fee
- Sales and Use Tax
- Telecommunications Tax
- Transient Room Tax
- Utility Gross Receipts License Tax

For more information about registering and using the portal, visit **MyTaxes.ky.gov**.

**CONTACT INFORMATION** If you have any questions, please contact the DOR MyTaxes.ky.gov Help Desk.

Phone 502-564-5053