



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

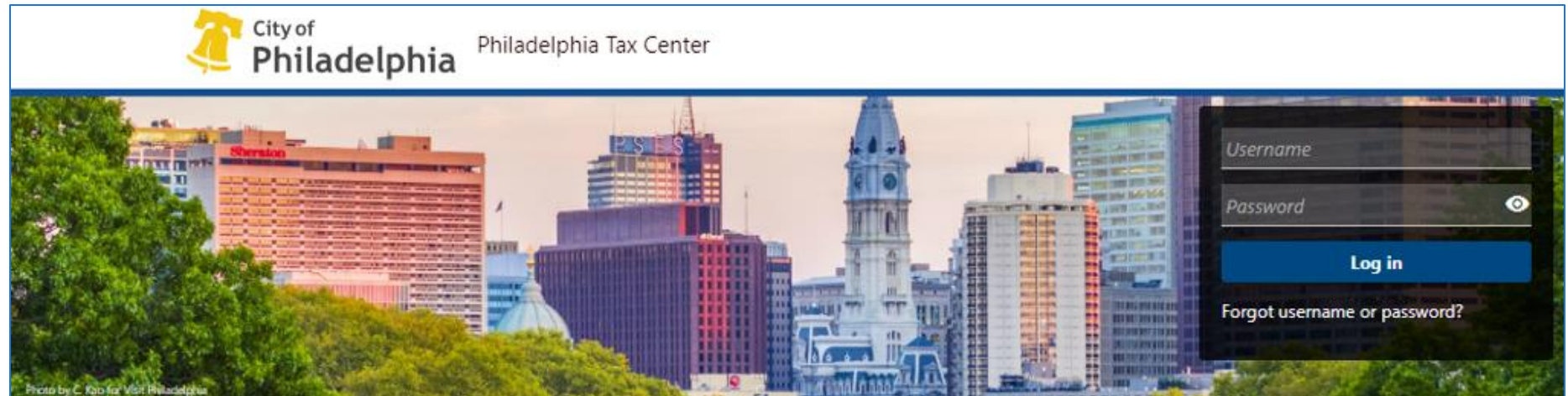
- Corporation
- Estate
- Individual/Sole Proprietor
- Non-Profit Organization
- Partnership
- Trust

## ❖ 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

[Ver en Español](#)

 **City of Philadelphia** Philadelphia Tax Center 



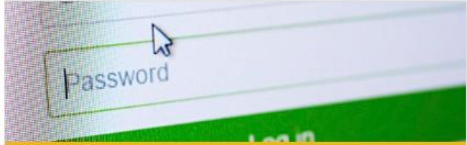


Photo by C. Kao for Visit Philadelphia


  
[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 selecting **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, selecting **Cancel** will end/delete everything. Selecting **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](mailto: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:** select on the entity type if known
- If uncertain, selecting **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

- 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).

If selecting **Yes**, you'll be prompted to answer questions related to the program

Read More about [Jump Start Philly](#)

### 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	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	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	No
-----	----

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

Yes	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. selecting **Search by industry** will allow an individual to search industry codes by keywords or
- B. Manually enter the NAICS Code

The screenshot shows a multi-step registration process. The progress bar at the top indicates four steps: 'Business Income and Receipts' (checked), 'Jumpstart Eligibility' (checked), 'Wage Tax' (checked), and 'Activity code' (active). The 'Activity code' section is titled 'North American Industry Classification System (NAICS)'. It contains explanatory text and a bulleted list of instructions. At the bottom, there are two options: 'Search by industry' (highlighted with an orange arrow labeled 'A') and 'or NAICS Code' (with an asterisk and a text input field highlighted by an orange arrow labeled 'B'). The text input field has the word 'Required' in italics.

pts 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** Required

# TAXPAYER REGISTRATION

## Registering a New Taxpayer

A. Enter the exact mailing address, and then select 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

Street \*

Street 2

Unit Type  Unit

City \*  State

Zip \*

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 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

## Registering a New Taxpayer

If you already have a username, select **No**. You will be able to log in using your existing username and request access to your accounts or your client's accounts.

If you need to create a username, select **Yes**. You'll create a username and password after providing contact information.

### Create a username

If this is your first time using this website, you can create a username to help manage your accounts or your client's accounts online. If you already have a username, you can log in and request access to your accounts or your client's accounts using your existing username.

