

How to use the Philadelphia Tax Center If you are a new taxpayer or tax professional

Starting in November 2021, Philadelphia taxpayers can use a new website to file and pay most City business taxes. The new site is called the Philadelphia Tax Center.

If you **do not** have an existing City tax account, follow these steps to use the Philadelphia Tax Center:

1 Start registration

Go to tax-services.phila.gov.

Under the “**New taxpayers**” panel on the middle of the Philadelphia Tax Center’s homepage, select “**Register a new taxpayer.**”

To start, the site asks if you are a tax professional registering on behalf of a client. If you are, select “**Yes.**”

Everybody else should select “**No.**”

2 Answer questions and provide information

The site asks you to answer a series of questions to help guide your registration process. Be ready to provide:

- Your entity type and business structure.
- The Philadelphia tax types you expect to file and pay.
- Contact information.

Follow the on-screen prompts to complete registration. The last step is to create a username and password.

3 Use your account

Return to the homepage. Use your new username and password to log in to your account and start using the Philadelphia Tax Center immediately.

(Note: Existing taxpayers will need to complete a verification process that includes receiving a physical letter in the mail. As a new Philadelphia taxpayer or tax professional, you do not have to complete that process.)

If you have questions about the using the Philadelphia Tax Center, visit: www.phila.gov/guides/philadelphia-tax-center or call **(215) 686-6600**.