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Metropolitan Commuter Transportation Mobility Tax: Register now and pay later

- The easiest and fastest way to file and pay is through the Tax Department's Online Tax Center.
Once you've registered online, we'll remind you of upcoming due dates by e-mail.

If you don't already have an Online Tax Center account, here's how to create one.

Step 1

- Have your taxpayer ID number (EIN) ready.
Go to the New York State Tax Department's Web site (www.nystax.gov) and click on the Online Tax Center.
Click on the Business Registration button and select Gain access to all available services through the Online Tax Center.

Step 2

- Enter your taxpayer ID.
Check the boxes for the following tax type(s): [Corporation Tax, Sales Tax, and Withholding Tax]
Using the information provided in the chart below, complete the Additional tax information needed section.

Table with 4 columns: Tax type, Form, Liability period ending, Dollar amount. Row 1: Corporation Tax, XX-999, XX, \$ 999.99

Table with 4 columns: Tax type, Form, Tax period, Dollar amount. Row 1: Sales Tax, XX-999, XX, \$ 999.99

Table with 4 columns: Tax type, Form, Payroll date/Quarter & year, Dollar amount. Row 1: Withholding Tax, XX-999, XX, \$ 999.99

- Agree to the terms and conditions, enter the security code displayed on the screen, and click Continue.
Complete your contact information and select a username and temporary password.
Be sure to write them down; you'll need them again.

Step 3

- Now that you've created an account, you should **log in** to the Online Tax Center.
- You'll be asked to change your temporary password to a new password.
- Select *Continue* to set up a secret question and answer, to be used in case you forget your password.

Done

- You're now ready to take advantage of the benefits of the Online Tax Center.
- When you log in to your account in the future, you'll automatically go directly to your page with all available services.
- Remember: your first Metropolitan Commuter Transportation Mobility Tax return and payment are due **November 2, 2009**.

For future reference

Write down your username and password. Keep this letter in a safe place.

Username:

Password: