



## RE: Georgia SIT Electronic Filing

The State of Georgia mandates the filing of Quarterly Reconciliation and Annual returns, as well as W-2s and 1099s 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. The Georgia State agency will not allow deposits and filings to be submitted without a valid, active ID number.
- Ensure that the Federal ID and the State Income Tax (SIT) ID that you provide matches the agency's records.
- Ensure all employees have complete addresses on your master file to prevent rejected filings.
- Do not file a quarterly return if you granted ADP the authorization to file on your behalf.
- Contact the Georgia Department of Revenue Registration Unit at 404-417-4490 should you have questions regarding any of these requirements.
- Employer Account Number

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

<https://services.georgia.gov/dor/olbr/TaxRegistrationGateway>

### Valid Filing Frequency

In addition, as part of the e-Commerce mandate, the Georgia 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 include Monthly, Quarterly and Semiweekly.

### ADP Role

- ADP registers clients with the agency on a weekly basis to ensure filings are submitted using the appropriate frequency.
- Submit the quarterly filing 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 information (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 \$150.00, 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 compliance with these state-mandated requirements to avoid rejected filings.

### DISCLAIMER

This mail is intended solely for the use of the individual to whom it is addressed and may contain information that is privileged, confidential or otherwise exempt from disclosure. If the reader of this mail is not the intended recipient or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately notify us by replying to the original message at the listed email address. Thank You.