

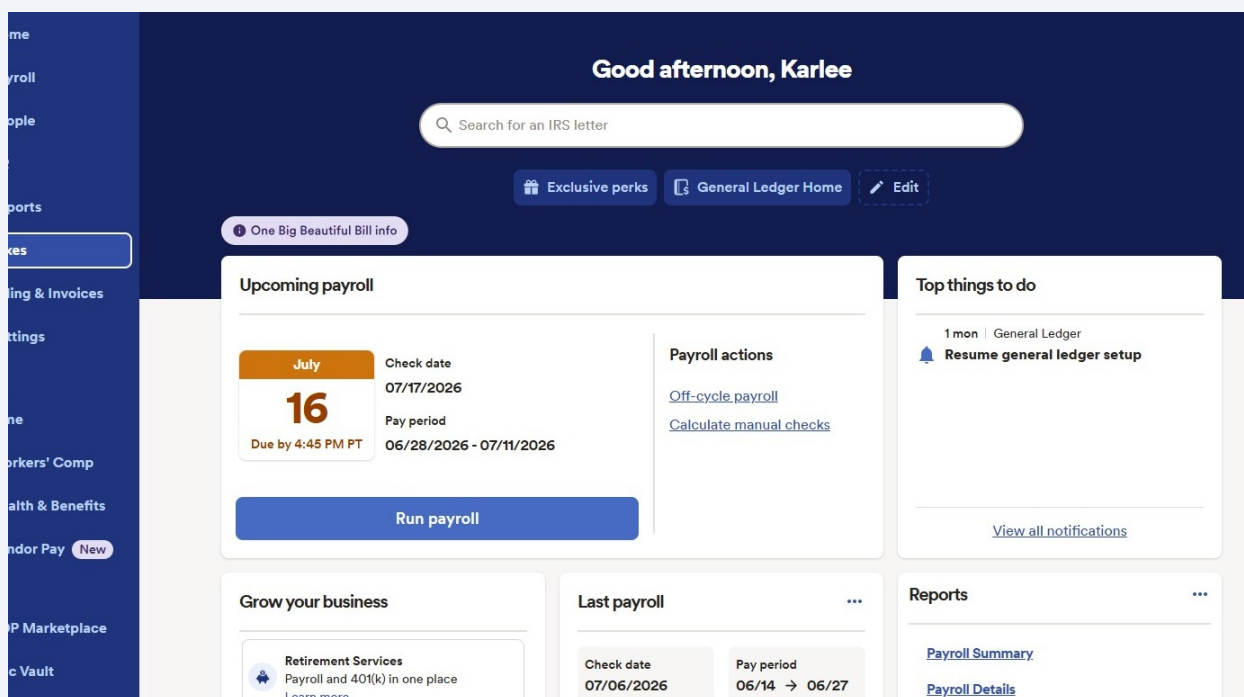
How to Upload Tax Notices to ADP RUN

This guide walks you through the process of submitting official tax or SUI notices directly through the ADP RUN platform. It ensures your documentation is properly logged and forwarded for resolution by the payroll team.

