



RE: Massachusetts SIT Electronic Filing

The State of Massachusetts (MA) mandates that all filings be reported electronically. Therefore, in order for ADP to file on behalf of your company, the agency requires that you provide us with the corresponding information noted below under "Client Role" to comply with their e-Commerce mandate. (E-Commerce is the paperless exchange of business information using 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 MA State Income Tax (SIT) ID, ensure that the ID is valid and active at the agency.
- Ensure that the Federal Employment Identification Number (FEIN) and the SIT ID that you provide us matches the agency's records.
- You will be required to assign ADP San Dimas (FEIN 019717992) as your Professional Tax Preparer (PTP) in order for ADP to file original and amendment filings, and/or respond to agency notices via the agency website on your behalf.
- Ensure all employees have complete name and Social Security Number (SSN) on your masterfile to prevent rejected filings.
- Contact the Massachusetts Department of Revenue Registration Unit at 617-887-6367 should you have any questions with any of these requirements.

Employer Account Number

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

<http://www.dor.state.ma.us/bsbc/doingbus/doingbus.htm>

ADP Role

- Submit the Interim filing, Quarterly Reconciliation, W2 and 1099 filings and 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 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.

- The agency will assess a failure-to-file penalty, as well as interest for untimely or missing filings, which will be your company's responsibility.
- Filing the return after the due date will result in a \$175.00 fee, which will also be your company's responsibility

We are confident that you will take the necessary steps to ensure your compliance with these state mandated requirements to avoid filing rejections.

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