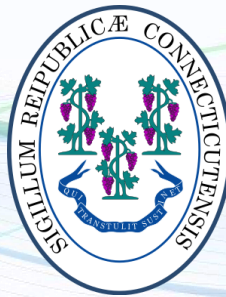


Connecticut



NEW employers in Connecticut, complete steps 1-3 below

EXISTING employers in Connecticut, complete step 3 only

1. Register for State Withholding Tax number

Visit <http://www.ct.gov/drs/cwp/view.asp?a=1509&q=266240>. Click the link "Register A New Business Online" and follow the prompts. You should receive your permanent tax registration number and tax deposit schedule in approximately 10 business days when registering online. You can get this immediately by registering in person. For further questions, call 860-297-5962.

2. Register for State Unemployment Tax Insurance

Visit <https://www.ctdol.state.ct.us/uitax/RegisterReq.htm>. Click on the registration section then follow the prompts. You should receive your unemployment number instantly. This will be followed by a confirmation letter in the mail within one week. For further questions, call 860-263-6000.

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

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