



## RE: California SIT/SUI Electronic Filing

The State of California (CA) and Automatic Data Processing (ADP) have entered into an agreement that ADP will submit the daily and semi-weekly deposits and annual filings electronically. Therefore, in order for ADP to file on behalf of your company, the corresponding information noted below under "Client Role" is required in order to comply with the 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 the 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 CA State Income Tax (SIT) ID number, ensure that the ID is valid and active at the agency.
- Ensure that the Federal ID and the SIT/SUI ID that you provided us matches the agency's records.
- Contact the California Employment Development Department at 888-745-3886 (outside the US: 1-916-464-3502, or for speech/hearing impaired [TTY] 800-547-9565) should you have questions regarding any of these requirements.

### Employer Account Number

It is imperative that your company obtain a valid California employer account number. Employer filings that do not have a valid number will be rejected by the agency. In addition, if your company has an ID number that starts with an "8," which is for reimbursable employers only, please ensure your company is reimbursable and that all employees are exempt from remitting SUI and SDI taxes. If you need to register for an employer account number, a link to the California Employment Development Department registration site is provided below.

<https://eddservices.edd.ca.gov/index.html>

### ADP Role

- Submit the deposit and filings to the agency.

### 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 (IDs, 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 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 you will take the necessary steps to ensure compliance with these state-mandated requirements to avoid filing rejections.

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