



Instructions for Authorization for Third-Party Access to Louisiana Taxpayer Access Point (LaTAP)

This form is used to authorize the Louisiana Department of Revenue (the "Department") to grant a third party access to your Louisiana Taxpayer Access Point (LaTAP) account. Once you have granted access, the third-party will have complete access to the selected accounts. Access is not limited to specific tax periods or specific tax matters. This is not a Power of Attorney. Complete and submit Form R-7006, *Power of Attorney and Declaration of Representative*, to authorize someone to represent you before the Department.

NOTE: This authorization remains in effect until it is revoked or withdrawn. You may revoke it in writing or through LaTAP.

SECTION 1 – TAXPAYER INFORMATION

If you are granting access to both individual and business or other entity accounts, you may include both on one form.

Section A – Individual

If you are granting access to your individual income tax account, enter your name, Social Security Number, address, telephone number and email address. If you file a joint income tax return, you must also enter the name and Social Security Number of your spouse. Leave this section blank if you are granting access only to your business or other entity accounts.

Section B – Entity

If you are granting access to your business or other entity accounts, enter the name of your business or other entity, its LDR Account Number, FEIN, its address, the business or other entity contact person and their telephone number and email address. You may leave this section blank if you are only granting access to your individual accounts.

SECTION 2 – THIRD-PARTY INFORMATION

Enter the name of the third party to whom you are granting access to your account(s), the firm they are associated with if applicable, their address, telephone number, Preparer Tax Identification Number (PTIN) if they have one, and email address.

SECTION 3 – AUTHORIZATION OF LaTAP ACCESS

Check the box indicating whether you are granting access to your individual LaTAP account, your business LaTAP accounts, or both. If you want this authorization to supersede all prior LaTAP authorizations, check the box indicating that as well.

PLEASE NOTE: Once access is granted, the named third party will have complete access to the accounts. Access is not limited to specific tax periods or specific tax matters.

SECTION 4 – TAXPAYER CERTIFICATION AND SIGNATURE

If granting access to your individual accounts, you must sign and date the form in this section. If you file a joint income tax return, your spouse must also sign and date the form. If you are granting access to business accounts, an officer, partner, member, or other authorized party must sign and date the form in this section and provide their official title.

SECTION 5 – THIRD PARTY ACKNOWLEDGMENT AND RESPONSIBILITY

The named third-party must sign and date this section, acknowledging that they are receiving access to your accounts and that they are responsible for withdrawing their own access in writing or through LaTAP promptly after the representation ends.

Submit the completed and signed form to Taxpayer.Accesspoint@la.gov.

NOTE: The third party must have an existing LaTAP account before access can be established.