



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 username and password on the Philadelphia Tax Center

❖ Registering a New Taxpayer

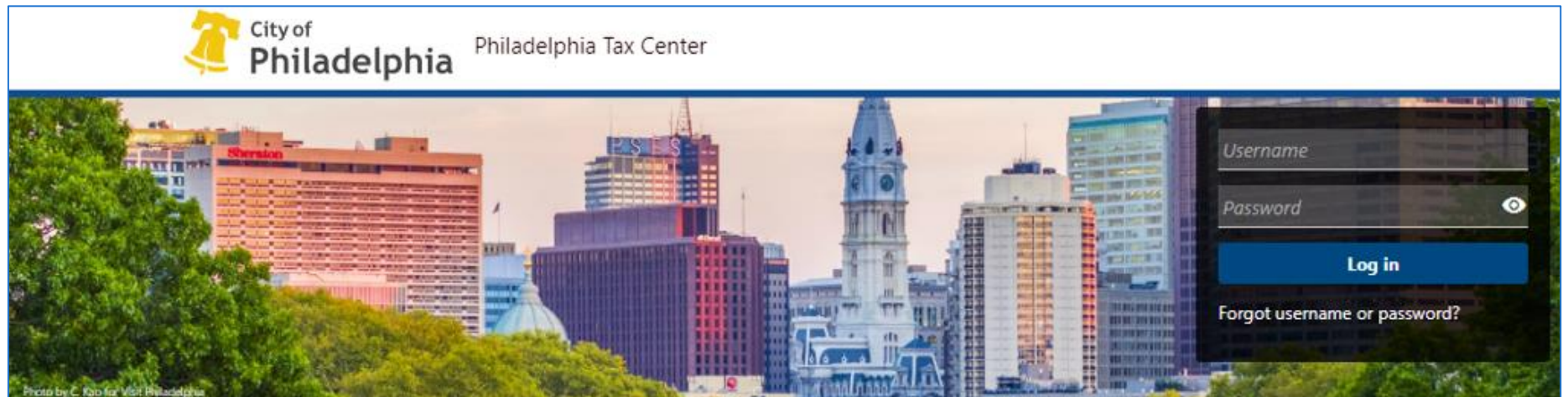
- Corporation
- Estate
- Individual/Sole Proprietor
- Non-Profit Organization
- Partnership
- Trust

❖ Registering a Disregarded Entity

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

❖ Existing Taxpayers

- Create username and password
- Add access to tax accounts



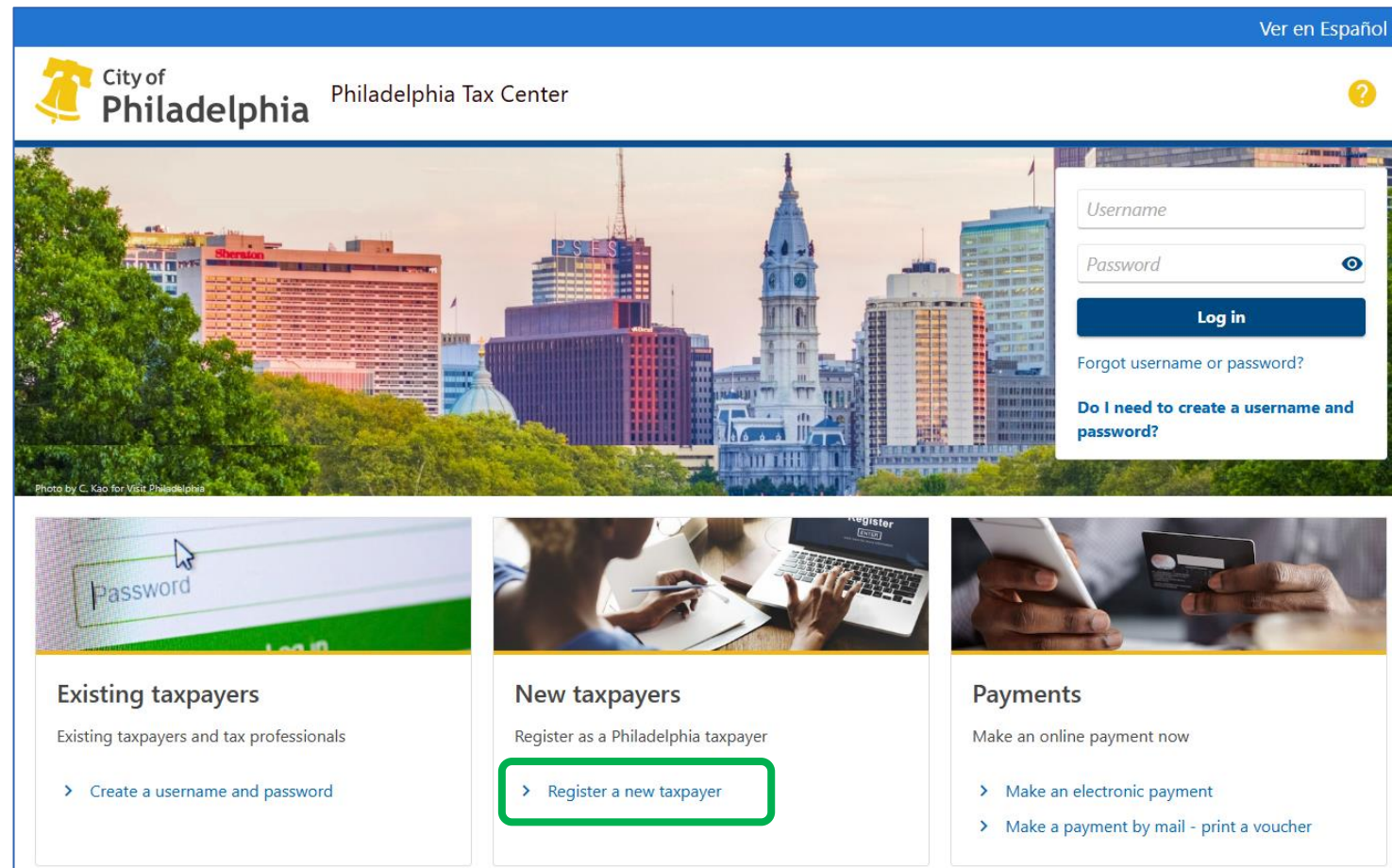
TAXPAYER REGISTRATION

New Taxpayers

TAXPAYER REGISTRATION

Registering a New Taxpayer

To register a new taxpayer, select the **Register a new taxpayer** hyperlink in the **New taxpayers** panel on the Philadelphia Tax Center homepage



The screenshot displays the Philadelphia Tax Center homepage. At the top, there is a blue header with the City of Philadelphia logo and the text "Philadelphia Tax Center". A "Ver en Español" link is in the top right corner. Below the header is a large banner image of the Philadelphia skyline. On the right side of the banner, there is a login form with fields for "Username" and "Password", a "Log in" button, and links for "Forgot username or password?" and "Do I need to create a username and password?". Below the banner, there are three main sections: "Existing taxpayers", "New taxpayers", and "Payments". The "New taxpayers" section is highlighted with a green border and contains a green button labeled "Register a new taxpayer".

Ver en Español

City of Philadelphia Philadelphia Tax Center

Username

Password

Log in

[Forgot username or password?](#)

[Do I need to create a username and password?](#)

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 an electronic payment](#)
- [Make a payment by mail - print a voucher](#)

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?

Yes	No
-----	----

Are you the sole owner of this business?

Yes	No
-----	----

Do you have any business partner(s)?

