

# Alaska Department of Labor and Workforce Development

State of Alaska > DOL&WD > Employment Security > ES Tax Online

## Online Employer Services

### Tax Rates

Office Locations

### Laws & Cases

### Forms/Publications

Alaska Employer Newsletters

ES Tax Handbook

UI Tax Calculation Cookbook


Standard Rates

Unclaimed Refunds

Frequently Asked

### Select Employer/Business

(Description: Single account filers that submit a single employer report or CSV wage file.)

Add an existing Alaska Employer: [Add](#) 

Apply for a new Alaska Employer Account

Number: [Apply](#) 

### Select Remitter

(Description: Multiple account filers or bulk filers that submit one bulk CSV file for multiple employer accounts.)

[Add a new Remitter](#)

To register your business with Employment Security Tax click on [Apply](#)

# Alaska Department of Labor and Workforce Development

State of Alaska > DOL&WD > Employment Security > ES Tax Online

## Step 1: Can I Register Online?

New Registration for:  
[No Legal Name]

Step 1a: Can I Register Online?

Step 1b: Acquire a Business

Step 1c: Change Entity

Step 2: Business Info

Step 3: Responsible Party

Step 4: Elect Coverage

Step 5: Primary Worksite

Step 6: Additional Worksite

Step 7: Submit

I am purchasing, acquiring or changing ownership of a business.

I am changing my business entity type.

I am registering as an employer who has or will pay wages.

If none of these apply, call (907) 465-2757 for assistance.

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Select the one that applies to your situation, click on Next

If you started the registration process but failed to finish, after clicking on Apply the previous registration you started will pop up here. You can continue the registration process by clicking on the business or start over by clicking Start a new registration.

The screenshot displays the Alaska Department of Labor and Workforce Development website. A modal window titled "Incomplete Registrations" is open, showing a list of registrations. The first entry is "Your Business Name (last modified 04/14/2022)" with a red "Delete" button. Below it is a link for "Start a new registration". A blue "Cancel" button is located at the bottom right of the modal. The background shows the website's navigation menu, including "Tax Rates", "Office Locations", "Laws & Cases", "Forms/Publications", "Alaska Employer Newsletters", "ES Tax Handbook", and "UI Tax Calculation Cookbook". There are also buttons for "Add an existing Alaska Employer" and "Add a new Remitter".

# Alaska Department of Labor Force Development

You will need your FEIN

If you do not have a FEIN, click on this link to apply for one. Then come back and finish registering.

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## Step 2: Business Information

New Registration for:  
[No Legal Name]

Step 1a: Can I Register Online?

Step 1b: Acquire a Business

Step 1c: Change Entity

**Step 2: Business Info**

Step 3: Responsible Party

Step 4: Elect Coverage

Step 5: Primary Worksite

Step 6: Additional Worksite

Step 7: Submit

Legal Business Name

My Federal Employer Identification Number (FEIN) is:  
(Do not use your social security number for the FEIN)

If you do not have an FEIN, [get an FEIN now](#).

State Incorporated:

Business Type:

- select one -
- Partnership Limited Estate
- Limited Liability Company
- Alaska Corporation
- Partnership General
- Sole Proprietorship
- Joint Venture
- Foreign Corporation
- Non-Profit
- Other (please explain)

What is the date of your first payroll in Alaska or the anticipated date?

Enter the expected number of employees in Alaska:

Was there a previous business operating at your location?

Do you anticipate using contract labor?

 Yes  No

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Select the business entity type

# Alaska Department of Labor and Workforce Development

State of Alaska > DOL&WD > Employment Security > ES Tax Online

## Step 2: Business Information

New Registration for:  
[No Legal Name]

Step 1a: Can I Register Online?

Step 1b: Acquire a Business

Step 1c: Change Entity

**Step 2: Business Info**

Step 3: Responsible Party

Step 4: Elect Coverage

Step 5: Primary Worksite

Step 6: Additional Worksite

Step 7: Submit

Legal Business Name

My Federal Employer Identification Number (FEIN) is:  
(Do not use your social security number for the FEIN)

If you do not have an FEIN, get an FEIN now .