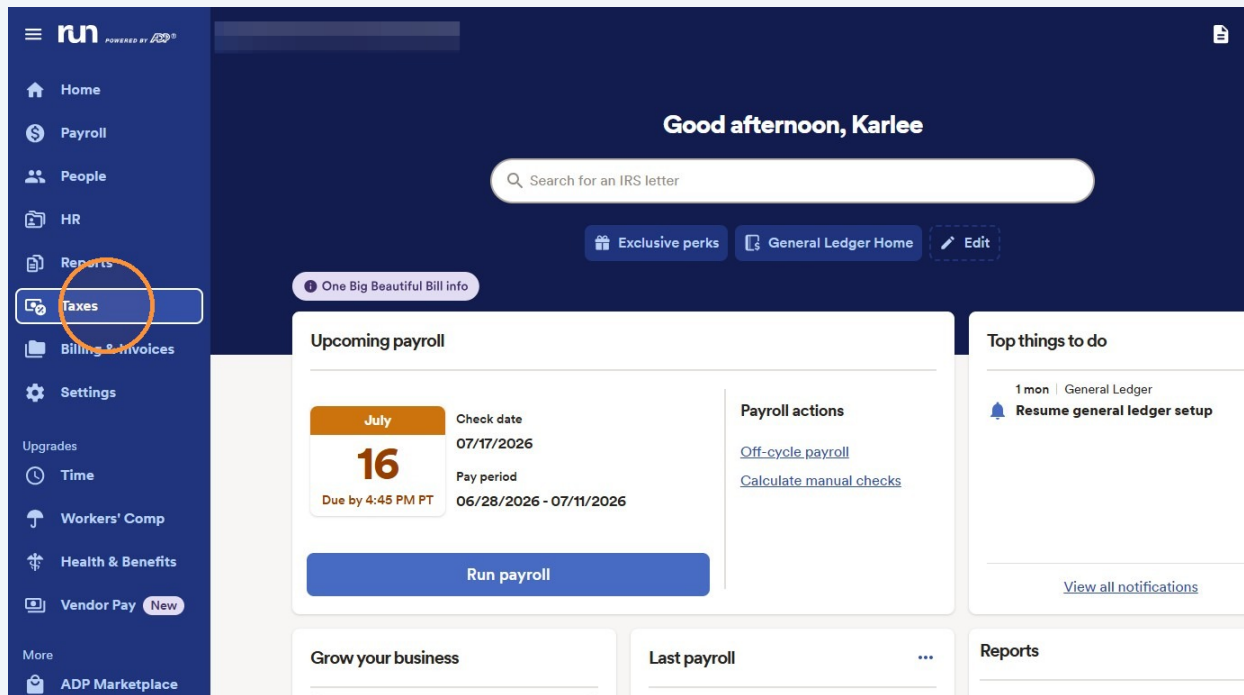
Navigation to Taxes

1

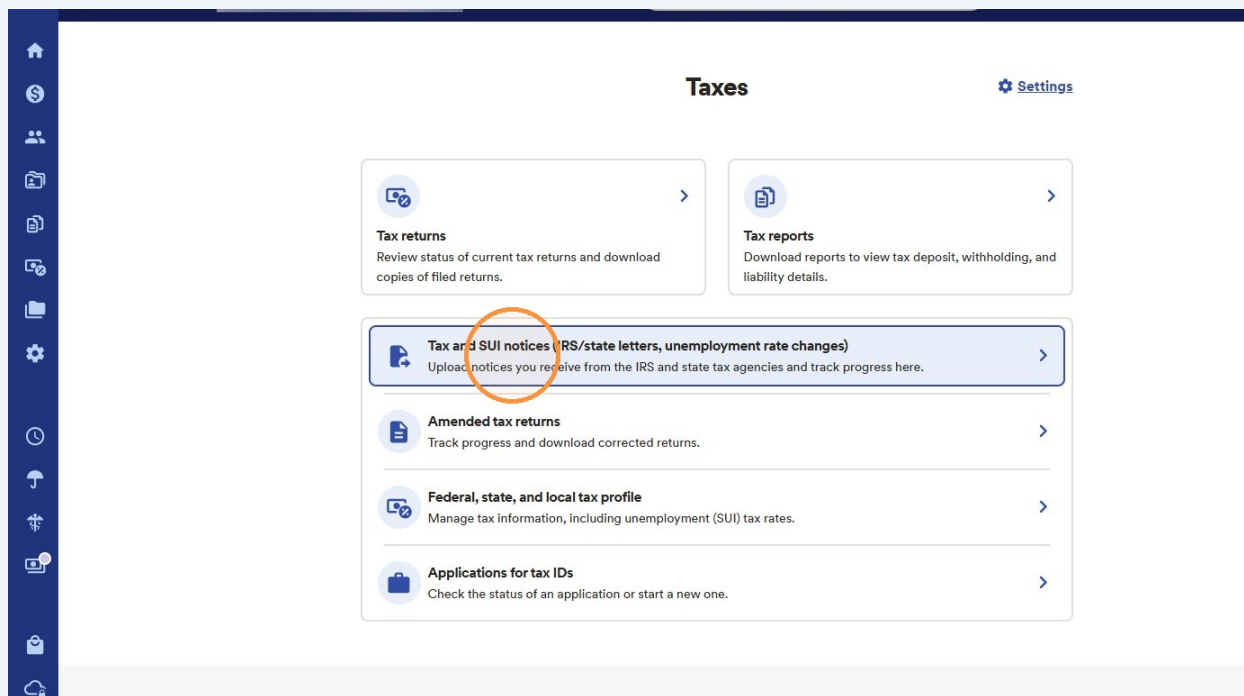
Navigate to <https://online.adp.com/signin/v1/?APPID=RUN&productId=80e309c3-70c3-bae1-e053-3505430b5495>



