



**Agriculture
and Markets**

Farm Employer Overtime Credit Advance

USER GUIDE



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Quick Tip

Before you start, have the following information handy:

- Farm's Employer Identification Number (EIN)
- Farm owner(s) Taxpayer Identification Number(s) (TIN)
- Representative's (e.g. tax preparer's) email address

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 wages 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 Certificate 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.

The screenshot shows the My.NY.gov Sign In interface. At the top left, there is a New York State logo and the text 'my.ny.gov NY.GOV ID'. The main content area is a white box with the 'NY.GOV ID' logo and the text 'Secure Access to New York State Services'. Below this are input fields for 'Username' and 'Password', followed by a blue 'Sign In' button. At the bottom of the white box are links for 'Forgot Username? or Forgot Password?', 'Create an Account', and 'Need help? Get Assistance'. A footer note states 'This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply'. The bottom of the page has a dark blue navigation bar with links for 'NY.GOV ID', 'Get Assistance', 'About NY.GOV ID', 'Privacy Policy', 'Terms of Service', and 'FAQs'.

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.

Important: 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.

The screenshot shows a web page titled "Farm Employer Overtime Credit Advance" under the "Agriculture and Markets" section of the New York State government website. The page content includes a header with the New York State logo and the text "Farm Employer Overtime Credit Advance". Below the header, the page title "Farm Employer Overtime Advance Credit" is displayed. The main content area contains a message: "Before you begin your Overtime Tax Credit application, we will need to register you and the farm. Please select the type of registration you will need and provide all of the required information to register." Below this message is a form with a label "*Please indicate what type of registration you need" and a dropdown menu with the text "Select an option". A "Continue" button is located to the right of the dropdown menu. At the bottom of the page, there is a dark navigation bar with the New York State logo and several menu items: "Agencies", "App Directory", "Counties", "Events", and "Programs".

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.

The screenshot shows the 'Farm Information' tab of the registration process. At the top, there is a header for 'Farm Employer Overtime Credit Advance' with the NYS Agriculture and Markets logo. Below the header, the 'Add Farm' section contains instructions: 'Please complete each of the tabs below, starting with the "Farm Information". Use the "Next" and "Previous" buttons to navigate between tabs. Once you have filled out the required information, use the "Complete Registration" button on the "Submit" tab to complete the registration process.' The 'Farm Information' tab is active, showing a form with two input fields: 'Legal Name of Farm' (marked as required) and 'If the farm has a DBA or other "common" name, please enter it here'. There are 'Next' and 'Return to Farm Listing' buttons at the bottom of the form. A footer bar at the bottom of the page shows the user 'AGMTestD45 (Test Environment)' and navigation links for 'Agencies', 'App Directory', 'Counties', 'Events', and 'Programs'.

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.

Test Farm

- Please complete each of the tabs below, starting with the "Farm Information".
- Use the "Next" and "Previous" buttons to navigate between tabs.
- Once you have filled out the required information, use the "Complete Registration" button on the "Submit" tab to complete the registration process.

Farm Information Point of Contact Tax Information Owners/Partners Representative Submit

Please provide a point of contact that the New York State Department of Agriculture and Markets may contact with questions.

*First Name: Tom Middle Initial: *Last Name: Thomas

Contact Email Address: agmtest245@mail.com

*Phone Number: Phone Extension: *Phone Type:

User: AGMTestD45 (Test Environment)

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 initial 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 phone type. 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.

New York State Agriculture and Markets **Farm Employer Overtime Credit Advance**

Test Farm

- Please complete each of the tabs below, starting with the "Farm Information".
- Use the "Next" and "Previous" buttons to navigate between tabs.
- Once you have filled out the required information, use the "Complete Registration" button on the "Submit" tab to complete the registration process.

Farm Information Point of Contact **Tax Information** Owners/Partners Representative Submit

* Employer Identification Number (EIN) Type : *Farm Employer Tax Identification Number

*Business Entity Type

*Tax Year Start Month

Figure 5: Farm Registration - Tax Information

Field Name	Description
Employer Identification Number (EIN) Type	If your farm files its tax returns using a Social Security number (e.g. sole proprietorship), select "individual". If your farm files its tax returns using an EIN, select "business".
Farm Employer Tax Identification Number	Enter the EIN or SSN that your farm uses to file taxes. Important: Dashes must be entered in the appropriate places depending on number type.
Business Entity Type	This should be the same as what income tax form(s) you file. Your choices are: <ul style="list-style-type: none"> • 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/Partners

On the “Owners/Partners” 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 Taxpayer Identification Number (TIN), such as a Social Security number (SSN) or Employer Identification number (EIN) 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.

Note: The owner percentages must be filled out to the fourth decimal point and equal 100.0000% exactly.

The screenshot shows the 'Owners/Partners' tab of the registration process. At the top, there is a header with the New York State logo and the text 'Agriculture and Markets Farm Employer Overtime Credit Advance'. Below the header, the page title is 'Test Farm'. A list of instructions is provided: 'Please complete each of the tabs below, starting with the "Farm Information".', 'Use the "Next" and "Previous" buttons to navigate between tabs.', and 'Once you have filled out the required information, use the "Complete Registration" button on the "Submit" tab to complete the registration process.' Below the instructions, there are tabs for 'Farm Information', 'Point of Contact', 'Tax Information', 'Owners/Partners', 'Representative', and 'Submit'. The 'Owners/Partners' tab is active. A message states: 'Please enter all legal owners of the farm below. Advance payment certificates will include the names of all owners with approved corresponding amounts for each owner (if applicable). Each ownership/partnership percentage must be provided to the ten-thousandth of a percent (.0000) and the total of all ownership must equal 100.0000 to continue.' Below this, there is a table with columns for 'Name', 'Taxpayer ID Number', and 'Percentage Of Ownership'. The 'Total' row shows '0.0000'. There is an 'Add Owner/Partner' button on the right. At the bottom, there are 'Previous', 'Next', and 'Return to Farm Listing' buttons. A user bar at the top of the screenshot reads 'User: AGMTest345 (Test Environment)'.

Figure 6: Owners/Partners

To add additional owners, click the “Save and Add Another Owner/Partner” button. When you are done adding owners, click the “Save Owner/Partner” Information button to return the Owners/Partners Listing

When you have finished adding owners/partners, click the “Next” button.

The screenshot shows the 'Owner/Partner Information' form. At the top, there is a header with the New York State logo and the text 'Agriculture and Markets Farm Employer Overtime Credit Advance'. Below the header, the page title is 'Test Farm'. The form title is 'Owner/Partner Information'. The form has the following fields: 'Owner Type', 'Legal Business Name', 'Owner/Partner SSN/EIN', and 'Percentage Of Ownership'. The 'Percentage Of Ownership' field is set to '0.0000 %'. There are three buttons at the bottom: 'Return to Listing', 'Save Owner/Partner', and 'Save and Add Another Owner/Partner'. A user bar at the top of the screenshot reads 'User: AGMTest345 (Test Environment)'.

Figure 7: Farm Registration – Owner Tab

Field Name	Description
Owner Type	This field determines which other fields need to be completed for the Owner. Your choices are: <ul style="list-style-type: none"> • 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. Include dashes (-) when entering your TIN in either format (e.g., XX-XXXXXXX or XXX-XX-XXXX)
First Name, Middle Initial, Last Name	If you selected Individual as the Owner Type, the first name and last name of the owner are required.
Legal Business Name	If you indicated Business as the Owner Type, the legal business name of the owner business is required.
Percentage of Ownership	Add the ownership percentage for each owner. These must total 100%. All percentages must be entered out to four decimal places (e.g., XXX.XXXX%)

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.

Important: Only the farm can authorize a representative or change who their representative is (if any is designated).

The screenshot displays the 'Representative' tab of the Farm Registration process. At the top, a navigation bar includes 'Farm Information', 'Point of Contact', 'Tax Information', 'Owners/Partners', 'Representative' (the active tab), and 'Submit'. Below this, a section titled 'Test Farm' provides instructions: 'Please complete each of the tabs below, starting with the "Farm Information".', 'Use the "Next" and "Previous" buttons to navigate between tabs.', and 'Once you have filled out the required information, use the "Complete Registration" button on the "Submit" tab to complete the registration process.' The main content area features an 'Add Representative' button and a table with columns for 'Representative', 'Status', and 'Action'. Below the table are navigation buttons: 'Previous', 'Next', and 'Return to Farm Listing'. A user status bar at the bottom indicates 'User: AGMTest345 (Test Environment)'.

Figure 8: 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	The email address for your chosen representative. Information for representatives already registered in the system will be displayed here. If your representative has not yet registered, they will receive an email asking them to register. Once the representative has registered, the farm employer will need to sign in to the system and grant them access..

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.

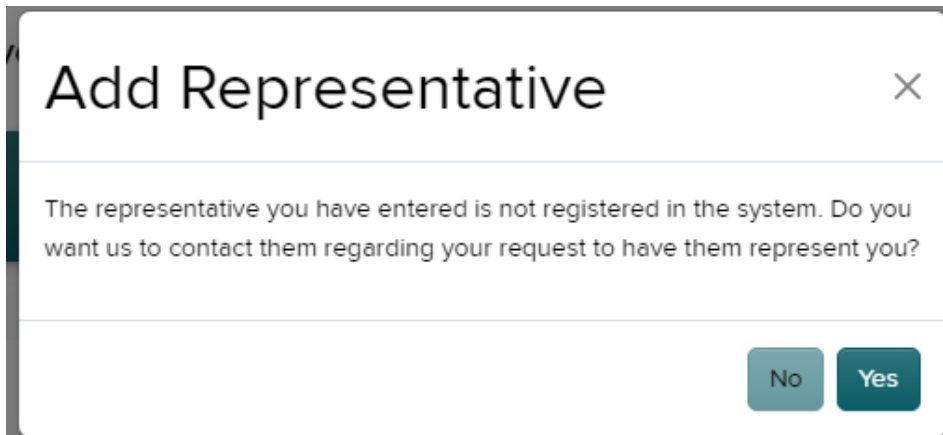


Figure 9: Add Representative Confirmation

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

Farm Registration

Please complete each of the tabs below, starting with the Farm Information. Use the Next and Previous buttons to navigate between tabs. Once you have filled out the required information, use the Complete Registration button on the Submit tab to complete the registration process.

Farm Information Point of Contact Tax Information Owners **Representative** Submit

You as the farm owner have the option to allow a representative to enter data and/or manage your registration on your behalf. To add a representative enter their email address below.

Please note the following:

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

Representative Email Address

Name	Email Address	Status	Action
	Talisker0415@gmail.com	Requested	

Figure 10: 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. You may deactivate a representative at any time to cease their access to your application.

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Farm Employer Overtime Credit Advance

Farm Registration

Please complete each of the tabs below, starting with the Farm Information. Use the Next and Previous buttons to navigate between tabs. Once you have filled out the required information, use the Complete Registration button on the Submit tab to complete the registration process.