State Incorporated:

Business Type:

  
- select one -  
Partnership Limited Estate  
Limited Liability Company  
Alaska Corporation  
Partnership General  
Sole Proprietorship  
Joint Venture  
Foreign Corporation  
Non-Profit  
Other (please explain)

What is the date of your first payroll in Alaska or the anticipated date?

Enter the expected number of employees in Alaska:

Was there a previous business operating at your location?

Do you anticipate using contract labor?

 Yes  No

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Select Alaska Corporation if the corporation is registered in the State of Alaska

Select Foreign Corporation if the corporation is registered in another state

If you're not sure about contract labor, call the ES Tax office at (907)465-2757 or 888-448-3527

Step 1c: Change Entity

**Step 2: Business Info**

Step 3: Responsible Party

Step 4: Elect Coverage

Step 5: Primary Worksite

Step 6: Additional Worksite

Step 7: Submit

number for the FEIN)

If you do not have an FEIN, [get an FEIN now](#).

**State Incorporated:**

- select one -

**Business Type:**

Limited Liability Company

**What is the date of your first payroll in Alaska or the anticipated date?**

mm/dd/yyyy

**Enter the expected number of employees in Alaska:**

**Was there a previous business operating at your location?**

Yes  No \*

**Do you anticipate using contract labor?**

Yes  No \*

As a Limited Liability Company, member wages are excluded and are **NOT** reportable for Unemployment Insurance (UI) Tax purposes on your Alaska Quarterly Contribution Report. Do **NOT** report them.

\* **I have read the information above**

Look for important reporting information related to the business entity at the bottom of this page

**Step 2: Business Information**

New Registration for:  
[No Legal Name]

Step 1a: Can I Register Online?

Step 1b: Acquire a Business

Step 1c: Change Entity

**Step 2: Business Info**

Step 3: Responsible Party

Step 4: Elect Coverage

Step 5: Primary Worksite

Step 6: Additional Worksite

Step 7: Submit

**Legal Business Name** \*

**My Federal Employer Identification Number (FEIN) is:** \*  
(Do not use your social security number for the FEIN)

If you do not have an FEIN, [get an FEIN now](#).

**State Incorporated:**

**Business Type:**

**Desired method of payment:**  
(see [Handbook](#) for more info)

Taxable  
 Reimbursable

To select reimbursable:

- Employer must be a IRC 501(a) or 501(c)(3).
- Require a security deposit of \$32,000 or 3.2% of the total reportable wages for the last quarter, whichever is higher.
- Employer is responsible to review all requirements listed in the handbook.

**Date Incorporated:** \*

**What is the date of your first payroll in Alaska or the anticipated date?** \*

**Enter the expected number of employees in Alaska:** \*

**Was there a previous business operating at your location?** \*

Yes  No

**Do you anticipate using contract labor?** \*

Yes  No

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Non-profit, local/state government and federally recognized tribe entities have the option of being either taxable or reimbursable. Click on the Handbook link that explains the pros and cons for each method and the requirements when opting for the reimbursable payment method.

# Alaska Department of Labor and Workforce Development

To add the owner(s) or responsible parties, click [Add Another](#)

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## Step 3: Responsible Party

New Registration for:  
*Your Business Name*

Step 1a: Can I Register Online?

Step 1b: Acquire a Business

Step 1c: Change Entity

Step 2: Business Info

**Step 3: Responsible Party**

Step 4: Elect Coverage

Step 5: Primary Worksite

Step 6: Additional Worksite

Step 7: Submit

FEIN/SSN	Name	Address	Percentage	Effective Date
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Add Another

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Indicate whether the owner/responsibility party is a person or another business entity

