Farm Employer Overtime Credit Advance

USER GUIDE

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The Farm Employer Overtime Credit is a refundable tax credit available for [eligible farm employers](#) who pay overtime wages after January 1, 2024, based on the phase-in of an overtime threshold in New York State. Farm employers may apply to the New York State Department of Agriculture and Markets for an advance payment of the eligible overtime paid between January 1 and July 31 each year.

Step 1: Register in the system

The first step in the application process is to complete your registration in the Farm Employer Overtime Credit Advance online system.

Logging In

To register, go to https://taxcredit.agriculture.ny.gov and log in to your My.NY.gov account. Your My.NY.gov account is the same one you use if you do online business with the NYS Department of Taxation and Finance, NYS Department of Motor Vehicles, or other New York State agency. If you do not have a My.NY.gov account, you must create one before proceeding.

Figure 1: My.NY.gov Sign In Screen

The first name, last name, and email address in your My.NY.gov account will be used to populate fields in the registration. If your first or last name needs to be updated, you must make the necessary change in My.NY.gov for the correction to appear in the Farm Employer Overtime Credit Advance system. See Appendix A: Maintaining your My.NY.gov account for more information.

Step 2: Choose your role/path

The first time you log into the system, you need to choose which role you are registering for, either: a) a farmer; or b) a representative who will be able to act on behalf of the farm for purposes of the Farm Employer Overtime Credit Advance application.
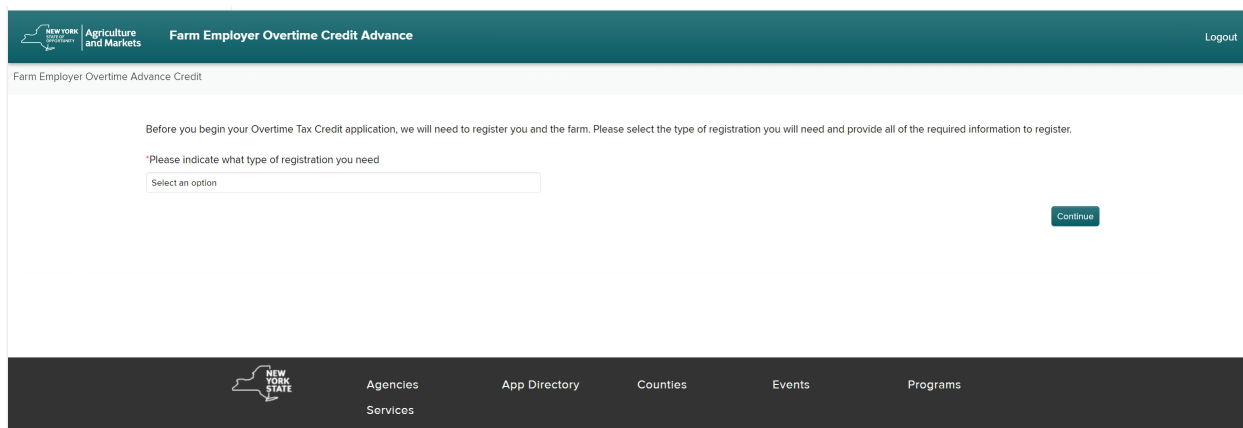

Figure 2: Choose Your Role Page

Step 3: Register (I am a farmer path)

Farm Registration

Quick Tip
If you are a tax preparer or representative acting on behalf of a farm, skip ahead to:
Step 3: Register (I represent a farmer path)
Farmers have the option to designate an official representative (tax preparer or other professional) who can act on their behalf in entering information and managing the application

If you selected "I am the farmer," you will be guided through the registration process for a farm. If you are representing one or more farms in a professional capacity, such as a tax preparer, choose "I represent a farmer" and the system will guide you through the process of registering as a representative.

Representatives should see Step 3: Register (I represent a farmer path) for more information.

Farm Information

On this tab, provide the legal name of the farm as reported to NYS Department of Taxation and Finance.

Figure 3: Farm Registration - Farm Information Tab

Field Name	Description
Legal name of farm	This is the legal name of the farm used to report tax information to NYS Department of Taxation and Finance. It is a required field.
DBA or other common name	If your farm is commonly referred to by a different name, you can provide it here. This field is not required.

Point of Contact

On the "Point of Contact" tab, provide the best contact information for someone who can respond in the event there is a question about your registration. This point of contact may be different than someone you want to designate to act on your behalf, such as a tax professional. Note: Some information is automatically pre-filled from your My.NY.gov account.

Quick Tip

The point of contact is someone at the farm who is ultimately responsible for registration, representative management, and information provided for your advance application.

Figure 4: Farm Registration - Point of Contact

Field Name	Description
Contact First Name	The first name of the person who logged in to the system and is completing the registration. This is pre-filled by the system. If you need to change this, see Appendix A: Maintaining your My.NY.gov account
Middle Initial	The middle name of the person completing the application. This field is not required.
Contact Last Name	The last name of the person who logged in to the system and is completing the registration. This is pre-filled by the system. If you need to change this, see Appendix A: Maintaining your My.NY.gov account
Contact Email Address	The email address of the person who logged in to the system and is completing the registration. This is pre-filled by the system. If you need to change this, see Appendix A: Maintaining your My.NY.gov account
Contact Phone Number and Type	The phone number the NYS Department of Agriculture and Markets can call if there are questions regarding the information provided. Provide a phone extension (if applicable) and indicate what type of phone the number goes to. These fields are required.

	Note: You will not receive any text messages without your advance permission.

Tax Information

On the "Tax Information" tab, you will provide the required information about the farm business necessary for the credit to be issued. This information should be consistent with what is provided for annual tax filings.

Figure 5: Farm Registration - Tax Information

Field Name	Description
Employer Identification Number (EIN) Type	If you are a sole proprietorship, you may be filing income tax forms for the farm under your Social Security Number, in which case you should select "Individual." Otherwise, and more commonly, you should select "Business."
Farm Employer Tax Identification Number	Also known as your Employer Identification Number or EIN, this number is issued by the Internal Revenue Service to identify a business entity. It is also used by NYS Department of Taxation and Finance to identify your business. For more information on EINs, speak with your tax professional or see this IRS resource: Employer ID Numbers.

Business Entity Type	This should be the same as what income tax form(s) you file. Your choices are: • Corporation • Fiduciary/Trust • S-Corporation • Corporation • Sole Proprietorship • Partnership For more information about business entity types, speak with your tax professional or see this IRS resource about Business Structures.
Tax Year Start Month	This field tells us if you are a calendar year or fiscal year filer. Select your tax year start month from the list of months. If you are a calendar year filer, select January. If you are a fiscal year filer, select the start month of the farm's fiscal year. For more information about tax years, see the IRS resource on Tax Years or speak with your tax professional.

Owners

On the "Owner" tab, you will provide information about each of the legal owners of the farm. If the farm has multiple owners, partners, members, or shareholders, you will need to provide the Social Security Number (SSN) or taxpayer identification number (TPIN) for each, along with their percentage of ownership. The total percentage of ownership of all the owners must add up to 100% to complete your registration. An owner can be an individual or another business.

To add additional owners, click the "Add Additional Owner" button. When you have finished adding owners, click the "Next" button.

Figure 6: Farm Registration - Owners Tab

Field Name	Description
Owner Type	This field determines which other fields need to be completed for the Owner. The choices are: • Individual • Business This field is required.
Owner SSN/EIN	Provide the owner's Social Security Number or Employer Identification Number here. This number will be used in combination with the Percentage of Ownership information to calculate the credit that is allocated to each owner (if applicable). This field is required.
First Name, Middle Initial, Last Name	If you selected the Owner Type is an Individual, the first name and last name of the owner are required.
Legal Business Name	If you indicated the Owner Type as a Business, the Legal Business Name of the owner business is required.

Representative

On the "Representative" tab, you have an option to indicate if you wish to have your tax preparer or other professional act on your behalf in the system. You can add or change

representation at any time and do not need to complete this now. Note that only the farm can authorize a representative or change who their representative is (if any is designated).

Figure 7: Farm Registration - Representative Tab

Please note the following:

- The representative must also register in the system. If they have not already registered and you as the farm employer enter their information, they will receive an email notifying them to register.
- If a representative(s) is currently listed on this tab, they have already registered and requested access to enter data and/or manage your application on your behalf. You have the option to approve or deny this request.
- Only one representative per farm may be active in the system at a time.

Field Name	Description
Representative Email Address	This field is used to determine whether a representative (e.g., the tax preparer or other professional) you wish to act on behalf of the farm is already registered in the system. If the representative has already registered, their information will be displayed on this page and you may approve or deny their access. If the representative is not already registered, they will be sent an email to this address prompting them to register. After they register, you as the farm employer will need to return to the system and grant

	their access. As the farmer, you can adjust who represents you at any time.

Confirmation Message

If the representative is not registered in the system yet, this is the message you will receive. Click "Yes" to notify the representative.
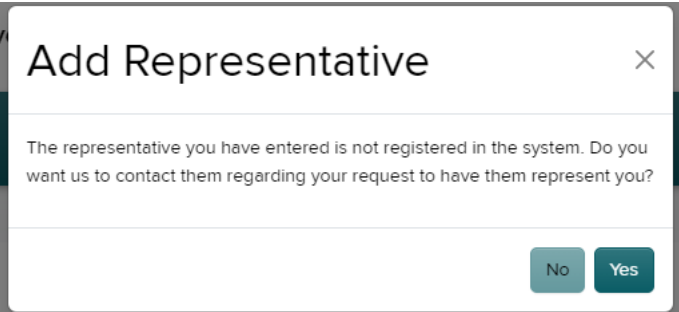

Figure 8: Add Representative Confirmation

Once the unregistered representative has been notified, this is what the "Representative" tab will look like:
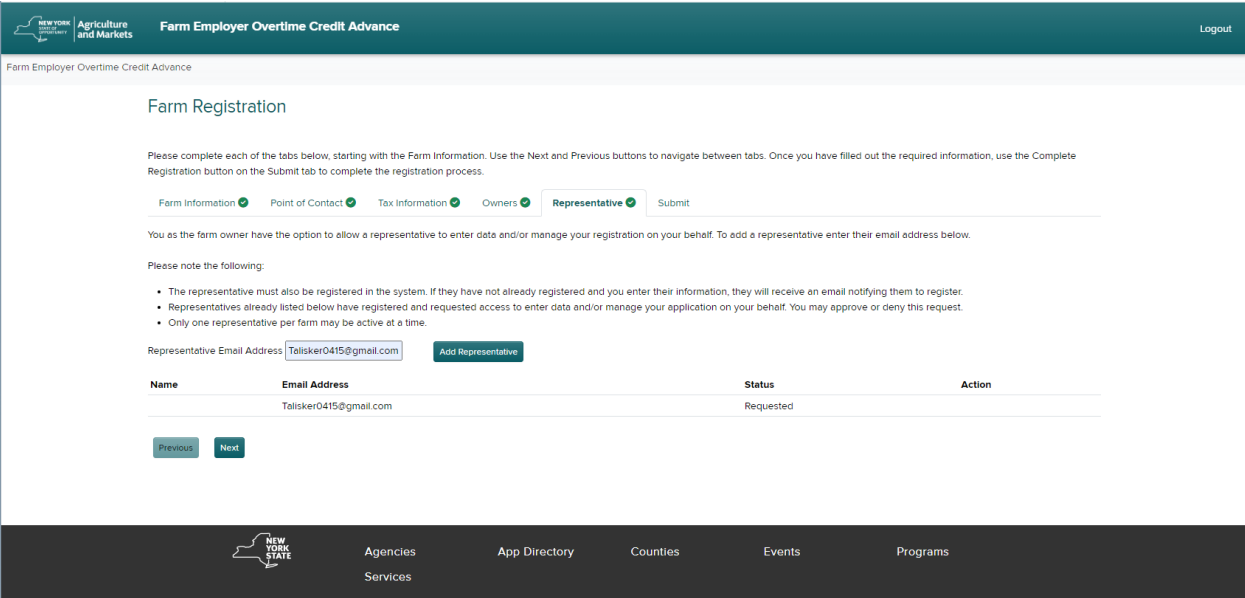

Figure 9: Representative Tab - Unregistered Representative

If the representative is already registered in the system and you as the farm employer enter their email address in your registration, the system will retrieve the Representative information and display it on this tab. When the Representative status shows as "Active," it means this representative has been granted authority to enter data and manage your application. No further action is required unless you choose to deactivate their access to your application.

Figure 10: Farm Registration - Representative Tab, Registered Representative

Submit

The "Submit" tab is where you can review the status of the information provided for your registration. If there is missing information or errors, they will be indicated on this page and you will not be able to complete your registration until they are corrected.

Figure 11: Farm Registration - Submit Tab

If there are any errors that require correction, the page will look like this:

Figure 12: Farm Registration - Submit Tab With Errors

You can use the "Previous" button to navigate back to the tab showing the errors, or you can click on the tab. Correct the error(s) on the tab, navigate back to the "Submit" tab, and click the "Complete Registration" button to submit your registration.

Confirmation

The system will display a confirmation message with important information about next steps. You will also receive an email confirmation at the address you provided in the Point of Contact tab.

Figure 13: Registration Confirmation

Step 3: Register (I represent a farmer path)

Representative Information

Registering as a representative and requesting access to represent one or more farms is a simple process. Once you complete these few fields and click on the Submit Registration button, return to the Listing and you can request access to represent a farm.

Quick Tip

Note for Representatives: If you work with a farm that hasn't registered yet, we recommend that you register first and then have the system "invite" the farmer to register.

Figure 14: Representative Information

Field Name	Description
First Name	The first name of the person who logged in to the system and is completing the representative registration. This is pre-filled by the system. If you need to change the Contact Last Name, see Appendix A: Maintaining your My.NY.gov account
Middle Name	The middle name of the person completing the representative registration. This field is not required.
Last Name	The last name of the person who logged in to the system and is completing the representative registration. This is pre-filled by the system. If you need to change the Contact Last Name, see Appendix A: Maintaining your My.NY.gov account
Legal Name	This is the legal name of the representative's business, such as the tax preparer's company. It is not a required field.
Email Address	The email address of the person who logged in to the system and is completing the representative registration. This is pre-filled by the system. If you need to change the email address, see Appendix A: Maintaining your My.NY.gov account
Phone Number and Type	The phone number the Department of Agriculture and Markets can call if there are questions regarding the information provided. Provide a phone extension (if applicable) and indicate what type of phone the number goes to. These fields are required. Note: You will not receive any text messages without your advance permission.

Confirmation

The confirmation page will display when the registration has been successfully completed and will display a list of farms that you as the representative have access to. If you click the Request Access button and provide the EIN of the farm and the farm's email address, the system will send the farm an email indicating you are requesting approval to represent the farm. If the farm has not yet registered, an email will be sent to the farmer inviting them to register.

Figure 15: Representative Registration Confirmation

Figure 16: Pop-up Message to Request Approval to Represent Farm

You have been approved to represent and apply on behalf of the below farms.

Please note the following:

- If you need to add another farm, use the Request Access button
- To view farm information, use the Details link.
- To update representative information, use the Update Representative Info button.

Update Representative Info   **Request Access**

Legal Name of Farm ▾	Status ⬍	View/Modify
cows	Active	✎

Previous 1 Next

Agencies   App Directory   Counties   Events   Programs
Services

Figure 17: List of Farms Represented

Appendix A: Maintaining your My.NY.gov account

Logging in

When you access the portal, either by clicking on the button on the [Farm Employer Overtime Credit Advance](#) page on the NYS Department of Agriculture and Markets' website or going directly to the online portal [system](#), you will be brought to My.NY.gov to log in.

Figure 18: My.NY.gov Sign In Page

If you have done online business with a New York State agency such as the Department of Motor Vehicles or Department of Taxation and Finance, you may already have a My.NY.gov account. If you do not have a My.NY.gov account, you will need to create one.

Create a My.NY.gov account

1. Navigate to My.NY.gov or click the "Create an Account" link from the sign in page
2. Click on the "Personal" account type
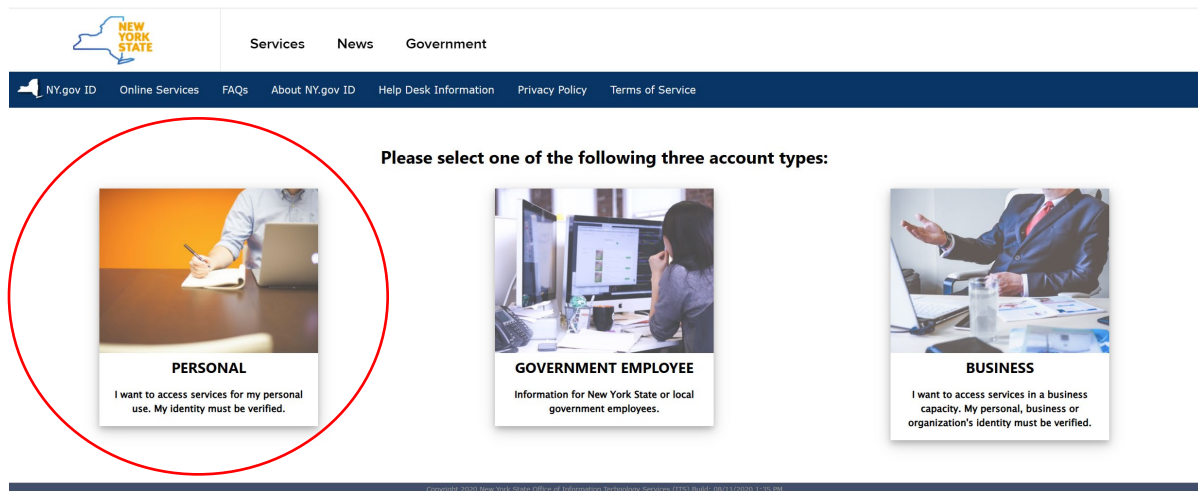
Figure 19: My.NY.gov Account Types

3. Click on the "Sign Up for a Personal NY.gov ID" button
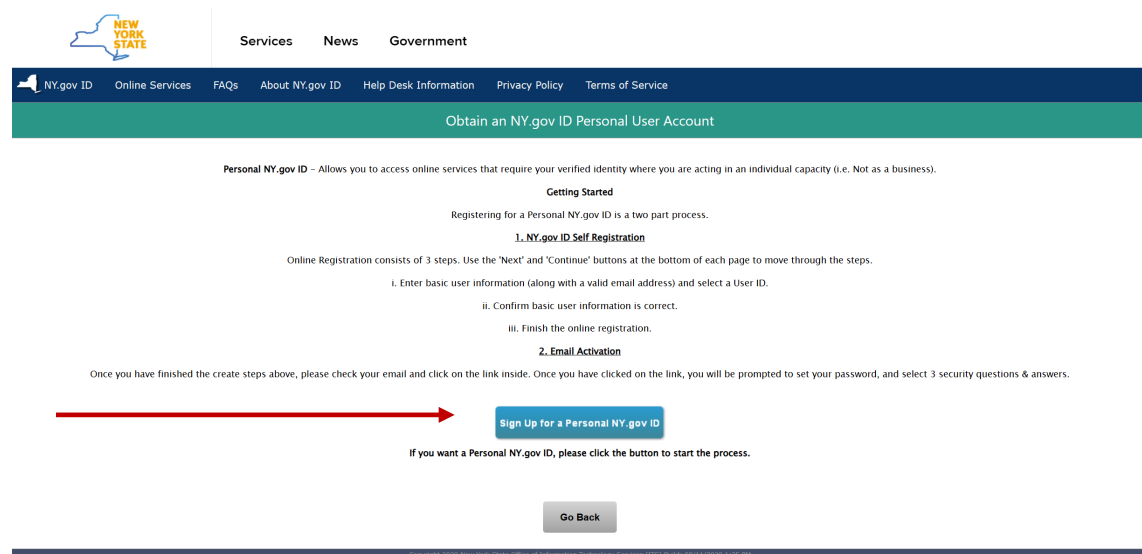
Figure 20: Obtain an NY.gov Personal User Account

4. Complete the "Account Information" form and click continue. The following fields are required:
   a. First Name
   b. Last Name
   c. Email Address
   d. Confirm Email Address
   e. Create a Username

If the username you want to use is already taken, you will be prompted to select one from the suggestions provided, or you may type in a different one.

Figure 21: My.NY.gov Account Information Page

5. Fill in your address and date of birth. Note: City and date of birth are required fields.

Figure 22: My.NY.gov Personal Information Page

6. Review the information you've provided and click the "Create an Account" button.

Create an Account

Step 1   Step 2   **Step 3**

Review Your Information

Use the back button if any edits are needed.

Username:	iamarep
First Name:	Irma
Last Name:	Rep
Email:	iamarep@gmail.com
Mobile Phone Number:	
Date of Birth (MM/DD/YYYY):	11/16/1964

Residential Address

Street Address:	
Apt, suite, floor, etc:	
City:	Glenville
State:	NY
Zip Code:	

Back   Create Account

Figure 23: My.NY.gov Review Page

7. You will receive a confirmation message and instructions to check your email's inbox to finish setting up your account. Click the "Return to Sign In" button.

my.ny.gov
NY.GOV ID

Check your Inbox

An email with an activation link has been sent to iamarep@gmail.com

Please follow the link to activate your account **within 48 hours.**
After 48 hours the link will expire and you will need to Create an Account again.

Don't see the email? Please check your spam or junk folder.

Return to Sign In

NY.GOV ID   Get Assistance   About NY.GOV ID   Privacy Policy   Terms of Service   FAQs

Figure 24: My.NY.gov Confirmation Page

8. Go to your email provider and access the email account used to create your My.NY.gov account. Click on the email from NY.Gov ID. If you don't see an email, make sure to check your spam or junk folder.
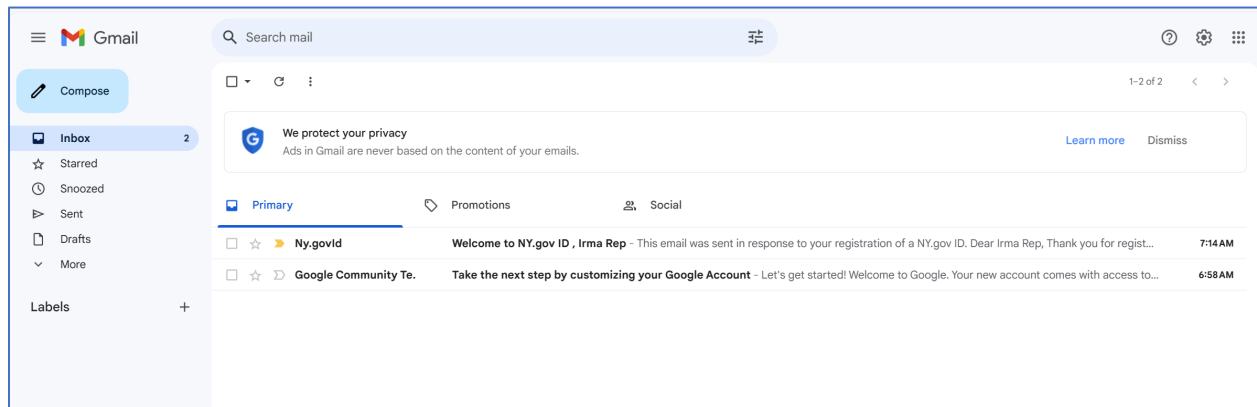
Figure 25: Example of a Gmail Inbox With Welcome Email

