



CITY OF PHILADELPHIA
DEPARTMENT OF REVENUE

PHILADELPHIA TAX CENTER

Taxpayer Registration: New and Existing Taxpayers

INTRODUCTION

This presentation is a guide on registering taxpayers and creating a web logon on the Philadelphia Tax Center

❖ Registering a New Taxpayer

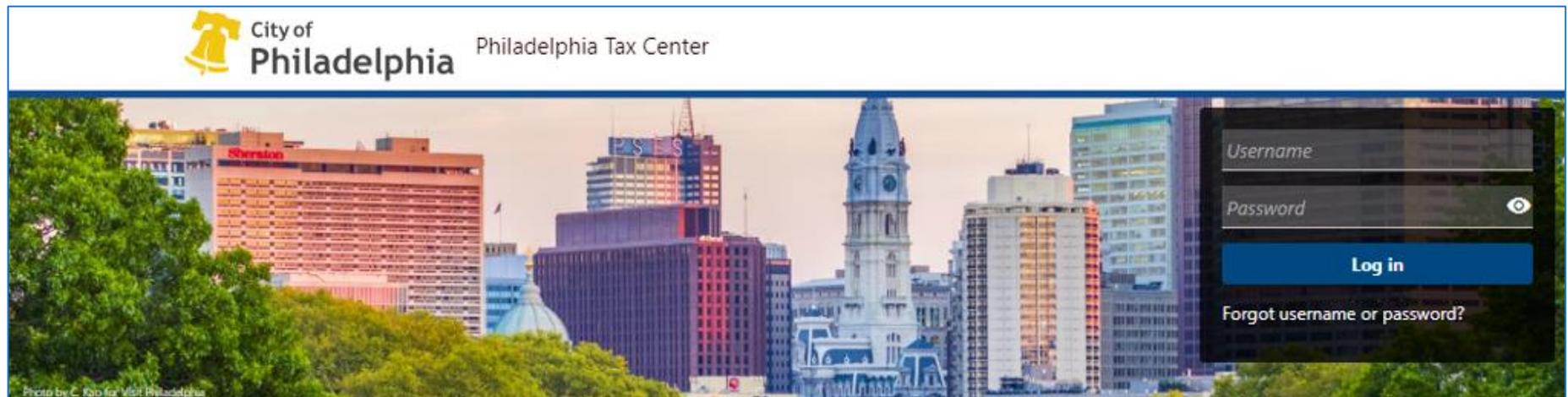
- Corporation
- Estate
- Individual/Sole Proprietor
- Non-Profit Organization
- Partnership
- Trust

❖ Registering a Disregarded Entity

- What is a Disregarded Entity?
- Requesting Third Party Access
- Verifying Third Party Access

❖ Existing Taxpayers

- Create username and password
- Requesting Access Letter
- Verifying Access Letter ID





TAXPAYER REGISTRATION

New Taxpayers

TAXPAYER REGISTRATION

Registering a New Taxpayer

Once clicking Register a new taxpayer, the screen provides a list of available tax types

- A. Under **Registration type**, If the person registering is a third party member, e.g., an accountant, they will select **Yes**. Otherwise, select **No**
- B. Throughout the registration process, clicking **Cancel** will end/delete everything. Clicking **Save Draft** will allow a person to come back at a future date to complete the registration

New taxpayer registration

Welcome! If you have not paid taxes to City of Philadelphia before, you can register yourself or business as a new taxpayer with the Philadelphia Department of Revenue using this form. You can use this form to register for the tax types listed below. If you don't see the tax you need to register for, please email revenue@phila.gov.

- Amusement Tax
- Business Income and Receipts Tax
- Earnings Tax (Employees only)
- Hotel Tax
- Liquor Tax
- Mechanical Amusement Tax
- Net Profits Tax
- Outdoor Advertising Tax
- Parking Tax
- Philadelphia Beverage Tax
- Property taxes
- School Income Tax
- Tobacco Tax
- Use and Occupancy Tax
- Valet Parking Tax
- Vehicle Rental Tax
- Wage Tax (Employers only)

If you have previously paid taxes to the City of Philadelphia, and want access to your existing account(s) please create a Philadelphia Tax Center username .

A

Registration type

Are you a third party tax professional registering on behalf of your client?

Yes

No

B

Cancel

Save Draft

< Previous

Next >

TAXPAYER REGISTRATION

Registering a New Taxpayer

This screen provides a list of the various entity types.

Under **Entity classification**, will need to choose one of the two:

- **I know my entity classification:** Click on the entity type if known
- If uncertain, clicking **Help me figure out my entity classification** asks a few questions and then will allow to proceed

Entity classification	
Do you own a business?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you the sole owner of this business?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any business partner(s)?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Entity type

City of Philadelphia taxpayers need an entity classification to determine which taxes they are required to file and pay. The entity classifications in the City of Philadelphia are:

- Corporation
- Disregarded Entity
- Estate
- Individual/Sole Proprietor
- Non-Profit Organization
- Partnership
- Trust

Entity classification

Do you know the taxpayer's entity classification?

I know my entity classification

Help me figure out my entity classification

Entity selection

Please select an entity classification.

- Corporation
- Disregarded Entity
- Estate
- Individual/Sole Proprietor
- Non-Profit Organization
- Partnership
- Trust

TAXPAYER REGISTRATION

Registering a New Taxpayer

- A. Reiterates the entity type selected from the previous screen, along with a description of the type

- B. **Available tax types** provides a list. On the following screen, they will need to select one or more of the tax types listed on this page

A Individual/Sole Proprietor

You are registering a new Individual/Sole Proprietor with the City of Philadelphia Department of Revenue.

An individual is a person that is obligated to pay taxes to a federal, state, or local government.

If the entity selection is not correct, please go back and review your answers. If you believe there has been a mistake, please contact the Department of Revenue.

B Available tax types

- Amusement
- Business Income and Receipts
- Earnings
- Hotel
- Liquor
- Mechanical Amusement
- Net Profits
- Outdoor Advertising
- Parking
- Philadelphia Beverage
- Property taxes
- School Income
- Tobacco
- Use and Occupancy Landlord
- Valet Parking
- Vehicle Rental
- Wage

TAXPAYER REGISTRATION

Registering a New Taxpayer

Depending on the Entity type selected, you may be prompted to provide forms from the IRS.

A. Click **Add attachment** to upload the form

B. Select the requested IRS form, if applicable

The screenshot shows a web form titled "New taxpayer registration". At the top, there is a progress bar with three steps: "Owner Link" (checked), "Tax type selection" (checked), and "Attachments" (active). Below the progress bar, the "Add Attachments" section contains a message: "Based on information in your registration, you are required to submit the supporting documents with your registration. Use the button below to attach the documents that you would like to submit. Required documents include the following:". A list of required documents includes "IRS Form CP575". A blue "Add attachment" button is highlighted with a green box and labeled with a blue circle containing the letter "A". Below this is an "Attachments" table with columns for "Type" and "Name", and an "Add" button on the right. The table is currently empty, with the text "There are no attachments." below it.

The screenshot shows a dropdown menu titled "Select one (Required)". The menu is open, showing a list of options. The "Type" field is marked as required with an asterisk. The list includes "Required", "IRS Form 501-C3", "IRS Form CP575" (highlighted in blue), "IRS Form SS-4", "Liquor License", "Non Profit Organization Documents", and "Proof of Sustainability". The "Cancel" and "OK" buttons are visible at the bottom right. A blue circle containing the letter "B" is positioned to the left of the dropdown menu.

TAXPAYER REGISTRATION

Registering a New Taxpayer

- A. New taxpayers will need to select an ID type from the dropdown:
- **Individual Taxpayer Identification Number**, or
 - **Social Security Number**

Depending on the above criteria, will need to enter the ID/SSN number

- B. Enter full first and last name
- C. Select the date in which the business originated and/or registered with the IRS
- D. For **Tax account start date**, enter when business activity in Philadelphia began

Note: Based on the entity classification previously selected, the ID type will default to Federal Employer ID, e.g., Corporation, partnership etc. and Legal name will be required.

ID and Name

ID type

Social Security Number

Individual Taxpayer Identification Number
Social Security Number

Required

First name *

Required

Middle name

Last name *

Required

Enter your business start date. For School Income Tax accounts, enter the date your tax liability began. *

Required

D

Business Income and Receipts/Net Profits Tax

Tax account start date

01-Apr-2024

TAXPAYER REGISTRATION

Registering a New Taxpayer

Jump Start Philly is a program for entrepreneurs and new businesses in Philadelphia. A business in its first two years of operation is exempt from paying the Business Income and Receipts Tax (BIRT) and does not have to pay for a variety of licenses and registrations.

These questions are related to this program.

Click [here](#) to read more about **Jump Start Philly** and eligibility.

Jump Start Philly eligibility

Businesses in the first two years of operations may be exempt from paying BIRT through the [Jump Start Philly](#) program. Businesses in the first three years of operations may be exempt from paying BIRT through the [Sustainable Jump Start](#) program. To qualify for either, a business must be a "New Business" under Philadelphia Code 19-3800. See the [New Business Regulations](#) for more information.

Are you claiming "New Business" tax status under Philadelphia Code 19-3800?

Yes

No

Vs.

Jump Start Philly eligibility

Businesses in the first two years of operations may be exempt from paying BIRT through the [Jump Start Philly](#) program. Businesses in the first three years of operations may be exempt from paying BIRT through the [Sustainable Jump Start](#) program. To qualify for either, a business must be a "New Business" under Philadelphia Code 19-3800. See the [New Business Regulations](#) for more information.

Are you claiming "New Business" tax status under Philadelphia Code 19-3800?

Yes

No

Are you a sustainable business? This includes Certified B Corporations and businesses that are determined to be sustainable by the Office of Sustainability (based on the line of business, core business purpose, and other sustainability certifications).

Yes

No

Are you a certified B Corporation?

