

## SECURING YOUR TAX CLEARANCE CERTIFICATE

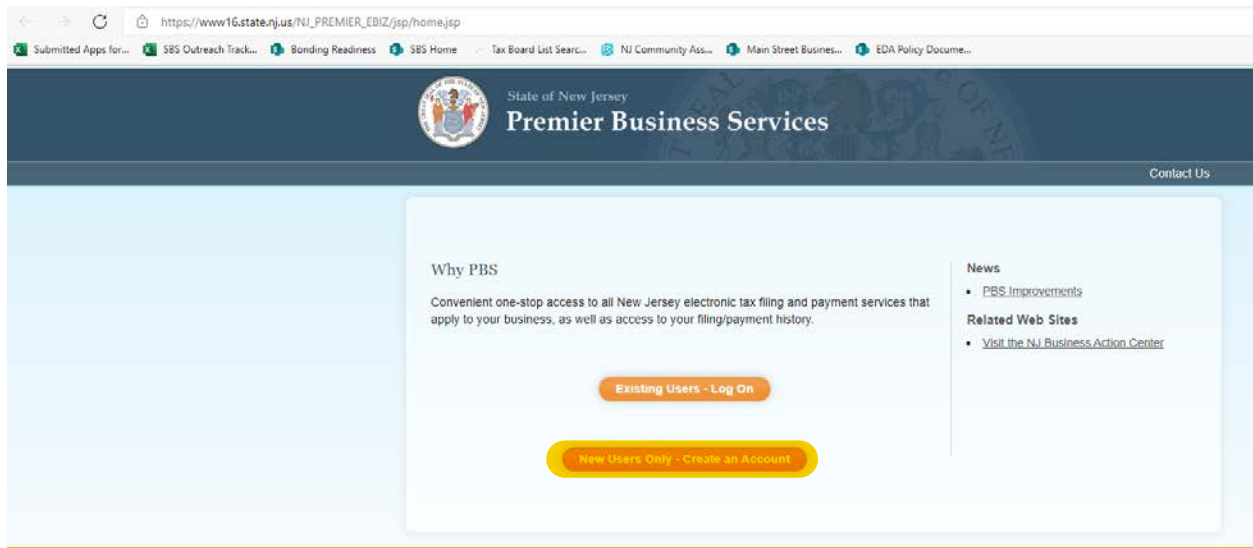
### You must be registered with the State of NJ to print your tax clearance certificate

**NOTE: A Tax Clearance Certificate will only be issued to businesses or individuals who are registered with the New Jersey Division of Revenue. If you need more information regarding the registration process, proceed to the [Division of Revenue and Enterprise Services](#).**

### Use these directions if you are not registered:

If you aren't registered in the Premier Business Portal visit the [Premier Business Services portal](#) and select *New Users Only – Create an Account* and follow instructions. [View detailed instructions.](#)

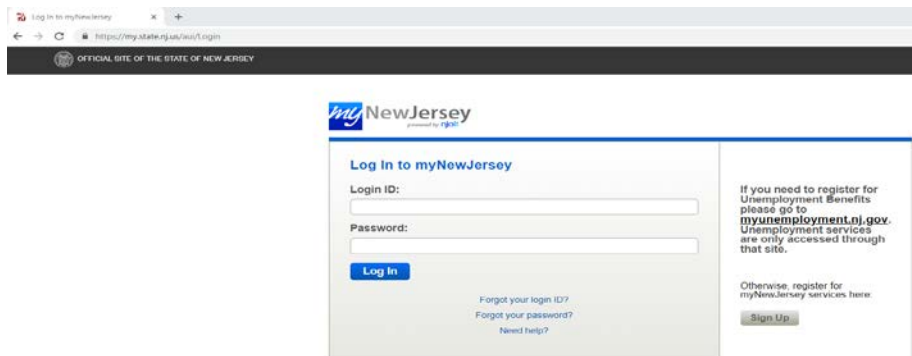
(no business should be submitting a form, if you are clear and registered you should be able to print the tax clearance without a fee)



You can email [businessassistancetc.taxation@treas.nj.gov](mailto:businessassistancetc.taxation@treas.nj.gov) any time for pins, to confirm the exact business name and/or for general assistance.

