

# Massachusetts



**NEW** employers in Massachusetts, complete steps 1-6 below

**EXISTING** employers in Massachusetts, complete steps 3 and 6 only

## 1. Register for State Withholding Tax

Visit <https://mtc.dor.state.ma.us>. Under "Quick Links," click on "Register a New Taxpayer," then click "Register a Business" and follow all prompts. You should receive your State Withholding number immediately upon registering. You will also receive your tax deposit schedule. For further questions, contact the Department of Revenue at 617-887-6367.

## 2. Register for Unemployment Insurance

Visit <https://unemployment.mass.gov/Employers/>. Click on the "Register Your Business" link under the Online Registration section. Follow all prompts to register your DUA account. You should receive your account number and contribution rate immediately after applying. For further questions, call the Department of Unemployment Assistance at 617-626-5075. (Don't forget step #3 during this step)

## 3. Assign Payroll City as your TPA

This step is required, as this gives us the permission to file and pay taxes on your behalf. Log in to your DUA account and select Account Maintenance and then Third-Party Administrator (TPA) Authorization. Enter Payroll City's TPA ID (102348) and assign TPA the following roles: Account Maintenance Update, Payment Update and Employment, and Wage Detail Update. Click save to complete the authorization. Notify Payroll City once you have assigned us as your TPA. For further questions, call 617-626-5075.

## 4. MA EMAC Contribution Status and Rate

For more information please visit <https://www.mass.gov/info-details/learn-about-the-employer-medical-assistance-contribution-supplement> about your payment, status, and rate.

## 5. Register for Paid Family and Medical Leave

To create a PFML account, visit <https://paidleave.mass.gov/choose-account-type/> and select "I manage claims for the employees in my organization." Follow all the prompts.

For more information about PFML visit <https://www.mass.gov/paid-family-and-medical-leave-information-for-massachusetts-employers> or for additional questions call: 833-344-7365.

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

- ✓ Submit your Withholding ID
- ✓ Submit your Unemployment ID and rate
- ✓ EMAC Contribution and Status (if applicable)
- ✓ Submit your PFML ID

\* Massachusetts has a Workforce Training Fund Program you can learn more, contact, and even apply at <https://commcorp.org/subprogram/wtfp-general-program/>