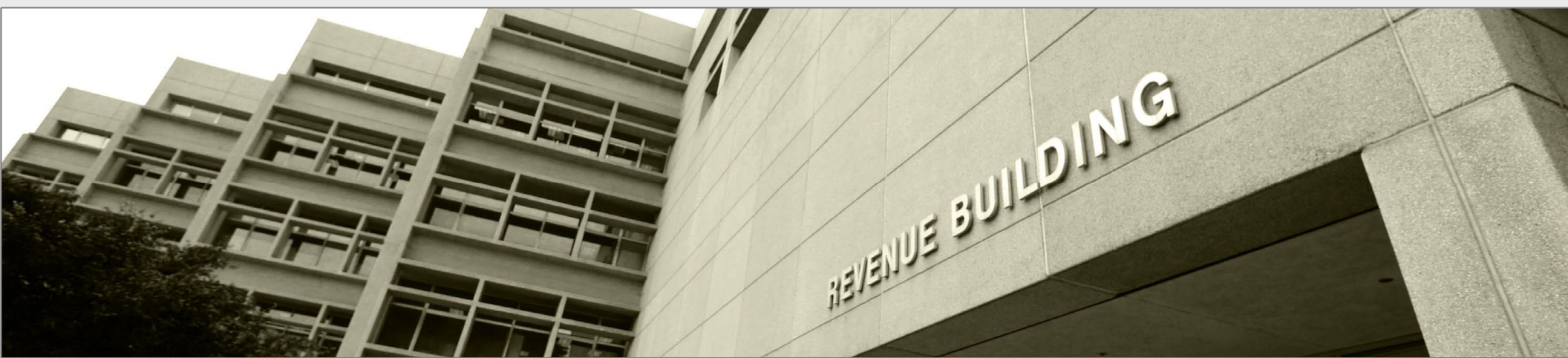


# How to register for PTE-E

(Pass-through Entity Elective tax)

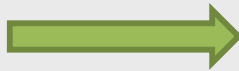


Taxpayers and tax preparers

# Revenue Online

Under register, click,  
"Register for a business  
tax."

(Do not sign in or  
create a new Revenue  
Online account at this  
time.)



 **Register**

Corporate Activity Tax

Vehicle and bicycle tax

Register for a business tax

# Choose the account type

# Name and ID

- Enter the legal name of the Pass-through Entity.
- Entities registering for PTE-E will be a business and use their FEIN to register.

**REGISTRATION**

Account Selection

**+ Select the accounts you want to register for**

<input type="checkbox"/> Bicycle Excise	Taxable bicycle sales by retailers.
<input type="checkbox"/> Heavy Equipment Rental	Taxable equipment rental by rental providers.
<input type="checkbox"/> High Hazard Oil Train	Transporting oil by rail in Oregon by owners.
<input checked="" type="checkbox"/> PTE-Elective	Pass-through Entity Elective Tax
<input type="checkbox"/> Vehicle Privilege	New vehicle sales by dealers.
<input type="checkbox"/> Vehicle Use	New vehicle sales by out-of-state dealers to Oregon residents.

**Select your applicant type**

**Am I a business or an individual?**

Individual **Business**

Legal Name  
Required

ID Type  
Federal Employer ID  
Required


ID  
Required

# What you need to register

Review the list of information you need to continue.

**REGISTRATION**

Requirements

 **What you need to continue**

To complete the registration process, you'll need:

- The mailing address for each account you are registering.
- A valid email address or a current Revenue Online login.
- Pass-through entities that file as a partnership or S corporation or limited liability company electing to be treated as a partnership or S corporation may elect to pay the PTE elective tax for tax years beginning on or after January 1, 2022. The PTE may elect to pay the PTE-E tax if all the member/owners are individuals or are pass-through entities that are owned entirely by individuals. If you have additional questions, please visit our [PTE-E webpage](#).
- Registration is required to make estimated tax payments for the PTE-E tax. Registration does not mean you are making the PTE-E election. The election to pay the PTE-E tax is made when the return is timely filed.

# Taxpayer information

Enter the business name, contact information, and mailing address of the PTE-E.

**Note:** If you have previously registered or filed for another tax program, the taxpayer information and mailing address will be prepopulated. If you wish to change this information, please use the *Business Change in Status Form* available at <https://oregon.gov/dor/forms>

**REGISTRATION**

**Taxpayer Info**

This is the address we have on file for this business. The only way to change this is to contact the Department of Revenue at (503) 378-4988.

**Taxpayer Information**

Name

**Contact Information**

Contact Type

Contact Name

Phone Type  **Required**

**Mailing Address**

Is the address outside of the United States?

