



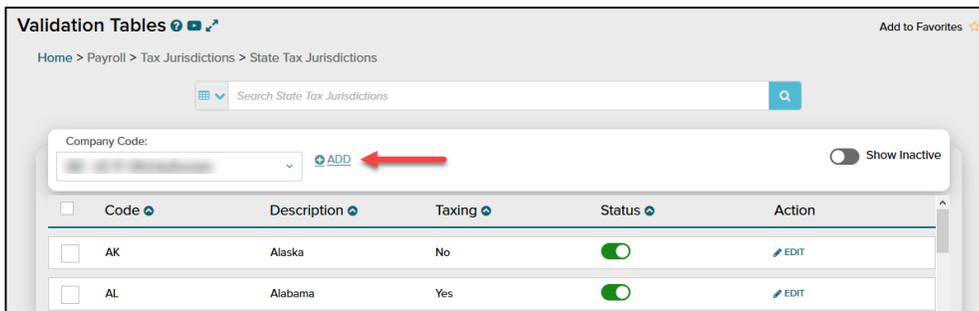
We just made it easier to set up new state or local tax jurisdictions from the Validation Tables page!

We have streamlined the experience of adding a new state or local jurisdiction in Validation Tables making it easier to complete the process. The new flows let you enter all necessary information and include options to enter tax IDs, upload forms, add Power of Attorney, and more.

Adding a State Tax Jurisdictions

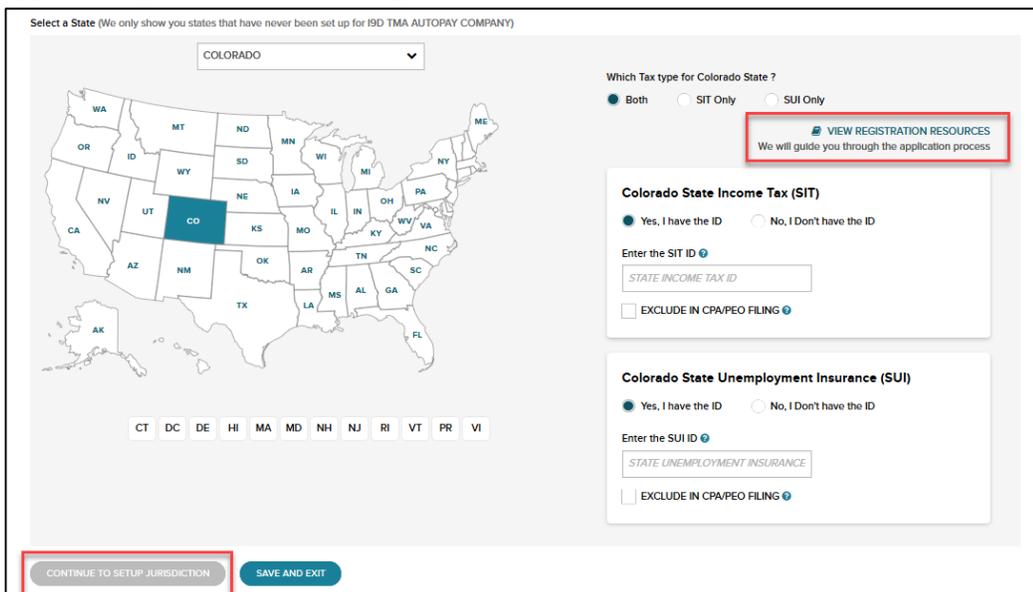
Navigate to the Tax Jurisdictions section of the Validation Tables page (**Setup > Tools > Validation Tables > Payroll > Tax Jurisdictions**) then select State Tax Jurisdiction.

To add a new tax jurisdiction, select a Company Code and then click **Add**. We'll guide you through the remaining steps in the slider, so you can complete our comprehensive setup flow.



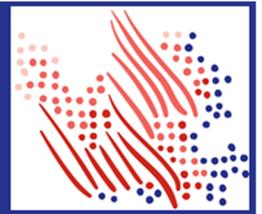
On the Setup Jurisdictions page, select a state from the drop-down list or by clicking on a state in the map. The available tax types (for example, State Income Tax or State Unemployment Insurance) for that state will appear.

Complete the required fields and any other fields, as necessary. For more information about Tax IDs and the application process click View Registration Resources. Click **Continue to Jurisdiction Setup** when you are done.



ADP Workforce Now

Tax Jurisdictions Validation Table Overview



If applicable, on the State Withholding page, complete the required fields and any other fields, as necessary. Click **Next** to continue.

Note: Optional fields may be filled out, but some are required to stay blank. Click the Help icon next to a field for more information.

STATE WITHHOLDING STATE UNEMPLOYMENT AUTHORIZE ADP REVIEW & SUBMIT

State Withholding

State Income Tax ID:
45651235

Previous liabilities for this jurisdiction not filed by ADP for this year: *
Select Previous Liabilities

Quarter Tax/Filing: ?
 ADP File and Deposit ADP Deposit Only

Annual Filing/Employer W-2: ?
 Yes No

Deposit Frequency: *
Select Deposit Frequency

Payment Method: *
Select Payment Method

Employer Legal Name in this Jurisdiction: ?
LEGAL NAME

Included in CPA/PEO Filing:
Included

BACK NEXT SAVE AS DRAFT

If applicable, on the State Unemployment – Employer page, complete the required fields and any other fields, as necessary. Click **Next** to continue.

