

Reporting a Tax Notice or Rate Update

Learn how to quickly report a tax notice within your Gusto account. This guide streamlines the compliance process, ensuring your payroll provider is aware of rate updates or notices.

1 Navigate to your Gusto dashboard.

The screenshot shows the Gusto dashboard for a user named 'Accounting'. The dashboard is divided into several sections:

- Header:** 'Good morning, Accounting' with a subtitle 'Here's what's going on with your client's team at [redacted]'.
- Important tasks:** A section with a '#1' mug icon and the text 'Nothing to see here. You finished all your tasks. Time to kick back and grab a cup?'.
- Recent activity:** A list of three items:
 - 2d ago: Gusto will file your Q3 payroll filings at no additional cost. Forms will be available in the next couple of weeks. Be sure to verify your filings with the appropriate agency. [View details](#).
 - 3w ago: Payroll on AutoPilot® confirmed for Aug 1–Aug 31. We'll debit \$10,811.97 from the bank account ending in 0444 at 6pm CDT on Tue Sep 8. [View payroll](#).
 - 3w ago: Your AutoPilot® payroll is scheduled to run on Mon Sep 7 for the Aug 1–Aug 31 pay period.
- Payments in progress:** 'No payrolls in progress' with a [See his](#) link.
- Upcoming:** 'Payroll' section showing 'Run payroll by 6:00pm CDT for Dec 1 - Dec 31 Today' and 'Bank Holiday Mon Oct 12' with a [Sync calen](#) link.
- Recommendations:** Two cards:
 - 'Keep more cash on hand' with text 'Switch to next-day direct deposit to run payroll later and keep cash longer—without changing your team's payday.' and a [Learn more](#) button.
 - 'Already have a 401(k) provider?' with text 'Switch to Gusto 401(k) and manage payroll and retirement in one place.' and a [Learn more](#) button.

A sidebar on the left contains navigation links: 'e', 'ile', 'orts', 's & compliance', 'attendance', 'fits', 'ments', 'ey', 'Add', and 'directory'.

Open Tax Compliance

2 Click "Taxes & compliance"

The screenshot shows the Gusto Accounting dashboard. The sidebar on the left contains a menu with items: Home, People, Pay, Reports, Taxes & compliance (highlighted with an orange circle), Time & attendance, Benefits, Documents, and Money. The main content area is titled "Good morning, Accounting" and includes a section for "Important tasks" which is currently empty, showing a message: "Nothing to see here. You finished all your tasks. Time to kick back and grab a cup?" Below this is a "Recent activity" section with three items: "2d ago Gusto will file your Q3 payroll filings...", "3w ago Payroll on AutoPilot® confirmed for Aug 1–Aug 31...", and "3w ago Your AutoPilot® payroll is scheduled to run on Mon Sep 7...". On the right side, there are sections for "Payments in progress" (No payrolls in progress), "Upcoming" (Payroll: Run payroll by 6:00pm CDT for Dec 1 - Dec 12), and "Recommendations" (Keep more cash on hand, Already have a 401(k) provider?).

3 Click "Report a notice"

The screenshot shows the Gusto "Taxes & compliance" dashboard. The sidebar on the left contains a menu with items: Home, People, Pay, Reports, Taxes & compliance (selected), Tax setup, Tax documents, Tax credits, Report a notice (highlighted with an orange circle), Business insurance, Business compliance, Time & attendance, Benefits, Documents, and Money. The main content area is titled "Taxes & compliance" and includes a "Task progress" section with a donut chart showing "1 tasks" and "1 overdue". Below this is a "Tasks" section with a filter for "Overdue" and a task titled "Display or distribute labor law posters". On the right side, there are sections for "Accounts & filings" (Tax account setup, Tax filing, Upcoming dates & filings) and "Quick links" (Setup tax accounts, View tax documents, Manage exemptions, Update 2025 W-2 special comp).

Enter Notice Details

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Enter the agency who sent the notice in the "Which agency is the notice from?" field.

The screenshot shows the Gusto 'Report a notice' interface. On the left is a sidebar with navigation links: Home, People, Pay, Reports, Taxes & compliance, Tax setup, Tax documents, Tax credits, Report a notice (highlighted), Business insurance, Business compliance, Time & attendance, Benefits, Documents, Money, and Shortcuts. The main content area is titled 'Report a notice' with a subtitle 'Have your notice handy and we'll ask you a few questions so that we can find the best option to help you.' Below this is a progress bar labeled 'Enter notice basics'. The first question is 'Which agency is the notice from?' with a search input field containing the placeholder 'Search for an agency'. This field is circled in orange. The second question is 'What is the notice about?' with a dropdown menu showing 'Please select...'. A 'Continue' button is located below the second question. On the right side, there is a help section titled 'Have questions? We can help.' with a link to 'View FAQs'.

5

Select the applicable notice type option.

This screenshot shows the same Gusto 'Report a notice' interface as the previous one, but with different selections. In the 'Which agency is the notice from?' field, 'TX | Texas Workforce Commission' is entered. In the 'What is the notice about?' dropdown menu, 'Tax rate update' is selected. This dropdown menu is circled in orange. The 'Continue' button remains visible below the second question. The sidebar and right-hand help section are identical to the previous screenshot.