Indiana

SUI

The Indiana Department of Revenue (DOR) requires all withholding taxes to be reported and remitted electronically.

- **Taxpay** – You aren’t required to take action; Paychex will file your return.
- **Non-Taxpay** – The Indiana DOR won’t certify or provide preprinted WH-1 payment coupons to employers, nor will payroll providers be allowed to file paper coupons for exceptions.

**SOC Codes for SUI Returns**

Beginning with the first quarter 2019 filing period, the Indiana (IN) Department of Workforce Development (DWD) requires that additional information be included with the wage reporting for state unemployment insurance (SUI).

For the IN wage report, clients will need to report the following for each employee:

- The Standard Occupational Classification (SOC) codes; these codes are created by the U.S. Department of Labor, Bureau of Labor Statistics to classify occupations
- The primary work zip code
- Full-time/part-time/seasonal work status

The U.S. Department of Labor, Bureau of Labor Statistics, created these codes to classify occupations, for a full list of these codes, go to [https://www.bls.gov/soc/2018/major_groups.htm](https://www.bls.gov/soc/2018/major_groups.htm)

For more information about this IN DWD requirement, go to [The FAQs](https://www.in.gov/dwd/ess_faq.htm), the first question **What information do I need to submit in my wage report?**

In preparation for this requirement, for each IN employee you need to:

- Begin to gather the SOC codes. When reporting these numbers to Paychex, you should report the number as **6 digits, without a dash**.
- Begin to gather each IN employee’s primary work location address for Core Advanced and the zip code for Preview, and
- Provide Full-Time/Part-Time/Seasonal work status

**Seasonal Employers**

You’re considered a seasonal employer by the agency if they have provided you with documentation stating you are approved and have been assigned a specific 2-digit code. Beginning in first quarter 2019,
we will need to include that code on your return. Please report that code to your payroll representative.

Also, you’ll need to let us know if any employees on your payroll are not seasonal.

**Assigning Paychex as Third Party Administrator (TPA)**

You are already able to assign Paychex as a TPA with the IN agency; if you haven’t done so, please set up the TPA as soon as possible.

With the filing changes it is necessary for you to assign us as a TPA to be able to work with the agency on your behalf in case you are ever in a late filing/amended return situation. You must first register for an UpLink account before assigning Paychex as a TPA. Attached are instructions about how to register for the UpLink account and how to assign Paychex as a TPA.

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*The information in these materials should not be considered legal or accounting advice, and it should not substitute for legal, accounting, and other professional advice where the facts and circumstances warrant. It is provided for informational purposes only. If you require legal or accounting advice, or need other professional assistance, you should always consult your attorney, accountant, or other professional advisor to discuss your particular facts, circumstances, and business needs.*