



pennsylvania
DEPARTMENT OF REVENUE

BUREAU OF BUSINESS TRUST FUND TAXES
PO BOX 280910
HARRISBURG, PA 17128-0910

E-TIDES ADMINISTRATIVE ACCESS CHANGE REQUEST FORM
You must register the enterprise in e-TIDES prior to sending this request.

Change Tax Account Administrative Access For:

Business Name _____ EIN _____

Tax Type	Account Number
Sales & Use Tax	_____
Employer Withholding	_____
Other Tax Type _____	_____

Requester Contact Information

Registered Individual _____
 User ID of Registered Individual _____
 Business Name _____
 Email Address _____
 Telephone Number _____
 Fax Number _____
 Add as an Additional Filer YES NO

THIS FORM WILL REMOVE THE PREVIOUS ADMINISTRATOR FROM THE ACCOUNT.

SIGNATURE OF REGISTERED INDIVIDUAL _____ **DATE** _____

Completed forms can be emailed to ra-btftbusiness@pa.gov
 Fax to: 717-787-0145
 Mail to: Department of Revenue, Bureau of Business Trust Fund Taxes, PO Box 280908, Harrisburg, PA 17128-0908.

This form is intended for users requesting administrative access to a previously registered tax account. When using this form for multiple tax types, each tax account must be registered under the requester's User ID and Password. The following steps must be completed prior to sending this request.

TO REGISTER ON e-TIDES

First-time e-TIDES users must register at www.etides.state.pa.us, creating a User ID and Password.

Step One

- Select "Enter e-TIDES".
- Select "Register," located at the bottom of the page.
- Select "I Agree" to the e-Signature Agreement to create your User ID and Password.

Step Two

- Select "Register Enterprise" from the left navigation.
- Choose your tax type and select "Next".
- Select "I Agree" to the agreement.
- Enter your account number, Entity ID and type of Entity ID, then select "Next".
- Select "Submit" to process your request to be added as a user on e-TIDES.

For additional information please visit the department's Online Customer Service Center at www.revenue.state.pa.us or call the e-Business Tax Unit at 717-783-6277.