

Please note: Due to closure, the Capitola and El Centro offices have been removed from the Self-Service Offices section on page 1. Also, in the Meals and Lodging table on page 12, in the "3-Meals Per Day" column for 2013, the amount of \$10.90 has been changed to \$10.85. Lastly, a correction was made on page 72 in the Taxable Wage section changing the SDI tax on any one employee from \$1,067.00 to \$1,008.80. We regret any inconvenience this may have caused.

2013 HOUSEHOLD EMPLOYER'S GUIDE

2013 Payroll Tax Rates, Taxable Wage Limits, and Maximum Benefit Awards

Unemployment Insurance (UI)

The UI taxable wage limit for 2013 is \$7,000 per employee. The UI tax rate for new employers is 3.4 percent (.034) for a period of two to three years.* The UI tax rate for experienced employers varies based on each employer's experience and the balance in the UI Fund. Employers will receive a notice at the end of the year notifying them of their new UI rate for the upcoming year. The 2013 UI maximum weekly benefit award is \$450. Please refer to [page 9](#) for additional information.

Employment Training Tax (ETT)

The 2013 ETT rate is 0.1 percent (.001) on the first \$7,000 of each employee's wages.* Please refer to [page 9](#) for additional information.

State Disability Insurance (SDI)

The 2013 SDI withholding rate which includes Disability Insurance (DI) and Paid Family Leave (PFL) is 1.0 percent (.01).* The SDI taxable wage limit is \$100,880 per employee, per year. The 2013 maximum weekly DI/PFL benefit award is \$1,067. Please refer to [page 9](#) for additional information.

California Personal Income Tax (PIT) Withholding

You are not required to withhold PIT from your household employees' wages. However, if you agree to withhold PIT for any of your household employees, PIT withholding is based on the amount of wages paid, the number of withholding allowances claimed by the employee, and the payroll period. Please refer to [pages 9 and 10](#) for additional information.

*UI, ETT, and SDI rate information is available on our 24-hour automated call system at 916-653-7795.

What's New in 2013?

Beginning with the 2013 Household Employer's Guide (DE 8829), the Employment Development Department (EDD) will no longer be automatically mailing a paper copy to all household employers. If you wish to continue to receive a paper copy each December/January, you must go online at <https://eddservices.edd.ca.gov> and submit a request for the annual mailing.

Beginning on January 1, 2013 - recent federal legislation now defines an individual as a **rehire** if the employer/employee relationship has ended and the returning individual had been separated from that same employer for at least 60 consecutive days. Be sure to report them on your *Report of New Employees(s)* (DE 34).

The SDI Online is available to employers, claimants, physicians/practitioners, and voluntary plan third-party administrators to securely submit Disability Insurance (DI) and Paid Family Leave (PFL) claim information. Refer to the EDD's website at www.edd.ca.gov/disability or [page 63](#) for additional information about SDI Online.

Hot Topics

Fraud Prevention, Detection, and Reporting – For information on how to prevent and detect UI fraud, see [page 65](#). Improper payment of Unemployment Insurance (UI) benefits is a serious problem that has a financial impact on employers and can result in higher UI taxes to all employers. You can help by responding timely to requests for wage information. To learn more, go to: www.edd.ca.gov/Unemployment/Responding_to_UI_Claim_Notices.htm.

Important Information

e-Services for Business: Employers can register, view, and manage their payroll tax account, file reports, make deposits, and pay liabilities online. For more information, please refer to [page 13](#) or go to the EDD's website at <https://eddservices.edd.ca.gov>.

Tax Seminars: The EDD continues to partner with other agencies to provide you with the information you need to comply with California payroll tax laws. If you would like to attend a seminar, go to www.edd.ca.gov/Payroll_Tax_Seminars/.

Quick and Easy Access to Tax Help, Forms, and Publications: Please refer to [page 1](#) for instructions on how to obtain payroll tax forms and assistance from the Internet, phone, or Employment Tax Offices.

Federal Unemployment Tax Act (FUTA) Tax Credit Reduction: For the latest information about the FUTA tax credit reduction, contact the Internal Revenue Service at www.irs.gov or refer to the EDD's website at www.edd.ca.gov/Payroll_Taxes/Payroll_Taxes_News.htm.



Edmund G. Brown Jr.
Governor

Dear Household Employer:

The opportunity to save time and money is more important than ever in this unpredictable economy, and there is no exception when it comes to managing your payroll tax account. With this in mind, the Employment Development Department (EDD) continues to offer tools to produce savings in these areas.

Therefore, in March 2012, the EDD upgraded e-Services for Business to include the ability to use smart phones and tablets. This increased flexibility will allow you to reduce costs associated with managing your payroll tax account on paper, and give you the freedom and mobility to connect anytime and anywhere, in an online environment that is faster than before.

Enrollment is fast and easy at <https://eddservices.edd.ca.gov>. You can view an online tutorial to see just how simple getting started can be at http://www.edd.ca.gov/payroll_taxes/e-Services_for_business_tutorials.htm. With accessibility 24 hours a day, 7-days a week, e-Services for Business is always there for you.

Another way you can save money is by avoiding potential reporting errors which may result in possible fees or penalties. You can do this by taking advantage of “no-cost” seminars which are offered online or in a classroom-style setting. Both are designed to educate you about your tax reporting responsibilities. Online seminars allow you to learn at your own pace and on your own time. Classroom-style seminars are available in a wide variety of locations throughout California and audience participation is encouraged by the instructors. Register at www.edd.ca.gov/Payroll_Tax_Seminars/.

For additional information about any of these services, seminars, or EDD forms and publications, visit our website at www.edd.ca.gov or call the Taxpayer Assistance Center at 888-745-3886.

Sincerely,

A handwritten signature in black ink that reads "Pam Harris".

PAM HARRIS
Director



MANAGE YOUR PAYROLL TAX ACCOUNT ONLINE!

e-Services for Business

File reports, make deposits, update addresses, and much more.

Enroll NOW for e-Services for Business at

<https://eddservices.edd.ca.gov>



JUST STARTING A NEW BUSINESS?

WISH THERE WAS A SEMINAR TO HELP?

The EDD offers both classroom-style seminars and online courses.

We are here to help your business succeed.

For more information about our seminars, go online at

www.edd.ca.gov/Payroll_Tax_Seminars/

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e-Services for Business

- Manage your Employer Payroll Tax Account
- Register as an Employer
- File Reports
- Pay Deposits and Liabilities
- Make Address Changes

To use e-Services for Business, go to the EDD's website at <https://eddservices.edd.ca.gov>



Personal Computer

Access the EDD's website at www.edd.ca.gov

- Manage your Employer Payroll Tax Account at <https://eddservices.edd.ca.gov>
- Download and order forms, instructions, and publications at www.edd.ca.gov/Payroll_Taxes/Forms_and_Publications.htm
- Obtain answers to Frequently Asked Questions at www.edd.ca.gov/Payroll_Taxes/FAQs.htm
- Obtain information on payroll tax seminars at www.edd.ca.gov/Payroll_Tax_Seminars/
- Obtain information for tax professionals at www.edd.ca.gov/Payroll_Taxes/Tax_Practitioners.htm
- Send comments and questions to the EDD online at www.edd.ca.gov/about_edd/contact_edd.htm
Select "Ask EDD."

Access the California Tax Service Center website at www.taxes.ca.gov for federal and California tax information for businesses and individuals.



Walk-In Offices

For information and advice on your payroll tax responsibilities, visit your local Employment Tax Office from 8 a.m. to 5 p.m. PT, Monday through Friday:

- Anaheim 2099 S. State College Blvd., #401, 92806
- Fresno 1050 O Street, 93721
- Oakland 7677 Oakport, Suite 400, 94621
- Redding 1255 Shasta Street, 96001
- Sacramento 3321 Power Inn Road, Suite 220, 95826
- San Bernardino..... 658 East Brier Drive, Suite 300, 92408
- San Diego..... 10636 Scripps Summit Ct., Suite 202, 92131
- San Jose..... 906 Ruff Drive, 95110
- Santa Fe Springs.. 10330 Pioneer Blvd., Suite 150, 90670
- Van Nuys 6150 Van Nuys Blvd., Room 210, 91401

To find an office near you, go to www.edd.ca.gov/Office_Locator/

Self-Service Offices

Tax forms and a free direct-line phone are available from 8 a.m. to 5 p.m. PT, at our self-service offices.

- Bakersfield..... 2000 K Street, Suite 420, 93301
- Capitola 2045 40th Avenue, Suite A, 95010
- Chico 240 West 7th Street, 95928
- El Centro..... 1550 West Main Street, 92243
- Eureka 409 K Street, Suite 202, 95501
- Los Angeles 5401 S. Crenshaw Blvd., Suite A, 90043
- Modesto..... 3340 Tully Road, Suite E-10, 95350
- Monterey..... 480 Webster Street, Suite 150, 93940
- San Francisco..... 745 Franklin Street, Suite 400, 94102
- Santa Rosa..... 50 D Street, Room 415, 95404
- Vallejo 1440 Marin Street, Suite 114, 94590
- Ventura 4820 McGrath Street, Suite 200, 93003



Phone

Toll-free from the U.S. or Canada:
888-745-3886
Hearing impaired: 800-547-9565
Outside the U.S. or Canada:
916-464-3502

Staff is available Monday through Friday from 8 a.m. to 5 p.m. Pacific Time (PT), to answer your questions.

Forms and Publications

For a listing of forms and publications, access the EDD's website at www.edd.ca.gov/Forms/.

2013 CALENDAR OF FILING DATES

Delinquent if Not Postmarked or Received by	Annual Household Employers	Quarterly Household Employers
January 31, 2013	<ul style="list-style-type: none"> • File <i>Employer of Household Worker(s) Quarterly Report of Wages and Withholdings</i> (DE 3BHW) for quarter ending December 31, 2012. • File <i>Employer of Household Worker(s) Annual Payroll Tax Return</i> (DE 3HW) with payment for 2012. • Furnish Wage and Tax Statement (Form W-2) and Earned Income Tax Credit (EITC) notification to employees for 2012. (Refer to page 54 for additional information). 	<ul style="list-style-type: none"> • File <i>Payroll Tax Deposit</i> (DE 88) with payment for quarter ending December 31, 2012. • File a <i>Quarterly Contribution Return and Report of Wages</i> (DE 9) and a <i>Quarterly Contribution Return and Report of Wages (Continuation)</i> (DE 9C) for quarter ending December 31, 2012. • Furnish Form W-2 and notification to employees for 2012. (Refer to page 54 for additional information).
April 30, 2013	<ul style="list-style-type: none"> • File DE 3BHW for quarter ending March 31, 2013. 	<ul style="list-style-type: none"> • File DE 88 with payment for quarter ending March 31. • File a DE 9 and DE 9C for quarter ending March 31.
July 31, 2013	<ul style="list-style-type: none"> • File DE 3BHW for quarter ending June 30, 2013. 	<ul style="list-style-type: none"> • File DE 88 with payment for quarter ending June 30. • File DE 9 and DE 9C for quarter ending June 30.
October 31, 2013	<ul style="list-style-type: none"> • File DE 3BHW for quarter ending September 30, 2013. 	<ul style="list-style-type: none"> • File DE 88 with payment for quarter ending September 30. • File DE 9 and DE 9C for quarter ending September 30.
January 31, 2014	<ul style="list-style-type: none"> • Furnish Form W-2 to employees for 2013. (Refer to page 54 for additional information). 	<ul style="list-style-type: none"> • Furnish Form W-2 to employees for 2013. (Refer to page 54 for additional information).
January 31, 2014	<ul style="list-style-type: none"> • File DE 3BHW for quarter ending December 31, 2013. • File DE 3HW with payment for 2013. 	<ul style="list-style-type: none"> • File DE 88 with payment for quarter ending December 31, 2013. • File DE 9 and DE 9C for quarter ending December 31, 2013.

If you pay wages to people who work in or around your home, you may be considered a household employer. Your household employment may take place in a variety of settings, such as a:

- House
- Apartment
- Boat or mobile home
- Summer or winter home
- Condominium
- Local college club
- Local chapter of a college fraternity or sorority
- Hotel room (when the worker is employed by you, not the hotel)

Private homes include fixed places of residence, apartments, and hotel rooms in which an individual or family resides. Private homes do not include premises used primarily as a business enterprise, such as a residential care home, boarding house, or hospital.

Examples of workers who should be considered household employees are listed on page 8.

When you have paid \$750 in cash wages in a calendar quarter to people who work in or around your home as your employees, you have 15 days to register with the Employment Development Department (EDD). (Refer to the examples on page 4 to help you determine when to register.)

Register online using the EDD’s e-Services for Business at <https://eddservices.edd.ca.gov>.

You can also register with the EDD by completing a *Registration Form for Employers of Household Workers* (DE 1HW) at www.edd.ca.gov/pdf_pub_ctr/de1hw.pdf.

There are two types of household employers: **Annual** and **Quarterly**. Refer to page 14 to help you determine if you should register as an annual or a quarterly household employer.

Once registered, the EDD will send you wage reporting forms each quarter. The four quarters in a year are:

Quarter	Months in Quarter
1 st	January, February, March
2 nd	April, May, June
3 rd	July, August, September
4 th	October, November, December

Learn more about payroll taxes through our seminars and online courses
www.edd.ca.gov/Payroll_Tax_Seminars/

WHEN SHOULD YOU REGISTER AS AN EMPLOYER?

You must register with the EDD as a household employer for California payroll tax purposes when you have paid cash wages totaling \$750 or more in one calendar quarter to one or more people who work as employees in or around your home.

The amount of wages you pay in a calendar quarter will determine the payroll taxes you are required to withhold and pay.

If You Pay (in a Quarter)	Then
\$750 to \$999.99*	Withhold State Disability Insurance (SDI).
\$1,000 or more**	Withhold SDI. In addition, pay Unemployment Insurance (UI) and Employment Training Tax (ETT).

*If wages fall below \$750 in a following quarter, you must continue to withhold SDI from your employees' wages through the remainder of the current year and through the following calendar year.

**If wages fall below \$1,000 in a following quarter, you must continue to withhold SDI from your employees' wages and pay UI and ETT through the remainder of the current year and through the following calendar year.

Cash wages include both checks and cash. Do not include noncash wages, such as meals and lodging, when calculating whether you have reached \$750 in cash wages. For a complete definition of cash and noncash wages, refer to "What Are Wages?" on page 11.

The following examples will help you decide when you must register with the EDD, begin reporting employee wages and withholdings, and paying payroll taxes:

Cash Wages	Meals & Lodging	Am I Required to Register?
\$700	\$149	You are not required to register, report employee wages, or withhold/pay any California payroll taxes because the cash wage limit of \$750 in a quarter has not been met (the value of meals and lodging is not included in reaching the \$750 cash wage limit).
\$750	\$75	You must register, report employee wages, and withhold SDI on the entire \$825. You are not required to pay UI and ETT because the cash wage limit of \$1,000 in a quarter has not been met.
\$900	\$150	You must register, report employee wages, and withhold SDI on the entire \$1,050. You are not required to pay UI and ETT because the cash wage limit of \$1,000 in a quarter has not been met (the value of meals and lodging is not included in reaching the \$1,000 cash wage limit).
\$1,000	\$100	You must register, report employee wages, and pay UI and ETT and withhold SDI on the entire \$1,100 because you have met the \$1,000 cash wage limit in a quarter .

You **are** required to report employee wages that are subject to California Personal Income Tax (PIT), but you **are not** required to withhold PIT unless you and your employee(s) agree that you will do so. Refer to page 11 for information regarding PIT wages and page 10 for information on PIT withholding.

HOW TO REGISTER AS AN EMPLOYER

You must register with the EDD as a household employer for California payroll tax purposes when you have paid cash wages totaling \$750 or more in one calendar quarter to one or more people who work as employees in or around your home.



