



Business Representative: Protest – Submit Protest or Respond to a Filing Enforcement (FE) Proposed Assessment (PA)

MyFTB allows you to submit a **Protest** or **Respond** to a **Filing Enforcement Proposed Assessment** online. To protest online, the following must be true:

- The business must be in good standing.
- The proposed assessment status must be **Pending**.
- The legal effective date on the notice has not passed.

To Submit a Protest or Respond to a Filing Enforcement (FE) Proposed Assessment Online:

- [Log in to your MyFTB Business Entity account.](#)
 - Once you're logged into MyFTB, if you need help with the page you're on, select the question mark (?) in the upper right corner of that page.
- View the business's **Entity Overview** page.
 - Select the business entity's name link in the **Name** column on your **Business Entity List** page.
- View the **Entity Overview** page.
- Follow the steps below.

Steps:

Step 1: View the Proposed Assessments

- Select **Account** from your **Main Navigation Menu** on the **Entity Overview** page.
- Select **Proposed Assessments** from the **Account** dropdown menu.

Step 2: Select the Proposed Assessment You Want to Protest or Respond To

The **Proposed Assessment List** page displays proposed assessments and protests that are viewable online. **Note:** To protest or respond to a proposed assessment, the **Protestable Online** column must display "Yes".

- Select the link in the **NPA Number** column of the proposed assessment you want to protest.

Note: Some proposed assessments will not display on this list. To protest a proposed assessment not listed or if the assessment is not protestable online, but you believe you still have the right to protest, select “**send FTB a message**” link on the **Proposed Assessment List** page.

Step 3: Proposed Assessment Options

- If this is a **non- Filing Enforcement proposed assessment**, the **Proposed Assessment Detail** page displays a **Protest** button at the bottom of the page.
 - [Skip to Step 9 to complete the non-Filing Enforcement online protest.](#)
- If this is a **Filing Enforcement proposed assessment**, the **Proposed Assessment Detail** page shows the available response options.
 - [Continue to Step 5.](#)

Step 4: Choose the Appropriate Option to Respond to the Filing Enforcement Proposed Assessment

- Select a radio button for one of the three responses on the **Proposed Assessment Detail** page:
 - **I do not wish to protest this assessment because I will file the required tax return by XX/XX/XXXX** and select the **Continue** button.
 - [Continue to Step 5.](#)
 - **I already filed the required tax return** and select the **Continue** button.
 - [Skip to Step 6.](#)
 - **I wish to protest this assessment because I disagree with the proposed assessment** and select the **Continue** button.
 - [Skip to Step 8.](#)

Step 5: Confirm You Do Not Wish to Protest the Filing Enforcement Assessment

- Check the checkbox on the **Enter Resolution Information** section of the **Quick Resolution** page to confirm you **do not** want to protest the assessment and you will file the tax return by the date shown.
- Select the **Submit** button.

Note: Selecting the **Submit** button completes your response to the proposed assessment process and navigates you back to the **Proposed Assessment List** page.

Step 6: Enter Information About the Previously Filed Tax Return

- Enter resolution information on the **Enter Resolution Information** section of the **Quick Resolution** page about the previously filed tax return related to the **Filing Enforcement** proposed assessment.

Note: Fields with a red asterisk (*) next to them are required fields and must be filled in to continue.

The **Attachments** section allows you the option to attach supporting documentation with your online protest.

- In the **Attachments** section select the **Add Attachments** button to attach supporting documentation, if applicable.

- In the **Attachments** section, select the **Upload** button.

Note: You can attach up to 10 documents, not to exceed 10 MB. Valid file extensions are pdf and xlsx.

- In the pop-up window, browse and select the appropriate file and select the **Open** button.

Step 7: Review Your List of Attachments and Select the Submit Button

- Select the **Submit** button below the **Attachments** section to complete the respond to the proposed assessment process. You will be navigated back to the **Proposed Assessment** List page.

Step 8: Protest non-Filing Enforcement Proposed Assessment

- Select the **Protest** button on the **Proposed Assessment Detail** page.
- [Continue to Step 9.](#)

Step 9: Provide Information to Support Protest

- In the **Protest Explanation** section on the **Protest Proposed Assessments** page provide information to support the protest.

The **Attachments** section allows you the option to attach supporting documentation with your online protest.

- In the **Attachments** section select the **Add Attachments** button to attach supporting documentation, if applicable.

- In the **Attachments** section, select the **Upload** button.

Note: You can attach up to 10 documents, not to exceed 10 MB. Valid file extensions are pdf and xlsx.

- In the pop-up window, browse and select the appropriate file and select the **Open** button.

Step 10: Review Your List of Attachments

Step 11: Authorize and Submit the Protest

- In the **Authorization** section:
 - Read the text and check the checkbox.
 - Enter your full name, title and contact number.
- Select the **Submit** button.

Note: The status of the proposed assessment associated to the protest will be updated to “**Protested**”.

Step 12: Confirmation of Protest Submission

After you submit the protest, the **Protest Proposed Assessment Confirmation** page displays.

- Print or save a copy of this page for your records.