Do you need to create a new username to manage your accounts or your client's accounts online? \*

Yes

No

# TAXPAYER REGISTRATION

## Registering a New Taxpayer

- A. Provide contact information for the required fields
- B. Select whether to receive mail correspondence from the Department of Revenue electronically (email) or via postal service (paper letter)

A

### Contact information

First Name \*

Required

Email \*

Required

Middle Initial

Confirm Email

Last Name \*

Required

B

Preferred Mail Delivery

Paper

Electronic

Phone Type \*

Required

Phone Number \*

Required

Extension

# TAXPAYER REGISTRATION

## Registering a New Taxpayer

If “Yes” was selected on the previous window, 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, select the **Previous** button to go back to any screen and update

select **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	: Electronic	of your client?	
Delivery			

### 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

- select **Printable Confirmation** to print a copy for records,
- select **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.

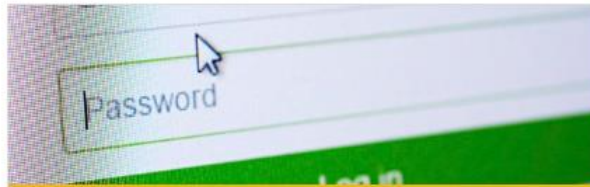
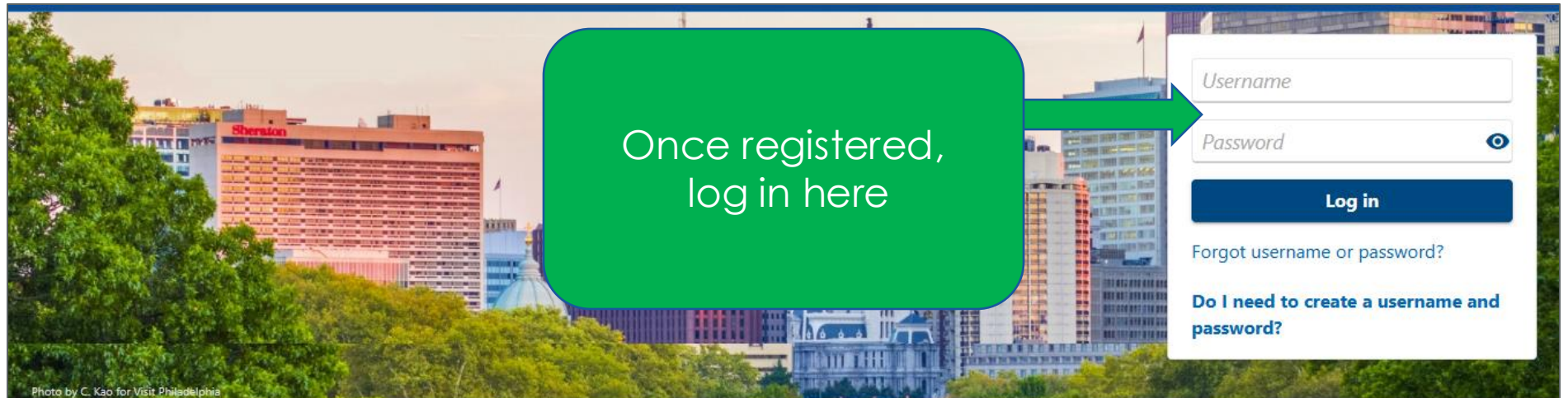
Department of Revenue    Email: [revenue@phila.gov](mailto:revenue@phila.gov)  
Municipal Services Building    Phone: (215) 686-6600  
1401 John F. Kennedy Blvd  
Philadelphia, PA 19125

**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 the Philadelphia Tax Center, the Sole proprietor/Parent Company must be registered with business tax accounts first

To register both entities for the first time, follow the below steps:

- Step 1 - Register Sole Proprietor/Parent Company as a New Taxpayer
- Step 2 - Register Disregarded Entity as a New Taxpayer
- Step 3 - Log into the Philadelphia Tax Center account to request third party access\*

