

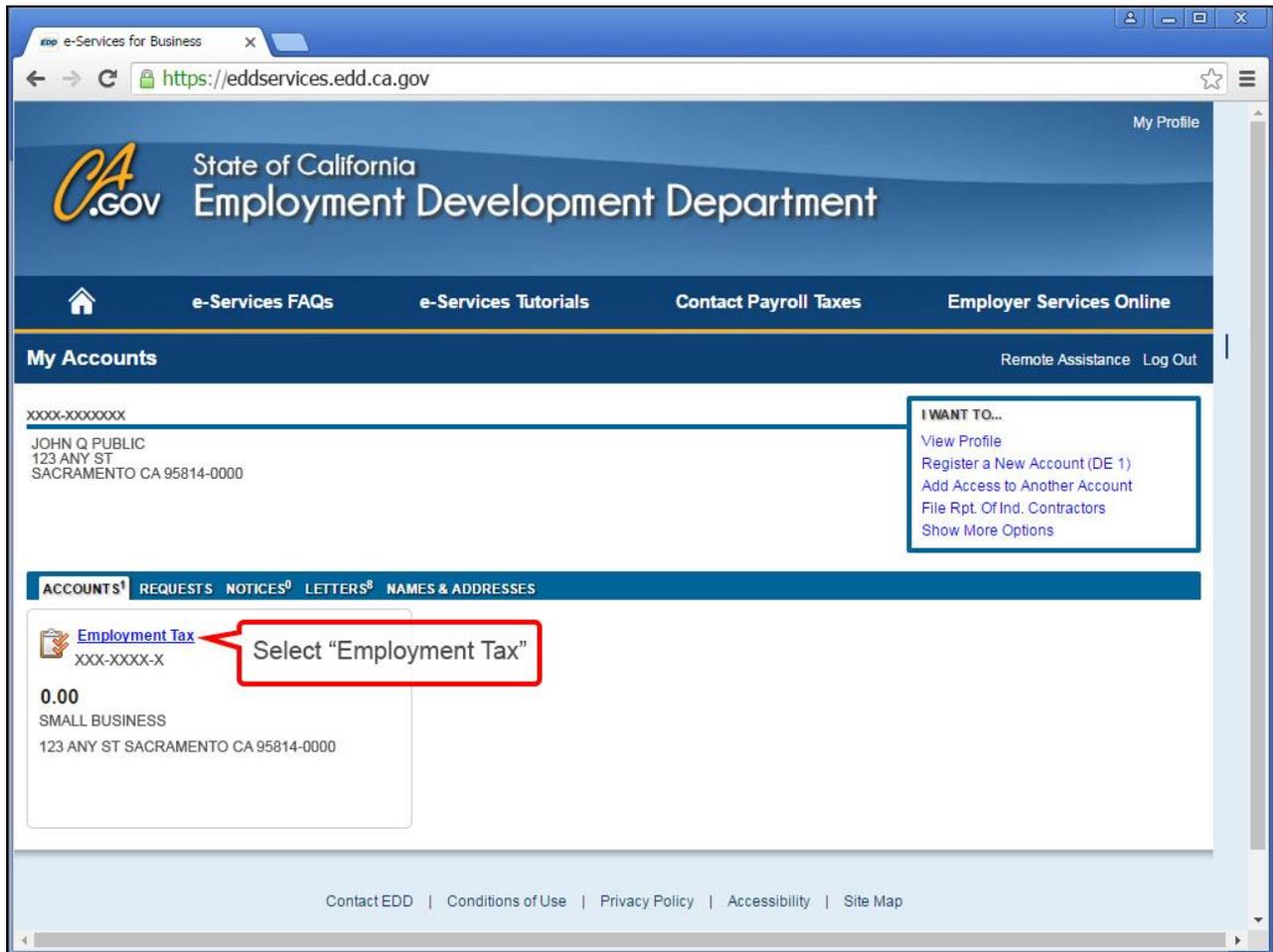
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# I Want to Make a *Payroll Tax Deposit (DE 88)* Payment

## **Slide notes**

The California Employment Development Department (EDD) developed this tutorial to assist you with navigating through e-Services for Business. This tutorial will show you how to file a Payroll Tax Deposit, DE 88, in e-Services for Business. We will begin at the e-Services for Business home page.



