

Vermont



NEW employers in Vermont, complete steps 1-3 below

EXISTING employers in Vermont, complete step 3 only

1. Register for State Withholding Tax

Visit <https://bizfilings.vermont.gov/online>. Click "Start or Register Your Business" and follow all prompts. After you've registered, you will be given the option to register your business account with the Department of Taxes to collect Employer Withholding Tax. You should receive your account number within 5-7 days after registering online. For further questions, call 802-828-2505.

2. Register for Unemployment Insurance

Visit https://uipublic.labor.vermont.gov/EmployerRegistration/VT_UI_Liability/Liabilitycheck1.aspx. Answer all questions on the page. You should receive your number and tax rate approximately 2 weeks after registering online. For further questions, call 802-828-4344.

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

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