



RE: Pennsylvania SIT Electronic Filing

The State of Pennsylvania (PA) mandates that the Semi-monthly, Monthly, and Quarterly deposits and 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 end of the quarter.
- If you have an existing PA State Income Tax (SIT) account number, ensure that the ID is valid and active at the agency.
- Ensure that the Federal ID and the SIT ID that you provided us match the agency's records.
- Do not file withholding filings to this agency as you have granted ADP the authorization to file on your behalf.
- Contact the Pennsylvania Department of Revenue at (866) 403-6163 option 3, should you have questions regarding any of these requirements.

Employer Account Number

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

<http://www.doreservices.state.pa.us/BusinessTax/PA100/FormatSelection.htm>

Valid Filing Frequency

As part of the e-Commerce mandate, Pennsylvania Department of Revenue requires that the filing frequency assigned to your company by their agency must match the filing frequency that ADP submits electronically. Valid frequencies are monthly, semi-monthly and quarterly.

ADP Role

- Submit the Semi-monthly, Monthly, and Quarterly deposits and the Quarter 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 \$175.00 fee that 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 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.

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