Yes	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. The top panel reiterates the entity type selected from the previous screen, along with a description
- B. The **Available tax types** displays a list of account types allowed to be added based off the entity type selected

On the following screen, 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

If registering a *Corporation, Disregarded Entity, Estate, Non-profit, Partnership, or Trust*, you'll be prompted to provide specific forms from the IRS

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

B. Select the requested IRS form type from the dropdown options. Then, select **Choose File** to pick the appropriate 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.	

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

Registering a New Taxpayer

- A. New taxpayers will need to select an ID type from the dropdown options

Depending on the above criteria, enter the Federal Employer ID, Individual Taxpayer Identification Number, or Social Security Number

- B. Enter full first and last name or legal name

- C. Select the date in which the business originated and/or registered with the IRS

- D. On the following screen, enter when business activity in Philadelphia began in the **Tax account start date** field

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

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

If selecting **Yes**, you'll be prompted to answer questions related to the 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. To qualify, 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
------------------------------------	-----------------------------------

Jump Start Philly eligibility

1. Is this a reactivation of an existing Business Income & Receipts Tax account that has been active within the last five years?

Yes	<input checked="" type="button" value="No"/>
------------------------------------	--

2. Is this a business affiliated with or sharing substantial common ownership or control with a business that has filed a Business Income & Receipts Tax return?

Yes	<input checked="" type="button" value="No"/>
------------------------------------	--

3. Is this a business created through an ownership change of a business that has filed a Business Income & Receipts return including but not limited to:

- a. A merger, acquisition, or reorganization?
- b. The transfer of an existing business to a person who maintains the same or substantially similar business?
- c. The closing of a business and its subsequent reopening as the same or similar business?

Yes	<input checked="" type="button" value="No"/>
------------------------------------	--

4. Is this business primarily engaged in holding, selling, leasing, transferring, managing or developing real estate?

Yes	<input checked="" type="button" value="No"/>
------------------------------------	--

Jump Start Philly employee requirements

1. Do you agree to employ at least three full-time employees who are not family members and who work at least sixty percent of their time in the City of Philadelphia within the first 12 months of your business start date and continuously thereafter through the 18th month of your start date? *

Yes	No
------------------------------------	-----------------------------------

2. Do you agree to employ at least six full-time employees who are not family members and who work at least sixty percent of their time in the City of Philadelphia from the 18th month of your business start date and continuously thereafter through the 24th month of your start date? *

Yes	No
------------------------------------	-----------------------------------

TAXPAYER REGISTRATION

Registering a New Taxpayer

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 or
- B. Manually enter the NAICS Code

The screenshot shows a progress bar at the top with four steps: 'Business Income and Receipts' (checked), 'Jumpstart Eligibility' (checked), 'Wage Tax' (checked), and 'Activity code' (active). Below the progress bar is a section titled 'North American Industry Classification System (NAICS)'. The text explains that NAICS is used by Federal Statistical Agencies for the collection, analysis and publication of statistical data related to the US economy. It includes a bulleted list of instructions: '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.', and '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.' At the bottom, there are two options: 'Search by industry' (annotated with an orange arrow 'A') and 'or NAICS Code *' (annotated with an orange arrow 'B'). The 'NAICS Code *' option has a text input field with the placeholder text 'Required'.

Business Income and Receipts Jumpstart Eligibility Wage Tax 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 NAICS Code * **B**

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. On the following window, confirm if the business address is the same as the mailing - will also need to confirm if entity has more than one business location in the Philadelphia area

A

Mailing Address

Country

USA

Street *

Required

Street 2

Unit Type

Unit

City *

Required

State

PENNSYLVANIA

Zip *

Required

Does the entity own this property? *

Yes

No

Validate address

B

C

Add business location address

Is your business location the same as your mailing address?

Yes

No

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

Yes

No

TAXPAYER REGISTRATION

Registering a New Taxpayer

- A. Confirm if entity owns rental properties - will be prompted to provide further information if yes is selected
- B. Select the **+Add a property** hyperlink to add properties entity is the owner of record, if applicable

A

Add rental properties

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

Yes

No

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

Yes

No

B

Properties I Own

[+ Add a property](#)

OPA Number

Street Address

I have not claimed any properties yet.

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 *

Required

Password *

Required

Confirm Password

Secret Question *

Required

Secret Answer *

Required

Confirm Answer *

Required

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 registration summary. 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** to complete the registration

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	Tax account start date	: 01-Apr-2024
Net Profits	Tax account start date	: 01-Apr-2024

Contact information

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

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.

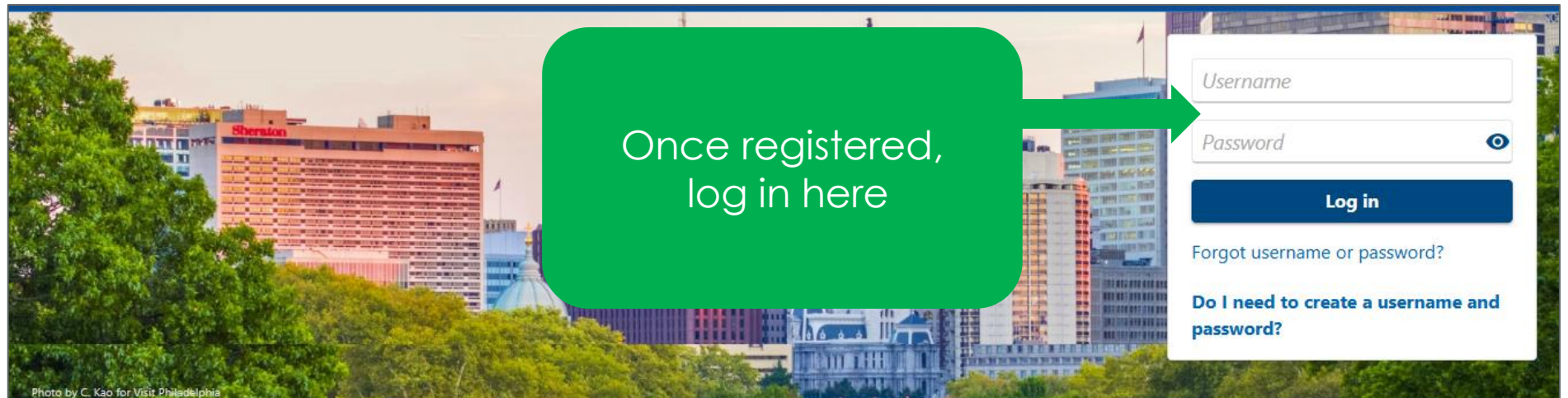
Department of Revenue Email: revenue@phila.gov
Municipal Services Building Phone: (215) 686-6600
1401 John F. Kennedy Blvd
Philadelphia, PA 19125

Printable Confirmation

OK

TAXPAYER REGISTRATION

New Taxpayer



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 an electronic payment](#)
- [Make a payment by mail - print a voucher](#)

TAXPAYER REGISTRATION

New Taxpayer: Two-step verification

Two-step verification is required to further protect your Philadelphia Tax Center profile. After setting up a verification method, you'll be prompted to provide a security code each time you log in

Protect your Philadelphia Tax Center profile with two-step verification

Two-step verification is required to further protect your Philadelphia Tax Center profile. Once we have it setup you'll be asked to provide one of these methods to verify your identity each time you log in.



