

Wisconsin



NEW employers in Wisconsin, complete steps 1-3 below

EXISTING employers in Wisconsin, complete step 3 only

1. Register for State Withholding Tax

Visit <https://tap.revenue.wi.gov/BTR> and follow all prompts. You should receive an email with your account number within 24 hours of registering online. You will also receive a registration packet, including the permit/certificate within 7 to 10 business days. For further questions, call 608-266-2776.

2. Register for Unemployment Insurance

Visit <https://dwd.wisconsin.gov/uitax/register-business.htm>. Click on "New Employer Registration" and follow all prompts. You should receive your Employer Unemployment Tax account number and rate immediately after registering online. For further questions, call 608-261-6700.

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

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