Dear Requestor,

As a part of the State House Commission approval process, we now need you to provide a Tax Clearance Certificate through the Premiere Business Services Site. If you already have an account set up with the Premier Business Services through MyNewJersey, you can connect via https://www16.state.nj.us/NJ_PREMIER_EBIIZ/jsp/home.jsp and proceed to Existing Users. Section B provides guidance on adding your business after you get the MyBusiness account open. If you have not set up a MyNewJersey account, then please start with the instructions below in Section A.
Open an Account

What you’ll need:
1. Your Contact Information
2. Your myNewJersey Logon ID and Password (if you have a myNewJersey Log-on)

Get Started

Open an Account - Let's Get Your Information

User Information

Title
Mr.

First Name
John

Last Name
Smith

Mailing Address

Mailing Address Line 1
PO Box 600

Mailing Address Line 2

City
Trenton

State
New Jersey

Zip/Postal Code
08625
(Example: 07011)
Link Premier Business Services to Your New Jersey Logon ID

Please Answer the Following:

Do you have a myNewJersey Logon ID?
- Yes
- No

Please Provide the Following:

Choose a myNewJersey Logon ID *

Choose a myNewJersey Password *

Retype the Password *

Choose a Challenge Question *

Choose a Challenge Answer *
Why Do I Need a myNewJersey Logon ID?
Here are answers to common questions.

What is myNewJersey? It’s a system that uses a single ID to let you access many services.

Why do I need myNewJersey to use Premier Business Services? Premier Business Services is the system that lets you work with information about your company. myNewJersey is the system that logs you in, or “authenticates” you, to be able to access that system and any other services you’re authorized to use.

How does myNewJersey help me? It lets you access all of your information without having to remember separate account IDs and passwords for each service. Plus, you only have to log in once each “session” (each time you need any one of the services). You can access any other service during that same session, without having to log in again.

Do I have to do this each time? No, you only have to request access to Premier Business Services once, and you only have to link it to your myNewJersey account once. Each time you need to use Premier Business Services in the future, just use your myNewJersey ID and password to log in and you’ll be taken to your Premier Business Services information. Creating more than one myNewJersey account is unnecessary and will cause confusion for you later.

Section B  Linking your Business to your MyNewJersey account.

Add a Business to My Account

To Complete this process you must:

1. Enter your Business Information.
2. Read and Agree to the Agreement/Terms Of Use.
3. Confirm the Information Associated with this Business.

What you’ll need:

1. Federal EIN plus State Suffix
2. The Name of the Business
3. A PIN Provided by The State of New Jersey
   OR
   Business Type, Year in Which You Began Business Operations in NJ, and Zip/Postal Code at which You Receive Tax Notices and Forms

Definitions

- Federal EIN plus State Suffix
  The 12 digit number you used to register for taxes. This will typically be your Federal Employer Identification Number plus State Suffix.

- PIN
  Any valid PIN issued by the State of New Jersey Division of Taxation or the Division of Revenue. For instance, your quarterly wage reporting (W2/3 or NJ127) PIN can be used. If you do not know your PIN, check with the Chief Financial Officer or Accountant for your firm who should be able to provide this information.

- Note on Entering Secondary Business Information (Business Type, Year in Which You Began Business Operations in NJ, and Zip/Postal Code at which You Receive Tax Notices and Forms)
  If you do not have a PIN, for security reasons, we request the secondary business information listed above. To get this information, please contact...
Once you have logged in, you want to navigate to Premier Business Services.

Once you do that, you need to click on “add a business”. When entering the information, you need to enter it like this:

ID 123456789000, Business Name and the Pin # (preferred method, the staff at the site can issue them via phone or email). DON’T ENTER ANY INFO BEYOND THAT (you won’t need to because you used the PIN) Click continue. It will let you know if the business was added successfully. If it was, you click on home, and look for the “tax and revenue” center link in the middle of the page. Scroll down to where it says “business incentives tax clearance” and click on that. Choose the correct agency, download and print. There is no fee. I’ve attached some screenshots as well for your reference.

A common issue that arises is when the taxpayer receives the message that the business has already been added to another account.

If you have that issue, you will need to email Integrated-Registration.Admin@treas.nj.gov and tell them you are trying to add a business to your PBS account but it’s telling you that it’s already been added to another PBS account and could they reset the account. In the email you should provide the following information for the business:

Taxpayer ID#
Business name
Owner’s name
Business address
PBS User Logon you’re using

Premiere Business Services phone # is 609-292-5503 for pin #s and their email address is businessassistancetc.taxation@treas.nj.gov.

Section C

you click on home, and look for the “tax and revenue” center link in the middle of the page. Scroll down to where it says “business incentives tax clearance” and click on that. Choose the correct agency, download and print. There is no fee. I’ve attached some screenshots as well for your reference.
Tax Services

(Please select tax)  CORPORATION BUSINESS TAX

Note: "File" and "Pay" buttons appear for a selected tax only if New Jersey offers an online service option for submitting a filing or payment for that tax. If one of the buttons does not display for a selected tax, click on the "General Tax Information" button for general instructions and forms applicable to the filing or payment action you wish to complete. As new online filing and payment services become available, we will make them available to you automatically.

- View History of Filing and Payment
- File
- Pay
- General Tax Information

Business Incentive Tax Clearance

- Business Incentive Tax Clearance

DEP License Tax Clearance

- DEP License Tax Clearance

**IMPORTANT NOTE to CORPORATION**

Corporations seeking a Tax Clearance for the purpose of dissolution, merger, withdrawal or reauthorization must submit Form A-5088-TC with payment of a $25.00 fee to Division of Taxation, PO Box 269, Trenton, NJ 08695-0269.
You are eligible to receive a Business Incentive Tax Clearance certificate. You may immediately print the clearance certificate.

Please select the State Issuing Agency from the list below and download clearance letter. The clearance letter is valid for 180 days from the date of issuance.

*Please note: If you require a Business Incentive Tax Clearance certificate for the Economic Development Authority, ALL related parties that may benefit from the grant, loan, loan guarantee, or other monetary or financial benefit will need to print their own clearance certificate.

All questions regarding the status of a grant, loan, loan guarantee, or other monetary or financial benefit should be directed to the State Issuing Agency.

If you encounter problems printing your Business Incentive Tax Clearance certificate please contact the Division of Taxation’s Business Assistance Tax Clearance Unit at: BusinessAssistanceTC.Taxation@treas.nj.gov

Download Clearance Letter
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