



NYC-DOF BUSINESS TAX E-SERVICES

E-service enhancements and new developments for
taxpayers and tax preparers

E-Services: Taxpayer Access

The business tax system update will mean additional features for taxpayers that use E-Services.

- Existing customers will not need to create new usernames
- Unregistered taxpayers and tax preparers can register and sign-up online (no need for an initial paper filing)
- Updates to the E-Services website include
 - enhanced account management
 - two-factor authentication
 - additional service requests

The screenshot shows the NYC Department of Finance e-Services website. The header includes the NYC Department of Finance logo and a link for 'Frequently Asked Questions'. Below the header is a navigation bar with 'Home'. The main content area features a 'Welcome to DoF e-Services!' message and a 'LOGIN' form. The login form includes fields for 'Username', 'Password', and 'Authentication Code', each with a 'Required' label. There are also links for 'Forgot my username?' and 'Forgot my password?'. A 'SIGN UP NOW' button is located at the bottom right of the login form. The footer contains 'Quick Links' and 'I Want To' sections, with icons for 'Taxpayer Registration', 'Tax Preparer Registration', 'Where's My Refund?', 'FAQs', and 'Video Tutorials'.

Account Management

- Profile Updates
 - ★ Two factor authentication for secure access to your account information
 - ★ New view only access

The screenshot shows a web browser window with a blue header bar containing 'Home', 'Back', and 'Log Off' links. The main content area is titled 'PROFILE' and contains several form fields:

- Web Logon:** 1234Billing
- Web Name:** Lani Mcleod
- Email:** mcleodi@finance.nyc.gov
- Secret Question:** What is your favorite animal?
- New Question:** What is your favorite animal?
- Answer:** (empty field)
- Confirm:** (empty field)
- Country:** USA (dropdown menu)
- Type:** (dropdown menu)
- Phone 1:** (empty field)
- Country:** USA (dropdown menu)
- Phone 2:** (empty field)
- Type:** (dropdown menu)

Below the profile fields is the **AUTHENTICATION CONTACT** section, which includes a red warning message: "Turning off two-factor authentication may increase the chance of unauthorized access to your account." The options are:

- Send Authentication Text
- Send Authentication Email
- Send Text or Email
- Turn Off Authentication

Below that is the **ELECTRONIC CORRESPONDENCE** section with the following options:

- Enable for All Accounts
- Enable for Specific Accounts
- Turn Off Electronic Correspondence

At the bottom right of the form are 'Save' and 'Cancel' buttons.

★ Indicates new feature

Filing and Viewing Returns

- Short form returns are available to be filed online
- ★ All filed returns can be viewed and printed

The screenshot shows a web application interface. A 'RETURN LIST' window is open, displaying a table with columns for 'Received Date', 'Return', and 'Status'. Below this, a main table titled 'LAST 3 YEARS' shows return data for three periods: 31-Dec-2015, 31-Dec-2014, and 31-Dec-2013. The table includes columns for 'Period', 'Return Status', 'Return List', 'Pay', 'Tax', 'Penalty', 'Interest', 'Credits', and 'Balance Messages'.

Period	Return Status	Return List	Pay	Tax	Penalty	Interest	Credits	Balance Messages
31-Dec-2015	Timely-Filed	Return List	Pay	0.00	0.00	0.00	0.00	0.00
31-Dec-2014	Late-Filed	Return List	Pay	0.00	0.00	0.00	0.00	0.00
31-Dec-2013	Late-Filed	Return List	Pay	0.00	0.00	0.00	0.00	0.00

The screenshot shows the '2015 NYC-204EZ UNINCORPORATED BUSINESS TAX RETURN' form. It includes fields for 'Employer Id', 'Name', 'UBT Partnership', 'Period', 'Due', 'Received', 'Status', and 'Confirmation #'. Below these fields, there are checkboxes for 'Final Return', '911-related federal tax benefits', and 'exempt unincorporated business activity'. The 'Choose an Entity Type' section has radio buttons for 'Registered Limited Liability Partnership', 'Limited Liability Company', 'Limited Partnership', and 'General Partnership'. The 'Business Code Number' is entered as '1111'. The 'SCHEDULE A' section shows a total amount of '80,000.00' for 'Amount from Analysis of Net Income (Loss) from Federal Form 1065, Schedule K, line 1'.

