

# CHECKLIST FOR A NEW BUSINESS

## **Regarding Employment Taxes**

Contact the Internal Revenue Service to obtain a Federal Employer Identification Number and a free packet entitled “*Your Business Tax Kit*”.

**For Details on the following categories and contact information:**

### **Internal Revenue Service**

1616 Capitol Ave  
Ste 440 MS 5410  
Omaha, NE 68102  
Tax questions: 800.829.1040  
Forms/brochures: 800.829.3676  
Web Page: [www.irs.gov](http://www.irs.gov)

### **Nebraska Department of Revenue**

301 Centennial Mall South  
P.O. Box 94818  
Lincoln, NE 68509-4818  
402.471.2971  
800.742.7474  
Web Page: [www.revenue.ne.gov](http://www.revenue.ne.gov)

### **Workers’ Compensation Insurance Requirements**

#### **Workers Compensation Court**

P.O. Box 98908  
State Capitol Building  
Lincoln, NE 68509-8908  
Web Page: [www.wcc.ne.gov](http://www.wcc.ne.gov)  
402.471.6468

## **New Hire Reporting**

Nebraska State Directory of New Hires  
P.O. Box 144013  
Austin, TX 78714-4013  
888.256.0293  
Web Page: [www.ne-newhire.com](http://www.ne-newhire.com)

## **Contractor Registration**

### **Nebraska Workforce Development Department of Labor — Omaha**

5723 F Street  
Omaha, NE 68117-2822  
402.595.3095  
TDD: 800.833.7352  
Web Page: [www.dol.nebraska.gov](http://www.dol.nebraska.gov)

## **State of Nebraska**

### **Department of Labor**

#### **Unemployment Insurance**

550 South 16th  
P.O. Box 94600  
Lincoln, NE 68509-4600  
402.471.9935  
TDD: 800.833.7352  
Web Page: [uiconnect.ne.gov](http://uiconnect.ne.gov)