

## Pass-Through Entity Tax (PTET) Annual Election Web Application

1. Go to the New York State Department of Taxation and Finance website at <https://www.tax.ny.gov/online/>.
2. Click on Log In.

*(Please note: If you do not already have an account, click on Create Account instead and follow the online instructions to Create Business Account before logging in.)*

The screenshot shows the top navigation bar of the New York State Department of Taxation and Finance website. It includes the state logo, a navigation menu with 'Services', 'News', 'Government', and 'COVID-19 Vac', and a dark teal header with 'Department of Taxation and Finance'. Below the header is a secondary navigation menu with 'Online services', 'Individuals', 'Businesses', 'Real property', 'Tax professionals', and 'Forms and gu'. A breadcrumb trail reads 'Home » Online Services home'. The main content area features a large 'Online Services' heading, a descriptive paragraph about the service, and two buttons: 'LOG IN' and 'CREATE ACCOUNT'. A link for 'Forgot your username or password?' is also present.

3. Enter your Username and Password and then click Sign In.

Please login after reading the Acceptable Use Policy below



Username:

Password:

[Sign In](#)

Forgot your [Username](#) or [Password](#)

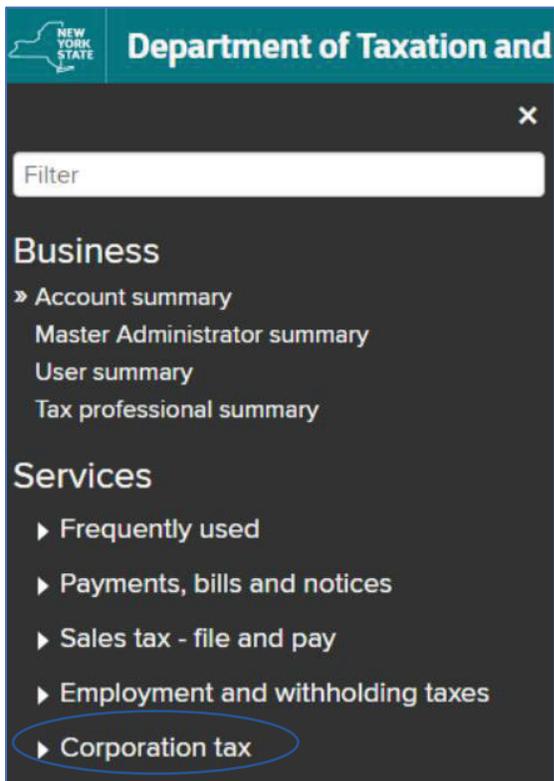
[NY.gov ID - Terms of Service](#)

## Pass-Through Entity Tax (PTET) Annual Election Web Application

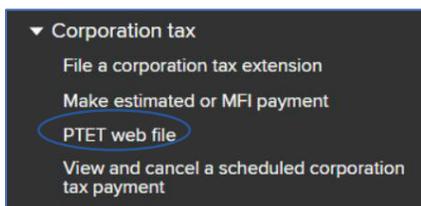
4. Click on the Services menu.



5. Next choose Corporation tax.



6. Then choose PTET web file.



## Pass-Through Entity Tax (PTET) Annual Election Web Application

7. Choose Select on the Form Selection screen.

### Pass-Through Entity Tax (PTET) Web File

Taxpayer ID: \_\_\_\_\_ Taxpayer name: \_\_\_\_\_

#### Form Selection

PTET is an optional tax imposed on S corporations and partnerships filing in New York.  
Select the form you would like to file from the list below.  
For more information, see [Pass-Through Entity Tax \(PTET\)](#).

**i** PTET estimated payments are not required for 2021. Members, shareholders, and partners should continue to make their personal income tax (PIT) estimated tax payments without regard to the PTET credit they plan to claim on their 2021 PIT return. The PTET estimated tax payment application will be available by December 15, 2021 for entities that have opted into PTET and wish to make payments for their 2021 taxable year by the end of 2021.

**i** Our applications to file PTET annual returns and file PTET extensions will be available in February 2022.

#### PTET forms

Form description	
Pass-Through Entity Tax (PTET) Annual Election	<input type="button" value="Select"/>

8. Fill in the required fields marked by a red asterisk.

### Pass-Through Entity Tax (PTET) Annual Election

Taxpayer ID: \_\_\_\_\_ Taxpayer name: \_\_\_\_\_

#### Annual Election Information

Complete the following information and select **Continue**.  
For more information, see [Pass-through entity tax \(PTET\)](#).

\* Required field  
? Select to learn more about a particular field

#### Authorized person information

You must be an authorized person to make the annual election.  
To determine if you are an authorized person, see [Authorized persons](#).

First name: \*

Last name: \*

Social Security number (SSN): \*

Confirm Social Security number (SSN): \*

Title: \*  ?

Phone number: \*  ?

