

# Idaho



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

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

## 1. Register your business

Before opening a business in Idaho, the owner should register the business with the Idaho Secretary of State. For more information, call 208-334-2301 or visit their website at <http://www.sos.idaho.gov> (under "Business Services", click "Business Filings").

## 2. Register for State Withholding Tax and Unemployment Insurance

Visit <https://www2.labor.idaho.gov/ibrs/ibr.aspx>. At the bottom of the page, click on the "I am ready to register my new business" tab and follow the prompts. For further questions, contact the State Tax Commission at 208-334-7660 or the Department of Labor at 208-332-3576.

## 3. Assign Payroll City as your TPA

In order for Payroll City to file and pay your taxes, you must register and create an online account with TAP by visiting <https://idahotap.gentax.com/TAP>. If you have an existing account, sign in and change your 3rd Party Tax Professional information to Payroll City. 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