Farm Information Point of Contact Tax Information Owners **Representative** Submit

You as the farm owner have the option to allow a representative to enter data and/or manage your registration on your behalf. To add a representative enter their email address below.

Please note the following:

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

Representative Email Address

Name	Email Address	Status	Action
Nancy's Numbers	nancynumero9@gmail.com	Active	

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Figure 11: Farm Registration - Representative Tab, Registered Representative

Submit

The “Submit” tab displays the status of the information provided during registration . Missing information and/or errors will be displayed on this page. You will not be able to complete registration until all required information is provided and all errors are resolved.

NEW YORK STATE Agriculture and Markets **Farm Employer Overtime Credit Advance**

Test Farm

- Please complete each of the tabs below, starting with the "Farm Information".
- Use the "Next" and "Previous" buttons to navigate between tabs.
- Once you have filled out the required information, use the "Complete Registration" button on the "Submit" tab to complete the registration process.

Farm Information Point of Contact Tax Information Owners/Partners Representative **Submit**

- Farm Information
- Point of Contact
- Tax Information
- Owners/Partners
- Representative (Optional)

User: AGMTest345 (Test Environment)

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Services

Figure 12: Farm Registration - Submit Tab

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

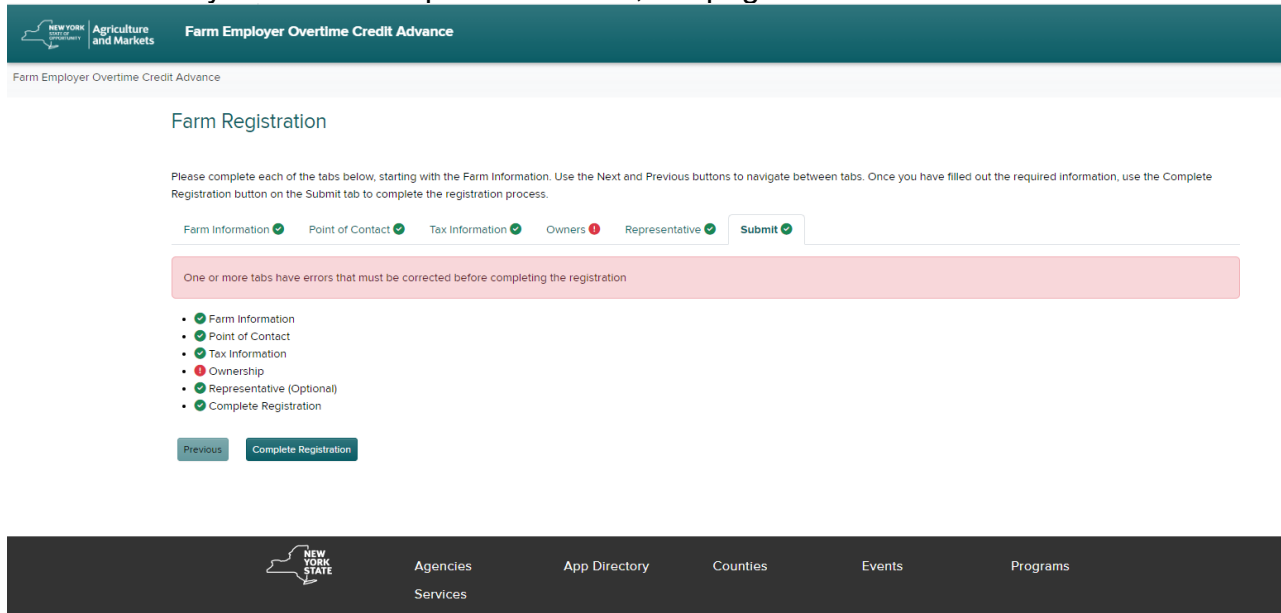


Figure 13: Farm Registration - Submit Tab with Errors

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.

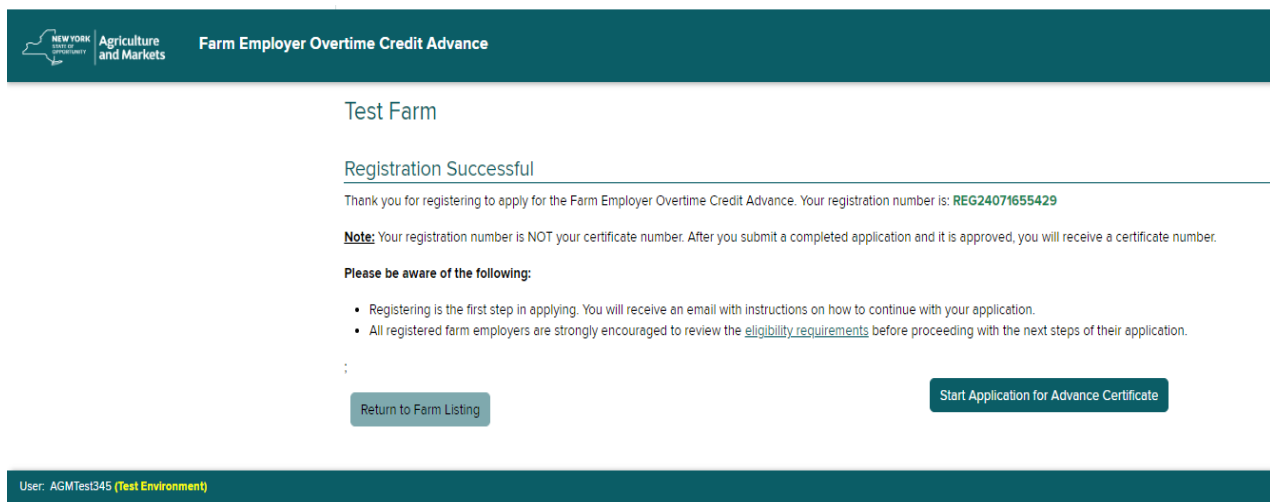


Figure 14: Registration Confirmation

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, click “Return to Listing” and you can request access to represent a farm.

Quick Tip

Note for Representatives: If the farm you plan to represent hasn't registered yet, we recommend that you register first and advise them that they will receive an email from the system (so they know it is not spam). The email will invite them to register, at which time they can confirm you as their designated representative. will “

The screenshot shows a web interface for 'Farm Employer Overtime Credit Advance'. The page title is 'Add Representative'. Under the heading 'Representative Information', there are several input fields: 'First Name' (filled with 'Nancy'), 'Middle Initial', 'Last Name' (filled with 'Numero'), 'Legal Name', 'Email Address' (filled with 'nancynumero9@gmail.com'), 'Phone Type', 'Phone Number', and 'Phone Ext'. There are two buttons: 'Return to Listing' and 'Submit Representative'. The footer contains the New York State logo and navigation links for Agencies, App Directory, Counties, Events, and Programs.

Figure 15: 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 Initial	The middle initial 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 phone type. 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.

The screenshot shows the 'Farm Employer Overtime Credit Advance' confirmation page. At the top, there is a dark teal header with the New York State logo and the text 'Agriculture and Markets Farm Employer Overtime Credit Advance'. Below the header, the page title 'Farm Employer Overtime Credit Advance' is displayed. A light blue box contains the following text: 'You have been approved to represent and apply on behalf of the below farms. Please note the following:' followed by a bulleted list: '• If you need to add another farm, use the Request Access button', '• To view farm information, use the Details link.', and '• To update representative information, use the Update Representative Info button.' To the right of this box are two buttons: 'Update Representative Info' and 'Request Access'. Below the box is a table with columns for 'Legal Name of Farm', 'Status', and 'View/Modify'. The table has one row with a 'Previous' button, a '1' in a box, and a 'Next' button. At the bottom of the page is a dark grey footer with the New York State logo and navigation links for 'Agencies', 'App Directory', 'Counties', 'Events', 'Programs', and 'Services'.

Figure 16: Representative Registration Confirmation

The pop-up message is titled 'Request Approval to Represent Farm' and has a close button (X) in the top right corner. The main text reads: 'Enter the Farm's EIN. A request will be sent to the farm to approve your authority to manage and submit an application on their behalf.' There are two input fields: one for 'Farm EIN' and one for 'Farm Email Address'. At the bottom of the pop-up are two buttons: 'Cancel' and 'Send Request'.

Figure 17: Pop-up Message to Request Approval to Represent Farm

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Farm Employer Overtime Credit Advance

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	View/Modify

Previous 1 Next

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Figure 18: List of Farms Represented

Application for Advance Certificate

To begin your application for a credit advance, following the “Registration Successful” message (Figure 8), click on the “Start Application for Advance Certificate” button or the “Return to Listing” button, and navigate to the “Applications for Advance Certificate” tab.

NEW YORK STATE Agriculture and Markets Farm Employer Overtime Credit Advance

Test Farm

- Please complete each of the tabs below, starting with the 'Farm Information'.
- Use the "Next" and "Previous" buttons to navigate between tabs.
- Once you have filled out the required information, use the "Complete Registration" button on the "Submit" tab to complete the registration process.

Farm Information Point of Contact Tax Information Owners/Partners Representative Applications for Advance Certificate

Start Application for Advance Certificate

Tax Year	Application Status	Details	Certificate
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Previous

Return to Farm Listing

User: AGMTest345 (Test Environment)

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Figure 19: Applications for Credit Advance

On the “Applications for Advance Certificate” tab, click on “Start Application for Advance Certificate” to begin an application.

