Minnesota



NEW employers in Minnesota, complete steps 1-3 below EXISTING employers in Minnesota, complete step 3 only

1. Register for State Withholding Tax

Visit <u>https://www.mndor.state.mn.us/tp/eservices</u>. Under "Business Registration", click "Get a Minnesota Tax ID Number" and follow all prompts. You will receive your Withholding Tax ID Number immediately after completion. For further questions, call 800-657-3605

2. Register for Unemployment Insurance

Visit <u>https://www1.uimn.org/ui_employer/employer/login.do</u>. Under "New employer account", click "Register" and follow all the prompts to register. You will receive a temporary User ID and password immediately after registering. This will be valid for 30 days. A permanent password will be mailed to you. Log back in to finish your registration, your Unemployment Account Number and rate will be assigned immediately. For further questions, call 651-296-6141.

You will also need to assign us as an authorized agent, log in to your MN UI account and take the following steps:

- 1. Go to Account Maintenance
- 2. Choose Agent Authorization and then Search
- 3. Enter Agent ID AG015389. You should see the agent's name as Kathleen Fox.
- 4. Scroll down to the Update button and select it
- 5. The Start Date should be the first day of the quarter that we begin processing payroll.
- 6. Leave the End Date blank.
- 7. Roles we need to be able to submit wage reports and tax payments. If you have questions, then give us a call.

3. Provide Tax ID numbers and applicable rates to Payroll City

- Submit your Withholding ID
- Submit your Unemployment ID and rate