Authentication App

Use an authentication app to generate a security code



No authentication app

[Set up an authentication app >](#)



Emails

Receive a security code by email



No emails

[Add an email >](#)

TAXPAYER REGISTRATION

New Taxpayer: Two-step verification

To use an **authentication app** to generate a security code:

1. Choose the **Set up an authentication app** hyperlink
2. Scan the displayed QR code or enter the key in your authenticator app
3. Enter security code from your authenticator app
 - Check the **Trust this device** box if you are using a trusted device. Trusted devices won't need to use two-step verification when logging-in
4. Select **Confirm** to log in to your account

To receive a security code by **email**:

1. Choose the **Add an email** hyperlink
2. Add the email address you would like to use to receive the security code
3. Enter security code from your email
4. Select **Confirm** to log in to your account

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

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 party access*

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

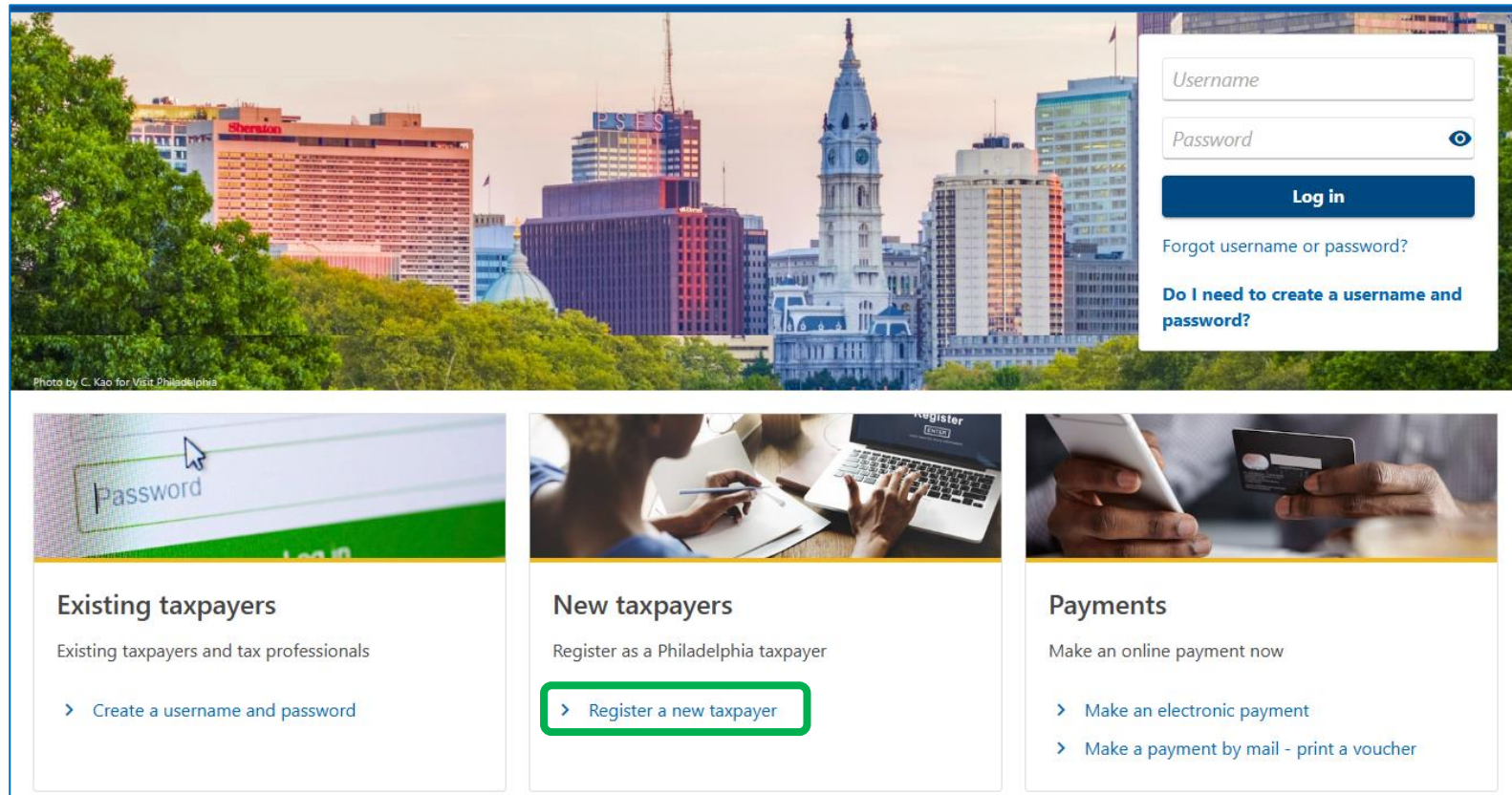
- Step 1 - Register Disregarded Entity as a New Taxpayer
- Step 2 – Log into PTC to request third party access*

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

TAXPAYER REGISTRATION

Registering a Disregarded Entity

After the Individual/Sole Proprietor is registered with business accounts, select **Register a new taxpayer** in the **New taxpayers** panel on the Philadelphia Tax Center homepage to begin registering the Disregarded Entity



The screenshot displays the Philadelphia Tax Center homepage. At the top, there is a banner image of the Philadelphia skyline with the City Hall clock tower. Overlaid on the right side of the banner is a login form with fields for 'Username' and 'Password', a 'Log in' button, and links for 'Forgot username or password?' and 'Do I need to create a username and password?'. Below the banner, the page is divided into three main sections: 'Existing taxpayers', 'New taxpayers', and 'Payments'. The 'New taxpayers' section is highlighted with a green border around its 'Register a new taxpayer' link.

Photo by C. Kao for Visit Philadelphia

Username

Password

Log in

[Forgot username or password?](#)

[Do I need to create a username and password?](#)

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 an electronic payment
- > Make a payment by mail - print a voucher

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**

Select **Next** to continue

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

- A. Under **Entity classification**, select **I know my entity classification**
- B. Pick **Disregarded Entity** under **Entity selection**
- C. Under **Entity sub-classification selection**, choose **Individual** or **Limited Liability Company** based on how the entity is registered with the IRS

Select **Next** to continue

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

A. The top panel reiterates the entity type selected from the previous screen, along with a description

B. The **Available tax types** displays the list of available tax types that the Disregarded Entity will have the option to add

C. Review the **Business Owner Information**

Select **Next** to continue

✓

✓

➤

InstructionsEntity classificationEntity type

A

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.

B

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

C

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 options. Then, enter the ID number
- B. Enter the individual/sole proprietor's full legal name

Entity classification Entity type Owner Link

Owner Name

Business ID Type
Social Security Number

Social Security Number *
Required

Business Legal Name *
Required



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

OK

If this message is displayed, the ID number entered doesn't match our records. The individual/sole proprietor must be registered with a BIRT account prior to registering the Disregarded Entity

TAXPAYER REGISTRATION

Disregarded Entity: Tax types

Select the tax type(s) the disregarded entity is liable to file/pay taxes 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