9. Click on the "click here" link in the email to set your security questions and activate your account.
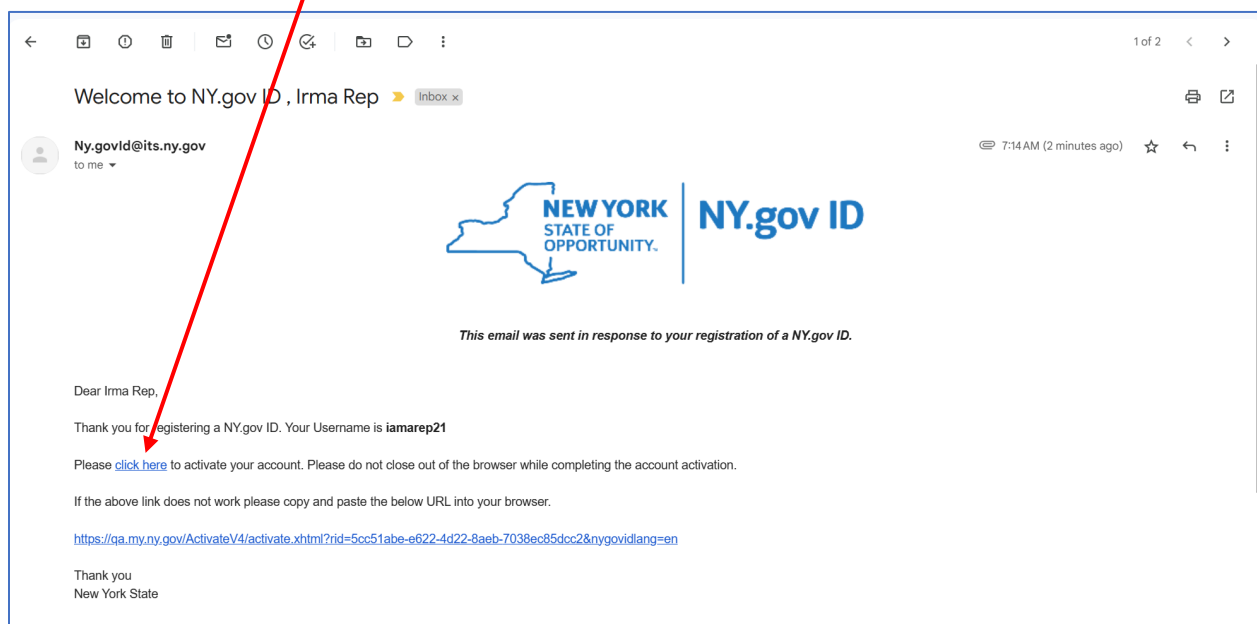
Figure 26: Welcome Email

10. Set your secret questions and answers. These questions and answers will help you reset your password in the future, so make sure you remember your answers. When you've selected three secret questions and set the answers for each of them, click the "Continue" button.

Figure 27: My.NY.gov Secret Questions
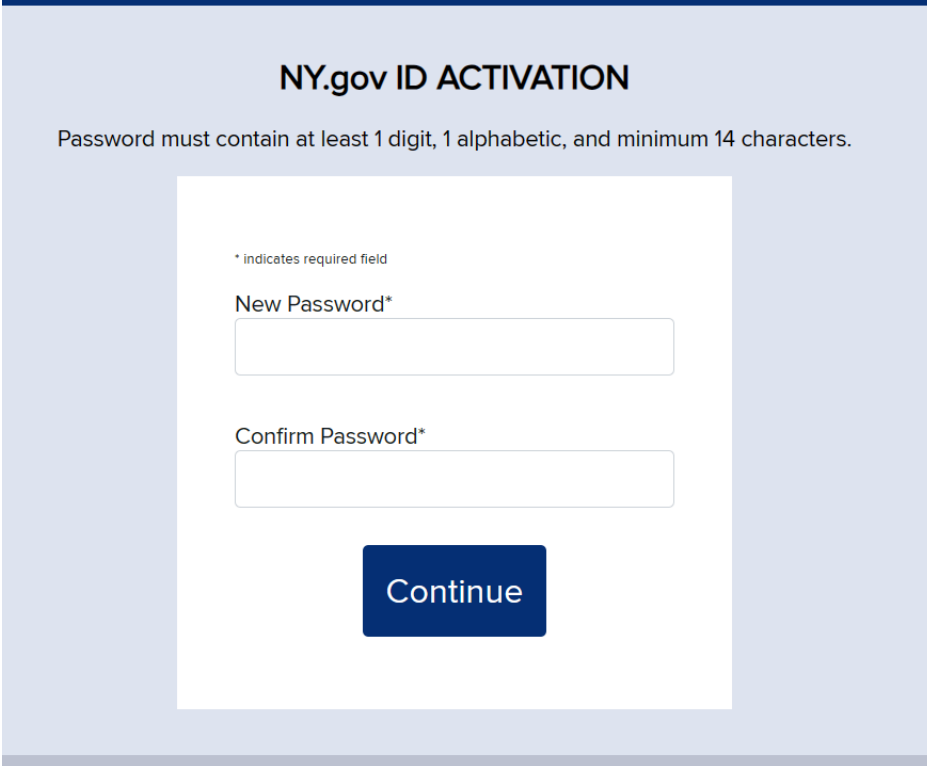
11. Next you'll create your password.