Yes

No

TAXPAYER REGISTRATION

Registering a New Taxpayer

- A. To register, an industry code from the North American Industry Classification System (NAICS) will need to be selected. Clicking **Search by industry** will allow an individual to search industry codes by keywords
- B. Manually enter the NAICS Code

The screenshot shows a progress bar at the top with three steps: 'Business Income and Receipts Tax', 'Business Income and Receipts', and 'Activity code'. The 'Activity code' step is highlighted with a yellow box and a right-pointing arrow. Below the progress bar, the heading 'North American Industry Classification System (NAICS)' is followed by a paragraph explaining its use by Federal Statistical Agencies. A list of five bullet points provides instructions on how to search for a NAICS code. A dark blue button labeled 'Search by industry' is positioned below the text. Below the button, the word 'or' is followed by a text input field labeled 'NAICS Code *' with a red asterisk and the word 'Required' in italics inside the field. A blue circle with the letter 'A' is placed to the left of the NAICS heading, and a blue circle with the letter 'B' is placed to the left of the 'or' text.

tion Business Income and Receipts Tax Business Income and Receipts Activity code

A North American Industry Classification System (NAICS)

The North American Industry Classification System is used by Federal Statistical Agencies for the collection, analysis and publication of statistical data related to the US economy.

- You can search for your NAICS code by clicking the Search button. (If you already know your NAICS code, enter it in the box on the right.)
- When you click Search, you will be prompted to enter a Keyword to describe your business/organization.
- In most cases, you will see a list of choices of NAICS Codes to pick from.
- There may be multiple pages of NAICS Code choices. Use Page Turner in upper right corner.
- If you don't see a choice that describes your business/organization, enter a different Keyword, or try a shortened version of a keyword you tried previously.

B Search by industry

or

NAICS Code *

Required

TAXPAYER REGISTRATION

Registering a New Taxpayer

- A. Enter the exact mailing address, and then click the **Validate address** button to confirm the system recognizes it
- B. Confirm if the mailing address is owned by the person/entity
- C. In the following window, confirm if the business address is the same as the mailing - will also need to confirm if one has more than one business location in the Philadelphia area.

A Mailing Address

Country

Street *

Street 2

Unit Type Unit

City * State

Zip *

B Does the entity own this property? *

Validate address

C Add business location address

Is your business location the same as your mailing address?

Do you have more than one business location in Philadelphia or nearby? (PA, DE, NJ) *

TAXPAYER REGISTRATION

Registering a New Taxpayer

- A. Confirm if one owns rental properties - will be prompted to provide further information
- B. Enter properties deeded to the person/entity being registered

A Add rental properties

Do you own any rental properties in Philadelphia or nearby? (PA, DE, NJ) *

Yes

No

B

Use the table below to add properties within the city of Philadelphia you own.

Properties I Own

+ Add a property 

OPA Number

Street Address

I have not claimed any properties yet.

TAXPAYER REGISTRATION

Registering a New Taxpayer

- A. Provide contact information
- B. Select whether to receive mail via electronically or via postal service

A Contact information

First Name *
Required

Middle Initial

Last Name *
Required

Phone Type *
Required ▼

Phone Number *
Required

Extension

Email *
Required

Confirm Email

B Preferred Mail Delivery

Paper Electronic

TAXPAYER REGISTRATION

Registering a New Taxpayer

Create a username and password (review the **Password requirements** to create a strong password), then confirm.

Select a **Secret Question**, then provide and confirm the answer.

Username and password

Username *

Password *

Confirm Password

Secret Question *

Secret Answer *

Confirm Answer *

Password requirements

- You cannot reuse passwords
- Minimum 11 characters
- Passwords must contain both letters and numbers
- Passwords must contain both uppercase and lowercase letters
- Passwords must contain special characters

TAXPAYER REGISTRATION

Registering a New Taxpayer

Review the information provided. If correct, check the **Confirm registration** box. If changes need to be made, click the **Previous** button to go back to any screen and update.

Click **Submit** once completed.

Taxpayer registration summary

Entity Classification	: Individual/Sole Proprietor
ID type	: Social Security Number
Social Security Number	: ***-**-4444
Mailing Address	: 1401 JFK BLVD PHILADELPHIA PA 19102-1619

Tax types

Business Income and Receipts Net Profits	Tax account start date Tax account start date	: 01-Apr-2024 : 01-Apr-2024
---	--	--------------------------------

Contact information

First Name	: BEN	Are you a third party tax professional registering on behalf of your client?	: No
Last Name	: FRANKLIN		
Username	: BenFranklin		
Preferred Mail Delivery	: Electronic		

Confirm registration

I declare under penalty of perjury that the information I have entered is accurate to the best of my knowledge.

[Cancel](#) [Save Draft](#) [< Previous](#) [Submit](#)

TAXPAYER REGISTRATION

Registering a New Taxpayer

The confirmation page let's one know they have completed the registration process

- Click **Printable Confirmation** to print a copy for records,
- Click **OK** to return to the homepage.

Confirmation

You have completed your registration as a new taxpayer with the City of Philadelphia. You may now log into the Philadelphia Tax Center to file returns, make payments, and manage your tax accounts.

Your Confirmation Number is **0-000-041-619**

Your confirmation code is **c8v67k**. You can use this confirmation code to view your submission later. Visit the Philadelphia Tax Center homepage and select "Find a saved draft or submission", then enter the email address you used for this request (**ben@philadelphia.com**) and the confirmation code above. You may also cancel your submission if it has not yet been processed.

Please review the summary information below. You may want to print a copy for your records.

Entity Type:	Individual/Sole Proprietor
Name:	BEN FRANKLIN
Username:	BenFranklin
Accounts Registered:	
Business Income and Receipts Tax	Start Date:4/1/2024
Net Profits Tax	Start Date: 4/1/2024

Contact Us

The best way to reach us is through the Philadelphia Tax Center's secure, online messaging feature. It allows you to track all messages to and from Revenue in one place. Your message is linked to your account automatically, which means no waiting on the phone or in person while someone looks up your account. You can also contact us by email, phone, or in person. Please reference the Confirmation Number above when contacting Taxpayer Services with questions about your request.

Department of Revenue Email: revenue@phila.gov
Municipal Services Building Phone: (215) 686-6600
1401 John F. Kennedy Blvd
Philadelphia, PA 19125

Printable Confirmation

OK

TAXPAYER REGISTRATION

New Taxpayer

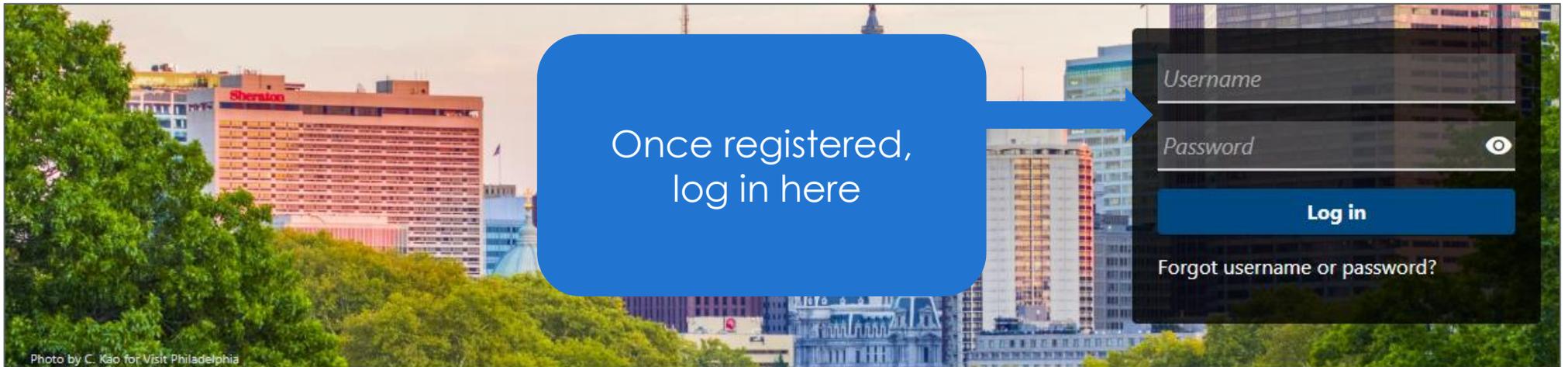


Photo by C. Kao for Visit Philadelphia



Existing taxpayers

Existing taxpayers and tax professionals

> [Create a username and password](#)



New taxpayers

Register as a Philadelphia taxpayer

> [Register a new taxpayer](#)



Payments

Make an online payment now

> [Make a payment](#)

TAXPAYER REGISTRATION

New Taxpayer

Setup two-step authentication by setting up the use of the Authentication app or via an Email.

Protect your Philadelphia Tax Center profile with two-step authentication

Two-step authentication is used to better protect your Philadelphia Tax Center profile. Once set up, the system will ask you to provide a unique security code to verify your identity each time you log in.

- Authentication app**
Use an authentication app, such as Google Authenticator, to get security codes.
[Set up](#)
- Email**
Receive security codes by email.
[Add email](#)

Two-step authentication setup

Add email

We will email you a security code when you try to log in. Please add NoReply@phila.gov to your email safe list so security codes won't go to your junk folder.

What email address would you like to use?

Email *
Required

[Cancel](#) [Save](#)

Two-step authentication setup

Set up authentication app

Instead of waiting for emails, get your Philadelphia Tax Center security codes on your device. You can use any time-based password (TOTP) app, such as Google Authenticator.



Can't scan it? Enter this key in your authenticator app instead (spaces not required).

