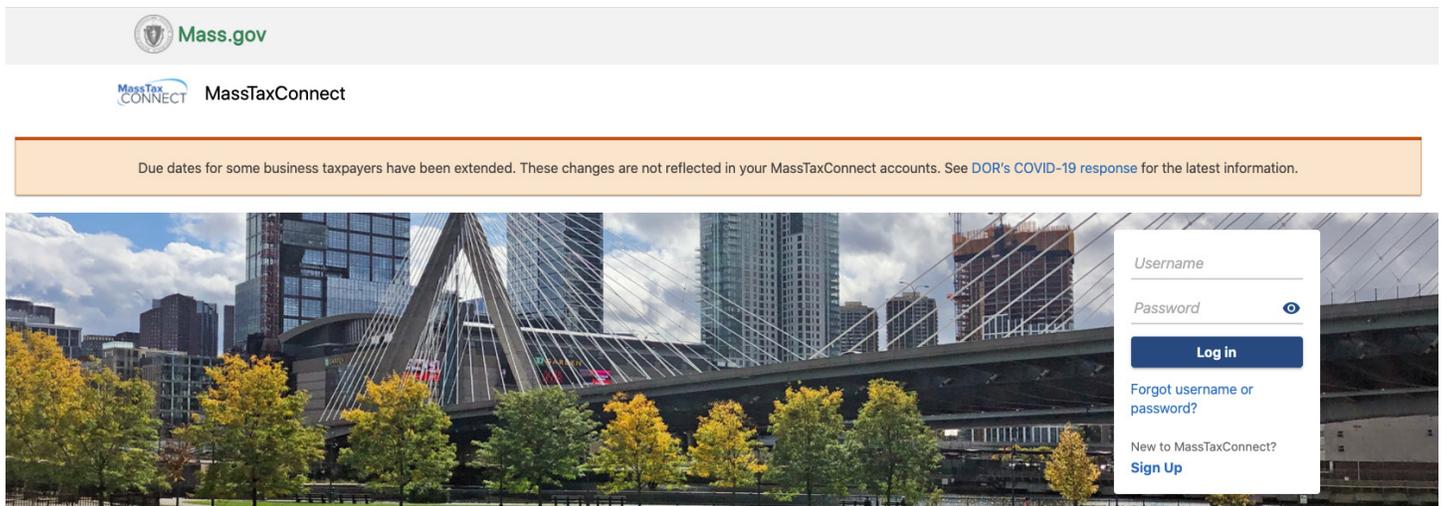


MassTax Connect - Massachusetts Tax Filing

Assigning Paychex as a Third-Party Professional Tax Preparer



1. Visit <https://mtc.dor.state.ma.us/mtc/>

a) If you already have a username skip to
Assigning a Professional Tax Preparer (PTP).

b) If you don't have a username, click
Sign Up in the **Log In** section.

Registration Options

Registration Options

Select a registration option

- > [Create My Logon](#) I am an individual, or I represent a business, fiduciary, trust, partnership or other organization that has previously filed taxes in the state of Massachusetts.
- > [Register a Business](#) I am, or I represent, a business, fiduciary, trust or partnership that has not previously filed or paid taxes in Massachusetts.
- > [Register an Individual](#) I am an individual that has not previously filed or paid taxes in Massachusetts. I would like to register to file and pay personal use and/or excise taxes.
- > [Register an Estate](#) I represent an estate that has not previously filed or paid taxes in Massachusetts.

2. Choose one of the following options:

- **Create my Logon...** if you represent a business or organization that has **previously filed** taxes in the state of Massachusetts
- Or, **Register a business** for **new businesses with no previous filing history**

Assigning a Professional Tax Preparer (PTP)

1. Enter your username and password, and click **Log In**.
2. Click the **Manage My Profile** hyperlink in the top right section of the panel.
3. Select the **More...** tab and then the **Assign Access Rights to a Third Party** hyperlink in the **Third Party Access** section.
4. The **Third Party Public Directory** list will display.
5. Select the company (Paychex) you are choosing to give third party access to.
6. The list can be filtered by entering the name of the third party into the filter bar and pressing the **Enter** button on your keyboard.
7. Once the third party is selected, click the **Next** button to see a list of your tax accounts.
8. Click the button in the **Give Rights** column for the tax account(s) you are giving the third party access to. (**Withholding Tax** and **Paid Family and Medical Leave**, if applicable)
9. Select the access type you are giving them in the drop-down list in the **Access Rights** column. (**All Access**)
10. Click the **Next** button and review.
11. Click the **Submit** button to confirm.

