



Logging in

[https://tap.dor.mt.gov/ /](https://tap.dor.mt.gov/)

To create a user: Use the unique letter sent by the state of Montana with identification information, please retain this letter for your records. Select *"New user? Set up online access"*

For multiple users under one account: Use the same letter and create an additional account under the same company, follow the same instructions to create a user. The information in the account will be visible for multiple users.

Questions: please contact 406-444-6900 dore-services@mt.gov

Instructions for filling out the Excel Spreadsheet

Assessment Page

If a column is in red, it must be filled out.

Elevator Location: Where the producer delivered the commodity.

Settlement Date: The date on the producer settlement sheet.

Settlement Number: The number from the settlement sheet.

Grower name: Name of the producer, first and last name, or just last name.

Street 1: (Optional) Producer's address.

Street 2: (Optional) Producer's address.

City: (Optional)

State: Producer's state of residence

Zip: Producer's zip code of residence

Crop State: What state was the producer's crop grown?

Crop Zip: What was the zip code producer's crop?

Crop Class: Commodity purchased.

Crop Variety: Needed only for pulses, for RMA insurance.

Weight Unit: How are you reporting? BU, LBS, CWT, etc.

Weight: How much does it weigh?

Purchase Value: How much did you pay for it?

Assessment: Auto populates.

Total Assessment: Auto populates.

Outbound Shipments

You don't need to do if you are the end user, such as Feed Lot, Seed Company or Mill.

Location: Location where shipment originates.

Agricultural Commodity: What is being shipped?

Outbound Shipment Destination: Where is it going?

Use: Select Domestic or Export

Units: Select BU, CWT or LBS.

Shipped by: How it was shipped? Select Truck, Rail or Container

Total Outbound Shipment: Enter total weight.

Amendments

If a previous submission changed due to a voided settlement or error

Amending a report the same business day from the initial submission: Select **file and view reports**, then **Withdraw**. Then resubmit a complete report with the changes added. If the initial report was submitted with payment, the amended report will void the previous payment and request the full amount.

Amending a report more than one business day from initial submission: Select **file and view reports**, **select the period you need to modify** then **amend**. Resubmit a complete report with the changes added. If the initial submission was submitted with payment. The payment difference will be added or subtracted to the initial payment after one business day. Credits can be applied to the next month's submission or if you would like a refund, please contact the commodity reporting administrator.

Payments

State of Montana
P.O. Box 3024
Great Falls, MT 59403

If your bank account is not accepted/ you cannot submit an e-check: The report must be submitted through TAP. Select **No** including payment with submission. Please send a check written to the **State of Montana**, In the memo please state the commodities assessed and your account number, included with the check should be the associated report submission detail. Expect 1-2 weeks for processing.

For any payment questions please contact the commodity reporting administrator: (406)-761-7732

commodityreports@mt.gov