## Slide notes

This is the e-Services for Business home page. Here you will select the "Employment Tax" hyperlink for the account for which you would like to file a Payroll Tax Deposit, DE 88.

State of California  
Employment Development Department

My Accounts » Account: XXX-XXXX-X

EMPLOYMENT TAX XXX-XXXX-X  
SMALL BUSINESS  
123 ANY ST  
SACRAMENTO CA 95814-0000

I WANT TO...  
Make a Payment  
File or Adjust a Return  
View My Payments  
Update Account  
Show More Options

PERIODS REQUESTS ACTIVITY NOTICES<sup>0</sup> LETTERS<sup>8</sup> NAMES & ADDRESSES

Attention Needed<sup>1</sup> Last 3 Years All

ATTENTION NEEDED

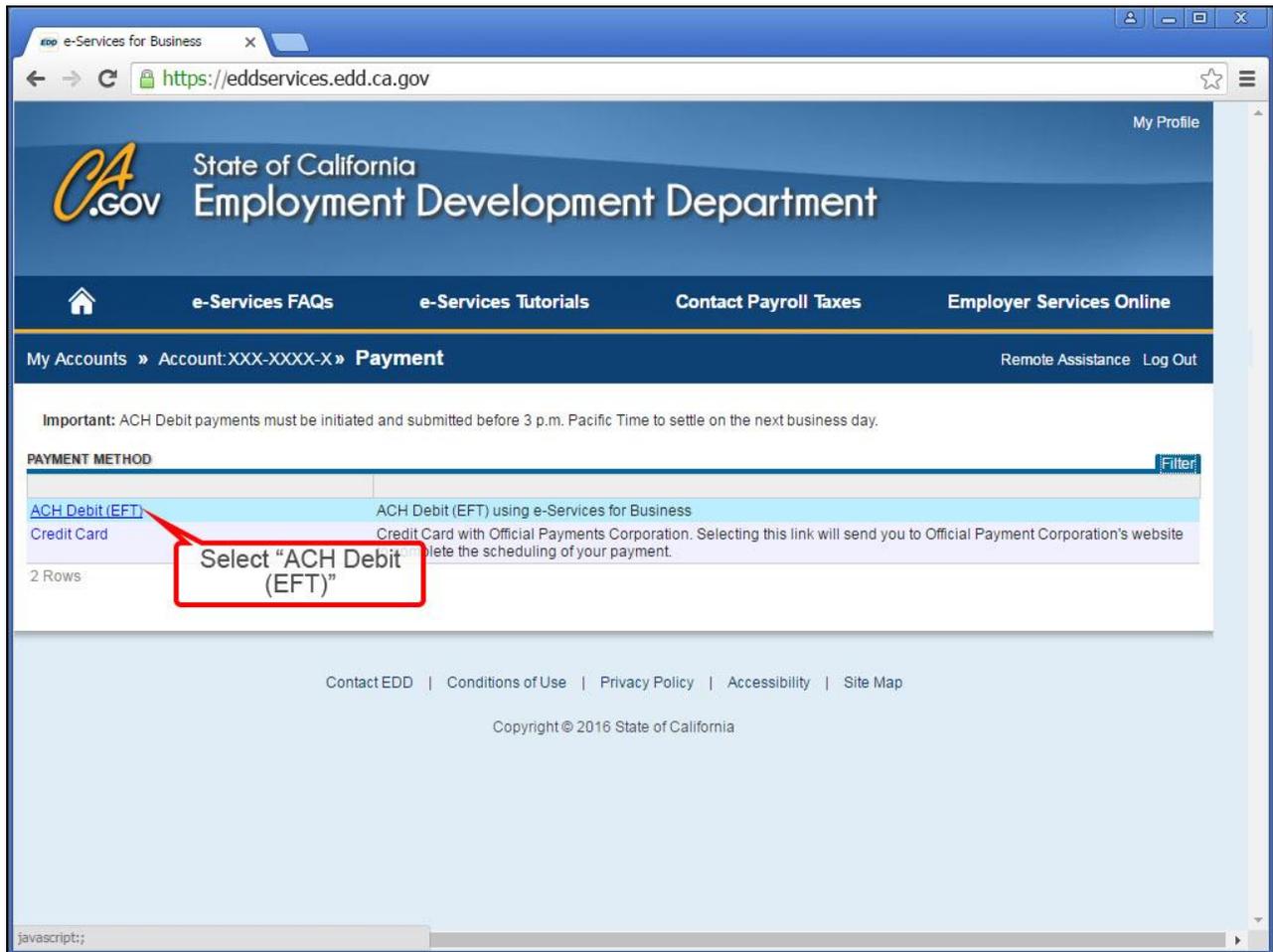
Period	Return Status	Return List	Pay	Balance	Messages
31-Mar-2016	Multiple Returns	Return List	Pay	0.00	File Return

