Federal / State / Local Employer Identification Numbers Report

Use this report to view Federal, State, and Local Employer Identification Numbers (EIN) for any tax company.

Related Procedures:

[Additional Steps for Out-of-State Employees](#)

Related Resources:

[Payroll Out-of-State Employee Tax Resources](#)

Related Reports:

[Out-of-State Tax Authority Locator](#)

Authorized Roles:

[Tax Reporter](#)

[Payroll Analyst](#)

[Payroll Inquirer](#)

[Payroll Processor](#)

[Payroll Supervisor](#)

TIPS:

This report displays Federal, State, and Local Employer Identification Numbers (EIN) that have been configured in HRMS. Having EINs assigned to tax companies in HRMS is necessary:

- Prior to beginning system automated tax collection. (Note: HRMS is configured to process federal, Idaho, Oregon, and Washington taxes.)
- When manually collecting out-of-state taxes and the agency would like to have the state's tax information listed on the employee's form W-2.

Refer to the [Out-of-State Processing in HRMS](#) resource for more information on configuring EINs in HRMS.

Step 1

Enter transaction code ZHR_RPTPY061 in the command field and click the Enter button.
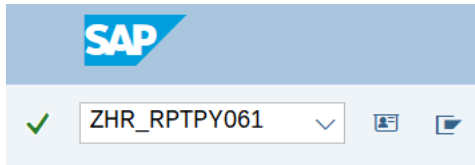
Step 2

Complete the Parameters section.

The following fields are optional:

- Tax Authority
- Tax Company
- Tax Type

TIPS:

The Parameters section will assist in getting only the information needed. A selection is not required for each field.

If the Tax Authority, Tax Company, and Tax Type fields are left blank, the report will return all EINs for all tax companies, tax authorities, and tax types in HRMS. It is recommended to use the Tax Company selection field to restrict your report results to only your tax companies.

Step 3

Select one of the following radio buttons:

- List by Tax Company
- Add Personnel Area
- Add Pers. Area and Subarea

TIPS:

The radio button selection defaults to List by Tax Company and is the recommended selection value but can be changed to a different selection to include additional fields in the report results.

- Use List by Tax Company to return EINs by tax company in the report results.
- Use Add Personnel Area to also include Personnel Area information in the report results.
- Use Add Pers. Area and Subarea to also include Personnel Area and Personnel Subarea information in the report results.

Step 4

Previously saved layout variants may be added to the ALV section.

ALV	
ALV Report Variant	

TIPS:

An ALV Variant name is not required. Leaving this field blank will result in the default layout for this report.

Step 5

Click the Execute button.

Sample report results:

State of Washington - HRMS
Employer Identification Numbers

Report ID: ZHR_RPTPY061
User: JOHND
Date: 05/28/2024

Tax company	Description	Registration Number	Tax Authority	Tax Authority Text	Tax Type	Tax Type Text
1790	WASH ST Dept of Enterprise Services	01839300-7	OR	Oregon	001	Withholding Tax
1790	WASH ST Dept of Enterprise Services	01839300-7	OR	Oregon	010	Employer Unemployment Tax
1790	WASH ST Dept of Enterprise Services	01839300-7	OR	Oregon	030	Employer Worker Compensation Tax
1790	WASH ST Dept of Enterprise Services	01839300-7	OR	Oregon	040	Employee Worker Compensation Tax
1790	WASH ST Dept of Enterprise Services	01839300-7	OR	Oregon	096	Statewide Transit Tax
1790	WASH ST Dept of Enterprise Services	01839300-7	OR	Oregon	117	EE PFML Tax State Plan
1790	WASH ST Dept of Enterprise Services	01839300-7	OR	Oregon	118	ER PFML Tax State Plan

TIPS:

Columns included in the report results depend on your default layout for this report. The report layout can be changed, saved or a previously saved layout can be selected.