



RE: Pennsylvania SUI Electronic Filing

The State of Pennsylvania (PA) mandates that the Wage Detail and Contribution Report 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 the 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 once it is available.
- If you have an existing PA State Unemployment Insurance (SUI) ID number, ensure that the ID is valid and active at the agency.
- Ensure that the Federal ID and the SUI ID that you provided matches the agency's records.
- Do not file a quarterly return if you granted ADP the authorization to file on your behalf.
- Contact the Department of Labor and Industry at (717) 787-5939 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, such as an Applied For ID number, will be submitted on paper to the agency and may be subject to a non-compliance penalty.

Employers can register using the Online Business Registration Interview (ORBI) or by filling out the online application form (PA-100). Employers are encouraged to register through the ORBI in order to receive the ID number within 7-10 business days. Should you need to register for an employer account number, a link to the Pennsylvania Labor and Industry registration site is provided below

http://www.portal.state.pa.us/portal/server.pt/community/online_business_registration

ADP Role

- Submit the Wage Detail and Contribution Report and interim deposits 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 your compliance with these state-mandated requirements to avoid filing rejections.

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