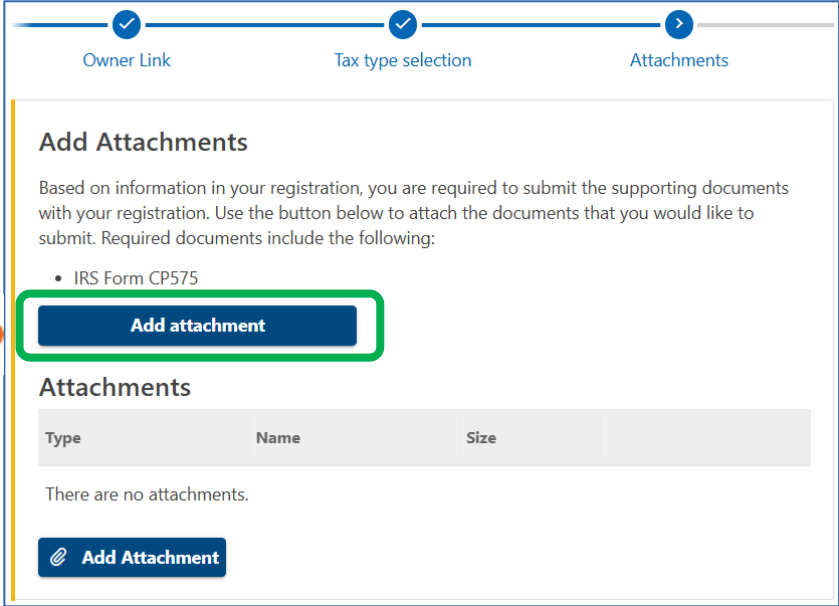
Disregarded Entity: Attachments

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

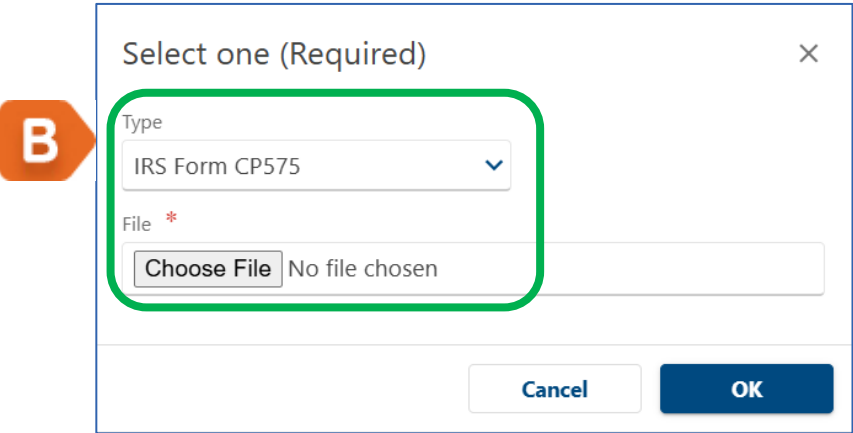
A. Select **Add attachment** to upload the form

B. Select **IRS Form CP575** from the dropdown options. Then, select **Choose File** to pick the appropriate file

After adding the attachment, select **Next** to continue



The screenshot shows a three-step progress bar at the top: 'Owner Link' (checked), 'Tax type selection' (checked), and 'Attachments' (active). The main heading is 'Add Attachments'. Below it, a message states: '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 shows 'IRS Form CP575'. A blue button labeled 'Add attachment' is highlighted with a green box. Below this is an 'Attachments' table with columns 'Type', 'Name', and 'Size'. The table is empty, with the text 'There are no attachments.' below it. At the bottom is a blue button with a paperclip icon labeled 'Add Attachment'.



The screenshot shows a modal dialog titled 'Select one (Required)' with a close button (X). It contains a 'Type' dropdown menu with 'IRS Form CP575' selected. Below the dropdown is a 'File' field with a red asterisk. A 'Choose File' button is highlighted with a green box, followed by the text 'No file chosen'. At the bottom are 'Cancel' and 'OK' buttons.

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, select **Yes** and enter the name

A

B

C

D

✓

✓

>

Tax type selectionAttachmentsTaxpayer information

ID and Name

ID type

Federal Employer ID

Federal Employer ID *

Required

Legal name *

Required

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

Required

Are you using a Trade Name? *

YesNo

TAXPAYER REGISTRATION

Disregarded Entity

If a tax type was selected to be added on a previous screen, one will be prompted to provide specific information for each

The screenshot displays a multi-step registration process. A progress bar at the top shows five steps: 'User Link', 'Tax type selection', 'Attachments', 'Taxpayer information', and 'Wage Tax'. The 'Wage Tax' step is currently active, indicated by a blue circle with a checkmark. Below the progress bar, the 'Wage Tax' section contains three input fields: 'Tax account start date' (marked with a red asterisk and 'Required' text, with a calendar icon), 'Number of employees for which you withhold Philadelphia Wage Tax' (with a value of '0'), and 'Estimated monthly withholding amount' (with a value of '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 or
- B. Manually enter the NAICS Code

The screenshot shows a progress bar at the top with four steps: 'Business Income and Receipts', 'Jumpstart Eligibility', 'Wage Tax', and 'Activity code'. The 'Activity code' step is the current one, indicated by a right-pointing arrow. Below the progress bar, the title 'North American Industry Classification System (NAICS)' is followed by a paragraph explaining its use by Federal Statistical Agencies. A bulleted list provides instructions on how to search for a NAICS code. At the bottom, there are two options: 'Search by industry' (labeled with an orange arrow 'A') and 'NAICS Code' (labeled with an orange arrow 'B'). The 'NAICS Code' option includes an asterisk and a text input field with the placeholder 'Required'.

Business Income and Receipts Jumpstart Eligibility Wage Tax 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 NAICS Code * **B**

TAXPAYER REGISTRATION

Disregarded Entity: Addresses

- 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. On the following window, confirm if the business address is the same as the mailing - will also need to confirm if entity has more than one business location in the Philadelphia area

A

Mailing Address

Country

USA

Street *

Required

Street 2

Unit Type

Unit

City *

Required

State

PENNSYLVANIA

Zip *

Required

Does the entity own this property? *

Yes

No

Validate address

B

C

Add business location address

Is your business location the same as your mailing address?

Yes

No

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

Yes

No

TAXPAYER REGISTRATION

Disregarded Entity: Properties

- A. Confirm if entity owns rental properties - will be prompted to provide further information if yes is selected
- B. Select the **+Add a property** hyperlink to add properties entity is the owner of record, if applicable

A

Add rental properties

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

Yes

No

Do you own multiple 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

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 *

Required

Password *

Required

Confirm Password

Secret Question *

Required

Secret Answer *

Required

Confirm Answer *

Required

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; however, you can use the same email address. 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 registration summary. 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

Select **Submit** to complete the registration

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 : **_***4444

Legal name : COOK SHOP LLC

Mailing Address : 123 MARKET ST PHILADELPHIA PA 19106-2222

Tax types

Contact information

First Name : DEBBIE

Last Name : COOK

Username : cookshop

Preferred Mail : Electronic

Delivery

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.

TAXPAYER REGISTRATION

Disregarded Entity: Confirmation Page

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 **0-000-012-572**

Your confirmation code is **v2mn86**. 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 (**dcook@training.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:	COOK SHOP LLC
Username:	cookshop
Accounts Registered:	

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

Continue to the next section, **Third Party Access**, to request access to an existing account

THIRD PARTY ACCESS

Request access to an existing tax account

THIRD PARTY ACCESS

Request access to an existing tax account

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.

One can request access that will allow them to login with only one username to access accounts for both entities on PTC.

THIRD PARTY ACCESS

Request access to an existing tax account

Log in using the username and password you want to use as the primary login to view both entities

Please note, you will need to log in with the username associated to the Disregarded Entity if the Disregarded Entity doesn't have any active tax accounts



Enter username and password

Username

Password

Log in

Forgot username or password?

Do I need to create a username and password?

