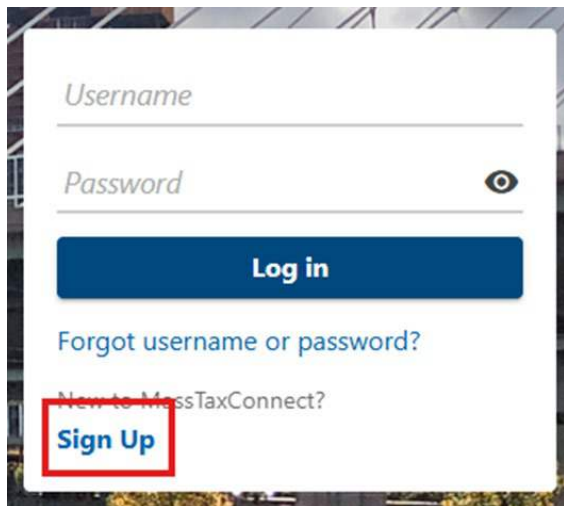


How to create a MassTaxConnect account for a Business, Fiduciary, or Trust that has not previously filed or paid taxes in Massachusetts

The below steps will show you how to set up an account on the MassTaxConnect website. Creating a MassTaxConnect account for your business or trust is required to pay tax return balances or make estimated tax payments electronically. You will also be able to check the status and history of your returns and payments, respond to notices, and request a Certificate of Good Standing.

Step 1: Navigate to the MassTaxConnect website at <https://mtc.dor.state.ma.us/mtc>

1. Click **Sign Up** to begin.



The image shows a screenshot of the MassTaxConnect website's login and sign-up interface. It features a white form box with a blue background. The form includes fields for 'Username' and 'Password', a blue 'Log in' button, a link for 'Forgot username or password?', and a link for 'New to MassTaxConnect?'. The 'Sign Up' link is highlighted with a red rectangular box.

Step 2: Choose an account type

1. Select **Register a Business**.

Select a registration option

> Create My Logon

> Register a Business

> Register an Individual

> Register an Estate

I am an individual, or I represent a business, fiduciary, trust, partnership or other organization that has previously filed taxes in the state of Massachusetts.

I am, or I represent, a business, fiduciary, trust or partnership that has not previously filed or paid taxes in Massachusetts.

I am an individual that has not previously filed or paid taxes in Massachusetts. I would like to register to file and pay personal use and/or excise taxes.

I represent an estate that has not previously filed or paid taxes in Massachusetts.

2. Hit **Next**.

Step 3: Complete registration

1. Choose **I am registering a business, entity, or other organization** from the drop-down menu.
2. Hit **Next**.

Reason for Registration

Select Reason

I am registering a business, organiz

Cancel

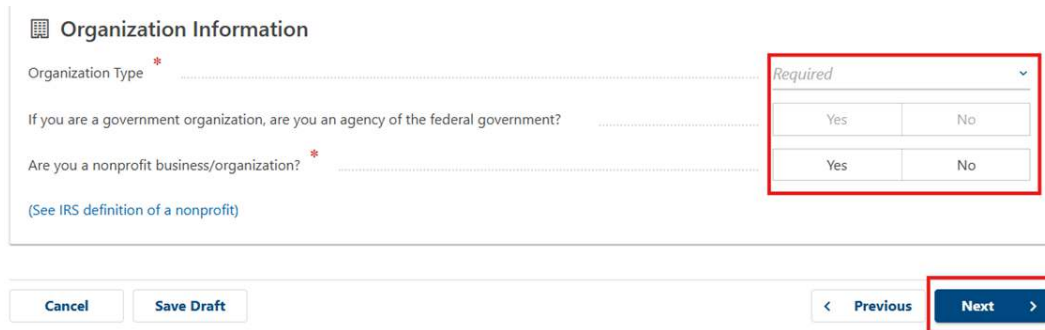
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Step 4: Enter entity details

1. Choose the **Organization Type** from the drop-down menu.
2. Indicate if you are a **nonprofit business/organization**.

3. Hit **Next**.



Organization Information

Organization Type *

If you are a government organization, are you an agency of the federal government?

Are you a nonprofit business/organization? *

(See IRS definition of a nonprofit)

Required

Yes No

Yes No

Cancel Save Draft

< Previous **Next** >

4. Enter **Business Start Date**.

5. Enter **FEIN**.

6. Enter **Legal Name of Business**.

7. Hit **Next**.



Legal Business Information

Business Start Date *

FEIN *

Legal Name of Business *

Required

Required

Required

Cancel Save Draft

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8. Enter your entity's **address**.

