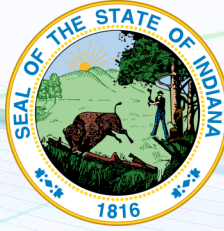# Indiana

NEW employers in Indiana, complete steps 1-4 below

EXISTING employers in Indiana, complete step 3 only

1. **Register for State Withholding Tax**

   Visit https://intime.dor.in.gov/eServices. Click "New Tax Registration" and then "Register a new business tax account." Follow all prompts to register.

2. **Register for Unemployment Insurance**

   Visit the Indiana Employer Self Service website at https://uplink.in.gov/ESS/ESSCheckExistingAccount.htm. Select "Employer" in the first box and then select "NO" to sign up for a new Indiana DWD account number. Follow the prompts to register. You should receive your SUTA account number instantly after registering online. For further questions, call 800-437-9136.

3. **Assign Payroll City as your External Authorized User**

   Once you register for unemployment insurance, in the "user maintenance" menu of the website assign Payroll City or Millennial Mountain "tax/wage records" access.

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

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