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 an electronic payment

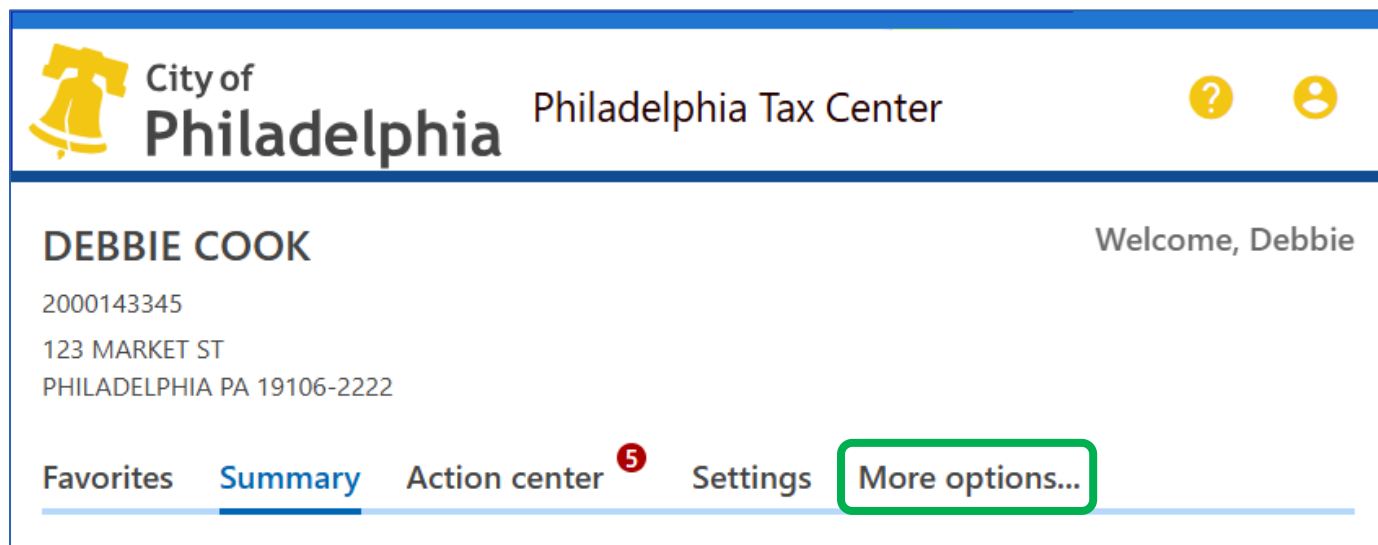
> Make a payment by mail - print a voucher

THIRD PARTY ACCESS

Request access to an existing tax account

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 19 and slide 20*).

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



The screenshot displays the Philadelphia Tax Center interface. At the top, the City of Philadelphia logo is on the left, and the text 'Philadelphia Tax Center' is on the right, accompanied by a help icon (?) and a user profile icon. Below this, the user's name 'DEBBIE COOK' is shown on the left, and 'Welcome, Debbie' is on the right. Under the name, the user's ID '2000143345' and address '123 MARKET ST, PHILADELPHIA PA 19106-2222' are listed. At the bottom, a navigation bar contains five tabs: 'Favorites', 'Summary' (which is underlined), 'Action center' (with a red notification badge showing the number 5), 'Settings', and 'More options...' (which is highlighted with a green rectangular border).

THIRD PARTY ACCESS

Request access to an existing tax account

Click **Request access to an existing tax account** in the Third party access panel

The screenshot displays a user interface for a tax portal. At the top, there is a navigation bar with the following tabs: Favorites, Summary, Action center (with a red notification badge), Settings, and More options... (which is currently selected). Below the navigation bar, the interface is organized into a grid of service categories, each with an icon, a title, a brief description, and a list of actions.

- Saved drafts and submissions**: Finish a saved draft or find processed submissions like returns, payments, requests, or uploads. Action: Find a saved draft or submission.
- Messages**: Send and view messages with the Department of Revenue. Action: Send and view messages.
- Letters**: View all letters I've received from the Philadelphia Department of Revenue. Action: View letters.
- Payments and returns**: Manage payments and returns for all taxpayer accounts. Actions: Manage payments and returns, Request payment agreement, Check your payment agreement status, Apply for an Offer in Compromise, Pay a bill.
- Names and addresses**: View or update names and addresses associated to this taxpayer. Action: Manage names & addresses.
- Access**: Manage access to my accounts. Actions: View access, Manage access.
- Account management**: Manage accounts and information. Actions: Add account, Close account, Verify Access Letter, Add a property I own, Remove a property I no longer own.
- Appeals**: Request to file an appeal. Action: Request a Petition for Waiver of Interest and Penalty.
- 1099s and W-2s**: Upload my W-2's and 1099 Forms. Actions: W-2 upload, 1099 upload.
- Third party access**: Manage taxpayer access. Actions: Request access to an existing tax account (highlighted with a red box), Verify Access Letter (this category is also highlighted with a green box).
- Audits**: Upload audit attachments. Action: Upload audit attachments.
- Responsible parties**: View or update responsible parties associated to this taxpayer. Action: Add or update responsible parties.
- Tax clearance**: Request a tax clearance certificate. Action: Request a tax clearance certificate.

THIRD PARTY ACCESS

Request access to an existing tax account

Review the instructions and be prepared to enter specific information to be granted access

Request access to an existing tax account

DEBBIE COOK

2000143345



Instructions

To gain immediate online access to your or another taxpayer's Philadelphia tax accounts, be prepared to enter one of the following pieces of information. If you do not have any of the verification information listed below, request a one-time **Letter ID** in the mail to gain access. Once you select "Submit", we will send the access letter to the mailing address on file. The access letter will contain a **Letter ID**. Please allow 5-10 business days for delivery.

1. Payment amount must be one of the last 5 payments within the last 2 years excluding the last 15 days.
2. Return Line item representing tax due from a return one of the last 5 returns within the last 2 years from any tax type you are required to file
3. MeF Submission ID
4. Letter ID from the verification letter sent to the account holder
5. Confirmation Number (master account holder can provide from the Tax Center)
6. Account ID related to the individual or business tax profile (Account IDs are a unique number per tax type)

THIRD PARTY ACCESS

Request access to an existing tax account

A. In the **Taxpayer Validation** panel, if you are a third party tax professional, select **Yes**. Otherwise, select **No**

B. Select the **ID type** of the entity you are wanting to access from the dropdown options. Then, enter and confirm the ID

Select **Next** to continue

Request access to an existing tax account

DEBBIE COOK
2000143345



Instructions



Customer

Taxpayer Validation

Please provide information for the taxpayer you would like to gain access to.

Are you a third party tax professional?

A

Yes

No

Id Type *

B

Required



THIRD PARTY ACCESS

Request access to an existing tax account

- C. Select the **+ Add access to account** hyperlink

The screenshot displays the 'Account Validation' step of a three-part process. At the top, a progress bar shows 'Instructions' and 'Customer' as completed steps with checkmarks, and 'Account Validation' as the current step with a right-pointing arrow. Below the progress bar, a blue header bar contains the text 'Account Validation'. To the right of this bar is a '+ Add access to account' link. The main content area is enclosed in a light gray box with a yellow vertical bar on the left. It features the instruction 'Please provide one of the following to validate your account access' followed by a filter icon. Below this is a table with three columns: 'Account Type', 'Access Level', and 'Verification Method'. A '+ Add access to account' link is positioned below the table, highlighted with a green rectangular border. At the bottom right of the gray box, another '+ Add access to account' link is visible.