Making Payments

★ Pay Everything

- for all debt owed by the taxpayer,
- for debt owed on a certain account
- For debt owed for a certain period

• Pay how you want

- ACH Payments

★ Credit Card Payments

- ACH Credit/Fedwire payments

• Pay when you want

★ Estimated Payments

Home Log Off

TEST OCT BILLING
66 JOHN ST FL 10
NEW YORK NY 10038-3772

Outstanding balance: \$287.37
There is 1 unread letter

I WANT TO...
Add Third Party Access
Request a Payment Plan
Legal Name Change
Submit Documentation
Request a Tax Clearance Letter
Show More Options

ACCOUNTS REQUESTS NOTICES LETTERS NAME & ADDRESS

General Corporation Tax
200-1000006485

287.37
TEST OCT BILLING
66 JOHN ST FL 10 NEW YORK NY 10038-3772

Home Back Log Off

GENERAL CORPORATION TAX 200-1000006485

TEST OCT BILLING
66 JOHN ST FL 10
NEW YORK NY 10038-3772

Outstanding balance: \$287.37
There is 1 unread letter

I WANT TO...
Make Estimated Payments
File an Extension (EXT)
File an Additional Extension (EXT 1)
Respond to Delinquency
Add Fedwire Information
Show More Options

PERIODS REQUESTS ACTIVITY NOTICES LETTERS NAME & ADDRESS

Attention Required! Last 3 Years All

Period	Return Status	Return List	Est.	Tax	Penalty	Interest	Credits	Balance	Messages
31-Dec-2014	Timely-Filed	Return List	Est.	22,125.00	866.49	295.88	23,000.00	287.37	Make a Payment

Home Back Log Off

Cancel

PAYMENT INFORMATION

Enter the amount that you want to pay.

CREDIT CARD PAYMENT

Credit cards will be charged a convenience fee to reimburse the state for fees the credit card companies charge the City of New York. The fee is calculated on the amount of the transaction.

MAKE A E-CHECK PAYMENT

E-Checks also known as ACH Payments, can take multiple days for payments to be resolved due to bank processing times. Your payments will be shown as pending, not as completed. Until the check has been cleared by your bank and the money has been deposited to the department, your liability will not be considered resolved.

Cancel

Viewing Account Activity

- View payments and returns that have posted to the taxpayer's account

The screenshot displays a web interface for viewing account activity. At the top, there are navigation links for 'Home', 'Back', and 'Log Off'. Below this, the account information for 'GENERAL CORPORATION TAX 200-1000006485' is shown, including the taxpayer's name 'TEST GCT BILLING' and address. Key alerts include an 'Outstanding balance: \$287.37' and 'There is 1 unread letter'. A 'I WANT TO...' menu offers options like 'Make Estimated Payments' and 'File an Extension (EXT)'. The main section features a tabbed interface with 'ACTIVITY' selected, and a table of transactions. The table has columns for Description, Period, Received, Status, and Amount. The data shows several transactions, including a 'Return Payment' and 'Estimated Payment'.

Description	Period	Received	Status	Amount
		30-Sep-2015	Posted 30-Sep-2015	8,000.00
Return Payment	31-Dec-2014	15-Mar-2015	Posted 21-Sep-2015	5,000.00
Estimated Payment	31-Dec-2014	15-Mar-2015	Posted 21-Sep-2015	6,000.00
NYC-4S EZ Print Return	31-Dec-2014	15-Mar-2015	Timely-Filed	
Estimated Payment	31-Dec-2014	15-Mar-2015	Posted 21-Sep-2015	4,000.00

Viewing letters and notices

- ★ Access a copy of all notices and letters sent to the taxpayer

The screenshot displays a web interface for a taxpayer. At the top, there are navigation links for 'Home', 'Back', and 'Log Off'. Below this, the taxpayer's name 'GENERAL CORPORATION TAX 200-100006485' is shown. To the left, the address is listed: 'TEST GCT BILLING, 66 JOHN ST FL 10, NEW YORK NY 10038-3772'. To the right, there are two status indicators: 'Outstanding balance: \$287.37' and 'There is 1 unread letter'. Further right, there is a section titled 'I WANT TO...' with links for 'Profile', 'Accounts', 'Make Estimated Payments', 'File an Extension (EXT)', 'File an Additional Extension (EXT.1)', 'Respond to Delinquency', 'Add Fedwire Information', and 'Show More Options'. Below this, there is a navigation bar with tabs for 'PERIODS', 'REQUESTS', 'ACTIVITY', 'NOTICES⁰', 'LETTERS¹', and 'NAME & ADDRESS'. Under the 'LETTERS' tab, there are buttons for 'Unread¹', 'Read', and 'All'. Below the navigation bar, there is a table with columns for 'Sent', 'Read', 'Letter Id', 'Type', 'Filing Period', and 'Requested'. The table contains one row of data: a letter sent on 22-Sep-2015, which is not read, with Letter Id L1210843136, Type Notice of Tax Due, Filing Period 31-Dec-2014, and Requested 22-Sep-2015. At the top right of the table, there are links for 'Mark All As Read', 'View Multiple', and 'Filter'.