Street

Street 2

Unit Type  Unit

City  State  ZIP



# Account contact information

If the account contact information for the PTE-E is different than on the previous screen, answer “yes” and fill in the correct information for PTE-E.

**ACCOUNT INFO**

**PTE-Elective**

☒ **PTE-Elective Registration**

Enter your tax year end date for the first year you expect to file a PTE-E return. The PTE-E tax is filed on a calendar year basis to match up with the individual owners' tax year. The distributive income of the PTE is reported on the owners' federal and Oregon tax returns in the tax year that coincides with the end of the PTE's tax year. All PTEs, whether fiscal or calendar year, will file a calendar year PTE-E tax return to report this income coinciding with the end of their tax year to match the tax year in which the owners report the income from the PTE.

Tax year end

Required

Is this account contact information different than your taxpayer contact information?

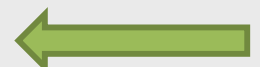
Yes

No

Is this account mailing address different than your taxpayer mailing address?

Yes

No



# Log in or sign up

- If you have a Revenue Online account, click “yes” and enter your username/email and password.
- If you do not have a Revenue Online account, click “no.”

REVENUE ONLINE

Login

Log in or sign up

Do you have a Revenue Online account?

[Associated Login Caption]

Username / Email  
 Required

Password  
 Required

If you receive an error on this screen, please refer to the next slide in this document.



# Registration Error

If you receive an error, you may need to have “Third Party Access” set to “Yes” within your ROL account. To change the setting follow these steps:

- Log in to your ROL account.
- From the main ROL screen, select “Settings” located at the top right.
- Once that page loads, select “Manage additional logins” from under “I Want To” located on the right side of the screen.
- On the next screen, make sure “Accountants or Third-Party Logins” says “Yes” next to “Allow,” if not click on “No” and change to “Yes.”

Log out of your ROL account and begin the registration process again.

Once you have completed registering for the PTE-E tax account, you can change the third-party access back to “No” following the same steps above.

# Third-party access

If you are a third party requesting access for the taxpayer being registered, click “yes” and provide the requested information. Otherwise, proceed by clicking “Next.”

The screenshot shows the 'Business Tax Registration' web interface. The left sidebar contains a navigation menu with the following items: 'REGISTRATION' (with sub-items 'Account Selection', 'Requirements', 'Taxpayer Info'), 'ACCOUNT INFO' (with sub-items 'Instructions', 'PTE-Elective'), and 'REVENUE ONLINE' (with sub-item 'Login'). The 'Login' item under 'REVENUE ONLINE' is highlighted with a blue arrow. The main content area is titled 'REVENUE ONLINE' and contains a 'Login' section. Within this section, there are two questions, each with 'Yes' and 'No' radio buttons. The first question is 'Do you have a Revenue Online account?' with the 'No' button selected. The second question is 'Are you a third party requesting access to the taxpayer being registered?' with the 'No' button selected. A green arrow points to the 'No' button for the second question. Below the questions is a link: '? Examples - Who should use third-party access?'. At the bottom of the form are three buttons: 'Cancel', '< Previous', and 'Next >'.

# Register for Revenue Online

To create a Revenue Online account:

- Provide your contact information.
- Create a password.
- Choose a secret question and answer.

**REVENUE ONLINE**

Sign Up

Please fill in all of your information to sign up for a Revenue Online account. You must create an account to file returns or make payments.

Contact Information	Password & Security Question	Authentication
Email - This will be your username. <input type="text" value="Required"/>	<a href="#">? Password</a> <input type="text" value="Required"/>	Provide your phone or email here. We will send you an authentication code to validate your identity.
Verify Email <input type="text" value="Required"/>	Verify Password <input type="text" value="Required"/>	<b>Email Authentication</b> <input type="checkbox"/> Use my login email
First Name <input type="text" value="Required"/>	Secret Question <input type="text" value="Required"/>	Email <input type="text" value="Required"/>
Last Name <input type="text" value="Required"/>	Secret Answer <input type="text" value="Required"/>	Verify Email <input type="text" value="Required"/>
Phone Type <input type="text" value="Required"/>	Confirm Answer <input type="text" value="Required"/>	<b>Text Message Authentication</b>
Phone Country <input type="text" value="USA"/>		Wireless Carrier <input type="text" value="Required"/>
Phone Number <input type="text" value="Required"/>		Wireless Country <input type="text" value="USA"/>
		Wireless Phone Number <input type="text" value="Required"/>

# Authentication

Provide an email address or wireless phone number to receive an activation code to validate your account.