Account Type	Access Level	Verification Method
+ Add access to account		

THIRD PARTY ACCESS

Request access to an existing tax account

- D. Select the **Account Type** you wish to access from the dropdown options
- E. Choose an **Access Level** from the dropdown options
- F. Pick one of the **Verification Methods** from the dropdown options
- G. Based on the verification method selected, enter the required information in the **Verification** field

Select **Add access to account** to add access to another account or select **Next** to continue

Instructions Customer Account Validation

Account Validation Wage Tax

+ Add access to account X Remove request to access account

Account Type Wage Tax

Access Level File returns and make payments

Verification Method Account ID

* Verification Required

To gain access to accounts online, enter **one** of the following pieces of information:

1. The payment must be one of the last 5 payments in the last 2 years, excluding payments newer than 15 days
2. Return Line item **9. Total Tax Due (Add Line 6 and Line 8)** the return must be one of the last 5 in the last 2 years
3. MeF Submission ID
4. Letter ID from any correspondence sent from the Tax Center. (This number begins with an L, and is in the corner of the letter.)
5. Confirmation Number from any Tax Center submission
6. Account ID for this account (Account IDs are a unique 11-digit number for each tax type found on an account statement.)

If you do not have any of these, you will need to select the "request access letter" option. Once you select "Submit," we will send an access letter to the mailing address on file. The access letter will contain a Letter ID. Please allow 5-10 business days for delivery.

+ Add access to account X Remove request to access account

REQUEST THIRD PARTY ACCESS

Request access to an existing account

Review the **Account Verification** summary. Then, select **Submit** to finish the submission

✓

Instructions

✓

Customer

✓

Account Validation

➤

Confirmation

Please review your submission for access to existing tax account(s). We will review the provided information and if correct you will now have access to these accounts.

Account Verification

Wage Tax

Please provide one of the following to validate your account access

Account Type	Access Level	Verification Method
 Wage Tax	File returns and make payments	Account ID

REQUEST THIRD PARTY ACCESS

Request access to an existing account

The confirmation page let's one know access has been granted. If Request Access Letter was selected as the verification method, based on the Mail Delivery preference an email will be sent or allow 5-10 days for delivery from UPS

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

Confirmation

Access Granted

Thank you for requesting access to an existing account. Your confirmation number is **0-000-016-954**.

If you requested an access letter, allow five- 10 days for delivery from USPS. If you must file a tax return before you receive your letter, temporarily use your previous filing method. You can always pay without a username and password on this site by using the "Make a payment" panel on the front page of the Tax Center.

Printable Confirmation

OK

REGISTERING TAXPAYERS

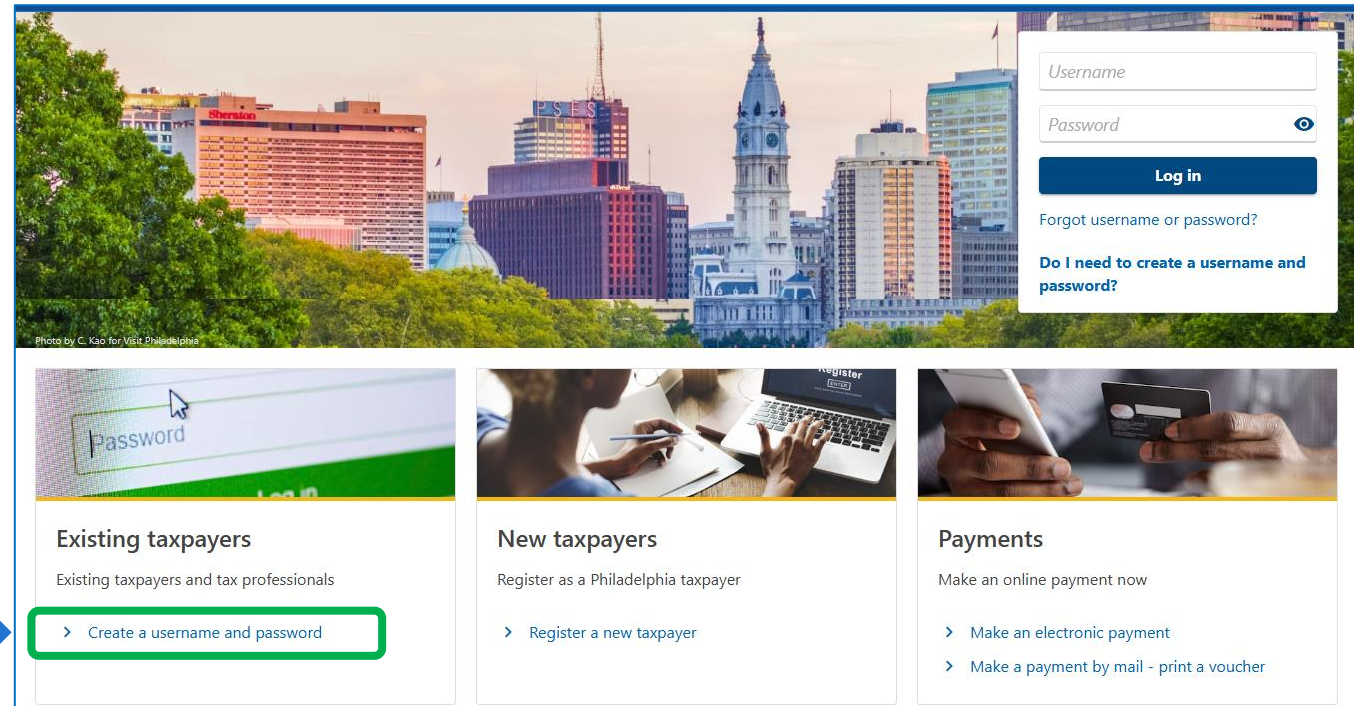
Existing Taxpayers

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 select **Create a username and password**.

Click here for
existing taxpayer



Username

Password

Log in

[Forgot username or password?](#)

[Do I need to create a username and password?](#)

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 an electronic payment
- > Make a payment by mail - print a voucher

TAXPAYER REGISTRATION

Existing Taxpayer

Review the instructions window before creating a username and password

Select **Next** to begin

Philadelphia Tax Center new username

Instructions

Welcome!

The Philadelphia Tax Center allows taxpayers to view and manage their accounts online. By registering for a username and password to this site, you can:

- View tax account filing history
- File and amend tax returns from 2015 and after
- File for payment agreements
- Pay your Philadelphia taxes online
- Receive correspondence from the Department of Revenue online

Please read the following information before you register.

Who can use this website?

You can use the Philadelphia Tax Center website if you have at least one account for one of the tax types listed below. If you are a third-party tax professional, you can also create a username and password for this site, without being an active taxpayer in the City of Philadelphia. Third-party tax professionals username and passwords must request account access from the taxpayer in order to file, view and pay returns on their behalf.

- Amusement Tax
- Business Income and Receipts Tax
- Earnings Tax
- Hospital Tax
- Hotel Tax
- Liquor Tax
- Mechanical Amusement Tax
- Net Profits Tax
- Outdoor Advertising Tax
- Philadelphia Beverage Tax
- Police Fees
- Realty Transfer Tax
- School Income Tax
- Use and Occupancy Tax
- Valet Parking Tax
- Vehicle Rental Tax
- Wage Tax

If you do not currently have existing tax accounts in the City of Philadelphia and would like to register as a new taxpayer, please [register as a new taxpayer](#) to start filing and paying your taxes.

TAXPAYER REGISTRATION

Existing Taxpayer

Provide the required **Profile** information:

- A. Create a username
- B. Enter a password (review the **Password help** link to create a strong password), then confirm it.
- C. Select a **Secret Question**, then provide and confirm the answer.

