

Washington



NEW employers in Washington, complete steps 1-4 below

EXISTING employers in Washington, complete step 4 only

1. Register for State Withholding Tax

Washington does not collect Withholding Tax.

2. Register for Business License

Visit <https://dor.wa.gov/open-business>. The Department of Revenue will process your application and notify the EDS to open an L&I (unemployment) account and a worker's compensation account. You should receive a letter with a packet of information that contains your account information. This will be sent to you 10-14 days after registering online or 21 days if registering by mail. If you have additional questions, contact the state at 360-705-6741.

3. Create your Paid Family and Medical Leave account

Visit <https://secureaccess.wa.gov/public/saw/pub/remindAndReset.do> and click "sign up" to create your account. You will need to include the date of birth of your employees' in our system, otherwise we will not be able to file the WA Cares quarterly reports.

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

- ✓ Submit your Unified Business Identification number
- ✓ Submit your Paid Family Medical Leave numbers
- ✓ Submit your Unemployment ID and rate

In 2020, the Legislature enacted Substitute House Bill 2308, which requires employers to include the Standard Occupational Classification (SOC) code of each worker in their quarterly tax reports to the Employment Security Department. You will need to include the SOC for each employee in our system in order for us to process your reports correctly. To look up the risk classification, visit this link: <https://lni.wa.gov/insurance/rates-risk-classes/risk-classes-for-workers-compensation/risk-class-lookup#/>