

How do I obtain a State Employment Tax Account (SUTA) number?

Continued from “I’m a new user and I don’t have an existing account”

After you have created an account, see How do I register to access the Employer Self Service portal without an existing SUTA account?

If you are a new employer in Indiana and have paid \$1 or more to a worker performing covered services within the state, please register via ESS.

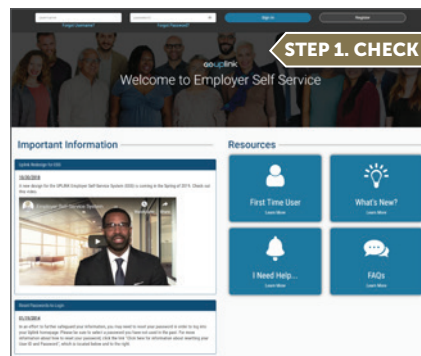
To successfully complete the registration, you will need to know the employer’s FEIN, legal name, NAICS code, and mailing address. Other required information includes: the Indiana location where work is being performed; the date on which the first payroll payment was made; and the SSN, EIN or ITIN of the responsible party.

Not all entities that have payroll are required to pay unemployment taxes. Please review our Employer Handbook before starting the registration process.

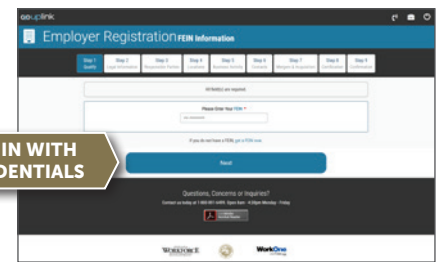
If you have previously been issued an Indiana SUTA account number and have lost the information, you may be able to recover the number by calling 800-891-6499 and selecting option 2.

If you are associated to the account as an authorized user or a responsible party, we can provide the information over the phone.

If you cannot recover the information over the phone, we will send the account number to the last known address of the employer or account administrator.



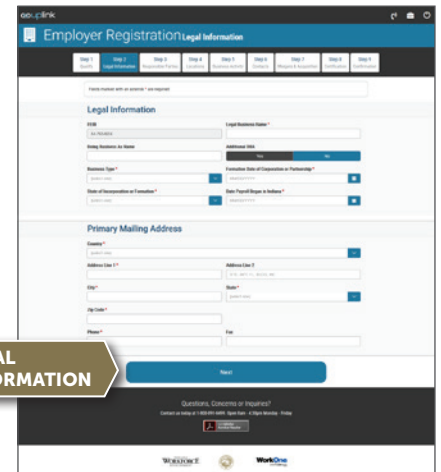
STEP 1. CHECK UI ACCOUNT



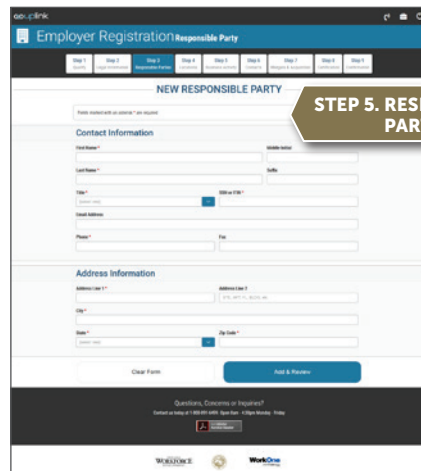
STEP 2. LOG IN WITH CREDENTIALS



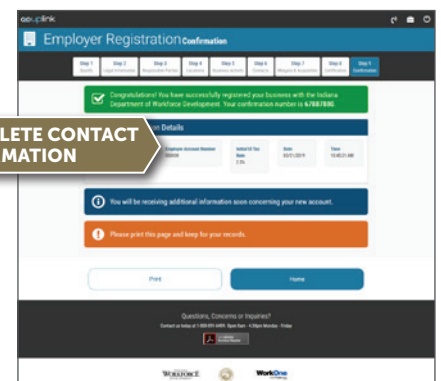
STEP 3. QUALIFY



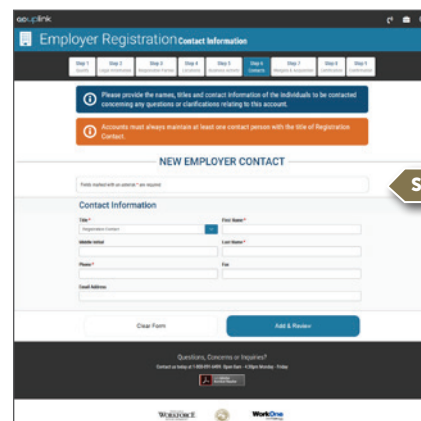
STEP 4. LEGAL INFORMATION



STEP 5. RESPONSIBLE PARTY



STEP 6. COMPLETE CONTACT INFORMATION



STEP 7. CONFIRM AND FINISH