Philadelphia Tax Center new username

✓

>

InstructionsRegistration

A

Profile

Username *

Required

B

Password help

Password *

Required

Confirm password *

Required

Secret question *

Required

Secret answer

Confirm answer

C

TAXPAYER REGISTRATION

Existing Taxpayer

Provide the required **Contact** information:

- A. Enter the full name
- B. Provide an confirm an email address
- C. Select a **Primary Phone type**, then enter the phone number

A

B

C

Contact Information

Full name *

Required

Email *

Required

Confirm email *

Required

Primary phone type *

Required

Primary phone number *

Required

TAXPAYER REGISTRATION

Existing Taxpayer

Verify if you are a third party tax professional under **Identification**:

- A. Choose **Yes** if you will file returns or make payments for multiple business entities or individuals, including your own tax accounts

Select **Next** to continue to the following page to submit the username and password registration

- B. If **no**, you'll be prompted to select the ID type of the entity, followed by providing and confirming the ID number

Select **Next** to continue

A

Identification

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 Add Access to existing accounts link under the More options... menu.

B

Identification

Are you a third party tax professional?

☐ Yes ☒ No

ID Type

Social Security Number 

Confirm Social Security Number *

Required

Confirm Social Security Number *

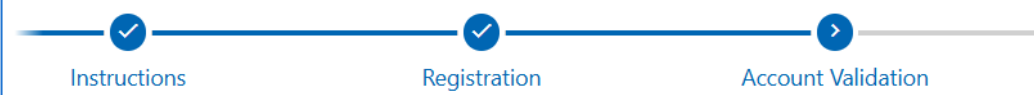
Required

TAXPAYER REGISTRATION

Existing Taxpayer

- A. Select the **+ Add access to account** hyperlink

Philadelphia Tax Center new username



Account Validation

+ Add access to account

Please provide one of the following to validate your account access

Account Type	Access Level	Verification Method	Verification
+ Add access to account			

+ Add access to account

TAXPAYER REGISTRATION

Existing Taxpayer

- B. Select the **Account Type** you wish to access from the dropdown options
- C. Choose an **Access Level** from the dropdown options
- D. Pick one of the **Verification Methods** from the dropdown options
- E. Based on the verification method selected, enter the required information in the **Verification** field

Select **Add access to account** to add access to additional accounts or select **Next** to continue

Instructions Registration Account Validation

Account Validation Business Income and Receipts Tax

+ Add access to account X Remove request to access account

Account Type Business Income and Receipts Tax

* Access Level Required

* Verification Method Required

Verification 0.00

To gain access to accounts online, enter **one** of the following pieces of information:

1. The payment must be one of the last 5 payments in the last 2 years, excluding payments newer than 15 days
2. Return Line item **7. Total Due (Line 5 plus Line 6)** the return must be one of the last 5 in the last 2 years
3. MeF Submission ID
4. Letter ID from any correspondence sent from the Tax Center. (This number begins with an L, and is in the corner of the letter.)
5. Confirmation Number from any Tax Center submission
6. Account ID for this account (Account IDs are a unique 11-digit number for each tax type found on an account statement.)

If you do not have any of these, you will need to select the "request access letter" option. Once you select "Submit," we will send an access letter to the mailing address on file. The access letter will contain a Letter ID. Please allow 5-10 business days for delivery.

+ Add access to account X Remove request to access account

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. Select **Submit** to complete the request

Philadelphia Tax Center new username

✓

Instructions

✓

Registration

✓

Account Validation

>

Review and submit

Registration summary

Please review the following information:

Login: RHOWARD

Name: RYAN HOWARD

Email: rhoward@training.com

Contact Phone: (215) 555-5555

Account Validation

Business Income and Receipts Tax

Please provide one of the following to validate your account access

Account Type	Access Level	Verification Method	Verification
Business Income and Receipts Tax	File returns and make payments	Account ID	0.00

TAXPAYER REGISTRATION

Existing Taxpayer

The confirmation page let's one know the username and password for the Philadelphia Tax Center has been created

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

Confirmation

Access Granted

Thank you for creating a username and password for the Philadelphia Tax Center. Your confirmation number is **0-000-008-161**. Please select "OK", to return to the home screen, then log in with your username and password. The first time you log in, you will need to set up two-factor authentication.

Printable Confirmation

OK

ACCESS LETTER VEREFICATION METHOD

Verify Access Letter ID

ACCESS LETTER VERIFICATION METHOD

Verify Access Letter ID

If an access letter was requested as the verification method, obtain the Letter ID from the letter received from the City's Revenue Department



0 B62356 E2 P1/2

Letter Date: September 29, 2025
Letter ID: L0000359303
Philadelphia Tax ID: 2000108242

COOK SHOP LLC
123 MARKET STREET
PHILADELPHIA PA 19106-2222

We received a request for access to your Philadelphia tax records

Dear COOK SHOP LLC,

We recently received a request from **Jim Rollins**, requesting online access to your Philadelphia tax accounts.

If you recently created an online Philadelphia Tax Center username and password:

1. Go to **tax-services.phila.gov**.
2. Log in with your username and password.
3. Use **Letter ID L0000359303** to verify your account.

If you did not request online access to your Philadelphia tax records, just ignore this letter. No other action is needed.

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

If you have questions about verifying your Philadelphia Tax Center account, call Taxpayer Services at **(215) 686-6600**. Please be ready to share your Philadelphia Tax ID and Letter ID, found at the top of this letter.

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

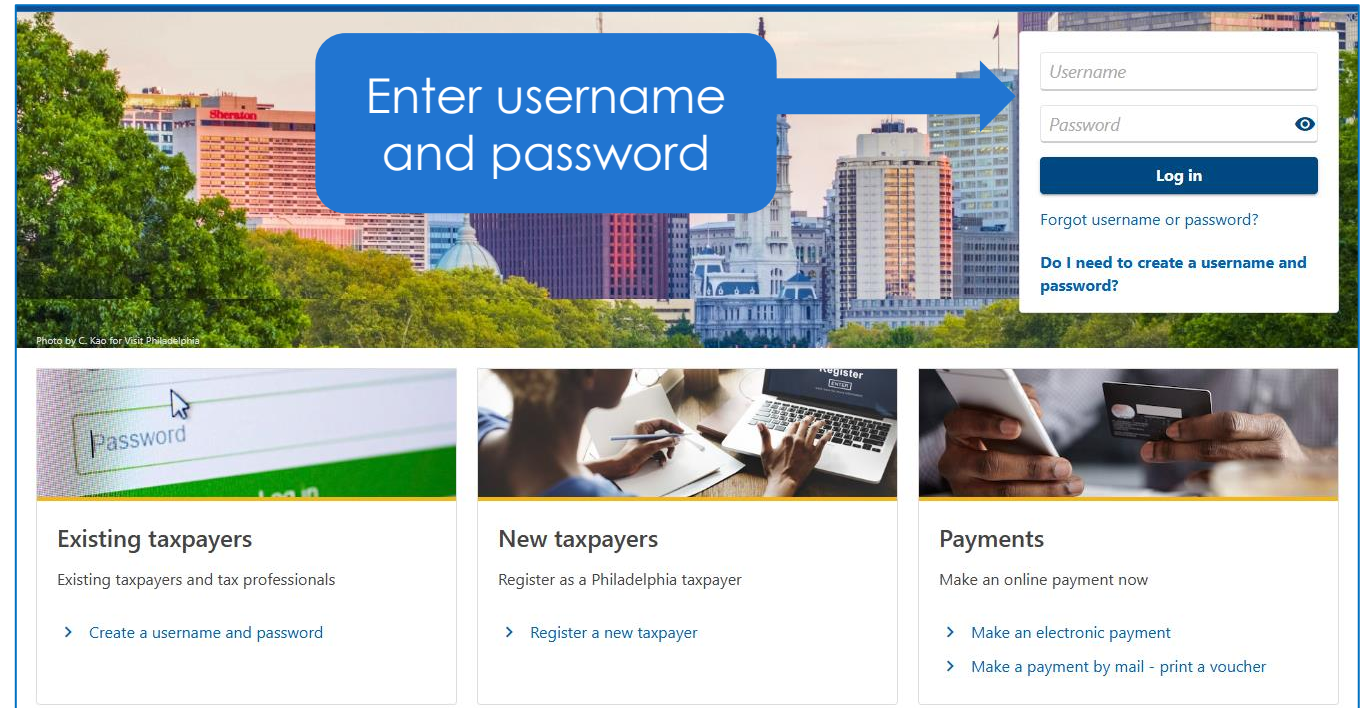
Para recibir servicios de traducción llame al (215) 686-6600
Для предоставления услуг переводчика, наберите (215) 686-6600
如需翻译服务, 请致电 (215) 686-6600
Vui lòng gọi (215) 686-6600 để tìm đến dịch vụ phiên dịch
Pour obtenir des services de traduction, appelez le (215) 686-6600

