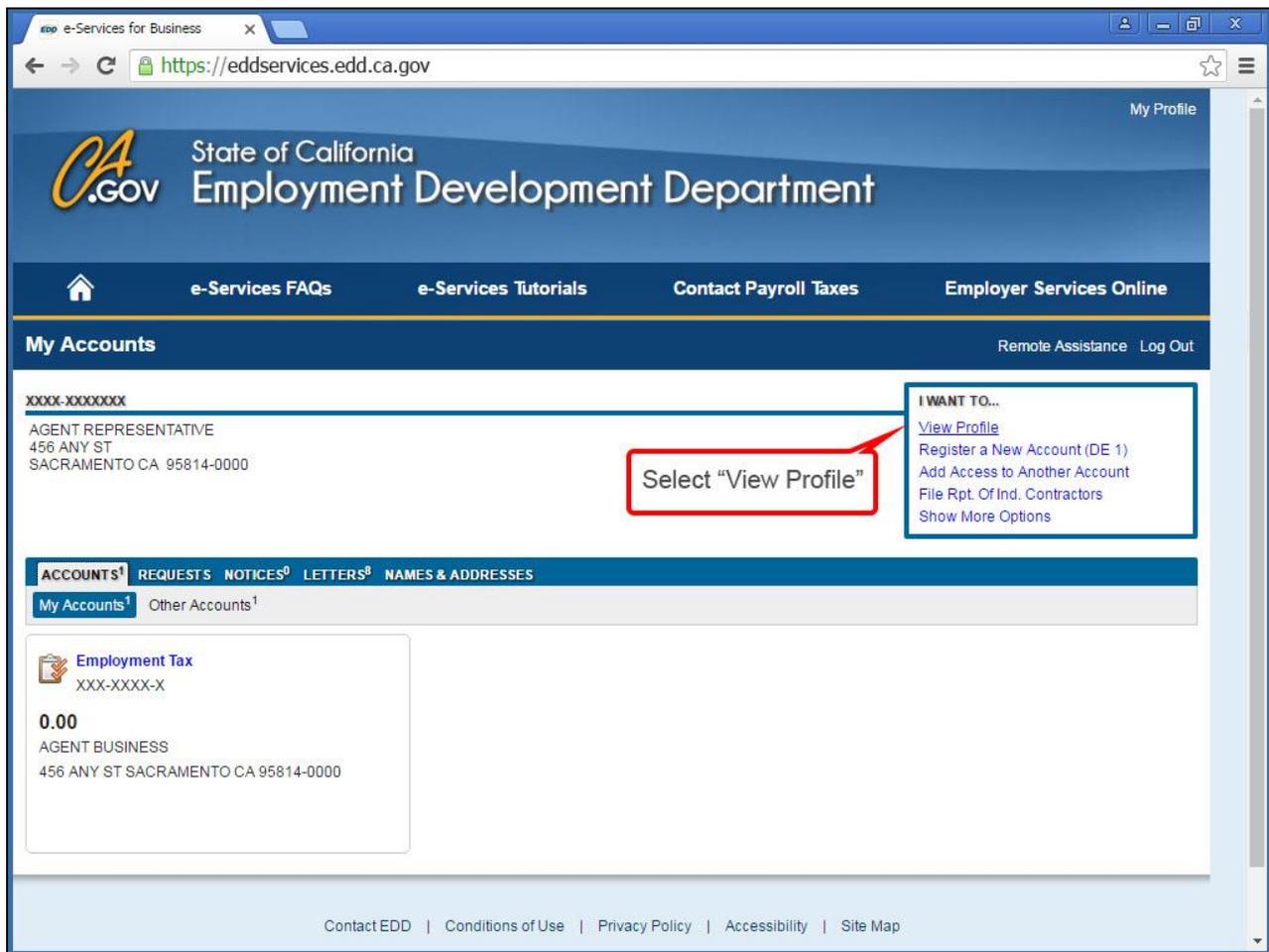

I Want to Set up a Shared Payment Source or Make a Bulk Payment

Slide notes

The California Employment Development Department (EDD) developed this tutorial to assist you with navigating through e-Services for Business. This tutorial is for an employer representative/payroll agent who wants to set up a shared payment source for all their enrolled accounts and to demonstrate how to make a bulk payment for many different accounts.



Slide notes

We will begin at the e-Services for Business home page. This is where we will select "View Profile" under the "I Want To..." menu.

State of California
Employment Development Department

My Accounts » Profile

PROFILE

Web Name : AGENT REPRESENTATIVE

Phone : (916) 438-1111

E-mail : agentrepresentative@xxxx.com

Question

I WANT TO...
Cancel my Online Access

MY ACCOUNTS OTHER ACCOUNTS MANAGE LOGINS

Account Payment Sources Other Payment Options

MANAGE DEFAULT PAYMENT INFORMATION FOR EACH ACCOUNT

Name	Account ID	Account Type	Source Name	Payment Source
AGENT BUSINESS	XXX-XXXX-X	Employment Tax	My EDD Employer Bank Ac	MIDDLEFIELD BANKING CO - 3456

Contact EDD | Conditions of Use | Privacy Policy | Accessibility | Site Map

Copyright © 2016 State of California

Slide notes

Select the "Other Accounts" tab.

State of California
Employment Development Department

My Accounts » Profile

PROFILE

Web Name : AGENT REPRESENTATIVE
Phone 1 : +1 9165551212
E-mail : ARepresentative@xxxx.com
Question :

I WANT TO...
Cancel my Online Access

MY ACCOUNTS OTHER ACCOUNTS MANAGE LOGINS

Account Payment Sources Other Payment Options Shared Payment Sources

MANAGE DEFAULT PAYMENT INFORMATION FOR EACH ACCOUNT

Name	Account ID	Account Type	Source Name	Payment Source
SMALL BUSINESS	XXX-XXXX-X	Employment Tax		Setup

Contact EDD | Conditions of Use | Privacy Policy | Accessibility | Site Map

Copyright © 2016 State of California

Slide notes

And select the “Shared Payment Sources” subtab.

State of California
Employment Development Department

My Profile

e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

My Accounts » Profile Remote Assistance Log Out

PROFILE

Web Name : AGENT REPRESENTATIVE
Phone 1 : +1 9165551212
E-mail : ARepresentative@xxxx.com
Question :

I WANT TO...
Cancel my Online Access

MY ACCOUNTS OTHER ACCOUNTS MANAGE LOGINS

Account Payment Sources Other Payment Options Shared Payment Sources

Select "Add"

MANAGE PAYMENT INFORMATION FOR ALL ACCOUNTS Add Filter

Source Name	Account Type	Bank Name	Routing Number	Account Number
-------------	--------------	-----------	----------------	----------------

Contact EDD | Conditions of Use | Privacy Policy | Accessibility | Site Map

Copyright © 2016 State of California

Slide notes

Then select the "Add" header hyperlink.

The screenshot displays the EDD e-Services for Business interface. At the top, the browser address bar shows <https://eddservices.edd.ca.gov>. The header includes the State of California logo and the text "State of California Employment Development Department". Navigation links include "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". The user is logged in as "My Profile".

The main content area is titled "Profile" and contains a "Payment Source" window. The window has a title bar "Payment Source" and a close button. Below the title bar, there is a section "All Accounts" with a "PAY TO THE ORDER OF" field containing "Employment Development Department".

The "Source Name" field is highlighted with a red box and contains the text "My Bank Account". Below this field are four required fields: "Bank Account type" (a dropdown menu), "Routing Number" (with a "Required" label), "Account Number" (with a "Required" label), and "Confirm Account Number" (with a "Required" label). The "Routing Number" and "Confirm Account Number" fields have a yellow "Required" label below them. At the bottom right of the window, there are "Save" and "Cancel" buttons.

Slide notes

In the "Payment Source" window, enter a source name for the shared bank account

The screenshot shows a web browser window with the URL <https://eddservices.edd.ca.gov>. The page header includes the State of California Employment Development Department logo and navigation links: e-Services FAQs, e-Services Tutorials, Contact Payroll Taxes, and Employer Services Online. The user is logged in as 'My Accounts > Profile'. A 'Profile' modal window is open, displaying the 'Payment Source' form. The form includes a section for 'All Accounts' with a 'PAY TO THE ORDER OF' field containing 'Employment Development Department'. Below this is the 'Source Name' field, which is highlighted and contains the text 'My EDD Shared Agent Bank Account'. There are four required fields: 'Bank Account Type' (a dropdown menu), 'Routing Number', 'Account Number', and 'Confirm Account Number'. Each of these four fields has a 'Required' label next to it. At the bottom right of the modal, there are 'Save' and 'Cancel' buttons.

