



October 21, 2002

In 1999, the New York State Department of Taxation and Finance and the New York State Department of Labor implemented legislation that allows most employers to file quarterly returns for Withholding Tax, Wage Reporting and Unemployment Insurance on one form and to pay amounts due with one check.

This change has reduced the burden of paperwork on employers. We are now expanding the filing method to magnetic media for agents who file for fifty or more employers. This will help to reduce your burden in submitting returns for your clients.

Filing agents may submit multiple employers quarterly information on a single magnetic media and submit two checks (withholding tax and unemployment insurance).. This will greatly reduce the paper you are submitting and also insure that data is captured accurately.

In order to participate in this program you must submit a test tape at least eight weeks prior to the due date (for example, December 6, 2002 for Quarter 4/2002 returns due January 31, 2003). You should send your test media using an agent identification number of 400; this code is used in positions 2-4 of each record type. We will provide your actual agent code upon completion of successful testing.

For additional information see Publication 72, Reporting NYS-45 on Magnetic Media. If you have any questions regarding this program please call (518) 457-7105. We look forward to your participation in this program.

Sincerely,

Taxpayer Services and Revenue Division
Magnetic Media and Payroll Services Unit
Withholding Tax