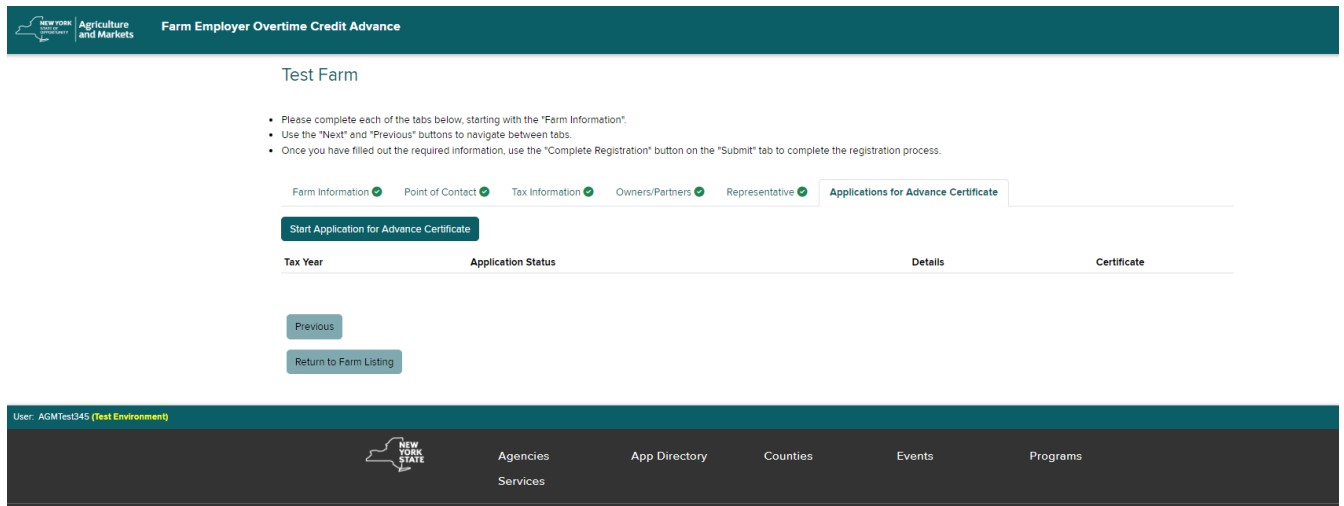


Figure 20: Applications for Credit Advance

Field Name	Description
Tax Year	This field identifies the tax year for any application in process or completed. It will be blank until the first application is started. The system will only display available tax years and will automatically update when new years are available. Once an application has been started for a specific tax year, that tax year will no longer appear as an option in the drop down.
Application Status	<p>This field provides the status of each application. Statuses are as follows:</p> <p>Application In Process – indicates application has started, but has not yet been submitted.</p> <p>Application Submitted – indicates application has been submitted (certificate issued).</p> <p>Application Approved – indicates your application data has been transmitted by AGM to DTF.</p>

Select the appropriate tax year you are applying for. Only those tax years currently available in the system will be displayed. (Note: In Figure 21 below, 2023 and 2024 are available). Once an application has been started for a specific tax year, that tax year will no longer appear as an option in the drop down.

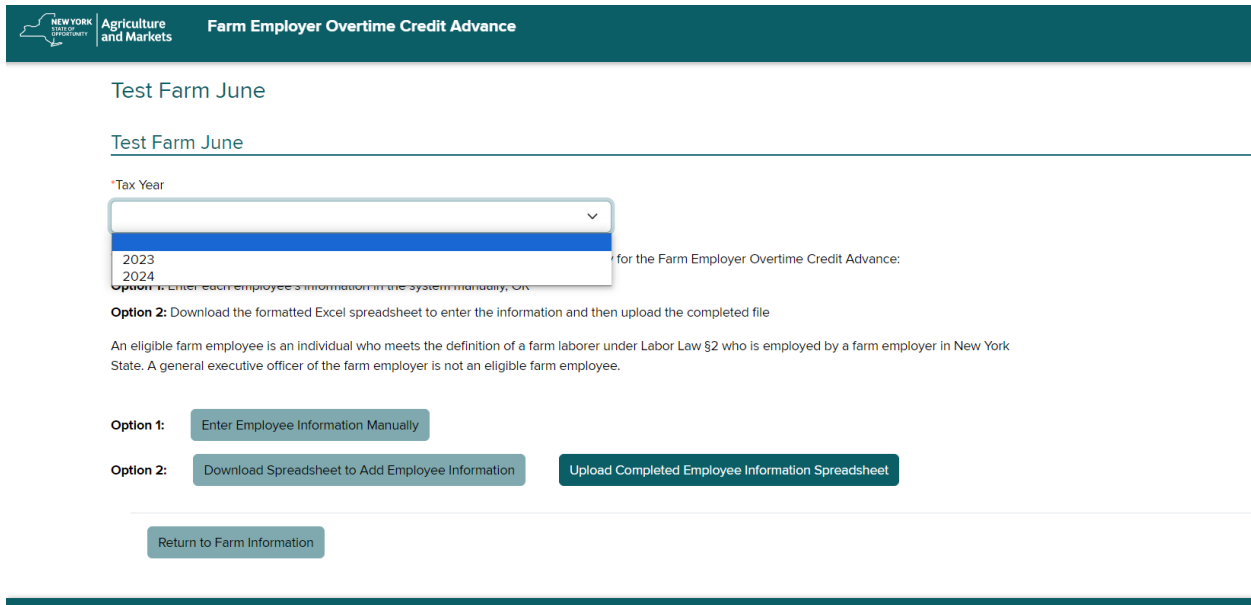


Figure 21: Select tax year

Once selected, the year will be displayed (2024 in the example below). There are two options to enter employee payroll data:

Option 1 – enter employee information manually

Option 2 – download/upload employee information

Note: You can always edit information manually, regardless of which option you choose.

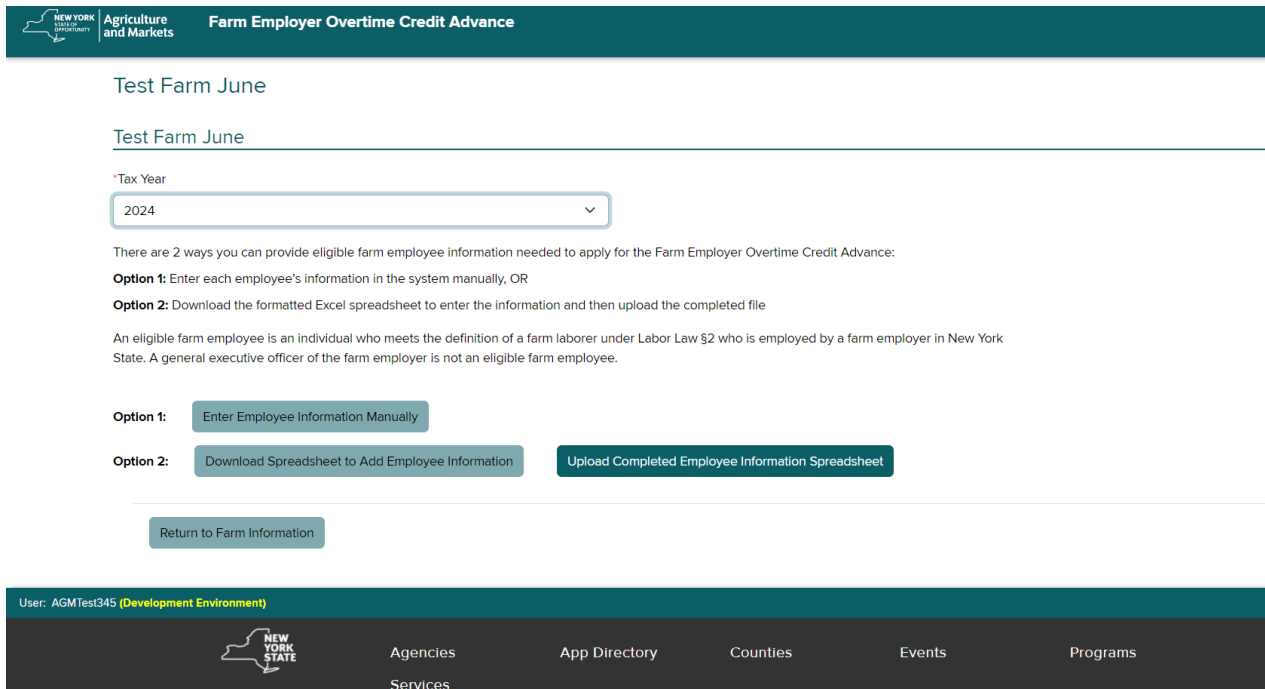


Figure 22: Applications for Credit Advance – Entering Employee Information

Option	Description
Option 1 – Enter Employee Information Manually	This option allows users to directly enter payroll information into the system manually. This is typically best suited for employers with a smaller number of employees.
Option 2 – Download Template Spreadsheet to Add Employee Information	This option allows users to enter information into an Excel template and upload payroll information directly into the system. This is typically best suited for medium to large employers with a significant number of employees.

Important: If you manually enter payroll data in the system before you upload an Excel file, the manually entered data will be overwritten by the upload. Always upload data first and then enter additional data manually in the system, if necessary.

Click on the “Enter Employee Information Manually” button to add employee payroll information directly into the system. Refer to Figure 22: *Applications for Credit Advance – Entering Employee Information* to continue.

Option 1- Entering Employee Payroll Data Manually

On this screen, you will provide information about each of the eligible employees of the farm. To add an employee, click on the “Add Farm Employee” button.

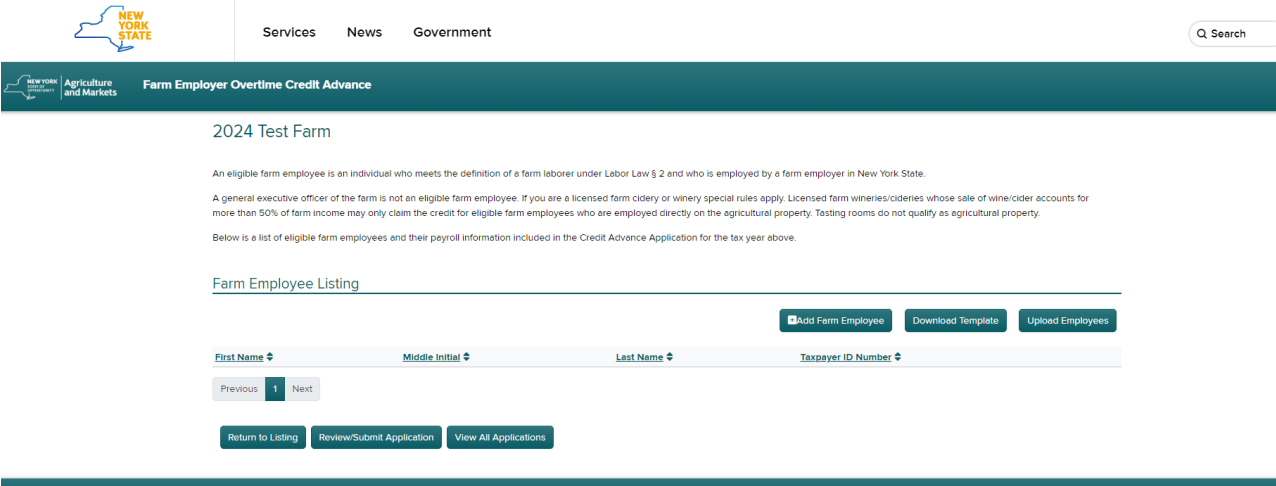


Figure 23: *Applications for Credit Advance – Entering Employee Payroll Information*

Buttons	Description
Add Farm Employee	This button can be used at any time to add a new farm employee.
Download Template	Used for option 2 only.
Upload Employees	Used for option 2 only.

In the next screen, enter the employee First Name, Middle Initial (not required), Last Name and Taxpayer ID Number and click the “Save Employee Information”. Note: Employee Tax IDs must be entered using dashes in XXX-XX-XXXX format.

This will display the “Payroll Information for Employee” section. Enter payroll information for each employee. Credit amounts are based on this information. Ensure your entry is accurate before continuing. Make sure to enter information carefully so the system can accurately calculate your estimated credit amount.

Important: If an employee was paid different rates during the tax year, a separate pay period entry will need to be made for each pay rate.