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

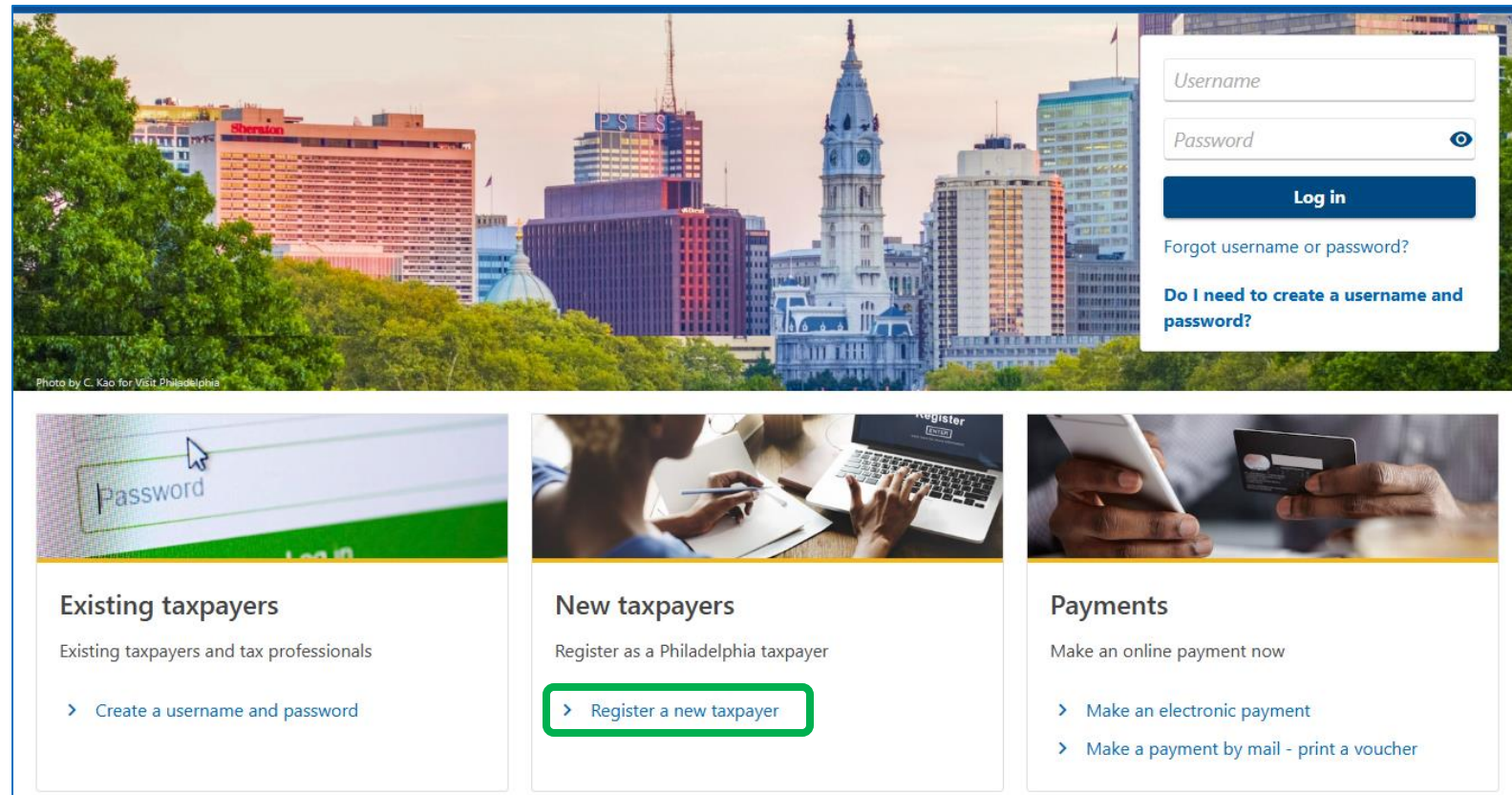
- Step 1 - Register Disregarded Entity as a New Taxpayer
- Step 2 – Log into the Philadelphia Tax Center to request third party access\*

*\*Requesting third party access will allow one to log into the Philadelphia Tax Center with one username and password to view information and accounts for multiple entities*

# TAXPAYER REGISTRATION

## Registering a Disregarded Entity

After the Sole Proprietor/Disregarded Entity 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 Independence Bell in the foreground. Below the banner, on the right side, 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, on the left side, is a section titled 'Existing taxpayers' with the text 'Existing taxpayers and tax professionals' and a link '> Create a username and password'. In the center, there is a section titled 'New taxpayers' with the text 'Register as a Philadelphia taxpayer' and a link '> Register a new taxpayer' which is highlighted with a green border. On the right side, there is a section titled 'Payments' with the text 'Make an online payment now' and two links: '> Make an electronic payment' and '> Make a payment by mail - print a voucher'.

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](mailto: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

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 sole proprietor/parent company; **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 sole proprietor/parent company **MUST** be registered with a BIRT account **BEFORE** 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: 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

New taxpayer registration

✓ 

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. selecting **Search by industry** will allow an individual to search industry codes by keywords or
- B. Manually enter the NAICS Code

The screenshot displays a registration progress bar 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 blue circle with a right-pointing arrow. Below the progress bar, the section is titled 'North American Industry Classification System (NAICS)'. It contains a paragraph explaining the system's purpose and a bulleted list of instructions. 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 a text input field with a red asterisk and the word 'Required' in italics.

