

New Jersey



NEW employers in New Jersey, complete steps 1-4 below

EXISTING employers in New Jersey, complete step 3 only

1. Register for State Withholding Tax

Visit <https://www.njportal.com/DOR/BusinessRegistration> and follow all prompts. You should receive your New Jersey employer registration number (Entity ID) instantly after applying. You will need this Entity ID to register for Unemployment (step 2). For further questions, call 609-292-6400.

2. Register for Unemployment Insurance

You must submit to the Division of Revenue once you hit \$1,000 in annual wages. Visit <https://www.njportal.com/DOR/BusinessRegistration/Home/FirstStep> and follow all prompts. This information will be forwarded to the Department of Labor and Workforce Development, which will determine your rate for Unemployment. For further questions, call 609-633-6400 ext. 2211.

3. Apply for applicable Local Taxes

- ✓ Newark: <https://www.newarknj.gov/card/tax-forms>
- ✓ Jersey City: <https://www.jerseycitynj.gov/cityhall/finance/taxes>

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

- ✓ Submit your Withholding ID
- ✓ Submit your Unemployment ID, rate, and copy of the document received from the state
- ✓ Submit your Local Tax information