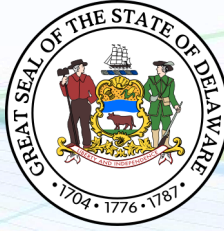


# Delaware



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

**EXISTING** employers in Delaware, complete step 4 only

**REVIEW** step 3 if your business is within the City of Wilmington

## 1. Register for State Withholding Tax

Visit <https://onestop.delaware.gov>. Click the "Get Started" button underneath the "Registration" header and follow all the prompts. You should receive your account number and filing period dates within 10 days. For further questions, call 302-577-8200. (Don't forget step 4)

## 2. Register for State Unemployment Insurance

Visit <https://onestop.delaware.gov>. Follow all prompts for registration. You should receive your number and your UI rate in 2-3 weeks. For further questions, call 302-761-8484. (Don't forget step 4)

## 3. Register for City of Wilmington Tax

This account number is unique to businesses that operate within Wilmington. This number is required to file for Earned Income tax as well as Head Tax. If you are a new employer within the city of Wilmington, fill out the application by following this link: <https://www.wilmingtonde.gov/home/showpublisheddocument/466/637145068196730000>. Mail the application to the address listed on the form to receive your Wilmington Account ID. You should receive your ID number in 5-10 business days by mail. For faster service, you may apply in person. For further questions, call 302-576-2415 (Don't forget step 4)

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

- ✓ Submit your Withholding ID
- ✓ Submit your Unemployment ID and rate
- ✓ Submit your Wilmington ID (if applicable)