E-NIZ Report Filer Application

User Guide

Date: **November 2023**

Version 1.0

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Getting Started

Welcome! This guide is intended for taxpayers and tax preparers to help guide you through filing a yearly City of Allentown NIZ tax report via the E-NIZ Report Filer web application. This guide describes how to access the application and use it, including how to:

- **Access the application**, register for first use and sign in.
- **Create a filing profile** to store the filing details about your business.
- **Create an E-NIZ tax report**, complete it, and electronically submit it.
- **Access the Settings menu** to manage your password, security question, and mobile phone number used for verification, and log out of the application.

Contacting Support

For questions or issues regarding the use of the E-NIZ Report Filer web application, contact support by sending an email to: NIZReporting@allentownpa.gov.

For questions regarding report compliance, direct your questions to ANIZDA's Compliance contact at allentownnizcompliance@four-score.com or 484-951-1289.

E-NIZ Report Filer Application Overview

The E-NIZ Tax Report Filer application is a web-based application that automates the completion and electronic submission of an E-NIZ tax report to the City of Allentown.

To access the application, go to https://nizfiling.allentownpa.gov and click the link to launch the E-NIZ Report Filer application.

Follow the instructions in this guide to **Register for Use** and **Sign In & Verify Your** Identity**.** Once you have successfully signed in, the main application window appears, with the following options available.

Click the **My Profiles tab** to manage your filing profile(s).

Important:
You must **Create a Profile** first before you can file an E-NIZ tax report.

The first time you access the application, the system will guide you to this page.

Use the **My Tax Report tab** to start a new E-NIZ tax report, complete the required prompts, and submit to the City of Allentown electronically.

When you **Create an E-NIZ Tax Report**, the app will guide you through the prompts.

You can view all of the NIZ tax reports that you have submitted over time from this tab.

Click the **Person icon** to access the Settings menu to

- **Change your password**
- **Change your security question**
- **Change the mobile phone number** used for verification code sending,
- **Log out**

Click the **Question Mark icon** to access the User Guide.

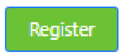
Accessing the E-NIZ Report Filer Application

To access the application, go to https://nizfiling.allentownpa.gov and click the link to launch the E-NIZ Report Filer application.

Tip: If this is the first time you are accessing the app, you must first register and create a user account and password. See the **Register for Use** section for instructions. Otherwise, follow the instruction in **Sign In & Verify Your Identity** below.

Register for Use

The first time you access the application, you must register for use. Follow these steps to register:

1. Click the green 

button from the Welcome page. The Register form appears.
2. Enter your registration information
    a. In **Name**, enter your first and last name,
    b. In **Email**: enter your email address (which will be used as your account name).
    c. In **Password**: enter a strong password (defined as at least 8 characters, at least one lower and one upper case letters, at least one number, and at least one special character).
    d. In **Confirm Password**: retype the value you entered in Password.
    e. In **Mobile number**: enter your mobile number if you'd like the option to have login authorization codes texted to you,
    f. In **Security Question**: choose a security question from the drop down list (used to confirm your identity if you forget your password),
    g. In **Security Answer**: answer the question.
    h. In **Confirm Security Question**: retype the value you entered in Security Question Answer.
3. Click **Register**. The app prompts you to authenticate with your new username and password, and then guides you through creating a profile (see **Create a Profile**).

Sign In & Verify Your Identity

1. In **Username**, enter the email you registered with and click **Continue**.
2. In **Password**, enter your password and click **Login**.
   Tip: If you forgot your password, click **Forgot Password** to reset it.
3. Select an authorization code destination (your email address or your mobile number if you added it when registering), and click **Send Code**.
   Tip: You can click **Resend Code** if you do not receive the code (wait several minutes).

4. In **Authorization Code**, enter the code that arrives via your selected destination method (email or text).
5. Click **Verify**. The application opens.

What's Next?

If this is the first time you accessed the application, the application opens with the **Add a Profile** page open ready for you to create a profile, which you must add before you can file an E-NIZ tax report. See **Create a Profile** for step by step instructions.