Figure 28: Set Password Prompt
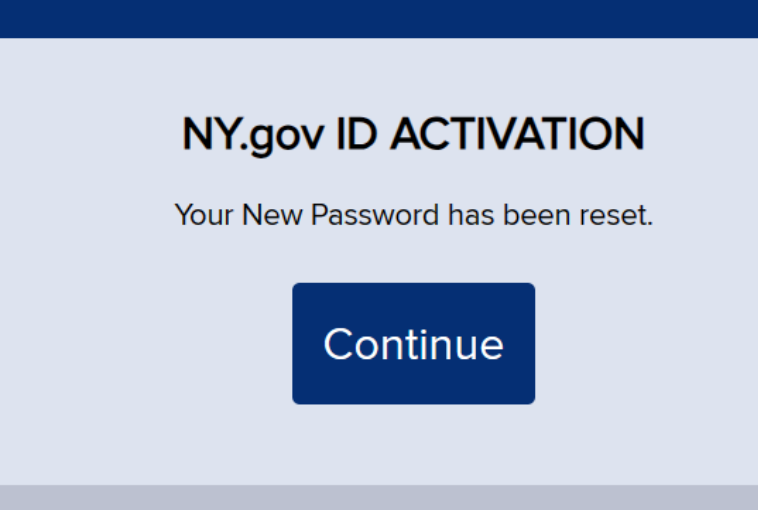
Your password must contain at least one number and one letter and must be a minimum of 14 characters.

Figure 29: Set Your My.NY.gov Password
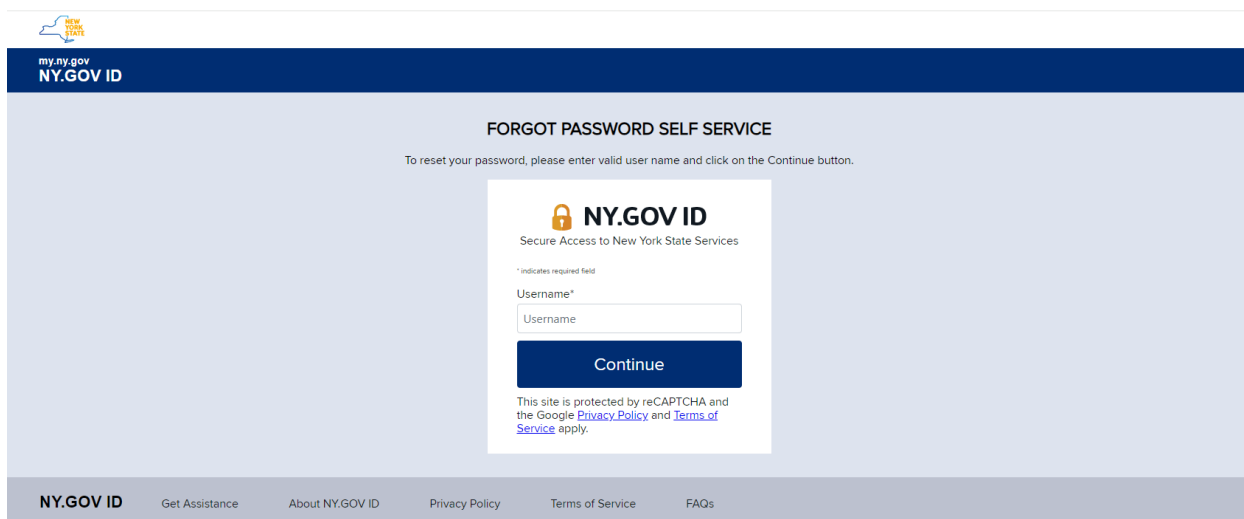
Figure 30: Password Confirmation

Reactivate your account

If it has been a while (more than 90 days) since your last log in to a New York State application using My.NY.gov, you will need to reactivate your account. You may also follow these steps if you need to change your password.
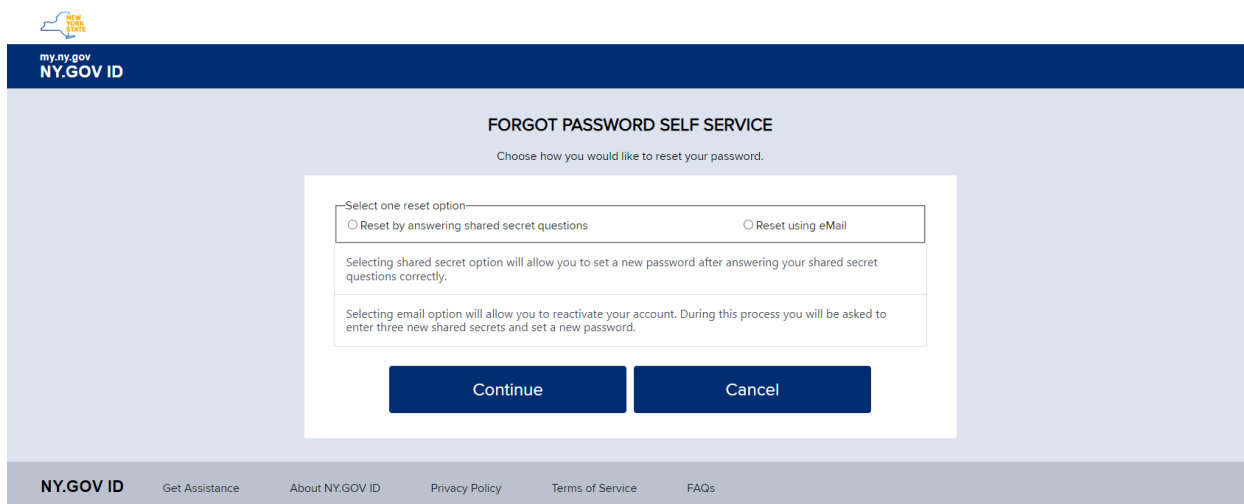
1. Go to My.NY.gov
2. Click on the Forgot Password link to access the Forgot Password Self Service
3. Enter your username and click the "Continue" button

