

# Kansas



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

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

## 1. Register for State Withholding Tax

Visit <https://www.kdor.ks.gov/Apps/kcsc/login.aspx>. Click on the "Register Now" tab at the bottom of the screen and follow all prompts to register and complete the online form. You will receive your Tax ID number immediately after completing the registration. Call the Department of Revenue at 785-368-8222 3-5 days after registering to receive your filing frequency. If you have applied by mail, keep in mind that it may take an additional 3-5 business days to receive your ID and deposit schedule.

## 2. Register for Unemployment Insurance

Visit <https://www.kansasemployer.gov/uitax/account/Register.aspx?ReturnUrl6>. Follow all prompts to register and complete the online form. You should receive your account number and contribution rate immediately after registering. If you have mailed your registration it may take 2-3 weeks. For further questions, call the Kansas Department of Labor at 800-292-6333.

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

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