My Nevada Tax Instructions

Create a Log On

From the homepage, click on the Sign-up link.

Under create an account, fill in the required fields.

Fill in a username that you will remember and submit your email address. Then verify your email address.

Please enter a password with a minimum of eight characters. Passwords must contain uppercase and lowercase letters, numbers and at least one special character.

Enter a contact phone number, then click next.

Next you must enter a security question or questions and provide the answer.

Next log in with your newly created username and password.

Now you must enroll in two-step verification (this will protect your e-services profile.

You will receive a security code and must enter it now.

Click the confirm button and now you are logged in.

Requesting Access to an Account

From your log in page, click on I Want To.

Under Registration and Access, click on Request Access to an Account.

The Account access page will explain next steps and what information you will need to request access.

Enter the business and account information for the business you are requesting access to, then enter your information. If you are an owner, officer or responsible party, enter your federal ID (SSN or ITIN).

Additional validation may be required. If so, enter one of the following: The tax due for a recently filed return for the account you are requesting access to or the most recent payment amount for the business.

If you do not have this information, select “I do not have this information.”

Click next to review the information and check the affidavit.

What’s Next

We will notify the owners and administrators of this business of your request for access. Once your request has been approved, you will be able to log in and perform actions for this business.

Click submit.

This is your confirmation page with confirmation number, submission type and date submitted.

You can print this page for your records.

How to File a Return

Log in to E-Services and choose the action center. Scroll down to the tax type with a return due.

Click File Return.

On the Reporting Questionnaire, answer Yes or No to the questions. If the question is blue, you can click for more information.

Enter Sales and Use Tax by County including County, Total Sales, Exempt Sales and Use Amount

Here you can add additional counties.

Now your county information will display, click next.

This is your review page to ensure everything is correct. Click next.

Your Sales and use Tax Return will display with total amount due for final review.

Check the Affidavit box.

Click next.

This is the Payment Options page, select how you want to pay.

Enter the confirmed amount.

Enter your payment information.

Your confirmation page will now display with a confirmation number, submission type, date and payment amount.

You can print this page for your records.

Click OK and you will be returned to the My Nevada Tax page for your business, and you will see that your return has been submitted.

If you need to make changes, click view and file past returns. You can withdraw, delete or print summary.

Logged on Payments

After logging in to e-services, scroll to the account you would like to make a payment on.

Click make a payment.

You will have several payment options. Click the appropriate payment option and click next.

Your Account Payment Details will display on screen. Click next.

Continue to the Payment Options screen. Choose your payment type.

Answer Yes or No to Save for Future use.

Enter or confirm your billing information.

Click Submit and a confirmation page will display including the submission type, date and amount paid.

You can print this page for your records.

Non-logged on Payment

Go to the Payments and Refunds panel and click Make a Payment.

Choose your payment option.

Enter your Federal Employer ID number, ITIN or Social Security number in the ID Type Field.

Enter the account number.

The Account Payment Details will display on screen and click next.

Enter the Contact Information including business name, phone number and address.

Verify the address and click next.

Choose your Payment Option.

If your billing address is different from the business address, you can make the necessary changes here.

Click Submit and a confirmation page will display including the submission type, date and amount paid.

You can print this page for your records.