

## **Instructions for Completing the New Jersey Pass-Through Business Alternative Income Tax (PTE) Election**

1. To access the NJ Pass-Through Business Alternative Income Tax (PTE) filing and payment service, click [here](#) or copy and paste the below address into your web browser:

https://www1.state.nj.us/TYTR\_BusinessFilings/jsp/common/Login.jsp?taxcode=09

2. Log into the NJ PTE filing and payment service with the following information:
  - Taxpayer ID number\* and password - or -
  - Taxpayer ID number\* and official business name

*\*The taxpayer ID number is the EIN of the business for which you are making the NJ PTE election followed by three zeros.*

3. Select 'PTE Election Form' under the miscellaneous section.
4. Select the correct annual return period dates from the drop-downs menus.
  - **For 2021 Election:**
    - For calendar-year taxpayers, select January 1, 2021 through December 31, 2021.
    - For fiscal-year taxpayers, select the correct beginning and ending months, days, and years. The ending period date should be during 2022.
      - i.e. For fiscal-year taxpayers that have a March year-end, the correct annual return period dates to select are April 1, 2021 through March 31, 2022.
  - **For 2022 Election:**
    - For calendar-year taxpayers, select January 1, 2022 through December 31, 2022.
    - For fiscal-year taxpayers, select the correct beginning and ending months, days, and years. The ending period date should be during 2023.
      - i.e. For fiscal-year taxpayers that have a March year-end, the correct annual return period dates to select are April 1, 2022 through March 31, 2023.
5. Select 'submit.'
6. The taxpayer's general information (taxpayer ID number, name, and address) will automatically populate based on the login credentials.
7. Complete the contact information fields.
8. Select the taxpayer's entity type.
9. Complete the name and title fields to sign the election.\*\*

***\*\*The officer or member who is designated under the law or the entity's organizational documents with the authority to make the election for all members must sign the election.***

10. Upon completion of the PTE Election Form, select 'submit.'
11. Review the accuracy of all information included on the review page.
12. If all information included on the review page is accurate, select 'submit election form.'
13. ***Print confirmation page and email to your WG advisor for proof of the timely-filed election.***