2024 Test Farm

Farm Employee was successfully created

Employee Information

*First Name Middle Initial *Last Name *Taxpayer ID Number

Test Employee ###-##-9999

Cancel Save Employee Information Delete

Payroll Information For Employee

Enter payroll information for each employee below. Make sure to enter information carefully so the system can accurately calculate your estimated credit amount. If the same employee has different rates of pay within the tax year, you will need to enter the appropriate employee/pay period for each different pay rate.

*Pay Period Start Date *Pay Period End Date *Total Eligible OT Hours Worked *Regular Pay Rate *Overtime Rate Remove

mm/dd/yyyy mm/dd/yyyy \$ \$ Remove

Editable list of employee's payroll

Add Additional Pay Periods for This Employee Save and return to Employee List page

Return to Employee Listing View All Applications

User: AGMTest345 (Test Environment)

Figure 24: Applications for Credit Advance – Entering Employee Payroll

Tip: You can enter one pay period (e.g., January – July) provided the payroll rate for the employee has not changed during the period specified. To add more than one pay period, click “Add Additional Pay Periods for this Employee” button.

Once done, click the “Save and Return to Employee List” button.

2024 Test Farm June

An eligible farm employee is an individual who meets the definition of a farm laborer under Labor Law § 2 and who is employed by a farm employer in New York State.

A general executive officer of the farm is not an eligible farm employee. If you are a licensed farm cidery or winery special rules apply, Licensed farm wineries/cideries whose sale of wine/cider accounts for more than 50% of farm income may only claim the credit for eligible farm employees who are employed directly on the agricultural property. Tasting rooms do not qualify as agricultural property.

Below is a list of eligible farm employees and their payroll information included in the Credit Advance Application for the tax year above. Select an employee to see more details, like their payroll.

Farm Employee Listing

[Add Farm Employee](#)
[Download Template](#)
[Upload Employees](#)

First Name	Middle Initial	Last Name	Taxpayer ID Number
Test		Employee	###-##-2222

[Previous](#)
1
[Next](#)

[Return to Listing](#)
[View All Applications](#)
[Review/Submit Application](#)

User: AGMTest345 (Development Environment) Downloads

Figure 25: Employee Listing

If unsuccessful, you will see an alert prompting you correct the issue. Take the appropriate corrective action, once corrected, resave and repeat these steps.

Option 2 - Using the Excel Template to Upload Payroll Data

This option works best when you already have payroll data saved in a format that easily transfers to an Excel spreadsheet.

To start, click the “Download Template” button. This will save the file to your downloads folder on your device.

Next, open the file and follow the instructions included in the template to fill out the spreadsheet with your payroll data.

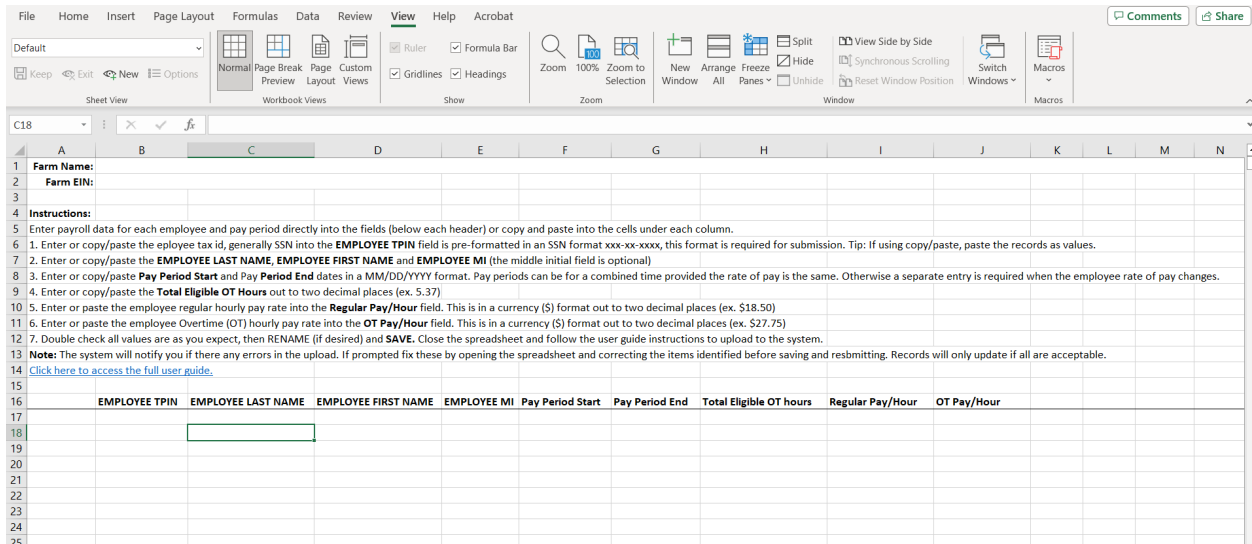


Figure 26: Excel File Sample

After you have filled out the template with your payroll data and saved it, you will be ready to upload the file. You may upload the file by either clicking the "Upload Completed Employee Information Spreadsheet" button on the "Select Tax Year" page (see Figure 22), or by clicking the "Upload Employees" button on the "Farm Employee Listing" page.

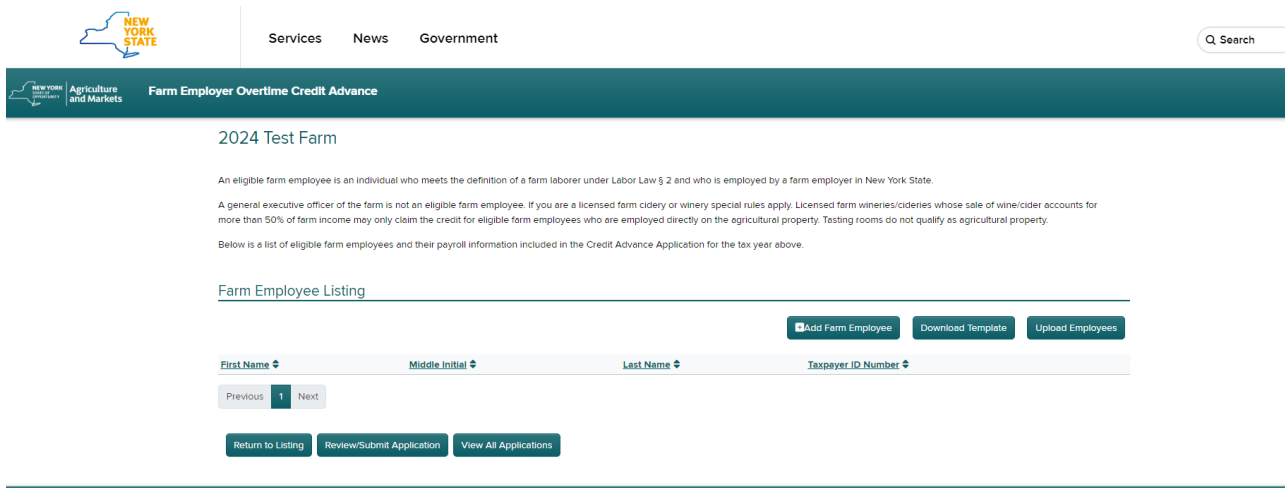


Figure 27: Upload File

Click on the "choose file" button and select your file from your device. The name of the file will display once selected. Then, click Upload.

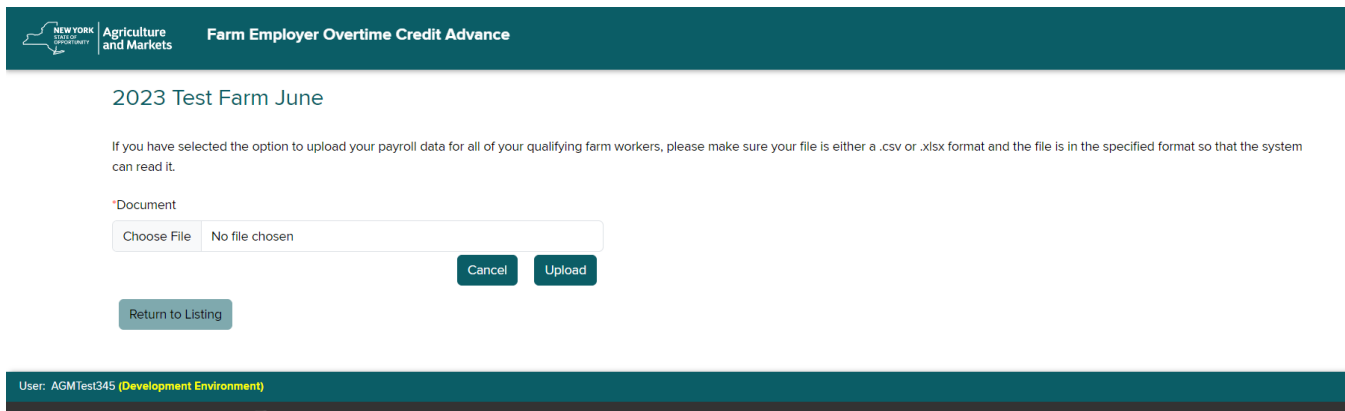


Figure 28: Upload file continued

If successful, you will see a confirmation screen. To view the records in the system, return to the Farm Employee list. Here, as with Option 1, you can edit or update records.

Note: If you need to update a significant amount of payroll information, you can upload a revised spreadsheet. This will overwrite any previously saved records.

The system will notify you if there any errors in the upload process. If prompted, fix these by opening the spreadsheet and correcting the items identified before saving and resubmitting. Records will only update if all are acceptable.

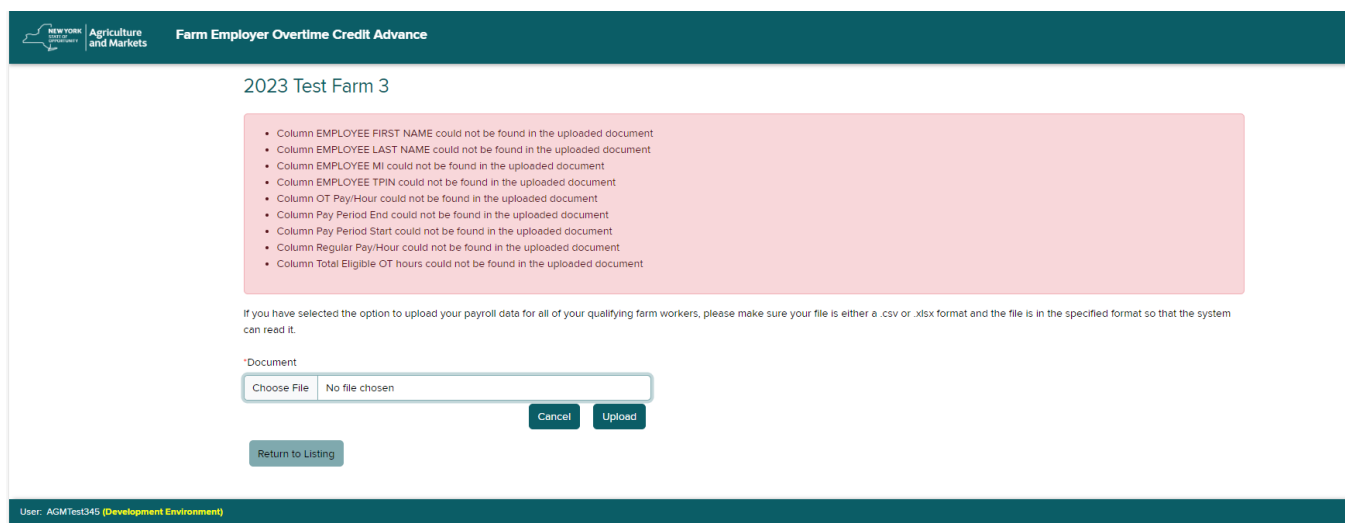


Figure 29: Error Messages

The system will return you to the “Employee Listing Summary Screen”. Once ready to submit the application, click on the “Review/Submit” button.

