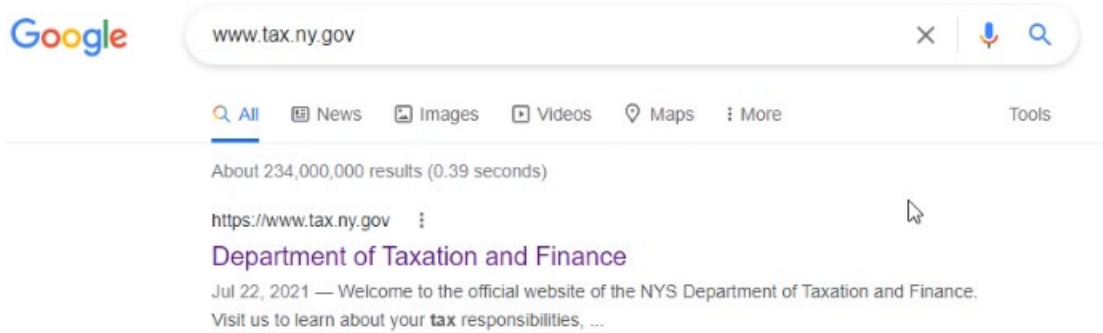


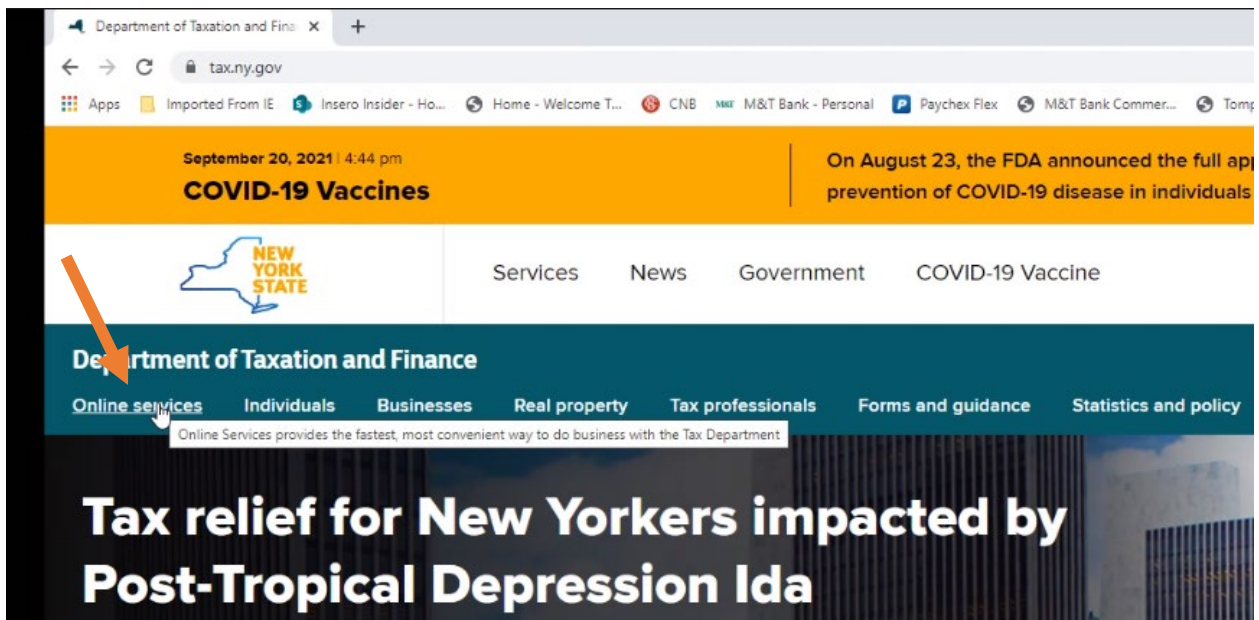
STEPS TO CREATE A NEW NYS ONLINE SERVICES ACCOUNT:

If you do not currently have a Business Account set up with NYS, then you will need to create your account before you can complete the PTET Election.

Open your web browser and enter www.tax.ny.gov



Select Online services



Select Create Account

Online Services home

tax.ny.gov/online/

September 20, 2021 | 4:44 pm

COVID-19 Vaccines

On August 23, the FDA announced the prevention of COVID-19 disease in indi

NEW YORK STATE

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Online Services

Online Services is the fastest, most convenient way to do business with the Tax Department. With an Online Services account, you can make a payment, respond to a letter from the department, and more—anytime, anywhere. If you don't already have an account, it's easy to create one!


LOG IN **CREATE ACCOUNT**

Forgot your [username](#) or [password](#)?

