

North Dakota



NEW employers in North Dakota, complete steps 1-3 below

EXISTING employers in North Dakota, complete step 3 only

1. Register for State Withholding Tax

Visit <https://apps.nd.gov/tax/tap>. Under the "Businesses" tab, click "Apply for a Sales & Use or Withholding Account" and follow all prompts. An authorization code will be either mailed or emailed to you or the business depending on the access level chosen. Once you receive your authorization code, log into TAP. Follow all prompts on the page, and assign Payroll City as your Third-Party Administrator. Notify Payroll City once you have assigned us as your TPA. For further questions, call 701-328-1248.

2. Register for Unemployment Insurance

Visit <https://apps.nd.gov/jsnd/uiiatax/login.htm>. Click on "Create Account" and follow the instructions. Once you have registered, you will receive an email to confirm/activate your account. You should be able to log back in and get your account ID and unemployment rate. For further questions, call 701-328-4995.

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

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