2024 Test Farm

An eligible farm employee is an individual who meets the definition of a farm laborer under Labor Law § 2 and who is employed by a farm employer in New York State.

A general executive officer of the farm is not an eligible farm employee. If you are a licensed farm cidery or winery special rules apply. Licensed farm wineries/cideries whose sale of wine/cider accounts for more than 50% of farm income may only claim the credit for eligible farm employees who are employed directly on the agricultural property. Tasting rooms do not qualify as agricultural property.

Below is a list of eligible farm employees and their payroll information included in the Credit Advance Application for the tax year above.

Farm Employee Listing

Add Farm Employee
Download Template
Upload Employees

First Name	Middle Initial	Last Name	Taxpayer ID Number
Employee		One	###-##-9999

Farm Employee Payroll Information

Previous
1
Next

Return to Listing
Review/Submit Application
View All Applications

User: AGMTest345 (Development Environment)

Figure 30: Review and Submit

Generating your Advance Certificate

The system will display the “Credit Advance Application - Summary and Attestation”. Prior to submitting the application, review the information for accuracy. You will see a summary of all the information you have provided in your application, including Farm Information, Point of Contact, Tax Information, Owners, and Representative (if any). There will also be a summary of the number of employees and total eligible OT hours to verify. If any changes are needed, click on the “Review Details of Employees and Payroll” button and repeat the required attestation steps.

From Advance Application Summary and Attestation

Firm Information
Legal Name of Firm : Test Firm DBA or Common Name of Firm :

Point of Contact
Contact First Name : Tom
Middle Initial :
Contact Last Name : Thomas
Contact Email Address : agntest345@gmail.com
Contact Phone Number : 5189481359
Contact Phone Ext. :
Contact Phone Type : Home Phone

Tax Information
Employer Identification Number (EIN) Type : Individual
Firm Employer Tax Identification Number : ###-##-3334
Business Entity Type : Corporation
Tax Year Start Month : January

Owners
Owner Type : Individual
Name : Test Farmer
Owner SSN/EIN : ###-##-3344
Percentage Of Ownership : 100.0000

Representative

Application for Credit Advance
Number of eligible farm workers included on application: 1
Total eligible overtime hours included on application: 100.00
Review Details of Employees and Payroll

I HEREBY CERTIFY that: All information provided herein is true, accurate and complete. FURTHER, I HEREBY ACKNOWLEDGE AND AFFIRM that: Based on my review of the firm's current financial standing to date, I (farm employer) expect to meet the eligibility requirement of having federal gross income from farming that is at least two-thirds of the firm's federal gross income from all sources that exceeds thirty thousand dollars for the taxable year.

- I (farm employer) am aware of the serious implications regarding the information provided herein on my tax liability and that of the firm owners/partners/members/shareholders and further agree that it is my responsibility to consult with a tax professional as necessary.
- I (farm employer) am authorized to submit this application on behalf of the firm owners/partners/members/shareholders.
- I (farm employer) am responsible/liable for sharing the information provided in this application with all owners/partners/members/shareholders.
- If it is determined that the firm is eligible for an advance certificate, I (farm employer) am responsible for sharing the certificate with all owners/partners/members/shareholders so they can each request their advance credit payment from the New York State Department of Taxation and Finance.

[Return to Firm Listing](#) [View All Applications](#) [Submit Application for Advance Certificate](#)

Figure 31: Review and Attestation

If ready to proceed and submit, review the attestation and click on the “Submit Credit Advance Application” button. Wait for the screen to change.

When successful, the system will present the “Credit Application Submitted Successfully” screen.

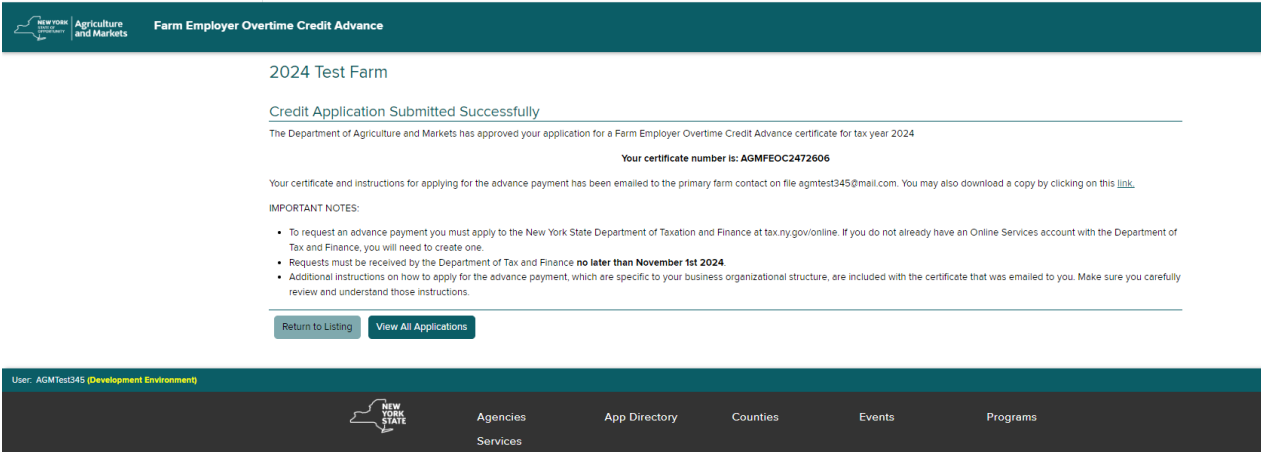


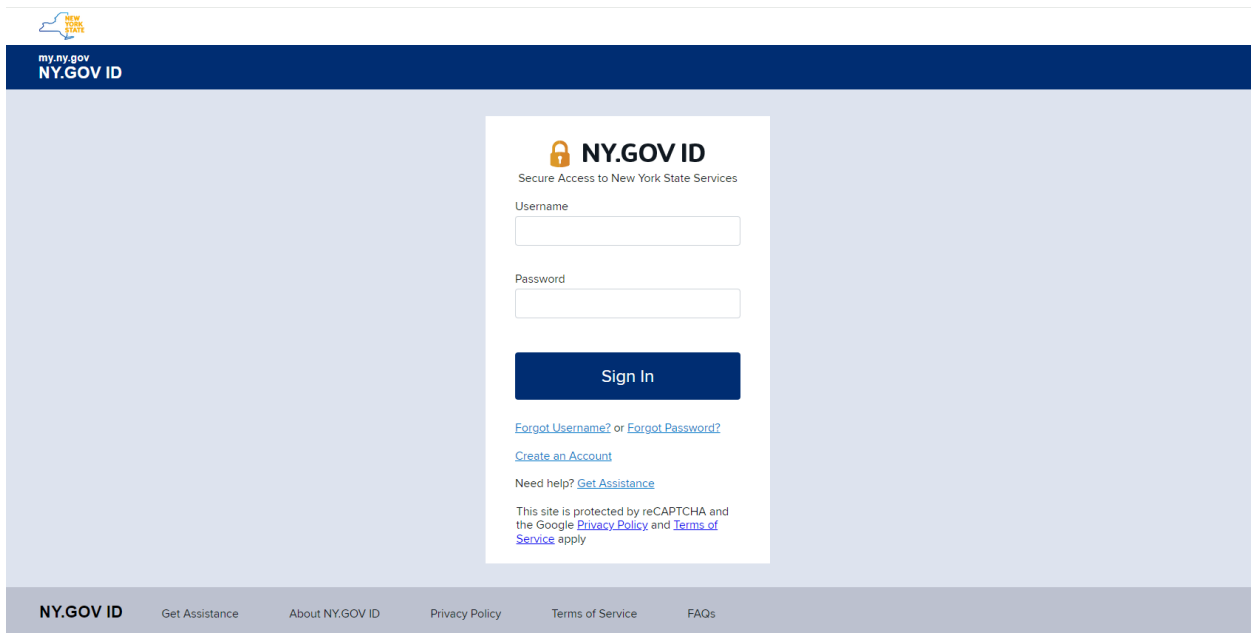
Figure 32: Certificate Submitted Successfully

Your certificate number is presented on the screen along with a link to download your certificate directly from the screen. The certificate file will also be emailed directly to the farm’s primary contact. The email will include instructions on how to apply for an advance payment to the New York State Department of Taxation and Finance.

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.



The screenshot shows the My.NY.gov Sign In Page. At the top left, there is a logo for the New York State Department of Agriculture and Markets. Below it, the text reads "my.ny.gov NY.GOV ID". The main content area features a white box with the "NY.GOV ID" logo and the text "Secure Access to New York State Services". Below this, there are two input fields: "Username" and "Password". A blue "Sign In" button is positioned below the password field. Underneath the button, there are three links: "Forgot Username? or Forgot Password?", "Create an Account", and "Need help? Get Assistance". At the bottom of the white box, a disclaimer states: "This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply". The footer of the page contains the text "NY.GOV ID" followed by links for "Get Assistance", "About NY.GOV ID", "Privacy Policy", "Terms of Service", and "FAQs".

