

# Texas



**NEW** employers in Texas, complete steps 1-4 below

**EXISTING** employers in Texas, complete step 3-4 only

## 1. Register for State Withholding Tax

Texas does not collect Withholding Tax.

## 2. Register for Unemployment Insurance

Visit <https://apps.twc.state.tx.us/UITAXREG/security/logon.do> and create a new User ID. Follow the prompts to register. You will receive your TWC account number and rate upon finalization of your registration. For questions, call 800-832-9394.

## 3. Assign Payroll City as your TPA (Third-Party Administrator)

Visit <https://www.twc.texas.gov/businesses/unemployment-tax-services> and login. Select the "User Admin" tab, select the "User List" link, select the "View Profile" link, and then select the "Edit Permissions" link. In order for us to file tax returns on your behalf, ensure that you assign Payroll City the "Manage Wage Report" permissions. Notify Payroll City once you have assigned us as your TPA.

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

✓ Submit your Unemployment ID and rate