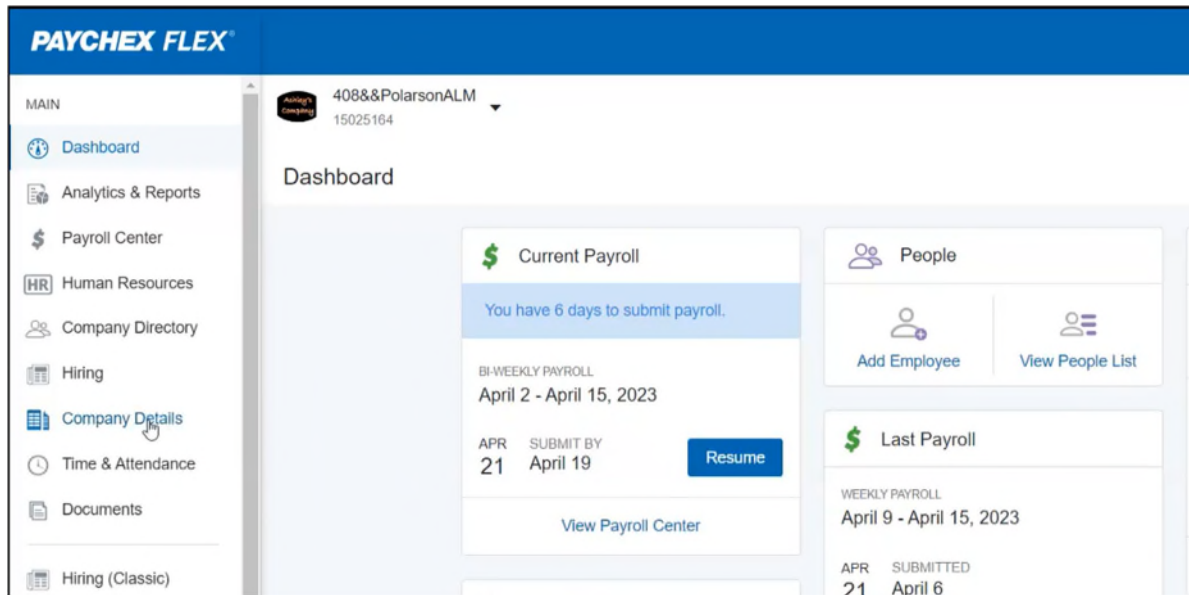
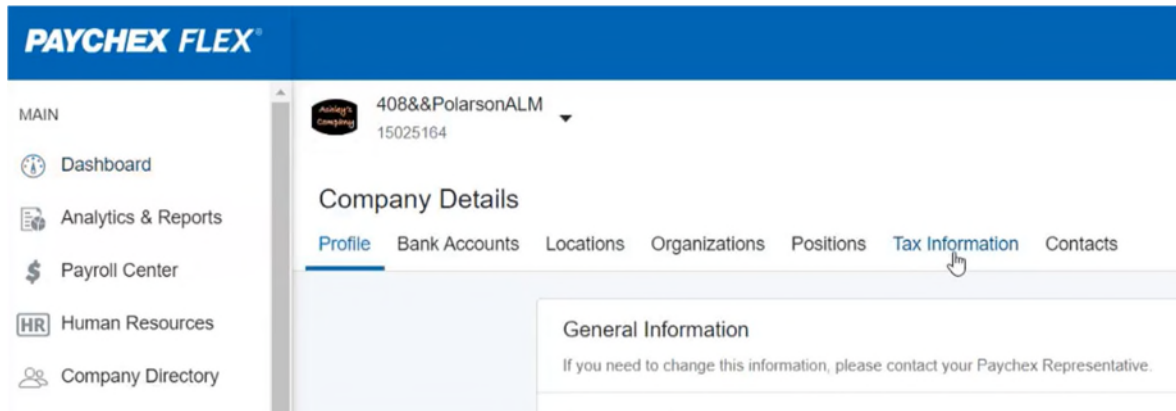


## Updating Tax IDs in Paychex Flex®

1. Log into [Paychex Flex](#).
2. From the Dashboard, select **Company Details** from the left column.



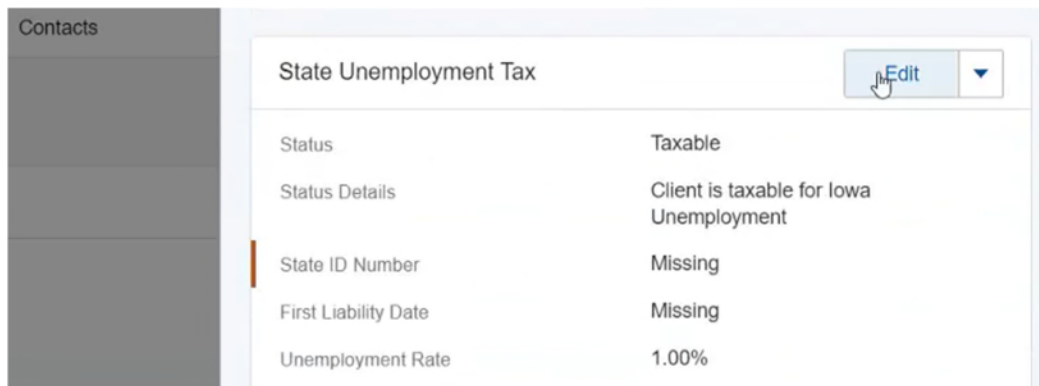
3. Click **Tax Information** to view the tax agencies associated with your account.