Otherwise, the application opens with the **My Tax Forms** and **My Profiles** tabs visible. Use the **My Profiles** tab to create a filing profile (see **Using the My Profiles Tab** section for instructions). Use the **My Tax Forms** tab to file a tax report (see **Using the My Tax Reports Tab** section for more information).

Forgot Password

If you forget your password, you can request a link to reset your password. Follow these steps:

1. On the Welcome page, enter your account name. The password prompt appears.
2. Click the **Forgot Password** link below the password prompt. A message appears informing you that an email has been sent to the email address used as your account name with instructions. You can close the browser window.
3. Click the Forgot password link embedded in the email that you receive in your inbox. The reset password page appears.
4. Answer the security question (which you defined during the registration process), and click **Continue**.
5. In **Password**, enter a new password.
6. In **Confirm Password**, retype the new password.
7. Click **Reset**. A message appears directing you to the application's Welcome page, so that you can authenticate using your new password.

Using the My Profiles Tab

My Profiles Overview

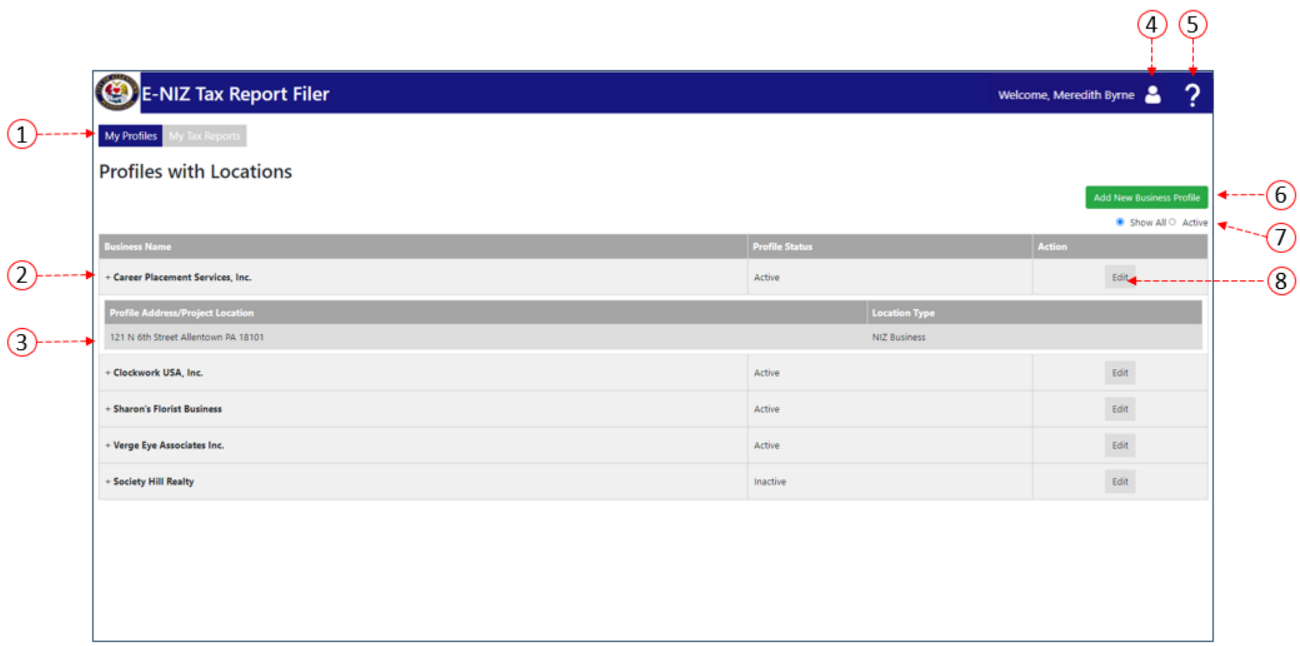
My Profiles is the place to view, add, edit or inactivate a taxpayer's filing profile.