PT2J PBO6 N5YF WLAE

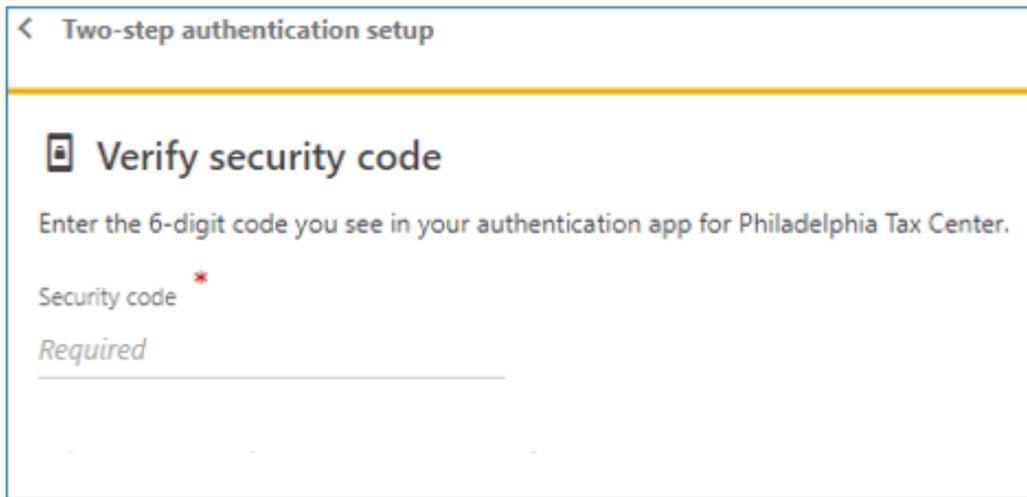
[Cancel](#) [Save](#)

TAXPAYER REGISTRATION

New Taxpayer

Via Authentication App

Will be prompted to enter security code from the application



< Two-step authentication setup

 **Verify security code**

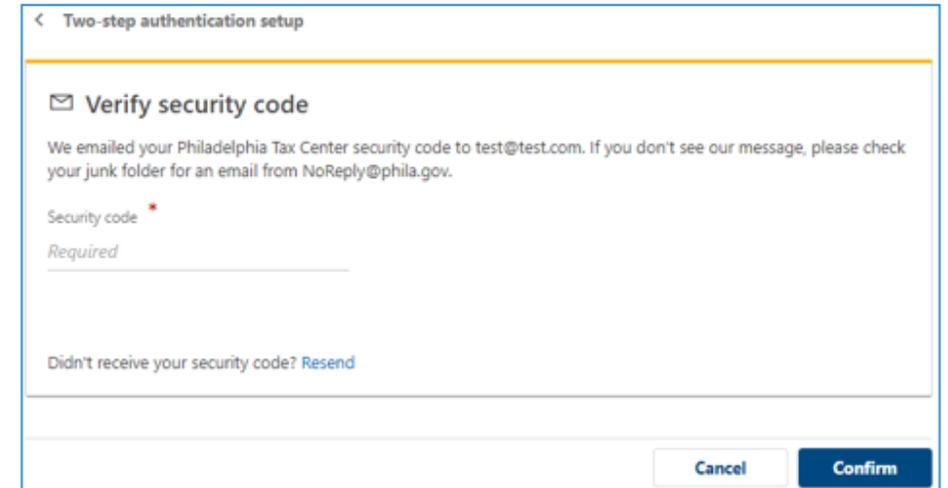
Enter the 6-digit code you see in your authentication app for Philadelphia Tax Center.

Security code ^{*}

Required

Via Email

Enter the security code received in email



< Two-step authentication setup

 **Verify security code**

We emailed your Philadelphia Tax Center security code to test@test.com. If you don't see our message, please check your junk folder for an email from NoReply@phila.gov.

Security code ^{*}

Required

Didn't receive your security code? [Resend](#)

TAXPAYER REGISTRATION

Disregarded Entity

DISREGARDED ENTITY

What is it?

A disregarded entity is a business the Internal Revenue Service (IRS) and states ignore for the purpose of taxation even though they are separate from the business owner. The business income and subsequent taxes are passed through to the owner to be filed with their income taxes.

TAXPAYER REGISTRATION

Disregarded Entity

Before a Disregarded Entity can be registered on PTC, the Individual/Sole proprietor must be registered with business tax accounts first.

If need to register both entities for the first time, follow the below steps:

- Step 1 - Register Individual/Sole Proprietor as a New Taxpayer
- Step 2 - Register Disregarded Entity as a New Taxpayer
- Step 3 - Log into PTC account to request third part access*

If the Individual/Sole proprietor is already registered, follow the below steps:

- Step 1 - Register Disregarded Entity as a New Taxpayer
- Step 2 – Log into PTC to request third party access*

**Requesting third party access will allow one to log into PTC with one username and password to view information and accounts for both entities*

TAXPAYER REGISTRATION

Registering a Disregarded Entity

If the Individual/Sole Proprietor is registered, click **Register a new taxpayer** on the [Philadelphia Tax Center](#) to begin registering the Disregarded Entity



New taxpayers

Register as a Philadelphia taxpayer

> Register a new taxpayer



Payments

Make an online payment now

> Make a payment

TAXPAYER REGISTRATION

Registering a Disregarded Entity

After selecting register a new taxpayer, a list of available tax types is displayed

Under **Registration type**, If the person registering is a third party member, e.g., an accountant, they will select **Yes**. Otherwise, select **No**

New taxpayer registration

Welcome! If you have not paid taxes to City of Philadelphia before, you can register yourself or business as a new taxpayer with the Philadelphia Department of Revenue using this form. You can use this form to register for the tax types listed below. If you don't see the tax you need to register for, please email revenue@phila.gov.

- Amusement Tax
- Business Income and Receipts Tax
- Earnings Tax (Employees only)
- Hotel Tax
- Liquor Tax
- Mechanical Amusement Tax
- Net Profits Tax
- Outdoor Advertising Tax
- Parking Tax
- Philadelphia Beverage Tax
- Property taxes
- School Income Tax
- Tobacco Tax
- Use and Occupancy Tax
- Valet Parking Tax
- Vehicle Rental Tax
- Wage Tax (Employers only)

If you have previously paid taxes to the City of Philadelphia, and want access to your existing account(s) please create a Philadelphia Tax Center username .

Registration type

Are you a third party tax professional registering on behalf of your client?

Yes

No

Cancel

Save Draft

< Previous

Next >

TAXPAYER REGISTRATION

Disregarded Entity: Entity Classification

Under **Entity Selection**, select **Disregarded Entity**

Then under **Entity sub-classification selection**, Choose whether an **Individual** or **Limited Liability Company**

Entity type

City of Philadelphia taxpayers need an entity classification to determine which taxes they are required to file and pay. The entity classifications in the City of Philadelphia are:

- Corporation
- Disregarded Entity
- Estate
- Individual/Sole Proprietor
- Non-Profit Organization
- Partnership
- Trust

Entity classification

Do you know the taxpayer's entity classification?

I know my entity classification

Help me figure out my entity classification

Entity selection

Please select an entity classification.

- Corporation
- Disregarded Entity
- Estate
- Individual/Sole Proprietor

Entity sub-classification selection

Please select Disregarded Entity sub-classification.

- Individual
- Limited Liability Company

TAXPAYER REGISTRATION

Registering a Disregarded Entity

Once you click **Next**, you will see the confirmation of the entity type selected

The list of available tax types only displays the tax types that the Disregarded Entity will have the option to register/add

Review the **Business Owner Information**

New taxpayer registration

Instructions ✓ Entity classification ✓ Entity type >

Disregarded Entity

You are registering a new Disregarded Entity with the City of Philadelphia Department of Revenue.

A disregarded entity is a business that the Internal Revenue Service (IRS) and states ignore for the purpose of taxation even though they are separate from the business owner. The business income and subsequent taxes are passed through to the owner to be filed with their income taxes.

If the entity selection is not correct, please go back and review your answers. If you believe there has been a mistake, please contact the Department of Revenue.

Available tax types

- Amusement
- Hotel
- Liquor
- Mechanical Amusement
- Outdoor Advertising
- Parking
- Philadelphia Beverage
- Property taxes
- Tobacco
- Use and Occupancy Landlord
- Valet Parking
- Vehicle Rental
- Wage

Business Owner Information

When the owner of a disregarded entity is required to file a federal income tax return to report business activity, a Philadelphia business owner is required to report the business activity on a Business Income & Receipts Tax (BIRT) return.

First, business owners must register for a BIRT account in order to obtain a Commercial Activity License. For disregarded entities, business owners will register the BIRT account under the owner's name and social security number or Federal EIN if the owner is organized as a corporation.

Once the disregarded entity is established, the City's tax system will note the relationship between the disregarded entity and the business owner/parent company and its tax accounts.

TAXPAYER REGISTRATION

Disregarded Entity: Owner Link

Under **Owner Name**, provide the information for the individual/sole proprietor; **not** the disregarded entity.

- A. Select an ID type from the dropdown:
Social Security Number or **Federal Employer ID**

Depending on the above criteria, enter the EIN/SSN number

- B. Enter the individual/sole proprietor's full legal name

- C. If this message is displayed, the ID number entered doesn't match our records

New taxpayer registration

Entity classification ✓ Entity type ✓ Owner Link >

Owner Name

Business ID Type

A Social Security Number
Federal Employer ID
Social Security Number
Required

B Business Legal Name *
Required

C ! This ID is not registered. Please register business owners with a BIRT account first and visit back to register Disregarded entity.

OK

TAXPAYER REGISTRATION

Disregarded Entity: Tax types

Select the tax type(s) the disregarded entity is liable for.

For disregarded entities only, continue to the next window without selecting a tax type if none are applicable

Tax types

Select the tax types that you would like to register for with the Department of Revenue. At least one tax type is required to complete this registration.

