



## RE: New Jersey SIT/SUI Electronic Filing

The State of New Jersey (NJ) has mandated that the Weekly and Monthly deposits; as well as the Quarter Reconciliation, Contribution Report and W-2 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

- Verify that the Federal ID Number provided to ADP is the same ID that was listed when you registered with the New Jersey Division of Revenue.
- Contact the New Jersey Division of Revenue at (609) 292-9292 should you have questions regarding any of these requirements.

### Employer Account Number

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

[https://www.state.nj.us/cgi-bin/treasury/revenue/dcr/reg/sos\\_dcrnew01\\_page1.cgi](https://www.state.nj.us/cgi-bin/treasury/revenue/dcr/reg/sos_dcrnew01_page1.cgi)

### Valid Filing Frequency

As part of the e-commerce mandate, the New Jersey Division of Revenue requires that the filing frequency assigned to your company by the agency match the filing frequency that ADP passes on the electronic file. Valid frequencies include Quarterly, Monthly, and Weekly.

### ADP Role

- Submit the Weekly and Monthly deposits; as well as the Quarter Reconciliation, Contribution Report and W-2 filings to the agency.

### Non-Compliance Penalties

Please be advised that filings rejected by the agency will be subject to a failure-to-file penalty. 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 would be your company's responsibility.
- The agency will assess a failure-to-file penalty, as well as interest for untimely or missing filings, which would 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