4. Scroll down to the state you want to update and click the arrow on the right of the state's section.
  - Tax agencies missing IDs will show **Missing** under the state's name.
  - The list of the agencies associated with the state will open on the right side of the screen.

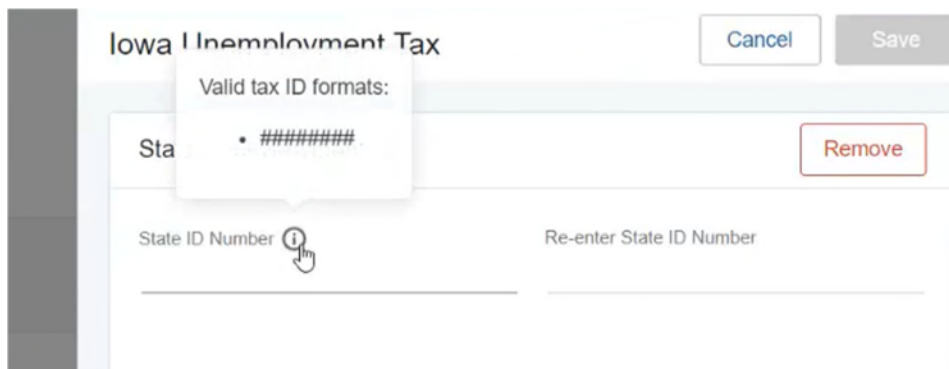


5. Click the **Edit** button for the Tax Agency you would like to update.



6. Enter your ID number for the tax agency, then re-enter the information to confirm the ID number is correct.

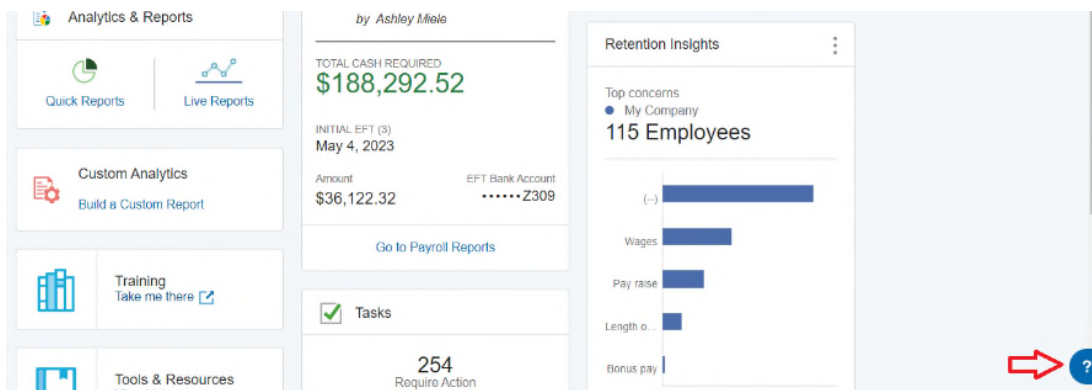
- If the agency's ID number is entered with the incorrect format, hover your mouse over the *i* to view the Valid tax ID formats.



7. Click **Save**.

8. **Important:** You'll also need to send a copy of your agency's registration confirmation document to your assigned Service Representative, or the team listed in an email that you may have received about the tax agency.

- To locate your assigned Specialist's information, click the floating **Question Mark** (?) on the lower right side of your screen.



Employee registration

|                   |            |
|-------------------|------------|
| Employee accounts | Registered |
| 13/120            | 10%        |

**Empower employee access.** Let employees go online to see their pay info, taxes and more. That means fewer questions for you!

Learn more

Invite employees to Paychex Flex

Retention Insights

Top concerns

- My Company

115 Employees

Help

Find answers

Dashboard Topics

Your guide to Quick Reports [Guide](#)

Switch between your accounts

Switch to a different company

Learn about the FFCRA payroll earnings for COVID-19-related leave

Learn about Retention Insights

Meet your Paychex Assistant

Let's Chat

Get in Touch with Our Team

ASSIGNED SPECIALIST

[Redacted Name]

[Redacted Email]

@paychex.com

9. Refer to the Paychex [Tax Agency Resolution](#) website for registration assistance for any other tax agencies that are missing IDs and repeat these steps.