After you are registered on the My New Jersey Portal **use the following steps to print or get a PDF of your tax clearance certificate:**

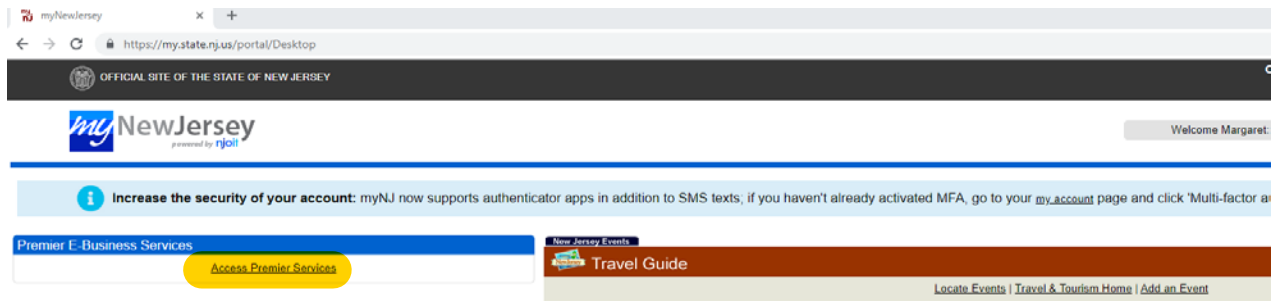
- (1) Go to - <https://my.state.nj.us/ai/Login>
- (2) Enter your Login ID and password:



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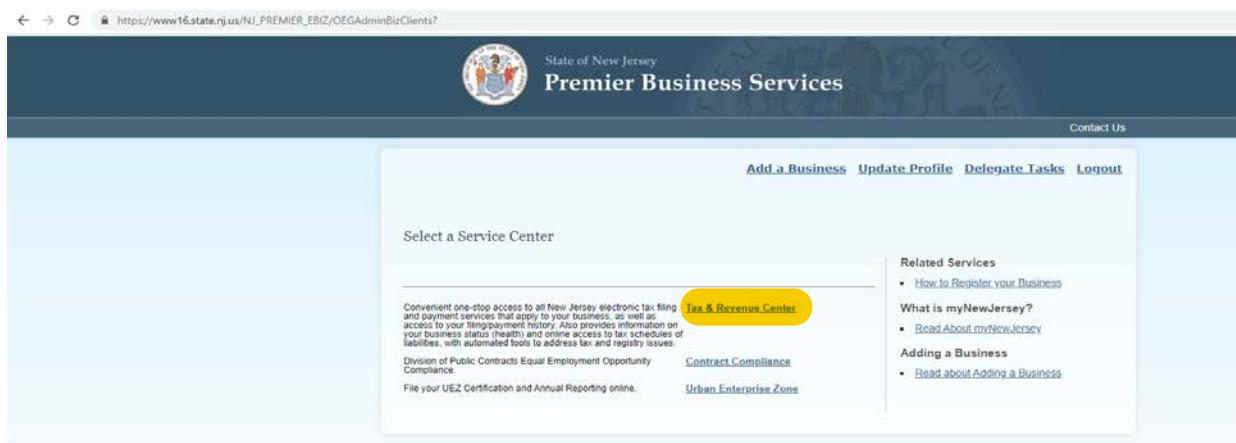
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### (3) Click on Access Premier Services



The screenshot shows the myNewJersey website interface. At the top, there is a navigation bar with the myNewJersey logo and the text "powered by nj.gov". Below this, a blue banner contains a security notice: "Increase the security of your account: myNJ now supports authenticator apps in addition to SMS texts, if you haven't already activated MFA, go to your my\_account page and click 'Multi-factor authentication'". A blue button labeled "Access Premier Services" is highlighted with a yellow circle. To the right, there is a "New Jersey Events" section with a "Travel Guide" link and other event-related links.

### (4) Select Tax & Revenue Center



The screenshot shows the Premier Business Services page on the State of New Jersey website. The page title is "Premier Business Services" and it includes a "Contact Us" link. A navigation bar at the top right contains links for "Add a Business", "Update Profile", "Delegate Tasks", and "Logout". The main content area is titled "Select a Service Center" and lists several service options. The "Tax & Revenue Center" option is highlighted with a yellow circle. Below this option, there is a description: "Convenient one-stop access to all New Jersey electronic tax filing and payment services that apply to your business, as well as access to your filing payment history. Also provides information on your business status (health) and online access to tax schedules of liabilities, with automated tools to address tax and registry issues." Other service options include "Contract Compliance" and "Urban Enterprise Zone". A "Related Services" section on the right lists "How to Register your Business" and "What is myNewJersey?".

Email [businessassistancetc.taxation@treas.nj.gov](mailto:businessassistancetc.taxation@treas.nj.gov) for assistance

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(5) Select the business you wish to work with from the drop down then choose Business Incentive Tax Clearance



STATE OF NEW JERSEY  
**NJ PREMIER BUSINESS SERVICES**

[www.newjerseybusiness.gov](http://www.newjerseybusiness.gov)

## Tax and Revenue Center

Representative: [REDACTED]


Please select the business you wish to work with:

[REDACTED] ▼


### Check Your Business Standing in Two Simple Steps

First, review your registration status. If you operate a corporation, limited liability company or limited partnership, in order to maintain active registration status with the State, you must keep your annual reports up to date. If your business reflects as Active, nothing further is required in this area. If you see an indication that annual reports are missing or that your business is revoked for non-compliance with annual reporting, follow the instruction to remedy the issue.