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## Slide notes

This is the Account home page. Select the “Pay” hyperlink to file a deposit for a specific period. In this example, we’re choosing to file a deposit for the period “31-March-2016.”



### Slide notes

Select a payment method. You have a choice between an ACH Debit (EFT) or a Credit Card. For this example, we choose "ACH Debit (EFT)."

e-Services for Business

https://eddservices.edd.ca.gov

JOHN Q PUBLIC  
Employment Tax XXX-XXXX-X

Bank Debit Date: 07-Apr-2016

PAY TO THE ORDER OF: Employment Development Department

MEMO: 31-Mar-2016

Bank Account Type: Required  
Routing Number: Required  
Account Number: Required  
Confirm Account Number: Required

Save as default for Employment Tax XXX-XXXX-X

CHOOSE PAYMENT SOURCE

New payment source

Deposit Schedule: Required  
Pay Date: Required  
The date selected must be between 01-Jan-2016 and 31-Mar-2016.

<b>Deposit Amounts:</b>		<b>Plus:</b>	
Unemployment Insurance	0.00	Penalty	0.00
Employment Training Tax	0.00	Interest	0.00
State Disability Insurance	0.00		
Personal Income Tax	0.00	<b>Payment Total</b>	<b>\$0.00</b>

Submit Cancel

### Slide notes

The “Bank Debit Date” has been prepopulated for you, but can be changed to a date up to 90 days in the future. Enter the correct payment amount.

e-Services for Business

https://eddservices.edd.ca.gov

JOHN Q PUBLIC  
Employment Tax XXXX-XXXX-X

Bank Debit Date: 07-Apr-2016

PAY TO THE ORDER OF: Employment Development Department

200.00

MEMO: 31-Mar-2016

Bank Account Type:  Routing Number:  Account Number:  Confirm Account Number:

Checking  
Savings

[Save as default for Employment Tax XXX-XXXX-X](#)

New payment source

Deposit Schedule:  Pay Date:  The date selected must be between 01-Jan-2016 and 31-Mar-2016.

Deposit Amounts:		Plus:	
Unemployment Insurance	<input type="text"/> 0.00	Penalty	<input type="text"/> 0.00
Employment Training Tax	<input type="text"/> 0.00	Interest	<input type="text"/> 0.00
State Disability Insurance	<input type="text"/> 0.00		
Personal Income Tax	<input type="text"/> 0.00	<b>Payment Total</b>	<b>\$0.00</b>

The "Payment Total" does not match the payment amount in the check above.

Submit Cancel

### Slide notes

If you don't already have a stored payment source, enter your banking information here. You have the option to save this payment source as the default for this account by selecting the "Save as default for Employment Tax" hyperlink.

