

TO OPEN AN ELECTIVE PASS-THROUGH ENTITY (ELT) ACCOUNT WITH MASS TAX CONNECT:

1. Go to mtc.dor.state.ma.us/mtc/ to log into your Mass Tax Connect account
2. Select "More..."
3. In the "Access" box at the top right, click on "Add an Account, new location, or New License"
4. Select the first option, "63D Entity Level Tax"
 - a. 63D Entity Level Tax is the *Elective* PTE withholding
 - b. DO NOT select "Pass Through Entity Withholding" as this account is for *mandatory* PTE withholding for non-residents.*
5. Follow the steps to create a PTE Tax Account.
6. Once created, go to the Summary tab. You may need to refresh the tab or wait a day for the new account to appear. Once it does, select "Add Access" to activate the account.

*NOTE: If you already opened a PTE account instead of a 63D ELT account, follow the steps above to first open a 63D ELT account. Then, at the end of the year, once you've filed and paid, you can select "Close Account" under the PTE Tax Account.

Make a payment by selecting the Payment channel – this the payment type (bank/Credit Card):

- Select *Choose* if your bank/credit card information is already in the system
- Select *New* to enter new bank/credit card information

TO PAY THE PTE/ELT TAX SEPARATELY

Under Account, select "make a payment"

Select the type of payment you will be making and the account year you want to apply it to