



## **RE: Arkansas SUI Electronic Filing**

The State of Arkansas (AR) mandates that the combined Wage Detail and Contribution Report filing be reported electronically. Therefore, in order for Automatic Data Processing (ADP), Inc., to file on behalf of your company, it is required that you complete the steps identified below under "Client Role" to assist ADP in complying 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 can occur 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 prior to the end of the quarter.
- Verify that the Federal ID and the SUI ID that you provided us matches the agency's records.
- Contact the Arkansas Department of Workforce Services at (501) 682-3282 should you have questions regarding the registration requirements.

### **Employer Account Number**

To ensure a successful filing, it is imperative that your company obtain a valid Arkansas SUI employer account number. Employer filings that do not have a valid number will not be accepted by the agency. Should you need to register for an employer account number, provided below is a link to the Arkansas Department of Workforce Services registration site:

<http://www.arkansas.gov/esd/>

### **ADP Role**

- Submit the combined Wage Detail and Contribution Report to the agency.
- Filing the return after the due date will result in a \$150.00 ADP Exception fee, which will be your company's responsibility.

### **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, 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 deposits, 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, in order to avoid filing rejections.

Updated: 12/27/2011