JOHN Q PUBLIC  
 Employment Tax XXX-XXXX-X  
 Bank Debit Date: 07-Apr-2016

PAY TO THE ORDER OF: Employment Development Department  
 Amount: 200.00

MIDDLEFIELD BANKING CO  
 MEMO: 31-Mar-2016

Bank Account Type: Checking  
 Routing Number: 044072308  
 Account Number: 123456  
 Confirm Account Number: 123456

Save as default for Employment Tax XXX-XXXX-X

**CHOOSE PAY**  
 New pay

- Monthly
- Next-Day
- Quarterly**
- Semiweekly

Pay Date:  Required  
 The date selected must be between 01-Jan-2016 and 31-Mar-2016.

<b>Deposit Amounts:</b>		<b>Plus:</b>	
Unemployment Insurance	<input type="text"/> 0.00	Penalty	<input type="text"/> 0.00
Employment Training Tax	<input type="text"/> 0.00	Interest	<input type="text"/> 0.00
State Disability Insurance	<input type="text"/> 0.00		
Personal Income Tax	<input type="text"/> 0.00	<b>Payment Total</b>	<b>\$0.00</b>

❌ The "Payment Total" does not match the payment amount in the check above.

Submit Cancel

### Slide notes

Select the "Deposit Schedule." For this example we will choose "Quarterly." Be sure your "Deposit Amount Total" matches the "Payment Total."

JOHN Q PUBLIC  
 Employment Tax XXX-XXXX-X  
 Bank Debit Date 07-Apr-2016

PAY TO THE ORDER OF Employment Development Department 200.00

MIDDLEFIELD BANKING CO  
 MEMO: 31-Mar-2016

Bank Account Type: Checking | Routing Number: 044072308 | Account Number: 123456 | Confirm Account Number: 123456  
Save as default for Employment Tax XXX-XXXX-X

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**CHOOSE PAYMENT SOURCE**

New payment source

Deposit Schedule: Quarterly | Pay Date: Required The date selected must be between 01-Jan-2016 and 31-Mar-2016.

Deposit Amounts:		Plus:	
Unemployment Insurance	0.00	Penalty	0.00
Employment Training Tax	0.00	Interest	0.00
State Disability Insurance	0.00		
Personal Income Tax	0.00	<b>Payment Total</b>	<b>\$0.00</b>

✘ The "Payment Total" does not match the payment amount in the check above.

**Slide notes**

Select the correct "Pay Date." Be sure your "Deposit Amount Total" matches the "Payment Total."

e-Services for Business

https://eddservices.edd.ca.gov

**JOHN Q PUBLIC**  
Employment Tax XXX-XXXX-X

Bank Debit Date: 07-Apr-2016

PAY TO THE ORDER OF: Employment Development Department 200.00

MIDDLEFIELD BANKING CO

MEMO: 31-Mar-2016

Bank Account Type: Checking Routing Number: 044072308 Account Number: 123456 Confirm Account Number: 123456

