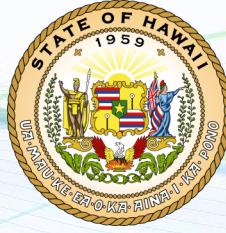


# Hawaii



**NEW** employers in Hawaii, complete steps 1-3 below

**EXISTING** employers in Hawaii, complete step 3 only

## 1. Register for State Withholding Tax

Visit <https://hitax.hawaii.gov>. Under "Registration", click on "Register New Business License" then click "BB-1 Basic Business Application" and follow the prompts. For general questions, call 800-222-3229.

## 2. Register for Unemployment Insurance

Visit the Hawaii Department of Labor at <https://huiclaims.hawaii.gov>. Under the "Employer Services" category, click on the "Register for UI Account Number" link and follow the prompts. You should receive your number and contribution rate about 2 weeks after registering. For further questions, call 808-586-8982 for Oahu, 808-974-4095 for Hilo, 808-974-4095 for Kona, 808-984-8410 for Maui, and 808-274-3025 for Kauai.

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

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