Figure 31: My.NY.gov Forgot Password Self Service

4. Select the option to "Reset using eMail" and click the "Continue" button.

Figure 32: My.NY.gov Reset Method Selection

You will then be walked through the process to reset your password, which will also reactivate your account if it has been a while since you last logged in.
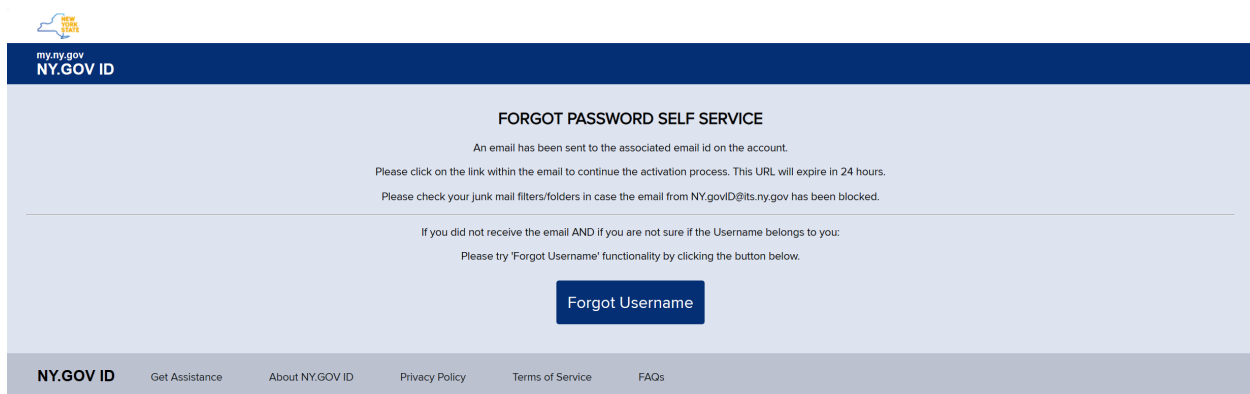
Figure 33: My.NY.gov Forgotten Password Self Service

5. You will receive an email in the account connected with your My.NY.gov account in approximately three minutes. Click on the "click here" link in the email to reactivate your account. The steps will be very similar to when you created your account originally.
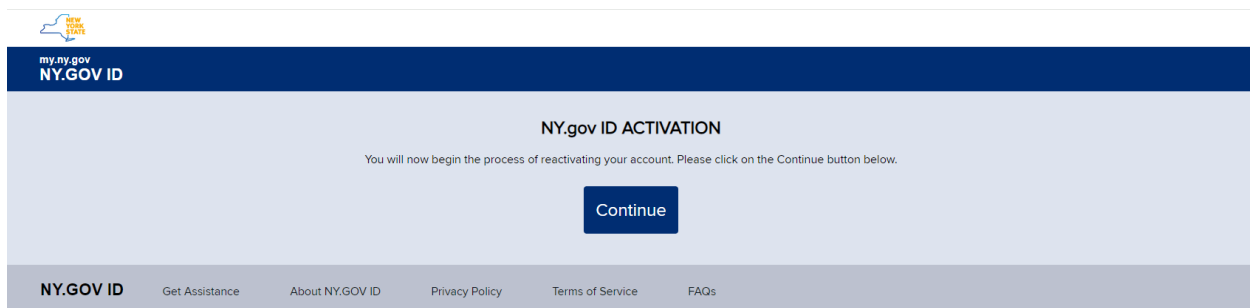

Figure 34: My.NY.gov ID Activation

6. Click on the "Continue" button and you will be prompted to select your secret questions and answers; these can be the same as previously selected.

Figure 35: My.NY.gov Activation - Secret Questions

7. After you have selected your secret questions and provided answers, click the "Continue" button and you will be prompted to reset your password. Click the "Continue" button to reset your password.
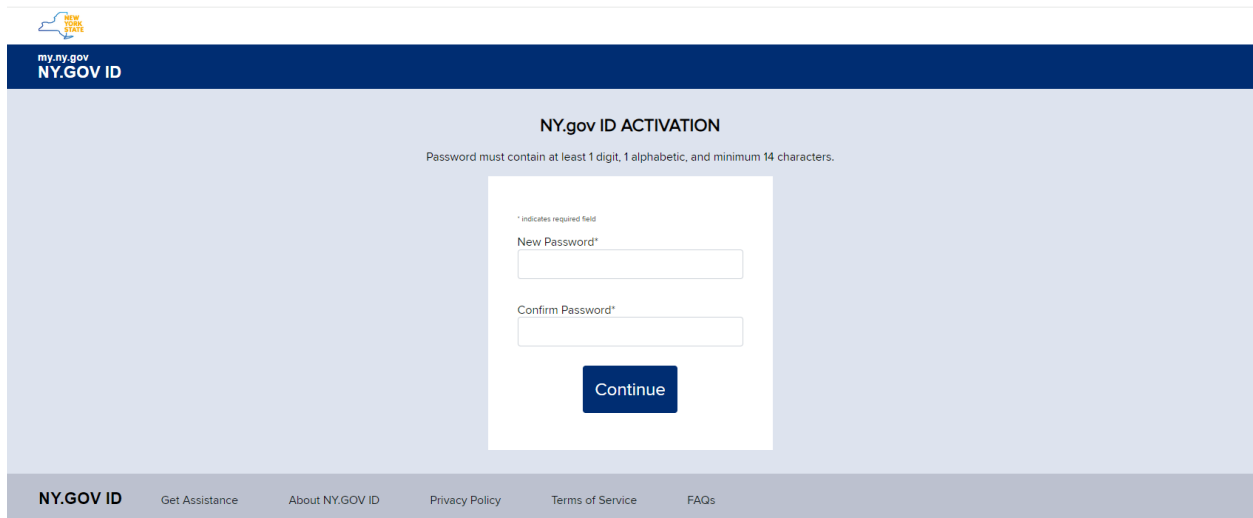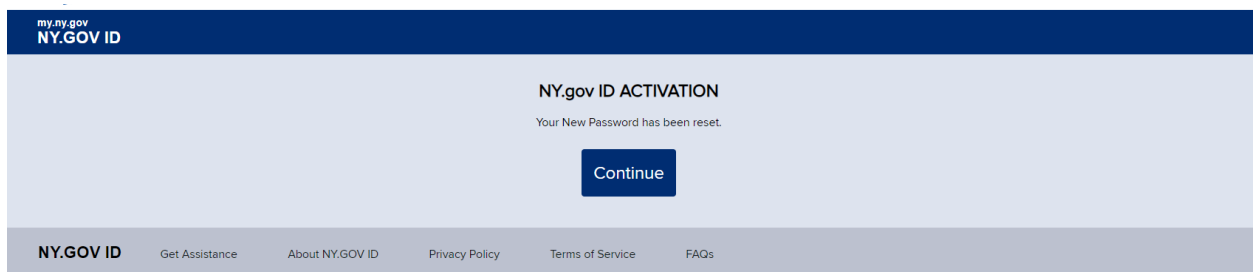

