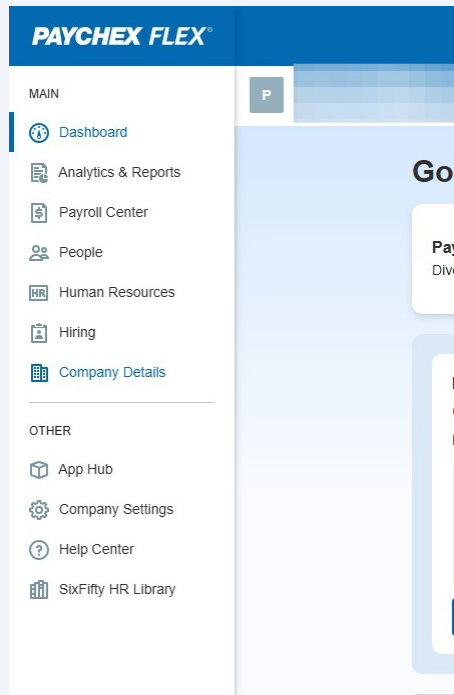


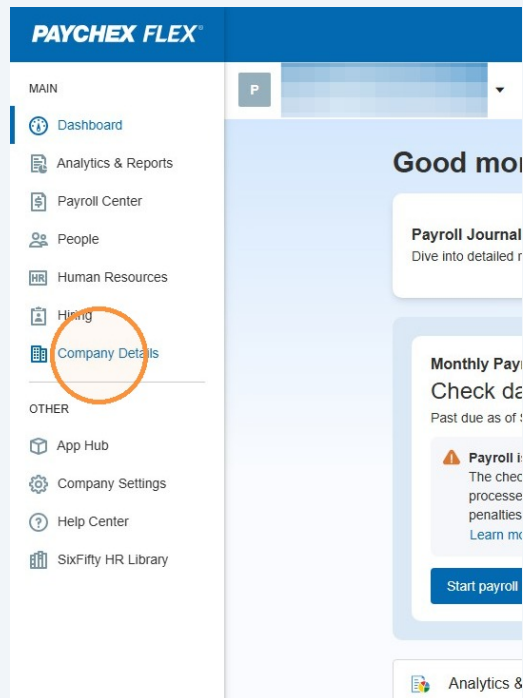
How to Submit a Tax Notice on Paychex

Learn how to access your tax penalty status and upload official notices directly through the Paychex administrative dashboard. This guide simplifies the process of staying compliant and managing your company tax documentation efficiently.

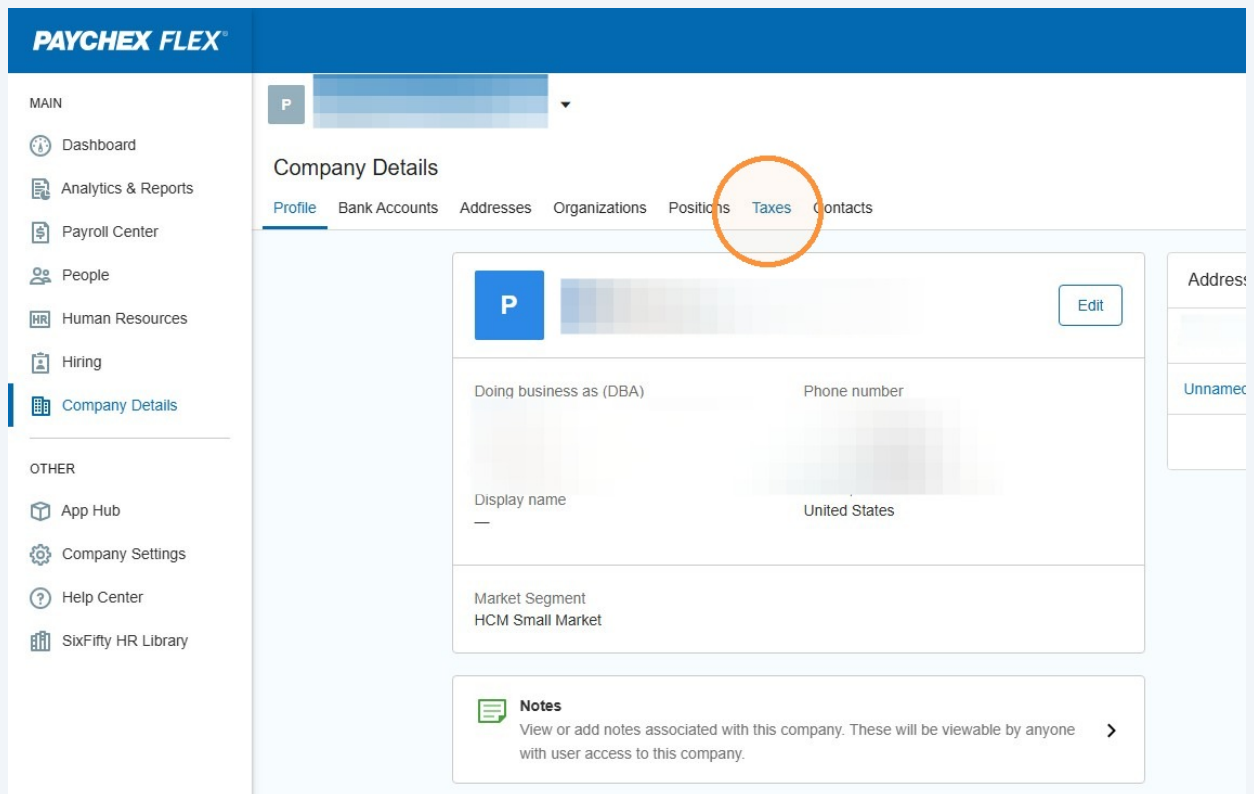
- 1 Navigate to your Paychex dashboard.



2 Click "Company Details"



3 Click "Taxes"



4 Click "Penalty tracker"

The screenshot shows a web application interface for 'Company Details'. On the left is a sidebar with a 'MAIN' section containing links to Dashboard, Analytics & Reports, Payroll Center, People, Human Resources, Hiring, and Company Details (which is highlighted). Below this is an 'OTHER' section with links to App Hub, Company Settings, Help Center, and SixFifty HR Library. At the bottom of the sidebar is a 'Chat now' button. The main content area has a top navigation bar with tabs for Profile, Bank Accounts, Addresses, Organizations, Positions, Taxes (which is selected), and Contacts. Below the tabs, there's a section titled 'Items to review' with a warning icon and the text 'Checklist items incomplete' and 'The items for Q3 are due before quarter end.', with a 'Review' button. Below this is a 'Tax topics' section with five cards: 'State and local' (Set up taxes and defaults for each state and local agency.), 'Federal' (View the taxes for Income, Social Security, Medicare, FUTA, and more.), 'IDs (state only)' (Review all tax numbers associated with this company.), 'Penalty tracker' (See the status of any tax penalties you've reported to us.), and 'Notification preferences' (Manage how to get notified for taxes. Includes email, text, etc.). The 'Penalty tracker' card is circled in orange. On the far right, a partial list of names is visible: Up, O, O, N, N, D, D, J, J, J.

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Click "Submit a notice" and fill out the applicable fields on the next screen. Those with a red bar are required before submission.

