



Rhode Island Department of Revenue

Division of Taxation

ADV 2024-15
Tax Administration

ADVISORY FOR TAXPAYERS AND TAX PROFESSIONALS
April 05, 2024

REMINDER FOR APRIL 15TH DUE DATE CREATE YOUR PORTAL ACCOUNT EARLY

PROVIDENCE, R.I. – The Division of Taxation reminds taxpayers and tax professionals that the Rhode Island [Taxpayer Portal](#) is a convenient way to file and pay their taxes electronically. This is especially true for those subject to the [Electronic Filing Mandate](#) seeking to comply with the mandate’s requirements.

The Taxpayer Portal allows users to file tax returns, forms, and make payments. First-time Portal users must create an account and obtain a PIN (**delivered by postal mail – please allow 5-7 business days to receive your PIN Notice**). Instructions for using the Portal, including helpful videos, are available at www.taxportal.ri.gov.

If you are a tax professional requesting a PIN Notice for a client, you must have a Power of Attorney (POA) ([Form RI-2848](#)) on file with the Division – this POA form must specify that you may request the PIN Notice on the client’s behalf.

If you have multiple clients requesting a PIN Notice, you can provide a list of your clients via e-mail to the Division at taxportal@tax.ri.gov. The PIN Notices will be mailed directly to your clients for security reasons.

If you are unable to request your PIN Notice timely, you can use the “Same-Day Services” option on the Portal homepage to make extension payments, estimated payments, and bill payments.

To ensure security, authentication is required to use Same-Day Services. For successful authentication, you will need:

- [Extension and Estimated Payments-Notice ID](#) - this can be found on any notice the Division has previously issued to the taxpayer.
- [Bill Payments-Invoice number](#) – this can be found on any bill the Division has previously issued to the taxpayer.

Note: If you are unable to locate a notice ID or invoice number, please e-mail the Taxpayer Portal assistance team at taxportal@tax.ri.gov. A team member will respond requesting pertinent information to validate your identity through a number of specific tax account questions.

Taxpayers that have not previously filed or registered with the Division of Taxation will not have the ability to utilize the tax portal or Same-Day Services. Other options are available to file and pay electronically, such as Modernized e-file (MeF) and [credit card](#).

For specific questions regarding Division’s Taxpayer Portal, or for Portal assistance, please contact the Division’s Taxpayer Portal Section by email at taxportal@tax.ri.gov, or at (401) 574-8484 between 8:30 a.m. and 3:30 p.m. on business days.

The Rhode Island Division of Taxation, part of the Rhode Island Department of Revenue, is open to the public from 8:30 a.m. to 3:30 p.m. business days. For more information, contact the Division of Taxation at (401) 574-8829 or see <https://tax.ri.gov/about-us/contact-us>.