Slide notes

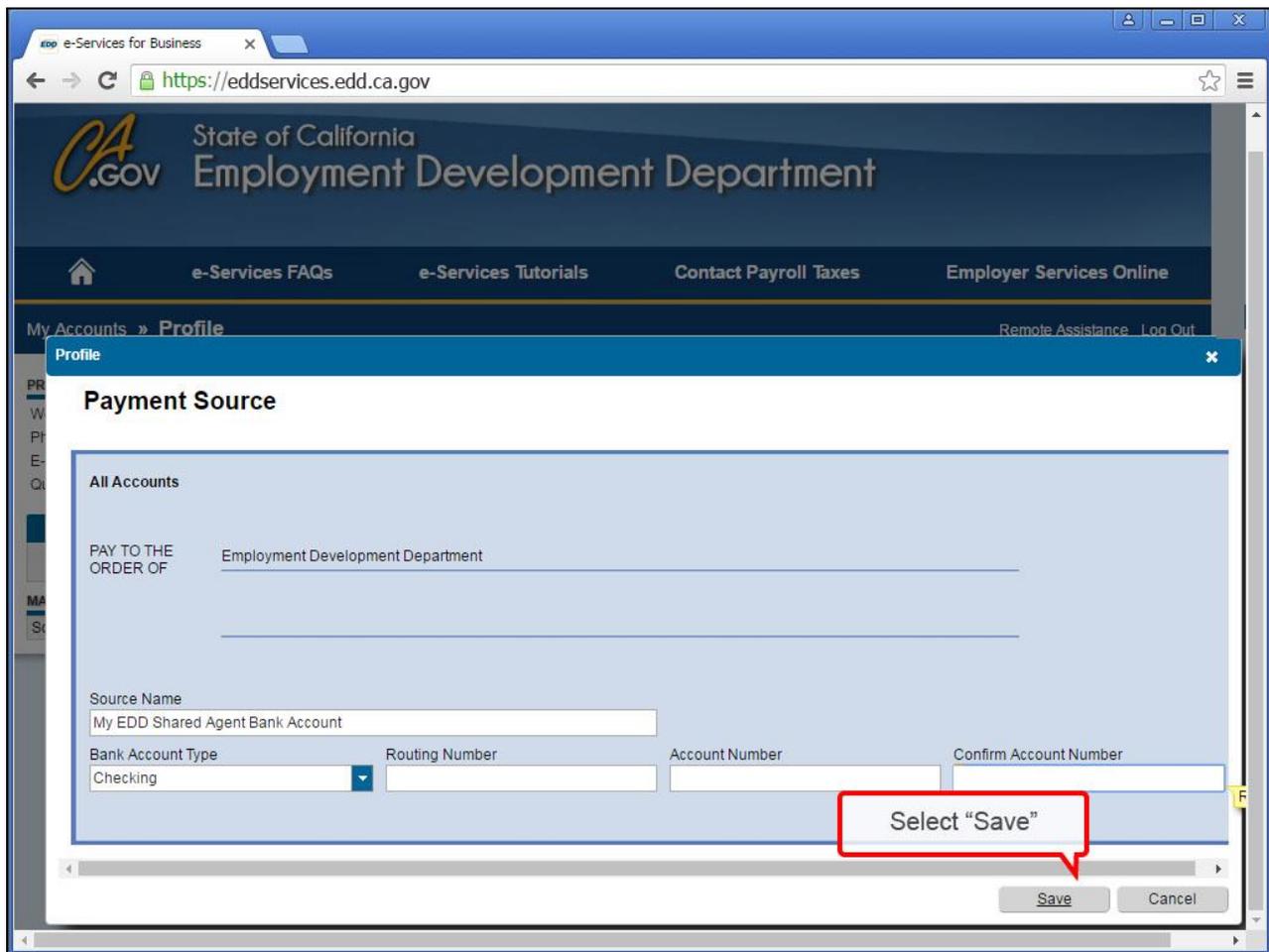
For this example we are going to name it "My EDD Shared Agent Bank Account."

The screenshot displays the 'Profile' page on the EDD website. The 'Payment Source' form is the primary focus. It contains the following elements:

- All Accounts:** A section header for the account management area.
- PAY TO THE ORDER OF:** A text input field containing 'Employment Development Department'.
- Source Name:** A dropdown menu with 'Checking' and 'Savings' as visible options.
- Routing Number:** A text input field with a 'Required' label.
- Account Number:** A text input field with a 'Required' label.
- Confirm Account Number:** A text input field with a 'Required' label.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right of the form.

Slide notes

In the "Bank Account Type" field, use the drop down menu to select between "Checking" or "Savings."



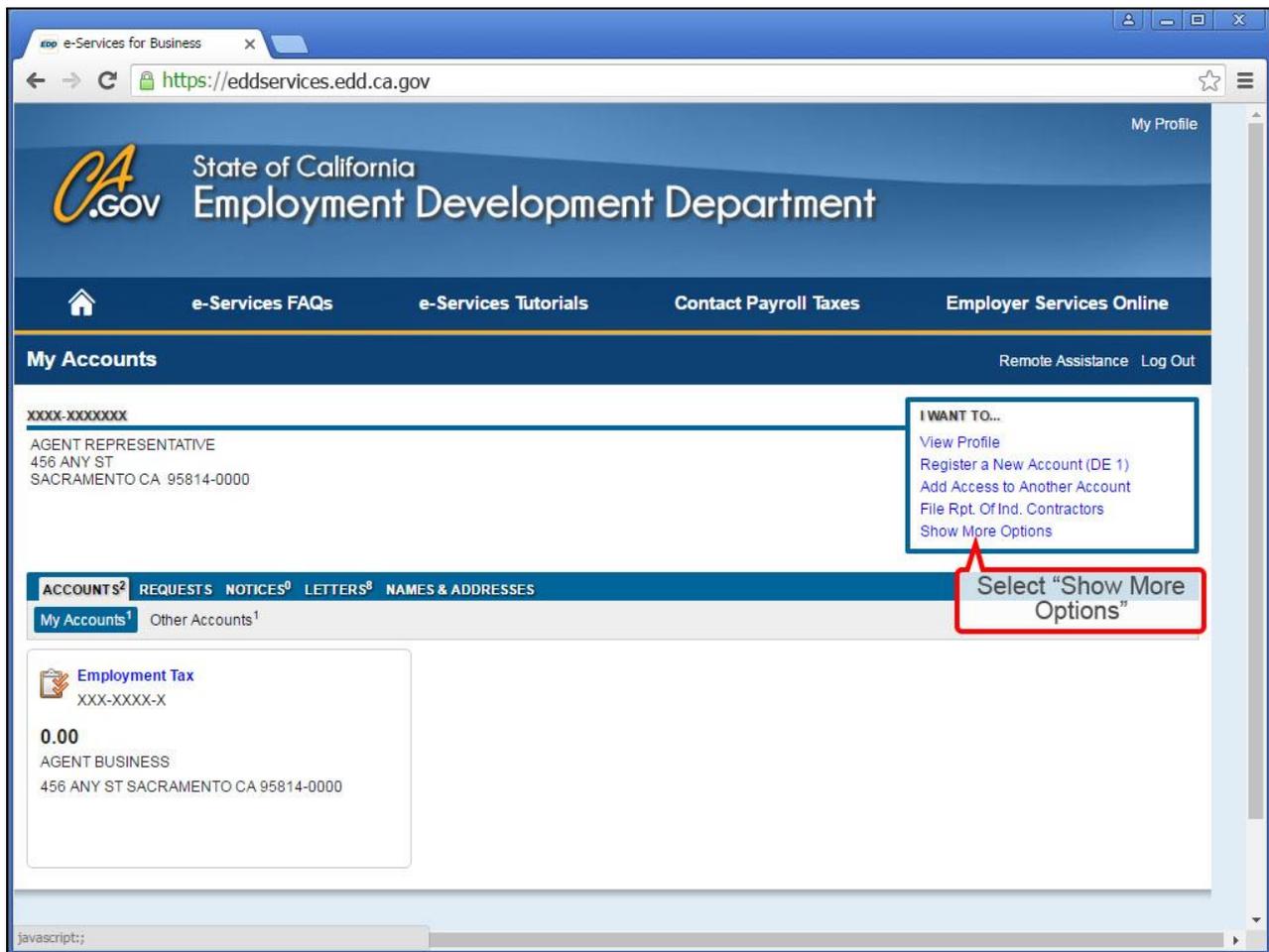
Slide notes

Then enter the correct routing number, account number, and then re-enter the account number in the "Confirm Account Number" field. When completed, select "Save."