Figure 33: 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

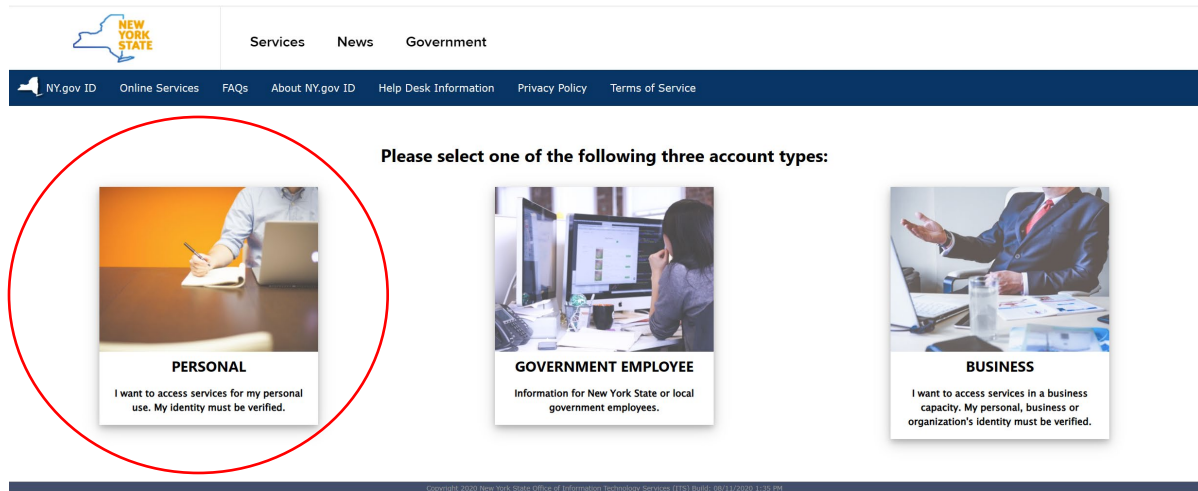


Figure 34: My.NY.gov Account Types

3. Click on the “Sign Up for a Personal NY.gov ID” button

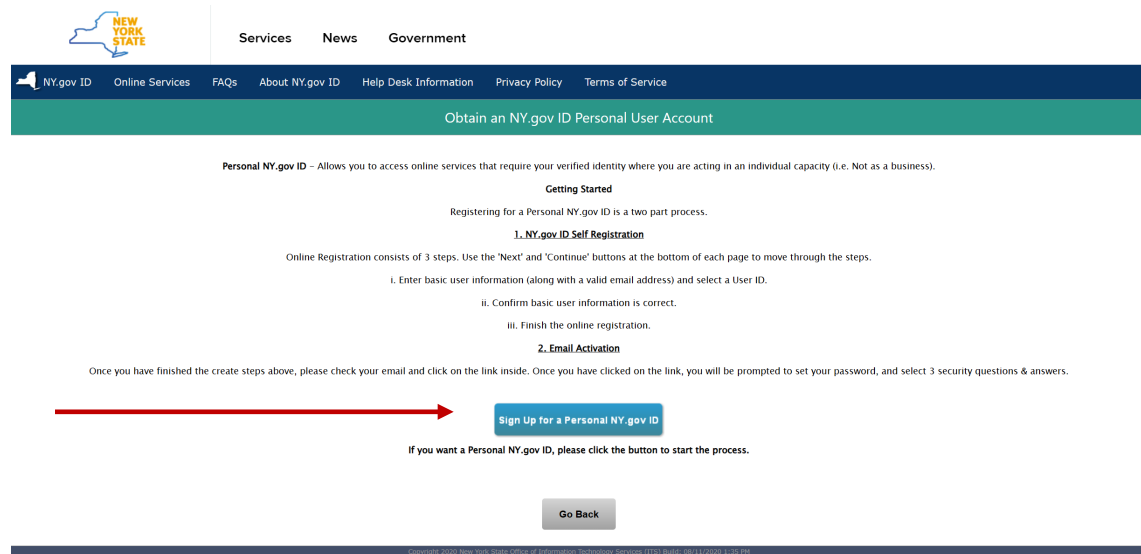


Figure 35: Obtain an NY.gov Personal User Account

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.

Create an Account

● — ○ — ○
Step 1 Step 2 Step 3

To confirm your identity, you will need to provide some personal information. Your information will be used in compliance with applicable laws, regulations and policies and will not be used for marketing purposes. [Read our Privacy Policy](#)

Account Information

First Name

Last Name

Email

Confirm Email

Mobile Phone Number *(Optional)*

Create a Username

Continue

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Figure 36: My.NY.gov Account Information Page

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

Create an Account

Step 1 **Step 2** Step 3

Personal Information

Residential Address

Street Address *(Optional)*

Apt, suite, floor, etc. *(Optional)*

City

State

New York ▾

Zip Code *(Optional)*

Date of Birth (MM/DD/YYYY)

[Back](#) [Continue](#)

Figure 37: 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 38: 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 39: 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.

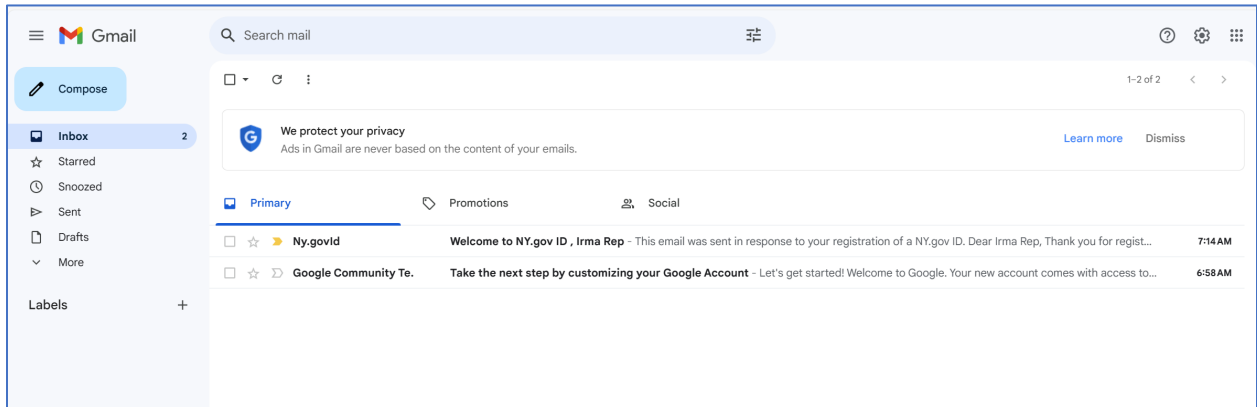


Figure 40: Example of a Gmail Inbox With Welcome Email

9. Click on the “click here” link in the email to set your security questions and activate your account.

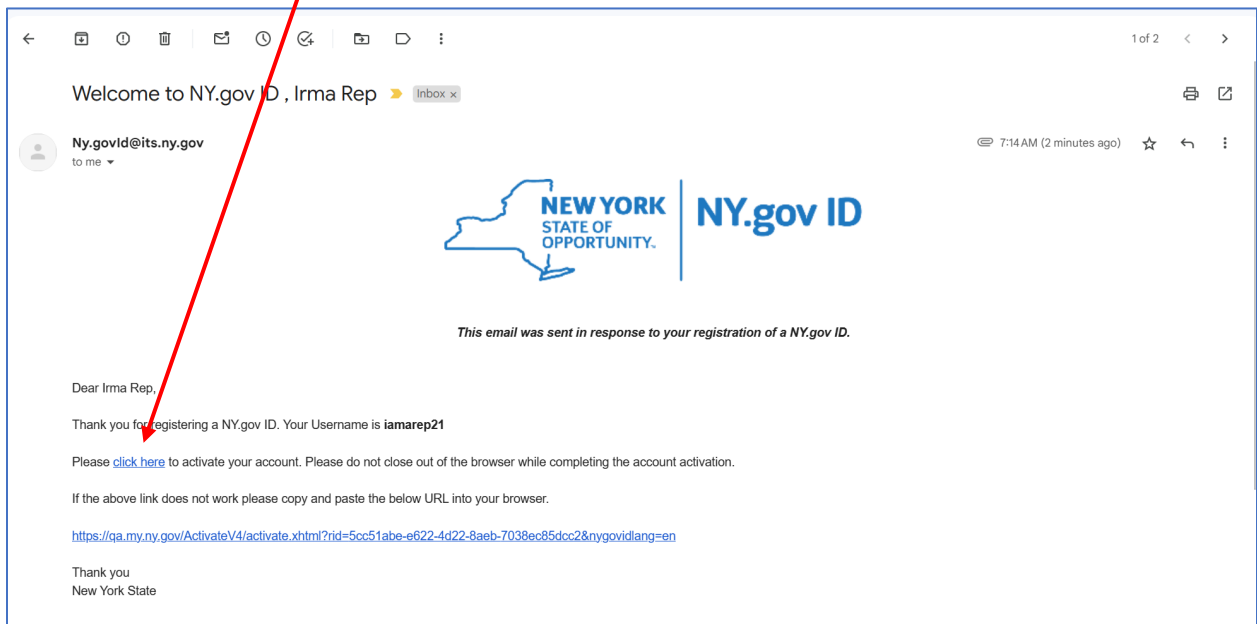


Figure 41: Welcome Email

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.

Secret Questions

* Indicates required field

*Question 1
Select One

*Answer

*Confirm Answer

*Question 2
Select One

*Answer

*Confirm Answer

*Question 3
Select One

*Answer

*Confirm Answer

Continue

Figure 42: My.NY.gov Secret Questions

11. Next you'll create your password.

NY.gov ID Activation

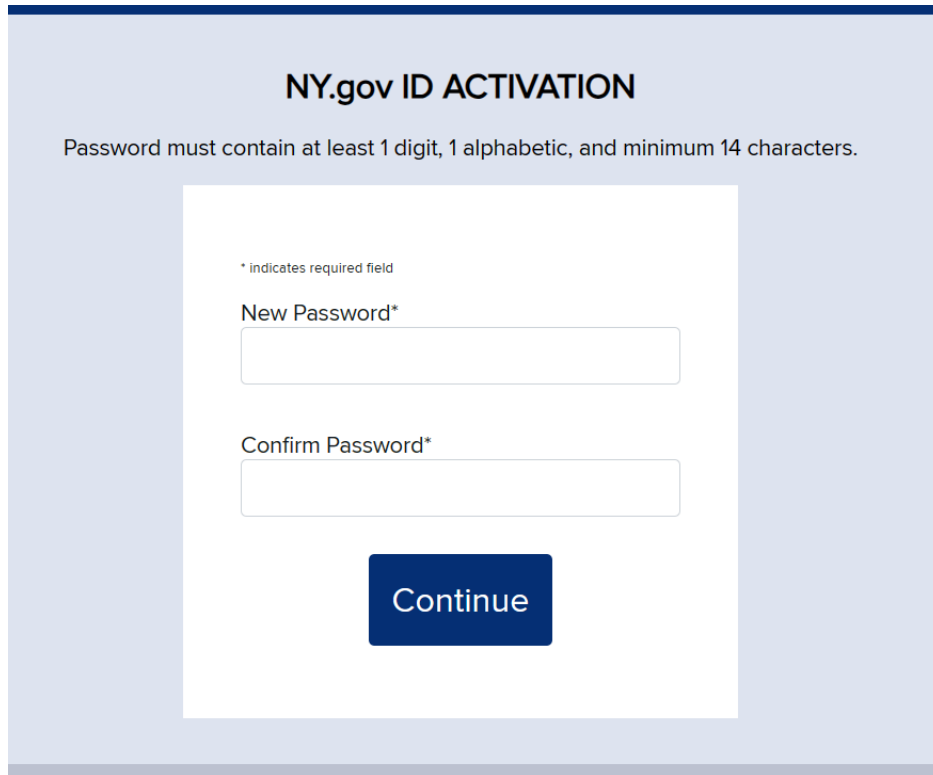
You have successfully saved your secret questions and answers. Please click the below Continue button to set your new password.