Figure 36: My.NY.gov Activation - Set Password

8. You will be prompted to set a new password. It cannot be the same as a previous password. It must contain at least one number and one letter and must be a minimum of 14 characters for security purposes. You can use special characters.

Figure 37: My.NY.gov Activation New Password

9. Click on the "Continue" button and you will receive a success message.

Figure 38: My.NY.gov Password Successfully Reset

Update my account

If you need to update the last name or email address associated with your My.NY.gov account, log in to https://My.NY.gov and you will see the dashboard.

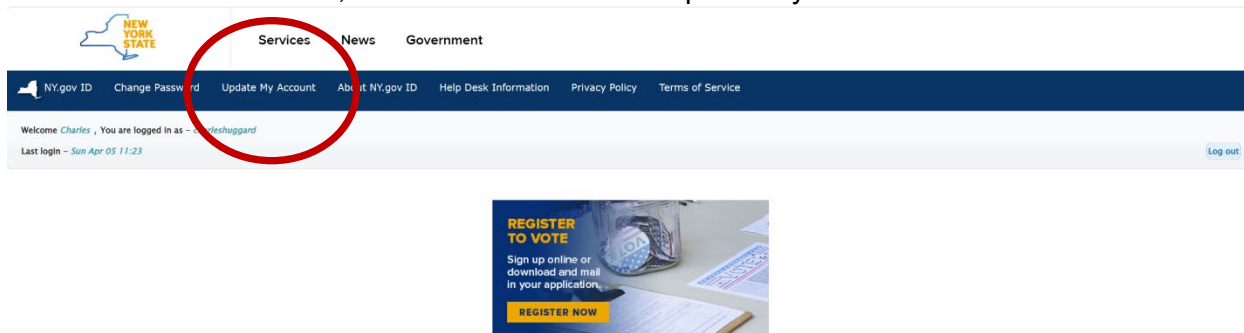1. On the dashboard, click on the menu item "Update My Account" as shown below.

Figure 39: My.NY.gov Dashboard Showing Update My Account

2. Update the information as necessary. Note: You cannot change your username, first name or date of birth.

You can also change your secret questions and answers here. When complete, click the "Modify Account" button.

3. You will have an opportunity to review both Account Update and Password Reset Information (secret questions and answers). Then this pop up will appear:
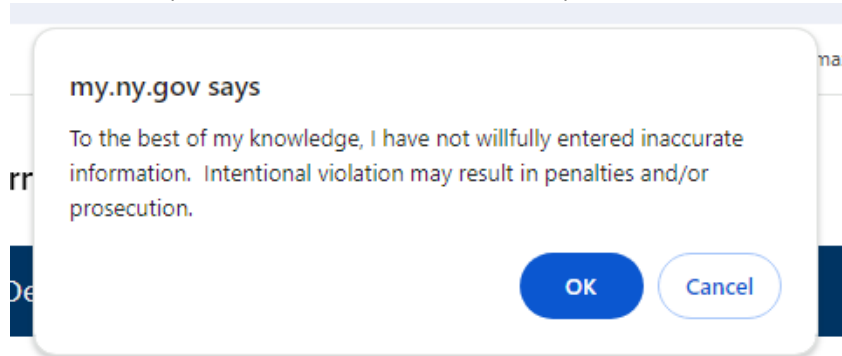

Figure 40: Attestation

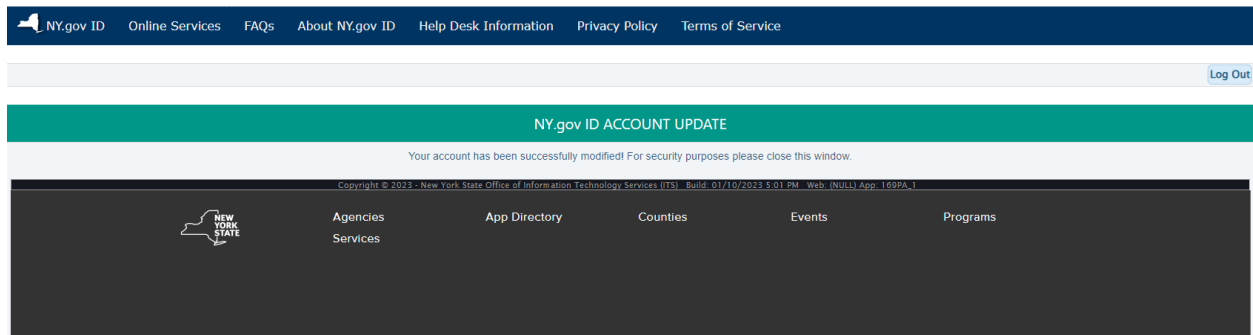4. Click the "OK" button to save your updates and continue. You will receive the confirmation shown below.

Figure 41: My.NY.gov Account Update Confirmation