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

ACCESS LETTER VERIFICATION METHOD

Verify Access Letter ID

On the Philadelphia Tax Center homepage, enter the username and password used to request the access letter



The screenshot shows the Philadelphia Tax Center homepage. At the top, there is a banner image of a city skyline with a blue overlay box containing the text "Enter username and password" and a blue arrow pointing to the login form. The login form includes fields for "Username" and "Password", a "Log in" button, and links for "Forgot username or password?" and "Do I need to create a username and password?". Below the banner, there are three main navigation sections: "Existing taxpayers", "New taxpayers", and "Payments". Each section has a sub-header, a description, and a link to start the process.

Enter username and password

Username
Password
Log in
Forgot username or password?
Do I need to create a username and password?

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

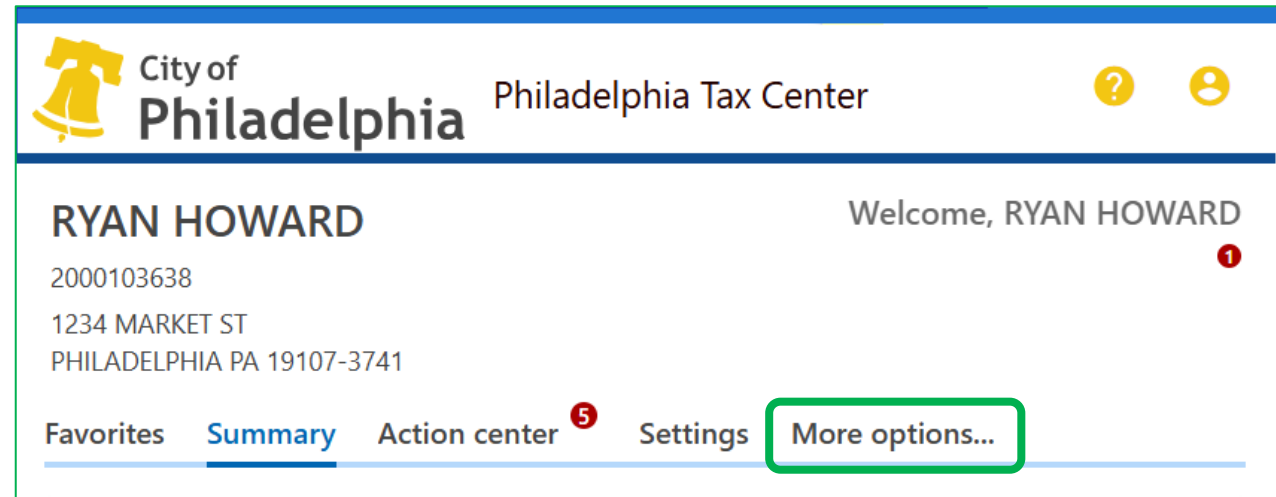
New taxpayers
Register as a Philadelphia taxpayer
> Register a new taxpayer

Payments
Make an online payment now
> Make an electronic payment
> Make a payment by mail - print a voucher

ACCESS LETTER VERIFICATION METHOD

Verify Access Letter ID

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



ACCESS LETTER VERIFICATION METHOD

Verify Access Letter ID

Click **Verify Access Letter** in the Third party access panel

The screenshot displays the Philadelphia Department of Revenue online portal. The navigation bar at the top includes 'Favorites', 'Summary', 'Action center' (with a red notification badge), 'Settings', and 'More options...'. The main content area is a grid of service tiles. The 'Third party access' tile, located in the bottom-left section, is highlighted with a green rectangular border. This tile contains the text 'Manage taxpayer access' and a list of actions: 'Request access to an existing tax account' and 'Verify Access Letter'. The 'Verify Access Letter' link is further emphasized by a green rounded rectangle. Other visible tiles include 'Saved drafts and submissions', 'Messages', 'Letters', 'Payments and returns', 'Names and addresses', 'Access', 'Account management', 'Appeals', '1099s and W-2s', 'Audits', 'Responsible parties', and 'Tax clearance'.

Favorites Summary Action center ¹ Settings More 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 › Check your payment agreement status › Apply for an Offer in Compromise › 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 › Verify Access Letter › 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 access to an existing tax account › Verify Access Letter	Audits Upload audit attachments › Upload audit attachments	Responsible parties View or update responsible parties associated to this taxpayer › Add or update responsible parties
Tax clearance Request a tax clearance certificate › Request a tax clearance certificate		

ACCESS LETTER VERIFICATION METHOD

Verify Access Letter ID

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

Select **Next** to continue

- B. Select **Submit** to verify access should be granted to the account types displayed.

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

Verify access letter

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 login and gain access to your accounts.

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

Letter ID *

Required

Verify access letter

Accounts

Accounts

Account Type	Account ID	Account ID	Access Level	Verification Method
Wage Tax	Account ID		File returns and make payments	Request Access Letter

Cancel Previous **Submit**

ACCESS LETTER VERIFICATION METHOD

Verify Access Letter ID

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

Confirmation

Thank you for submitting your Verify Access Letter. Your confirmation number is **0-000-023-778**. 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

ACCESS LETTER VERIFICATION METHOD

Verify Access Letter ID

Example of a web profile on Philadelphia Tax Center



City of
Philadelphia

Philadelphia Tax Center



RYAN HOWARD

Welcome, RYAN HOWARD

2000103638
1234 MARKET ST
PHILADELPHIA PA 19107-3741

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

Filter

RYAN HOWARD

2000103638
1234 MARKET ST
PHILADELPHIA PA 19107-3741

[Action center items](#)

Balance

Total Balance

\$0.00

> Pay a bill

> Request payment agreement

> Check your payment agreement status

Business Income and Receipts Tax

RYAN HOWARD
1234 MARKET ST
PHILADELPHIA PA 19107-3741

[Action center items](#)

Account

00-000175995

Balance

\$0.00

> Make a payment

> File, view or amend returns

> Apply for credit programs

Net Profits Tax

RYAN HOWARD
1234 MARKET ST
PHILADELPHIA PA 19107-3741

[Action center items](#)

Account

00-000159611

Balance

\$0.00

> Make a payment

> File, view or amend returns

Real Estate Tax

1234 MARKET ST
1234 MARKET ST
PHILADELPHIA PA 19107-3721

Account

00-000192379

Balance

\$0.00

> Add access to this account