



HR | Payroll | Benefits | Insurance

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

If the Massachusetts Department of Unemployment Assistance (DUA) 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. Log in to your [employer account](#), then click the **Additional Services** tab.
2. Click **Manage third party administrator access** from the Access Management panel.
3. Click the **Add third party administrator** link.
4. You'll need the Agent ID number of the TPA:

Paychex TPA ID	2
Advantage TPA ID	3
Paychex PEO I LLC	102692
Paychex PEO II LLC	102742
Paychex PEO III LLC	103323
Paychex PEO IV LLC	103324
Paychex PEO VI LLC	112165
Paychex PEO V LLC	103325
Paychex PEO VII LLC	108926
Paychex Business Solutions LLC	100584
Paychex Business Solutions of America LLC	101632
Paychex Business Solutions of Central Florida LLC	100590

5. Click **Next**.
6. Type in the applicable agent ID number, then click **Next**.

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7. Click the box for "Employer: Benefit + Revenue Functions."
8. If applicable, choose "No" under "Do you want to grant this third-party administrator access to perform benefit charges protest or wage and separation mailing."
9. Click **Next**.
10. Review the information, then click **Submit**.
11. Confirmation will then be displayed.
12. Email a copy of the confirmation to your Paychex Payroll Specialist.

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