The screenshot shows the EDD website interface. At the top, the navigation bar includes 'My Accounts » Profile' and 'Remote Assistance Log Out'. Below this, the 'PROFILE' section contains a 'Select "My Accounts"' button. To the right, there is a 'I WANT TO...' section with a 'Cancel my Online Access' link. The 'MY ACCOUNTS' section is active, showing 'Account Payment Sources', 'Other Payment Options', and 'Shared Payment Sources'. A table titled 'MANAGE PAYMENT INFORMATION FOR ALL ACCOUNTS' is displayed, with columns for Source Name, Account Type, Bank Name, Routing Number, and Account Number. The table contains one entry: 'My EDD Shared Agent Bank Account' (Checking, MIDDLEFIELD BANKING CO, 044072308, ****5678).

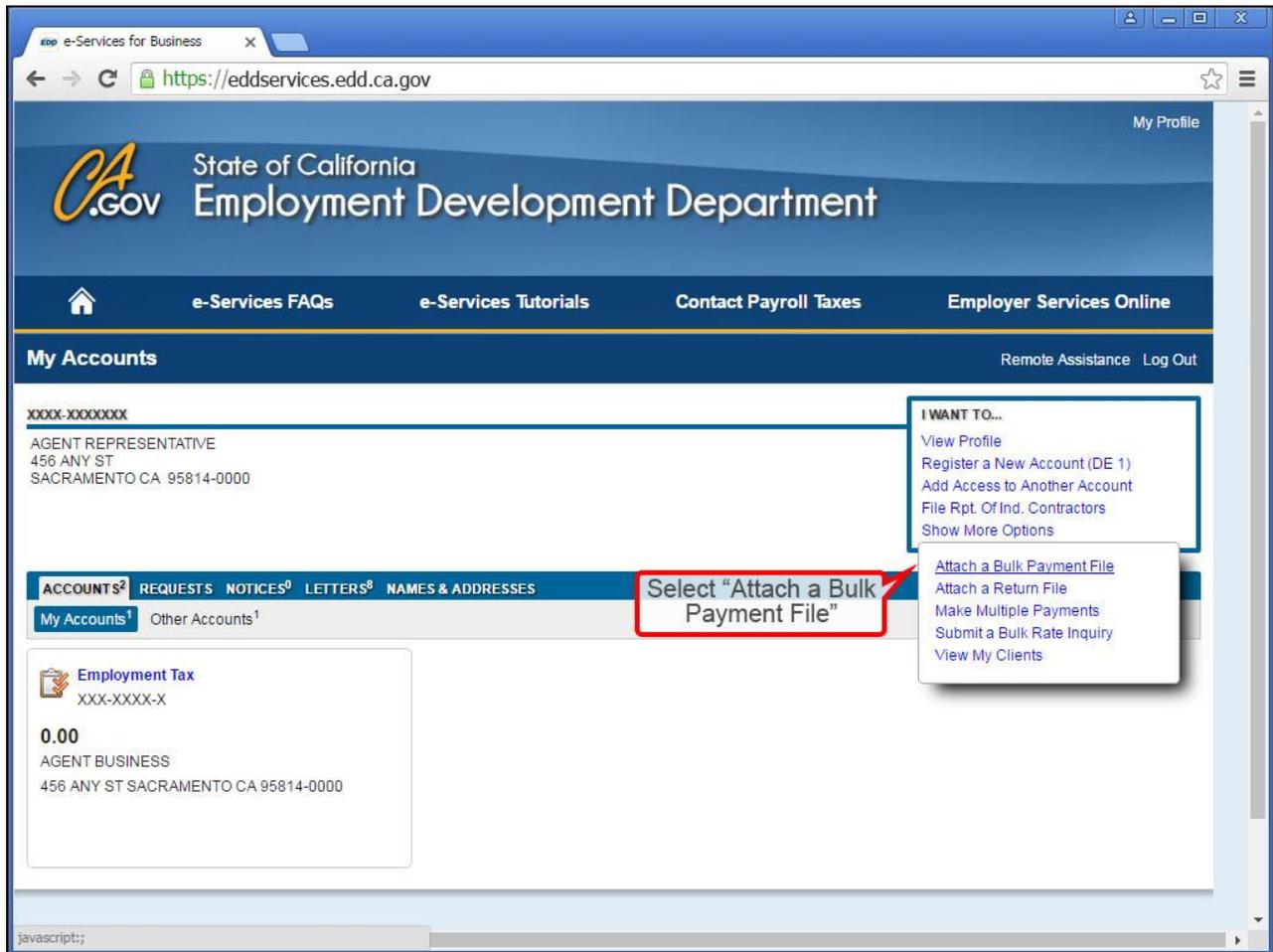
Slide notes

Notice that we can see the bank account information. This payment source can now be used when individually scheduling payments for all accounts this employer representative/payroll agent has access to. Select "My Accounts" to continue.



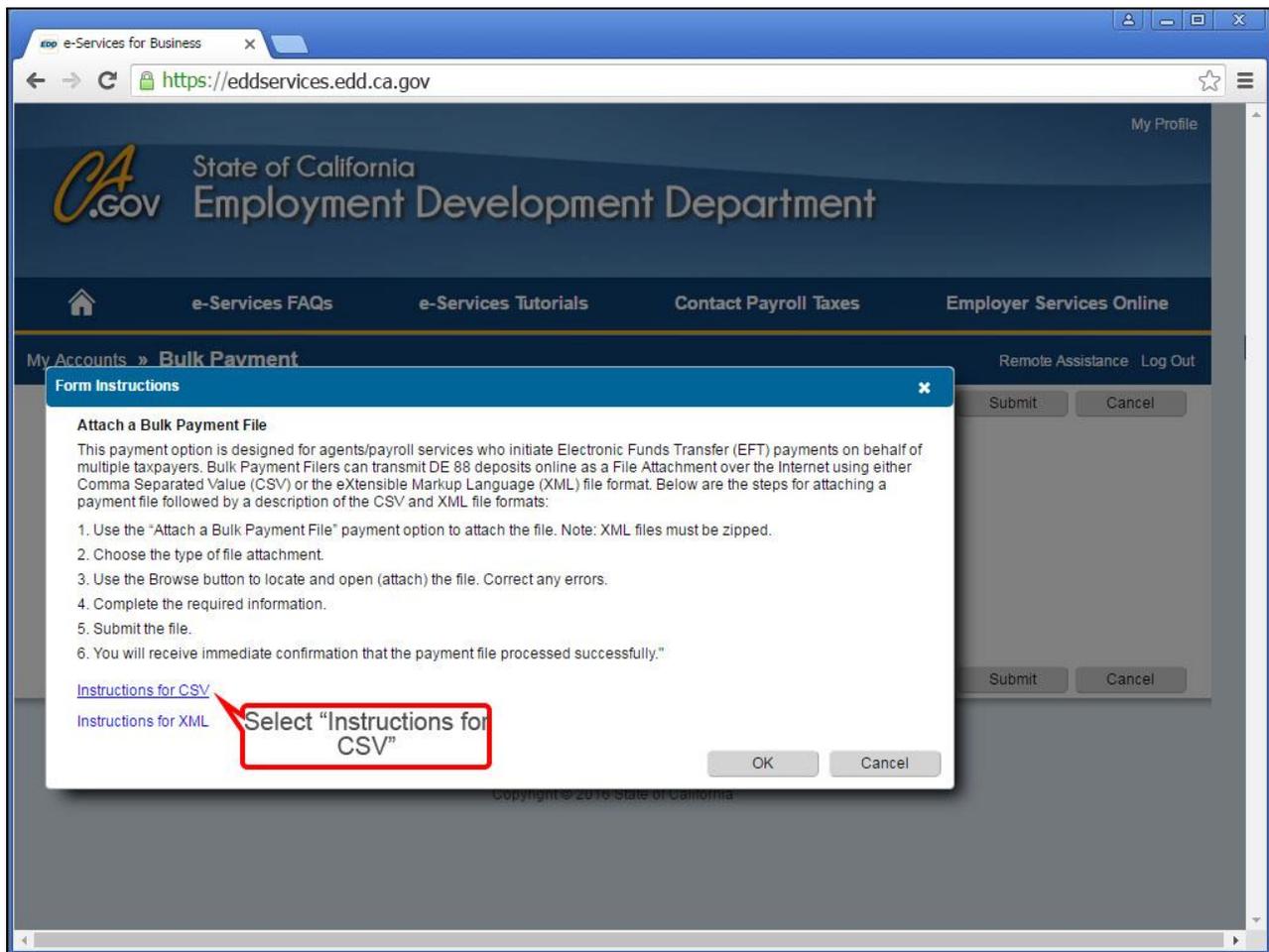
Slide notes

Next we are going to attach a bulk payment file. Select "Show More Options" under the "I Want To..." menu.



