



OKLAHOMA Tax Commission

ADMINISTRATION

Doug Linehan | Executive Director

March 3, 2026

Mr. Blaine Peterson, CPA, JD
President and CEO
Oklahoma Society of Certified Public Accountants (OSCPA)
5201 N. Shartel Avenue
Oklahoma City, OK 73118

Blaine,

Recently, you may have noticed updates to the Oklahoma Tax Commission's (OTC) account registration process in OKTAP. In certain cases, the OTC is now requesting additional information to establish an account or gain access to an existing account. While the OTC strives to be taxpayer and tax preparer friendly, we made these updates to ensure we are balancing customer service with data security.

In our effort to enhance data security, the specific updates we made are as follows:

- **Accessing Taxpayer Information**
 - We have removed the ability for all users to view or download previously uploaded W2 and 1099 files on OkTAP.
- **Notification of Account Owners when Third Party Access is Obtained**
 - Similar to the existing OTC process of notifying an account owner when an account manager has obtained access to their account(s), the OTC now notifies the account owner when a third party has obtained access to their account(s). Notification to the account owner will be done via email and will include relevant information about the third party.
- **Requiring a Previous Letter ID for a Third Party or Account Manager to Obtain Access to an Account**
 - With respect to accessing an existing account, we now require a third party or account manager to include a Letter ID associated with the account. Letter ID's are printed in the top right corner of correspondence sent from the OTC. The Letter ID must be dated within the previous six months from the date of the request for access to be granted. If no Letter ID is provided, access will not be granted.



Users requesting access to an existing account who do not have a recent letter will have the option to request a letter. The requested letter will be mailed to the address on file for the existing account.

Data security is, and will remain, a top priority for the OTC. From time to time, the OTC will make additional updates to OkTAP to remain current with prevailing data security best practices. I assure you the updates cited above, or any future updates, are done with the singular goal of protecting taxpayer information while remaining taxpayer and tax preparer friendly. If future updates are made to processes that affect the taxpayer or tax preparer experience, we will communicate such and be available to answer any questions you may have.

I also want to remind all taxpayers and tax preparers about existing functionality within OkTAP that has been in place for many years. This functionality allows account owners to control access to their account(s) and provides visibility of individuals who currently have access to their applicable account(s). Attached you will find a document with additional details around managing access to accounts and obtaining visibility to anyone who has access to such accounts. We recommend account owners regularly review their account access related information as part of their data security process.

If you have any questions, please do not hesitate to reach out to the Oklahoma Tax Commission at 405.521.3160.

Finally, please share this letter with all OSCPA members.



Doug Linehan, CPA
Executive Director
Oklahoma Tax Commission