**REVENUE ONLINE**

**Sign Up**

Please fill in all of your information to sign up for a Revenue Online account. You must create an account to file returns or make payments.

Contact Information	Password & Security Question	Authentication
Email - This will be your username. <input type="text" value="Required"/>	<a href="#">? Password</a> <input type="text" value="Required"/>	Provide your phone or email here. We will send you an authentication code to validate your identity.
Verify Email <input type="text" value="Required"/>	Verify Password <input type="text" value="Required"/>	<b>Email Authentication</b>
First Name <input type="text" value="Required"/>	Secret Question <input type="text" value="Required"/>	<input type="checkbox"/> Use my login email
Last Name <input type="text" value="Required"/>	Secret Answer <input type="text" value="Required"/>	Email <input type="text" value="Required"/>
Phone Type <input type="text" value="Required"/>	Confirm Answer <input type="text" value="Required"/>	Verify Email <input type="text" value="Required"/>
Phone Country <input type="text" value="USA"/>		<b>Text Message Authentication</b>
Phone Number <input type="text" value="Required"/>		Wireless Carrier <input type="text" value="Required"/>
		Wireless Country <input type="text" value="USA"/>
		Wireless Phone Number <input type="text" value="Required"/>

# Information verification

If the information is correct, click submit. If not, use the menu on the left to make the necessary corrections.

The screenshot shows the 'Business Tax Registration' page with a left-hand navigation menu and a main summary area. The navigation menu includes sections for REGISTRATION, ACCOUNT INFO, and REVENUE ONLINE, with 'Summary' highlighted. The summary area displays registration details for 'PTEE BUSINESS 10'.

Business Tax Registration	
Home > Business Tax Registration	
Web Registration	
<b>REGISTRATION</b>	<b>SUMMARY</b>
Account Selection	Name : PTEE BUSINESS 10
Requirements	ID : **-***6789
Taxpayer Info	Mailing address : 955 CENTER ST NE SALEM OR 97301-2555
<b>ACCOUNT INFO</b>	Account : PTE-Elective
Instructions	PTE-Elective Account : 1/1/2022 commence
<b>REVENUE ONLINE</b>	Revenue Online login : ptee10@mail.com
Login	
Sign Up	
Summary	
Cancel	< Previous Submit

# Confirmation

- If you would like a printable confirmation of your registration, click “Printable View.”
- If you are finished, click “OK.”

**Confirmation**

Home > Business Tax Registration > Confirmation

**Confirmation**

Thank you for your submission. Your confirmation number is 0-952-647-680. We are sending you a confirmation email. Please check your spam folder if you don't see it. You can file returns and make payments for these accounts by logging in to Revenue Online.

Printable View

OK

**Survey**


We value your feedback! Please take a moment to fill out our brief survey on your experience. Typically, the survey will take 2-3 minutes to complete. We actively use feedback to constantly improve our delivery and provide you with the best possible service.


Take the survey




# Survey

Please take a moment to fill out our brief survey on your experience.

 **Confirmation**


 Home > Business Tax Registration > Confirmation

 **Confirmation**

Thank you for your submission. Your confirmation number is 0-952-647-680. We are sending you a confirmation email. Please check your spam folder if you don't see it. You can file returns and make payments for these accounts by logging in to Revenue Online.


[Printable View](#)

[OK](#)

 **Survey**


We value your feedback! Please take a moment to fill out our brief survey on your experience. Typically, the survey will take 2-3 minutes to complete. We actively use feedback to constantly improve our delivery and provide you with the best possible service.

[Take the survey](#)



# Print

A confirmation of your registration is available to print for your records.

	<b>Oregon</b> Kate Brown, Governor	<b>Department of Revenue</b> 955 Center St NE Salem, OR 97301-2555 <a href="http://www.oregon.gov/dor">www.oregon.gov/dor</a>
Date: June 06, 2022		
<b>Registration Information</b>		
Customer Name: PTEE BUSINESS 9 FEIN: XX-XXX4567 Toll Free: (800) 555-3456 Mailing Address: 955 CENTER ST NE SALEM, OREGON 97301-2555		
<b>Account Information</b>		
<b>Pass Through Entity Elective Account</b> Commence: 01-Jan-2022		
<b>Revenue Online Login</b>		
Login: ptee9@mail.com Name: FIRST LAST Phone: (503) 444-5678		

# Questions?

If you have additional questions, please contact:

Email: [BusinessAlternative.IncomeTax@dor.oregon.gov](mailto:BusinessAlternative.IncomeTax@dor.oregon.gov)