



RE: New York SIT Electronic Filing

The State of New York (NY) mandates that the quarterly Wage Detail filings be filed 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 NY State Income Tax (SIT) ID utilized when registering with the New York State Department of Taxation and Finance.
- 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 end of the quarter.
- Contact the New York State Department of Taxation and Finance at 518-485-6654 should you have questions regarding any of these requirements.

Employer Account Number

Should you need to register for an employer account number, a link to the New York State Department of Taxation and Finance registration site is provided below.

<https://otc.nystax.gov/webapp/wcs/stores/servlet/BusinessSelectRegistration?langId=-1&storeId=10151&catalogId=10001>

ADP Role

- Submit the quarterly Wage Detail 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 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 by providing the above information, your company will take the necessary steps to ensure compliance with these state-mandated requirements to avoid rejected filings.

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