Register online using the EDD's e-Services for Business at <https://eddservices.edd.ca.gov>.

Additional options for registering for an employer account number:

1. Contact the EDD's Tele-Reg at 916-654-8706 to register by phone. When registering via Tele-Reg, you will receive your EDD employer account number over the phone. Do not send a paper form to the EDD.
2. Complete and mail a paper registration form. Registration forms are available online at the EDD's website at www.edd.ca.gov/Payroll_Taxes/Forms_and_Publications.htm.

Mail or fax the completed registration form to:

**Employment Development Department
Account Services Group, MIC 28
P.O. Box 826880
Sacramento, CA 94280-0001
Fax: 916-654-9211**

If you have questions about registering as a household employer, please call the Taxpayer Assistance Center at 888-745-3886.

Posting Requirements

Once you are registered with the EDD, you will receive a notice to post in your workplace that informs your employees of their rights under the Unemployment Insurance (UI), State Disability Insurance (SDI), and Paid Family Leave (PFL) programs. This notice must be posted in a prominent location that is easily seen by your employees. You will receive the following notice, if you are subject to:

- UI, SDI, and PFL – *Notice to Employees* (DE 1857A).
- UI only – *Notice to Employees Unemployment Insurance Benefits* (DE 1857D).
- SDI and PFL only – *Notice to Employees* (DE 1858).

Notices and Pamphlets

Provide a copy of the following notice and pamphlets to each of your employees when appropriate:

- *Notice to Employees* (DE 35) informs employees that their employer is required to send copies of Employee's Withholding Allowance Certificate (Form W-4 [federal] or DE 4 [state]) to the Franchise Tax Board (FTB) if the certificate meets certain conditions.
- The following pamphlets explain your employees' benefit rights:
 - *For Your Benefit – California's Programs for the Unemployed* (DE 2320) – Provides information on Unemployment Insurance (UI), Disability Insurance (DI), Paid Family Leave (PFL), and Workforce Service benefits available to the employee.
 - *State Disability Insurance Provisions* (DE 2515) – This brochure outlines the State Disability Insurance (SDI) program.
 - *Paid Family Leave* (DE 2511) – This brochure outlines the Paid Family Leave insurance program.

Subscribe to the EDD's no-cost e-mail subscription services
www.edd.ca.gov/about_EDD/Get_Email_Notices.htm

FOR ILLUSTRATIVE PURPOSES ONLY



This form will be the basic record of YOUR Account.
DO NOT FILE FORM UNTIL YOU HAVE PAID WAGES OF \$750.00.
 Please read the INSTRUCTIONS on reverse before completing form.
PLEASE TYPE OR PRINT in BLUE OR BLACK INK ONLY.
 Return this form to: _____
 If you are an agency providing household workers for clients, you must file a *Registration Form for Commercial Employers (DE 1)*.

EMPLOYMENT DEVELOPMENT DEPARTMENT
 ACCOUNT SERVICES GROUP, MIC 28
 P.O. BOX 826880
 SACRAMENTO CA 94280-0001
 (888) 745-3886 FAX (916) 654-9211
 www.edd.ca.gov

REGISTRATION FORM FOR EMPLOYERS OF HOUSEHOLD WORKERS

See reverse for registration instructions.

EDD ACCOUNT NUMBER		DEPT. USE ONLY:		QUARTER	ONLINE PROCESS DATE

A. EMPLOYER NAME(S):		SOCIAL SECURITY NUMBER		CALIFORNIA DRIVER'S LICENSE #	
James Jones		000-00-0000		xxxxxxxx	
Jar.		000-00-0000		xxxxxxxx	
P.O.		CITY	STATE	ZIP CODE	DAYTIME PHONE NUMBER
		Anytown	CA	12345	(123) 555-7899

File this form online through e-Services for Business
<https://eddservices.edd.ca.gov>

IN CARE	C. EMPLOYEE WORK SITE ADDRESS: (Number and Street, not P.O. Box)	COUNTY:
	123 My House Street, Anytown, CA 12345	Pismo
D. INDICATE QUARTER & YEAR IN WHICH YOU FIRST PAID \$750 BUT NOT MORE THAN \$999 IN CASH WAGES:		E. Number of Employees:
<input type="checkbox"/> Jan-Mar 20__ <input type="checkbox"/> Apr-Jun 20__ <input type="checkbox"/> Jul-Sept 20__ <input type="checkbox"/> Oct-Dec 20__ <input type="checkbox"/> NONE		
F. INDICATE QUARTER & YEAR IN WHICH YOU FIRST PAID \$1,000 OR MORE IN CASH WAGES:		G. Number of Employees:
<input checked="" type="checkbox"/> Jan-Mar 2013 <input type="checkbox"/> Apr-Jun 20__ <input type="checkbox"/> Jul-Sept 20__ <input type="checkbox"/> Oct-Dec 20__ <input type="checkbox"/> NONE		2
H. HAVE YOU EVER OWNED OR BEEN A PRINCIPAL OWNER IN A BUSINESS REGISTERED WITH EDD?		I. FORMER EDD ACCOUNT NUMBER(S): _____
<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, complete I. _____		BUSINESS NAME: _____
		ADDRESS: _____
NOTE: If necessary, please provide additional information on a separate sheet.		

J. ORGANIZATION TYPE:	K. FEDERAL TAX ID #:
<input type="checkbox"/> INDIVIDUAL <input checked="" type="checkbox"/> CO-OWNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER	

L. DO YOU ELECT TO PAY CALIFORNIA EMPLOYMENT TAXES ON AN ANNUAL BASIS?
 No
 Yes
 SEE INSTRUCTIONS FOR MORE INFORMATION

M. CONTACT PERSON FOR BUSINESS:	TITLE/COMPANY NAME	ADDRESS	DAYTIME PHONE NUMBER
Jane Jones	Employer	123 My House St, Anytown	(123) 555-7899

E-MAIL: JJones@AnyServer.com

N. DECLARATION

I certify under penalty of perjury that the above information is true, correct, and complete, and that these actions are not being taken to receive a more favorable Unemployment Insurance Rate. I further certify that I have the authority to sign on behalf of the above business.

Signature: Jane Jones **Title:** Employer
 (Individual Owner, Co-owner, Corporate Officer, or authorized Agent)

Printed Name: Jane Jones **Daytime Phone Number:** (123) 555-7899 **Date:** 01/10/2013

O. PAYROLL TAX EDUCATION
 Attend a payroll tax seminar that will help you understand how, what, and when to report State payroll taxes. Visit our Web site at www.edd.ca.gov/payroll_tax_seminars/ or call us at (888) 745-3886 for more information.

WHO ARE HOUSEHOLD EMPLOYEES?

Household employees are workers that you hire to work in and around your home. Refer to the table below for a list of workers and whether they are or are not considered household employees. A household employee may perform services on a temporary or less than full-time basis.

These Are Household Employees ¹	These Are Not Household Employees
<ul style="list-style-type: none"> • Baby-Sitters • Butlers • Caretakers • Chauffeurs • Cooks² • Crews of Private Yachts • Gardeners³ • Governesses/Governors • Home Health Care Workers • Housekeepers • Janitors • Laundry Workers • Maids • Pilots of Private Airplanes for Family Use • Pool Maintenance Persons⁴ • Valets • Waiters/Waitresses² 	<ul style="list-style-type: none"> • Carpenters • Electricians • Librarians • Musicians • Nurses Leased From a Nursing Registry • Painters • Plumbers • Private Secretaries • Tutors • Workers Leased From an Employee Leasing Service⁵ • Workers Provided by Independent Businesses (For example: a janitorial service, catering service, gardening service, or pool maintenance service)
<p>Family Employment – Spouses, parents, minor children (under 18 years old), and registered domestic partners are not considered employees for payroll tax reporting purposes. However, if both the employer and exempt family member agree, they can voluntarily elect to withhold, report and pay State Disability Insurance and/or Personal Income Tax. For further information, please refer to <i>Information Sheets: Family Employment (DE 231FAM)</i> and <i>Specialized Coverage (Elective Coverage for Exempt Workers) (DE 231SC)</i>.</p>	

¹ This list is **not** intended to be a complete list of household employees.

² Unless employed by a catering service.

³ Unless employed by a gardening service.

⁴ Unless employed by a pool maintenance service.

⁵ As long as the requirements of Section 606.5 of the California Unemployment Insurance Code (CUIC) are met.

To obtain the *Information Sheet: Household Employment (DE 231L)*, access the EDD's website at www.edd.ca.gov/pdf_pub_ctr/de231l.pdf. You may also contact the Taxpayer Assistance Center at 888-745-3886 to obtain a DE 231L or for assistance in determining whether the people who work for you are independent contractors or household employees.

2013 Payroll Tax Table				
Payroll Tax	Who Pays	Taxable Wages	Tax Rate	Maximum Tax
Unemployment Insurance (UI)	Employer	First \$7,000 of wages per employee, in a calendar year.	New employer tax rate is 3.4 percent (.034) for a period of two to three years. Following this period, the tax rate is calculated annually based on each employer's previous UI experience.	\$434 per employee, per year [calculated at the highest UI tax rate of 6.2 percent (.062)]. Your maximum UI tax amount will be less if your rate is less than 6.2 percent.
Employment Training Tax (ETT)	Employer	First \$7,000 of wages per employee, in a calendar year.	Set by law at 0.1 percent (.001) of UI taxable wages for employers with positive UI reserve account balances.	\$7 per employee, per year.
State Disability Insurance (SDI) Disability Insurance (DI) and Paid Family Leave (PFL) are components of the SDI Program and are included in the SDI employee contributions.	Employee Employer withholds SDI contributions from employee wages; employers are responsible for SDI not withheld from employee wages. If the employer pays SDI for employee(s), refer to page 11.	First \$100,880 of wages per employee, in a calendar year.	The 2013 withholding rate is 1.0 percent (.01). Set by law, the SDI rate may change each year. The EDD notifies employers of the new rate each December.	\$1,008.80 per employee, in a calendar year.
California Personal Income Tax (PIT)	Employee Household employers are not required to withhold PIT from employee wages unless both the employer and employee agree to withhold the tax. However, the employee is still responsible for reporting wages and paying any PIT due to the California Franchise Tax Board (FTB).	Normally, all PIT wages (cash and noncash). See page 10 for information on when to exclude meals and lodging from PIT wages.	PIT is withheld based on each <i>Employee's Withholding Allowance Certificate</i> (Form W-4 or DE 4) and the withholding schedules in the <i>California Employer's Guide</i> (DE 44), available by calling the Taxpayer Assistance Center at 888-745-3886. The schedules are also on the EDD's website at www.edd.ca.gov/Payroll_Taxes/Rates_and_Withholding.htm .	No maximum

Withholding California Personal Income Tax

If a household employee wishes to have California Personal Income Tax (PIT) withheld from his or her wages **and** you agree to withhold it, you need to report and send the PIT withheld to the EDD.

To have California PIT withheld, your employee(s) must complete a federal *Employee's Withholding Allowance Certificate* (Form W-4) or state *Employee's Withholding Allowance Certificate* (DE 4). You can refer your employee(s) to the online calculator at www.taxes.ca.gov/de4.pdf, which prints the DE 4 after calculating the withholding allowances.

The PIT withholding schedules are located on the EDD's website at www.edd.ca.gov/Payroll_Taxes/Rates_and_Withholding.htm and are available in the *California Employer's Guide* (DE 44) at www.edd.ca.gov/pdf_pub_ctr/de44.pdf.

To order a paper DE 4 or DE 44, access the EDD's website at www.edd.ca.gov/Forms/default.asp or call the Taxpayer Assistance Center at 888-745-3886. Meals and lodging are excluded from PIT wages and withholding if you provide meals and lodging to your employee(s) because it is convenient for you **and**:

- Meals are furnished on your premises

and/or

- Lodging is furnished on your premises and is required as a condition of employment.

Example: A governess lives and eats meals in your home so she can take care of your children. The value of the meals and lodging would not be considered PIT wages, and PIT would not be withheld because the meals and lodging are furnished on your premises for your convenience. However, it would be included in total subject wages reported on the *Employer of Household Worker(s) Quarterly Report of Wages and Withholdings* (DE 3BHW) for Annual Household Employers and on the *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C) for Quarterly Household Employers. For additional information, download the *Information Sheet: Personal Income Tax Wages Reported on the Quarterly Report of Wages and Withholdings for Employers of Household Workers* (DE 3BHW) (DE 231PH) at www.edd.ca.gov/pdf_pub_ctr/de231ph.pdf.

If the value of meals and lodging is considered PIT wages, these amounts must be added to the cash wages paid to your workers before computing the amount of PIT to withhold. Refer to the "Values of Meals and Lodging" tables on page 12 to determine the cash value to report, or go online at www.edd.ca.gov/Payroll_Taxes/Rates_and_Withholding.htm.

An employee's calendar year total for PIT wages should agree with the amount reported in Box 16 on the employee's Wage and Tax Statement (Form W-2). For additional information on Form W-2, refer to page 54. The PIT wages are reported separately from subject wages on the quarterly wage reports (DE 3BHW or DE 9C) that you file with the EDD. While household employers are not required to **withhold** PIT, they are required to **report** PIT wages.

Wages are all payments made to employees for personal services, whether paid by check, cash, or the reasonable cash value of noncash payments, such as meals and lodging. The method of payment and the frequency of the work do not change the taxability of wages paid to employees. Whether the employment is full-time, part-time, casual, or temporary, the taxability of wages paid to employees does not change. In addition, how employees are paid does not change the employer's responsibility for payroll taxes.

If you pay your employees' share of Social Security, Medicare, and/or State Disability Insurance (SDI) without deducting the amounts from their wages, these payments may also be wages. For more information, refer to page 25 or to the *Information Sheet: Social Security/Medicare/SDI Taxes Paid by an Employer* (DE 231Q). It is available by accessing the EDD's website at www.edd.ca.gov/pdf_pub_ctr/de231q.pdf. You may also call the Taxpayer Assistance Center at 888-745-3886 for assistance.

What Does "Subject Wages" Mean?

Generally, all wages are considered subject wages and are used to determine the amount of Unemployment Insurance (UI), SDI, and Paid Family Leave (PFL) benefits a claimant should receive. Subject wages are the full amount of wages paid to an employee, regardless of the UI and SDI taxable wage limits. Refer to the inside cover for 2013 taxable wage limits.

What Are Personal Income Tax (PIT) Wages?

Personal Income Tax (PIT) wages are cash and noncash payments subject to state income tax. (Wages that must be reported on an individual's California income tax return are PIT wages.) Most payments for household employees' services should be reported as PIT wages (for more information regarding PIT wages, refer to page 10). An employee's calendar year total for PIT wages should agree with the amount reported on the employee's federal Wage and Tax Statement (Form W-2) in Box 16 (state wages, tips, etc.). Household employers are not required to withhold PIT; however, they are required to report PIT wages for each household employee.

What Is the Difference Between Subject Wages and PIT Wages?

In most situations, subject wages and PIT wages are the same. However, subject wages and PIT wages are reported separately on your EDD quarterly wage report.

For additional information, refer to the following information sheets:

- *Information Sheet: Personal Income Tax Wages Reported on the Quarterly Report of Wages and Withholdings for Employers of Household Workers (DE 3BHW)* (DE 231PH).
- *Information Sheet: Personal Income Tax Wages Reported on the Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C)* (DE 231PIT).

These forms are available on the EDD's website at www.edd.ca.gov/Payroll_Taxes/Forms_and_Publications.htm, or you may also call the Taxpayer Assistance Center at 888-745-3886 for assistance.