Progress bar steps: 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 \*  *Required* **B**

# TAXPAYER REGISTRATION

## Disregarded Entity: Addresses

A. Enter the exact mailing address, and then select 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

Street \*

Street 2

Unit Type  Unit

City \*  State

Zip \*

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

## 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

If you already have a username, select **No**. You will be able to log in using your existing username and request access to the tax accounts belonging to the disregard entity.

If you need to create a username, select **Yes**. You will create a username and password after providing contact information.

### Create a username

If this is your first time using this website, you can create a username to help manage your accounts or your client's accounts online. If you already have a username, you can log in and request access to your accounts or your client's accounts using your existing username.

Do you need to create a new username to manage your accounts or your client's accounts online? \*

Yes

No

# TAXPAYER REGISTRATION

## Disregarded Entity: Contact Information

- A. Provide contact information for the required fields
- B. Select whether to receive mail correspondence from the Revenue Department electronically (email) or via postal service (paper letter)

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


If you selected “Yes” on the previous window, 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

## Disregarded Entity: Registration Summary

Review the registration summary. If correct, check the **Confirm registration** box. If changes need to be made, select 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	Are you a third party	: No
Last Name	: COOK	tax professional	
Username	: cookshop	registering on behalf	
Preferred Mail	: Electronic	of your client?	
Delivery			

### 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

- select **Printable Confirmation** to print a copy for records,
- select **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](mailto: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

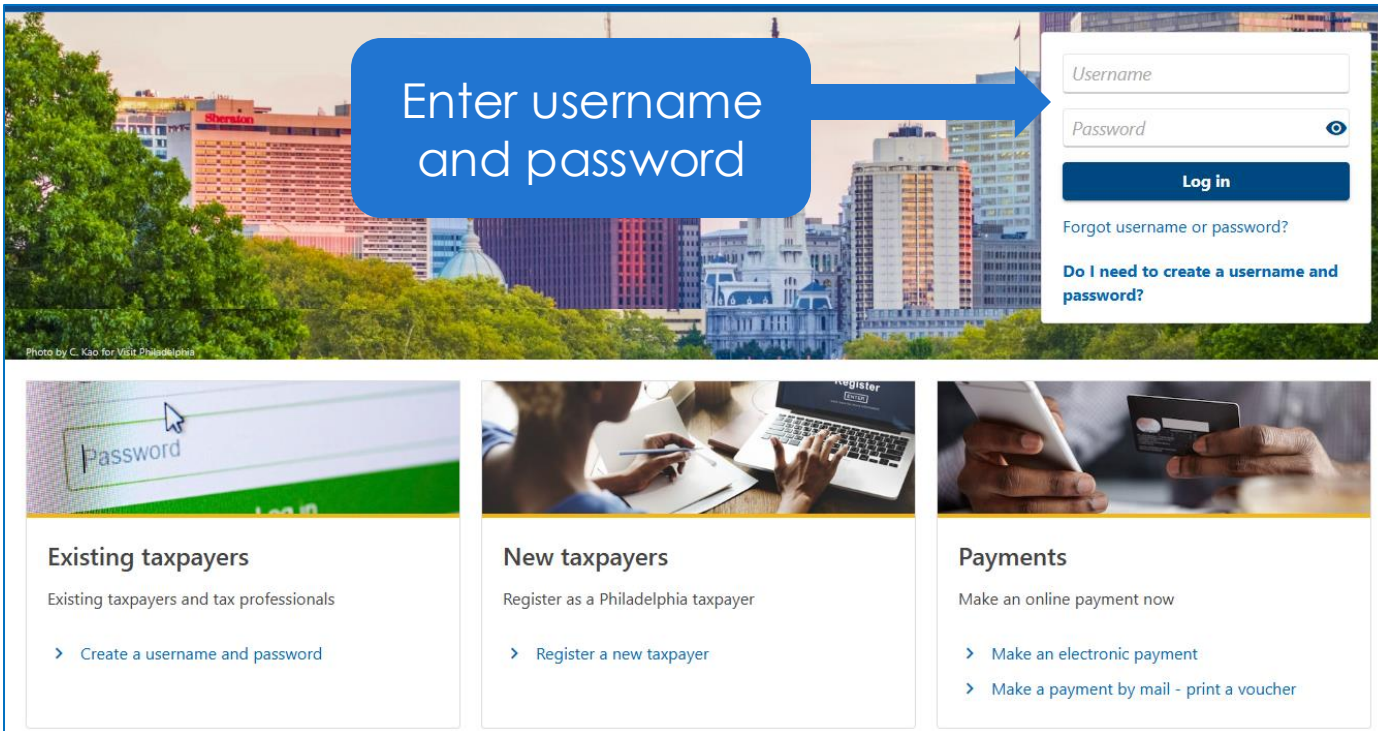
One can request access to existing tax accounts that will allow them to login with only one username to manage accounts for multiple entities on the Philadelphia Tax Center.