- Amusement
- Hotel
- Liquor
- Mechanical Amusement
- Outdoor Advertising
- Parking
- Philadelphia Beverage
- Property taxes and fees
- Tobacco
- Use and Occupancy Landlord
- Valet Parking
- Vehicle Rental
- Wage (Employers only)

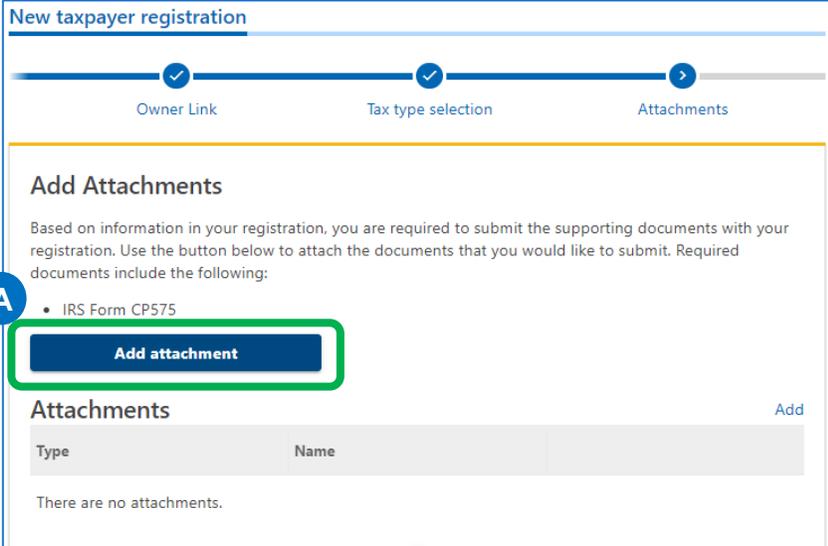
TAXPAYER REGISTRATION

Disregarded Entity: Attachments

To register as a disregarded entity, one will need to provide the IRS Form CP575

A. Click **Add attachment** to upload the form

B. Select **IRS Form CP575** from the dropdown menu. Then, add file



New taxpayer registration

Owner Link Tax type selection Attachments

Add Attachments

Based on information in your registration, you are required to submit the supporting documents with your registration. Use the button below to attach the documents that you would like to submit. Required documents include the following:

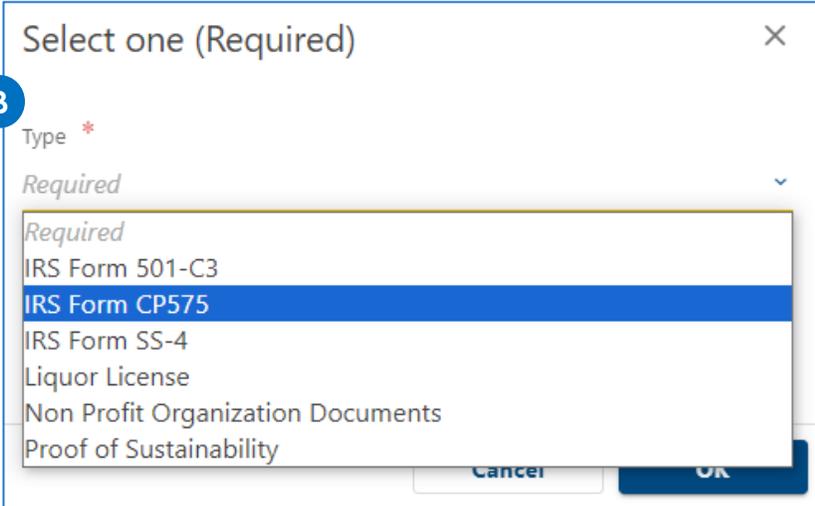
- IRS Form CP575

Add attachment

Attachments

Type	Name
There are no attachments.	

Add



Select one (Required)

Type *

Required

- Required
- IRS Form 501-C3
- IRS Form CP575**
- IRS Form SS-4
- Liquor License
- Non Profit Organization Documents
- Proof of Sustainability

Cancel OK

TAXPAYER REGISTRATION

Disregarded Entity: ID and Name

- A. Enter the Federal Employer Identification Number (EIN) of the Disregarded Entity
- B. Enter the **Legal Name** of the EIN as it is registered with the IRS
- C. Enter the date the disregarded entity was formed
- D. If using a Trade Name, enter the name

New taxpayer registration

Owner Link Tax type selection Attachments Taxpayer information

ID and Name

ID type
Federal Employer ID

A Federal Employer ID *
Required

B Legal name *
Required

C Enter your business start date. For School Income Tax accounts, enter the date your tax liability began. *
Required

D Are you using a Trade Name? *
 Yes No

TAXPAYER REGISTRATION

Disregarded Entity

Depending on the tax type(s) selected on a previous screen, one will be prompted to provide specific information for each

New taxpayer registration

Progress bar: 1. ✓ User Link, 2. ✓ Tax type selection, 3. ✓ Attachments, 4. ✓ Taxpayer information, 5. Wage Tax

Wage Tax

Tax account start date *
Required 

Number of employees for which you withhold Philadelphia Wage Tax
0

Estimated monthly withholding amount
0.00

Example: Wage Tax type selected

TAXPAYER REGISTRATION

Disregarded Entity: Activity Code

To register, an industry code from the North American Industry Classification System (NAICS) will need to be selected.

- A. Clicking **Search by industry** will allow an individual to search industry codes by keywords
- B. Or enter the NAICS Code, if known

The screenshot shows a multi-step registration process. The first two steps, 'Business Income and Receipts Tax' and 'Business Income and Receipts', are completed, indicated by checkmarks. The third step, 'Activity code', is the current step and is highlighted with a yellow box. Below the progress bar, the heading 'North American Industry Classification System (NAICS)' is displayed. A descriptive paragraph explains that NAICS is used by Federal Statistical Agencies. A bulleted list provides instructions on how to search for a NAICS code. Below the text, there are two options: a blue button labeled 'Search by industry' (marked with a blue circle 'A') and a text input field for 'NAICS Code *' (marked with a blue circle 'B'). The input field has a 'Required' label below it.

tion Business Income and Receipts Tax Business Income and Receipts Activity code

North American Industry Classification System (NAICS)

The North American Industry Classification System is used by Federal Statistical Agencies for the collection, analysis and publication of statistical data related to the US economy.

- You can search for your NAICS code by clicking the Search button. (If you already know your NAICS code, enter it in the box on the right.)
- When you click Search, you will be prompted to enter a Keyword to describe your business/organization.
- In most cases, you will see a list of choices of NAICS Codes to pick from.
- There may be multiple pages of NAICS Code choices. Use Page Turner in upper right corner.
- If you don't see a choice that describes your business/organization, enter a different Keyword, or try a shortened version of a keyword you tried previously.

A Search by industry

or

B NAICS Code *
Required

TAXPAYER REGISTRATION

Disregarded Entity

- A. Confirm if the entity owns rental properties - will be prompted to provide further information
- B. Enter properties deeded to the entity, if any

A Add rental properties

Do you own any rental properties in Philadelphia or nearby? (PA, DE, NJ) *

Yes

No

B

Use the table below to add properties within the city of Philadelphia you own.

Properties I Own

+ Add a property 

OPA Number

Street Address

I have not claimed any properties yet.

TAXPAYER REGISTRATION

Disregarded Entity

- A. Provide contact information
- B. Select whether to receive mail via electronically or via postal service

A Contact information

First Name *
Required

Middle Initial

Last Name *
Required

Phone Type *
Required ▼

Phone Number *
Required

Extension

Email *
Required

Confirm Email

B Preferred Mail Delivery

Paper Electronic

TAXPAYER REGISTRATION

Disregarded Entity

Create a username and password (review the **Password requirements** to create a strong password), then confirm it.

Select a **Secret Question**, then provide and confirm the answer.

Username and password

Username *

Password *
 

Confirm Password
 

Secret Question *
 

Secret Answer *
 

Confirm Answer *
 

Password requirements

- You cannot reuse passwords
- Minimum 11 characters
- Passwords must contain both letters and numbers
- Passwords must contain both uppercase and lowercase letters
- Passwords must contain special characters

Note: Even if one already has a username for the Individual/Sole proprietor, will still need to create a new username for the disregarded entity. After the registration is complete, request third party access to be able to access accounts for both entities using one username

TAXPAYER REGISTRATION

Disregarded Entity: Registration Summary

Review the information provided. If correct, check the **Confirm registration** box. If changes need to be made, click the **Previous** button to go back to any screen and update.

Click **Submit** once completed.

properties Owned Properties Contact information Username and password Registration summary

Taxpayer registration summary

Entity Classification : Disregarded Entity
ID type : Federal Employer ID
Federal Employer ID : **-***2424
Legal name : PENN'S PROPERTY LLC
Mailing Address : 1200 UNRUH AVE PHILADELPHIA PA
19111-4934

Tax types

Wage Tax account start date : 14-May-2024

Contact information

First Name : STEVE
Last Name : MCSTEVE
Username : PennLLC
Preferred Mail Delivery : Electronic
Are you a third party tax professional registering on behalf of your client? : No

Confirm registration

I declare under penalty of perjury that the information I have entered is accurate to the best of my knowledge.

Cancel Save Draft Previous Submit

TAXPAYER REGISTRATION

Disregarded Entity

The confirmation page let's one know they have completed the registration process

- Click **Printable Confirmation** to print a copy for records,
- Click **OK** to return to the homepage.

Confirmation

You have completed your registration as a new taxpayer with the City of Philadelphia. You may now log into the Philadelphia Tax Center to file returns, make payments, and manage your tax accounts.

Your Confirmation Number is **0-000-024-745**

Your confirmation code is **r637nn**. You can use this confirmation code to view your submission later. Visit the Philadelphia Tax Center homepage and select "Find a saved draft or submission", then enter the email address you used for this request (**mcsteve@test.com**) and the confirmation code above. You may also cancel your submission if it has not yet been processed.

Please review the summary information below. You may want to print a copy for your records.

Entity Type: Disregarded Entity
Name: PENN'S PROPERTY LLC
Username: PennLLC
Accounts Registered:
Employer Wage Tax Start Date: 5/14/2024

Contact Us

The best way to reach us is through the Philadelphia Tax Center's secure, online messaging feature. It allows you to track all messages to and from Revenue in one place. Your message is linked to your account automatically, which means no waiting on the phone or in person while someone looks up your account. You can also contact us by email, phone, or in person. Please reference the Confirmation Number above when contacting Taxpayer Services with questions about your request.

Department of Revenue Email: revenue@phila.gov
Municipal Services Building Phone: (215) 686-6600
1401 John F. Kennedy Blvd
Philadelphia, PA 19125

Printable Confirmation

OK

REQUEST THIRD PARTY ACCESS

Disregarded Entity

REQUEST THIRD PARTY ACCESS

Link Accounts

At this point, a taxpayer may have two usernames for the Philadelphia Tax Center; one username for the Individual/Sole Proprietor and one for the Disregarded Entity.

Requesting third party access will allow the taxpayer to login with one username to view information and accounts for both entities.

REQUEST THIRD PARTY ACCESS

Disregarded Entity

If you have two usernames, log in using the username and password you want to use as the primary login to view both entities



Enter username and password

Username

Password

Log in

Forgot username or password?

Photo by C. Kao for Visit Philadelphia

 <p>Existing taxpayers Existing taxpayers and tax professionals</p> <p>> Create a username and password</p>	 <p>New taxpayers Register as a Philadelphia taxpayer</p> <p>> Register a new taxpayer</p>	 <p>Payments Make an online payment now</p> <p>> Make a payment</p>
--	---	--

REQUEST THIRD PARTY ACCESS

Disregarded Entity

If this is the first-time logging in with the username and password entered, one will be prompted to setup two-step authentication (*See slide 18 and slide 19*).

On the Welcome page, access the **More options** tab

The screenshot displays the dashboard for PENN'S PROPERTY LLC. At the top right, it says "Welcome, Steve" and "You last logged in on Tuesday, May 14, 2024 10:16:58 AM". The main navigation bar includes "Summary", "Action center" (with a notification badge), "Settings", and "More options..." (which is highlighted with a green box). Below the navigation is a "Filter" input field. The dashboard content is divided into two sections: "Real Estate Tax" and "Wage Tax". Each section shows the entity's address (1200 UNRUH AVE, PHILADELPHIA PA 19111-4934) and a corresponding tax account with a balance of \$0.00. Action links are provided for each account: "Add access to this account" for Real Estate Tax, and "Make a payment" and "File, view or amend returns" for Wage Tax.

Tax Type	Account ID	Balance	Actions
Real Estate Tax	00-000120519	\$0.00	Add access to this account
Wage Tax	00-000150412	\$0.00	Make a payment File, view or amend returns

REQUEST THIRD PARTY ACCESS

Disregarded Entity

Click **Request taxpayer access** in the Third party access panel

The screenshot shows a dashboard with a navigation bar at the top containing 'Summary', 'Action center', 'Settings', and 'More options...'. The main content area is a grid of 12 panels. The 'Third party access' panel at the bottom left is highlighted with a green border. It contains the following text:

- Third party access**
- Manage taxpayer access
- > Request taxpayer access
- > Verify taxpayer access

The other panels in the grid are:

- Saved drafts and submissions**: Finish a saved draft or find processed submissions like returns, payments, requests, or uploads. > Find a saved draft or submission
- Messages**: Send and view messages with the Department of Revenue. > Send and view messages
- Letters**: View all letters I've received from the Philadelphia Department of Revenue. > View letters
- Payments and returns**: Manage payments and returns for all taxpayer accounts. > Manage payments and returns, > Request payment agreement, > Pay a bill
- Names and addresses**: View or update names and addresses associated to this taxpayer. > Manage names & addresses
- Access**: Manage access to my accounts. > View access, > Manage access
- Account management**: Manage accounts and information. > Add account, > Close account, > Add a property I own, > Remove a property I no longer own
- Appeals**: Request to file an appeal. > Request a Petition for Waiver of Interest and Penalty
- 1099s and W-2s**: Upload my W-2's and 1099 Forms. > W-2 upload, > 1099 upload
- Audits**: Upload audit attachments. > Upload audit attachments
- Tax clearance**: Request a tax clearance certificate. > Request a tax clearance certificate

REQUEST THIRD PARTY ACCESS

Disregarded Entity

A. Select the ID type of the entity you are requesting to access

B. Provide and confirm the ID number

C. Enter full legal name

Request third-party access

Request access letter

Information

If you are a third-party tax professional, you can request access to a taxpayer's accounts by providing their SSN or FEIN, legal name, and account type(s).

Once submitted, a Philadelphia taxpayer can approve your request by:

- Providing you with their Philadelphia Tax Center third-party Letter ID, or
- Logging in, reviewing, and approving your access request

A Taxpayer ID and name

ID Type *

Federal Employer ID	Individual Taxpayer Identification Number	Social Security Number
---------------------	---	------------------------

Cancel < Previous **Next** >

Taxpayer ID and name

ID Type

Federal Employer ID	Individual Taxpayer Identification Number	Social Security Number
---------------------	---	------------------------

B Taxpayer's Social Security Number *
Required

Confirm Taxpayer's Social Security Number *
Required

C Taxpayer's Full Legal Name *
Required

REQUEST THIRD PARTY ACCESS

Disregarded Entity

Select the tax type(s) belonging to the entity the individual want access to view on PTC.

The entity must be registered for the tax type to be granted access

Request third-party access

Request access letter ✓ Third party accounts ➤

Account access

Choose the tax types you would like to access. If want access to a tax type that is not on this list, please email revenue@phila.gov.

- Amusement
- Business Income and Receipts
- Earnings
- Development Impact Tax
- Hospital
- Hotel
- Liquor
- Mechanical Amusement
- Net Profits
- Outdoor Advertising
- Parking
- Philadelphia Beverage
- Police Fees
- Real Estate, Licenses and Inspections Abatement Work Invoice, Commercial Trash Fees
- Realty Transfer
- School Income
- Tobacco
- Use and Occupancy Landlord
- Use and Occupancy Tenant
- Valet Parking
- Vehicle Rental
- Wage

REQUEST THIRD PARTY ACCESS

Disregarded Entity

Choose the **Access Level** from the dropdown menu

Will be prompted to choose an access level for each tax type selected on the previous screen

The screenshot shows a multi-step process for requesting third-party access. The steps are: Request access letter, Third party accounts, and Business Income and Receipts. The 'Business Income and Receipts' step is currently active. The form title is 'Request third-party access'. Below the progress bar, the section is titled 'Business Income and Receipts'. There is a required field for 'Access Level' with a red asterisk. A dropdown menu is open, showing the following options: Required (highlighted), File returns, File returns and make payments, Make payments, and View. At the bottom right, there are 'Previous' and 'Next' navigation buttons.

REQUEST THIRD PARTY ACCESS

Disregarded Entity

Review the **Account(s) summary**. Then, **Submit**,

Request third-party access

Request access letter Third party accounts Business Income and Receipts Net Profits Review and submit

Account(s) summary

Please review the following information:

Business Income and Receipts Tax - Access level: **File returns and make payments**

Net Profits Tax- Access level: **File returns and make payments**

REQUEST THIRD PARTY ACCESS

Existing Taxpayer

The confirmation page let's one know a request for third party access has been submitted. A letter will be mailed to the account owner within 5-7 days.

- Click **Printable Confirmation** to print a copy for records,
- Click **OK** to return to the homepage.

< PENN'S PROPERTY LLC

Confirmation

Thank you for submitting a Request for a Third Party Access Letter. Your confirmation number is **0-000-031-486**. Your client will receive this letter in the mail and should alert you to the letter ID number in the top right corner (beginning with the letter "L"). This letter may take a week or more to arrive. If you must make a payment before your client receives this letter, you can do so without a username and password on this site by selecting one of the options under the "Payments" panel on the Philadelphia Tax Center homepage.

Printable Confirmation

OK

Verify third party access once the letter is received

VERIFY THIRD PARTY ACCESS

Disregarded Entity

Obtain the Letter ID from the letter received from the City's Revenue Department




CITY OF PHILADELPHIA
DEPARTMENT OF REVENUE

Letter Date: May 14, 2024
Letter ID: L0000162673
Philadelphia Tax ID: 2000075005

STEVE MCSTEVE
1533 CHESTNUT ST FRNT
PHILADELPHIA PA 19102-2575

We received a request for access to your Philadelphia tax records

Dear STEVE MCSTEVE,

We recently received a request from **Steve**, who would like online access to your tax accounts listed on the final page of this notice.

If you do **not** wish to grant access to the person who submitted this request, just ignore this letter. No additional action is needed.

If you wish to give this person access to your tax records:

If you would like to grant this person access to the requested account, you can:

- **Give the Letter ID to the person who requested access.** If you wish to grant this person access to your tax records, you can give them **Letter ID L0000162673**, which they can use to view your accounts using their own Philadelphia Tax Center account **OR**
- **Log in to grant this person access to your accounts.** Log into your account at **tax-services.phila.gov** and go to the Action Center tab. Find the "Review Access" request and click "Review."

If you grant this person access now, but later decide to cancel their access:

You can cancel someone's access to your tax accounts online or by phone.

- **To cancel access online:** Log into your account at **tax-services.phila.gov** and click on "More Options." In the box labeled "Access," click on "Manage Access." View the list of people who have requested access to your accounts, and click "**Cancel Access**" for anyone you would like to remove from your account.
- **To cancel access by phone:** Call Taxpayer Services at (215) 686-6600. Be ready to share your Philadelphia Tax ID number, found at the top of this letter.

Have questions about this letter? We're here to help!

