# District of Columbia

NEW employers in the District of Columbia, complete steps 1-3 below

EXISTING employers in the District of Columbia, complete step 3-4 only

1. **Register for State Withholding Tax**

   Visit https://mytax.dc.gov/_/#1. Online registration can take up to 10 business days. Once completed you will be notified of your tax deposit schedule and account number. For further questions , call 202-727-4829.

2. **Register for State Unemployment Insurance and Paid Family Medical Leave**

   Visit https://essp.does.dc.gov/EMPSPA/home/wfmRegister/#/spa/wfmEmployerRegistrationWizard/0. Follow all prompts for registration. You will receive you account number and rate instantly after  the online form is complete. For further questions, call 202-698-7550. Payroll City will need to be assigned as your TPA in this step as well, once you have registered and have your Employment Services number.  **(Don't forget steps 3 and 4 are very important)**

3. **Assign Payroll City as your TPA**

   In order to file and pay your unemployment in the District of Columbia Payroll City needs to be assigned as your TPA. Visit https://essp.does.dc.gov/EmpSPA/Account/Login  and log into your unemployment employer account. Click account maintenance then assign agent. Enter Payroll City's TPA ID number (500003462). You will need to allow the following roles for Payroll City as your TPA

   - Account Maintenance
   - Payment Submissions
   - Wage Reporting

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

   ✓ Submit your Withholding ID