9. Hit **Verify Address** and complete the address confirmation.

10. Confirm if the address is your **legal mailing address**.

11. Hit **Next**.

Business Addresses

Enter your business' legal address in the appropriate fields below.

Country USA

Street ^{*} *Required*

Unit Type Unit Number City ^{*} *Required*

State MASSACHUSETTS Zip Code ^{*} *Required* County

Attention

You must verify your address before proceeding

Verify Address

Mailing Address

Is your legal address also your mailing address? ^{*} Yes No

Cancel **Save Draft** **Previous** **Next**

Step 5 (optional): Enter your bank information for electronic payments

1. Enter your **bank account information**.
2. Hit **Next**.

Account Type

Account Number

Confirm Account Number

Routing Number

Bank Name

Payment Channel Name

Cancel **Save Draft** **Previous** **Next**

Step 6: Register account types

1. Select all applicable **account types** that you would like to register.
 - a. Businesses should typically select **Corporate Excise**.
 - i. Enter the **incorporation date** of your business.
 - ii. Enter in what **state** your business was incorporated.
 - iii. Hit **Next**.



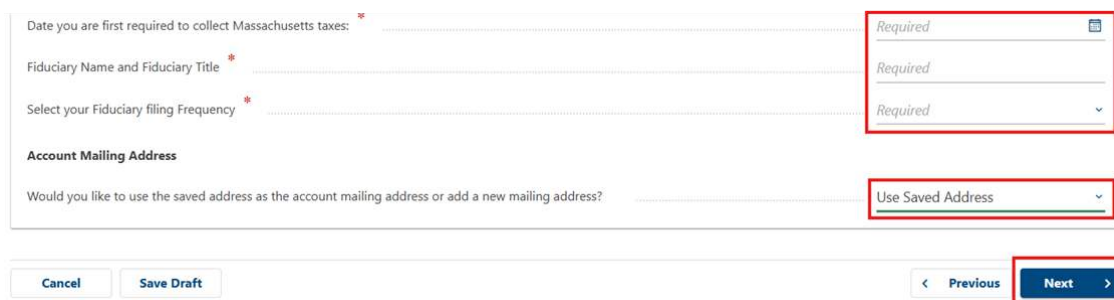
Date your business was organized *

State in which your business was organized *

*If your business was organized in a foreign country, select 'FC-Foreign Country' in the drop down box.

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- b. Fiduciaries or Trusts should typically select **Fiduciary Income Tax**.
 - i. Enter the **date** you are first required to collect Massachusetts taxes.
 - ii. Enter the **Fiduciary name** and **title**.
 - iii. Choose if you are filing **annually** or **fiscally**.
 - iv. Confirm if a different address should be used as a **mailing address**.
 - v. Hit **Next**.



Date you are first required to collect Massachusetts taxes *

Fiduciary Name and Fiduciary Title *

Select your Fiduciary filing Frequency *

Account Mailing Address

Would you like to use the saved address as the account mailing address or add a new mailing address?

Cancel Save Draft < Previous **Next** >

Step 7: Create your account details

1. Enter your **personal information**.
2. Create a 4-digit **PIN**.
3. Hit **Next**.

Full Name *	Required
Create a 4-digit PIN *	Required
E-mail Address *	Required
Confirm E-mail *	Required
Phone Country	USA
Phone Type	Business
Phone Number *	Required

[Cancel](#) [Save Draft](#) [< Previous](#) [Next >](#)

4. Create your **username** and **password**.
5. Choose a **secret question** for security purposes.
6. Hit **Next**.

Username *	Required
Password *	Required
Confirm Password *	Required

Select a secret question and type in the appropriate answer below. This question will be asked in the event you need to recover your password as a means of identity verification.

* Required	
* Required	

[Cancel](#) [Save Draft](#) [< Previous](#) [Next >](#)

7. If you plan to access multiple different client taxpayers from your new MassTaxConnect account, check the box under **Profile Access**.
8. Hit **Next**.
9. Agree to the **Terms and Conditions**.
10. Hit **Next**.
11. **Confirm** all information entered.
12. Hit **Submit**.

Further Support:

- **MassTaxConnect FAQ's:** <https://www.mass.gov/info-details/about-masstaxconnect>
- **MassTaxConnect phone support:** 617-887-6367 or toll-free 800-392-6089
- **LGA support:** taxoperations@lga.cpa