The best way to reach us is through the **Philadelphia Tax Center's secure, online messaging feature**. It allows you to track all messages to and from Revenue in one place. Your message is

Department of Revenue | Municipal Services Building | 1401 JFK Blvd. | Concourse, Taxpayer Services | Philadelphia PA 19102
P: (215) 686-6600 www.phila.gov/revenue


CITY OF PHILADELPHIA
DEPARTMENT OF REVENUE

Letter ID: L0000162673
Page 2 of 2

linked to your account automatically, which means no waiting on the phone or in person while someone looks up your account. If you include the Letter ID (found at the top of this letter) in your message, we can view this letter electronically and answer your question more quickly and accurately.

- **Already have a Philadelphia Tax Center account?** Log in at tax-services.phila.gov.
- **Haven't set up a Tax Center account yet?** Create a username and password at tax-services.phila.gov. If you need help, you can view step-by-step instructions and Frequently Asked Questions at www.phila.gov/tax-center/guide.
- **No Internet access?** You can call Taxpayer Services at **(215) 686-6600** to ask your question. Please be ready to share your Philadelphia Tax ID and Letter ID.

Tax Account	Access Level	Address
Business Income and Receipts Tax	File returns and make payments	1533 CHESTNUT ST FRNT PHILADELPHIA PA 19102-2575
Net Profits Tax	File returns and make payments	1533 CHESTNUT ST FRNT PHILADELPHIA PA 19102-2575

For translation services, please call (215) 686-6600.

Para recibir servicios de traducción llame al (215) 686-6600
معلومات (215) 686-6600
Для предоставления услуг переводчика, наберите (215) 686-6600

如需翻译服务, 请致电 (215) 686-6600
Vui lòng gọi (215) 686-6600 để tìm đến dịch vụ phiên dịch
Pour obtenir des services de traduction, appelez le (215) 686-6600

Department of Revenue | Municipal Services Building | 1401 JFK Blvd. | Concourse, Taxpayer Services | Philadelphia PA 19102
P: (215) 686-6600 www.phila.gov/revenue

VERIFY THIRD PARTY ACCESS

Disregarded Entity

On the Philadelphia Tax Center homepage, enter the username and password to login



Enter username and password

Username

Password

Log in

Forgot username or password?

Photo by C. Kao for Visit Philadelphia

 <p>Existing taxpayers Existing taxpayers and tax professionals</p> <p>> Create a username and password</p>	 <p>New taxpayers Register as a Philadelphia taxpayer</p> <p>> Register a new taxpayer</p>	 <p>Payments Make an online payment now</p> <p>> Make a payment</p>
--	---	--

VERIFY THIRD PARTY ACCESS

Disregarded Entity

On the Welcome page, access the **More options** tab

PENN'S PROPERTY LLC Welcome, Steve
2000094230 *You last logged in on Tuesday, May 14, 2024 10:16:58 AM*
1200 UNRUH AVE
PHILADELPHIA PA 19111-4934

[Summary](#) [Action center ²](#) [Settings](#) [More options...](#)

Filter

Real Estate Tax 1200 UNRUH AVE 1200 UNRUH AVE PHILADELPHIA PA 19111-4934	Account 00-000120519 Balance \$0.00 Add access to this account
Wage Tax PENN'S PROPERTY LLC 1200 UNRUH AVE PHILADELPHIA PA 19111-4934	Account 00-000150412 Balance \$0.00 Make a payment File, view or amend returns

REQUEST THIRD PARTY ACCESS

Disregarded Entity

Click **Verify taxpayer access** in the Third party access panel

The screenshot shows a dashboard with a navigation bar at the top containing 'Summary', 'Action center', 'Settings', and 'More options...'. The dashboard is organized into a grid of 12 panels. The 'Third party access' panel, located in the bottom-left corner, is highlighted with a green border. Within this panel, the 'Verify taxpayer access' option is also highlighted with a green border. Other panels include 'Saved drafts and submissions', 'Messages', 'Letters', 'Payments and returns', 'Names and addresses', 'Access', 'Account management', 'Appeals', '1099s and W-2s', 'Audits', and 'Tax clearance'.

Panel Title	Description	Options
Saved drafts and submissions	Finish a saved draft or find processed submissions like returns, payments, requests, or uploads	Find a saved draft or submission
Messages	Send and view messages with the Department of Revenue	Send and view messages
Letters	View all letters I've received from the Philadelphia Department of Revenue	View letters
Payments and returns	Manage payments and returns for all taxpayer accounts	Manage payments and returns, Request payment agreement, Pay a bill
Names and addresses	View or update names and addresses associated to this taxpayer	Manage names & addresses
Access	Manage access to my accounts	View access, Manage access
Account management	Manage accounts and information	Add account, Close account, Add a property I own, Remove a property I no longer own
Appeals	Request to file an appeal	Request a Petition for Waiver of Interest and Penalty
1099s and W-2s	Upload my W-2's and 1099 Forms	W-2 upload, 1099 upload
Third party access	Manage taxpayer access	Request taxpayer access, Verify taxpayer access
Audits	Upload audit attachments	Upload audit attachments
Tax clearance	Request a tax clearance certificate	Request a tax clearance certificate

VERIFY THIRD PARTY ACCESS

Disregarded Entity

- A. Enter the **Letter ID** found on the requested access letter

- B. Print the confirmation for records or select **OK** to view your PTC profile and accounts

Verify Third Party access

Verify access letter

Verification

You requested a third-party Philadelphia Tax Center access letter containing a Letter ID. Once the taxpayer receives the letter in the mail, you can ask them for the Letter ID, and enter it in the field below. This one-time process serves to verify your logon and gain access to their account.

A Once you've requested an access letter, please allow 5-10 business days for delivery to the taxpayer.

Letter ID ^{*}
Required

Cancel < Previous **Submit**

Confirmation

Thank you for submitting your Verify Third Party Access Letter. Your confirmation number is **0-000-056-722**. Your access has now been updated. If your access differs from your original request, contact the account owner before submitting a new request.

Printable Confirmation
OK

VERIFY THIRD PARTY ACCESS

Disregarded Entity

Now that third party access has been verified, both entities are viewable and accessible under one username

Under the **Select a Customer** tab, click on the entity name you would like to view

You last worked with **PENN'S PROPERTY LLC** Welcome, Steve
You last logged in on Tuesday, May 14, 2024 10:16:58 AM

Select a Customer Favorites Action center ¹⁴

Who do you want to work with?

Filter

PENN'S PROPERTY LLC ² 2000094230 1200 UNRUH AVE PHILADELPHIA PA 19111-4934	☆ Add to Favorites
STEVE MCSTEVE ¹² 2000075005 1533 CHESTNUT ST FRNT PHILADELPHIA PA 19102-2575	☆ Add to Favorites

REGISTERING TAXPAYERS

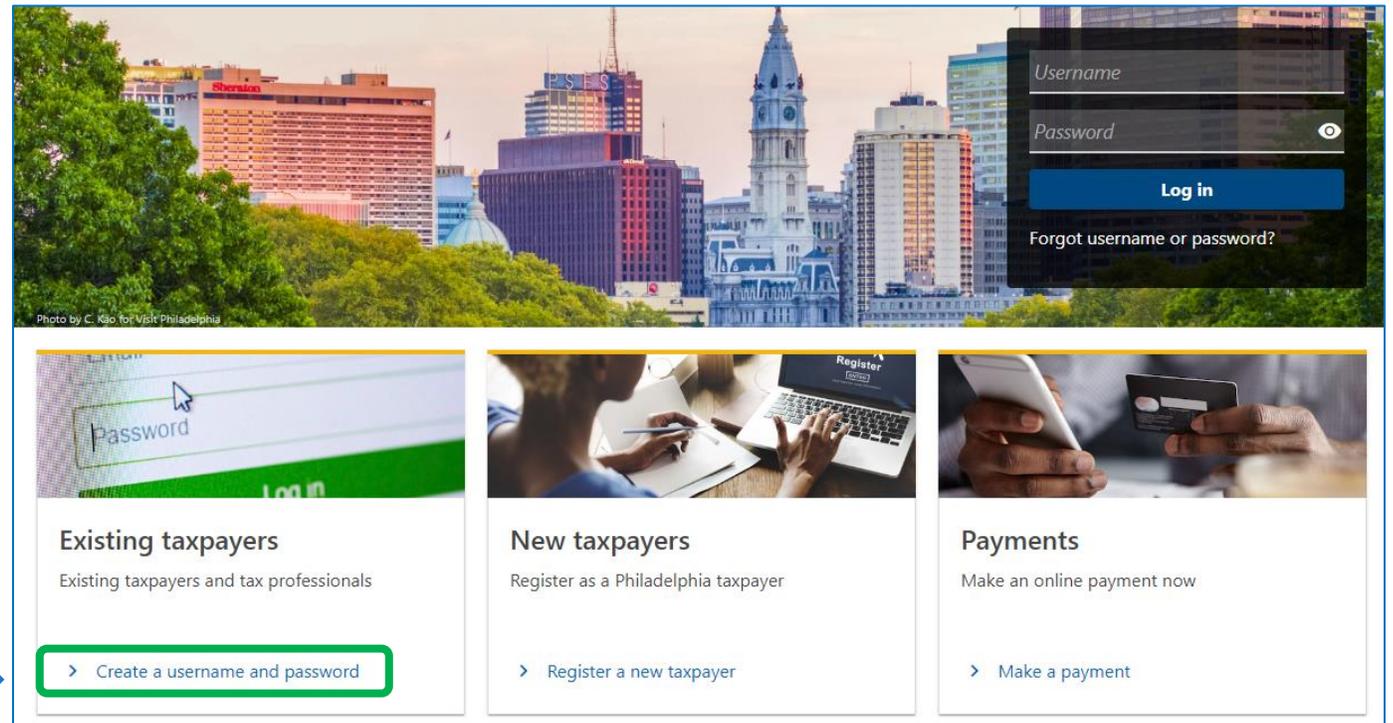
Existing Taxpayers

TAXPAYER REGISTRATION

Existing Taxpayer

Taxpayers already registered for tax accounts with the city's Revenue Department, will need to create a web logon to view and access their accounts on PTC. Go to the **Existing taxpayers** panel and click **Create a username and password**.