STATE WITHHOLDING STATE UNEMPLOYMENT AUTHORIZE ADP REVIEW & SUBMIT

State Unemployment - Employer

State Unemployment Insurance ID:
456123.125

Previous liabilities for this jurisdiction not filed by ADP for this year: *
Select Previous Liabilities

Quarter Tax/Filing: ?
 ADP File and Deposit ADP Deposit Only

Deposit Frequency: *
Quarterly

Payment Method: *
Check

Total Compensation Rate: ?
Total Compor

Additional Rate: ?
Additional Ra

NOTE: Your rate may also be updated by ADP if we receive it directly from the agency. If you feel your rate is more current, please contact your ADP Representative.

Employer Legal Name in this Jurisdiction: ?
LEGAL NAME

Included in CPA/PEO Filing:
Included

State Unemployment Insurance Type: ?
Regular State Taxable

BACK NEXT SAVE AS DRAFT

On the Authorization page, for states that require or offer a Power of Attorney option, you can:

- Complete & Sign Online
 - Upload files using the Drop additional files here option
- Or
- Download or Print the Power of Attorney Form.

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Tax Jurisdictions Validation Table Overview



Click **Next**.

Setup State Jurisdiction

VIEW SAVED PROFILE(S)
ADD ANOTHER PROFILE(S)

COMPANY	FEDERAL ID	STATE	JURISDICTION	BRANCH/ CODE	SELECTED YEAR AND QUARTER
190 TMA AUTOPAY COMPANY	523452352	CO	COLORADO	QA/19D	2019 Q2 (April to June)

STATE WITHHOLDING STATE UNEMPLOYMENT **AUTHORIZE ADP** REVIEW & SUBMIT

Authorization - State Unemployment Insurance

Power of Attorney

This form allows ADP to contact the agency on your behalf if we need to research and respond to agency notices. Please submit a signed copy as soon as possible. Need help filling out the form for this jurisdiction? [Click here.](#)

Drop additional files here
You can also just
[SELECT FILES](#)

Download or Print Form
[Power of Attorney Form](#)

[BACK](#) [NEXT](#) [SAVE AS DRAFT](#)

On the Review Information & Submit page, review all sections and if correct, click **Setup Jurisdiction** or click **Edit** to make changes.

Adding a Local Tax Jurisdiction

Adding a local tax jurisdiction has a similar process, but with a few important differences.

Navigate to the Tax Jurisdictions section of the Validation Tables page (**Setup > Tools > Validation Tables > Payroll > Tax Jurisdictions**) then select Local Tax Jurisdiction.

To add a new tax jurisdiction, select a Company Code and then click **Add**.

On the Setup Jurisdiction page, the company, filing and depositing date, and jurisdiction type will be automatically completed. Select a state from the drop-down list or by clicking on a state in the map. Then search for the local jurisdiction in the drop-down list. The available tax types will appear after you select a jurisdiction.

Select a Local (We only show you locals that have never been set up for NAME CHANGE)

PENNSYLVANIA

Pennsylvania Locals (4547 Locals found)

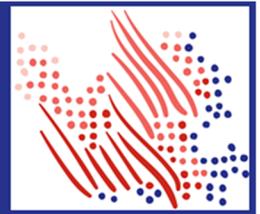
SEARCH BY JURISDICTION NAME OR LOCAL CODE

- ABBOTT T - 5238
- ABBOTTSTOWN BORO - 7000
- ABBOTTSTOWN BORO LST - 4576
- ABINGTON TWP - 5145
- ABINGTON TWP LST - 1155
- ADAMS T - 7004
- ADAMS TWP - 7005
- ADAMS TWP - 7006
- ADAMS TWP - LST - 4869
- ADAMS TWP LST - 1134

[CONTINUE TO SETUP](#)

ADP Workforce Now

Tax Jurisdictions Validation Table Overview



Complete the required fields and any other fields, as necessary. For more information about Tax IDs and the application process click [View Registration Resources](#). Click **Continue to Jurisdiction Setup** when you are done.

Setup Local Jurisdiction

[VIEW SAVED PROFILE\(S\)](#)
[ADD ANOTHER PROFILE\(S\)](#)

COMPANY	FEDERAL ID	ST/LOCAL CODE	JURISDICTION	BRANCH/CODE	SELECTED YEAR AND QUARTER
NAMF CHANGE	RR7665435	PA/7004	ADAMS T	QA/19A	2019 Q2 (April to June)

LOCAL SETUP | REVIEW & SUBMIT

Local Is Pennsylvania Resident only

Local Income Tax ID: *

Political Subdivision Code

Previous liabilities for this jurisdiction not filed by ADP for this year: *

Quarter Tax/Filing: ?
 ADP File and Deposit ADP Deposit Only

Annual Filing/Employer W-2: ?
 Yes No

Deposit Frequency: *

Payment Method: *

Employer Legal Name in this Jurisdiction: ?

Included in CPA/PEO Filing:

Payroll Local Code *

[BACK](#) | [NEXT](#) | [SAVE AS DRAFT](#)

On the Setup Local Jurisdiction page, complete the required fields and any other fields, as necessary. Note: Optional fields may be filled out, but some are required to stay blank. Click the Help icon next to a field for more information. Click Next.

On the Review Information & Submit page, review all sections and if correct, click **Setup Jurisdiction** or click **Edit** to make changes.