Values of Meals and Lodging

Meals and lodging provided to employees are wages. If your employees are covered under a contract of employment or union agreement, the taxable value of meals and lodging should not be less than the estimated value stated in that document. If the cash value is not stated in an employment contract or union agreement, please use the tables and information below to determine the value of the meals and/or lodging you provide to your employees. If you withhold Personal Income Tax (PIT) from your employees' wages, please refer to page 10.

Value of Meals					
Year	3 Meals per Day	Breakfast	Lunch	Dinner	Meal Not Identified
2013	\$ 10.85	\$ 2.35	\$ 3.30	\$ 5.20	\$ 3.80
2012	\$ 10.55	\$ 2.30	\$ 3.20	\$ 5.05	\$ 3.65
2011	\$ 10.30	\$ 2.25	\$ 3.15	\$ 4.90	\$ 3.60
2010	\$ 10.35	\$ 2.25	\$ 3.15	\$ 4.95	\$ 3.60

To calculate the value of lodging, multiply the amount you could rent the property for (ordinary rental value) by 66 2/3 percent (0.6667). Ordinary rental value may be calculated on a monthly or weekly basis. The table below shows the minimum and maximum amounts to report for lodging.

Value of Lodging		
Year	Minimum per Week	Maximum per Month
2013	\$ 39.90	\$ 1,224
2012	\$ 39.10	\$ 1,206
2011	\$ 38.70	\$ 1,193
2010	\$ 38.60	\$ 1,190

For additional information, refer to the *Information Sheet: Household Employment (DE 231L)*, access the EDD's website at www.edd.ca.gov/pdf_pub_ctr/de231l.pdf, or call the Taxpayer Assistance Center at 888-745-3886 for assistance. Meals and lodging information is also available online at www.edd.ca.gov/Payroll_Taxes/Rates_and_Withholding.htm.

Learn more about payroll taxes through our seminars and online courses
www.edd.ca.gov/Payroll_Tax_Seminars/

e-Services for Business

In March of 2012, the Employment Development Department (EDD) released an e-Services for Business upgrade that not only made it faster than ever, but it also increased accessibility by allowing employers, agents, and representatives the option to connect by smart phone or by tablet. The features mentioned below and many more are available 24 hours a day, 7 days a week. It's faster, easier, and more convenient than paper.

Features:



- Register for an employer tax account number.
- Request your current and past three years payroll tax rates.
- Submit most of your returns/reports online.
- Make updates to your account, including changing your address.
- File your *Report of New Employee(s)* (DE 34).
- Make payroll tax deposits, pay past liabilities, or make payment arrangements, by electronic funds transfer or credit card.
- Close or inactivate your account.

Advantages:

- Fast, easy, and secure way to manage your payroll taxes online.
- One-time online enrollment.
- Ability to view and edit your returns/reports prior to submission.
- Available 24 hours a day, 7 days a week.

The EDD has created tutorials so employers, agents, and representatives can become familiar with our newly expanded e-Services for Business. These tutorials are available online at http://www.edd.ca.gov/payroll_taxes/e-Services_for_business_tutorials.htm.

Our frequently asked questions at http://edd.ca.gov/Payroll_Taxes/FAQ_-_e-Services_for_Business.htm provides information about our electronic services such as: bulk transfer options, both voluntary and mandatory electronic funds transfer information, and more.

For more information regarding the e-Services for Business programs, visit the e-Services for Business website at <https://eddservices.edd.ca.gov>, or e-mail us at ecom@edd.ca.gov, or contact the Taxpayer Assistance Center at 855-866-2657.

How to Report and Pay Your Taxes

There are two types of household employers: **Annual** household employers and **Quarterly** household employers. The following table explains the requirements for filing payroll tax reports and making tax payments for each type:

	Annual Household Employer	Quarterly Household Employer
Requirements	Reports wages quarterly and pays taxes annually.	Reports wages quarterly and pays taxes quarterly. Please refer to page 29.
Annual Wage Threshold	Pays household wages of \$20,000 or less annually and elects to be an annual Household Employer.	Pays household wages that exceed \$20,000 annually or pays household wages of \$20,000 or less annually and does not elect to be an annual Household Employer.
Forms Required:		
File forms online using e-Services for Business at https://eddservices.edd.ca.gov	<ul style="list-style-type: none"> ○ <i>Registration Form for Employers of Household Workers</i> (DE 1HW). ○ <i>Employer of Household Worker Election Notice</i> (DE 89) if election is made after filing DE 1HW. 	<i>Registration Form for Employers of Household Workers</i> (DE 1HW).
<ul style="list-style-type: none"> • Registration • Each Quarter 	<i>Employer of Household Worker(s) Quarterly Report of Wages and Withholdings</i> (DE 3BHW).	<ul style="list-style-type: none"> ○ <i>Payroll Tax Deposit</i> (DE 88) with payment. ○ <i>Quarterly Contribution Return and Report of Wages</i> (DE 9). ○ <i>Quarterly Contribution Return and Report of Wages (Continuation)</i> (DE 9C).
<ul style="list-style-type: none"> • Each Year 	<i>Employer of Household Worker(s) Annual Payroll Tax Return</i> (DE 3HW) with payment.	

ANNUAL HOUSEHOLD EMPLOYERS

Overview

Household employers who pay \$20,000 or less in cash and noncash wages in one calendar year may elect to make one yearly payment for all California payroll taxes. You will **not** automatically be considered an annual household employer. If you do not elect to become an annual household employer, you are a quarterly household employer even if you pay \$20,000 or less in wages. If you elect to pay taxes annually, you must still report employee subject wages, Personal Income Tax (PIT) wages, and PIT withholdings **quarterly**.

Household employers may elect to become annual household employers using one of the following forms:

- **Registration Form for Employers of Household Workers** (DE 1HW)
You may elect to become an annual household employer when you register with the EDD by checking the “Yes” box in Item L on the DE 1HW or register online with e-Services for Business at <https://eddservices.edd.ca.gov>.
- **Employer of Household Worker Election Notice** (DE 89)
If you previously registered with the EDD, you may complete the DE 89 and return it to the EDD to become an annual household employer.

As an annual household employer, you must file the following forms:

- **Employer of Household Worker(s) Quarterly Report of Wages and Withholdings** (DE 3BHW).
- **Employer of Household Worker(s) Annual Payroll Tax Return** (DE 3HW)
You must pay your payroll taxes with the DE 3HW.

File online with e-Services for Business at <https://eddservices.edd.ca.gov>.

Samples of these completed paper forms are provided on the following pages: 7, 16, 18, and 21, respectively.

NOTE: If your total accumulated wages exceed \$20,000 during the year, you must notify the EDD immediately to change your filing status to a quarterly household employer. Refer to page 28 for additional information.

Employer of Household Worker Election Notice (DE 89)

Overview

Purpose: To elect the option to pay California payroll taxes annually instead of quarterly. If approved, the election is effective the first day of the calendar year in which the election is filed. If you pay more than \$20,000 in accumulated wages in a year, the election will be terminated, and you will be required to file and pay all payroll taxes owed for the year at the end of that calendar quarter.

How to Obtain: The DE 89 is available on the EDD’s website at www.edd.ca.gov/pdf_pub_ctr/de89.pdf, or you may call the Taxpayer Assistance Center at 888-745-3886.

FOR ILLUSTRATIVE PURPOSES ONLY



James and Jane Jones
P.O. Box 12345
Anytown, CA 12345

Date: 04/02/2013
Account No. 000-0000-0

California law allows certain employers of household workers the option to pay California employment taxes for their household employees annually instead of quarterly. Information on wages paid to employees must still be reported on a quarterly basis on a form provided for this purpose. To be eligible to elect this option, an employer must:

- Be registered with this Department as an employer of household workers.
- Have no delinquent taxes or returns due to the Department.
- Intend to pay \$20,000 or less in wages in a calendar year to your household employees. (The sum of all subject wages, cash or noncash, paid to all employees must be no more than \$20,000 per year.)

To elect this option, complete the election notice at the bottom of this document and return it to the address indicated. You will be notified in writing of your election approval. If approved, the election is effective the first day of the calendar year in which the election is filed. If you pay more than \$20,000 in wages in a year, the election will be terminated and you will be required to file and pay all payroll taxes owed for the year at the end of the calendar quarter.

If you need assistance, call us toll-free at (888) 745-3886 or visit your nearest Employment Tax Office, listed in our *Household Employer's Guide* (DE 8829) or on our Web site at www.edd.ca.gov/Payroll_Taxes/. If you are hearing or speech impaired, please call us at (800) 547-9565.

Please cut and return the bottom portion of this notice to the address below.
You may also fax your election notice to (916) 654-9211.

EMPLOYER OF HOUSEHOLD WORKER ELECTION NOTICE

I am an employer of household workers and wish to elect to pay California employment taxes annually. I intend to pay no more than \$20,000 per year in wages to my workers. I understand that if I pay more than \$20,000 during the year, the election will be terminated and I will be required to file and pay all payroll taxes owed for the year at the end of that calendar quarter. I will also be required to file quarterly tax returns with payment for the remainder of the year. I will then need to file a new election to be eligible for this program in the future.

<u>Jane Jones</u>	<u>4-02-13</u>	<u>000-0000-0</u>
Signature	Date	Account Number
Jane Jones	(123) 555-7899	P.O. Box 12345
Print Name	Telephone Number	Address
		Anytown, CA 12345
		City State ZIP Code

STATE OF CALIFORNIA
EMPLOYMENT DEVELOPMENT DEPARTMENT, MIC 28
PO BOX 826880
SACRAMENTO CA 94280-0001

**Employer of Household Worker(s)
Quarterly Report of Wages and Withholdings (DE 3BHW)**

Overview

Purpose: Household employers who elect to pay taxes annually use the DE 3BHW to report employee quarterly wages subject to Unemployment Insurance (UI), Employment Training Tax (ETT), State Disability Insurance (SDI) taxes and Personal Income Tax (PIT) wages. If PIT is withheld, that amount is also reported on this form. **Even though taxes are paid just once a year, wages must be reported each quarter by state law.** For any quarter that you do not have wages, you must still file the report.

2013 Due Dates

Employer of Household Worker(s) Quarterly Report of Wages and Withholdings (DE 3BHW)

Report Covering	Due Date	Delinquent if Not Filed by
January, February, March	April 1, 2013	April 30, 2013
April, May, June	July 1, 2013	July 31, 2013
July, August, September	October 1, 2013	October 31, 2013
October, November, December	January 1, 2014	January 31, 2014

You must file a DE 3BHW each quarter even if you paid no wages during the quarter. Penalty and interest will be charged on late filing of reports. Not having a form to complete is not considered “good cause” (refer to page 70) for filing your DE 3BHW late.

e-Services For Business. Online. Anytime.

Electronic filing:

- Fast, easy, and secure way to manage your payroll taxes online.
- Ability to view and edit your returns/reports prior to submission.
- Available 24 hours a day, 7 days a week.

For additional e-Services features, refer to page 13.



Join e-Services for Business today at <https://eddservices.edd.ca.gov>.

Paper filing: If you do not file online, then:

- The DE 3BHW will be mailed to you in March, June, September, and December of each year.
- OR
- Obtain DE 3BHW forms from the EDD’s website at www.edd.ca.gov/pdf_pub_ctr/de3bhw.pdf.
 - Order DE 3BHW forms from the EDD’s website at www.edd.ca.gov/Forms/.

A completed sample DE 3BHW and instructions begin on page 18.

Subscribe to the EDD’s no-cost e-mail subscription services
www.edd.ca.gov/about_EDD/Get_Email_Notices.htm

FOR ILLUSTRATIVE PURPOSES ONLY



EMPLOYER OF HOUSEHOLD WORKER(S)
QUARTERLY REPORT OF WAGES AND WITHHOLDINGS

APPROVED EXTENSION TO: _____

Instructions for completion are available on the back of this form.

PLEASE PRINT OR TYPE ALL INFORMATION IN BLACK INK - DO NOT ALTER PREPRINTED INFORMATION

QUARTER ENDED 06/30/13

DUE 07/01/13

DELINQUENT IF NOT POSTMARKED OR RECEIVED BY 07/31/13

YR QTR
13 2

EMPLOYER ACCOUNT NUMBER

000-0000-0



DO NOT ALTER THIS AREA							
DEPT. USE ONLY	PI	C	T	S	W	A	
	EFFECTIVE DATE		Mo.	Day	Yr.	WIC	
	=	=	=	=	=	=	=

A. NUMBER OF EMPLOYEES full-time and part-time who worked during or received pay subject to UI for payroll period which includes the 12th of the month.

1ST MONTH	2ND MONTH	3RD MONTH
2	2	2

B. No Payroll This Quarter

C. SOCIAL SECURITY NUMBER 000-00-0000	D. EMPLOYEE NAME (FIRST, MIDDLE INITIAL, LAST) MARY J. PAYNE	E. TOTAL SUBJECT WAGES 3,000.00	F. PIT WAGES 3,000.00	G. PIT WITHHELD 0.00
C. SOCIAL SECURITY NUMBER 000-00-0000	D. EMPLOYEE NAME (FIRST, MIDDLE INITIAL, LAST) CINDY V. SMITH	E. TOTAL SUBJECT WAGES 1,000.00	F. PIT WAGES 1,000.00	G. PIT WITHHELD 0.00
C. SOCIAL SECURITY NUMBER	D. EMPLOYEE NAME (FIRST, MIDDLE INITIAL, LAST)	E. TOTAL SUBJECT WAGES	F. PIT WAGES	G. PIT WITHHELD
C. SOCIAL SECURITY NUMBER	D. EMPLOYEE NAME (FIRST, MIDDLE INITIAL, LAST)	E. TOTAL SUBJECT WAGES	F. PIT WAGES	G. PIT WITHHELD
H. GRAND TOTAL SUBJECT WAGES 4,000.00		I. GRAND TOTAL PIT WAGES 4,000.00		J. GRAND TOTAL PIT WITHHELD 0.00

K. I declare that the information herein is true and correct to the best of my knowledge and belief.

Signature Jane Jones Title EMPLOYER Phone (123) 555-7899 Date 7/19/13
(Employer, Accountant, Preparer, etc.)

You have received this *Employer of Household Worker(s) Quarterly Report of Wages and Withholdings* (DE 3BHW) in lieu of the *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C) because you have elected to pay taxes for your household workers on an annual basis. This form will be mailed to you quarterly, and an *Employer of Household Worker(s) Annual Payroll Tax Return* (DE 3HW) will be mailed to you in the fourth quarter. This annual process is only available to employers who pay \$20,000 or less in household wages during the calendar year. If your wage estimate is understated and you do pay more than \$20,000 in wages in the calendar year, please follow the instructions on the back of this form under the "QUESTIONS" topic.

You must file this report even if you had no payroll by marking Item B and indicating "0" in each of the three boxes in Item A and in the Grand Total Boxes, Items H, I, and J. If you no longer have household worker(s) and would like to inactivate your employer account number, please complete a *Change of Employer Account Information* (DE 24), available on our Web site at http://www.edd.ca.gov/pdf_pub_ctr/de24.pdf or call our Taxpayer Assistance Center at (888) 745-3886. See the back of this form for further instructions.

