

The State of Alabama (AL) mandates the filing of the Quarterly Contribution and Wage Detail 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 State Unemployment Tax (SUI) ID number by the end of the quarter. The agency will not accept electronic filings from bulk filers, such as ADP, without a valid ID number.
- Verify that the Federal ID number provided to ADP is the same ID used for registering for your Alabama Unemployment ID number.
- Contact the **Alabama Department of Industrial Relations** at **(334)242-8025** should you have questions regarding any of the requirements.

### **Employer Account Number**

It is imperative that your company obtain a valid Alabama 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 Alabama Department of Industrial Relations registration site is provided below.

<https://dir.alabama.gov/eGov/login.aspx?ReturnUrl=%2feGov%2fDefault.aspx>

### **ADP Role**

- Submit the Quarterly Contribution & Wage Detail to the agency at the end of each payroll quarter.

### **Non-Compliance Penalties**

Please be advised that filings rejected by the agency will be subject to failure-to-file penalties. 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 by providing the above information, that your company will take the necessary steps to ensure compliance with these state mandated requirements to avoid rejected filings.