Save as default for Employment Tax XXX-XXXX-X

**CHOOSE PAYMENT SOURCE**

New payment source

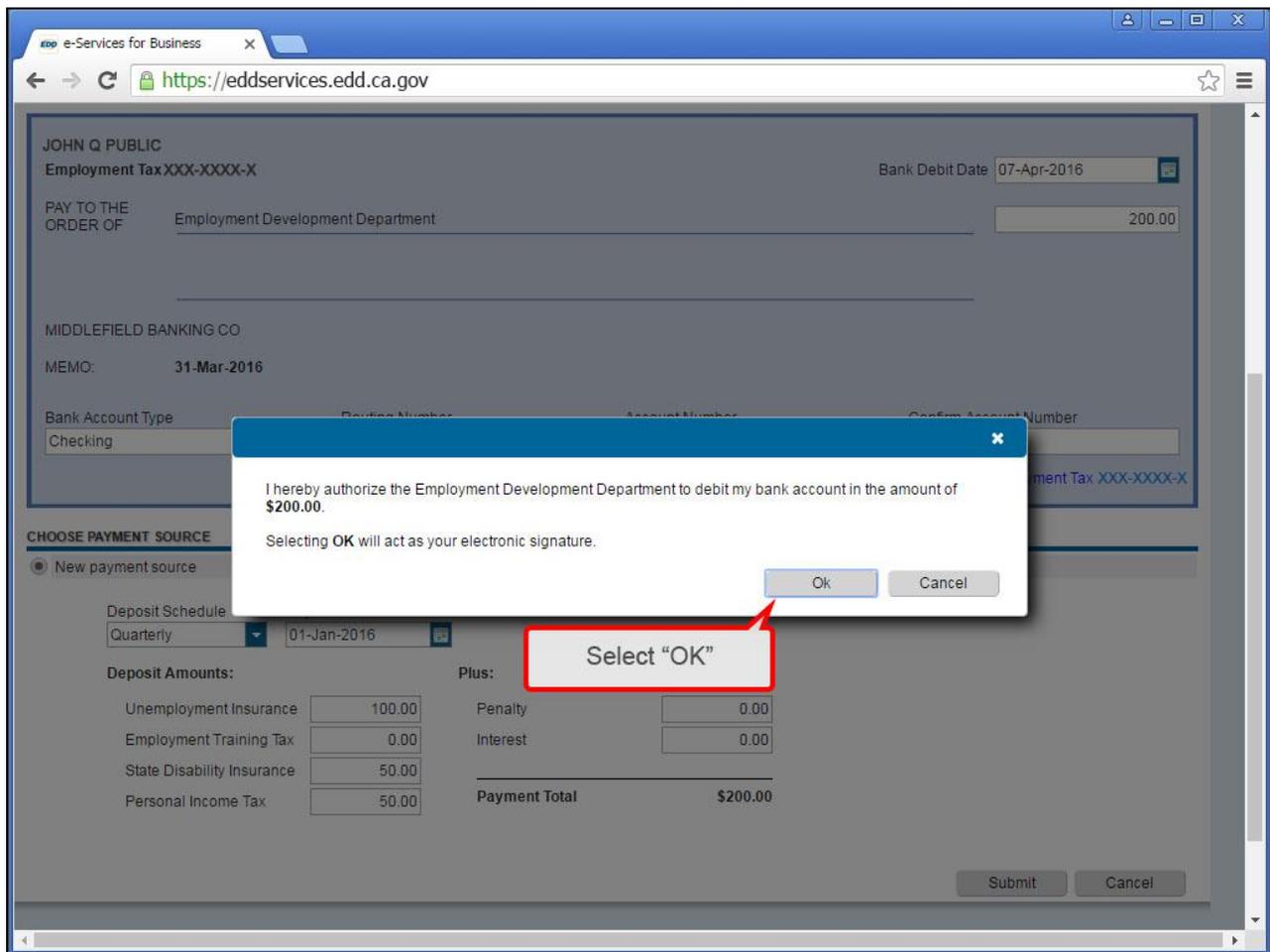
Deposit Schedule: Quarterly Pay Date: 01-Jan-2016

Unemployment Insurance	100.00	Penalty	0.00
Employment Training Tax	0.00	Interest	0.00
State Disability Insurance	50.00		
Personal Income Tax	50.00		
		<b>Payment Total</b>	<b>\$200.00</b>

Select "Submit"

