- 1. Log into Paychex Flex.
- 2. From the Dashboard, select **Company Details** from the left column.

PAYCHEX FLEX			
MAIN	408&&PolarsonALM 15025164		
Dashboard			
Analytics & Reports	Dashboard		
\$ Payroll Center	S Current Payroll	Os People	
HR Human Resources	•		
Scompany Directory	You have 6 days to submit payroll.		
I Hiring	BI-WEEKLY PAYROLL	Add Employee View People List	
Company Details		¢ Last Pavroll	
Time & Attendance	21 April 19 Resume		
Documents	View Payroll Center	April 9 - April 15, 2023	
Hiring (Classic)		APR SUBMITTED 21 April 6	

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

PAYCHEX FLEX		
MAIN	408&&PolarsonALM 15025164	
Dashboard		
Analytics & Reports	Company Details Profile Bank Accounts Locations Organizations Positions Tax Information Contacts	
\$ Payroll Center		
HR Human Resources	General Information If you need to change this information, please contact your Paychex Representative.	
Scompany Directory		

- 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.

lowa	Iowa Income Tax	
Missing ID	Iowa Unemployment	J.
	Iowa Backup Withholding	0

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

intacts	State Unemployment Tax	_hEdit ▼
	Status	Taxable
	Status Details	Client is taxable for Iowa Unemployment
	State ID Number	Missing
	First Liability Date	Missing
	Unemployment Rate	1.00%

- 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.

Remove	
Re-enter State ID Number	

- 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.

in Anal	lytics & Reports	by Ashley Miele	Research and the second s	
	1 20	TOTAL CASH REQUIRED	Retention Insights	
Quick Re	eports Live Reports	\$188,292.52	Top concerns	
		INITIAL EFT (3) May 4, 2023	115 Employees	
Bui	istom Analytics ild a Custom Report	Amount EFT Bank Account \$36,122.32 ••••••Z309	()	
		Go to Payroll Reports	Wages	
a Bh	Training		Pay raise	
BILL	Take the there	Tasks	Length o	
<b>P</b> 1	Tools & Resources	254 Require Action	Bonus pay	<b>_&gt;</b> ?



**9.** Refer to the Paychex <u>Tax Agency Resolution</u> website for registration assistance for any other tax agencies that are missing IDs and repeat these steps.