



**AFFIDAVIT OF MAILING**

Please read instructions on reverse side prior to completing this form.

Account No. \_\_\_\_\_ Business Name \_\_\_\_\_

I, \_\_\_\_\_, declare that on \_\_\_\_\_  
(Print Name) (Date Originally Mailed)

I mailed the following document(s):

- DE 3BHW, *Employer of Household Worker(s) Quarterly Report of Wages and Withholdings*, for quarter ending \_\_\_\_\_.
- DE 3D, *Quarterly Contribution Return (Voluntary Plan)*, for quarter ending \_\_\_\_\_.
- DE 3HW, *Employer of Household Worker(s) Annual Payroll Tax Return*, for year ending \_\_\_\_\_.
- DE 6, *Quarterly Wage and Withholding Report*<sup>1</sup>, for quarter ending \_\_\_\_\_.
- DE 7, *Annual Reconciliation Statement*<sup>1</sup>, for the year \_\_\_\_\_.
- DE 9, *Quarterly Contribution Return and Report of Wages*<sup>2</sup>, for quarter ending \_\_\_\_\_.
- DE 9C, *Quarterly Contribution Return and Report of Wages (Continuation)*<sup>2</sup>, for quarter ending \_\_\_\_\_.
- DE 88, *Payroll Tax Deposit*, for payroll date \_\_\_\_\_.

PAYMENT TYPE:  Next Banking Day  Semiweekly  Monthly  Quarterly

Check No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

Other \_\_\_\_\_

by placing them in the United States mailbox/post office located at:

\_\_\_\_\_

The document(s) was/were contained in (a) sealed envelope(s) with postage fully prepaid and properly addressed to the Employment Development Department (EDD).

**I declare under penalty of perjury that the foregoing is true and correct.**

Executed at \_\_\_\_\_, \_\_\_\_\_ on \_\_\_\_\_  
(City) (State) (Date)

\_\_\_\_\_  
(Signature and title of person who mailed the document[s].)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(City) (State) (ZIP Code)

\_\_\_\_\_  
(Business Phone)

<sup>1</sup> For calendar years ending December 31, 2010 and prior.

<sup>2</sup> For calendar years beginning January 1, 2011 and after.

## **Instructions for Completing *Affidavit of Mailing* (DE 2251A)**

NOTICE: This form will not be processed unless it is accurately completed according to the following instructions:

- Enter the eight-digit EDD account number and the business name as registered with the EDD.
- Enter the person's name who will sign the affidavit and who actually deposited the envelope in the United States mail.
- Enter the date the envelope was originally deposited in the United States mail.
- Check the appropriate box(es) and enter the period covered by the document mailed.
- Enter the check number or warrant number (not federal reserve or bank number), date, and amount.
- Enter the exact location of United States mailbox or United States post office branch where the envelope was deposited.
- Enter the city, state, and date the affidavit was signed.
- The signature and title of the person signing under penalty of perjury, address of the business, and telephone number, including area code of the business.

Please mail this form to the address shown on the correspondence which accompanied this form or to P.O. Box 826805, Sacramento, CA 94205-0001.