



## Alabama Payroll Registration Checklist

In order to make things easier for our business clients we've created a simple step by step checklist. You can use this list as a reference to apply for tax identification numbers, new hire reporting and workers' compensation insurance. Simply complete the steps on this list and once you receive your new account numbers your business can begin processing payroll in Alabama.

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### **Federal Employment Tax Filing**

First you'll need to register with the IRS to obtain an employment identification number (EIN) for your company. This will open an account you can use for reporting taxes such as Federal, FICA and FUTA.

**There are two ways to register with the IRS for an EIN:**

- Complete the online application here: [FEIN Online Application](#)
  - Call the IRS at 800-829-4933
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### **Alabama Employment Tax Filings**

Next you'll need to register with the Alabama Department of Revenue (AL DOR) and they will issue you a state withholding ID. Then you must register with the Alabama Department of Labor (AL DOL) to receive an unemployment ID.

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**To Register with the Alabama Department of Revenue**

- Complete the online [Combined Registration Application](#)

*Alabama Department of Revenue  
Central Registration Unit  
PO Box 327100  
Montgomery, AL 36132-7100*

*Information: [\(334\) 242-1170](tel:3342421170)  
Web Site: [Alabama Department of Revenue](#)*

Note: You may also complete the [Combined Registration Application](#) in paper form and mail it to the above address.



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## To Register with the Alabama Department of Labor

- File [Form SR-2](#) to determine liability for Alabama unemployment insurance taxes and apply for an employer account number.

*Alabama Department of Labor  
Unemployment Compensation Division  
649 Monroe Street  
Montgomery, AL 36131*

*Information: [\(334\) 242-8830](tel:3342428830)  
Web Site: [Alabama Department of Labor](#)*

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## ☐ Alabama Local Tax

If you have employees that work in Birmingham or Bessemer you will be required to register for a local tax account number.

### To Register for Birmingham Occupational Tax

- You may also complete the [Application for Tax Certificate](#) in paper form and mail it to the address below.

*Finance Department – Tax and License Admin Div  
710 North 20th Street, Room TL-100 City Hall  
Birmingham, AL 35203*

*Office: (205) 254-2198  
Web Site: [Birmingham Occupational Tax](#)*

### To Register for Bessemer

- You can contact the Bessemer Revenue Department.

*Bessemer Revenue Department  
1806 Third Avenue North  
Bessemer, AL 35020*

*Office: (205) 424-4060*



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## ☐ **Alabama New Hire Reporting**

As an employer you will be required to report all new hires to the state of Alabama within 20 days. This program helps the state reduce fraud related to workers compensation and unemployment claims. It also provides a means for the state to track individuals who are required to pay child support.

### **To register with the Alabama New Hire Reporting Program**

- Complete the online application here: [Alabama New Hire Reporting Application](#)

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## ☐ **Alabama Workers' Compensation Insurance**

Any business that operates in the state of Alabama and has (5) or more employees is required by law to have Alabama workers' compensation coverage. If you need to obtain workers' comp or get help with setting up your first payroll simply give us a call at (205) 588-2618 and we'll be happy to help.

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## **Need More Help**

If you need more help to get setup and ensure you are paying your Alabama employees correctly we'd love to help! To arrange a brief online walk-through of Advapay's payroll system, get additional advice or even obtain a quote on Alabama Workers' Compensation give us a call at (205) 588-2618 or visit our site at [www.advapaysystems.com](http://www.advapaysystems.com).