Continue

About NY.GOV ID Privacy Policy Terms of Service FAQs

Figure 43: Set Password Prompt

Your password must contain at least one number and one letter and must be a minimum of 14 characters.



NY.gov ID ACTIVATION

Password must contain at least 1 digit, 1 alphabetic, and minimum 14 characters.

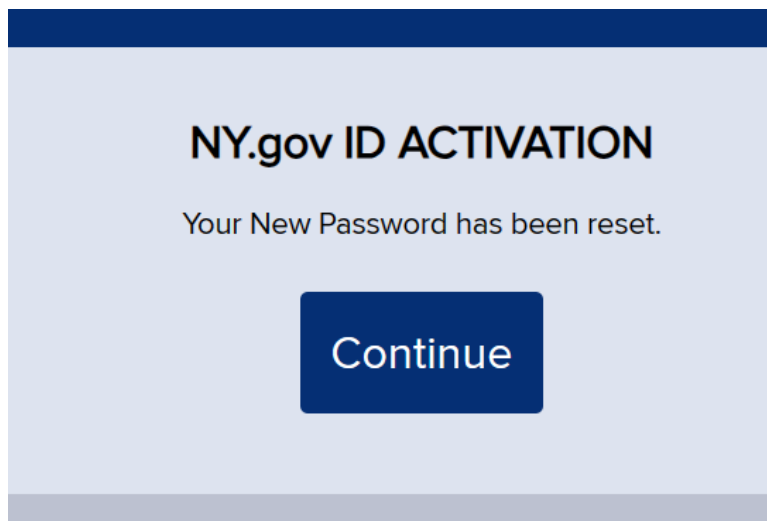
* indicates required field

New Password*

Confirm Password*

Continue

Figure 44: Set Your My.NY.gov Password



NY.gov ID ACTIVATION

Your New Password has been reset.

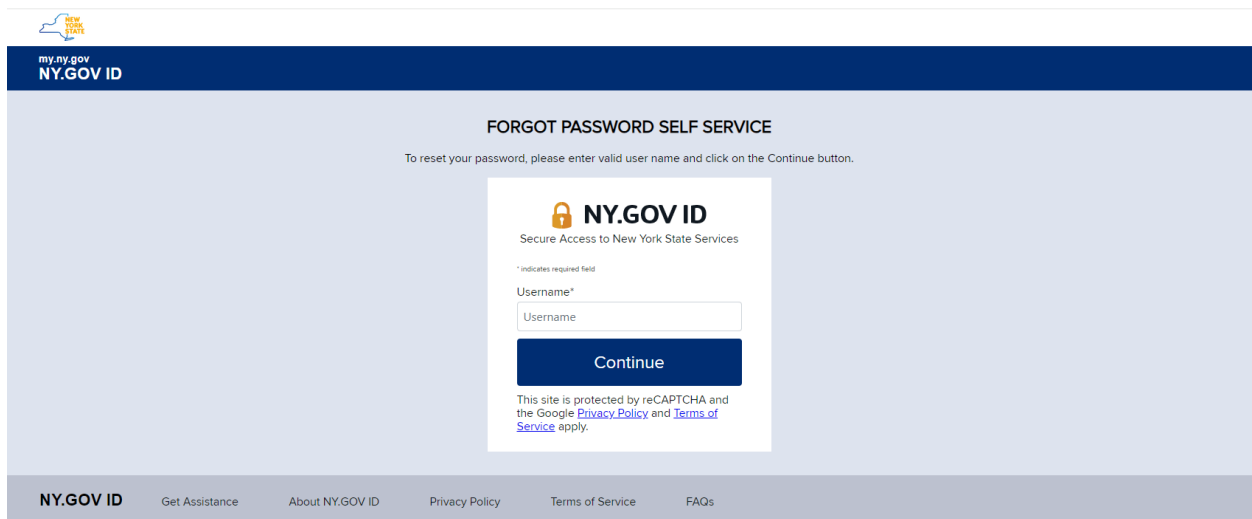
Continue

Figure 45: 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.

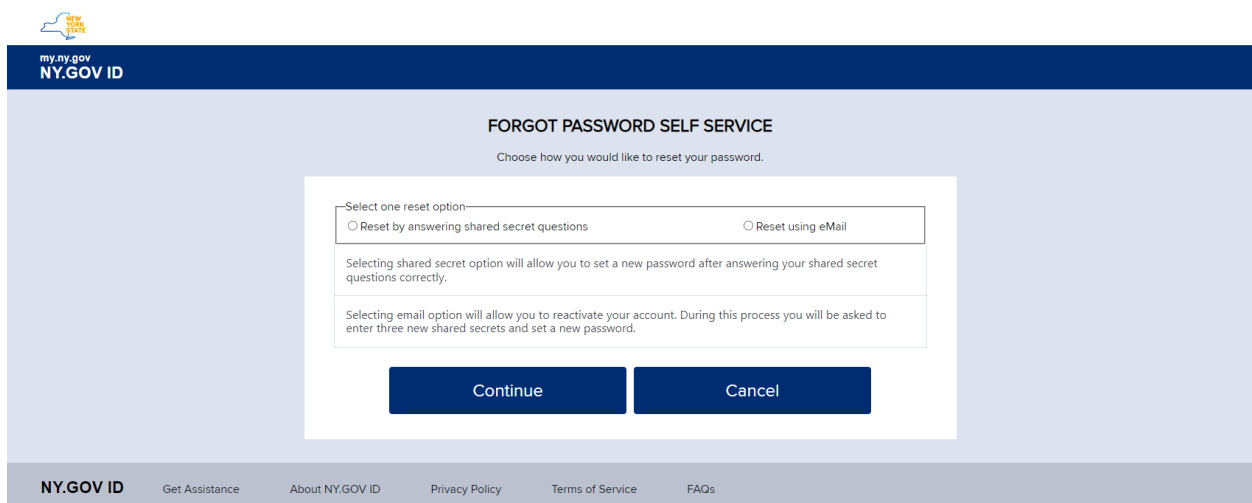
1. Go to My.NY.gov
2. Click on the Forgot Password link to access the Forgot Password Self Service
3. Enter your username and click the “Continue” button



The screenshot shows the 'FORGOT PASSWORD SELF SERVICE' page on My.NY.gov. At the top, there is a blue header with the 'my.ny.gov NY.GOV ID' logo. Below the header, the page title 'FORGOT PASSWORD SELF SERVICE' is centered, followed by the instruction: 'To reset your password, please enter valid user name and click on the Continue button.' The main content area features a white box with the 'NY.GOV ID' logo and the text 'Secure Access to New York State Services'. Below this, a note states '*Indicates required field'. The 'Username*' field is a text input box with 'Username' entered. A blue 'Continue' button is positioned below the input field. At the bottom of the white box, a disclaimer reads: 'This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.' The footer of the page contains the 'NY.GOV ID' logo and links for 'Get Assistance', 'About NY.GOV ID', 'Privacy Policy', 'Terms of Service', and 'FAQs'.

Figure 46: My.NY.gov Forgot Password Self Service

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



The screenshot shows the 'FORGOT PASSWORD SELF SERVICE' page on My.NY.gov, specifically the 'Reset Method Selection' step. The page title 'FORGOT PASSWORD SELF SERVICE' is centered, followed by the instruction: 'Choose how you would like to reset your password.' The main content area features a white box with the heading 'Select one reset option—'. Below this heading are two radio button options: 'Reset by answering shared secret questions' and 'Reset using eMail'. Below the options, there are two text boxes providing instructions: 'Selecting shared secret option will allow you to set a new password after answering your shared secret questions correctly.' and 'Selecting email option will allow you to reactivate your account. During this process you will be asked to enter three new shared secrets and set a new password.' At the bottom of the white box are two blue buttons: 'Continue' and 'Cancel'. The footer of the page contains the 'NY.GOV ID' logo and links for 'Get Assistance', 'About NY.GOV ID', 'Privacy Policy', 'Terms of Service', and 'FAQs'.

Figure 47: 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.

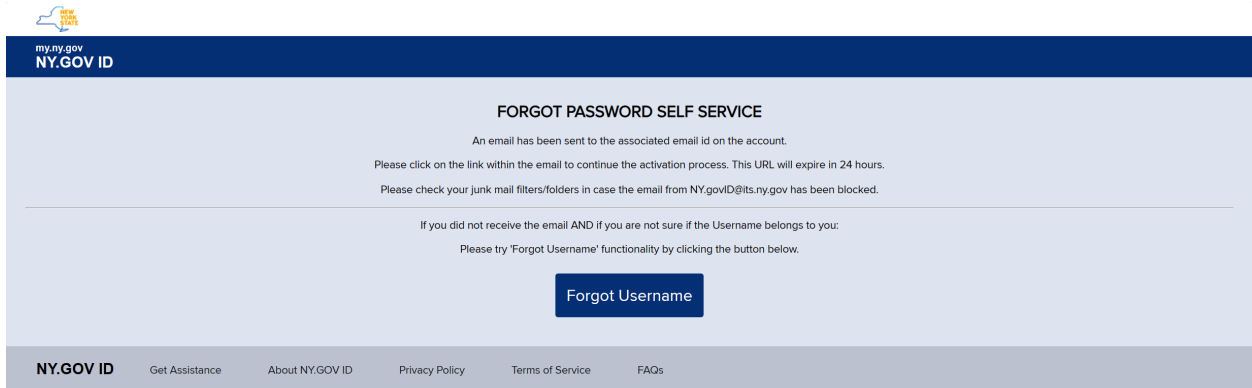


Figure 48: My.NY.gov Forgotten Password Self Service

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.

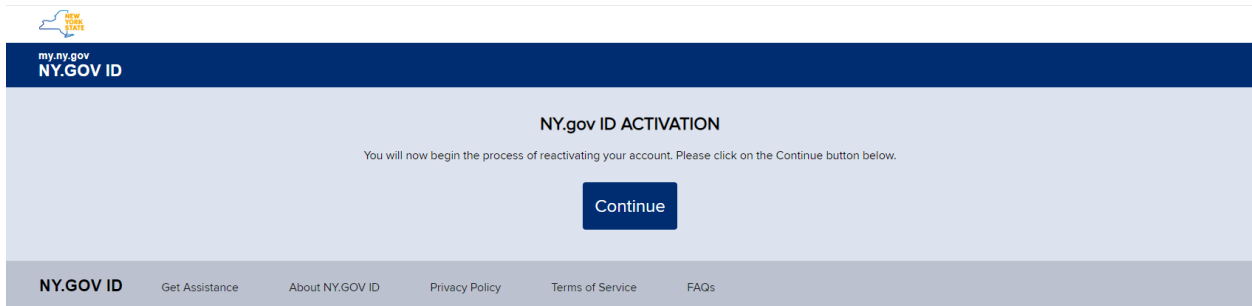


Figure 49: My.NY.gov ID Activation

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.

