



## New Work Tax Location

Please complete all questions and return this form to your Support team.

1. **Company Name:** \_\_\_\_\_

2. **Which FEIN is your new location tied to?** \_\_\_\_\_

**3. Location Information:**

Location Name \_\_\_\_\_

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

County \_\_\_\_\_

Municipality (if applicable) \_\_\_\_\_

School District (if applicable) \_\_\_\_\_

4. **Have you operated in this state before for the FEIN listed above?**      Yes      No

5. **If no: Have you registered for taxes for your new location (only if in new state)?**

Yes      No

**If yes to #5:** Please forward all confirmation emails with documentation from the state to your Support Team with the following information:

Withholding Tax ID (if applicable): \_\_\_\_\_

Payment Frequency: \_\_\_\_\_

State Unemployment Tax ID: \_\_\_\_\_

State Unemployment Tax Rate: \_\_\_\_\_



Are there local taxes associated with your new location?      Yes      No

If yes, what are they? \_\_\_\_\_

Local Tax ID: \_\_\_\_\_

If no to #5: Please register for Withholding and Unemployment Taxes. If you need help finding the state's registration page, please contact your Support Team.

\*Please note: We cannot pay employees in your new location until you have registered for both Unemployment and Withholding Taxes.

6. **What kind of location is it?** (Check one.)

Office

Company

Corporate Office

Distribution Center

Plant

Restaurant Location

Sales Center

Warehouse

7. **Does a new level need to be completed for this location?**      Yes      No

If yes: Which Level does this need to be added to? \_\_\_\_\_

What is the name of the new level? \_\_\_\_\_