Slide notes

Then select "Attach a Bulk Payment File."



Slide notes

Select the "Instructions for CSV" link.

e-Services for Business

https://eddservices.edd.ca.gov

CSV Instructions

CSV File Format
 Open a Microsoft Excel, Microsoft Word, or Microsoft Notepad document and enter the data according to the field position layout in the table below:

Field Name	Length	Format	Position (Column)
Employer Account Number	8	Numeric	1
Pay Date (Payroll Date)	8	MMDDYYYY	2
Bank Debit Date	8	MMDDYYYY	3
Deposit Schedule: M: Monthly N: Next Business Day Q: Quarterly S: Semiweekly	1	Alpha – Must be one of (M, N, Q, S)	4
Bank Routing Number	9	Numeric	5
Bank Account Number	n/a	Numeric	6
Bank Account Type C: Checking S: Savings	1	C or S	7
UI Amount	n/a	Dollar Amounts = 52.00 (Example) Zero Dollar Amounts = 0.00 or 0	8
ETT Amount	n/a	Dollar Amounts = 52.00 Zero Dollar Amounts = 0.00 or 0	9
SDI Amount	n/a	Dollar Amounts = 52.00 Zero Dollar Amounts = 0.00 or 0	10
PIT Amount	n/a	Dollar Amounts = 52.00 Zero Dollar Amounts = 0.00 or 0	11
Penalty Amount	n/a	Dollar Amounts = 52.00 Zero Dollar Amounts = 0.00 or 0	12
Interest Amount	n/a	Dollar Amounts = 52.00 Zero Dollar Amounts = 0.00 or 0	13

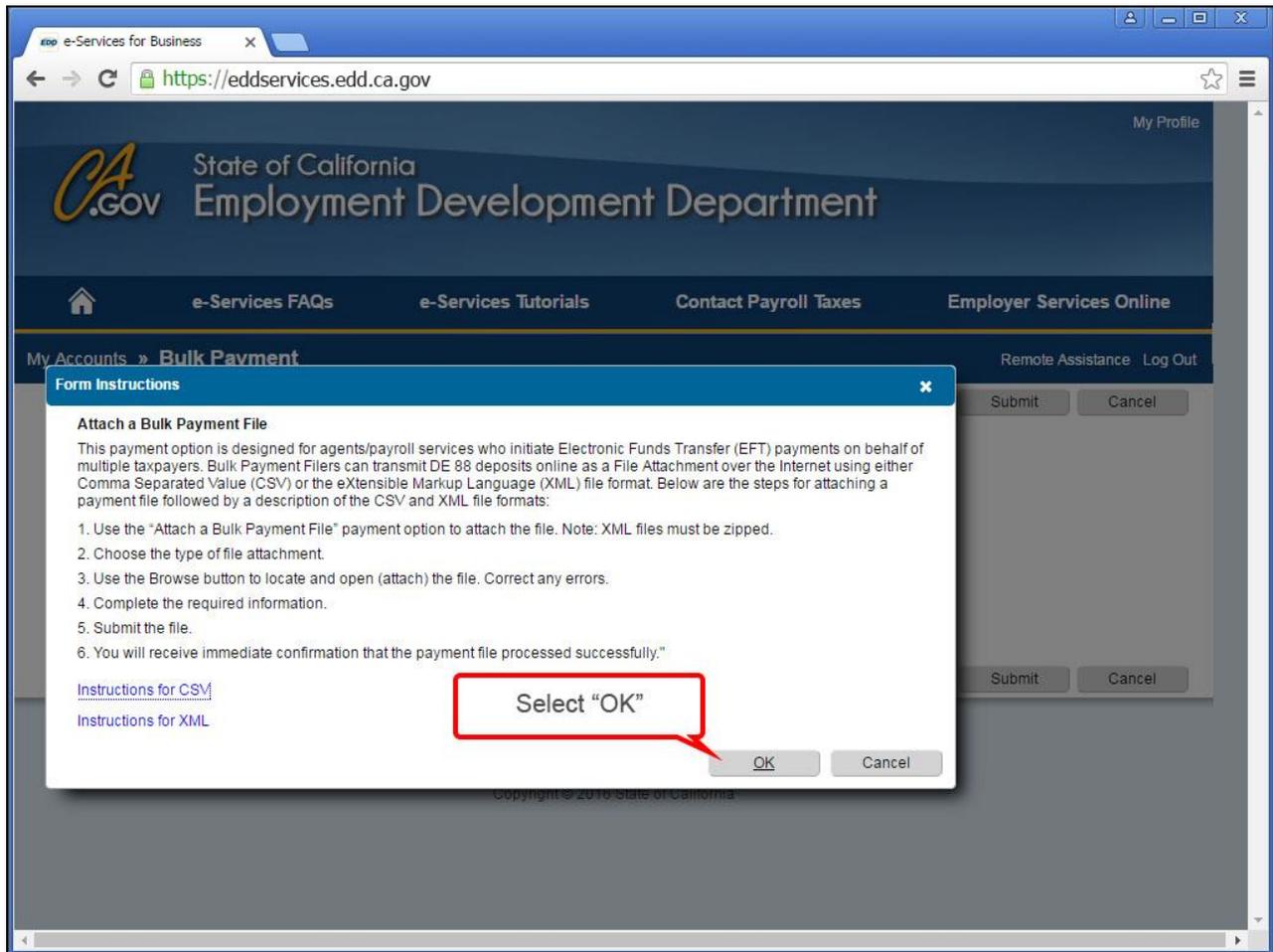
Important
 All the tax payment fields and columns must be filled. Dollar amounts (except for zero dollar amounts) must include a decimal point. For example:
 - Dollar amounts must be formatted as: 52.00.
 - Zero dollar amounts can be formatted as: 0.00 or 0
 Note: To keep leading zeros visible in Microsoft Excel, you will need to format the cell as Text or Custom

Select "OK"

