



## NY State Employers: ADP Notification of Tax Professional Access Designation

At the request of the New York State Department of Taxation and Finance, effective March 01, 2014, ADP will discontinue the use of the New York State POA-1 form. Although this change will not affect ADP's ability to file taxes or make deposits on your behalf, it will affect ADP's ability to communicate with the agency on your behalf.

The agency now requires employers to designate Tax Professional Access (TPA) to any third-party service provider. **In order for ADP to communicate with the agency on your behalf you must designate ADP as your TPA prior to March 01, 2014.**

This designation will allow ADP to:

- Speak to the agency on your behalf regarding filings, assessments and notices
- Access information pertinent to your tax-filing activity
- View and pay tax bills or request an Installment Payment Agreement

To designate ADP as your TPA with New York State Department of Taxation and Finance, please visit [www.tax.ny.gov](http://www.tax.ny.gov) and create a service account if you do not already have one.

Below are several links that can help guide you through the TPA process once you have a service account:

- For procedures on creating an online account, type <http://bit.ly/1bOUQFA> into your browser
- For procedures on granting TPA access, type <http://bit.ly/1bPUbl> into your browser

We appreciate your business and value our relationship with you. Please contact your HR Knowledge Client Account Manager with any questions you may have.

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