



RE: Utah SUI Electronic Filing

The State of Utah (UT) mandates that the Quarterly Contribution Report, and the Wage Detail Report and deposits 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. 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.
- Ensure that the State Unemployment Tax (SUI) ID is valid and is active at the agency.
- Contact the **Utah Department of Workforce** at **(800) 222-2857** or **(801) 526-9235** should you have questions regarding any of these requirements.

Employer Account Number

It is imperative that your company obtain a valid Utah employer account number. If you need to register for an employer account number, a link to the Utah Department of Workforce registration site is provided below.

<https://jobs.utah.gov/ui/Employer/Login.aspx>

Valid Filing Frequency

As part of the e-Commerce mandate, the Utah Department of Workforce 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

- Submit the quarterly Contribution Report and the Wage Detail 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.

- 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.

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