OK Cancel

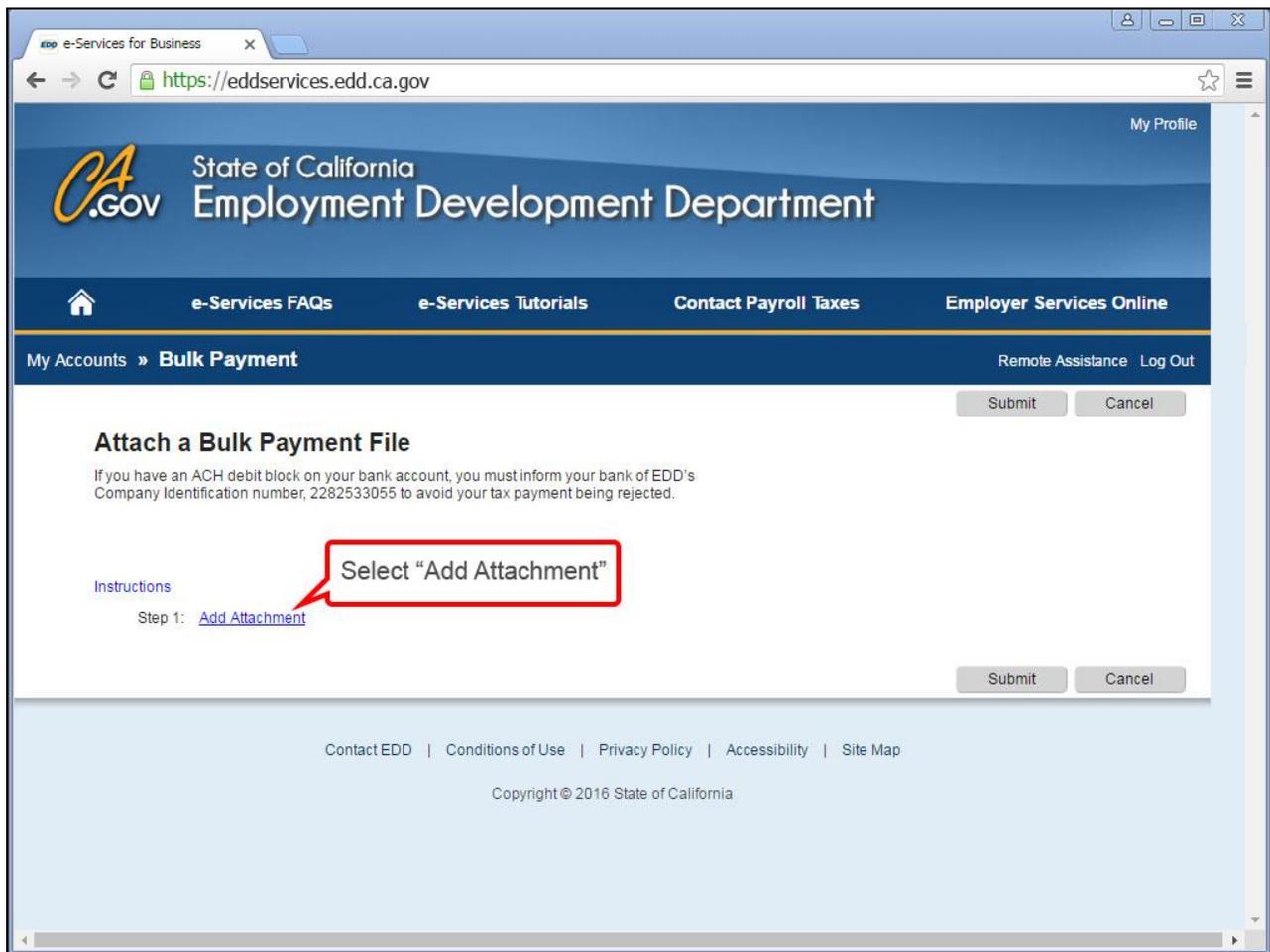
Slide notes

Here are the instructions provided to import a CSV file from your computer. When you are finished viewing the instructions, select "OK" to continue.



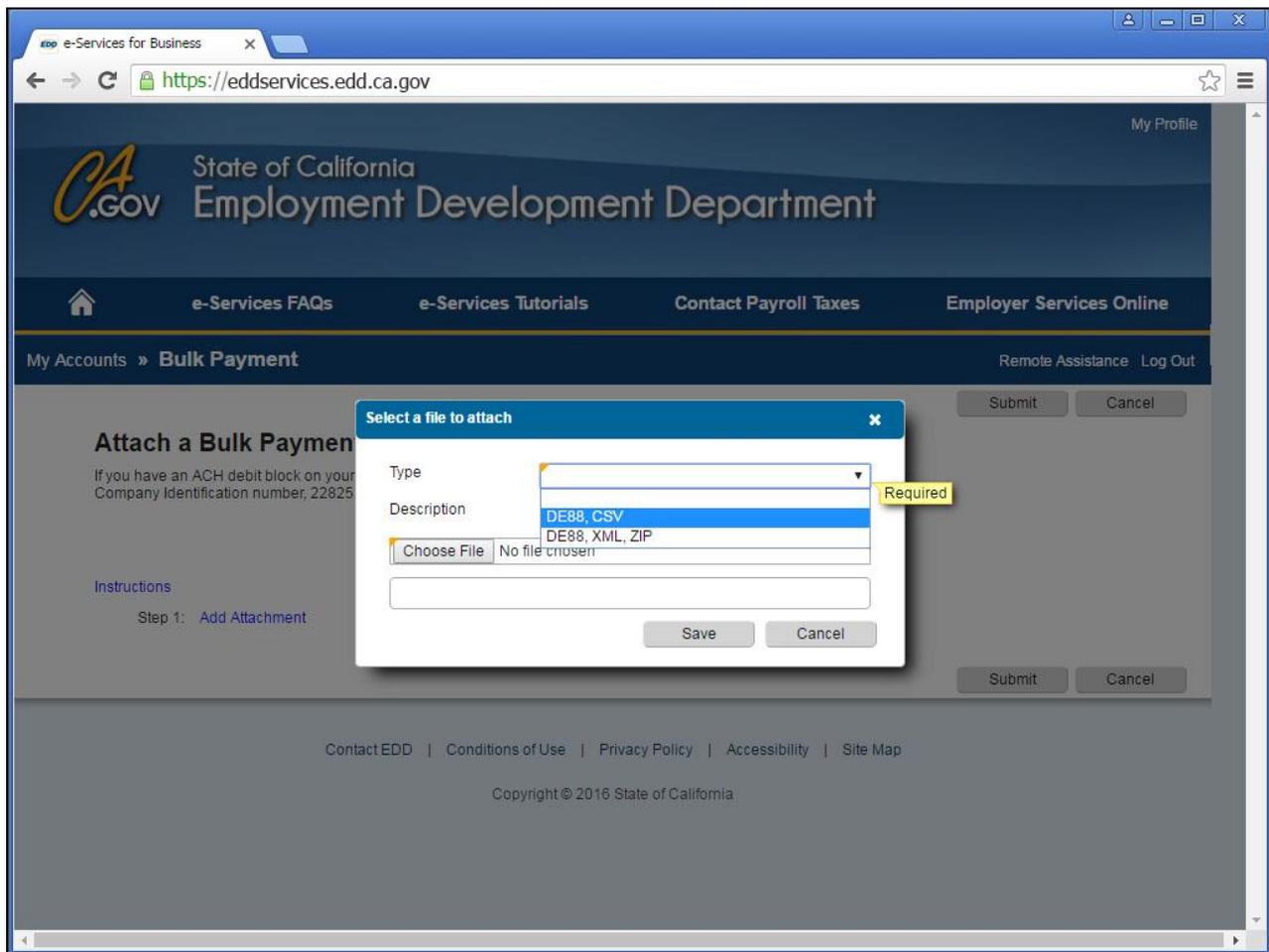
Slide notes

Select "OK" to close the "Form Instructions" page.



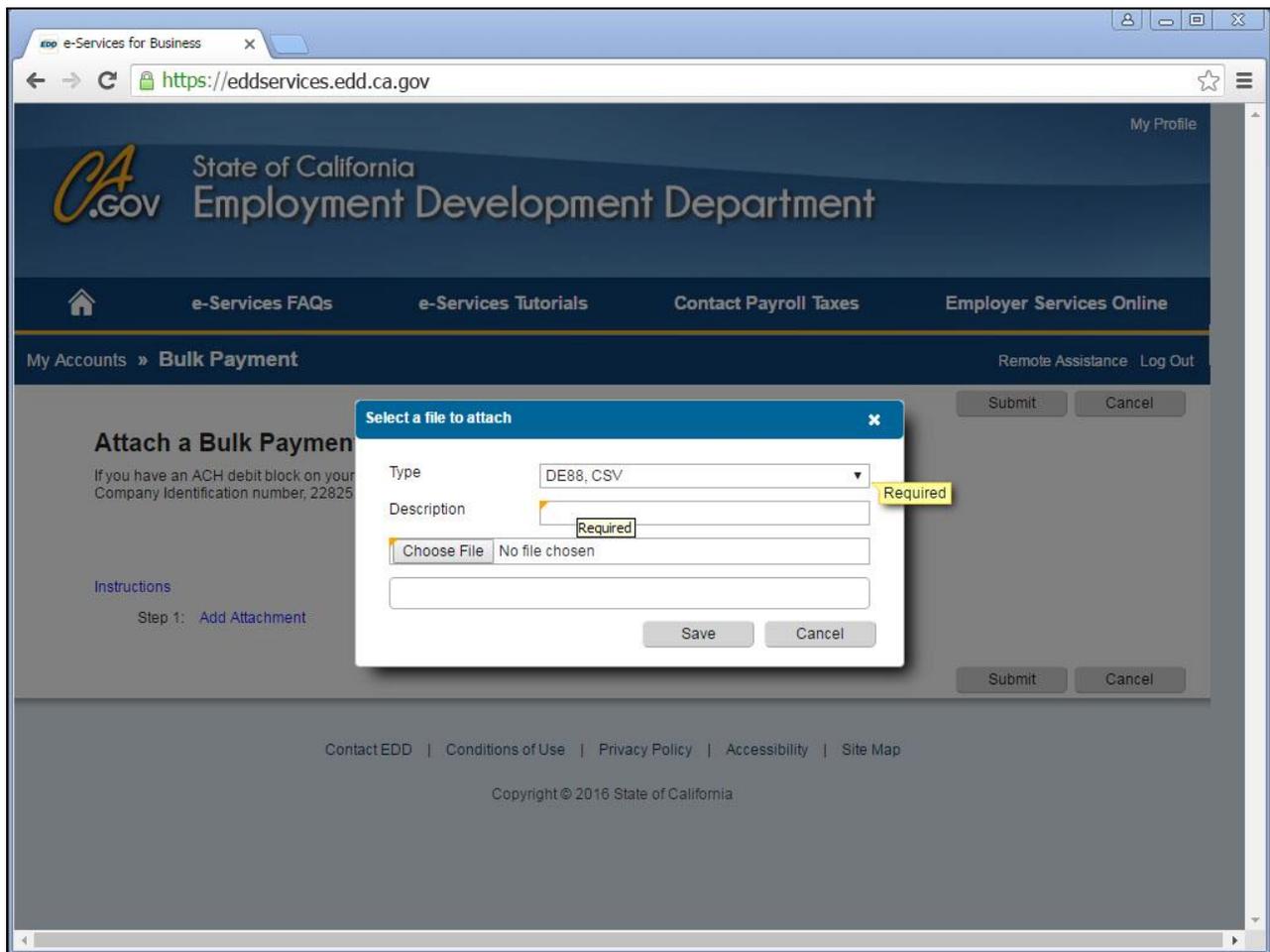
Slide notes

Step 1. Select "Add Attachment."



