



HR | Payroll | Benefits | Insurance

Action Needed: Give Paychex Authorization to File Iowa State Unemployment Insurance Tax

If the Iowa Department of Workforce Development doesn't receive this authorization, Paychex will be unable to file or remit payments on your behalf. Please follow these steps to submit your authorization:

1. Go to <https://www.myiowauai.org/UITIPTaxWeb/uilogin.do> and enter your username and password for your account. If you don't already have a username and password, you can create an account at this website.
2. Once logged in, on the left side of the screen find **My Quick Links**.
3. Under My Quick Links, click **Assign Agent**.
4. Enter the Agent ID for Paychex, **R2378840**, then click next.
5. On the next screen enter the **start date**, if you want, or leave it as today's date. Leave the end date blank.
6. On the next screen select **Power of Attorney**
7. Next, select the following roles:
 - **Manage Payments**
 - **Submit/Change Wage Detail**
 - **View Correspondence**
 - **View Transaction History**
8. Then click **Complete**.
9. Take a screenshot and send a copy to your service representative as confirmation.

If you have additional questions, please contact your service representative.