## Pass-Through Entity Tax (PTET) Annual Election Web Application

9. Select the Yes option to agree to opt in to the pass-through entity tax (PTET) and then select Continue.

### Acknowledgment

An entity is not required to be subject to the pass-through entity tax (PTET). If it opts in, its election is irrevocable and will remain in effect for the entire year.

The entity must:

- make all payments of tax electronically;
- file an annual PTET return electronically by the due date below (fiscal year taxpayers, see [instructions](#) for additional information); and
- provide certain PTET information to your partners, members, or shareholders.

Due date: **March 15, 2022** ⓘ

I agree to opt in to the pass-through entity tax (PTET) on behalf of the entity and comply with all requirements listed above: \*  Yes  No ⓘ

[Return to Form Selection](#) [Continue](#)

10. Enter in the Physical address on the next page.

### Business Address Information

Below is the address information we have on file.

Please review and update as necessary. When complete, select **Continue**.

We will use the address you provide for PTET only. We will not update any other business address.

If you ever need to update this or another business address we have on file, select the **Services** menu in the upper left-hand corner of your *Account Summary* homepage, then select *Business change of address*.

To change business information other than an address, see [Form DTF-95, Business Tax Account Update \(instructions\)](#).

\* Required field

#### Physical address

For foreign addresses, see [instructions](#).

Attention:

Street address: \*

City: \*

U.S. state or Canadian province:

Zip code or Postal code:

Country:

11. Select the Yes option if the Mailing address is the same as the Physical address and then select Continue. (If the Mailing address is different, select No and then enter in the different address.)

### Mailing address

For foreign addresses, see [instructions](#).

Is the mailing address the same as the physical address? \*  Yes  No

[Back](#) [Continue](#)

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12. On the next page, you will be asked to Review and Verify the information you have entered. When satisfied, select Submit.

### Review and Verify

The transaction is not complete until you select **Submit**. Carefully review all information below and read the eSignature statement. To make changes to your information, select **Edit** in the appropriate box. You will have an opportunity to view and print your information from the confirmation page.

### Acknowledgement

An entity is not required to be subject to the pass-through entity tax (PTET). If it opts in, its election is irrevocable and will remain in effect for the entire year.

The entity must:

- make all payments of tax electronically;
- file an annual PTET return electronically by the due date below (fiscal year taxpayers, see [instructions](#) for additional information); and
- provide certain PTET information to your partners, members, or shareholders.

Due date: **March 15, 2022**

I agree to opt in to the pass-through entity tax (PTET) on behalf of the entity and comply with all requirements listed above: **Yes**

Authorized person:

Social Security number (SSN):

Title:

Phone number:

Edit

### Business address information

We will use the address you provide for PTET only. We will not update any other business address.

This is the physical address you entered:

This is how we will save the physical address, as per the U.S. Postal Service (USPS) guidelines:

The mailing address is the same as the physical address:

This is the mailing address you entered:

This is how we will save the mailing address, as per the U.S. Postal Service (USPS) guidelines:

Edit

### eSignature

By selecting Submit, I understand and agree that I am making and electronically signing and filing this annual Pass-Through Entity Tax (PTET) election on behalf of an eligible S corporation or partnership. I understand that by making this election, I am obligating the entity to file a Pass-Through Entity Tax return for the tax year to which the election applies. I also understand that the 2021 estimated personal income tax payments of the partners, members or shareholders of the entity must be calculated without regard to their 2021 PTET credit, or they will be subject to penalties and interest. Finally, I understand that, once made, the PTET annual election cannot be revoked for the tax year to which it applies, and that I, as the person making this election on behalf of the entity, by that action become jointly and severally liable for the PTET tax obligations of the entity.

I certify, under the penalty of perjury, that:

1. I am an officer, manager or shareholder authorized under the law of the state where the S corporation is incorporated, or under the organizational documents of the S corporation, to make the election; or if the entity is not an S corporation, I am a member, partner, owner, or other individual with authority to bind the entity or sign returns on its behalf as required by the Tax Law; and
2. All information provided herein is true, accurate, and complete and the social security number, and other personally identifying information I have provided, is my own information.

Submit

## Pass-Through Entity Tax (PTET) Annual Election Web Application

13. You will receive a Transaction Confirmation and have the opportunity to print a copy for your records.

### Transaction Confirmation

The New York State Tax Department received your PTET annual election.

- Select **Print** to print this confirmation page for your records.
- Select **File Another Form** to return to the Form Selection page.

14. At the bottom of the Transaction Confirmation page, please note the information provided regarding estimated tax payments.

#### Estimated tax payments

The entity is not required to make 2021 estimated tax payments. However, the entity must notify its partners, members, or shareholders that their 2021 estimated tax payments must be calculated without regard to their 2021 PTET credit. Partners, members, or shareholders who fail to properly compute and pay their estimated taxes will be subject to penalties for underpayment of estimated tax.