MAIL TO: State of California / Employment Development Department / P.O. Box 826221 / MIC 28B / Sacramento, CA 94230-6221

DE 3BHW Rev. 8 (9-10) (INTERNET)

Page 1 of 2

CU

Employer of Household Worker(s)
Quarterly Report of Wages and Withholdings (DE 3BHW)

Instructions for Paper Filers:

You must file this form even if you did not have payroll. If you did not have payroll, refer to Item B below. Complete all items on the DE 3BHW as follows:

- A. For each of the three months in the quarter, enter the number of full-time and part-time employees who worked during or received wages subject to Unemployment Insurance (UI) tax for the payroll period that includes the 12th of the month. If you did not have UI-subject employees for that period, enter zero (0) in the box that applies to that month(s). Blank boxes will be identified as missing information.
- B. If you did not have payroll during the quarter, check this box and enter "0" in each of the three boxes in Item A and in the Grand Total boxes, Items H, I, and J, and complete Item K.
- C. Enter the Social Security Number (SSN) of each employee to whom you paid wages during the quarter. If an employee does not have an SSN, leave the SSN box blank and **take immediate steps to secure an SSN from the employee**. Report the employee's SSN to the EDD on a *Tax and Wage Adjustment Form (DE 678)* as soon as possible (refer to page 27).
- D. Enter the full first name, middle initial (if any), and last name of each employee.
- E. Enter the total amount of cash and noncash wages (including cents) paid to each employee during the quarter. **Do not** use dashes, commas, slashes, or dollar signs. Noncash wages include meals and lodging (refer to "Values of Meals and Lodging" on page 12). Generally, all wages paid to household employees are subject wages (refer to "What Does 'Subject Wages' Mean?" on page 11). Please call the Taxpayer Assistance Center at 888-745-3886 if you have questions regarding subject wages.
- F. Enter the total amount of all wages (including cents) paid during the quarter that are subject to Personal Income Tax (PIT), even if you did not withhold PIT. Generally, all wages paid to household employees are considered PIT wages (refer to "What Are Personal Income Tax Wages?" on page 11). If you provide meals and/or lodging for your household employees, refer to "Values of Meals and Lodging" on page 12. You must enter the total subject wages (Item E) and PIT wages, even if they are the same.
- G. Enter the amount of PIT (including cents) withheld from each employee's wages during the quarter.
- H. Enter the total subject wages (Item E) paid to all employees.
- I. Enter the total PIT wages (Item F) paid to all employees.
- J. Enter the total PIT withheld (Item G) from all employees.
- K. Sign the form, enter your title, phone number, and the date signed.

NOTE: The person preparing this form or the person responsible for the information on this form **must** sign Item K.

Employer of Household Worker(s) Annual Payroll Tax Return (DE 3HW)**Overview**

Purpose: Household employers who elect to pay taxes annually use the DE 3HW to send Unemployment Insurance (UI), Employment Training Tax (ETT), and State Disability Insurance (SDI) withheld to the EDD. If Personal Income Tax (PIT) is withheld, that amount is also sent to the EDD with this form.

2013 Due Dates**Employer of Household Worker(s) Annual Payroll Tax Return (DE 3HW)**

Report Covering	Due Date	Delinquent if Not Filed by
2013	January 1, 2014	January 31, 2014

If you are unable to pay all or part of your taxes on time, you must still file your DE 3HW. Penalty and interest will be charged on late payroll tax payments and reports.

NOTE: If your total accumulated wages exceed \$20,000 during the year, you must notify the EDD immediately that you need to change to a quarterly household employer. Refer to page 28 for information on changing from an annual household employer to a quarterly household employer.

e-Services For Business. Online. Anytime.**Electronic filing:**

- Fast, easy, and secure way to manage your payroll taxes online.
- Ability to view and edit your returns/reports prior to submission.
- Available 24 hours a day, 7 days a week.

For additional e-Services features, refer to page 13.



Join e-Services for Business today at <https://eddservices.edd.ca.gov>.

Paper filing: If you do not file online, **then:**

- The DE 3HW will be mailed to you in December of each year.
- OR
- Obtain DE 3HW forms from the EDD's website at www.edd.ca.gov/pdf_pub_ctr/de3hw.pdf.
 - Order DE 3HW forms from the EDD's website at www.edd.ca.gov/Forms/.

Not having a form to complete is not considered "good cause" (refer to page 70) for filing your DE 3HW late.

For assistance completing your DE 3HW, contact the Taxpayer Assistance Center at 888-745-3886. If outside the U.S. or Canada, call 916-464-3502.

Your UI, ETT, and SDI rates will be entered on the preprinted DE 3HW mailed to you. If you paid \$1,000 or more in cash wages in a quarter during the current year and/or in the previous year and your DE 3HW does not show UI and ETT rates, please call 888-745-3886.

A completed sample DE 3HW and instructions begin on page 21.

Learn more about payroll taxes through our seminars and online courses

www.edd.ca.gov/Payroll_Tax_Seminars/

FOR ILLUSTRATIVE PURPOSES ONLY

Examples were created using 2012 rates. Refer to inside cover for 2013 rates.



EMPLOYER OF HOUSEHOLD WORKER(S) ANNUAL PAYROLL TAX RETURN

APPROVED EXTENSION TO: _____

PLEASE PRINT OR TYPE ALL INFORMATION IN BLACK INK - DO NOT ALTER PREPRINTED INFORMATION DELINQUENT IF NOT POSTMARKED OR RECEIVED BY YEAR 12/31/13 DUE 01/01/14 01/31/14 2013

EMPLOYER ACCOUNT NUMBER 000-0000-0

File this form online through e-Services for Business https://eddservices.edd.ca.gov

DO NOT ALTER THIS AREA DEPT. USE ONLY P1 P2 C P U S T A EFFECTIVE DATE Mo. Day Yr.

DETAILED INSTRUCTIONS ARE LOCATED ON THE BACK

CHECK BOX IF: No Wages Paid This Year No Longer Have Household Employees (Date) Revert to Quarterly Reporting (Date)

A. TOTAL SUBJECT WAGES PAID THIS CALENDAR YEAR 19,000.00 B. EMPLOYERS UNEMPLOYMENT INSURANCE (UI) TAXES (B1) 14,000.00 X (B2) 3.4 = (B3) 476.00 C. EMPLOYMENT TRAINING TAX (ETT) (C1) 14,000.00 X (C2) 0.1 = (C3) 14.00 D. EMPLOYEE STATE DISABILITY INSURANCE (SDI) TAXES (D1) 19,000.00 X (D2) 1.00 = (D3) 190.00 E. CALIFORNIA PERSONAL INCOME TAX (PIT) WITHHELD 0.00 F. TOTAL TAXES DUE (Add Items B3, C3, D3, and E) 680.00 G. LESS VOLUNTARY PREPAYMENT OF TAXES MADE DURING THE YEAR H. BALANCE OF TOTAL TAXES DUE 680.00

INCLUDE EMPLOYER ACCOUNT NUMBER ON YOUR CHECK. Do not staple check to return. Make check payable to EMPLOYMENT DEVELOPMENT DEPARTMENT

I. Be sure to sign this declaration: I declare that the information herein is true and correct to the best of my knowledge and belief. Signature Jane Jones Title EMPLOYER Phone (123) 555-7899 Date 01/09/14

MAIL TO: State of California / Employment Development Department / P.O. Box 826221 / MIC 288 / Sacramento, CA 94230-6221

Employer of Household Worker(s) Annual Payroll Tax Return (DE 3HW)

Instructions for Paper Filers

NOTE: You must file this form even if you did not have payroll.

No Wages Paid This Year: Check this box if you did not pay any subject wages during the calendar year, enter zero (0) in Item H, and complete Item I.

No Longer Have Household Employees: Check this box if you no longer have household employees and this is your final return. Show the date you last had employees.

Revert to Quarterly Reporting: Check this box if you have paid total accumulated wages of \$20,000 or more this year. Enter the date that total wages paid exceeded \$20,000.

Complete all items on the DE 3HW as follows:

- A. Enter the total amount of cash and noncash wages (including cents) that you paid to employees during the year. Noncash wages include meals and lodging (refer to “Values of Meals and Lodging” on page 12). This amount should be equal to the total of all subject wages reported on Item H of your quarterly DE 3BHW forms (page 18) filed for the year.
- B. The Unemployment Insurance (UI) tax is paid by employers on cash and noncash wages paid to each employee in each year up to the UI taxable wage limit. Refer to inside cover for rates and taxable wage limits. Your UI tax rate will be given to you when you register with the EDD or become subject to UI tax. Each December, the EDD will notify you of your UI tax rate and the taxable wage limit for the upcoming year by sending a *Notice of Contribution Rates and Statement of UI Reserve Account* (DE 2088).

Box B1. Enter the total UI cash and noncash wages for the year, up to the UI taxable wage limit per employee for the calendar year.

Box B2. UI tax rate.

Box B3. Multiply Box B1 by Box B2, and enter the result in Box B3.

The following example shows how to compute UI taxes (for illustrative purposes only):

NOTE: Examples were created using 2012 rates. Refer to inside cover for 2013 rates.

Example: Total UI taxable wages for the year are \$14,000.
The UI tax rate is 3.4 percent (.034).

UI Taxable Wages	\$14,000
x <u>UI Tax Rate</u>	x <u>.034</u>
UI Taxes Due	\$476.00

Employer of Household Worker(s) Annual Payroll Tax Return (DE 3HW)

Instructions for Paper Filers (Continued)

NOTE:

- 1. If, after paying \$1,000 in cash wages in one or more quarters in a calendar year, you begin paying your employees less than \$1,000 in the following quarters, you must continue sending UI, ETT, and SDI tax payments to the EDD through December 31 of the following year. Once you exceed the threshold on wages, you continue to be subject through the following year.
 - 2. The wages in Boxes B1 and C1 of your DE 3HW should be the same total wages on which you pay UI taxes. If any of your employees were paid more than \$7,000 during the year, the wages in Item A will be more than the wages in Boxes B1 and C1.
- C. The Employment Training Tax (ETT) rate is set by law at 0.1 percent (.001) on the same wages that are in Box B1. However, if you have a negative UI reserve account balance on June 30, you will not be required to pay ETT the following calendar year. The annual DE 2088 will show whether your rate is zero (0) or 0.1 percent (.001).

- Box C1. Enter the total wages from Box B1.
- Box C2. ETT rate.
- Box C3. Multiply Box C1 by Box C2, and enter the result in Box C3.

The following example shows how to compute the ETT (for illustrative purposes only):

NOTE: Examples were created using 2012 rates. Refer to inside cover for 2013 rates.

Example: Total ETT taxable wages for the year are \$14,000.
The ETT rate is 0.1 percent (.001).

ETT Taxable Wages	\$14,000
x ETT Rate	x .001
ETT Due	\$ 14.00

Employer of Household Worker(s) Annual Payroll Tax Return (DE 3HW)**Instructions for Paper Filers (Continued)**

D. The State Disability Insurance (SDI) tax is deducted from each employee's wages and held by you until the DE 3HW is filed. Refer to inside cover for the 2013 SDI rate and taxable wage limit. The SDI tax is withheld from cash and noncash wages, including meals and lodging (refer to page 12), paid to each employee during the year up to the SDI taxable wage limit. Since annual household employers are limited to \$20,000 or less total wages annually, your SDI taxable wages will be the same as total wages paid (Line A). If you did not withhold SDI from your employees' wages, please refer to page 25. If you have paid more than \$20,000 in accumulated wages to your household employees during the year, please refer to page 28 for information on how to change from an annual household employer to a quarterly household employer.

Box D1. Enter the total SDI cash and noncash wages for the year, up to SDI taxable wage limit per employee for the calendar year.

Box D2. SDI tax rate.

Box D3. Multiply Box D1 by Box D2, and enter the result in Box D3.

The following example shows how to compute SDI taxes (for illustrative purposes only):

NOTE: Examples were created using 2012 rates. Refer to inside cover for 2013 rates.

Example: Total SDI taxable wages for the year are \$19,000.

The SDI tax rate is 1.0 percent (.01)

SDI Taxable Wages	\$19,000
x <u>SDI Tax Rate</u>	x <u>0.01</u>
SDI Taxes Due	\$190.00

NOTE: If, after paying \$750 in cash wages in one or more quarters in a calendar year, you begin paying your employees less than \$750 in the following quarters, you must continue withholding SDI taxes from your employees' wages through December 31 of the following year. The SDI withholdings must be sent to the EDD once a year. Once you exceed the threshold on wages, you continue to be subject through the following year.

E. As an employer of household workers, you are **not required** to withhold California Personal Income Tax (PIT) from an employee's wages. However, you and your employee(s) may voluntarily agree to withhold PIT. If PIT is withheld, enter the total amount withheld. The total withheld should equal the amount reported on the employee's Wage and Tax Statement, (Form W-2). This amount should also equal the total of all PIT withheld reported on Item J of your quarterly DE 3BHW forms (page 17) filed for the year.

F. Enter the total of Boxes B3, C3, D3, and Item E.

Employer of Household Worker(s) Annual Payroll Tax Return (DE 3HW)**Instructions for Paper Filers (Continued)**

- G. If prepayment of taxes were made during the year, enter the total of the payment(s). If no payments were made, enter zero (0).
- H. Subtract Item G from Item F to find the amount of total taxes due. Enter this amount on Item H. Prepare a check for the total amount due and make it payable to the Employment Development Department, and **include your eight-digit employer payroll tax account number** on the check.
- I. Sign the form, enter your title, phone number, and the date signed.

NOTE: The person preparing this form or the person responsible for the information on this form **must** sign Item I.

Employer Paid Taxes for Employees

If you pay the State Disability Insurance (SDI) tax without deducting it from your employees' wages, the amount of the SDI you paid **is** considered an increase in the employees' wages and **should** be included in subject wages for UI, ETT, and SDI purposes.

If you pay Social Security and/or Medicare without deducting them from your employees' wages, the amount you paid **is not** considered an increase in the employees' wages and **should not** be included in subject wages for UI, ETT, or SDI purposes.

If you and your employee have agreed to withhold PIT, the amount of Social Security, Medicare, or SDI that you paid without deducting from the employee's wages **should** be included in **PIT wages** and used to calculate the PIT withholding amount.

For assistance in calculating subject wages and PIT wages under these circumstances, refer to *Information Sheet: Social Security/Medicare/SDI Taxes Paid by an Employer* (DE 231Q). To obtain the DE 231Q, access the EDD's website at www.edd.ca.gov/pdf_pub_ctr/de231q.pdf, or call the Taxpayer Assistance Center at 888-745-3886.

Refer to page 41 on "How to Calculate Taxable Wages."

2013 Due Dates and Delinquency Dates

NOTE: When the last timely date falls on a Saturday, Sunday, or legal holiday, the “delinquent if not postmarked or received by” date falls on the next business day.

Form	Filing Due Dates	Delinquent if Not Postmarked or Received by
<i>Employer of Household Worker(s) Quarterly Report of Wages and Withholdings (DE 3BHW)</i>	April 1, 2013 for filing period of January, February, and March	April 30, 2013
	July 1, 2013 for filing period of April, May, and June	July 31, 2013
	October 1, 2013 for filing period of July, August, and September	October 31, 2013
	January 1, 2014 for filing period of October, November, and December	January 31, 2014
<i>Employer of Household Worker(s) Annual Payroll Tax Return (DE 3HW) (with payment)</i>	January 1, 2014 for year of 2013	January 31, 2014

If you cannot pay all or part of your taxes on time, you must still file the DE 3HW. **Penalty and interest will be charged on late payroll tax payments and reports.**

NOTE:

Electronic Filers:

- Follow the simple instructions online to submit timely reports at e-Services for Business at <https://eddservices.edd.ca.gov>.

Paper Filers:

- When your DE 3BHW or DE 3HW is mailed to the EDD, the postmark date is used to determine if your form is timely.
- For any quarter that you do not have wages to report, you must check the “No Payroll This Quarter” box (Item B) on the front of the DE 3BHW and send the form to the EDD. If you have any questions, please call the Taxpayer Assistance Center at 888-745-3886.

Correcting Prior Reports

Electronic Filers: Go online at <https://eddservices.edd.ca.gov> and follow the simple online instructions in e-Services for Business to make corrections to previously filed reports.

Paper Filers: Use the table below to correct your EDD reports with the *Tax and Wage Adjustment Form* (DE 678).

