California

NEW employers in California, complete steps 1-2 below

EXISTING employers in California, complete step 2 only

1. **Register for both State Withholding Tax and Unemployment Insurance**

   Visit https://eddservices.edd.ca.gov/tap/secure/eservices. Click on the "enroll" button to enroll your new account. Once you are enrolled, log in to your new account and click "register new account" (DE1). Follow the directions to complete the registration process. If you register online, you should be assigned an account number within 24 hours. You may check the status in your e-services account. For further payroll tax assistance, call 888-745-3886.

2. **Provide Tax ID numbers and applicable rates to Payroll City**

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

By March 31, 2021 certain California employers that are required to file an annual federal Employer Information Report (EEO-1) will be required to submit a pay data report to the state. Private employers with 100 or more employees that are required to file an EEO-1 report under federal law are required to submit pay data to the California Department of Fair Employment and Housing.