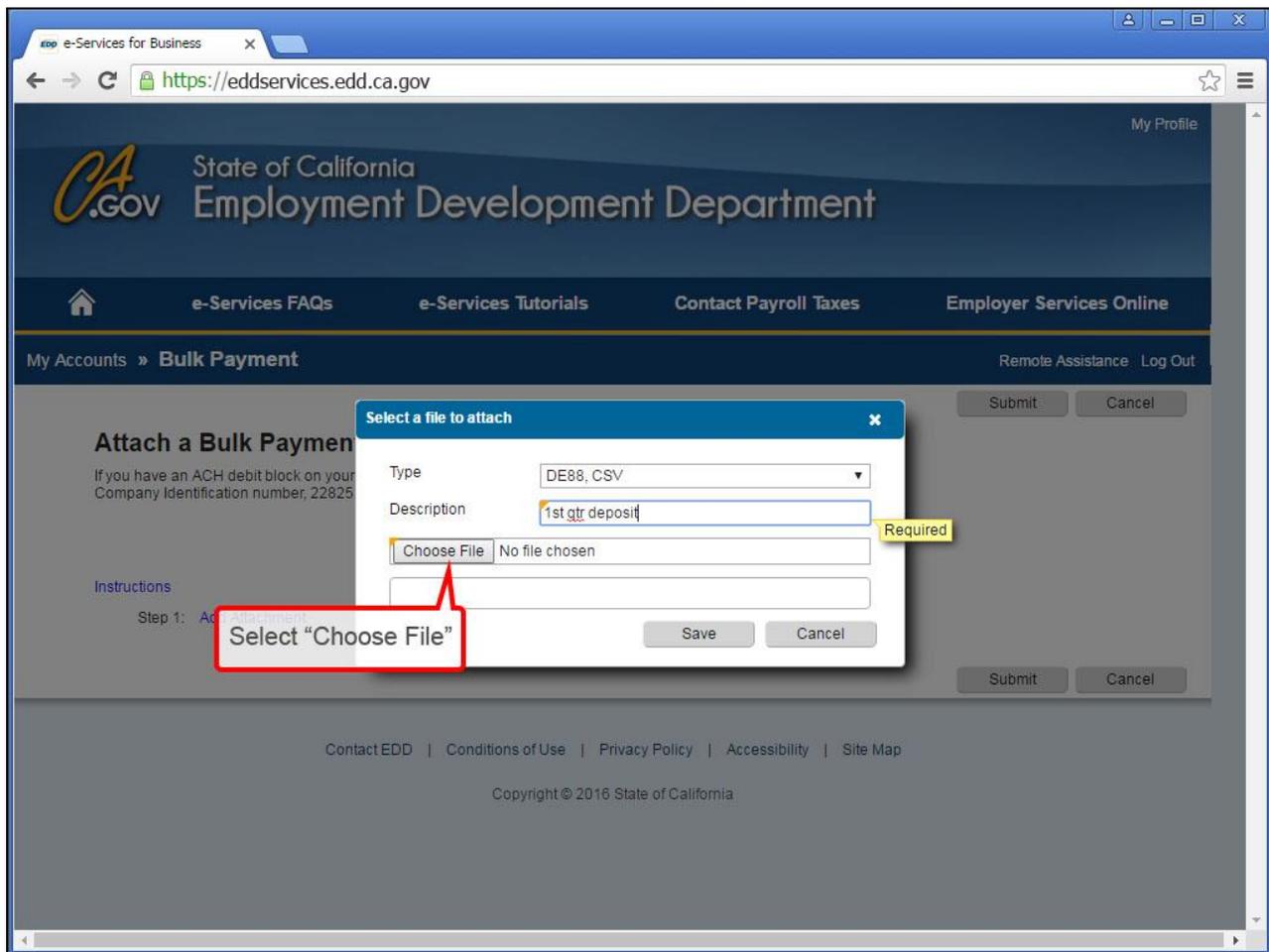
Slide notes

Use the drop down menu to choose “DE88, CSV” or “DE88, XML, ZIP.”



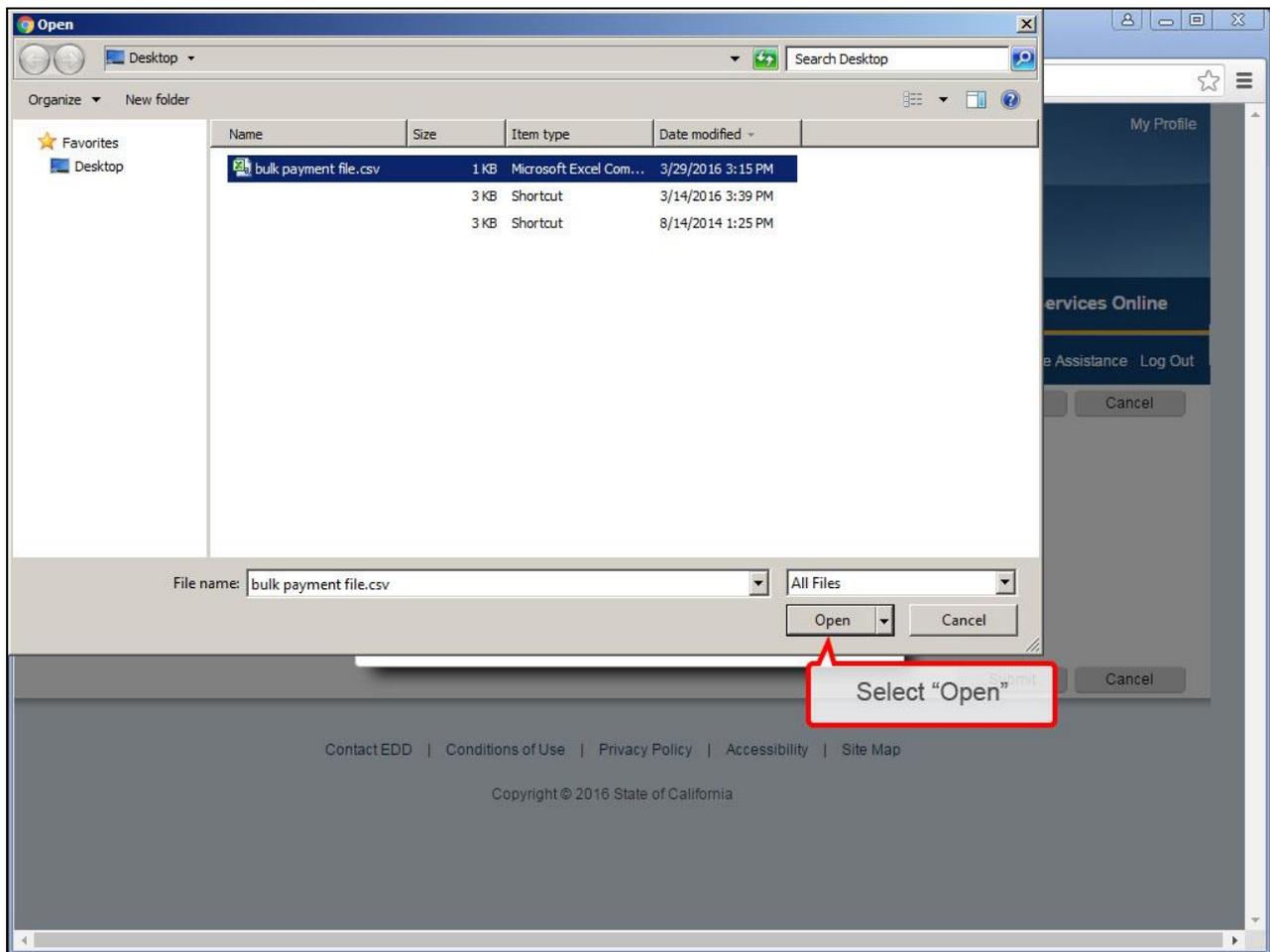
Slide notes

Fill in the Description field with a name that you will recognize.



