NEW JERSEY DIVISION OF TAXATION

New Jersey Tax Portal

Glossary

Account Type
The type of tax account associated with the user profile, such as Sales and Use Tax, Corporation Business Tax, or Employer Withholding (Payroll).

Administrator
A portal user with full access to manage all tax accounts registered to an entity. This includes the ability to control user access, settings, and other functions. Typically, this is the business owner or primary account holder. Account Administrators have overall access to the Taxpayer Entity and all accounts associated with it. Multiple Administrators can exist for each Taxpayer Entity. Administrators can add, remove, or update authorized users and grant access to tax accounts. Please ensure that you are only linking to the entity as the Administrator if you hold an authorized position within your organization.

Business PIN/Passcode
A 4-digit or 6-digit code used to make NJ tax payments and file returns. If you have a 4-digit PIN, convert it to a 6-digit passcode by adding two zeros at the beginning (e.g., "1234" → "001234").

Case Status
The current status of a service request (e.g., Open, In Progress, Closed).

Delegate User
An individual authorized by an Administrator to access a Taxpayer Entity and/or selected tax account(s) to perform specific tasks, such as filing returns or making payments. This role grants the Delegate User the ability to carry out specific functions assigned by the Administrator, without the high-level access that the Administrator possesses. There is no limit to the number of Delegate Users under a Taxpayer Entity, nor to the combination of access to the Taxpayer Entity or tax account(s). Each Delegate User is granted access based on the Administrator's discretion.

Delegated User ID
A unique identifier assigned to a Delegate upon registration on the New Jersey Tax Portal. Required for linking a Delegate account to an Administrator profile.

Filing Period
The tax period for which a return or payment is being made.

Guest Filing/Payment
An option that allows taxpayers to file returns and make payments without creating a portal account. Access to filing and payment details is not available to guests.

Log In Credentials
The combination of a myNewJersey ID and password used to access the New Jersey Tax Portal.

Manage Authorized Users
A portal section where an Administrator can add, remove, or adjust Delegate access and permissions.

myNewJersey ID
A secure login credential used to access the New Jersey Tax Portal.

Registered User
A Registered User is anyone with a valid Portal User ID and Password.

Registration Confirmation Number
A unique code sent to users upon successful registration of a new account. This code is used to verify and link accounts.

Service Request
A request submitted through the portal for assistance or action on a tax-related matter, such as a refund or account inquiry.

Start and End Dates
The period during which a Delegate has access to the assigned tax account.

Tax Account
Accounts specific to the Taxpayer Entity. For example, an entity may have a Sales and Use Tax account, Employer Payroll account, Individual Income Tax account, etc. Each account may have a unique operating name, mailing address, license, etc.

Taxpayer Entity
The high-level view of the tax account(s). All tax accounts administered by the entity are linked to these identifiers and considered to be part of the Taxpayer Entity.

Taxpayer Identification Number (TIN)
A unique number assigned to a taxpayer for identification purposes when filing returns or making payments.

Tax Type
The specific category of tax being filed or paid (e.g., Sales & Use, Corporate Business Tax).

Temporary Password
A system-generated password sent to a user via email upon successful registration.

Welcome Letter
A document sent by the New Jersey Division of Taxation to newly registered businesses, containing the assigned PIN or passcode.