



COUNTY OF HUMBOLDT

For the meeting of: 11/10/2020

File #: 20-1481

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

SUBJECT:

ADP Project Implementation Reporting Agent Authorization

RECOMMENDATION(S):

That the Board of Supervisors:

1. Direct the Human Resources Director, or designee, to sign the ADP Reporting Agent Authorization (State Limited Power of Attorney & Tax Information Authorization).

SOURCE OF FUNDING:

N/A

DISCUSSION:

The Reporting Agent Authorization (State Limited Power of Attorney & Tax Information Authorization) allows the county to appoint ADP as its Reporting Agent and grants ADP a limited power of attorney with the authority to sign and file employment tax returns and make deposits electronically. Completion of the document also authorizes ADP to receive notices, correspondence and transcripts from all applicable state and local jurisdictions, resolve matters pertaining to these deposits and filings, and to request and receive deposit frequency data and any other information from applicable state and local jurisdictions related to taxpayer's employment tax returns and deposits for the tax periods associated with the agreement.

These permissions are required for ADP to fulfill its in-scope responsibilities as required by the Master Services Agreement approved by your Board on September 29, 2020.

FINANCIAL IMPACT:

There is no financial impact to this action as these services are within the scope of the county's agreement with ADP. Leveraging ADP's knowledge and experience related to tax preparation is one of the benefits of contracting with ADP.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by investing in county employees and

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fostering transparent, accessible, welcoming and user friendly services

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may choose not to provide authorization to the Human Resources Director but doing so would prevent ADP from performing the in-scope tax related functions associated with our suite of products and services.

ATTACHMENTS:

ADP Reporting Agent Authorization (State Limited Power of Attorney & Tax Information Authorization)

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: September 29, 2020

File No.: 20-1278