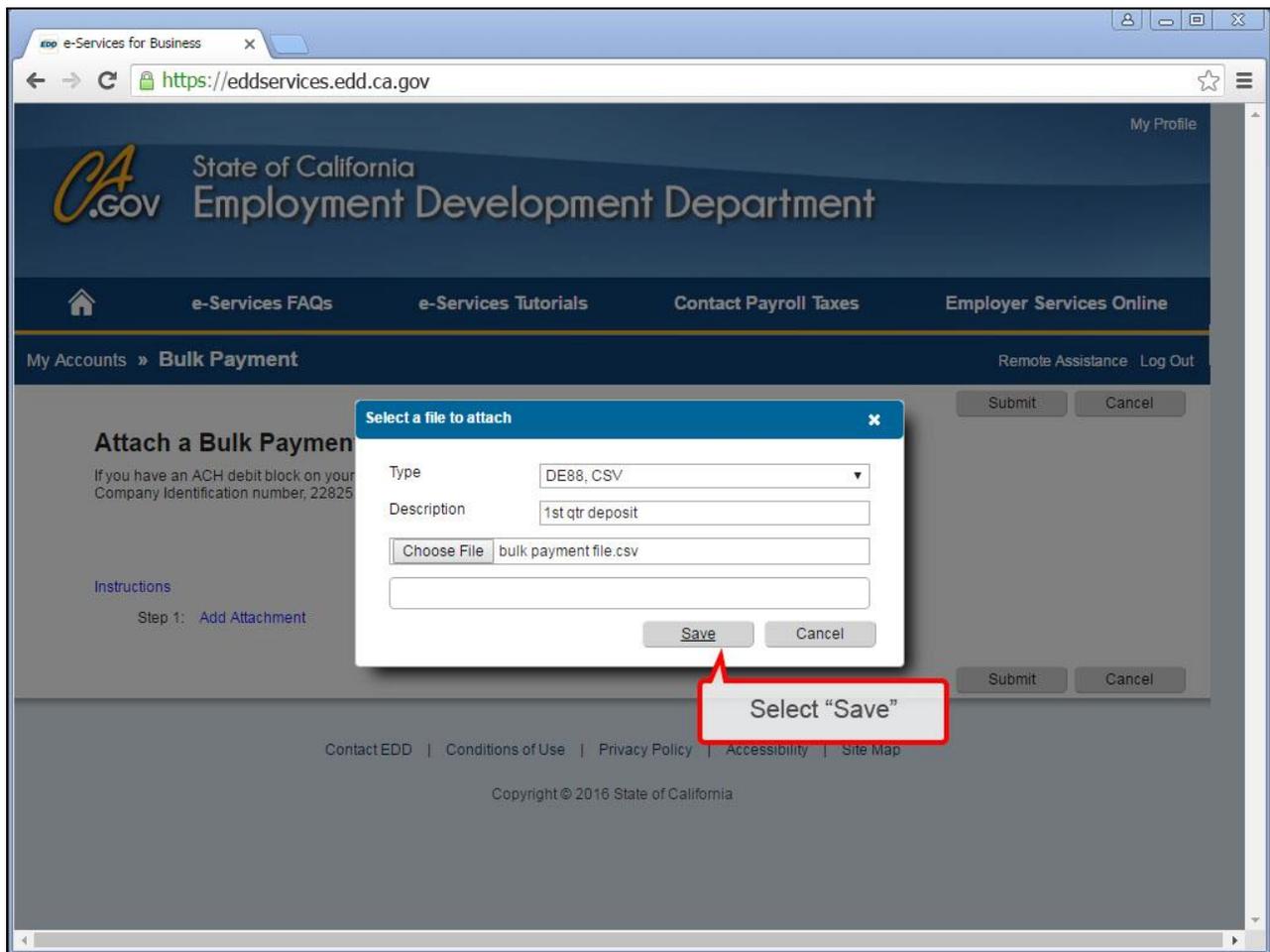
Slide notes

Then select "Choose File" to find the file you want to import.



Slide notes

Choose the correct file to import, and then select "Open" to import the attachment.



Slide notes

Now the attachment has been imported. Select "Save."

State of California
Employment Development Department

My Accounts » Bulk Payment

Attach a Bulk Payment File

If you have an ACH debit block on your bank account, you must inform your bank of EDD's Company Identification number, 2282533055 to avoid your tax payment being rejected.

Instructions

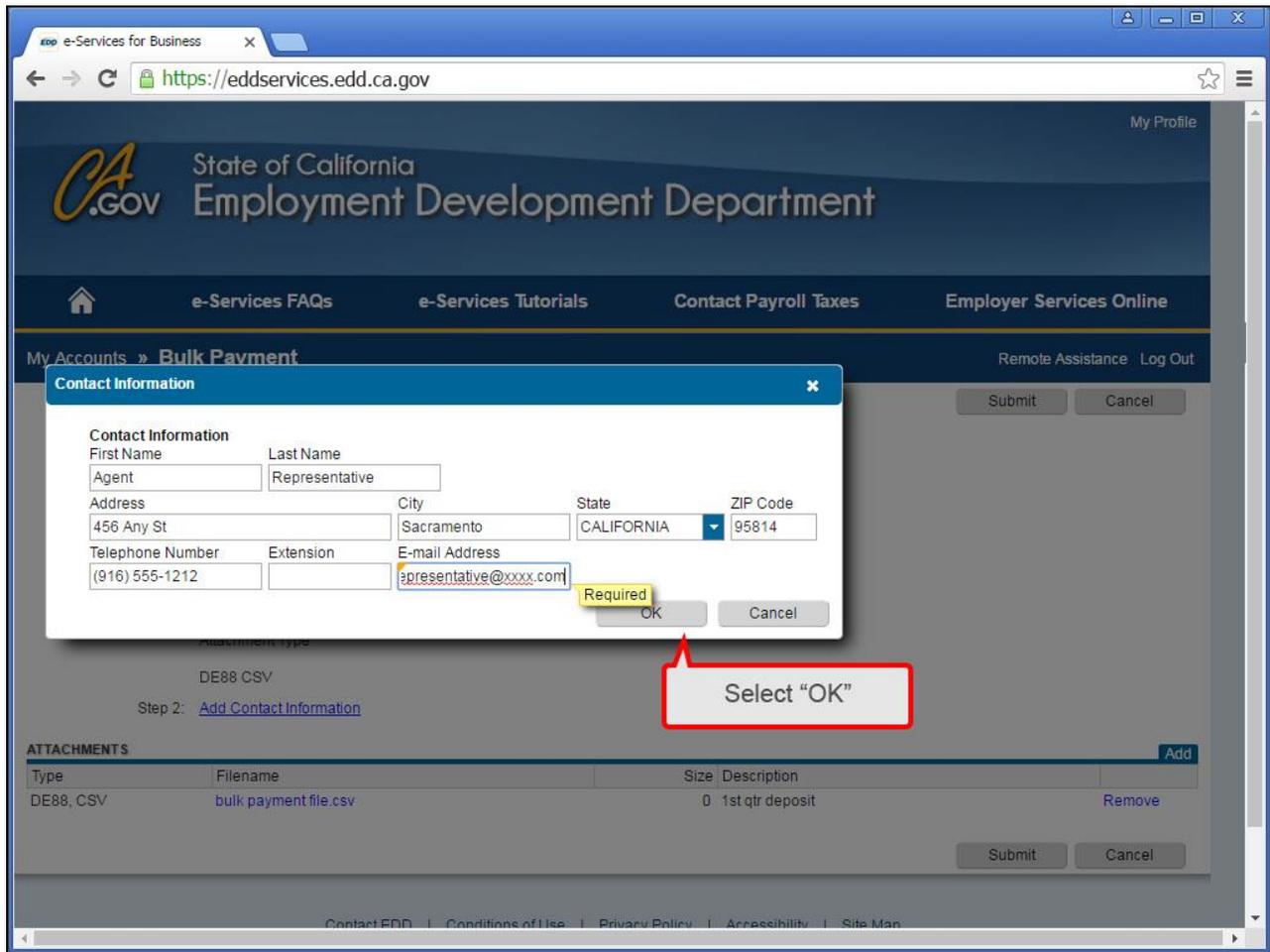
- Step 1: Add Attachment
Attachment Type
DE88 CSV
- Step 2: Add Contact Information

Select "Add Contact Information"

Type	Filename	Size	Description	
DE88, CSV	bulk.payment.file.csv	0	1st qtr deposit	Remove

Slide notes

Step 2. Select "Add Contact Information."



Slide notes

Complete the contact information for the person completing this request. Select "OK" to continue.

State of California
Employment Development Department

My Accounts » **Bulk Payment**

Attach a Bulk Payment File

If you have an ACH debit block on your bank account, you must inform your bank of EDD's Company Identification number, 2282533055 to avoid your tax payment being rejected.

