Massachusetts: Setting Up ADP® as a Third-Party Administrator

Your tax filings **will be rejected** by the state if your account **does not** have a Third-Party Administrator (TPA) listed.

It's important to complete the TPA role assignment <u>after</u> the previous quarter State Unemployment Insurance (SUI) return has been submitted by your company or previous payroll provider. Please make sure the Federal ID and SUI ID submitted to ADP match the agency's records.

Follow these steps to set up ADP as a TPA:

Log into UI Online using the credentials provided by the agency.

Note: UI Online is the agency's website used for the submission of payments and returns, management of employer account profiles and more.

Once you're logged in:

- Click on Account Maintenance in the left-hand menu, which will open a sub-menu
- Select Third Party Administrator (TPA) Authorization
- Click New
- Enter ADP's TPA Information:
    - TPA Name: ADP **or** TPA ID: 100093
- Click Search
- Under the TPA Details section, enter today's date in the TPA Service Begin Date field
    - Leave the TPA Services End Date blank
- Scroll down to the Unassigned Roles section and select the following:
    - Payments Update > Submit
    - Employment and Wage Detail Update > Submit
- Click Save to finalize your changes

Need more help? Contact the Massachusetts Division of Unemployment Assistance at 617-626-5075 or visit www.mass.gov/orgs/department-of-unemployment-assistance.