Click here for
existing taxpayer



The image shows a screenshot of the Philadelphia Taxpayer Registration website. At the top, there is a login form with fields for 'Username' and 'Password', a 'Log in' button, and a link for 'Forgot username or password?'. Below the login form is a navigation menu with three main sections: 'Existing taxpayers', 'New taxpayers', and 'Payments'. The 'Existing taxpayers' section is highlighted with a green border and contains a link to 'Create a username and password'. The 'New taxpayers' section contains a link to 'Register a new taxpayer'. The 'Payments' section contains a link to 'Make a payment'. A blue arrow points from the text 'Click here for existing taxpayer' to the 'Create a username and password' link.

Photo by C. Kao for Visit Philadelphia

Existing taxpayers
Existing taxpayers and tax professionals
> Create a username and password

New taxpayers
Register as a Philadelphia taxpayer
> Register a new taxpayer

Payments
Make an online payment now
> Make a payment

TAXPAYER REGISTRATION

Existing Taxpayer

Will need to verify if one is a third party tax professional.

- A. If **no**, prompted to select the ID type of the entity, followed by providing and confirming the ID number.
- B. If **yes**, can continue to the following page.

A Verification

Are you a third party tax professional?

Yes No

ID Type *

Required

Required

Federal Employer ID

Individual Taxpayer Identification Number

Social Security Number

B Verification

Are you a third party tax professional?

Yes No

Select Yes if you will file returns or make payments for multiple businesses or individuals. As a third party, you only need **one** username to manage multiple businesses or individuals, including your own tax accounts.

Once you create your username and password, you may request third party access to each client account by logging in and selecting the Request Taxpayer Access link under the More options... menu.

TAXPAYER REGISTRATION

Existing Taxpayer

- A. Provide the required contact information.

- B. Create a username and password (review the **Password requirements** to create a strong password), then confirm it.

Select a **Secret Question**, then provide and confirm the answer.

A Contact information

Full name *	Email *
<i>Required</i>	<i>Required</i>
Primary phone type *	Confirm email *
<i>Required</i>	<i>Required</i>
Primary phone number *	
<i>Required</i>	

B Login information

Username *	
<i>Required</i>	
Password *	
<i>Required</i>	<input type="radio"/>
Confirm password *	
<i>Required</i>	<input type="radio"/>
Secret question *	
<i>Required</i>	<input type="radio"/>
Secret answer	<input type="radio"/>
Confirm answer	<input type="radio"/>

Password Requirements

- You cannot reuse passwords
- Minimum 11 characters
- Passwords must contain both letters and numbers
- Passwords must contain both uppercase and lowercase letters
- Passwords must contain special characters

TAXPAYER REGISTRATION

Existing Taxpayer

Review the information provided. If changes need to be made, click the **Previous** button to go back to any screen and update.

Click **Submit** once completed.

Registration summary

Please review the following information:

Login: **JRollins**

Name: **JIMMY ROLLINS**

Email: **JRollins@test.com**

Contact Phone: **(215) 555-5555**

Please note that once you log in, you will need to request an access letter to gain access to your accounts.

Note: *Once submitted, one will need to log in to request an Access letter to view accounts.*

TAXPAYER REGISTRATION

Existing Taxpayer

The confirmation page let's one know they have completed the registration process.

- Click **Printable Confirmation** to print a copy for records,
- Click **OK** to return to the homepage to log in and request an Access letter.

Confirmation

Thank you for submitting your Philadelphia Tax Center new username. Your confirmation number is **0-000-032-929**. Please select OK and log in with your username and password. You will need to set up two-step authentication, then request an access letter to gain access to your tax accounts.

Printable Confirmation

OK



EXISTING TAXPAYERS

Request Access Letter

TAXPAYER REGISTRATION

Existing Taxpayer: Request Access Letter

Once a username and password is created, log in to request an Access Letter to gain access to tax accounts. It may take a week or more to receive the letter in the mail.

- A. Enter the username and password. Then, click the **Log In** button.

You do not need a username and password to pay Real Estate Tax or apply for the Homestead Exemption and other programs. Use the Property panel below to find your Real Estate balance.

Philadelphia Taxpayers – Want or need access to your existing tax account on this website? It can take a week or more. We use a verification process that includes sending you a physical letter in the mail. You can also pay without a username and password on this site by selecting one of the options under the Payment panel below. You can no longer make electronic payments using our old eFile/ePay site.



TAXPAYER REGISTRATION

Existing Taxpayer: Request Access Letter

Setup two-step authentication by setting up the use of the Authentication app or via an Email.

Protect your Philadelphia Tax Center profile with two-step authentication

Two-step authentication is used to better protect your Philadelphia Tax Center profile. Once set up, the system will ask you to provide a unique security code to verify your identity each time you log in.

 **Authentication app**

Use an authentication app, such as Google Authenticator, to get security codes.

[Set up](#)

 **Email**

Receive security codes by email.

[Add email](#)

Two-step authentication setup

 **Add email**

We will email you a security code when you try to log in. Please add NoReply@phila.gov to your email safe list so security codes won't go to your junk folder.

What email address would you like to use?

Email ^{*}

Required

[Cancel](#) [Save](#)

Two-step authentication setup

 **Set up authentication app**

Instead of waiting for emails, get your Philadelphia Tax Center security codes on your device. You can use any time-based password (TOTP) app, such as Google Authenticator.



Can't scan it? Enter this key in your authenticator app instead (spaces not required).

PT2J PBO6 N5YF WLAE

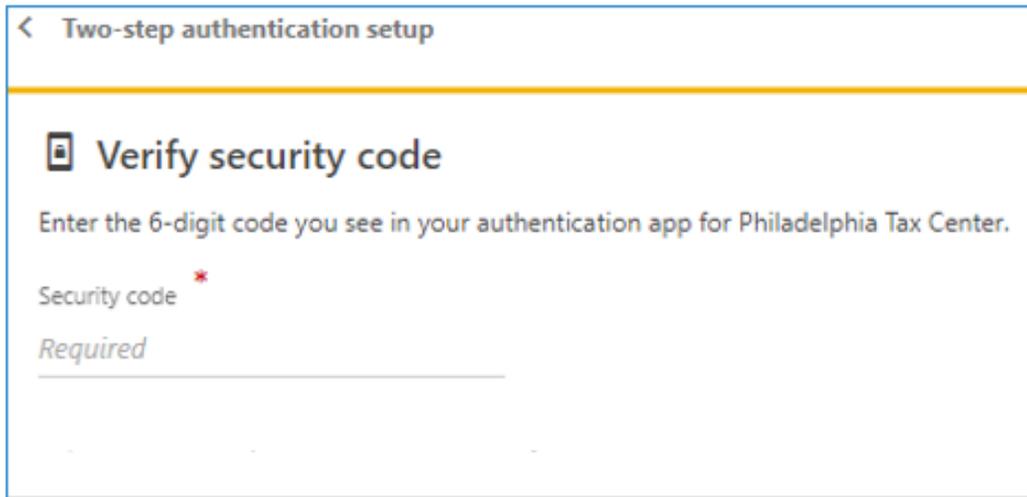
[Cancel](#) [Save](#)

TAXPAYER REGISTRATION

Existing Taxpayer: Request Access Letter

Via Authentication App

Will be prompted to enter security code from the application



< Two-step authentication setup

 **Verify security code**

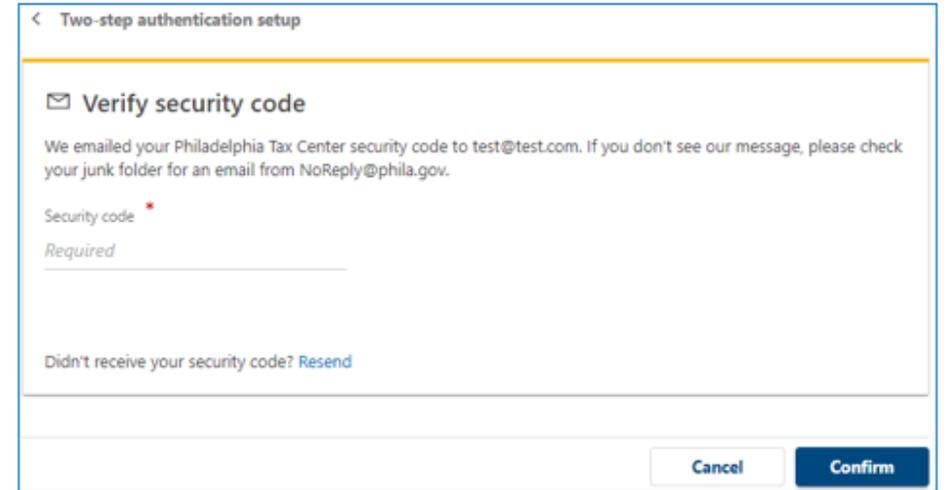
Enter the 6-digit code you see in your authentication app for Philadelphia Tax Center.

Security code ^{*}

Required

Via Email

Enter the security code received in email



< Two-step authentication setup

 **Verify security code**

We emailed your Philadelphia Tax Center security code to test@test.com. If you don't see our message, please check your junk folder for an email from NoReply@phila.gov.

Security code ^{*}

Required

Didn't receive your security code? [Resend](#)

TAXPAYER REGISTRATION

Existing Taxpayer: Request Access Letter

A. Once clicking submit, an access letter will be sent to the mailing address - allow five to ten days for delivery of that letter

B. Confirmation allows registerer to print for their records

Request access letter

A Information

To verify your new Philadelphia Tax Center username and password and gain online access your accounts, you must enter a one-time-use Letter ID. Once you select Submit, we will send an access letter to the mailing address on file. The access letter will contain your Letter ID. Please allow 5-10 business days for delivery.