NY.gov ID Activation

Almost done!

You are now ready to re-activate your NY.gov Id.

During this process, you will need to

- Set 3 valid secret questions and answers.
- Set a new password.

Secret Questions

* indicates required field

*Question 1

*Answer

*Confirm Answer

*Question 2

*Answer

*Confirm Answer

*Question 3

*Answer

*Confirm Answer

[Continue](#)

Figure 50: 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.

my.ny.gov
NY.GOV ID

NY.gov ID Activation

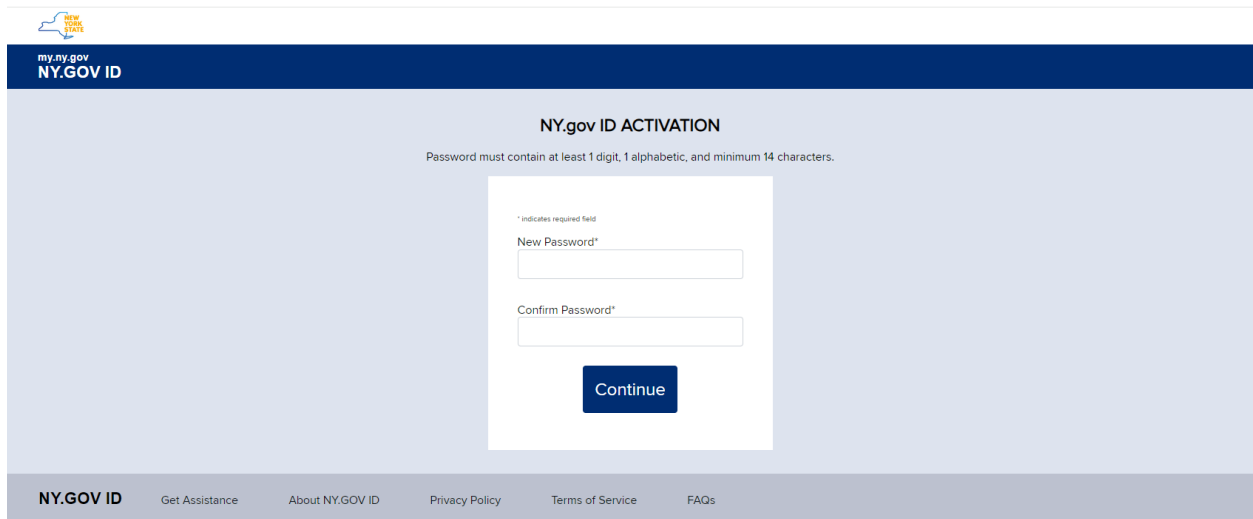
You have successfully saved your secret questions and answers. Please click the below Continue button to set your new password.

[Continue](#)

NY.GOV ID
[Get Assistance](#)
[About NY.GOV ID](#)
[Privacy Policy](#)
[Terms of Service](#)
[FAQs](#)

Figure 51: My.NY.gov Activation - Set Password

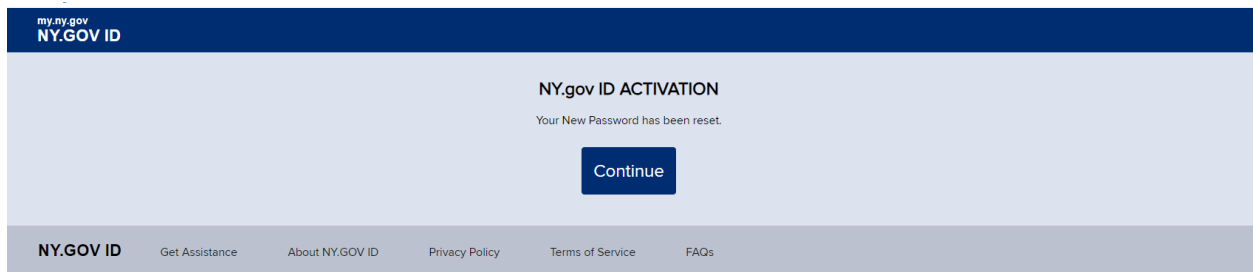
8. You will be prompted to set a new password. It cannot be the same as a previous password. It must contain at least one number and one letter and must be a minimum of 14 characters for security purposes. You can use special characters.



The screenshot shows the 'NY.gov ID ACTIVATION' page. At the top left is the 'my.ny.gov NY.GOV ID' logo. The main heading is 'NY.gov ID ACTIVATION'. Below it, a note states: 'Password must contain at least 1 digit, 1 alphabetic, and minimum 14 characters.' The form contains two input fields: 'New Password*' and 'Confirm Password*'. A blue 'Continue' button is positioned below the second field. At the bottom of the page is a navigation bar with links for 'NY.GOV ID', 'Get Assistance', 'About NY.GOV ID', 'Privacy Policy', 'Terms of Service', and 'FAQs'.

Figure 52: My.NY.gov Activation New Password

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



The screenshot shows the 'NY.gov ID ACTIVATION' page with a success message: 'Your New Password has been reset.' A blue 'Continue' button is centered below the message. The navigation bar at the bottom is identical to the previous screenshot, with links for 'NY.GOV ID', 'Get Assistance', 'About NY.GOV ID', 'Privacy Policy', 'Terms of Service', and 'FAQs'.

Figure 53: 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.

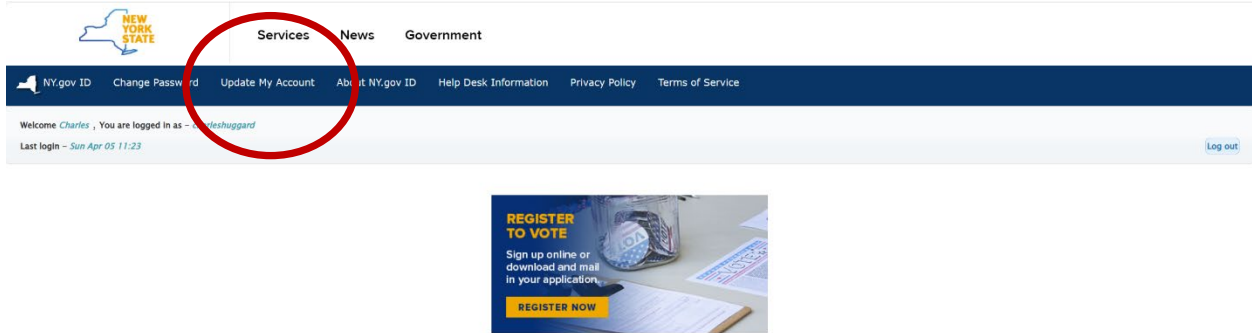


Figure 54: My.NY.gov Dashboard Showing Update My Account

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

A screenshot of the 'NY.gov ID ACCOUNT UPDATE' form. The form is titled 'NY.gov ID ACCOUNT UPDATE' and includes a 'Log Out' link in the top right. It contains several sections: 'Username' (pre-filled with a redacted name), 'First Name' (pre-filled with a redacted name), 'Middle Initial' (pre-filled with a redacted name), 'Last Name' (input field), 'Sex' (dropdown menu), 'Date of Birth (MM/DD/YYYY)' (pre-filled with a redacted date), 'Address' (input field), 'Address Line 2' (input field), 'City' (input field), 'State' (dropdown menu, currently 'New York'), 'Postal Code' (input field), 'Country' (dropdown menu, currently 'United States'), 'Email Address' (input field), 'Telephone Number' (input field with example 'Ex: 515 555 5555'), 'Extension' (input field), 'Mobile' (input field with example 'Ex: 518 529 4567'), and 'Fax Number' (input field). Below the form is a 'Password Reset Information' section with three questions: 'What was the name of my first pet?', 'What is the first name of my childhood best friend?', and 'What is your maternal grandmother's maiden name?'. Each question has an 'Answer' and 'Confirm Answer' field. At the bottom of the form are 'Modify Account' and 'Close Window' buttons. The footer contains the New York State logo and links for 'Agencies Services', 'App Directory', 'Counties', 'Events', and 'Programs'. Copyright information is visible at the very bottom: 'Copyright © 2023 - New York State Office of Information Technology Services (ITS) Build: 01/10/2023 9:01 PM Web: (NULL) App: 16399_4'.

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:

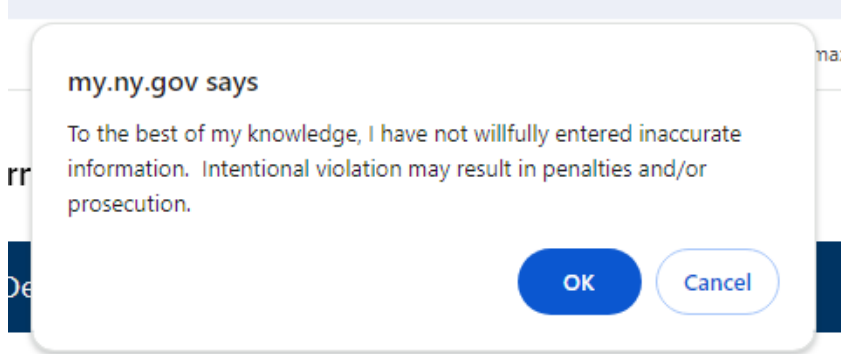


Figure 55: Attestation

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

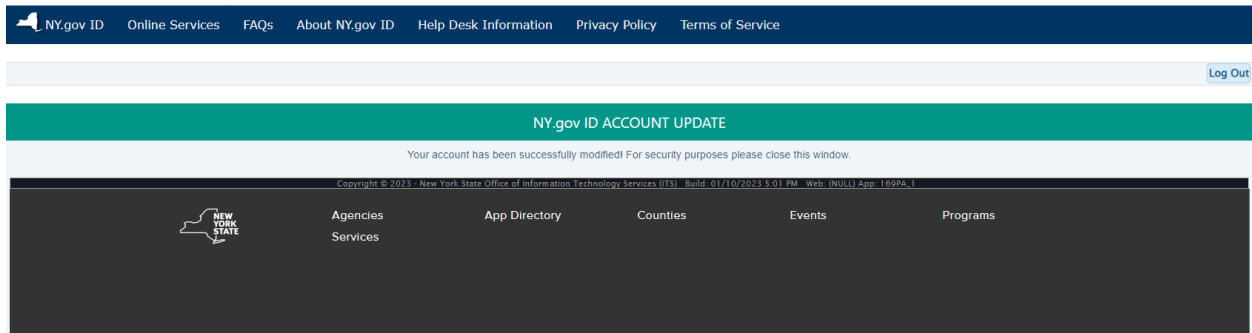


Figure 56: My.NY.gov Account Update Confirmation