You must create a profile for your business or parcel **before** you can file an E-NIZ tax report. The profile stores all of the business information for a taxpayer's business or parcel, and uses that information to auto populate the E-NIZ tax report business info prompts when you create a tax report, so that you do not need to re-key the information from year to year.

Do I Need to Create More than One Profile? Create a profile for each tax paying business entity. For the majority of taxpayers, you only need to create one profile. If your business entity has multiple NIZ locations, or your business worked on multiple NIZ projects, or you own multiple NIZ parcels, add each NIZ address or project location to your profile.

Are You a Tax Preparer Filing for Multiple Businesses? Create a profile for each tax paying business entity.

Here is an illustration of the My Profiles page, outlining its functionality:



Description of the callouts:

1. **Navigational Tabs:** Click the **My Profiles** tab to navigate to the My Profiles page.
2. **My Profiles List:** Displays a list of all the profiles you have defined.
3. **Profile Address/Project Location sub list:** Displays all of the locations that you have added to your profile. If your business has multiple NIZ locations, or you worked on multiple NIZ projects, or you own multiple NIZ parcels, those locations are displayed here. Click the + to expand and show the location(s), and click – to hide them.

4. **Settings Menu:** Click the Person icon to expose the Settings menu. You can change your password, mobile number, or security question and answer from this menu, or log out of the application.
5. **Help Menu:** Click the Question Mark icon to launch the user guide in a separate browser tab.
6. **Add New Business Profile Button:** Click the green **Add New Business Profile** button to open the Add a Profile window and add a new profile.
7. **Show All or Active Toggle:** Click Show All to show all (both active and inactive) profiles that you have created. Click Active to show only active profiles.
8. **Edit Button:** Click the Edit button to edit the information within a profile.

Create a Profile

1. Click the **My Profiles** tab.
2. Click Add New Business Profile. The Add a Profile form appears.
3. Complete each section:
    a. In **Filer Details**: enter the Legal Business Name, the Doing Business As/Trade Name, and describe the business as the prompt directs. **Note:** Filer Profile Status automatically defaults to Active.
    b. In **NIZ Locations**: add an address for each location or parcel owned by the business that is located in the NIZ. If you are a contractor that performed work for project(s) within the NIZ, add each NIZ project address. Use the **Add** button to add a new row for any additional NIZ address or project location.
    c. In **Business IDs**:
        i. **FEIN:** Add the nine-digit **Federal Employer Identification Number (FEIN)** assigned to your business by the IRS in the following format: XX-XXXXXXX. Your FEIN will be used to code and identify the NIZ tax reports you submit via this application within the Department of Revenue. You must enter a FEIN if it has been assigned to your business entity. If you do not possess a FEIN, you must enter an SSN in the Social Security Number prompt.
        ii. **SSN:** Add your nine-digit **Social Security number** as an identifier of your business entity in the following format: XXX-XX-XXXX. Your SSN will be used to code and identify the NIZ tax reports you submit via this application within the Department of Revenue. At a minimum, either FEIN or SSN is required for identification. You can enter both a FEIN and an SSN for identification.
        iii. **Secondary SSN:** Optionally, add a Secondary SSN if your business or parcel is owned by more than one entity. You can leave this prompt blank if there is no secondary SSN associated with your business entity.
        iv. **Business License ID:** Add your Allentown Business License ID associated with your business entity if you have been assigned a business license by

the City of Allentown. The ID begins with two characters that identify the type of business entity, followed by a hyphen and five digits (QW-12345). If you have not been assigned a business license number, you can leave this prompt blank.

Note: If you have not been assigned a business license number for your business, please contact the City of Allentown's Revenue and Audit Department at 610-437-7506 to obtain a license.

d. In **Taxpayer Name & Contact Information**: add the name, telephone, and email of the primary taxpayer, and, optionally, the name, telephone and email of an additional taxpayer.

