



## **RE: Illinois SUI Electronic Filing**

The State of Illinois (IL) has entered into an agreement with Automatic Data Processing (ADP) to submit the Automated, Combined Contribution Report, & Wage Detail 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. 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 IL State Unemployment (SUI) ID, ensure that the ID is valid and active at the agency.
- Ensure that the Federal ID and the SUI ID that you provided us matches the agency's records.
- Contact the State of Illinois Department of Employment Security at (800) 247-4984 should you have questions regarding any of these requirements.

### **Employer Account Number**

It is imperative that your company obtain a valid Illinois employer account number. Employer filings that do not have a valid ID number will be rejected by the agency. If you need to register for an employer account number, a link to the State of Illinois Department of Employment Security registration form is provided below.

<http://www.ides.state.il.us/forms/enabled/Ui1.pdf>

### **ADP Role**

- Submit Automated, Combined Contribution Report, & Wage Detail 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 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 will be your company's 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 rejected filings.

Updated: 12/27/2011