

NEW OHIO PTE REGISTRATION PROCESS

This notification applies to pass-through entities/ tax preparers filing an IT 1140, IT 4708, or IT 1041 for the first time for tax year 2019 (a “new PTE filer”).

Beginning in January 2018, the Ohio Department of Taxation began processing PTE returns and payments using a new computer system. This new system registered and created an account for a new PTE filer upon receipt of their first PTE return. However, PTEs often begin making estimated payments in advance of filing a PTE return.

In order to better link IT 1140, IT 4708 and IT 1041 estimated payments to the appropriate account, the Department has prescribed a registration form, found [here](#). The new registration form allows the Department to create accounts for new PTE filers in our system, ensuring that the PTE has an account from the beginning and that payments are properly credited to subsequently filed returns.

New PTE filers should send in the registration form prior to or along with your first estimated payment and universal payment coupon (UPC). If you are a new PTE filer, but have already made an estimated payment, please provide the [registration form](#) as soon as possible.

Send all completed registration forms to:

Ohio Department of Taxation
Employment Tax Division
Pass Through Entity Section
PO Box 2476
Columbus, OH 43216-2476
eFax: 206-984-1685
e-mail: pass-throughentity@tax.state.oh.us