

# Alabama



**NEW** employers in Alabama, complete steps 1-4 below

**EXISTING** employers in Alabama, complete steps 3-4 only

## 1. Register for State Withholding Tax

Obtain your withholding tax account number through <https://myalabamataxes.alabama.gov>. It will take 3-5 days to process and issue your account number. For more information, contact 334-242-1170.

## 2. Register for Unemployment Insurance

Register for your Alabama unemployment tax account through <https://labor.alabama.gov/egov/login.aspx>. Once you have registered, you will receive your unemployment tax account number instantly online.

## 3. Assign Payroll City a power of attorney

In order for Payroll City to file and pay your Alabama unemployment tax, the Department of Labor requires a notarized power of attorney. We have this power of attorney on file and can send it to you. Mail the original notarized form to 5524 Library Lane, Colorado Springs, Colorado 80918.

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

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