

Virginia



NEW employers in Virginia, complete steps 1-2 below

EXISTING employers in Virginia, complete step 2 only

1. Register for both State Withholding Tax and Unemployment Insurance

Visit <https://www.business.tax.virginia.gov/VTOL/tax/Login.xhtml>. Click "Are you a new business? Register here" and follow all prompts. You should receive your income tax withholding number, deposit schedule, and your unemployment tax number instantly. For further questions, call 804-367-8037.

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

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