	Reason for Adjustment	How to Make an Adjustment
Correcting prior <i>Employer of Household Worker(s) Quarterly Report of Wages and Withholdings</i> (DE 3BHW)	Incorrect employee Social Security Number (SSN) reported.	Complete DE 678, Section I, and make two entries in Section V for each quarter that was reported incorrectly. For the first entry, enter the quarter, incorrect SSN, employee name, and enter zeros in total subject wages, PIT wages, and PIT withheld fields. For the second entry, enter the quarter, correct SSN, employee name, total subject wages, PIT wages, and PIT withheld.
	Incorrect employee name reported.	Complete DE 678, Section I, and make two entries in Section V for each quarter that was reported incorrectly. For the first entry, enter the quarter, SSN, incorrect employee name, and enter zeros in total subject wages, PIT wages, and PIT withheld fields. For the second entry, enter the quarter, SSN, correct employee name, total subject wages, PIT wages, and PIT withheld.
	Incorrect wages and/or PIT information for employees previously reported.	Complete DE 678, Sections I and V. Enter correct wages and/or PIT information for each employee by quarter . Information provided in annual amounts will be returned unprocessed. NOTE: If DE 3HW has been filed with incorrect information, also complete Section III.
	No SSN reported for employee.	Complete DE 678, Section I, and make two entries in Section V for each quarter that was reported incorrectly. For the first entry, enter the quarter, all zeros (000-00-0000) for the SSN, enter employee name, and enter zeros for total subject wages, PIT wages, and PIT withheld. For the second entry, enter the quarter, SSN, employee name, total subject wages, PIT wages, and PIT withheld.
	Employee(s) not previously reported.	Complete DE 678, Sections I and V. Report the employees, their SSNs, total subject wages, PIT wages, and PIT withheld by quarter . NOTE: If DE 3HW has been filed with incorrect information, also complete Section III.
Correcting prior <i>Employer of Household Worker(s) Annual Payroll Tax Return</i> (DE 3HW)	Provided incorrect UI, ETT, SDI, and/or PIT information.	Complete DE 678, Sections I, III, and IV, with the correct information. If DE 3BHWs were filed incorrectly, also complete Section V of the DE 678 as instructed above. NOTE: If taxes are due, send a payment for the tax amount due plus penalty and interest, if any, with the DE 678

Detailed DE 678 instructions are provided on the *Instructions for Completing the Tax and Wage Adjustment Form* (DE 678-I). To obtain the DE 678 and DE 678-I, please access the EDD's website at www.edd.ca.gov/Payroll_Taxes/Forms_and_Publications.htm. For questions about when or how to use the form, adjusting previously reported payroll taxes or wages, or to order forms, please call the Taxpayer Assistance Center at 888-745-3886.

No Longer Paying Wages

If you stop employing people to work in your home and do not intend to hire anyone in the future, you must notify the EDD by submitting a final DE 3BHW and DE 3HW with payment of any taxes due within ten days.

If you plan to employ people to work in your home in the future but do not have payroll this quarter, mark “No Payroll This Quarter” (Item B) on the DE 3BHW and submit it to the EDD. This report must be filed even if no wages were paid in the quarter.

Electronic filers: Go online at <https://eddservices.edd.ca.gov> and follow the simple online instructions in our e-Services for Business to submit these reports.

Paper filers: Obtain these forms by accessing the EDD’s website at www.edd.ca.gov/Payroll_Taxes/Forms_and_Publications.htm, or use the Internet Order Form at www.edd.ca.gov/Forms/default.asp.

When to Change From an Annual Household Employer to a Quarterly Household Employer

If your total accumulated wages exceed \$20,000 during the year, you must notify the EDD immediately. Please call the Taxpayer Assistance Center at 888-745-3886, and an EDD representative will assist you in changing to a quarterly taxpayer.

As a quarterly household employer, you will no longer prepare a DE 3BHW and DE 3HW. Each quarter, you will complete a *Quarterly Contribution Return and Report of Wages* (DE 9) and a *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C). You will begin sending a *Payroll Tax Deposit* (DE 88) coupon along with your tax payment to the EDD at least quarterly. If you are required to change to a quarterly household employer mid-year, you must file a DE 3HW to cover the quarters you were an annual household employer and a DE 9 and DE 9C for the quarters you were a quarterly household employer. In the following years, you will no longer file a DE 3HW.

For an explanation of the responsibilities of a quarterly household employer, please refer to the “Quarterly Household Employers” section of this guide, beginning on page 29. This section includes examples of completed forms and instructions for completing the forms.

QUARTERLY HOUSEHOLD EMPLOYERS

Overview

If your total annual accumulated wages (both cash and noncash) are more than \$20,000 or if you do not elect to become an annual household employer, you must file wage reports quarterly and pay taxes at least quarterly.

Note: For information on how to elect to become an annual household employer, refer to page 15.

As a quarterly household employer, you must submit the following forms:

- **Quarterly Contribution Return and Report of Wages** (DE 9).
- **Quarterly Contribution Return and Report of Wages (Continuation)** (DE 9C).
- **Payroll Tax Deposit** (DE 88).

The EDD offers a full range of online services for filing and paying state payroll taxes. Refer to the e-Services for Business section on page 13.

Samples of completed forms are provided on the following pages: 31, 35, and 39, respectively.

Need assistance in completing the paper *Payroll Tax Deposit* (DE 88) coupon? The EDD offers a new online course, "How to Complete a Payroll Tax Deposit (DE 88/DE 88ALL)," to assist you. For additional information about this course and other online courses, go to www.edd.ca.gov/Payroll_Taxes/Web_Based_Seminars.htm.

NOTE: For years 2010 and prior, the *Quarterly Wage and Withholding Report* (DE 6) and the *Annual Reconciliation Statement* (DE 7) must be filed.

Quarterly Contribution Return and Report of Wages (DE 9)

Overview

Purpose: Quarterly household employers use the *Quarterly Contribution Return and Report of Wages* (DE 9) to reconcile payroll tax payments and total subject wages reported for the quarter. **You must submit a DE 9 AND a *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C) each quarter.** If your DE 9 shows payroll taxes due, prepare a *Payroll Tax Deposit* (DE 88) and include the correct payment quarter. Send the DE 88 with the amount due to the EDD using the preprinted DE 88 envelope.

2013 Due Dates for the *Quarterly Contribution Return and Report of Wages* (DE 9)

Report Covering	Due Date	Delinquent if Not Filed by
January, February, March	April 1, 2013	April 30, 2013
April, May, June	July 1, 2013	July 31, 2013
July, August, September	October 1, 2013	October 31, 2013
October, November, December	January 1, 2014	January 31, 2014

You must file a DE 9 each quarter even if you paid no wages during the quarter. Penalty and interest will be charged on late filing of reports.

e-Services For Business. Online. Anytime.

Electronic filing:

- Fast, easy, and secure way to manage your payroll taxes online.
- Ability to view and edit your returns/reports prior to submission.
- Available 24 hours a day, 7 days a week.

For additional e-Services features, refer to page 13.



Join e-Services for Business today at <https://eddservices.edd.ca.gov>.

Paper filing: If you do not file online, then:

- The DE 9 will be mailed to you in March, June, September, and December of each year.
- OR
- Obtain DE 9 forms from the EDD’s website at www.edd.ca.gov/pdf_pub_ctr/de9.pdf.
 - Order DE 9 forms from the EDD’s website at www.edd.ca.gov/Forms/.

IMPORTANT: Your *Quarterly Contribution Return and Report of Wages* (DE 9) and *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C) **must** be mailed **together** in an envelope that is **separate** from your *Payroll Tax Deposit* (DE 88/DE 88ALL) coupon and payment.

Your Unemployment Insurance (UI), Employment Training Tax (ETT), and State Disability Insurance (SDI) rates will be entered on the preprinted DE 9 mailed to you. If you paid \$1,000 or more in cash wages in a quarter during the current year and/or in the previous year and your DE 9 does not show UI and ETT rates, please call the Taxpayer Assistance Center at 888-745-3886.

Not having a form is not considered “good cause” (refer to page 70) for filing your DE 9 late.

A completed sample DE 9 and instructions begin on page 31.

For assistance completing your DE 9, please contact our Taxpayer Assistance Center at 888-745-3886. If outside the U.S. or Canada, call 916-464-3502.

FOR ILLUSTRATIVE PURPOSES ONLY

Examples were created using 2012 rates. Refer to inside cover for 2013 rates.



QUARTERLY CONTRIBUTION RETURN AND REPORT OF WAGES



REMINDER: File your DE 9 and DE 9C together.

00090112

PLEASE TYPE THIS FORM—DO NOT ALTER PREPRINTED INFORMATION

QUARTER ENDED 03/31/2013

DUE 04/01/2013

DELINQUENT IF NOT POSTMARKED OR RECEIVED BY 04/30/2013

YR 13 QTR 1

EMPLOYER ACCOUNT NO.

000-0000-0

File this form online through e-Services for Business

https://eddservices.edd.ca.gov

DO NOT ALTER THIS AREA. DEPT. USE ONLY. P1, P2, C, P, U, S, A, T. EFFECTIVE DATE Mo. Day Yr.

FEIN [] A. NO WAGES PAID THIS QUARTER [] B. OUT OF BUSINESS/NO EMPLOYEES []

ADDITIONAL FEINS [] []

B1. OUT OF BUSINESS DATE M M D D Y Y Y Y

C. TOTAL SUBJECT WAGES PAID THIS QUARTER 20,000.00

D. UNEMPLOYMENT INSURANCE (UI) (Total Employee Wages up to \$ per employee per calendar year) (D1) UI Rate % 3.4 TIMES (D2) UI TAXABLE WAGES FOR THE QUARTER 7,000.00 = (D3) UI CONTRIBUTIONS 238.00

E. EMPLOYMENT TRAINING TAX (ETT) (E1) ETT Rate % 0.1 TIMES UI Taxable Wages for the Quarter (D2) = (E2) ETT CONTRIBUTIONS 7.00

F. STATE DISABILITY INSURANCE (SDI) (Total Employee Wages up to \$ per employee per calendar year) (F1) SDI Rate % 1.0 TIMES (F2) SDI TAXABLE WAGES FOR THE QUARTER 20,000.00 = (F3) SDI EMPLOYEE CONTRIBUTIONS WITHHELD 200.00

G. CALIFORNIA PERSONAL INCOME TAX (PIT) WITHHELD

H. SUBTOTAL (Add Items D3, E2, F3, and G) 445.00

I. LESS: CONTRIBUTIONS AND WITHHOLDINGS PAID FOR THE QUARTER (DO NOT INCLUDE PENALTY AND INTEREST PAYMENTS) 445.00

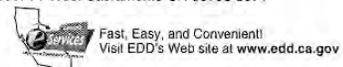
J. TOTAL TAXES DUE OR OVERPAID (Item H minus Item I) 0.00

If amount due, prepare a Payroll Tax Deposit (DE 88), include the correct payment quarter, and mail to: Employment Development Department, P.O. Box 826276, Sacramento, CA 94230-6276. NOTE: Do not mail payments along with the DE 9 and Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C), as this may delay processing and result in erroneous penalty and interest charges. Mandatory Electronic Funds Transfer (EFT) filers must remit all SDI/PIT deposits by EFT to avoid a noncompliance penalty.

K. I declare that the above, to the best of my knowledge and belief, is true and correct. If a refund was claimed, a reasonable effort was made to refund any erroneous deductions to the affected employee(s).

Signature Jane Jones Title EMPLOYER Phone (123) 555-7899 Date 04/04/2013 (Owner, Accountant, Preparer, etc.)

SIGN AND MAIL TO: State of California / Employment Development Department / P.O. Box 989071 / West Sacramento CA 95798-9071



Quarterly Contribution Return and Report of Wages (DE 9)

For online filing options refer to page 13.

Instructions for Paper Filers

You must file this form even if you did not have payroll. Complete all lines on the DE 9 as follows:

NOTE: If you did not have payroll, check Box A only and complete Item K.

Verify or enter your Federal Employer Identification Number (FEIN), if you have one. If the number is not correct, line it out and enter the correct number. If you have more than one FEIN relating to your EDD employer account number, enter the additional FEINs in the spaces indicated.

- A. Check this box if you did not pay any wages during the calendar quarter. Complete Item K.
- B. Out of Business/No Employees – Check this box if you are out of business (OB) or no longer have employees (NE) and this is your final return. **Remember** to input the last date wages were paid. You must complete B1 if out of business.

B1. Enter the OB/NE date where indicated and complete Line K.

NOTE: If you closed the business this quarter, you must file the DE 9 and DE 9C within 10 days of closing the business to avoid any penalties.

If you select Line B – Out of Business/No Employees and have No Payroll for the quarter, you must complete Item C and Item O on the *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C). For more information refer to page 35.

- C. Enter the total amount of cash and noncash wages (including cents) that you paid to employees during the quarter. Noncash wages include meals and lodging (refer to “Values of Meals and Lodging” on page 12). The total should equal the total of Item L on your *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C) forms (page 35) filed for the quarter.

D. Unemployment Insurance (UI)

Box D1. UI tax rate.

Box D2. Enter the total UI cash and noncash wages for the quarter, up to the UI taxable wage limit per employee. Do not include wages exempt from UI taxes. If you have questions regarding exempt wages, please call the Taxpayer Assistance Center at 888-745-3886.

Box D3. Multiply Box D1 by Box D2, and enter the result in Box D3.

E. Employment Training Tax (ETT)

Box E1. ETT rate.

Box E2. Multiply Box E1 by Box D2, and enter the result in Box E2.

Quarterly Contribution Return and Report of Wages (DE 9)

Instructions for Paper Filers (Continued)

F. State Disability Insurance (SDI)

Box F1. SDI tax rate. (Refer to inside cover for current year's rate).

Box F2. Enter the total SDI cash and noncash wages for the year, up to maximum SDI taxable wage limit per employee (refer to inside cover for the current year's wage limit).

Box F3. Multiply Box F1 by Box F2, and enter the result in Box F3.

G. As an employer of household workers, you are **not required** to withhold California Personal Income Tax (PIT) from an employee's wages. You and your employee(s) may voluntarily agree to withhold PIT. If PIT is withheld, enter the total amount withheld. The total should equal the amount reported on the employee's IRS Wage and Tax Statement (Form W-2). This amount should also equal the total of Item N on your *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C) form (page 35) filed for each quarter.

H. Enter the total of Boxes D3, E2, F3, and Item G.

I. Enter the total of all UI, ETT, SDI, and PIT deposits for the quarter.

NOTE: Do not include any payments made for any prior quarters or payments of penalty and interest.

J. Subtract Item I from Item H. If an amount is due, prepare a *Payroll Tax Deposit* (DE 88) and include the correct payment quarter. Send the DE 88 with a check or money order. **Do not** mail the DE 88 and payment in the same envelope with the DE 9 as a delay in processing of the return and/or payment may occur. **NOTE: Mailing payments with the DE 9 form delays payment processing and may result in erroneous penalty and interest charges.**

K. Sign the form, enter your title, phone number, and the date signed.

IMPORTANT:

- The person preparing this form or the person responsible for the information on this form must sign Item K.
- Employers must file both the DE 9 and the DE 9C each quarter.
- You must also complete the *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C), and submit a *Payroll Tax Deposit* (DE 88) coupon with any amounts due.
- Your *Quarterly Contribution Return and Report of Wages* (DE 9) and *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C) **must** be mailed **together** in a **separate** envelope from your *Payroll Tax Deposit* (DE 88/DE 88ALL) coupon and payment.

