



New York State Department of Labor
Unemployment Insurance Division
UI Online Services
State Office Campus
Albany, NY 12240

Information Needed To Create a Representative Account

You will need to know the following information about your business to successfully create an UI Online Services account for a representative. We suggest that you print this checklist for your information.

<input type="checkbox"/>	<p>Your business's New York State Department of Taxation and Finance's taxpayer identification number (9-11 characters): _____ Do not enter the letter "B" before your taxpayer ID or any spaces or special characters.</p> <p>Or</p> <p>Your business's Federal Employer Identification Number associated to your Internal Revenue Service's records (9-11 characters): _____</p>
<input type="checkbox"/>	<p>Your business's ERO EFIN number associated to your Internal Revenue Service's records (6 characters): _____</p>
<input type="checkbox"/>	<p>Which of the following return types has your business has filed in the past 12 months using the business's taxpayer ID and employer registration number?</p> <ul style="list-style-type: none"><input type="checkbox"/> Corporation tax<input type="checkbox"/> Sales and use tax<input type="checkbox"/> Withholding tax<input type="checkbox"/> Unemployment Insurance Contributions <p>Note: You must check all applicable return types or you will receive an error message.</p>
<input type="checkbox"/>	<p>A copy of a return filed within the past 12 months for each type selected above. If you filed a return within the past three weeks it may not be on our records yet; try an older return. You must provide specific line information from your return(s).</p> <p>Corporation Tax</p> <ul style="list-style-type: none">• CT-3, General Business Corporation Franchise Tax Return• CT-3A, General Business Corporation Combined Franchise Tax Return• CT-3S, New York S Corporation Franchise Tax Return• CT-4, General Business Corporation Franchise Tax Return• CT-4S, New York S Corporation Franchise Tax Return• CT-32, Banking Corporation Franchise Tax Return• CT-32A, Banking Corporation Combined Franchise Tax Return• CT-33, Life Insurance Corporation Franchise Tax Return• CT-33NL, Non-Life Insurance Corporation Franchise Tax Return

Sales and Use Tax

- ST-100, New York State and Local Quarterly Sales and Use Tax Return
- ST-101, New York State and Local Annual Sales and Use Tax Return
- ST-102, New York State and Local Quarterly Sales and Use Tax Return for a Single Jurisdiction
- ST-102A, New York State and Local Annual Sales and Use Tax Return for a Single Jurisdiction
- ST-810, New York State and Local Quarterly Sales and Use Tax Return for Part-Quarterly Filers

Withholding Tax

- NYS-1, Return of Tax Withheld
- NYS-45, Quarterly Combined Withholding, Wage Reporting and Unemployment Insurance Return

Unemployment Insurance Contributions

- NYS-45, Quarterly Combined Withholding, Wage Reporting and Unemployment Insurance Return

If you selected the type Unemployment Insurance Contributions, your business's New York State Department of Labor's **employer registration number** (7 characters): _____

Your **contact information** (name, address, e-mail, and phone number)

Choose a **username** (Must be 8 alphanumeric characters): _____

Be sure to save your username in a secure place. We cannot reset usernames.

Choose a password (8-20 characters): _____

This is a temporary password only. Be sure to write it down. We cannot retrieve the temporary password for you. You'll be required to change your temporary password the first time you login.

All passwords must:

- include at least one number and three letters
- not use the same character more than three times in a row