



E-NIZ Tax Report Filer

QUICK REFERENCE

Compliance Question?

Direct questions to allentownnizcompliance@four-score.com or call 484-951-1289

Question or Issue Using the App?

Click to open the user guide. Report issues to NIZReporting@allentownpa.gov

Access the E-NIZ Tax Report Filer App

Welcome! Open a browser window, and use the following URL to access the (QA) app.

<https://nizfiling.allentownpa.gov>

First Time Accessing the App?

1. Click from the Welcome page.
2. Add your name, email, a strong password, your mobile number (if you'd like the option to have login authorization codes texted to you), and choose a security question (used to confirm your identity if you forget your password).
3. Click **Register**. The app prompts you to authenticate with your new username and password (below), and then guides you through creating a Business Profile (see steps on the right).

Authenticate & 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, and click **Send Code**.
Tip: click **Resend Code** if you do not receive the code (wait at least 5-10 minutes).
4. In **Authorization Code**, enter the code that arrives via your selected destination method (email or text). Click **Verify**.

What's Next?

Click the **My Profiles** tab (located in the upper left corner) to **Create a Business Profile**.

Tip: If this is your first time authenticating, the app opens the Add a Filer Profile form for you.

Click the **My Tax Reports** tab to **File an E-NIZ Tax Report** (see steps on next page).

Tip: You must first create a profile before you can submit an E-NIZ tax report.

Create Business Profile(s)

Important: You need to create a Business Profile before you can submit an E-NIZ tax form.

1. Click the **My Profiles** tab.
2. Click the green button. 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 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 the business performed work as a contractor for project(s) within the NIZ, add each NIZ project address. Use the **Add** button to add a new row for each address associated with the business.
 - c. In **Business IDs**: add your Federal Employer Identification Number (FEIN) **or** SSN if you do not possess an FEIN (either FEIN or SSN is required for identification). Optionally, add a Secondary SSN. Add an Allentown Business License Number if you have been assigned a license. Otherwise, leave blank.
 - 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. **Tip:** Click **Edit** from the My Profiles page to update any values within your profile. You can now file an E-NIZ Tax Form for the business (**go to File an E-NIZ Tax Report on next page**).

Do I Need to Create More than One Profile?

Create a profile per business entity (the majority of taxpayers need only a single profile). If your business has multiple NIZ locations, or you worked on multiple NIZ projects, or you own multiple NIZ parcels, add all NIZ addresses belonging to your business or project locations to your profile.

Are You are a Tax Preparer Filing for Multiple Businesses? Create a profile for each business.

Important: You will need to file a separate E-NIZ Tax report for each NIZ location.



Important: You must first Create a Profile before you can file (see previous page for steps). If the business or parcel for which you are filing has more than one location within the NIZ, please submit a separate report for each location. If you are a contractor that performed work within the NIZ, submit a report for each NIZ project.

File an E-NIZ Tax Report

From the **My Tax Reports** page, click [Start New Report](#). Choose the type of business for which you are filing (NIZ business, NIZ parcel, NIZ project, or Arena business). Select the name of the business, project, or parcel and its location from the drop down lists (click **Add** to add a new location to the profile if the location does not appear). The Complete E-NIZ report page appears, guiding you through each section. As you confirm or enter values and save each section, a green check mark appears marking the section as confirmed, and the next section appears for your completion.

Navigation Tip: You can click on the section name in the left pane to return to it and make changes prior to submitting a report. Click **Save & Continue** to save each section's information.

1. Confirm Business Info

1. Review the business name and address that appears (info is defaulted from the profile you created for the business).
2. Click within a field to edit a value (updates will be saved back to the profile).
3. Click **Save & Continue** to confirm and move to the next section.

2. Confirm Tax Account ID Info

1. Review the Tax IDs that appear.
2. Click within a field to edit (updates will be saved back to the profile).
3. Click **Save & Continue** to confirm and move to the next section.

3. Confirm Taxpayer Contact Info

1. Review the Taxpayer's name, telephone, and email addresses.
2. Click within a field to edit (updates will be saved back to the profile).
3. Click **Save & Continue** to confirm and move to the next section.

4. Confirm Act 32 Status

- Indicate whether the business elected to file a combined return per Act 32.
1. If yes, click Yes, identify the filing County, and the name of the local tax collector and click **Save & Continue**.
 2. If no, click No and click **Save & Continue**.

5. Enter Employer Wage Tax Schedule

1. **In Column B:** enter the portion of local wage/earned income tax withheld/paid for Allentown residents.
2. **In Column C:** enter the portion of local wage/earned income taxes paid/withheld for non-Allentown residents.
3. **In Column D:** enter the total refund amount received.
4. **Column A** will populate with the total amount (Column B+C-D) at save.
5. Click **Save & Continue** to confirm and move to the next section.

6. Enter Local Service Tax Schedule

1. **In Column A:** enter the total Local Service taxes withheld/paid within Allentown Consolidated.
2. **In Column B:** enter the total local service taxes withheld/paid within the NIZ.
3. **In Column C:** enter total refunds received within Allentown Consolidated.
4. **In Column D:** enter total refunds received with the NIZ.
5. Click **Save & Continue** to confirm and move to the next section.

7. Enter Bus Priv/License Fee Schedule

1. **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.
2. **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).
3. **Enter the total Business License fees** remitted to the City of Allentown and the number of business locations.
4. Click **Save & Continue** to confirm and move to the next section.

8. Affirm & Submit

1. In **Signature**, type in the name of the taxpayer to serve as an electronic signature.
2. Enter the taxpayer's first and last name.
3. If the preparer is different than the taxpayer, enter the tax preparer's first and last name, phone number, and email.
4. When complete (and all sections display a green checkmark in the left pane), click the **Review & Submit** button. The report is presented on a single page for your review. Click **Submit** to submit the report.

Tip-Attach Docs: click the browse button to navigate & attach a document with your report.

Save as a Draft? Click [Save & Close](#) at the bottom left of the page. Click [Edit](#) from the **My Tax Forms** page to return.

Submit a Completed Tax Form? Click [Review & Submit](#) at the bottom of the page. **Important:** All sections must first be marked with a green checkmark.

Amend a Submitted Report? Click [Amend](#) from the **My Tax Forms** page.