



Important Information for Agents

Agents will no longer have a TDT account. If your client has requested you to act as their agent you must create a login using your Business Tax Receipt (BTR) and Federal Employer Identification Number (FEIN) to access the new TDT online portal.

Important Tips:

- Your clients (property owners) will first create a TDT account and authorize you to continue filing returns and paying taxes on their behalf.
- Once your login is created, your client will be able to select your name from the list of agents and will send a request to you to manage the TDT account
- Agents will then sign in and agree to manage the account on behalf of your clients.
- We recommend you speak with your client to confirm the setup of the online portal accounts.

For more information about obtaining a BTR, please the [Local Business Tax section of our website](#).



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