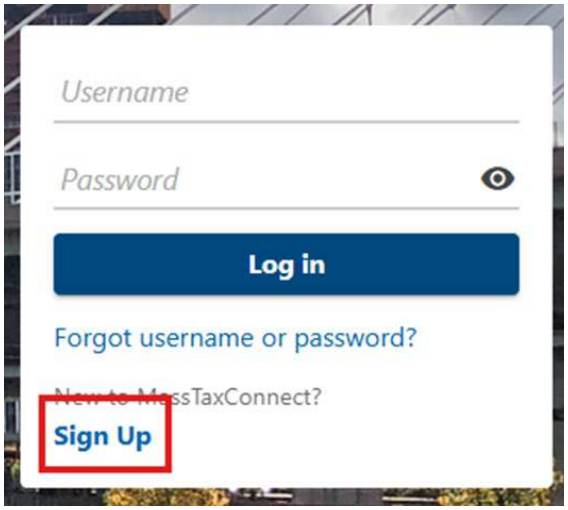
How to create a MassTaxConnect account for a Business, Fiduciary, or Trust that has not previously filed or paid taxes in Massachusetts

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.

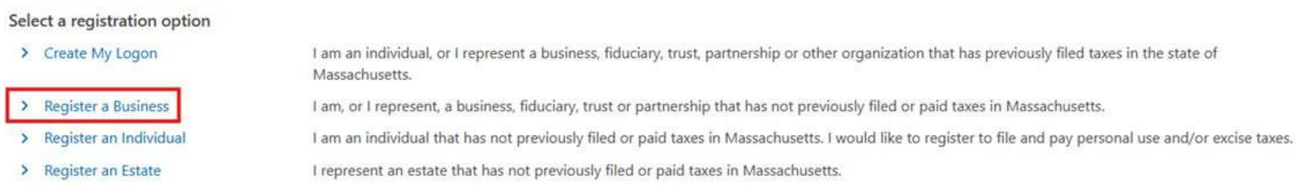
Step 1: Navigate to the MassTaxConnect website at https://mtc.dor.state.ma.us/mtc

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



Step 2: Choose an account type

1. Select **Register a Business.**



2. Hit **Next**.

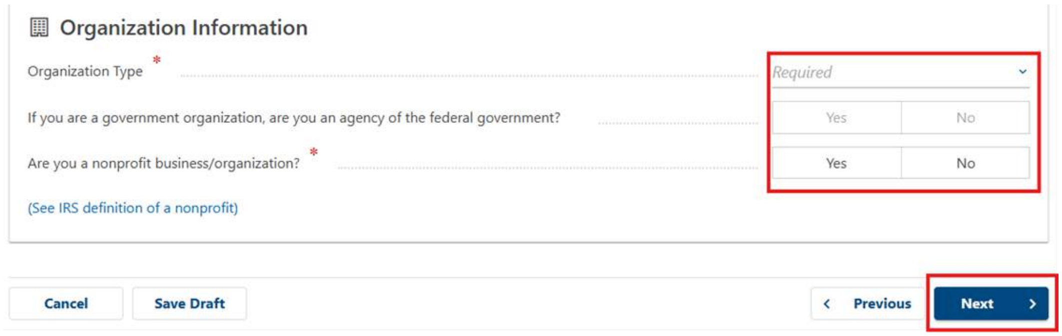
Step 3: Complete registration

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

Step 4: Enter entity details

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

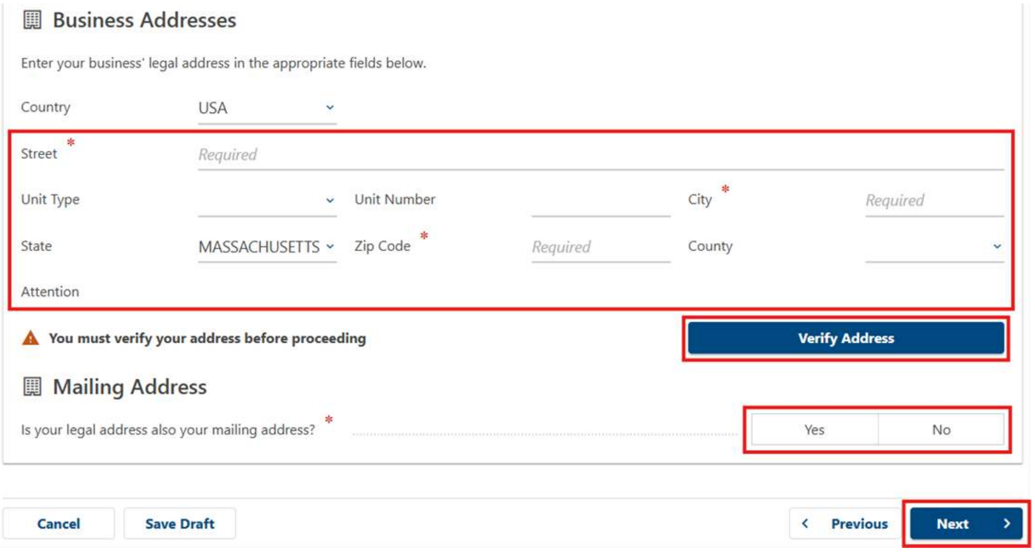
3. Hit **Next**.



4. Enter **Business Start Date**.
5. Enter **FEIN**.
6. Enter **Legal Name of Business**.
7. Hit **Next**.

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**.

