

New Business Start-up – Helpful Links to register for new account numbers: Federal EIN, NC Withholding Number & NC Unemployment Account Number

When starting a business, one of the first things to do is apply for a Federal Employer Identification Number (EIN). Then for each employee hired, there are several forms that must be completed. You can find the forms here, available in downloadable Adobe PDF format.

1. Application for Federal ID Number (EIN) – Required before registering for State ID #s

SS-4 Application for Federal Employer Identification Number (a.k.a. Federal Tax ID Number)
Regardless of a business' structure (corporation, partnership or sole proprietor), a federal identification number is required to begin. This number is used when paying employment taxes on behalf of employees.

Apply for EIN Online

<https://sa2.www4.irs.gov/modiein/individual/index.jsp>

2. Application for NC Withholding Tax Number

State of North Carolina Withholding Tax Number (not the same as your FEIN)

*****Online registration *****

<https://eservices.dor.nc.gov/ncbusreg/>

Hard Copy Form (optional) – process takes longer

http://www.dor.state.nc.us/downloads/wh_forms.html

3. Application for NC Unemployment Tax Number

NC Unemployment Tax Number

<https://www.ncesc1.com/Business/web604/web604Main.asp>

EMPLOYEE FORMS

W-4 Employee's Withholding Allowance Certificate (Federal Withholding Allowance)

Every employee must provide their employer with a signed W-4 to indicate the number of withholding allowances to use when calculating their Federal Income Taxes. If employees wish to change their allowances, they must submit a new W-4 to their employer. If a W-4 has not been submitted, employers are required to withhold taxes at the highest rate — single with 0 allowances.

<http://www.irs.gov/pub/irs-pdf/fw4.pdf>

NC-4 Employee's Withholding Allowance Certificate (North Carolina Withholding Allowance)

<http://www.dornc.com/downloads/nc-4.pdf>

I-9 Employment Eligibility Verification

Each employee a business hires must complete this form and provide supporting documentation. It is the employer's responsibility to keep this form in the employee's file.

<http://www.uscis.gov/files/form/i-9.pdf>