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Action Needed: Give Paychex Authorization to File Massachusetts SUI Tax

If the Massachusetts Department of Unemployment Assistance (DUA) doesn't receive Third-Party authorization (TPA), Paychex will be unable to file or remit payments on your behalf.

Please follow these steps to submit your authorization:

Important: Effective September 12, 2023, all SUI revenue-based activities must be completed in the new [Unemployment Services for Employers](#) site. The MA DUA highly encourages all employers to create a profile in the new Unemployment Services for Employers system before the previous UI online system retires in 2025. Refer to the [Unemployment Insurance Modernization for Employers](#) for more details.

Designating Paychex as Your Third-Party Administrator (TPA):

1. Go to the [Unemployment Services for Employers](#) site and enter your user ID and password.
 - o A new online profile is required if this is your first time visiting this site. Select Log In to go to Login.mass.gov and select **Create an Account** and follow the steps for creating a new profile.
 - Refer to the [Getting started with Unemployment Services for Employers](#) for assistance.
2. Once you are logged in, select **Additional Services**.
 - o Refer to the [Add TPA Access as an Employer](#) video for assistance.
3. Scroll down to the **Access Management** section and select **Manage Third-Party Administrator Access**.
4. Select **Add Third-Party Administrator** to create a new TPA authorization and click **Next**.
5. In the **Agent ID** field, enter the appropriate Paychex PEO TPA ID number:

PEO	TPA ID
Paychex PEO I LLC	102692
Paychex PEO II LLC	102742
Paychex PEO III LLC	103323
Paychex PEO IV LLC	103324
Paychex PEO IX LLC	112165
Paychex PEO V LLC	103325
Paychex PEO VII LLC	108926
Paychex Business Solutions LLC	100584
Paychex Business Solutions of America	101632
Paychex Business Solutions of Central Florida LLC	100590
Paychex PEO I LLC	102692

6. Click **Next**.
7. In the Access screen, check the box for the **File wage reports and make payments** access.
 - o Select **No** for access to perform benefits charges protest or wage and separation mailing.
8. Click **Next**, then click **Submit**.
9. Click **Print** to print a copy of your summary page for your records.
10. Email a copy of the summary page to the [Paychex Tax Team](#) to ensure your account is up to date. You can also request assistance with remitting missing returns and payments.

Note: TPA access is required for Paychex to file late or updated returns on your behalf.”