4. Click **Create**. The profile is added to the My Profiles list.

Edit a Profile

1. Click the My Profiles tab.
2. Click the **Edit** button next to the profile you want to update in the My Profiles List. The Add/Edit Profile window appears.
3. Update values in the Details, NIZ Location, Business ID or Taxpayer Name & Contact sections of the window.

   Tip: To add an additional location to a profile, click the **Add** button in the NIZ Locations section. A new location row is added to the list.
4. Click **Save** to save the updates.

Inactivate a Profile

You can inactivate a profile if the business has ceased to operate for more than a year, and you no longer need to file an E-NIZ tax report for the business. Once inactivated, the business drops off of the My Profiles list, and is no longer available for selection when filing an E-NIZ tax report.

1. Click the **My Profiles** tab.
2. Click the **Edit** button next to the profile you want to update in the My Profiles List. The Add/Edit Profile window appears.
3. In the Filer Profile Status prompt (located at the top right of the window), select the drop-down arrow. Select **Inactive**.
4. Click **Save**. The profile is no longer visible from the My Profiles list

   Tip: Click the Show All option from the My Profiles list to view and edit inactive profiles.

Using the My Tax Reports Tab

My Tax Reports Overview

My Tax Reports is the place to view a list of your tax reports over time.

You can use this page to create a new NIZ tax report, edit a NIZ tax report in draft status, or create an amended NIZ tax report. You can also view any documents that you have attached to a tax report.

Important: You must first create a profile for your business or parcel **before** you can file an E-NIZ tax report. See **Create a Profile** for instructions.

Here is an illustration of the My Tax Reports page, outlining its functionality.

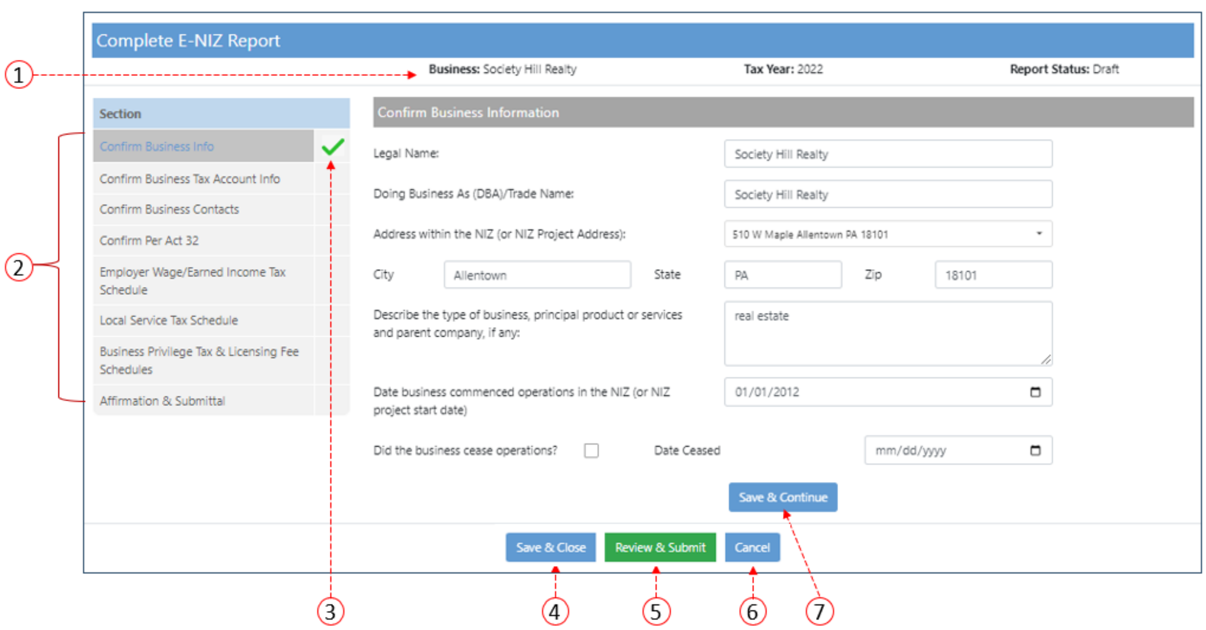
Description of the callouts:

