

Sales Tax Filing Account Activations

Welcome to RJM Tax Exemption services. Please refer to the below steps when activating your Sales Tax accounts - Note that you may not have accounts with all the below states; kindly refer to your secure Google Spreadsheet for details on which states you are registered with.

Florida:

Filing frequency: Quarterly (sometimes monthly) Due 19th of month

- 1) Click on this link: <https://ritx-fl-sales.bswa.net/>
- 2) Enter your certificate number (sales Tax ID with no hyphens) and enter your Business ID. Both these are found on your letter FL will send you.

California:

Filing frequency: Quarterly (sometimes annually) Due 1st of following month.

- 1) Click on this link: https://onlineservices.cdtfa.ca.gov/_/#1
- 2) Click 'sign up now' under create a username
- 3) Click I am the owner of a business
- 4) Click No to if you received a security code
- 5) Select driver's license as ID type
- 6) User driver's license ID number you gave me as the ID number
- 7) Fill out your name
- 8) Select sales and use tax as account type
- 9) Input your account number and limited access code (Your account number is the same as your Sales tax ID for this state) with your security code to your mailing address which will take 10 days to arrive.
- 10) Once you have received your security code repeat steps 1-3 above and then select yes to if you have received a security code and proceed from there. If you want to file a return in the meantime you can use the link above and select 'express log in' then use your sales tax ID as account number, your EIN and your limited access code.

Maryland:

Filing frequency: Quarterly (sometimes monthly) Due 20th of month

- 1) Click on this link: <https://interactive.marylandtaxes.gov/Business/bFile/OSC/SelectApp.aspx>
- 2) Click create new user
- 3) Make up a user ID and password
- 4) Enter name, last 10 digits of your local phone number
- 5) Email you would like messages sent to
- 6) Enter year you were born and two other secret answers
- 7) Enter name of business as your name
- 8) Enter your EIN as the FEIN
- 9) Enter your Maryland sales tax on your tax certificate mailed to you as the CRN **(can ask off me if needed)**

Maine:

Filing frequency: Quarterly (sometimes monthly) Due 15th of the month

1) Use the login link below and follow instructions from the letter they will send you.

2) The ME login link is: <https://www5.informe.org/cgi-bin/online/suwtaxreg/index>

Illinois:

Filing frequency: monthly (sometimes quarterly) Due on the 20th of the month

1) Go on the IL link: https://mytax.illinois.gov/_/

2) Click on sign up and follow the instructions to create an account. You will need the 8-digit IL tax number, your SSN and FEIN to create an account.

Pennsylvania:

1) Go on PA log in link: <https://www.pa100.state.pa.us/>

2) Use the login details on the spreadsheet PA tab.

If your home state, where your business is registered, is different from the seven states above you will need to follow the instructions in the correspondence they will send you

PS - The above list of instructions are referring to the particular states which need activation steps. For Sales Tax accounts with the states of **Massachusetts, Tennessee, Connecticut, Mississippi, Louisiana**, among others, kindly refer back to your secure Google Sheet for login details.

Please note - these accounts were set up using an email address we created for your business. When login into your accounts, any 2-step verification codes sent from the different states will arrive at this email address. You can access this email account via this link: <https://webmail.rjmemail.com/> & the login details can be found on your secure Google Sheet.

Please check the frequency (filing due-by-date) of each state by logging into all your accounts; we have added them above as a guide only.

Please contact support@rjmtaxexemption.com if you need any assistance and we will be happy to help.

Thank you for choosing RJM Tax Exemption. We look forward to working with you.