Learn more about payroll taxes through our seminars and online courses

www.edd.ca.gov/Payroll_Tax_Seminars/

**Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C)
Overview**

Purpose: Quarterly household employers must use the *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C) to report employee wages subject to Unemployment Insurance (UI), Employment Training Tax (ETT), State Disability Insurance (SDI), and to report Personal Income Tax (PIT) wages. If PIT is withheld, that amount is also reported on this form. **You must submit a DE 9 and DE 9C each quarter.**

2013 Due Dates for the *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C)

Report Covering	Due Date	Delinquent if Not Filed by
January, February, March	April 1, 2013	April 30, 2013
April, May, June	July 1, 2013	July 31, 2013
July, August, September	October 1, 2013	October 31, 2013
October, November, December	January 1, 2014	January 31, 2014

You must file a DE 9C each quarter even if you paid no wages during the quarter. Penalty and interest will be charged on late filing of reports.

e-Services For Business. Online. Anytime.

Electronic filing:

- Fast, easy, and secure way to manage your payroll taxes online.
- Ability to view and edit your returns/reports prior to submission.
- Available 24 hours a day, 7 days a week.

For additional e-Services features refer to page 13.



Join e-Services for Business today at <https://eddservices.edd.ca.gov>.

Paper filing: If you do not file online, then:

- The DE 9C will be mailed to you in March, June, September, and December of each year.
- OR
- Obtain DE 9C forms from the EDD's website at www.edd.ca.gov/pdf_pub_ctr/de9c.pdf.
 - Order DE 9C forms from the EDD's website at www.edd.ca.gov/Forms/.

IMPORTANT: Your *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C) and *Quarterly Contribution Return and Report of Wages* (DE 9) **must** be mailed **together** in an envelope that is **separate** from your *Payroll Tax Deposit* (DE 88/DE 88ALL) coupon and payment.

For assistance completing your DE 9C, please contact our Taxpayer Assistance Center at 888-745-3886. If outside the U.S. or Canada, call 916-464-3502 or you can also file online with e-Services for Business at: <https://eddservices.edd.ca.gov>.

Not having a form is not considered “good cause” (refer to page 70) for filing your DE 9C late. Refer to sample DE 9C paper form on page 35.

FOR ILLUSTRATIVE PURPOSES ONLY



QUARTERLY CONTRIBUTION RETURN AND REPORT OF WAGES (CONTINUATION)



009C0111

Page number of

REMINDER: File your DE 9 and DE 9C together. You must FILE this report even if you had no payroll. If you had no payroll, complete Items C and O.

DELINQUENT IF NOT POSTMARKED OR RECEIVED BY 04/30/2013

YR 13 QTR 1

QUARTER ENDED 03/31/2013

DUE 04/01/2013

EMPLOYER ACCOUNT NO.

000-0000-0

DO NOT ALTER THIS AREA. P1 C T S W A. EFFECTIVE DATE Mo Day Yr. WIC

A. EMPLOYEES full-time and part-time who worked during or received pay subject to UI for the payroll period which includes the 12th of the month.

1st Mo. 1 2nd Mo. 1 3rd Mo. 1

File this form online through e-Services for Business

https://eddservices.edd.ca.gov

B. Check this box if you are reporting ONLY Voluntary Plan Disability Insurance wages on this page. Report Personal Income Tax (PIT) Wages and PIT Withheld, if appropriate. (See instructions for Item B.) C. NO PAYROLL

D. SOCIAL SECURITY NUMBER 000-00-0000 E. EMPLOYEE NAME (FIRST NAME) MARY (M.I.) (LAST NAME) J SMITH F. TOTAL SUBJECT WAGES 20,000.00 G. PIT WAGES 20,000.00 H. PIT WITHHELD 0.00

D. SOCIAL SECURITY NUMBER E. EMPLOYEE NAME (FIRST NAME) (M.I.) (LAST NAME) F. TOTAL SUBJECT WAGES G. PIT WAGES H. PIT WITHHELD

D. SOCIAL SECURITY NUMBER E. EMPLOYEE NAME (FIRST NAME) (M.I.) (LAST NAME) F. TOTAL SUBJECT WAGES G. PIT WAGES H. PIT WITHHELD

D. SOCIAL SECURITY NUMBER E. EMPLOYEE NAME (FIRST NAME) (M.I.) (LAST NAME) F. TOTAL SUBJECT WAGES G. PIT WAGES H. PIT WITHHELD

D. SOCIAL SECURITY NUMBER E. EMPLOYEE NAME (FIRST NAME) (M.I.) (LAST NAME) F. TOTAL SUBJECT WAGES G. PIT WAGES H. PIT WITHHELD

D. SOCIAL SECURITY NUMBER E. EMPLOYEE NAME (FIRST NAME) (M.I.) (LAST NAME) F. TOTAL SUBJECT WAGES G. PIT WAGES H. PIT WITHHELD

D. SOCIAL SECURITY NUMBER E. EMPLOYEE NAME (FIRST NAME) (M.I.) (LAST NAME) F. TOTAL SUBJECT WAGES G. PIT WAGES H. PIT WITHHELD

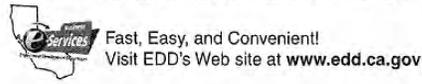
I. TOTAL SUBJECT WAGES THIS PAGE 20,000.00 J. TOTAL PIT WAGES THIS PAGE 20,000.00 K. TOTAL PIT WITHHELD THIS PAGE 0.00

L. GRAND TOTAL SUBJECT WAGES 20,000.00 M. GRAND TOTAL PIT WAGES 20,000.00 N. GRAND TOTAL PIT WITHHELD 0.00

O. I declare that the information herein is true and correct to the best of my knowledge and belief.

Signature Jane Jones Title EMPLOYER Phone (123) 555-7899 Date 04/01/2013

MAIL TO: State of California / Employment Development Department / P.O. Box 989071 / West Sacramento CA 95798-9071



Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C)

For online filing options refer to page 13.

Instructions for Paper Filers

Complete all items (A through O) on the DE 9C as follows:

NOTE: You must file this form even if you did not have payroll. If you did not have payroll, refer to Item C below.

- A. For each of the three months in the quarter, enter the number of full-time and part-time employees who worked during or received wages subject to Unemployment Insurance (UI) tax for the payroll period, **which includes the 12th** of the month. Blank boxes will be identified as missing information.
- B. Check this box **ONLY** if you have an approved Voluntary Disability Insurance Plan for your employees (**most household employers use the State Disability Insurance (SDI) plan and do not check this box**).
- C. If you did not have payroll during the quarter, check this box. Please sign and complete the information in Item O.
- D. Enter the Social Security Number (SSN) of each employee to whom you paid wages during the quarter. If an employee does not have an SSN, leave the SSN box blank and **take immediate steps to secure an SSN from the employee**. Report the employee's SSN to the EDD on a *Quarterly Contribution and Wage Adjustment Form* (DE 9ADJ) as soon as possible (refer to page 48).
- E. Enter the full first name, middle initial (if any), and last name of each employee.
- F. Enter the total amount of cash and noncash wages (including cents) paid to each employee during the quarter. **Do not** use dashes, commas, slashes, or dollar signs. Noncash wages include meals and lodging (refer to "Values of Meals and Lodging" on page 12). Generally, all wages paid to household employees are subject wages (refer to "What Does 'Subject Wages' Mean?" on page 11). Please call the Taxpayer Assistance Center at 888-745-3886 if you have questions regarding subject wages.
- G. Enter the total amount of all wages (including cents) paid during the quarter that are subject to Personal Income Tax (PIT), even if you did not withhold PIT. Generally, all wages paid to household employees are considered PIT wages (refer to "What Are Personal Income Tax Wages?" on page 11). If you provide meals and/or lodging for your household employees, refer to "Values of Meals and Lodging" on page 12. You must enter the total subject wages (Item G) and PIT wages, even if they are the same.

NOTE: You also must complete the *Quarterly Contribution Return and Report of Wages* (DE 9), and submit a *Payroll Tax Deposit* (DE 88) coupon separately along with any amounts due.

Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C)**Instructions for Paper Filers (Continued)**

- H. Enter the amount of PIT (including cents) withheld from each employee's wages during the quarter.
- I. Enter the total subject wages (Item F) for **each** separate page.
- J. Enter the total PIT wages (Item G) for **each** separate page.
- K. Enter the total PIT withheld (Item H) for **each** separate page.
- L. On page 1 or the last page, enter the grand total of total subject wages (Item I) for all pages for the quarter.
- M. On page 1 or the last page, enter the grand total of PIT wages (Item J) for all pages for the quarter.
- N. On page 1 or the last page, enter the grand total of PIT withheld (Item K) for all pages for the quarter.
- O. Sign the form, enter your title, phone number, and the date signed, on page 1 only.

NOTE: The person preparing this form or the person responsible for the information on this form must sign Item O.

IMPORTANT: Your *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C) and *Quarterly Contribution Return and Report of Wages* (DE 9) **must** be mailed **together** in an envelope that is **separate** from your *Payroll Tax Deposit* (DE 88/DE 88ALL) coupon and payment.

Learn more about payroll taxes through our seminars and online courses
www.edd.ca.gov/Payroll_Tax_Seminars/

Payroll Tax Deposit (DE 88)

Overview

Purpose: Quarterly household employers use the *Payroll Tax Deposit (DE 88)* coupon to pay Unemployment Insurance (UI), Employment Training Tax (ETT), and State Disability Insurance (SDI) withheld to the EDD. If Personal Income Tax (PIT) is withheld, that amount is also sent to the EDD with this coupon. Newly registered employers are sent a DE 88 booklet containing preprinted coupons about six weeks after registering with the EDD. Newly registered employers can enroll and use e-Services for Business immediately to make deposits.

e-Services For Business. Online. Anytime.

Electronic filing:

- Fast, easy, and secure way to manage your payroll taxes online.
- Ability to view and edit your returns/reports prior to submission.
- Available 24 hours a day, 7 days a week.
- Payroll agents can manage their clients' payroll tax accounts by enrolling in e-Services for Business through a third-party access.
- Access now available using tablets and smart phones.



Join e-Services for Business today at <https://eddservices.edd.ca.gov>.

When Due:

- If you do not withhold Personal Income Tax (PIT) or if accumulated PIT withholdings are less than \$350, taxes (UI, ETT, SDI, and PIT) are due each quarter on January 1, April 1, July 1, and October 1.
- If PIT withholdings are \$350 or more, State Disability Insurance (SDI) and PIT may need to be deposited more frequently. Refer to page 44 for the Withholding Deposits table.
- Refer to page 44 for additional deposition information and due dates.

NOTE: A penalty of ten percent (10%) plus interest will be charged on late payroll tax deposits.

Paper filing:

If you do not file online, you will receive a DE 88 coupon booklet with preprinted payroll tax rates by March of each year. Preprinted envelopes are also sent with each DE 88 booklet.

The following are options available for obtaining DE 88 coupons:

- Download from the EDD's website at www.edd.ca.gov/pdf_pub_ctr/de88all.pdf.
- Order DE 88 forms using the EDD's online order form at www.edd.ca.gov/Forms/.
- Complete and mail the tear-out reorder postcard at the back of your DE 88 booklet. Allow six to eight weeks for delivery. If you do not have a reorder postcard, contact:

**Employment Development Department
Document Management Group, MIC 96
Attention: Forms Request Desk
P.O. Box 826880
Sacramento, CA 94280-0001**

**Phone: 916-654-7041 or 888-745-3886
Outside U.S. or Canada call 916-464-3502**

Detailed instructions on completing a DE 88 coupon can be found in the DE 88 coupon booklet or refer to the DE 88ALL-I (instructions) at www.edd.ca.gov/pdf_pub_ctr/de88alli.pdf. You may also view the Web-based tutorial titled, "How to Complete a Payroll Tax Deposit (DE 88 or DE 88ALL)" at www.edd.ca.gov/Payroll_Taxes/Web_Based_Seminars.htm.

Payroll Tax Deposit (DE 88)

Overview (Continued)

For additional assistance completing your DE 88, contact our Taxpayer Assistance Center at 888-745-3886. If outside of the U.S. or Canada, call 916-464-3502.

PLEASE DO NOT USE ANOTHER EMPLOYER'S DE 88 COUPON. The coupons that we provide you are encoded with your EDD eight-digit employer account number. If you use another employer's coupon, our computers will read the EDD employer account number coded on the coupon and apply the payment accordingly.

The DE 88 booklet has your UI, ETT, and SDI tax rates preprinted on the coupons. If you paid \$1,000 or more in cash wages in a quarter during 2012 and your DE 88 coupon does not show UI and ETT rates, please call the Taxpayer Assistance Center at 888-745-3886.

FOR ILLUSTRATIVE PURPOSES ONLY



**Employment
Development
Department**
State of California

PAYROLL TAX DEPOSIT DE 88ALL

(TYPE OR PRINT IN BLACK INK ONLY)

1. PAY DATE:
MUST BE COMPLETED

0 3 3 1 1 3
(Last PAY DATE covered by deposit)

Employer Name:
James and Jane Jones

Address:
P O BOX 826276
SACRAMENTO, CA 94230-6276

Indicate your Account Number here: Please enter on your check

0 0 0 0 0 0 0 0

2. DEPOSIT SCHEDULE:
(MUST MARK ONE BOX)

NEXT BANKING DAY

SEMIWEEKLY

MONTHLY

QUARTERLY

Rate	Tax	4. DEPOSIT AMOUNTS:						
A) 3.4%	UI			4	0	8	0	0
B) 0.1%	ETT			1	2	0	0	0
C) 1.0%	SDI			1	5	6	0	0
D)	California PIT					0	0	0
E)	Penalty							
F)	Interest							
G) TOTAL PAID	\$			5	7	6	0	0

PAY THIS AMOUNT

3. QUARTER COVERED 1 3 1

EMPLOYMENT DEVELOPMENT DEPT

PREPARER'S SIGNATURE

X *Jane Jones*

TELEPHONE NO.

(123) 555-7899

DEPARTMENT USE ONLY

[] [] [] [] [] [] [] []

DE 88ALL, Rev. 17 (12-09)

Examples were created using 2012 rates. Refer to inside cover for 2013 rates.



File online at <https://eddservices.edd.ca.gov>.

Instructions for Paper Filers

NOTE: Examples were created using 2012 rates. Refer to inside cover for 2013 rates.

Name and Address Verify that your name and address are printed correctly on the front cover of the *Payroll Tax Deposit* (DE 88) booklet. To change or correct your name and/or address, please use the Change of Address or Business form in the back of the booklet. **You may change your address using the EDD's e-Services for Business at <https://eddservices.edd.ca.gov>.**

Account Number Verify that your account number is printed correctly on the DE 88 coupon.

Payroll Tax Deposit (DE 88)

Instructions for Paper Filers (Continued)

Complete all items on the DE 88 as follows:

- Pay Date**
- If you withheld less than \$350 in PIT from your employees' wages during the quarter, enter the last day of the quarter.
 - If you withheld \$350 or more in PIT from your employees' wages, enter the last day of the payroll month in which the accumulated PIT reached \$350.
- Deposit Schedule** Check either the quarterly box (if you withheld less than \$350 in PIT) or the monthly box (if you withheld \$350 or more in PIT).
- Quarter Covered** Enter the year and quarter to which the payment should be applied; for example, enter "13" in the first two boxes and "1" in the last box for a payment for the first quarter of 2013.
- Deposit Amounts**
- Box A: Multiply the UI taxable wages by the UI rate, and enter the result in Box A. If you paid \$1,000 or more in cash wages in a quarter during the year, or previous year, and your DE 88 coupon does not show UI and ETT rates, please call 888-745-3886.
- Box B: Multiply the UI taxable wages by the ETT rate, and enter the result in Box B.
- Box C: Multiply the SDI taxable wages by the SDI rate, and enter the result in Box C. Refer to inside cover for 2013 rates.
- Box D: If you withheld California PIT from your employees' wages, enter the total PIT withheld during the period in Box D.

If your payment is timely, penalty and interest are not due, skip to Box G.