Instructions

- Step 1: Add Attachment
Attachment Type
DE88 CSV
- Step 2: Add Contact Information
Full Name
Agent Representative

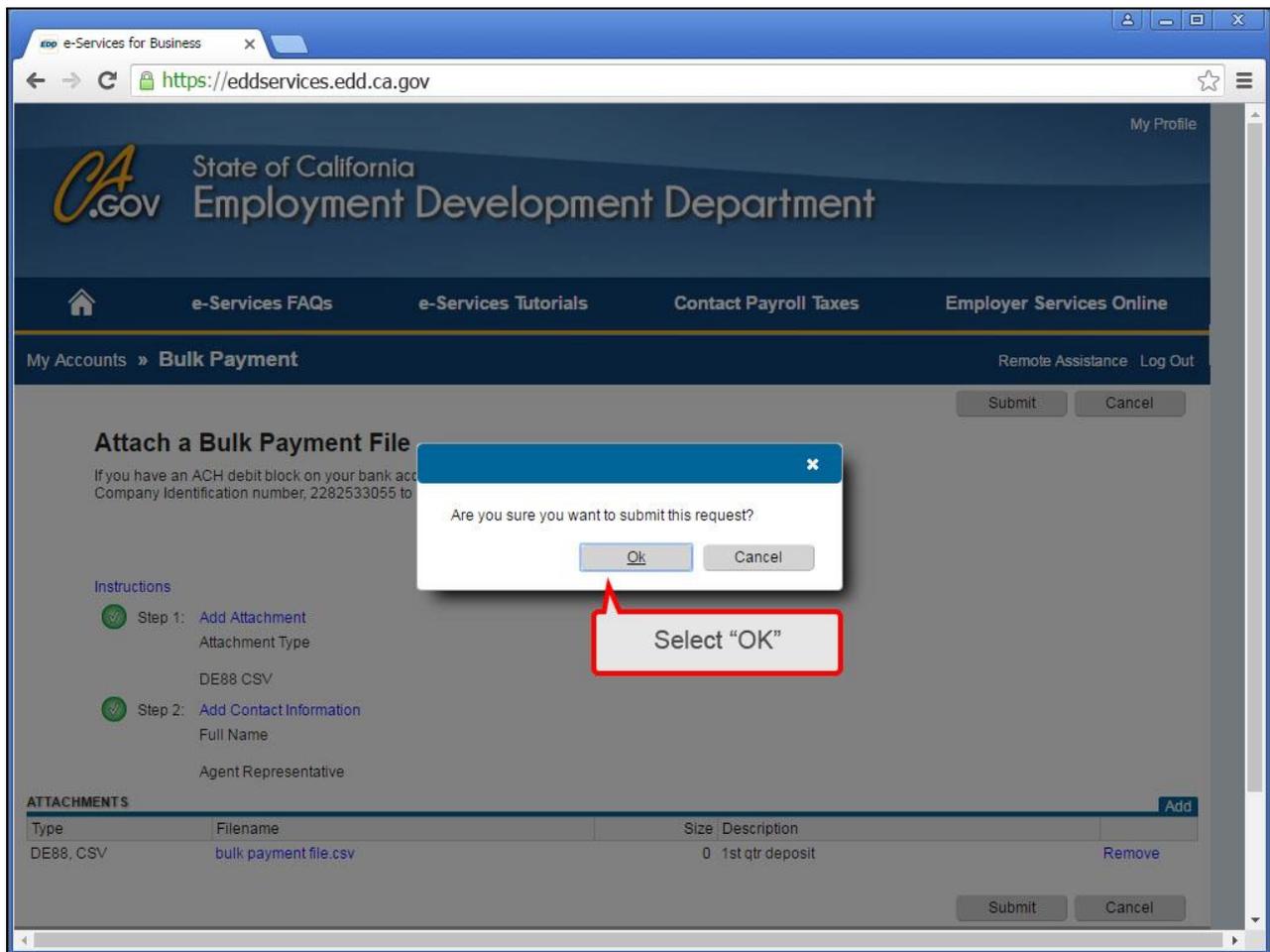
Type	Filename	Size	Description	
DE88, CSV	bulk payment file.csv	0	1st qtr deposit	Remove

Select "Submit"

Submit Cancel

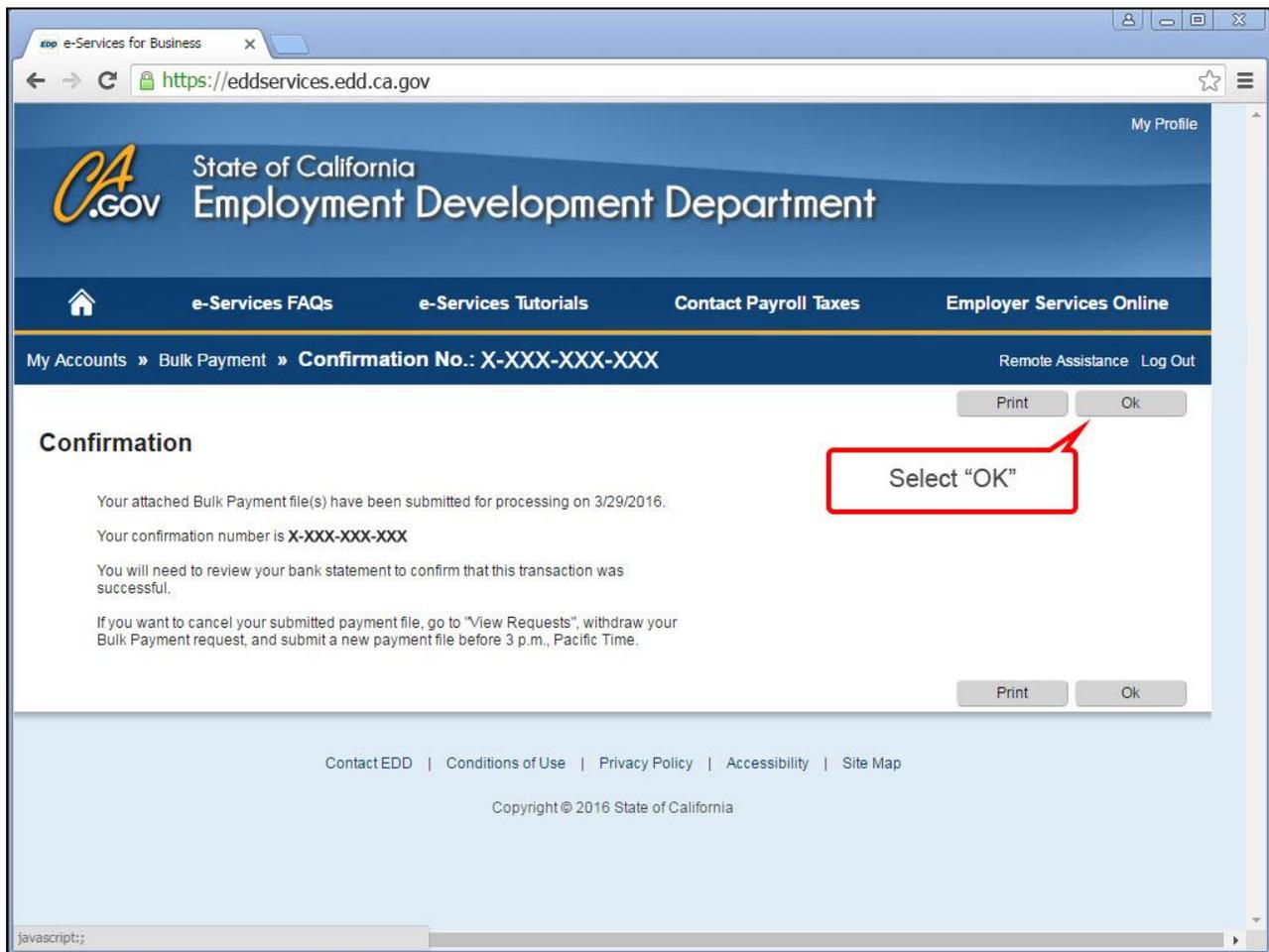
Slide notes

Select "Submit" to send the bulk payment file.



Slide notes

Are you sure you want to submit this request? Select "OK."



Slide notes

Here is the confirmation page, including your confirmation number. Select "OK" to continue.

Other Resources
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 store shared payment information and submit a bulk payment file on e-Services for Business. Be sure to view our other tutorials demonstrating how to file a return, make a payment, and the many other actions available in e-Services for Business. Other resources are available at www.edd.ca.gov or by calling the Taxpayer Assistance Center at 1-888-745-3886.