LGA
CPAs and Business Advisors



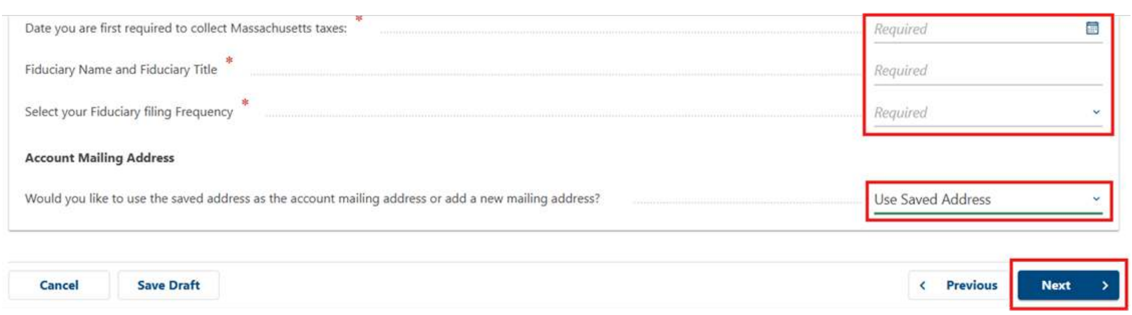
Step 5 (optional): Enter your bank information for electronic payments

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

Step 6: Register account types

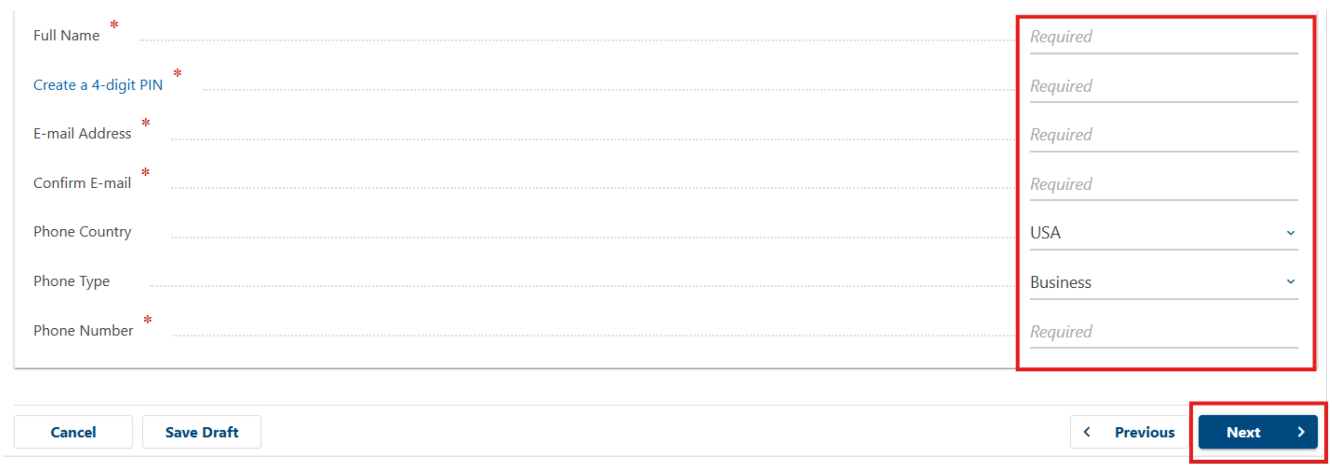
1. Select all applicable **account types** that you would like to register.
   a. Businesses should typically select **Corporate Excise**.
      i. Enter the **incorporation date** of your business.
      ii. Enter in what **state** your business was incorporated.
      iii. Hit **Next**.

   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**.

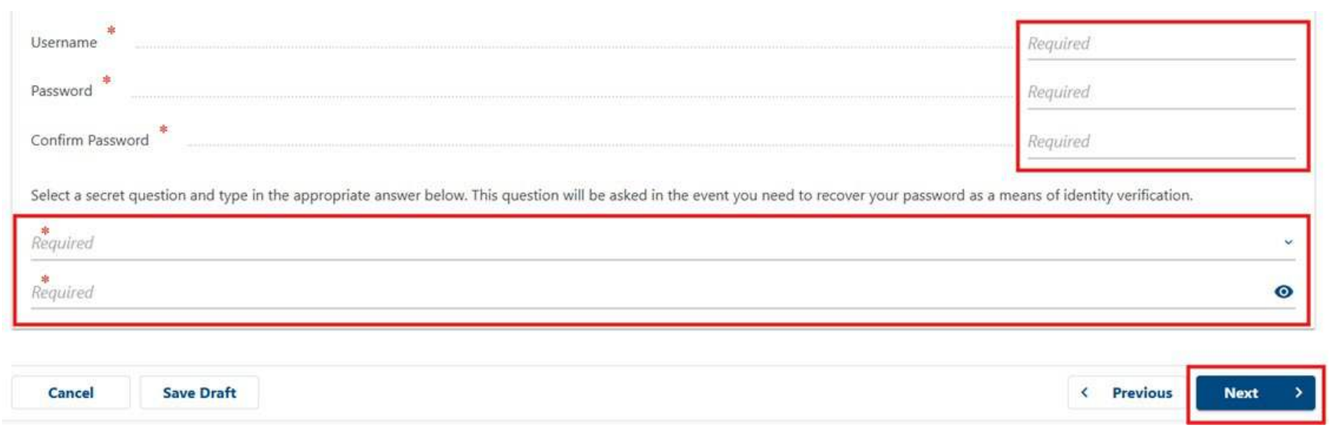


Step 7: Create your account details

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



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