Next, check your tax status by clicking on the Schedule of Liabilities and Pay Taxes buttons to see if you have any outstanding returns or overdue payments, and if required, use our filing and payment services to remedy the issue(s).

1. Registration Status: **Active** 

2. Tax Status:


[Pay Taxes Shown on Schedule of Liabilities](#) 


Please note:


If you use our online filing/payment services to remedy an issue, please allow three business days for the updates to reflect on this service channel.


Turnaround times will be longer for paper-filed items -- up to three weeks on average including time for mail to reach our processing facility.

### Registry Services

[File Annual Reports](#) 

[Change Your Tax Registration Records](#) 

[Access Your Business Registration Certificate](#) 

[Amend Charter Documents](#) 


Applicable only to Corporations, LLC's, LLP's and LP's

### Business Incentive Tax Clearance

If your business requires a tax clearance certificate for a grant, incentive, or rebate from a State agency, please click the Business Incentive Tax Clearance button below to request your certificate. You do not need to complete an online application form. No fee is charged for requesting the certificate through the PBS portal.

If your business has met your tax obligations, you may select the agency from the drop-down menu and print/download the certificate. You may then supply the certificate to the State agency to process your grant, incentive or rebate claim.

If your business has an outstanding tax obligation, please follow the instructions provided on the next screen and email the Division of Taxation for further assistance.

[Business Incentive Tax Clearance](#) 

Email [businessassistancetc.taxation@treas.nj.gov](mailto:businessassistancetc.taxation@treas.nj.gov) for assistance

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- (6) After you have clicked the Business Incentive Tax Clearance you will see this screen, choose NJ Economic Development Authority from the dropdown, and click download clearance letter:

The screenshot shows the NJ Premier Business Services website. At the top, it says "State of New Jersey NJ PREMIER BUSINESS SERVICES". Below that is "Tax and Revenue Center" and "Representative: [REDACTED]". There are input fields for "FEIN: [REDACTED]" and "Business Name: [REDACTED]". A message states: "You are eligible to receive a Business Incentive Tax Clearance certificate. You may immediately print the clearance certificate." Below this is a dropdown menu set to "New Jersey Economic Development Authority". A note says: "Please select the State Issuing Agency from the list below and download clearance letter. The clearance letter is valid for 180 days from the date of issuance." Another note says: "Please note: If you require a Business Incentive Tax Clearance certificate for the Economic Development Authority, ALL related parties that may benefit from the grant, loan, loan guarantee, or other monetary or financial benefit will need to print their own clearance certificate. All questions regarding the status of a grant, loan, loan guarantee, or other monetary or financial benefit should be directed to the State Issuing Agency." A link is provided: "If you encounter problems printing your Business Incentive Tax Clearance certificate please contact the Division of Taxation's Business Assistance Tax Clearance Unit at: [BusinessAssistance@C.Taxation@treas.nj.gov](mailto:BusinessAssistance@C.Taxation@treas.nj.gov)". At the bottom, there are two buttons: "Download Clearance Letter" and "Previous Page".

- (7) Your tax clearance certificate will generate and look like the below. Please save somewhere safe and accessible.

The screenshot shows a formal document from the State of New Jersey. At the top center is the State of New Jersey seal. Below it is "State of New Jersey" and "DEPARTMENT OF THE TREASURY DIVISION OF TAXATION P. O. BOX 272 TRENTON, NEW JERSEY 08695-0272". On the left, it lists "PHILIP D. MURPHY Governor" and "SHEILA Y. OLIVER Lt. Governor". On the right, it lists "ELIZABETH MAHER MUOIO State Treasurer" and "JOHN J. FICARA Acting Director". The date "09/29/2021" is centered. Below the date is a redacted area and "Attn: [REDACTED]". The main heading is "BUSINESS ASSISTANCE OR INCENTIVE CLEARANCE CERTIFICATE". Below that, it says "Agency : New Jersey Economic Development Authority" and "Applicant ID #: [REDACTED]". The text reads: "The Director of the Division of Taxation, in accordance with Chapter 101, Laws of N.J. 2007, has reviewed the records of the above Applicant for Business Assistance or Incentive from the above referenced agency. This review shows that the Applicant is in compliance with this act." It then states: "This certificate indicates the Division of Taxation has no objections to the issuance of said Assistance or Incentive. This certificate does not constitute a waiver of authority to demand resolution of any other deficiencies and delinquencies and shall not prevent further audit or the assessment of additional taxes, penalties, interest or fees as may be provided by law." Finally, it says: "This certificate is valid for 180 days from the date of issuance." At the bottom, there is a signature line for "John J. Ficara Acting Director".

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