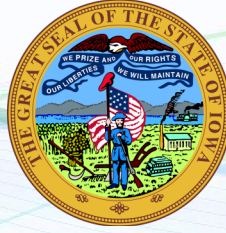


Iowa



NEW employers in Iowa, complete steps 1-4 below

EXISTING employers in Iowa, complete steps 3-4 only

1. Register for State Withholding Tax

Visit <https://www.idr.iowa.gov/CBA/start.asp>. Under “Registration”, click on “Register a New Business”. Create a logon, then follow all prompts. You should receive your Withholding ID number and deposit schedule in 4-6 weeks. For further questions, call 800-367-3388.

2. Register for Unemployment Insurance

Visit <https://www.myiowaui.org/UITIPTaxWeb/uilogin.do>. Read all instructions and then click “Create ID”. Follow all prompts to complete the application. You should receive your Unemployment rate and number instantly after registering online. For further questions, call the Iowa Workforce Development at 515-281-5387.

3. Assign Payroll City as your TPA

Payroll City must be authorized as a Third-Party Administrator (TPA) in order to deposit and file your Unemployment taxes. Log in to your myIowaUI portal at <https://www.myiowaui.org/UITIPTaxWeb/uilogin.do>. On the menu to the left, click on “Other Options” and then click “Assign Agent”. Enter our TPA ID: R2463810. Click “Next” and assure that Payroll City (or Millennial Mountain) is your assigned agent. Assign us the roles of manage account, submit/change wage detail, manage payments, view correspondence, and view transaction history. Click “complete”. Notify Payroll City once you have assigned us as your TPA.

4. Provide Tax ID numbers and applicable rates to Payroll City

- ✓ Submit your Withholding ID
- ✓ Submit your Unemployment ID and rate