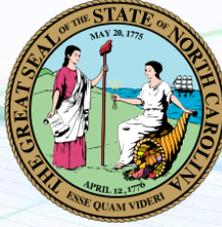


# North Carolina



**NEW** employers in North Carolina, complete steps 1-4 below

**EXISTING** employers in North Carolina, complete step 4 only

## 1. Register for State Withholding Tax

Visit <https://www.ncdor.gov/taxes-forms/business-registration/online-business-registration>. Click “Register Your Business Electronically” and follow all prompts. You should receive your ID instantly. If not, you will be given a confirmation number and your ID will be mailed to you within 10 days. For more information, call 877-252-3052.

## 2. Apply for EAN

Visit <https://des.nc.gov/employers/create-or-update-employer-account>. After you apply, you will receive two pieces of mail: one with your seven-digit EAN, and one with your six-digit PIN. This may take four to six weeks. For more information call 888-737-0259.

## 3. Register for Unemployment Insurance

Once you have received your seven digit EAN and six digit Pin, visit <https://www.des.nc.gov/employers/create-or-update-employer-account>. Once registered, you will receive your account number and tax rate instantly. For more information, call 866-278-3822.

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

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