1. **Navigational Tabs:** Click the **My Tax Reports** tab to navigate to the My Tax Reports page.
2. **My Tax Reports Information Area:** Displays an instructional message, informing you that you need to create and submit a separate E-NIZ tax report for each NIZ business, parcel, or NIZ project location.
3. **My Tax Reports List:** Displays a list of all the tax reports you have created, along with identifying information. The NIZ tax reports that you have created are listed alphabetically by legal business name and submit status (Draft or Submitted). Reports in draft status are highlighted as a visual reminder to edit and complete the report.

4. **Settings Menu:** Click the Person icon to expose the Settings menu. You can change your password, mobile number, or security question and answer from this menu, or log out of the application. See **Settings Menu** for more information.
5. **Help Menu:** Click the Question Mark icon to launch the user guide in a separate browser tab.
6. **Show Drafts/Show All Toggle:** Click **Show All (**default) to show all tax reports that you have created (Draft and Submitted). Click **Show Draft Reports** to show tax reports in draft status only.
7. **Start New Report Button:** Click the green **Start New Report** button to open the Complete an E-NIZ Report series of prompts. These windows step you through completing the NIZ tax report. See **Create an E-NIZ Tax Report** for instructions.
8. **Edit/Delete Buttons:** Click Edit to edit a draft report. Click Delete to delete a draft report.
9. **View/Amend buttons:** Click View to view a submitted report. Click Amend to amend the submitted report.
10. **Form Icon:** Once you have submitted your report, a PDF Icon appears. Click the icon to view a printable version of the submitted report in a browser window.
11. **Document Icon:** Click the Document Icon to view any documentation that you uploaded to attach with your E-NIZ tax report.

Complete E-NIZ Report Page Overview

When you click the Start New Report button from the My Tax Reports page to start a new report, the **Complete E-NIZ Report** form appears to guide you through the process. Here is an illustration of the Complete E-NIZ Report page, outlining its functionality. See **Create an E-NIZ Tax Report** for step by step instructions.



1. **Information Area:** Displays the name of the business for which you are filing, the tax year, and the current status of the report (Draft or Submitted).
2. **Left Navigation Pane:** enables you to navigate between and complete each section of the form.
3. **Green Check Marks:** indicate that a section has been saved and completed.
4. **Save & Close Button:** closes the form, and saves the report in draft status.
5. **Review & Submit Button:** available once you have completed each section and marked in the left pane with a green check mark. Allows you to review all the prompts you have answered on a single page. Once you review, you can click Submit at the bottom of the review page to submit the form to the City of Allentown. The report's status is updated to "Submitted" and it can no longer be edited. If a change must be made to the report, create an Amendment (see Create an Amended Tax Report for instructions).
6. **Cancel Button:** closes the form without saving any changes.
7. **Save and Continue Button:** saves the information within the individual section and advances you to the next section.

Create an E-NIZ Tax Report

Important: You must first create a profile for your business or parcel **before** you can file an E-NIZ tax report. See **Create a Profile** for instructions.

To create a tax report, complete the following steps:

1. **From the My Tax Reports page,** click Start New Report.
2. **Choose Filer Type:** From the **Select Filer Type prompt**, choose the type of business for which you are filing (NIZ business, NIZ parcel, NIZ project, or Arena business).
3. **Choose Legal Name and Location:**
    a. From the **Select Legal Name prompt:** Select the name of the business, project, or parcel from the drop down list.

       Tip: If you do not see the name of the business for which you want to file, click the Add button to navigate to My Profiles and add a new profile.

    b. From the **Select Location prompt**: Select the location for which you are filing.