2 Click "Taxes" in the left navigation menu.



3 Select "Tax and SUI notices" from the options list.



4 Click "Upload tax notice"



You haven't uploaded any tax notices or IRS/agency letters yet!

Upload and track the progress of resolution of the tax notices you receive.

 Upload tax notice

Document Selection

5 Click "Upload File" and choose the tax notice from your computer.



Upload your notice

You can upload a tax letter, a notice from the IRS, or a letter notifying you of a change to your state unemployment insurance rate.

Note: You can upload only 1 notice at a time.

 We can only accept PDF, TIFF, TIF, JPEG or JPG files under 10 MB

 Upload File

PDF, TIFF, TIF, JPEG or JPG files under 10 MB

Cancel

Next

6

Click "Next" once the file has finished uploading.



Upload your notice

You can upload a tax letter, a notice from the IRS, or a letter notifying you of a change to your state unemployment insurance rate.

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Cancel

Next



Notice Categorization

7 Select "Notice or letter from the IRS or state" for the notice type.

Answer a few questions to finish uploading the notice

What type of notice do you have?*

- ☐ State unemployment insurance (SUI) rate change
- ☒ Notice or letter from the IRS or state

i Where can I find this information on the notice?

For an IRS notice, you can typically find this information in the upper-right corner of the document. For a state notice, you can find it in the upper or lower-left section of the document.

What do you want us to do?*

- ☒ Research the notice
I want ADP to review and research the tax notice.
- ☐ Pay amount due
I authorize ADP to debit the total amount due from my bank account. I understand no further research will be done by ADP.

You can choose this option if you know the money is owed.

Cancel

Finish

Notice Details

8 Type the date on the letter into the "The date the notice was issued" field.

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Notice date

The date the notice was issued

The tax period the notice is about

Notice amount

Is this notice asking for money? *i*

Total amount

9

Set the "The tax period the notice is about" field to the period date of the letter. If a quarter is listed, use the last day of the quarter.

Notice or letter from the IRS or state

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Notice date

The date the notice was issued

07/01/2026

The tax period the notice is about

Notice amount

Is this notice asking for money? ?

Select

Total amount

\$

Notice or letter from the IRS or state

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The tax period the notice is about

Notice amount

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Total amount

\$

What type of notice do you have?*

- ☐ State unemployment insurance (SUI) rate change
- ☒ Notice or letter from the IRS or state

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Notice date

The date the notice was issued

07/01/2026

The tax period the notice is about

Notice amount

July 2026

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

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Notice date

The date the notice was issued

07/01/2026

The tax period the notice is about

June 2026

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Notice amount

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Notice date

The date the notice was issued

07/01/2026

The tax period the notice is about

Notice amount

Is this notice asking for money? ?

Select

Total amount

\$

April 2026

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		2

10 Click "Select"

11 Click the appropriate answer for the "is this notice asking for money?" question.

Notice or letter from the IRS or state

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Notice date

The date the notice was issued

Select

Yes

No

I don't know

Select

The tax period the notice is about

April 30, 2026

Total amount

\$

12 Type the dollar amount into the "Total amount" field if notice states a balance due.

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Notice date

The date the notice was issued

The tax period the notice is about

Notice amount

Is this notice asking for money?

Yes

Total amount

13 Enter any notes you think may be important into the "Notes" field. Hit "Finish".

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Notice date

The date the notice was issued

The tax period the notice is about

Notice amount

Is this notice asking for money?

Yes

Total amount

Notes

If you've any special instructions or comments for our notice team, enter them here

0 of 250 characters