

# Texas Taxes



**NEW** employers in Texas, please follow steps 1 thru 3 below

**EXISTING** employers in Texas, follow step 3 only

## 1. Register for State Unemployment Tax

Please visit the Texas Workforce Commission online at:

<https://apps.twc.state.tx.us/UITAXREG/security/logon.do> you will be asked to create a new User ID. Follow the prompts to register. You will receive your TWC account number and rate upon finalization of your registration. For questions call **800-832-9394**.

## 2. Assign Payroll City as your Third-Party Administrator

Logon to Unemployment Tax Services, select the User Admin tab, select the User List link, select the View Profile link, and then select the Edit Permissions link. Please ensure that you assign Payroll City the "Manage Wage Report" permissions so that we may file tax returns on your behalf.

## 3. Notify Payroll City of your Tax ID number and applicable rate

Please forward both the Withholding ID and the Unemployment ID with accompanying rate.

**Please Visit the American Payroll Association for more links to state taxing agencies.**

<https://www.americanpayroll.org/news-resources/resource-library?>