The screenshot shows a web form titled "Add Responsible Party" with a close button (X) in the top right corner. The form contains three fields: "Ownership Type", "Effective Date", and "% Owned". The "Ownership Type" dropdown menu is open, showing two options: "Individual" (highlighted) and "Entity". The "Effective Date" field is currently empty. The "% Owned" field has a red asterisk icon next to it, indicating it is a required field. At the bottom right of the form, there are "Cancel" and "Save" buttons. The background of the page shows a navigation menu with items like "Step 2: Business Info", "Step 1: Business Info", "Step 3: Business Info", "Step 4: Business Info", "Step 5: Business Info", "Step 6: Business Info", "Step 7: Business Info", "Step 8: Business Info", "Step 9: Business Info", "Step 10: Business Info", "Step 11: Business Info", "Step 12: Business Info", "Step 13: Business Info", "Step 14: Business Info", "Step 15: Business Info", "Step 16: Business Info", "Step 17: Business Info", "Step 18: Business Info", "Step 19: Business Info", "Step 20: Business Info", "Step 21: Business Info", "Step 22: Business Info", "Step 23: Business Info", "Step 24: Business Info", "Step 25: Business Info", "Step 26: Business Info", "Step 27: Business Info", "Step 28: Business Info", "Step 29: Business Info", "Step 30: Business Info", "Step 31: Business Info", "Step 32: Business Info", "Step 33: Business Info", "Step 34: Business Info", "Step 35: Business Info", "Step 36: Business Info", "Step 37: Business Info", "Step 38: Business Info", "Step 39: Business Info", "Step 40: Business Info", "Step 41: Business Info", "Step 42: Business Info", "Step 43: Business Info", "Step 44: Business Info", "Step 45: Business Info", "Step 46: Business Info", "Step 47: Business Info", "Step 48: Business Info", "Step 49: Business Info", "Step 50: Business Info", "Step 51: Business Info", "Step 52: Business Info", "Step 53: Business Info", "Step 54: Business Info", "Step 55: Business Info", "Step 56: Business Info", "Step 57: Business Info", "Step 58: Business Info", "Step 59: Business Info", "Step 60: Business Info", "Step 61: Business Info", "Step 62: Business Info", "Step 63: Business Info", "Step 64: Business Info", "Step 65: Business Info", "Step 66: Business Info", "Step 67: Business Info", "Step 68: Business Info", "Step 69: Business Info", "Step 70: Business Info", "Step 71: Business Info", "Step 72: Business Info", "Step 73: Business Info", "Step 74: Business Info", "Step 75: Business Info", "Step 76: Business Info", "Step 77: Business Info", "Step 78: Business Info", "Step 79: Business Info", "Step 80: Business Info", "Step 81: Business Info", "Step 82: Business Info", "Step 83: Business Info", "Step 84: Business Info", "Step 85: Business Info", "Step 86: Business Info", "Step 87: Business Info", "Step 88: Business Info", "Step 89: Business Info", "Step 90: Business Info", "Step 91: Business Info", "Step 92: Business Info", "Step 93: Business Info", "Step 94: Business Info", "Step 95: Business Info", "Step 96: Business Info", "Step 97: Business Info", "Step 98: Business Info", "Step 99: Business Info", "Step 100: Business Info".

Add Responsible Party

Ownership Type	Individual ✓
Social Security Number (SSN)	
-or- Explain	
First Name	*
Middle Initial	
Last Name	*
Personal Phone	000-000-0000
Cell Phone	000-000-0000
Email	
Residence Address	
City	
Country	United States ✓
State	- select one -
Zip	
Title	- select one - *
Effective Date	
Responsibility	
% Owned	*

If you were not issued a SSN please explain reason here (i.e. not a US citizen, permanent or temporary resident)

Disregard percentage of ownership if entity is a non-profit

Select the title of the individual from the dropdown box. Titles listed here are based on the business entity.

- select one - \*
- select one -
- Corp officer, President
- Corp officer, VP
- Corp officer, Secretary
- Corp officer, Treasurer
- Other

Responsibility

% Owned

- not supplied
- file contribution reports
- pay contributions due
- creditor paid first
- check signing authority
- hire/fire authority
- all of the above
- some of the above

Cancel Save

After owner/responsible party information has been entered, click Save

### Step 3: Responsible Party

FEIN/SSN	Name	Address	Percentage	Effective Date	
				01/01/2022	
	Corp	Secretary Anchorage AK 99502		1/1/2022	

Add Another

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To add additional owners/responsible parties, click on Add Another

To edit the owner/responsible party, click on the pencil; to delete click on the X

Employers may voluntarily elect to have their excluded employment covered for UI purposes. Sole proprietors, partners, or LLC members cannot elect coverage for themselves. Election of coverage for certain types of employment covers all individuals within that group (i.e. all corporate officers are covered or none are covered). For more information call ES Tax at (907)465-2757 or 888-448-3527.

