



RE: Indiana SIT Electronic Filing

The State of Indiana (IN) mandates that the Monthly deposit and filing, W-2, 1099R, as well as Annual filings, be submitted electronically. Therefore, in order for Automatic Data Processing (ADP) to file on behalf of your company, the corresponding information noted below under "Client Role" is required in order to comply with the agency's e-Commerce mandate. (E-Commerce is the paperless exchange of business information using an electronic data exchange.)

In order to avoid the most common deposit and filing rejects that are experienced with this agency, please follow the actions required by your company, as outlined below, and note the impact for non-compliance.

Client Role

- Provide ADP with legal proof of Identification (ID) number assigned to your company. If your company has recently applied for an ID with the agency, please ensure this is provided to ADP by the monthly deposit due date.
- If you have an existing IN State Income Tax (SIT) ID and Location ID, ensure that both IDs are valid and active at the agency.
- Ensure that the Federal ID, SIT ID, and Location ID that you provided us match the agency's records.
- Contact the Indiana Department of Revenue at 317-233-4016 should you have questions regarding any of these requirements.

Employer Account Number

It is imperative that your company obtain a valid Indiana SIT employer account number and Location ID. Employer filings that do not have a valid ID number and Location ID will be rejected by the agency. If you need to register for an employer account number, a link to the Indiana Department of Revenue registration site is provided below.

<http://www.in.gov/dor/3335.htm>

ADP Role

- Submit the Monthly, Quarterly, and Annual Withholding Reports and interim deposits to the agency based on the valid, agency-assigned frequency.

Non-Compliance Penalties

Please be advised that filings rejected by the agency will be subject to failure-to-file penalties. In addition, it is important that all company and/or employee-level data (EINs, Social Security Numbers, rates, employee addresses and company name) is verified for accuracy. If there are any discrepancies with the information provided, notify ADP prior to processing your last payroll of the quarter in order to avoid non-compliance penalties.

- Filing the return after the due date will result in a minimum ADP processing fee of \$175.00, which will be your company's responsibility.
- The agency will assess a failure-to-file penalty, as well as interest for untimely or missing filings, which will also be your company's responsibility.

We are confident that you will take the necessary steps to ensure compliance with these state-mandated requirements to avoid rejected filings.

Updated: 12/27/2011