

Maryland Tax Connect

Authorized User Guide For Bulk Filing



January 2025

Authorized User Guide For Bulk Filing

Note: Administrator access is required to execute these steps.

Bulk filing for a single business account: If you wish to bulk upload withholding reconciliation information for an authorized business, you should contact the businesses tax administrator to be granted access for the bulk upload function. If you are using this option, it is important that you **ONLY** upload information for the business you are authorized on. This document contains instructions for the tax administrator to grant your access for the bulk upload function.

Bulk Filing for multiple business accounts: If you are an authorized user but wish to bulk upload withholding reconciliation information for multiple businesses, you will need to register as a Transmitter User. Refer to the Transmitter User Guide for step-by-step instructions.



Administrator – Update Access

Login to your Administrator account to grant access to an Authorized User for bulk uploading. Once logged into your account. Select **Manage Authorized Users** from the **Profile Information** menu.

The screenshot displays the Maryland Tax Connect Administrator interface. The top navigation bar includes the logo, a hamburger menu, and links for 'Log Out', 'Translate', and 'Search'. Below this is a green navigation bar with the following menu items: 'Home', 'Profile Information', 'Account Inquiry', 'Online Services', 'Transmitter Transactions', and 'Secure Message Center'. The 'Profile Information' menu is expanded, showing a list of options: 'View Account Information', 'User Profile', 'Communication Preferences', 'My Profile', 'Add a Tax Account', and 'Manage Authorized Users'. The 'Manage Authorized Users' option is highlighted with a red box. The main content area on the left shows a welcome message for 'Tom Jones' and a 'User Profile Summary' section with contact information. The 'Account Information' section shows details for 'MTC LLC'. A green banner at the bottom of the main content area states 'This taxpayer has no outstanding debt.' On the right side, there is a table with columns for 'Balance' and 'Last Period Filed', showing two rows with a balance of '\$0.00'. Below the table are navigation arrows and a page number '1'.



Manage Authorized User

From the **Manage Authorize Users** page, the Administrator will select the **Authorized User** you wish to update account access for by selecting the User ID.

Profile Information / Manage Authorized Users

Manage Authorized Users ?

This page allows you, for each taxpayer for which you are the Authorized Administrator, to designate one or more individuals as Authorized Users for the purpose of viewing and/or modifying account information, and executing one or more account functions based on specific permissions you assign them. A Authorized user is someone other than an employee or officer of the taxpayer (for example, an accountant or attorney).

By adding a new Authorized User, you are certifying that you designate that individual as an authorized agent of the taxpayer and allow that individual to have access via this portal to confidential State of US tax information for the periods indicated; for the Tax Account[s] selected; and in order perform any Taxpayer Functions selected.

Add New Authorized User

Search:

↕ User Name	↕ User ID	↕ Taxpayer Name	↕ Effective Start Date	↕ Effective End Date	↕ Status
Jane Doe	Authorized123	MTC LLC	07/01/2024		Active

Showing 1 to 1 of 1 entries



User Details

Select from the list of available **Taxpayers**, the accounts you want to update access for. Then proceed to the **Account Authorization** options. **NOTE:** You should only upload files for these specific accounts.

Profile Information / Manage Authorized Users

User Details ⓘ * indicates required field

[View Profile History](#)

User Information

First Name Jane
Last Name Doe
User ID Authorized123
Last Logged On 01/13/2025 08:08 AM

Contact Information

Daytime Phone (410) 260-7000
Extension
Mobile Phone
Email portaltest@marylandtaxes.gov

Taxpayer Authorizations

Please select the checkboxes in the View column to assign the user read-only access to the selected taxpayers. Please select Taxpayer Functions and/or Account Authorizations to assign the user additional access to the selected taxpayers.

View	Taxpayer Name	ID	* Start Date	End Date	Assignments ⓘ
<input checked="" type="checkbox"/>	MTC LLC	FEIN: 00-123xxxx	07/01/2024 📅	MM/DD/YYYY 📅	Authorize Manually: <input type="checkbox"/> Taxpayer Functions <input checked="" type="checkbox"/> Account Authorizations Or: <input type="button" value="Apply a Template"/> ▾



Account Authorizations

From **Account Authorizations** select the **Account Functions** option for the **WITHHOLDING/RECONCILIATION** account type.

Profile Information / Manage Authorized Users

Account Authorizations ? * indicates required field

Check the checkboxes below to enable this user to perform the selected account functions on behalf of this Taxpayer.

User ID Authorized123 **Taxpayer Name** MTC LLC
User Name Jane Doe
User Authorization Start Date 07/01/2024
User Authorization End Date

Assign	Account Type	Account ID	Account Information	Effective Dates	Assigned Function
<input checked="" type="checkbox"/>	WITHHOLDING / FILING	CRN: 35664868	MTC LLC 45 CALVERT ST ANNAPOLIS, MD 214011994 UNITED STATES	* Start 01/01/2024 End MM/DD/YYYY Add Date Range	Account Functions
<input checked="" type="checkbox"/>	WITHHOLDING / RECONCILIATION	CRN: 35664868	MTC LLC 45 CALVERT ST ANNAPOLIS, MD 214011994 UNITED STATES	* Start 01/01/2024 End MM/DD/YYYY Add Date Range	Account Functions

Showing 1 to 2 of 2 entries

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Account Functions

On the **Account Functions** page, check the box labeled **Upload Tax Documents in Bulk**. Then click OK.

