

# West Virginia



**NEW** employers in West Virginia, complete steps 1-4 below

**EXISTING** employers in West Virginia, complete step 4 only

## 1. Register for State Withholding Tax

Visit <https://business4.wv.gov/Pages/default.aspx>. Create a user account and follow all prompts to register. You should receive your ID number in one week.

## 2. Register for Unemployment Insurance

Visit <https://apps.wv.gov/Accounts/CreateAccount.aspx> and follow all prompts to register. This process may take a couple of weeks to complete. To receive your ID and rate quicker, call 304-558-2677.

## 3. Register for City Tax

Huntington City: If you are an employer in Huntington City, you will be required to register your business with the city of Huntington Finance Division for the City Service tax. For more information on this service tax, visit <http://www.cityofhuntington.com/business/taxes-and-fees/city-service-fee>, or call the city to register at 304-696-5969.

Parkersburg: If you are an employer in Parkersburg, you will be required to register your business with the City of Parkersburg for Business and Occupation tax. Call the city to register at 304-424-8556. For the Business and Occupation Tax return form, visit <http://parkersburgcity.com/pc/wp-content/uploads/2015/09/BO-Tax-Standard-Form.pdf>.

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

- ✓ Submit your Withholding ID
- ✓ Submit your Unemployment ID and rate
- ✓ Submit your City Tax ID (if applicable)

*All West Virginia state employers are required to report each employees' occupational code and county name when filing Quarterly Reports. You will need to include the SOC code for each employee as well as their county name in our system in order for us to process your reports correctly. To look up the risk classification, visit this link: [https://www.bls.gov/oes/current/oes\\_wv.htm](https://www.bls.gov/oes/current/oes_wv.htm)*