



RE: Alaska SUI Electronic Filing

The State of Alaska (AK) mandates that Quarterly Contribution Report and Wage Detail be reported electronically. Therefore, in order for Automatic Data Processing (ADP) to file on behalf of your company, the agency requires that you provide us with the corresponding information noted below under "Client Role" to comply with their 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 Alaska State Unemployment (SUI) ID ensure the ID is valid and active at the agency. Employer filings that do not have a valid number will be rejected by the agency.
- Do not file a quarterly return if you granted ADP the authorization to file on your behalf.
- Ensure all employees have complete names and Social Security numbers on your master file to prevent rejected filings.
- Contact the Alaska Department of Labor at (888) 448-3527, should you have questions regarding any of these requirements.
- Provide ADP with a Geographical Code (GEO) and a Standard Occupation Classification (SOC), both of which are required to be included on all filings. Employer filings that are missing these codes will be rejected by the agency. You can access the agency's Occupational Coding Manual via the Web site below for assistance in identifying the appropriate coding for your employees.

<http://www.labor.state.ak.us/research/erg/occmanual.pdf>

Employer Account Number

It is imperative that your company obtain a valid Alaska State Unemployment (SUI) ID 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, a link to the Alaska State Unemployment registration site is provided below.

<http://www.labor.state.ak.us/estax/home.htm>

ADP Role

- Submit the Quarterly Contribution Report and Wage Detail to the agency at the end of each quarter.

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.

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

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