       Tip: If you do not see the business or project location for which you want to file, click the Add button to open the Add a Profile window and add the new location to the profile associated with the selected business.
4. **From the Complete E-NIZ Report page**: This form guides you through each section of the report.
    a. **Review and Confirm the Business Info Section:**
        i. Review the business name, DBA, and address defaulted from the profile.
        ii. Enter any changes (changes will be saved back to the profile).

iii. Click Save & Continue to move to the next section.

b. **Review and Confirm the Business Tax Account ID Section:**

i. Review the Tax IDs that appear defaulted from the profile.

ii. Enter any changes (changes will be saved back to the profile).

iii. Click Save & Continue to move to the next section.

c. **Review and Confirm Taxpayer Contact Info Section:**

i. Review the taxpayer contact info that appears, defaulted from the profile.

ii. Enter any changes to save back to the profile.

iii. Click Save & Continue to move to the next section.

d. **Confirm Act 32 Status**:

i. Indicate whether the business elected to file a combined return per Act 32. If Yes, identify the filing County, and enter the name of the local tax collector, and click **Save & Continue**. If No, then click **Save & Continue** to move to the next section

e. **Enter Employer Wage Tax Schedule:**

i. **In Colum B:** enter the portion of local wage/earned income tax that was withheld/paid for Allentown residents.

ii. **In Column C:** enter the portion of local wage/earned income tax that was paid/withheld for non-Allentown residents.

iii. **In Column D:** enter the total refund amount received.

iv. **Column A:** the total amount of Local wage/earned income tax withheld/paid will default, based on the values you added in columns B, C, and D.

v. Click **Save & Continue** to confirm and move to the next section

f. **Enter Local Service Tax Wage Schedule:**

i. **In Column A:** enter the total Local Service taxes withheld/paid within Allentown Consolidated.

ii. **In Column B:** enter the total local service taxes withheld/paid within the NIZ.

iii. **In Column C:** enter total refunds received within Allentown Consolidated.

iv. **In Column D:** enter total refunds received with the NIZ.

v. Click **Save & Continue** to confirm and move to the next section.

g. **Enter Business Privilege and Business License Fee Schedule**:

i. **In Column A/B: In A,** enter the business privilege tax payments paid to Allentown Consolidated. **In B**, enter the amount paid for locations specifically within the NIZ.

ii. **In Column C/D: In C,** enter the business privilege tax refund received within Allentown Consolidated. **In D**, enter any refunds received for NIZ location(s).

iii. **In Total Allentown Business License Fees Paid:** Enter the total Business License fees remitted to the City of Allentown and the number of business locations.

iv. Click **Save & Continue** to confirm and move to the next section.

h. **Affirm & Submit the Report:**

i. **Affirm:** In **Signature**, type in the name of the taxpayer to serve as an electronic signature. Enter the taxpayer's first and last name.

ii. **Add Tax Preparer Contact Information:** If the tax preparer is different than the taxpayer, enter the tax preparer's first and last name, phone number, and email.

iii. **Attach Documentation:** click the Browse button to navigate and attach any tax information that you want to include with your NIZ tax report.

iv. **Review your answers:** When complete (and all sections display a green checkmark in the left pane), click the **Review & Submit** button to review your answers and submit the data. All of your answers will be presented on a single page for review, with the Submit button visible at the bottom of the page.

v. **Submit:** When complete (and all sections display a green checkmark in the left pane), click the **Submit** button at the bottom of the review page. A confirmation message appears, along with a confirmation number, and you are returned to the My Tax Reports list. The date/time you submitted the form, the confirmation number will appear in the list, along with a status of "Submitted".

Navigation Tips:

Use the Left Pane of the Complete E-NIZ Report Page to Toggle Between Sections: You can click the name of the section in the left pane to return and review your answers and make any changes prior to submitting the report. To visually indicate which sections are completed, a green check mark appears next to each completed section name.

Save as a Draft: At any time during tax report creation, you can click the **Save & Close** button, located at the bottom left of the of page. The system saves any changes made across sections, closes the report window and returns you to the My Tax Forms page, with the report assigned a status of "Draft".

Important: Draft status indicates that the report is **not complete,** and you must click revisit it to complete the required prompts and submit the report.

