



## Assigning Payroll Dynamics as your Tax Professional (NY Employers)

### Must Be Completed Before Your First Live Check Date With Payroll Dynamics

Effective October 1, 2015 New York State is now requiring Tax Professionals to be assigned to employers before we are allowed to submit any tax filings or payments.

Please note, if these steps are not complete before any tax filings or payments become due, any notices or fines imposed by NYS for non-filings and/or payments will be the employer's responsibility.

#### Step 1: NYS-100 Registration

Register your business by completing an NYS-100 Registration Online

(Please do not mail in a paper form. Processing the paper form can take up to 6 weeks and will not allow enough time to complete the following steps.)

<https://applications.labor.ny.gov/eRegWeb/registerEmployer/uiEPMWelcomeWithERNumberMain.faces>

*\*If you have already registered and you have a NY Unemployment Account, you may skip this step.*

#### Step 2: Creating an Online Account

2-3 Business Days following the online NYS-100 registration, Create an Account login to NY Dept of Taxation & Finance:

<https://www.tax.ny.gov/online/bus.htm>

*\*If you already have an online login, you may skip this step.*

#### Step 3: Adding Payroll Dynamics as Your Tax Professional

Login to your account at <https://www.tax.ny.gov/online/bus.htm>

Navigate to **Account Preferences > Manage Tax Professionals > Add Tax Professional.**

**Add Payroll Dynamics Inc as your Tax Professional.**

Be sure to give us access to **Employment and Withholding Taxes & Other Taxes.**

#### Step 4: Notifying Payroll Dynamics

Notify Payroll Dynamics that Step 3 has been completed. Payroll Dynamics will then verify access and retrieve a code that will allow us to make tax payments and file your tax returns electronically.