Profile Information / Manage Authorized Users

Account Functions ? * indicates required field

Check the checkboxes below to enable this user to perform the selected account functions on behalf of this Taxpayer.

User ID	Authorized123	Taxpayer Name	MTC LLC
User Name	Jane Doe	Account Type	WITHHOLDING
		Account ID	CRN: 35664868

Assign	Function
<input checked="" type="checkbox"/>	Change Address
<input checked="" type="checkbox"/>	File Returns
<input checked="" type="checkbox"/>	Make Payments
<input checked="" type="checkbox"/>	Update Account Email
<input checked="" type="checkbox"/>	Update Account Phone
<input checked="" type="checkbox"/>	Upload Tax Documents in Bulk
<input checked="" type="checkbox"/>	View Tax Type Specific Notices

Showing 1 to 7 of 7 entries

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User Details

After you have updated the Authorized Users account functions access you will be returned to the User Details page. Click **Save** to save your updates.

User Details 

* indicates required field

[View Profile History](#)

User Information





First Name Jane
Last Name Doe
User ID Authorized123
Last Logged On 01/13/2025 08:08 AM

Contact Information

Daytime Phone (410) 260-7000
Extension
Mobile Phone
Email portaltest@marylandtaxes.gov

Taxpayer Authorizations

Please select the checkboxes in the View column to assign the user read-only access to the selected taxpayers. Please select Taxpayer Functions and/or Account Authorizations to assign the user additional access to the selected taxpayers.

View <input checked="" type="checkbox"/>	Taxpayer Name	ID	* Start Date	End Date	Assignments 
<input checked="" type="checkbox"/>	MTC LLC	FEIN: 00-123xxxx	07/01/2024 	MM/DD/YYYY 	Authorize Manually: <input checked="" type="checkbox"/> Taxpayer Functions <input checked="" type="checkbox"/> Account Authorizations Or: <input type="button" value="Apply a Template"/> 

Showing 1 to 1 of 1 entries

[Back](#)

[Save](#)



Changes Saved Successfully

After you have successfully updated access for the **Authorized User** you will see a confirmation message. Both the **Administrator** and **Authorized User** will receive an email confirming that authorizations have been updated.

Your changes have been saved successfully.

Manage Authorized Users ?

This page allows you, for each taxpayer for which you are the Authorized Administrator, to designate one or more individuals as Authorized Users for the purpose of viewing and/or modifying account information, and executing one or more account functions based on specific permissions you assign them. A Authorized user is someone other than an employee or officer of the taxpayer (for example, an accountant or attorney).

By adding a new Authorized User, you are certifying that you designate that individual as an authorized agent of the taxpayer and allow that individual to have access via this portal to confidential State of US tax information for the periods indicated; for the Tax Account[s] selected; and in order perform any Taxpayer Functions selected.

[Add New Authorized User](#)
Search:

User Name	User ID	Taxpayer Name	Effective Start Date	Effective End Date	Status
Jane Doe	Authorized123	MTC LLC	07/01/2024		Active

Showing 1 to 1 of 1 entries

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Administrator/Authorized User Bulk Filing

Administrators and **Authorized Users** who have been granted access can bulk file withholding reconciliation information by selecting **File Bulk Returns** from the **Transmitter Transactions** menu. See the W2/1099 Bulk Upload Guide for additional instructions.

The screenshot displays the Maryland Tax Portal interface. The top navigation bar includes 'Home', 'Profile Information', 'Account Inquiry', 'Online Services', 'Transmitter Transactions', and 'Secure Message Center'. The 'Transmitter Transactions' menu is highlighted with a red box, and its dropdown menu is open, showing 'File Bulk Returns' (also highlighted with a red box) and 'View Transmissions'.

On the left side, there is a user profile summary for Jane Doe, including her email (portaltest@marylandtaxes.gov) and tax ID (TU00001612018). Below this is the account information for MTC LLC, located at 45 Calvert St, Annapolis, MD 21401-1994, United States. A 'Select an Account' button is visible at the bottom of the account information section.

The main content area shows a table of withholding entries. The table has two rows, both with the same data:

WITHHOLDING/ FILING	CRN: 35664868	45 CALVERT ST, ANNAPOLIS, MD 21401-1994 UNITED STATES		
WITHHOLDING/ RECONCILIATION	CRN: 35664868	45 CALVERT ST, ANNAPOLIS, MD 21401-1994 UNITED STATES		

Below the table, it indicates 'Showing 1 to 2 of 2 entries'. Underneath the table is the 'Account Balances' section, which features a green banner stating 'This taxpayer has no outstanding debt.'



MARYLAND TAX CONNECT

For additional assistance email us at
MDTAXCONNECTHELP@marylandtaxes.gov
or contact Taxpayer Services Monday-Friday, 8:30am-4:30pm. EDT
at 1-800-638-2937 or 410-260-7980.