[Cancel](#) [< Previous](#) [Submit](#)

B Confirmation

Thank you for submitting your Request an Access Letter. Your confirmation number is **0-000-013-164**. Your access letter may take a week or more to arrive. If you must file a tax return before you receive your letter, temporarily use your previous filing method. You can also pay without a username and password on this site by selecting one of the options under the Payments panel on the Philadelphia Tax Center homepage. You can no longer make electronic payments using our old eFile/ePay site.

[Printable Confirmation](#)

[OK](#)

EXISTING TAXPAYERS

Verify Access Letter ID

TAXPAYER REGISTRATION

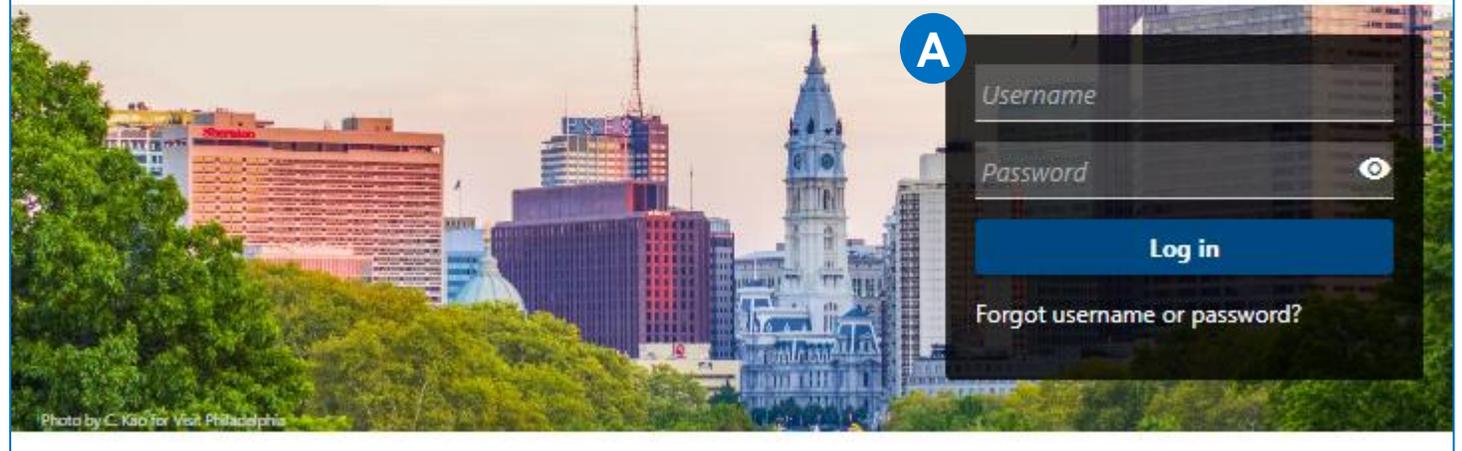
Existing Taxpayer: Verify Access Letter ID

Once the Access letter is received in the mail, log in to verify the letter ID.

- A. Enter the username and password. Then, click the **Log In** button.

You do not need a username and password to pay Real Estate Tax or apply for the Homestead Exemption and other programs. Use the Property panel below to find your Real Estate balance.

Philadelphia Taxpayers – Want or need access to your existing tax account on this website? It can take a week or more. We use a verification process that includes sending you a physical letter in the mail. You can also pay without a username and password on this site by selecting one of the options under the Payment panel below. You can no longer make electronic payments using our old eFile/ePay site.



TAXPAYER REGISTRATION

Existing Taxpayer: Verify Access Letter ID

Enter the security code from the two-step authentication process

Verify security code

Enter the 6-digit code you see in your authentication app for Philadelphia Tax Center.

Security Code ^{*}

Required

Required

Trust this device

TAXPAYER REGISTRATION

Existing Taxpayer: Verify Access Letter ID

Enter the letter ID found in the Access letter received

Verification

You requested a Philadelphia Tax Center access letter containing a Letter ID. Once you receive the letter in the mail, please enter the Letter ID in the field below. This one-time process serves to verify your logon and gain access to your accounts.

Once you've requested an access letter, please allow 5-10 business days for delivery.

Letter ID *

Required

Cancel

< Previous

Submit

TAXPAYER REGISTRATION

Existing Taxpayer: Verify Access Letter ID

- Click **Printable Confirmation** to print a copy for records
- Click **OK** to view profile and accounts.

Confirmation

Thank you for submitting your Verify Access Letter. Your confirmation number is **0-000-064-937**. Your access has now been updated. If your access differs from your original request, contact the account owner before submitting a new request.

Printable Confirmation

OK

TAXPAYER REGISTRATION

Existing Taxpayer: Verify Access Letter ID

Example of what a web profile looks like on Philadelphia Tax Center

JIMMY ROLLINS
2000075005
100 S BROAD ST
PHILADELPHIA PA 19110-1023

Welcome, JIMMY ROLLINS
You last logged in on Thursday, Apr 25, 2024 5:09:53 PM

[Summary](#) [Action center ¹⁴](#) [Settings](#) [More options...](#)

Filter

JIMMY ROLLINS
2000075005
100 S BROAD ST
PHILADELPHIA PA 19110-1023
[Action center items ⁴](#)

Balance
Total Balance
\$1,529,161.90

- > Pay a bill
- > Request payment agreement

Business Income and Receipts Tax
JIMMY ROLLINS
100 S BROAD ST
PHILADELPHIA PA 19110-1023
[Action center items ⁵](#)

Account
00-000055147
Balance
\$1,505,704.12

- > Make a payment
- > File, view or amend returns
- > Apply for credit programs



REFERENCE INFORMATION

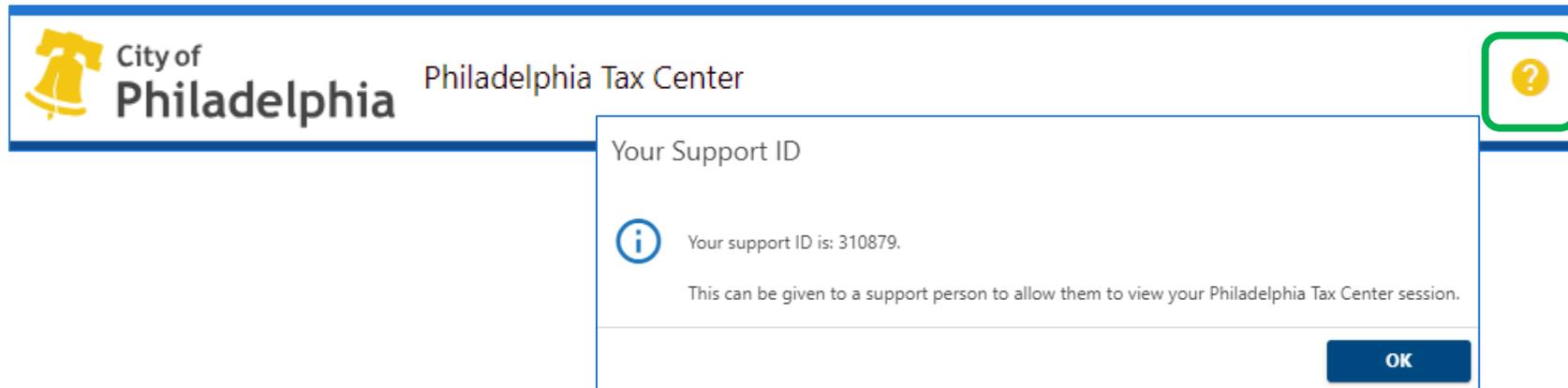
Additional information that may help your constituents

FOR QUESTIONS...

or more information:

- go to phila.gov/revenue,
- Email at revenue@phila.gov, or
- call (215) 686-6600

From the Philadelphia Tax Center, click the yellow ? on the right to create a support ID to provide to a representative for assistance.



The screenshot shows the top navigation bar of the Philadelphia Tax Center website. On the left is the City of Philadelphia logo (a yellow bell) and the text "City of Philadelphia". To the right of the logo is the text "Philadelphia Tax Center". In the top right corner of the navigation bar is a yellow question mark icon inside a green square. Below the navigation bar, a white notification box is displayed. The box has a title "Your Support ID" and contains an information icon (a lowercase 'i' in a circle) followed by the text "Your support ID is: 310879." Below this text is a smaller line of text: "This can be given to a support person to allow them to view your Philadelphia Tax Center session." At the bottom right of the notification box is a dark blue button with the text "OK" in white.

CONTACT REVENUE



SECURE ONLINE

Set up a username & password to log in to the Philadelphia Tax Center for secure document sharing and messaging.

USE THE LETTER ID

Find the letter ID at the top of letters (this includes the “L”). Use the “Submissions” panel on the front page of the Tax Center and choose “Respond to a letter.” If your letter is a bill, head to the “Payments” panel to include your letter ID. You can also reference this number when calling Taxpayer Services.

CONTACT REVENUE

E-MAIL:

revenue@phila.gov

revenuetaxadvisors@phila.gov

refundunit@phila.gov

biztaxcredits@phila.gov

tax.clearance@phila.gov



New call back feature!

ALL OTHER

(215) 686-6600

REAL ESTATE:

(215) 686-6442

Pay Real Estate Tax with
eCheck or debit by phone
(877) 309-3710

*eCheck FREE of processing
charges

CONTACT REVENUE

MUNICIPAL SERVICES CENTER

1401 John F Kennedy Blvd
Concourse Level
Philadelphia, PA 19102
8am – 5pm

NORTH PHILADELPHIA

Hope Plaza
22nd & Somerset St
8:30am – 5pm



*North Philly office
to re-open in
summer 2025!*

NORTHEAST PHILADELPHIA

7522 Castor Ave
8:30am – 5pm



Translation
services
available in
person or over
the phone