# 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

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

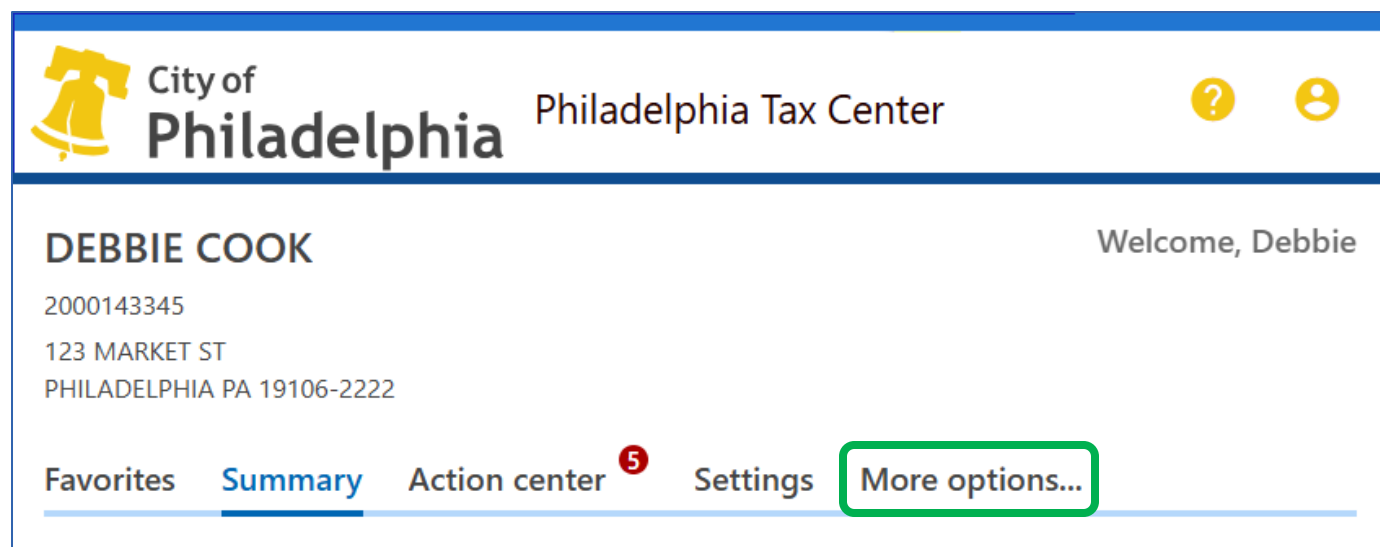
> Make a payment by mail - print a voucher

# 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

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

The screenshot shows the 'More options...' menu of the Philadelphia Department of Revenue. The menu is organized into a grid of categories, each with a list of actions. The 'Third party access' category is highlighted with a green border, and the 'Request access to an existing tax account' option within it is highlighted with a red border.

Favorites	Summary	Action center <sup>5</sup>	Settings	More options...
<b>↓ Saved drafts and submissions</b> Finish a saved draft or find processed submissions like returns, payments, requests, or uploads <a href="#">Find a saved draft or submission</a>				
<b>💬 Messages</b> Send and view messages with the Department of Revenue <a href="#">Send and view messages</a>				
<b>✉ Letters</b> View all letters I've received from the Philadelphia Department of Revenue <a href="#">View letters</a>				
<b>💰 Payments and returns</b> Manage payments and returns for all taxpayer accounts <a href="#">Manage payments and returns</a> <a href="#">Request payment agreement</a> <a href="#">Check your payment agreement status</a> <a href="#">Apply for an Offer in Compromise</a> <a href="#">Pay a bill</a>				
<b>👤 Names and addresses</b> View or update names and addresses associated to this taxpayer <a href="#">Manage names &amp; addresses</a>				
<b>🔒 Access</b> Manage access to my accounts <a href="#">View access</a> <a href="#">Manage access</a>				
<b>📁 Account management</b> Manage accounts and information <a href="#">Add account</a> <a href="#">Close account</a> <a href="#">Verify Access Letter</a> <a href="#">Add a property I own</a> <a href="#">Remove a property I no longer own</a>				
<b>📋 Appeals</b> Request to file an appeal <a href="#">Request a Petition for Waiver of Interest and Penalty</a>				
<b>📄 1099s and W-2s</b> Upload my W-2's and 1099 Forms <a href="#">W-2 upload</a> <a href="#">1099 upload</a>				
<b>👥 Third party access</b> Manage taxpayer access <a href="#">Request access to an existing tax account</a> <a href="#">Verify Access Letter</a>				
<b>🔍 Audits</b> Upload audit attachments <a href="#">Upload audit attachments</a>				
<b>👤 Responsible parties</b> View or update responsible parties associated to this taxpayer <a href="#">Add or update responsible parties</a>				
<b>✅ Tax clearance</b> Request a tax clearance certificate <a href="#">Request a tax clearance certificate</a>				