## Labor and Workforce Development

State of Alaska > DOL&WD > Employment Security > ES Tax Online

### Step 4: Elect Coverage

New Registration for:  
*Your Business Name*

Step 1a: Can I Register  
Online?

Step 1b: Acquire a  
Business

Step 1c: Change Entity

Step 2: Business Info

Step 3: Responsible  
Party

Step 4: Elect Coverage

Do you wish to cover excluded  
employees?  Yes  No

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An election of coverage may be requested later by submitting the Voluntary Election of Coverage for Excluded Employment form. The form is on our website at [labor.alaska.gov/estax/forms/toc\\_forms.htm](http://labor.alaska.gov/estax/forms/toc_forms.htm)

Click Yes to see the list of excluded employment that can be selected for coverage and the requirements for an election of coverage

## Step 4: Elect Coverage

New Registration for:  
Your Business Name

Step 1a: Can I Register  
Online?

Step 1b: Acquire a  
Business

Step 1c: Change Entity

Step 2: Business Info

Step 3: Responsible  
Party

Step 4: Elect Coverage

Step 5: Primary  
Worksite

Step 6: Additional  
Worksite

Step 7: Submit


Do you wish to cover excluded employees?  Yes  No

### Voluntary Election of Coverage

Currently, you are not required to report wages and pay taxes on the excluded employment listed below. If you choose to elect coverage, all employees within that group are reportable. Only select those below that you wish to report wages and pay taxes for:

- Service of executive officers of the corporation formed under AS 10.06. An executive officer is one who (1) is specifically named in the bylaws, (2) serves at the pleasure of the board, and (3) is given and actually exercises authority and responsibility for the overall management of the corporation. *Note: Wages of corporate officers not meeting the definition of an executive officer are reportable. If election of coverage is selected, all corporate officers must be covered as a group.*
- Service of fishing boat crewmembers if fewer than 10 who are paid a percent of the proceeds of the sale of the catch.
- Domestic service in a private home when wages paid are less than \$1,000.00 per quarter in the current or preceding year.
- Service selling or distributing newspapers on the street or house to house.
- Service by a minister or a member of a religious order of a church.
- Service for a school, college, or university by an enrolled student who is regularly attending classes.
- Service in the fields of insurance, real estate, or stock by a salesperson, solicitor or broker paid by commission and are not required to be covered by Federal Unemployment Tax Act.
- Service in agricultural labor where the employer either paid less than \$20,000.00 in wages per quarter in current or preceding calendar year or employed fewer than 10 people.
- Service by a full-time student under the age of 22 in a work-study program taken for credit at a public or nonprofit institution which certified that the service is an integral part of the program.
- Other service performed for a church or association of churches, including elementary and secondary schools, but not including other organizations operated for non-religious purposes.

This agreement, when approved, is binding for two complete calendar years; if the approval is not at the start of a calendar year it is binding for the rest of that calendar and two additional years. Coverage continues in effect on a yearly basis until a request to terminate is received by the Agency in writing before March 15 of the termination year. In the event the account becomes delinquent, the Agency reserves the right to cancel the voluntary election of coverage retroactive to the quarter a report and full payment were last received.

 I have read and agree with these statements.

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Select the excluded employment type(s) you'd like to have UI coverage

The excluded employment choices will be based on the business entity. The choices listed here are for the entity of a corporation.

Take note of the election of coverage requirements here

## Step 5: Primary Worksite

New Registration for:  
Your Business Name

Step 1a: Can I Register  
Online?

Step 1b: Acquire a  
Business

Step 1c: Change Entity

Step 2: Business Info

Step 3: Responsible  
Party

Step 4: Elect Coverage

Step 5: Primary  
Worksite

Step 6: Additional  
Worksite

Step 7: Submit

### 1. Business Name(s)

Legal Name:

Your Business Name

DBA:

### 2. Business Mailing Address (not payroll provider)

Address:

City:

State:

Zip:

Country:

Attention:

### 3. Business Contact Info

Business  
Phone:

Extension:

Business  
Website:

Contact Name:

Contact Title:

Contact Phone:

Contact Fax:

Contact Email:

Contact Cell:

### 4. Physical Location

Address Type:

Address:

City:

State:

If you have more than one business reporting under this FEIN, list each business here

This will be the person called if we need to address any issues or have questions on your ES Tax account

Additional worksite can be added at the bottom of this page, below #7

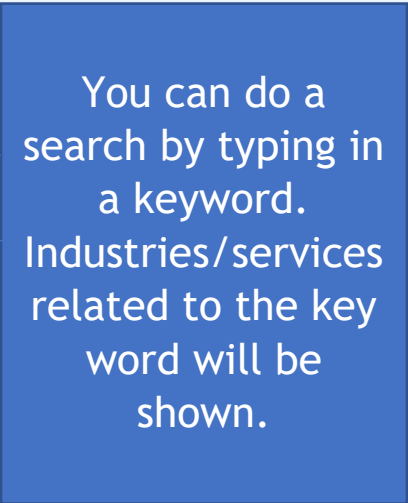
5. Please select the category that best describes your principal business activity in Alaska.

logging|

- Forestry and **Logging**
- Logging**
- Logging**
- Logging**
- Agriculture, Construction, and Mining Machinery Manufacturing
- Construction Machinery Manufacturing
- Construction and Mining (except Oil Well) Machinery and Equipment Merchant Wholesale Trade

+ Wholesale Trade

+ Retail Trade



6. Describe all products and services your business provides in Alaska. (Failure to complete this section may result in a higher tax rate.)

7. Of the items in #6, which generates the most income?

Do you have an additional worksite?  Yes  No

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5. Please select the category that best describes your principal business activity in Alaska.

type to search...

- Agriculture, Forestry, Fishing and Hunting
- + Crop Production
- + Animal Production and Aquaculture
- Forestry and Logging
- + Timber Tract Operations
- + Forest Nurseries and Gathering of Forest Products
- + Logging

Or you can select an industry to find your specific service. Click on + to see more categories under the industries. Click on the category/service for it to autofill in #5.

Use the scroll bar to see more industries and categories

6. Describe all products and services your business provides in Alaska. (Failure to complete this section may result in a higher tax rate.)

[Empty text box for describing products and services]

7. Of the items in #6, which generates the most income?

[Empty text box for selecting the most income-generating item]

Do you have an additional worksite?  Yes  No

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If you are not able to find your category, fill out #6 and #7 and we will find it for you. We will contact you if we need clarification of your business activity.

Click Yes if you have an additional worksite. If there are more than two worksites, you will need to contact ES Tax to provide additional worksites.



## Step 7: Summary

New Registration for:  
*Your Business Name*

Step 1a: Can I Register  
Online?

Step 1b: Acquire a  
Business

Step 1c: Change Entity

Step 2: Business Info

Step 3: Responsible  
Party

Step 4: Elect Coverage

Step 5: Primary  
Worksite

Step 6: Additional  
Worksite

Step 7: Submit

### 1. Registration Contact Information

Name:

\*

Phone:

(000) 000-0000

\*

Fax:

(000) 000-0000

Title:

Extension:

Email:

\*

Show/Hide Summary

### 2. Certification

I certify that the information provided on these forms is correct and true to the best of my belief.

### 3. Submit

Submit

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This will be the person called if we need to clarify anything on your registration

You must certify your registration form then click Submit in order to complete the registration process

# Alaska Department of Labor and Workforce Development

State of Alaska > DOL&WD > Employment Security > ES Tax Online

## Confirmation

Tax Rates

Office Locations

Laws & Cases

Forms/Publications

Alaska Employer Newsletters

ES Tax Handbook

UI Tax Calculation Cookbook

Standard Rates

Unclaimed Refunds

Frequently Asked

### Your Business Name

Your registration will be processed in 30 business days.

### Auditor

Name: Your Auditor's Name

Email: [esd.tax@alaska.gov](mailto:esd.tax@alaska.gov)

Phone: (888) 448-3527

Home

You will receive this confirmation after pushing Submit. A confirmation will also be emailed from [esd.tax@alaska.gov](mailto:esd.tax@alaska.gov) to the email address listed for the Registration Contact. If a confirmation has not been received, contact ES Tax at (907)465-2757 or 888-448-3527.