- Box E: Call the Taxpayer Assistance Center at 888-745-3886 for assistance in calculating penalties.
- Box F: Call the Taxpayer Assistance Center at 888-745-3886 for assistance in calculating interest.
- Box G: Add Boxes A, B, C, D, E, and F. Enter this amount in Box G. This is the total amount due.

Preparer/Phone Sign your name and enter your phone number.

IMPORTANT: Your *Payroll Tax Deposit (DE 88/DE 88ALL)* coupon and payment **must** be mailed in an envelope that is **separate** from your *Quarterly Contribution Return and Report of Wages (DE 9)* and *Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C)*.

Failure to provide a completed DE 88 with your payment may cause a misallocation of funds, which could result in penalties and interest.

File forms online using e-Services for Business at <https://eddservices.edd.ca.gov>.

How to Calculate Taxable Wages

Unemployment Insurance (UI) tax and Employment Training Tax (ETT) are calculated up to the UI taxable wage limit of each employee's wages per year and are paid by the employer. The State Disability Insurance (SDI) tax is calculated up to the SDI taxable wage limit of each employee's wages in 2013 and is withheld from the employee's wages.

NOTE: Examples were created using 2012 UI and SDI taxable wage limits.

Example: An employer has two employees, Jane and John (for illustrative purposes only).

In the first quarter, Jane is paid \$10,000 and John is paid \$6,000. The employer pays Unemployment Insurance (UI) tax and Employment Training Tax (ETT) taxes on \$7,000 of Jane's wages and all of John's wages. The employer will not pay UI and ETT taxes for Jane for the remainder of the year since she has reached the UI taxable wage limit. State Disability Insurance (SDI) is withheld from both employees' total wages.

First Quarter	<u>Taxable Wages</u> <u>UI/ETT</u>	<u>Taxable Wages</u> <u>SDI</u>
Jane	\$ 7,000.00	\$ 10,000.00
John	<u>6,000.00</u>	<u>6,000.00</u>
Total Taxable Wages	\$ 13,000.00	\$ 16,000.00

In the second quarter, Jane is paid \$35,000 and John is paid \$500. The employer pays UI and ETT on John's total wages since the UI taxable wage limit has not been met. The employer withholds SDI from both employees' total wages since neither has reached the SDI taxable wage limit.

Second Quarter	<u>Taxable Wages</u> <u>UI/ETT</u>	<u>Taxable Wages</u> <u>SDI</u>
Jane	\$ 00.00	\$ 35,000.00
John	<u>500.00</u>	<u>500.00</u>
Total Taxable Wages	\$ 500.00	\$ 35,500.00

In the third quarter, Jane is paid \$35,000 and John is paid \$8,000. The employer pays UI and ETT on \$500 of John's wages; he has now reached the UI taxable wage limit. The employer withholds SDI from both employees' total wages since neither has reached the SDI taxable wage limit.

Third Quarter	<u>Taxable Wages</u> <u>UI/ETT</u>	<u>Taxable Wages</u> <u>SDI</u>
Jane	\$ 00.00	\$ 35,000.00
John	<u>500.00</u>	<u>8,000.00</u>
Total Taxable Wages	\$ 500.00	\$ 43,500.00

In the fourth quarter, Jane is paid \$37,000 and John is paid \$15,000. The employer only withholds SDI taxes on \$15,585 of Jane's wages since she reached the SDI limit. The employer withholds SDI from John's total wages since he was not paid more than the SDI taxable wage limit in the calendar year.

Fourth Quarter	<u>Taxable Wages</u> <u>UI/ETT</u>	<u>Taxable Wages</u> <u>SDI</u>
Jane	\$ 00.00	\$ 15,585.00
John	<u>00.00</u>	<u>15,000.00</u>
Total Taxable Wages	\$ 00.00	\$ 30,585.00

How to Compute

State Disability Insurance (SDI) Withholding

The SDI tax rate (which includes Paid Family Leave) for calendar year 2013 is available on the inside cover. The SDI tax is withheld from all cash and noncash wages paid to each employee in 2013 up to the SDI taxable wage limit. Noncash wages include meals and lodging (refer to “Values of Meals and Lodging” tables on page 12). If you do not withhold SDI from your employees’ wages, refer to **NOTE 2** below.

If the SDI tax is withheld from your employees’ wages, a *Payroll Tax Deposit* (DE 88) coupon **must** be sent to the EDD at least once each quarter, and be postmarked or received by the dates listed in the table on page 44. If you withhold more than \$500 in Personal Income Tax (PIT) from your employees during a quarter, please call the Taxpayer Assistance Center at 888-745-3886 to determine when to send your SDI and PIT payment to the EDD.

Example: Total SDI taxable wages for the quarter are \$13,000 (for illustrative purposes only). Examples were created using 2012 rates. Refer to inside cover for 2013 rates.

SDI Taxable Wages	\$13,000
x <u>SDI Tax Rate</u>	x <u>0.010</u>
SDI Taxes Due	\$130.00 (Enter this amount in Box C)

NOTE:

1. If, after paying \$750 in cash wages in one or more quarters in a calendar year, you begin paying your employees less than \$750 in the following quarters, you must continue withholding SDI taxes from your employees’ wages through December of the following year. Once you exceed the threshold on wages, you continue to be subject through the following year.
2. If you pay the SDI tax without deducting it from your employees’ wages, the amount of SDI you paid is considered an increase in the employees’ wages and must be used to calculate Unemployment Insurance (UI), Employment Training Tax (ETT), and SDI withholding. The additional amount must also be included as PIT wages and used to calculate the PIT withholding amount if you and any of your employees have agreed to withhold PIT.

If you pay Social Security and/or Medicare taxes without deducting them from your employees’ wages, these payments are not considered an increase in the employees’ wages for UI, ETT, and SDI but **are** an increase in PIT wages that must be used to calculate the PIT withholding amount.

For assistance in calculating subject wages and PIT wages under these circumstances, refer to our *Information Sheet: Social Security/Medicare/SDI Taxes Paid by an Employer* (DE 231Q). To obtain the DE 231Q, please access the EDD’s website at www.edd.ca.gov/pdf_pub_ctr/de231q.pdf. You may call the Taxpayer Assistance Center at 888-745-3886 to order the DE 231Q or if you have any questions.

How to Compute

Unemployment Insurance (UI) Tax and Employment Training Tax (ETT)

If you pay cash wages of \$1,000 or more in one quarter to household workers, in addition to withholding State Disability Insurance (SDI), you must pay UI tax and ETT at the following rates:

- The UI tax rate for new employers or those newly subject to UI is 3.4 percent (.034). Your tax rate will be given to you when you register with the EDD or become subject to UI. Your tax rates (UI, ETT, and SDI) are updated once each year with a *Notice of Contribution Rates and Statement of UI Reserve Account* (DE 2088), mailed to you in December, showing the rates for the upcoming year. The UI tax is paid on cash and noncash wages paid to each employee in 2013 up to the UI taxable wage limit. Refer to the inside cover for the 2013 UI taxable wage limit. Noncash wages include meals and lodging (refer to “Values of Meals and Lodging” on page 12).
- The ETT rate is set by law at 0.1 percent (.001) on your UI taxable wages. However, if you have a negative UI reserve account balance on June 30, you will not be required to pay ETT the following calendar year. The annual DE 2088 will show whether your rate is zero (0) or 0.1 percent (.001).

The UI tax and ETT amounts are paid by the employer, and are not withheld from employees’ wages.

Your payroll taxes and a *Payroll Tax Deposit* (DE 88) coupon **must** be submitted to the EDD each quarter. File online at e-Services for Business at <https://eddservices.edd.ca.gov>. If you do not file online you may file by paper method. All payments must be received or postmarked by the dates listed on the table on page 44.

Example: Total UI taxable wages for the quarter are \$12,000 (for illustrative purposes only). The UI tax rate is 3.4 percent (.034). The ETT rate is 0.1 percent (.001). Examples were created using standard starting rates, your UI rate may differ.

UI Taxable Wages	\$12,000
x <u>UI Tax Rate</u>	<u>x 0.034</u>
UI Taxes Due	\$408.00 (Enter this amount in Box A)

UI Taxable Wages	\$12,000
x <u>ETT Rate</u>	<u>x 0.001</u>
ETT Due	\$ 12.00 (Enter this amount in Box B)

Learn more about payroll taxes through our seminars and online courses
www.edd.ca.gov/Payroll_Tax_Seminars/

2013 Due Dates and Delinquency Dates

For online filing options, refer to page 13.

Withholding Deposits

Form	Calendar Quarter	If You Have Accumulated PIT Withholding of	PIT and SDI Deposit Due by ²
<i>Payroll Tax Deposit</i> (DE 88)	January, February, and March (1 st Quarter)	Less than \$350	April 30, 2013 ³
		\$350 - \$500 ¹	15 th of the following month
	April, May, and June (2 nd Quarter)	Less than \$350	July 31, 2013 ³
		\$350 - \$500 ¹	15 th of the following month
	July, August, and September (3 rd Quarter)	Less than \$350	October 31, 2013 ³
		\$350 - \$500 ¹	15 th of the following month
	October, November, and December (4 th Quarter)	Less than \$350	January 31, 2014 ³
		\$350 - \$500 ¹	15 th of the following month

¹ If you withhold more than \$500 in PIT, please call the Taxpayer Assistance Center at 888-745-3886 to determine the correct due date of your tax payment.

² If the deposit due date falls on a Saturday, Sunday, or a legal holiday, the due date is extended to the next business day.

³ For household employers who have paid \$1,000 or more in wages in a calendar quarter, a deposit of Unemployment Insurance and Employment Training Tax not previously paid is also due each quarter by these due dates.

NOTE: When your DE 88 is mailed to the EDD, the postmark date is used to determine if your payment is timely. Penalty and interest will be charged on each late payroll tax payment.

2013 Due Dates and Delinquency Dates (Continued)

Withholding Deposits

To ensure timely settlement of your electronic payments, please note:

- An Electronic Funds Transfer (EFT) Automated Clearing House (ACH) **debit** transaction must be completed before 3 p.m., Pacific Time, on or before the last timely date to ensure a timely settlement date.
- EFT ACH **credit** transactions are processed based on individual bank requirements. Ask your bank what day you should report your payment to ensure a timely settlement date.

Quarterly Reports

Form	Filing Due Dates	Delinquent if Not Postmarked or Received by
<i>Quarterly Contribution Return and Report of Wages (DE 9) and Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C)</i>	April 1, 2013 for filing period of January, February, and March	April 30, 2013
	July 1, 2013 for filing period of April, May, and June	July 31, 2013
	October 1, 2013 for filing period of July, August, and September	October 31, 2013
	January 1, 2014 for filing period of October, November, and December	January 31, 2014

If you cannot pay all or part of your taxes on time, you must still file the DE 9 and DE 9C. Penalty and interest will be charged on each late payroll tax payment and report/return.

NOTE:

- When your DE 9 and DE 9C are mailed to the EDD, the postmark date is used to determine if your returns are timely.
- For any quarter that you do not have wages to report, you must check the “No Wages Paid this Quarter” (Item A) on the DE 9 and the “No Payroll” box (Item C) on the DE 9C and send the forms to the EDD. If you have any questions, please call the Taxpayer Assistance Center at 888-745-3886.

Correcting Prior Payroll Tax Deposits

You can correct a prior *Payroll Tax Deposit* (DE 88) tax deposit(s) online even if it was submitted on paper. File your corrected DE 88 online at e-Services for Business at <https://eddservices.edd.ca.gov>.

The following two tables clarify when to notify the EDD of adjustments and how to make them.

	Reason for Adjustment	How to Make an Adjustment
Correcting prior <i>Payroll Tax Deposit</i> (DE 88) coupons	Overpaid UI, ETT, SDI, and/or PIT on a DE 88 prior to filing your <i>Quarterly Contribution Return and Report of Wages</i> (DE 9) and <i>Quarterly Contribution Return and Report of Wages (Continuation)</i> (DE 9C).	On the next DE 88 for the same calendar quarter , reduce the amount of taxes due by the amount of the overpayment. Do not show credits on the DE 88.
	Overpaid UI, ETT, SDI, and/or PIT on a DE 88 prior to filing DE 9/DE 9C and you cannot reduce the overpayment on your next deposit within the quarter.	Claim refund on line J when you file your DE 9 at the end of the quarter.
	Overwithheld PIT and <ul style="list-style-type: none"> • DE 9 was filed. • DE 9C was filed. • Form W-2 was issued to the employee. 	<p>DO NOT:</p> <ul style="list-style-type: none"> • Refund overwithheld PIT to the employee, • Change the California PIT withholding amount shown on the Form W-2, or • File a claim for refund with the EDD. <p>The employee will receive a credit for the PIT over withholdings when filing a California State income tax return with the Franchise Tax Board (FTB).</p>
	Underpaid UI, ETT, SDI, and/or PIT prior to filing your DE 9/DE 9C.	File a DE 88 and pay the amount due, including penalty and interest. Indicate the payroll date on the DE 88.
	Underpaid UI, ETT, SDI, and/or PIT and your DE 9/DE 9C was filed.	Complete a DE 88 and pay the additional amount due for the quarter, including penalty and interest, if any, or when you receive a <i>Statement of Account</i> (DE 2176) in the mail, pay the balance due.
	Provided incorrect UI, ETT, SDI and/or PIT information on the DE 9/DE 9C.	File a DE 9ADJ. Complete Sections I, II, III, and IV with the correct information. NOTE: If taxes are due, send a payment for tax amount plus penalty and interest, if any, with the DE 9ADJ.
	Allocated the wrong amounts to specific funds on a DE 88.	Do not adjust. The EDD will make the necessary adjustments at the end of the quarter when your DE 9 is filed.

Correcting Prior Payroll Tax Deposits (Cont.)

When **written permission** is obtained from an employee, you are authorized to adjust any over or underwithheld California PIT from the employee if the adjustment is made within the same calendar year and before the IRS Wage and Tax Statement (Form W-2) is issued.

Overwithheld SDI and/or PIT must be credited or refunded to your employee **before** you can take a credit or receive a refund from the EDD. You should obtain a receipt from the employee whenever a credit adjustment or repayment of overwithheld tax is made.

NOTE: A claim for credit or refund must be filed within three years of the delinquent date for the quarter being adjusted.

Correcting Prior Reports

You can correct your previously filed reports online even if the prior report was filed by paper. File your corrected report online at e-Services for Business at <https://eddservices.edd.ca.gov>.

	Reason for Adjustment	How to Make an Adjustment
Correcting prior <i>Quarterly Contribution Return and Report of Wages (Continuation)</i> (DE 9C)	Incorrect employee Social Security Number (SSN) or name reported.	File a DE 9ADJ. Complete Sections I and IV. Section IV requires two entries. For the first entry, enter the quarter, incorrect SSN, employee name, and enter zeros in total subject wages, PIT wages, and PIT withheld fields. For the second entry, enter the corrected information. For examples, refer to page 2 of the DE 9ADJ-I Instructions.
	Incorrect wages and/or PIT information for employees previously reported.	File a DE 9ADJ. Complete Sections I and IV with correct wages and/or PIT information for each employee by quarter. For examples, refer to page 2 of the DE 9ADJ-I Instructions. NOTE: If DE 9 has been filed with incorrect information, also complete Section II.
	No SSN reported for employee.	File a DE 9ADJ. Complete Sections I and IV. Section IV requires two entries. For the first entry, enter the quarter, all zeros for the SSN filed, employee name, and zeros in subject wages, PIT wages, and PIT withheld fields. In the second entry, enter the corrected information. For examples, refer to page 2 of the DE 9ADJ-I Instructions.
	Employee(s) not previously reported.	File a DE 9ADJ. Complete Sections I and IV with unreported employee(s) SSN and full name, total subject wages, PIT wages, and PIT withheld by quarter. NOTE: If DE 9 has been filed with incorrect information, also complete Section II.
Correcting prior <i>Quarterly Contribution Return and Report of Wages</i> (DE 9)	Provided incorrect UI, ETT, SDI, and/or PIT information.	File a DE 9ADJ. Complete Sections I, II, and III with the correct information. If DE 9C forms were filed incorrectly, also complete Section IV of the DE 9ADJ as instructed above NOTE: If taxes are due, send a payment for the tax amount plus penalty and interest, if any, with the DE 9ADJ.