# 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 a three-step progress bar at the top: 'Instructions' (checked), 'Customer' (checked), and 'Account Validation' (active, indicated by a right arrow). Below the progress bar is a blue header with the text 'Account Validation'. To the right of this header is a link: '+ Add access to account'. The main content area is titled 'Please provide one of the following to validate your account access' and contains a table with three columns: 'Account Type', 'Access Level', and 'Verification Method'. Below the table is a button labeled '+ Add access to account', which is highlighted with a green border. At the bottom right of the form is another link: '+ Add access to account'.

Account Type	Access Level	Verification Method
<a href="#">+ Add access to account</a>		

# 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

- select **Printable Confirmation** to print a copy for records,
- select **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

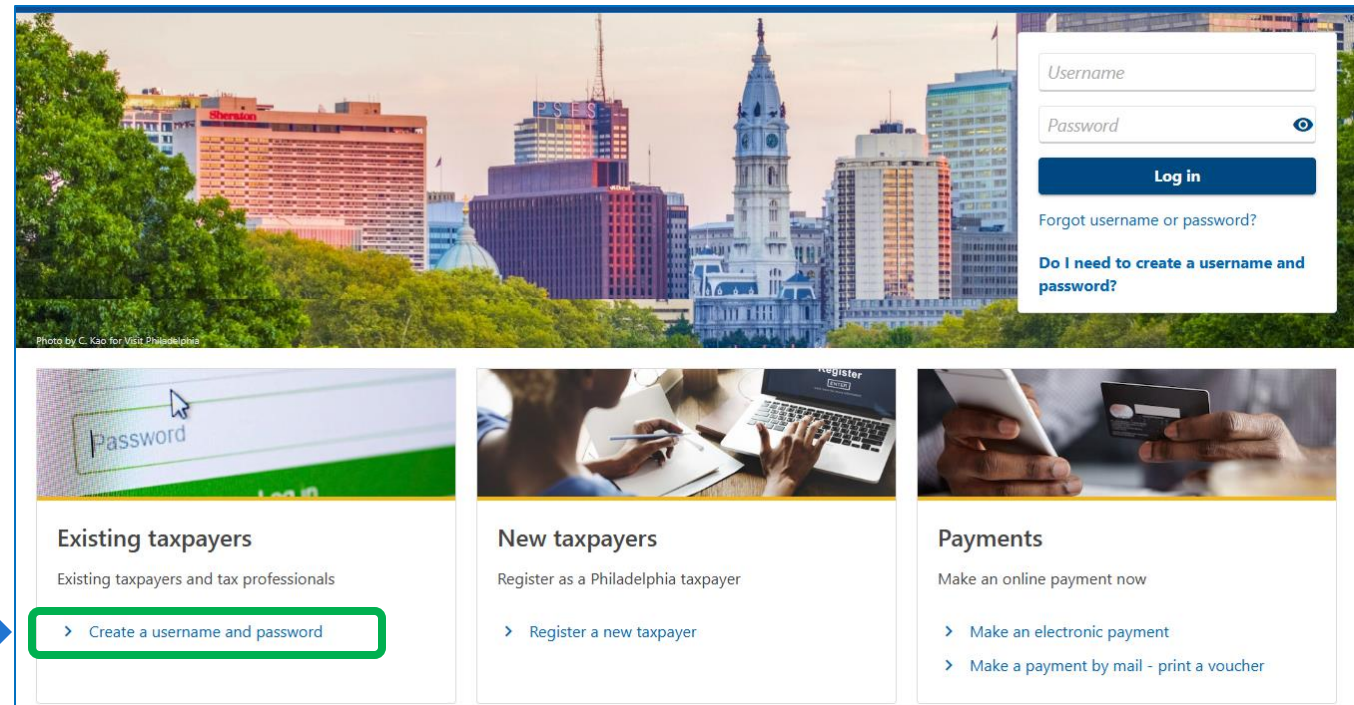
Existing Taxpayers

# TAXPAYER REGISTRATION

## Existing Taxpayer

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

Use this panel for  
an existing  
taxpayer



The screenshot displays the Philadelphia Tax Center website. At the top, there is a header image of the Philadelphia skyline. Below the header, there is a login section 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 login section, there are three main panels: 'Existing taxpayers', 'New taxpayers', and 'Payments'. The 'Existing taxpayers' panel is highlighted with a green border and contains the option 'Create a username and password' which is also highlighted with a green box. The 'New taxpayers' panel contains the option 'Register a new taxpayer'. The 'Payments' panel contains the options 'Make an electronic payment' and 'Make a payment by mail - print a voucher'.