Sent	Read	Letter Id	Type	Filing Period	Requested
22-Sep-2015	<input type="checkbox"/>	L1210843136	Notice of Tax Due	31-Dec-2014	22-Sep-2015

Credit Applications

- ★ Biotech, REAP and LMREAP applications are now available for online filing

The screenshot shows a web application interface for the 2015 Biotech Application. At the top, there is a blue navigation bar with 'Home' and 'Back' on the left, and 'Log Off' on the right. Below this, the main heading is '2015 Biotech Application' in blue, followed by 'Previous' and 'Next' buttons. To the right of the heading are three buttons: 'Save and Continue', 'Save and Finish Later', and 'Cancel'. The main content area is titled 'SCHEDULE A - QETC ELIGIBILITY REQUIREMENTS' and is divided into 'PART 1 - Location and Sales'. It contains three numbered questions, each with 'Yes' and 'No' radio button options:

1. Is the company located in New York City? Yes No
2. Are the total annual product sales of the company \$10,000,000 or less? Yes No
3. Does the company engage in biotechnologies? Yes No

Online Requests

- ★ Respond with documentation to request for information
 - Respond to a delinquency
- ★ Request a conciliation conference
- ★ Request a tax clearance letter
- ★ Request a payment plan

Home Back Log Off

UBT PARTNERSHIP 330-1000297290

ALLIED JAMAICA CO
11835 QUEENS BLVD STE 1600
FOREST HILLS NY 11375-7251

I WANT TO... Profile Accounts

- Make Estimated Payments
- File an Extension (EXT)
- Respond to Delinquency
- Add Fedwire Information
- Submit Documentation
- Show More Options

PERIODS REQUESTS ACTIVITY NOTICES⁵ LETTERS⁹ NAME & ADDRESS

Last 3 Years All

LAST 3 YEARS

Period	Return Status			Tax	Penalty	Interest	Credits	Balance / Messages	Filter
31-Dec-2015	Timely-Filed	Return List	Pay	0.00	0.00	0.00	0.00	0.00	
31-Dec-2014	Late-Filed	Return List	Pay	0.00	0.00	0.00	0.00	0.00	
31-Dec-2013	Late-Filed	Return List	Pay	0.00	0.00	0.00	0.00	0.00	

3 Rows

Home Log Off

NYC 0186

ALLIED JAMAICA CO
11835 QUEENS BLVD STE 1600
FOREST HILLS NY 11375-7251

There is 1 unread notice

I WANT TO... Profile

- Add Third Party Access
- Request a Payment Plan
- Legal Name Change
- Submit Documentation
- Request a Tax Clearance Letter
- Show More Options

ACCOUNTS⁷ REQUESTS NOTICES⁵ LETTERS⁹ NAME & ADDRESS

Unread¹ Inbox

UNREAD

Posted	Subject	Account Id	Account Type	Period	Urgent	Attach	Mark All As Read	Filter
09-Sep-2015	Username for e-Services Department of Finan				<input type="checkbox"/>	<input type="checkbox"/>	Mark As Read	Delete

Non-Login Requests

- Register as a Taxpayer or Tax preparer
- ★ Get the status of a refund request
- ★ Update a Taxpayer ID

Home Back

Register a Taxpayer

Step 1 [Previous](#) [Next](#) [Save and Continue](#) [Save and Finish Later](#) [Cancel](#)

TAX PREPARER REGISTRATION

Enter your Id Type Enter your FEIN

LEGAL NAME

Name

Home Back [Cancel](#)

CHECK THE STATUS OF YOUR REFUND

Id Type

Id

Filing Period Year

Refund Amount

[Search](#)

REFUND STATUS

There are no refunds that match your ID and Amount.

Home Back [Submit](#) [Cancel](#)

Add your new EIN

ENTER YOUR LETTER ID AND NEW EIN

Enter your letter Id from the "No Valid Id" letter.

Enter your new EIN Required
Format: L9999999999

[Submit](#) [Cancel](#) [Cancel](#)