Select Business as the account type, then select Create Business Account

September 20, 2021 | 4:44 pm
COVID-19 Vaccines

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Create an Online Services account

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Thank you for choosing to create an Online Services account with the New York State Tax Department. Select an account type to learn more about it and

- [Business](#) ↕ 
- [Individual](#) ↕
- [Tax Professional](#) ↕ 
- [Fiduciary](#) ↕

Business account

CREATE BUSINESS ACCOUNT 

Enter Security Code that will be created, then select Continue

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Home

Business Account Creation

Security Check


Enter the security code displayed below and then select **Continue**.


* Required fields

Security check

The following security code is necessary to prevent unauthorized use of this web site. If you are using a screen reading program, select [listen](#) to have the number announced.

717366

Enter the security code displayed above: * 

[Continue](#) 

At Access type, click on drop down and select All available services

The screenshot shows the 'Business Account Creation' page. Under the 'Access Type' section, there is a form field labeled 'Access type'. The text 'I would like to gain access to:' is followed by a dropdown menu. The dropdown menu is open, showing three options: 'Select one', 'All available services', and 'Only view and pay my bills'. An orange arrow points to the 'All available services' option. Below the dropdown menu is a 'Continue' button.

Select No (have not received 5-digit PIN), then select Continue

The screenshot shows the 'Business Account Creation' page. Under the 'Access Type' section, there is a form field labeled 'Access type'. The text 'I would like to gain access to:' is followed by a dropdown menu with 'All available services' selected. Below this, there is a question: 'Have you received a 5 digit PIN from the New York State Tax Department?'. There are two radio buttons: 'Yes' (unselected) and 'No' (selected). An orange arrow points to the 'No' radio button. Below the question is a 'Continue' button.

Enter your Taxpayer ID number

Filing History – answer Yes or No, then select Continue

Department of Taxation and Finance

Home

Business Account Creation

Business Verification

Complete the following information and then select **Continue**.

* Required fields  - Select to learn more about a particular field

Taxpayer information

Taxpayer ID number: * 

Filing history

Have you filed New York State corporation, sales, or withholding tax returns within the last 12 months? * Yes No

Once you Select NO, for the filing history, you will need to Confirm Taxpayer ID number and enter the Legal name of the Business, then select Continue



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Department of Taxation and Finance

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Home

Help

Business Account Creation

Business Verification

Complete the following information and then select **Continue**.

* Required fields  - Select to learn more about a particular field

Taxpayer information

Taxpayer ID number: * 

Filing history

Have you filed New York State corporation, sales, or withholding tax returns within the last 12 months? * Yes No

Confirm Taxpayer ID number: *

Legal name of business: * 

Verify Taxpayer ID number and Legal Name are correct. If correct, check *I agree* and select **Submit**.

Department of Taxation and Finance Support Cont

ome

Business Account Creation

Taxpayer Information

Complete the following information and then select **Continue**.

* Required fields ✔ - Select to learn more about a particular field

Taxpayer information

Taxpayer ID number:


Legal name of business:

Terms and conditions

By checking "I agree" and selecting **Submit**, I certify that I am authorized to create this account and act as the [Master Administrator](#) for this account, that all information provided in this account creation is true, correct, and complete, and that I have read and agree to the [terms and conditions](#) for using the Online Services.

I agree

Enter your information and create a login. Once all entered, select **Submit**.

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Department of Taxation and Finance

NY.gov ID Account Creation for Tax and Finance

Login Information

Complete the following information and then select **Submit** to finish creating your Online Services account. See [terms of service](#).

* Required fields ✔ - Select to learn more about a particular field

My Information

Your first name: *

Your last name: *

E-mail address: *

Confirm e-mail address: *

Phone number: * ✔

Login Information

Username: * ✔

Password: * ✔

Confirm password: *

Once you submit, you will receive the Account Creation Confirmation screen below. Make sure to print and keep the confirmation for your records.

The screenshot shows the 'Account Confirmation' page for the Department of Taxation and Finance. At the top left is the New York State logo. To its right are navigation links for 'Services', 'News', 'Government', and 'COVID-19 Vaccine'. Below this is a dark blue header with the text 'Department of Taxation and Finance'. The main content area is titled 'NY.gov ID Account Creation for Tax and Finance' and 'Account Confirmation'. A light blue box contains the message: 'Your account has been successfully created' and 'Your account has been successfully created. Click Login Now to continue.' A blue 'Login Now' button is highlighted with an orange circle. At the bottom of the page is a footer with links for 'Accessibility', 'Disclaimer', 'Privacy', 'Security', 'Terms and Conditions', 'Copyright', and 'Email/Phishing'.

Now that you have created your account, select services at the top of your screen and following the separate procedures to complete the Pass Through Entity Tax (PTET) Election.