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

✓

✓

>

InstructionsRegistrationAccount Validation

Account Validation

+ Add access to account

Please provide one of the following to validate your account access

Account Type	Access Level	Verification Method	Verification
<div>+ Add access to account</div>			

+ 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

The screenshot displays the 'Account Validation' step of the taxpayer registration process. The interface includes a progress bar at the top with three steps: 'Instructions', 'Registration', and 'Account Validation'. Below the progress bar, there are two tabs: 'Account Validation' (active) and 'Business Income and Receipts Tax'. A green box highlights the 'Account Type' dropdown (set to 'Business Income and Receipts Tax'), the 'Access Level' dropdown (set to 'Required'), and the 'Verification Method' dropdown (set to 'Required'). The 'Verification' field shows '0.00'. To the right of the form, there is a list of instructions for gaining access to accounts online, including requirements for payment, return, and submission ID. At the bottom right, there are links to 'Add access to account' and 'Remove request to access account'.

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, select the **Previous** button to go back to any screen and update. Select **Submit** to complete the request

Philadelphia Tax Center new username

✓

✓

✓

➤

InstructionsRegistrationAccount ValidationReview 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

- select **Printable Confirmation** to print a copy for records,
- select **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 VERIFICATION 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.

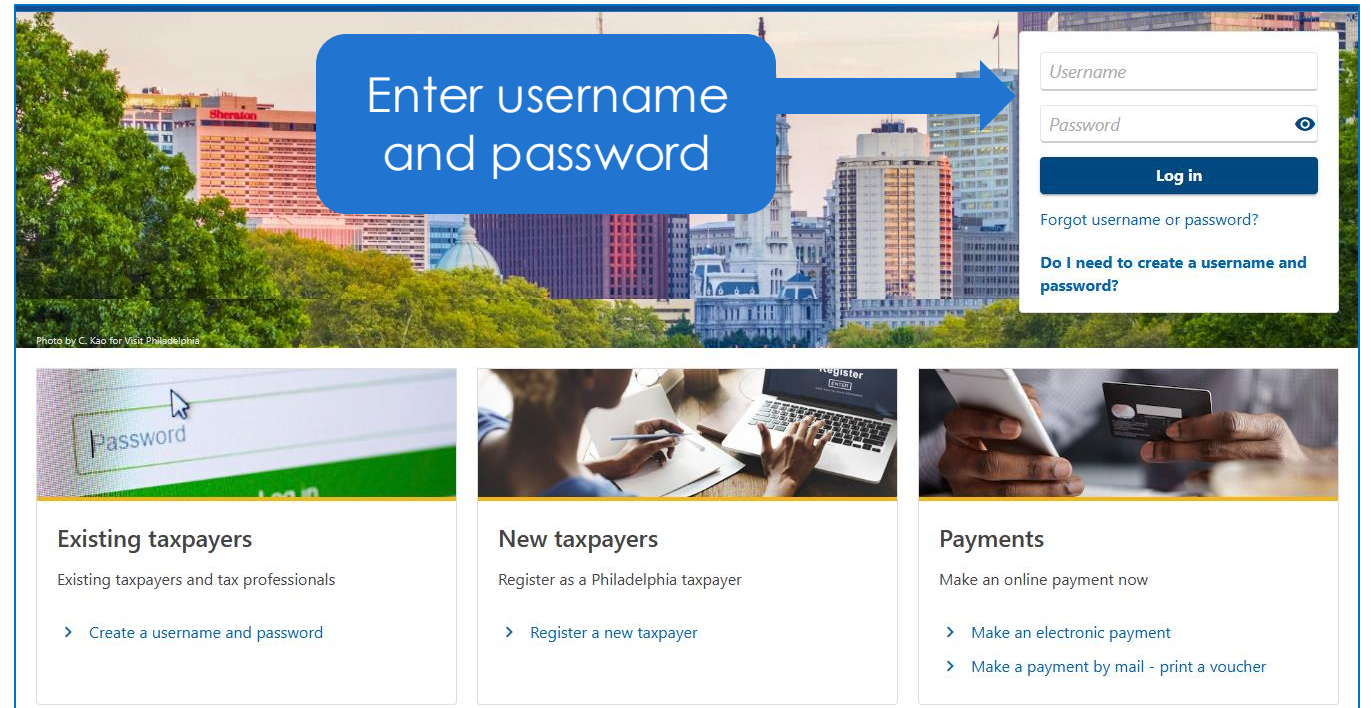
Para recibir servicios de traducción llame al (215) 686-6600  
Для предоставления услуг переводчика, наберите (215) 686-6600  
如需翻译服务, 请致电 (215) 686-6600  
Vui lòng gọi (215) 686-6600 để tìm đến dịch vụ phiên dịch  
Pour obtenir des services de traduction, appelez le (215) 686-6600

