



RE: Virginia SIT Electronic Filing

The State of Virginia (VA) mandates that the Weekly, Semi-weekly, Monthly and Quarterly deposits and Quarter Reconciliation filings 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 your VA State Income Tax (SIT) 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 Federal ID that you provide to ADP matches the agency's records.
- Contact the Virginia Department of Taxation at (804) 367-8057 should you have questions regarding any of these requirements.

Employer Account Number

It is imperative that your company obtain a valid Virginia employer account number. Employer filings that do not have a valid number will be accepted by the agency; however, the agency will issue a notice to your company. Should you need to register for an employer account number, a link to the Virginia Department of Taxation registration site is provided below.

<https://www.ireg.tax.virginia.gov/VTOL/Login.seam>

Valid Filing Frequency

In addition, as part of the e-Commerce mandate, the Virginia Department of Taxation requires that the filing frequency assigned to your company by the agency match the filing frequency that ADP submits electronically. Valid frequencies include weekly, semi-weekly, monthly and quarterly.

ADP Role

- Weekly, Semi-weekly, Monthly and Quarterly deposits and the Quarter Reconciliation filings 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 in order to avoid rejected filings.

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