Edit a Tax Report

Tip: You can edit tax reports in Draft status only.

1. **From the My Tax Reports page,** click Edit next to the report that you want to edit. The Complete an E-NIZ Tax Report page opens.
2. Use the left navigation pane to toggle between sections.
3. Click **Save & Continue** to save any updates. A green check mark will appear in the left pane next to a section once it is completed.
4. Click **Save & Close** to save and exit, or **Review & Submit** once all sections have been completed.

Important: Once a report has been submitted, you must create an Amended report to make any changes. See the **Create an Amended Tax Report** section for step by step instructions.

View Documents Attached to a Tax Report

From the My Tax Reports page, click the document icon. Any document that you attached to the tax report will appear for review in a separate browser window.

View a Submitted Tax Report

Once you have submitted a tax report, it is available to view or print from the My Tax Reports page.

From the My Tax Reports page, click the **PDF icon**. The form opens in a browser window for review and/or print.

Important: Once you have submitted a tax report, you can no longer make changes to it. If you need to make changes, see the **Create an Amended Tax Report** section for instructions.

Create an Amended Tax Report

If you have already completed and submitted a tax report and need to change values, or the City of Allentown has asked you to create an amended tax report, follow these steps.

1. **From the My Tax Reports page,** click Amend next to the submitted report that you want to amend. The "Complete an E-NIZ Tax Report" window opens, with submitted values in each section ready for edit.
2. Use the left navigation pane to toggle between sections.
3. Click **Save & Continue** in each section to save any updates. A green check mark will appear in the left pane next to a section once it is completed.
4. **Review your answers:** Use the left pane to revisit and review each section's information.
5. **Submit the Amended Report:** When complete (and all sections display a green checkmark in the left pane), click the **Submit** button. The amended report is submitted to the City of Allentown, the form closes and returns you to the My Tax Reports list. The

amended report appears in the My Tax Report list with a Report Type of "Amendment" and status of "Submitted".

Tips: **Save your Amended Report as a Draft:** You can click **Save & Close** if you need to save the information and return later to complete.

Attach Documentation to the Amended Report: click the Browse button in the Affirm and Submit section to navigate and attach any tax information that you want to include with your NIZ tax report.

Settings Menu

Access the Settings menu by clicking the Person icon located in the upper right corner of the application, next to your name. The Settings menu allows you to:

- Reset your password
- Reset your security question and answer
- update your mobile number
- Log out of the application

Reset Password

If you would like to change your password while logged into the application, follow these steps:

1. Log into the application.
2. Click the Person icon located in the upper right, next to your name. A menu appears. Select **Reset Password**.
3. In **Current Password**, enter your password.
4. In **New Password**, enter a new password.
5. In **Confirm Password**, retype the new password.
6. Click **Save** to save the new password. Click the **Home** button to return to the main window.

Reset Security Question

If you would like to change the security question and answer used to verify your identity if you forget your password, follow these steps:

1. Log into the application.
2. Click the **Person icon** located in the upper right heading, next to your name. A menu appears. Select **Change Security Question**.
3. In **Current Password,** enter your password.
4. In **Update Question**, select a new question.
5. In **Answer**, enter in your new answer.
6. In **Confirm Answer**, reenter your new answer
7. Click **Save** to save the new security question and answer. A success message appears in the upper left corner of the window.
8. Click the **Home** button located in the upper right corner to return to the main window.

Add or Update Mobile Number for Verification

If you would like to add a mobile number that the application can use to text a verification code to you during the authentication process, or update the mobile number you added during the registration process, follow these steps:

1. Log into the application.
2. Click the Person icon located in the upper right heading, next to your name. A menu appears. Select **Maintain Contact Info**.
3. In **Mobile Phone**, add a mobile number, or update the existing mobile phone number.
4. Click **Save**. A success message appears in the upper left corner of the window.
5. Click the **Home** button located in the upper right corner to return to the main window.

Log Out

1. Click the Person icon located in the upper right heading, next to your name. A menu appears.
2. Select **Log out**.