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



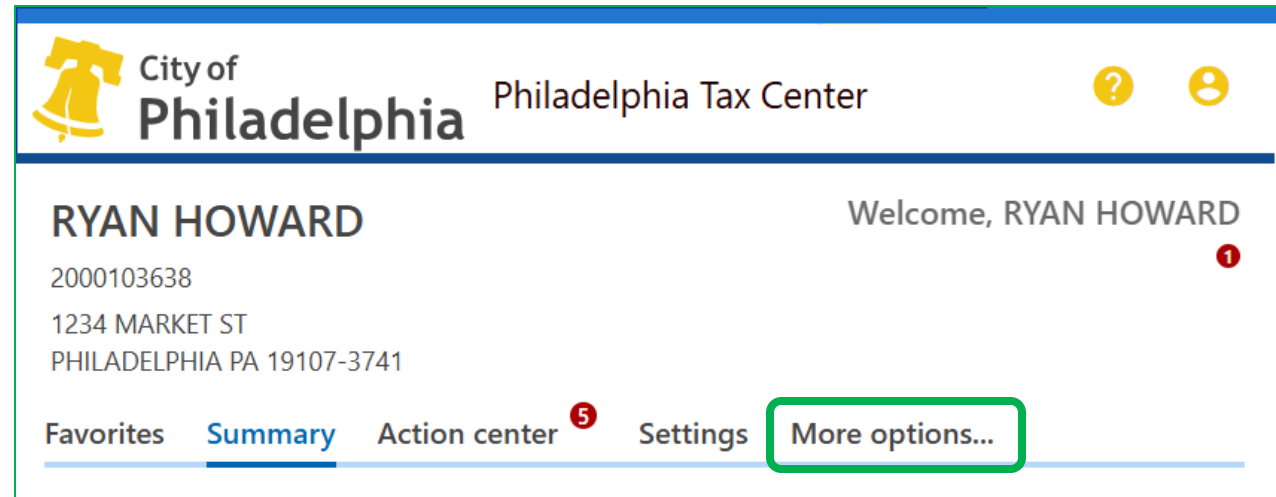
The screenshot shows the Philadelphia Tax Center homepage. At the top, there is a banner image of a city skyline. Overlaid on the banner is a blue callout box with the text "Enter username and password" and a blue arrow pointing to the login form. The login form is located on the right side of the banner and 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 options, each with a representative image and a list of actions:

- Existing taxpayers** (Image: Password field with cursor)
  - Existing taxpayers and tax professionals
  - > Create a username and password
- New taxpayers** (Image: Person at laptop)
  - Register as a Philadelphia taxpayer
  - > Register a new taxpayer
- Payments** (Image: Hands holding card and phone)
  - 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

select **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 12 panels. The 'Third party access' panel, located in the bottom-left section, is highlighted with a green rectangular border. This panel contains the title 'Third party access', the subtitle '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 highlighted with a green rounded rectangle. Other panels 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 Settings More options...		
<b>Saved drafts and submissions</b> Finish a saved draft or find processed submissions like returns, payments, requests, or uploads Find a saved draft or submission	<b>Messages</b> Send and view messages with the Department of Revenue Send and view messages	<b>Letters</b> View all letters I've received from the Philadelphia Department of Revenue View letters
<b>Payments and returns</b> 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	<b>Names and addresses</b> View or update names and addresses associated to this taxpayer Manage names & addresses	<b>Access</b> Manage access to my accounts View access Manage access
<b>Account management</b> Manage accounts and information Add account Close account Verify Access Letter Add a property I own Remove a property I no longer own	<b>Appeals</b> Request to file an appeal Request a Petition for Waiver of Interest and Penalty	<b>1099s and W-2s</b> Upload my W-2's and 1099 Forms W-2 upload 1099 upload
<b>Third party access</b> Manage taxpayer access Request access to an existing tax account Verify Access Letter	<b>Audits</b> Upload audit attachments Upload audit attachments	<b>Responsible parties</b> View or update responsible parties associated to this taxpayer Add or update responsible parties
<b>Tax clearance</b> 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 the Philadelphia Tax Center 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 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

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 the Philadelphia Tax Center 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