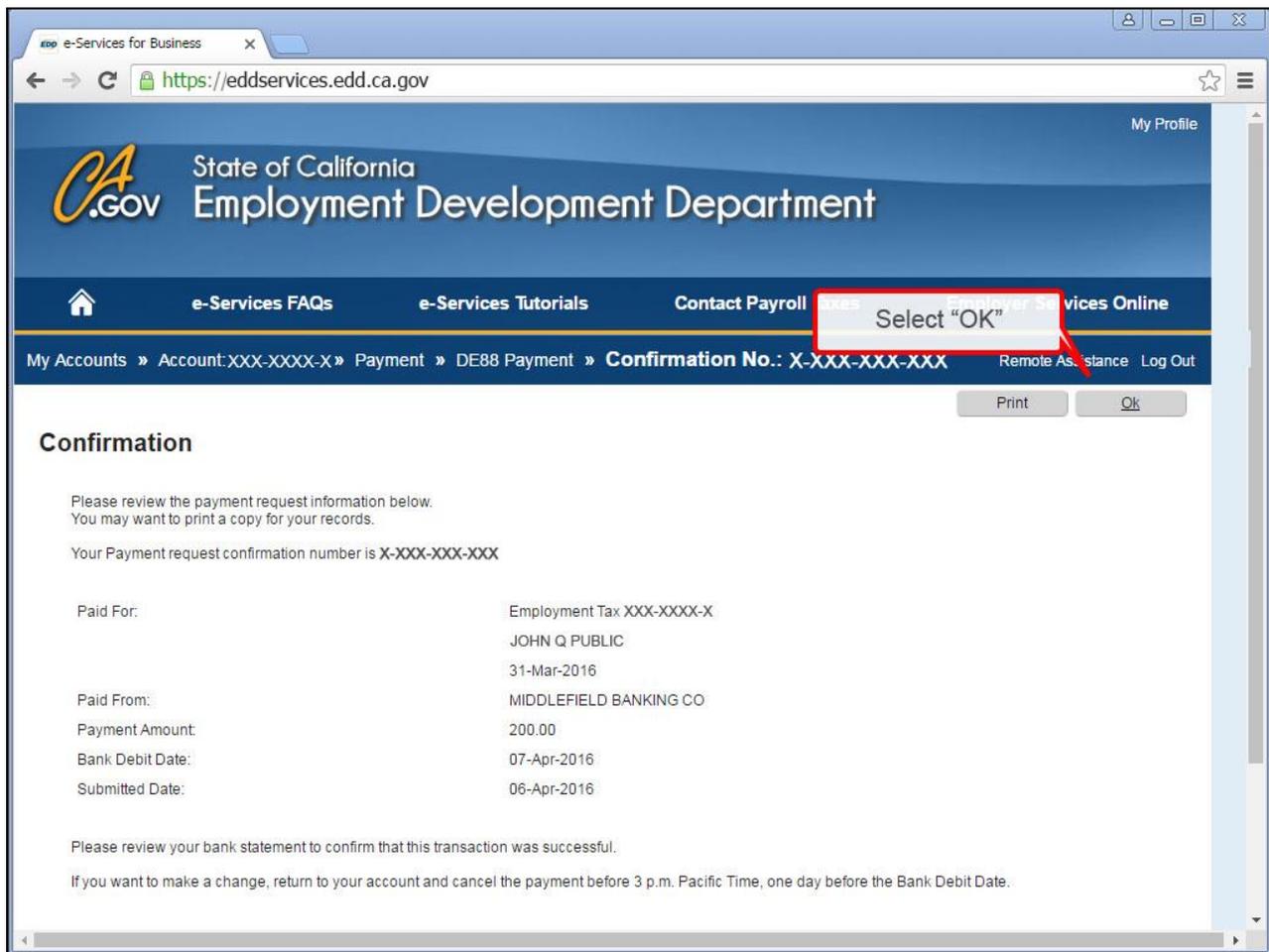
### Slide notes

Select "Submit" when you have entered all of the information.



## Slide notes

This is your approval and authorization for the Employment Development Department to debit your bank account in the amount of two hundred dollars (\$200). Selecting "OK" will act as your electronic signature.



### Slide notes

This is the confirmation page telling you that your payment has been submitted. Select "OK" to return to the Account home page.

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Other Resources  
[www.edd.ca.gov](http://www.edd.ca.gov)

Taxpayer Assistance Center  
1-888-745-3886

**Slide notes**

Thank you for taking the time to watch this tutorial on how to file a Payroll Tax Deposit, DE 88. Be sure to view our other tutorials demonstrating how to file a tax return, get your UI Rate, and the many other actions available in e-Services for Business. Other resources are available at [www.edd.ca.gov](http://www.edd.ca.gov) or by calling the Taxpayer Assistance Center at 1-888-745-3886.