

# How to Obtain Your Federal and Wisconsin ID Numbers and Unemployment Compensation Account Number.

*These are necessary for the proper payment of payroll taxes and filing payroll tax returns. The information is for WI businesses only. If you need information for IL, please contact Illinois Department of Internal Revenue.*

## HOW TO OBTAIN A FEDERAL IDENTIFICATION NUMBER:

1. Fill out the SS-4 Application for Employer Identification Number form to obtain your ID number. You can pick up this application at one of the IRS offices listed below or call to have one sent to you.
2. After completing the SS-4, you can receive your Federal ID number over the phone by calling 866-816-2065 (between 7:30 am and 5:30 pm), or fax 215-516-3990.
3. You will receive Form 8109 (coupons for federal tax deposits) automatically from the IRS after submitting your SS-4.

If you need to make a deposit and have not yet received your coupons, you can get a temporary coupon (8109B) from the IRS.

## INTERNAL REVENUE SERVICE OFFICES

310 W. Wisconsin Avenue  
Milwaukee, WI 53202  
414-273-8100 or 800-829-3676 (form order line)

Goerke's Park Business Center  
20719 Watertown Road  
Waukesha, WI 53186

## HOW TO OBTAIN A STATE IDENTIFICATION NUMBER:

1. The A-101 Application for State Identification Number must be completed with "Employer Identification (withholding tax)" box checked. You can call one of the Department of Revenue offices listed below to have an application sent to you.
2. You will receive form WT-6 (coupons for state tax deposits) automatically after submitting your application for your state withholding ID number.

## DEPARTMENT OF REVENUE OFFICES

819 N. 6th Street  
Milwaukee, WI 53203  
414-227-4444 (inquiries)  
414-227-4440 (form order line)

PO Box 8902  
Madison, WI 53708  
608-266-2776

## HOW TO OBTAIN A WISCONSIN UNEMPLOYMENT COMPENSATION ACCOUNT NUMBER:

1. Fill out the UCT-1 Application for Unemployment Compensation Account Number and Contribution Rate.

Unemployment Compensation Division  
819 N. 6th Street  
Milwaukee, WI 53203  
414-438-2121

Dept. of Industry, Labor & Human Relations  
PO Box 7942  
Madison, WI 53707  
608-261-6700