Detailed DE 9ADJ instructions are provided on the *Instructions for Completing the Quarterly Contribution and Wage Adjustment Form* (DE 9ADJ-I). To obtain the DE 9ADJ and DE 9ADJ-I, access the EDD's website at www.edd.ca.gov/Payroll_Taxes/Forms_and_Publications.htm. For questions about when or how to use the form, adjusting previously reported payroll taxes or wages, or to order forms, please call the Taxpayer Assistance Center at 888-745-3886.

A completed sample DE 9ADJ is shown on pages 49 and 50.

NOTE: Examples were created using 2012 rates. Refer to inside cover for 2013 rates.

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Examples were created using 2012 rates.
Refer to inside cover for 2013 rates.



QUARTERLY CONTRIBUTION AND WAGE ADJUSTMENT FORM

STATUTE OF LIMITATIONS
A claim for refund or credit must be filed within three years of the last timely filing date of the quarter being adjusted.

You can file this adjustment form online through the Employment Development Department's (EDD) Expanded e-Services for Business. Please visit our Web site at www.edd.ca.gov. See *Instructions for Completing the Quarterly Contribution and Wage Adjustment Form (DE 9ADJ-I)* for completing this form.

File this form online through e-Services for Business
<https://eddservices.edd.ca.gov>

NAME: JANE JONES
 YEAR / QUARTER: 13/4
 EMPLOYER ACCOUNT NO.: 000-0000-0
 4th Quarter understated. Didn't report one employee.

SECTION II: REQUEST FOR REFUND OR ADJUST QUARTERLY CONTRIBUTION RETURN AND REPORT OF WAGES

A. TOTAL SUBJECT WAGES PAID THIS QUARTER > (A) 88,000;00

B. UNEMPLOYMENT INSURANCE (UI) TAXES
 UI RATE 3.4 % X UI TAXABLE WAGES 16,000;00 = (B) 544;00
 UI CONTRIBUTIONS

C. EMPLOYMENT TRAINING TAX (ETT) RATE OF 0.1 % X UI TAXABLE WAGES = (C) 16;00
 ETT CONTRIBUTIONS

D. STATE DISABILITY INSURANCE (SDI) TAXES (includes Paid Family Leave amount)
 SDI RATE 1.0 % X SDI TAXABLE WAGES 88,000;00 = (D) 880;00
 SDI EMPLOYEE CONTRIBUTIONS WITHHELD

E. CALIFORNIA PERSONAL INCOME TAX (PIT) WITHHELD > (E) 1,253;00

F. SUBTOTAL (Add Items B, C, D and E) > (F) 2,693;00

G. LESS: CONTRIBUTIONS AND WITHHOLDINGS PAID FOR THE QUARTER > (G) 1,000;00
 (DO NOT INCLUDE PENALTY AND INTEREST PAYMENTS)

H. ERRONEOUS SDI CONTRIBUTIONS NOT REFUNDED TO THE EMPLOYEE(S) > (H) _____
 (COMPLETE SECTION III)

I. TOTAL TAXES DUE OR OVERPAID (ITEM F MINUS ITEM G PLUS ITEM H)
 IF TAXES ARE DUE, SUBMIT PAYMENT WITH THIS FORM (DO NOT USE DE 88)..... > (I) 1,693;00
 IF SDI OR PIT WITHHOLDINGS ARE OVERPAID, COMPLETE SECTION III.

SECTION III: STATE DISABILITY INSURANCE (SDI) AND CALIFORNIA PERSONAL INCOME TAX (PIT) OVERPAYMENTS

The SDI and PIT deductions are employee contributions. The EDD cannot refund these contributions to you unless you first refund the erroneous deductions to the employee(s).

1. Was the overpayment withheld from the wages of employee(s)? Yes No **SDI deductions** Yes No **PIT deductions**

2. If yes, was this amount refunded to the employee(s)? Yes No Yes No

- If the overpayment has not been refunded because employee(s) are no longer employed and you are unable to locate, EDD will need further information. On a separate page list the following: Social Security Number, employee(s) name, last known address, and amount of SDI not refunded. In addition, **please complete line H.**
- If you have not issued Form(s) W-2, EDD will allow PIT wage and withholding credit adjustments. Please enter changes in Section IV.

If you have issued Form(s) W-2, the employee will receive a credit for the PIT overwithholdings when filing his/her California Resident Income Tax Return (Form 540) with the Franchise Tax Board. Do not refund PIT overwithholdings to the employee. Do not change the California PIT withholding amount shown on the Form(s) W-2. Do not file a claim for refund with EDD. For additional information, see *Instructions for Completing the Quarterly Contribution and Wage Adjustment Form (DE 9ADJ-I)*, Section III.

Be sure to sign this declaration: I declare that the information herein is true and correct to the best of my knowledge and belief.

Signature Jane Jones Title EMPLOYER Phone (123) 555-7899 Date 01/08/2014
(Owner, Accountant, Preparer, etc.)

SIGN AND MAIL TO: Employment Development Department / P.O. Box 989073 / West Sacramento, CA 95798-9073

No Longer Paying Wages

If you stop employing people to work in your home and do not intend to hire anyone in the future, you must send the EDD a final *Quarterly Contribution Return and Report of Wages* (DE 9) and a *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C) (enter the last date you paid wages), and *Payroll Tax Deposit* (DE 88) coupon with payment of any taxes within ten days. If you plan to employ people to work in your home in the future but do not have payroll this quarter, mark “No Wages Paid this Quarter” (Item A) on the DE 9 and “No Payroll” (Item C) on the DE 9C and send the form to the EDD. This report must be filed even if no wages were paid in the quarter. To obtain these forms, access the EDD’s website at www.edd.ca.gov/Payroll_Taxes/Forms_and_Publications.htm, order them using the EDD’s Internet Order Form at www.edd.ca.gov/Forms/, or call the Taxpayer Assistance Center at 888-745-3886.

Registered employers may inactivate their account online using the EDD’s e-Services for Business at <https://eddservices.edd.ca.gov>.

All employers are required to report new employees to the New Employee Registry (NER). The NER assists California’s Department of Child Support Services and Department of Justice in locating parents to collect delinquent child support payments. Employers must also report the actual start-of-work date (not the date hired) for each newly hired employee so that the NER data can be cross-matched to the Unemployment Insurance (UI) benefit file. This will result in the early detection and prevention of UI benefit overpayments.

How to Obtain: New employers receive a *Report of New Employee(s)* (DE 34) as part of their new employer package from the EDD. To obtain additional DE 34 forms, access the EDD’s website at www.edd.ca.gov/pdf_pub_ctr/de34.pdf. You may also file online using the EDD’s e-Services for Business at <https://eddservices.edd.ca.gov> or contact the Taxpayer Assistance Center at 888-745-3886.

When Due: You must report all newly hired employees (refer to “Who Are Household Employees?” on page 8) **within 20 days** of the start-of-work date. If an employee returns to work after a layoff or leave of absence and is required to complete a new IRS Employee’s Withholding Allowance Certificate (Form W-4), you must report the employee as a new hire. If the returning employee was not formally terminated or removed from payroll records, you do not need to report the employee as a new hire. The following information must be included when reporting new employees:

Employer Information	Employee Information
EDD Employer Account Number	First Name, Middle Initial, Last Name
Federal Employer Identification Number (FEIN)	Social Security Number (SSN)
Business Name	Home Address
Business Address	Start-of-Work Date
Business Phone Number	
Contact Person	

Refer to sample DE 34 on page 53.

Filing an Informal Report

If you are not able to obtain a DE 34 form by the due date, file an informal report or a copy of the employee’s Form W-4 to avoid penalty and interest charges. Your informal report should include all the information listed in the above table.

Mail or fax your new employee information to:

**Employment Development Department
 Document Management Group, MIC 96
 P.O. Box 997016
 West Sacramento, CA 95799-7016
 Fax: 916-319-4400**

NOTE: If the people who work in your home are independent contractors, you do not need to report them to the EDD (refer to “Who Are Household Employees?” on page 8). The requirement for businesses and government entities to report independent contractors does not apply to household employers.

If you are not sure if the people who work in your home are employees or independent contractors, please call the Taxpayer Assistance Center at 888-745-3886 for assistance.

Registered employers may report new employees online using the EDD’s e-Services for Business at <https://eddservices.edd.ca.gov>.

FOR ILLUSTRATIVE PURPOSES ONLY



REPORT OF NEW EMPLOYEE(S)
 See detailed instructions on reverse. Please type or print.
 NOTE: Report new employees within 20 days of start-of-work date.



00340600

DATE 030513	CA EMPLOYER ACCOUNT NO. 00000000	BRANCH CODE	FEDERAL ID NO. XXXXXXXXXX
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BUSINESS NAME JAMES AND JANE JONES	CONTACT PERSON JANE JONES	TELEPHONE NO. 123-555-7899
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ADDRESS P.O. BOX 12345	STREET	CITY ANYTOWN CA 12345	STATE	ZIP
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EMPLOYEE FIRST NAME CINDY	MI V	EMPLOYEE LAST NAME SMITH	STREET NO. 222	STREET NAME MAPLE STREET	UNIT/APT
SOCIAL SECURITY NO. 000000000	CITY ANYTOWN	STATE CA	ZIP 12345	START-OF-WORK DATE 022013	

EMPLOYEE FIRST NAME	MI	EMPLOYEE LAST NAME	STREET NO.	STREET NAME	UNIT/APT
SOCIAL SECURITY NO.	CITY	STATE	ZIP	START-OF-WORK DATE	

EMPLOYEE FIRST NAME	MI	EMPLOYEE LAST NAME	STREET NO.	STREET NAME	UNIT/APT
SOCIAL SECURITY NO.	CITY	STATE	ZIP	START-OF-WORK DATE	

EMPLOYEE FIRST NAME	MI	EMPLOYEE LAST NAME	STREET NO.	STREET NAME	UNIT/APT
SOCIAL SECURITY NO.	CITY	STATE	ZIP	START-OF-WORK DATE	

EMPLOYEE FIRST NAME	MI	EMPLOYEE LAST NAME	STREET NO.	STREET NAME	UNIT/APT
SOCIAL SECURITY NO.	CITY	STATE	ZIP	START-OF-WORK DATE	

EMPLOYEE FIRST NAME	MI	EMPLOYEE LAST NAME	STREET NO.	STREET NAME	UNIT/APT
SOCIAL SECURITY NO.	CITY	STATE	ZIP	START-OF-WORK DATE	

File this form online through e-Services for Business <https://eddservices.edd.ca.gov>

FEDERAL WAGE AND TAX STATEMENT (FORM W-2)

As an employer, you are required to prepare a federal Wage and Tax Statement (Form W-2) for each of your employees. You must provide your employees with their 2013 Form W-2 by January 31, 2014.* Prepare the Form W-2 on the federal/state four-part paper form.

If you need information on Form W-2 reporting requirements, refer to the Internal Revenue Service (IRS) Employer's Tax Guide (Publication 15, Circular E). For federal instructions on completing Form W-2, refer to IRS Instructions for Forms W-2 and W-3. To obtain these publications, access the IRS website at www.irs.gov or call IRS at 800-829-3676.

In addition to the federal information required, you must include California Personal Income Tax (PIT) wages, PIT withheld, and State Disability Insurance (SDI) withheld in the following Form W-2 boxes:

FORM W-2	
Box	Enter
Box 16 (State wages, tips, etc.)	California PIT wages
Box 17 (State income tax)	California PIT withheld (if any)
Box 19 (Local income tax)	The abbreviation "CASDI" and SDI withheld

NOTE:

- If Box 19 has local taxes, use Box 14, Other. If **no** boxes are available, you are required to provide your employees with a separate written statement containing:
 - Name of household employer, address, Federal Employer Identification Number (FEIN), and the EDD eight-digit employer account numbers.
 - The employee's name, address, and Social Security Number.
 - The amount of SDI withheld and/or paid directly by you.
- If the wages were **not** subject to SDI, show "CASDI 0" (zero).
- If you paid SDI taxes **without** withholding the SDI from the employee's wages, you should show the SDI taxes as if they were withheld and increase the amount you report according to the formula shown on the *Information Sheet: Social Security/Medicare/SDI Taxes Paid By an Employer* (DE 231Q). To obtain a DE 231Q, access the EDD's website at www.edd.ca.gov/pdf_pub_ctr/de231q.pdf, or call the Taxpayer Assistance Center at 888-745-3886.

Generally, the amount reported as California PIT wages on Form W-2 in Box 16 is the same as the federal wages (Box 1).

If you discover an error on a previously issued Form W-2, refer to the IRS publication Instructions for Forms W-2C and W-3C for instructions on completing an IRS Corrected Wage and Tax Statement (Form W-2C).

Send Forms W-2 and Forms W-2C to your employees and the Social Security Administration. **Do not** send the "state" copies of Forms W-2 and Forms W-2C to the State of California (the EDD or Franchise Tax Board).

* Employers failing to provide a Form W-2 to each employee, or who furnish a false or fraudulent statement, are subject to a penalty of fifty dollars (\$50) for each such failure as imposed under Section 13052 of the California Unemployment Insurance Code (CUIC). Employers may also be subject to an additional penalty for failure to file informational returns (Form W-2 or Form 1099-MISC) to misclassified employees as provided under Section 13052.5 of the CUIC. The amount of the penalty is determined based upon the unreported remuneration for personal services multiplied by the maximum rate as provided under Section 17041 of the Revenue and Taxation Code. Contact the EDD's Taxpayer Assistance Center at 888-745-3886 for assistance.

Earned Income Tax Credit Information Act

Effective January 1, 2008, all employers are required to notify all of their employees of the federal Earned Income Tax Credit (EITC).

Employers who are subject to and required to provide Unemployment Insurance to their employees must provide EITC notification to the employee by either handing it directly to the employee or mailing it to the employee's last known address. Posting of this information on an employee bulletin board **will not** satisfy the notification requirement.

The notification shall be provided at the same time or within one week before or after, that the employer provides the employee with an annual wage summary, including, but not limited to, a Form W-2 or a Form 1099. The notice shall include instructions on how to obtain any notices available from the Internal Revenue Service (IRS) for this purpose, including, but not limited to, the IRS Notice 797, **or** any successor notice or form, or any notice created by you, as long as it contains substantially the same language as the notice below.

“Based on your annual earnings, you may be eligible to receive the earned income tax credit from the federal government. The earned income tax credit is a refundable federal income tax credit for low-income working individuals and families. The earned income tax credit has no effect on certain welfare benefits. In most cases, earned income tax credit payments will not be used to determine eligibility for Medicaid, supplemental security income, food stamps, low-income housing, or most temporary assistance for needy families' payments. Even if you do not owe federal taxes, you must file a tax return to receive the earned income tax credit. Be sure to fill out the earned income tax credit form in the federal income tax return booklet. For information regarding your eligibility to receive the earned income tax credit, including information on how to obtain the IRS Notice 797, or any other necessary forms and instructions, contact the Internal Revenue Service by calling 1-800-829-3676 or through its website at **www.irs.gov**.”

Subscribe to the EDD's no-cost e-mail subscription services
www.edd.ca.gov/about_EDD/Get_Email_Notices.htm

WHAT PAYROLL RECORDS MUST BE KEPT?

Employers are required to keep payroll records for at least four years. If you believe that you are **not** a subject employer or your employees are exempt, state law requires that you maintain records of payments made to people who provide household services for at least eight years in case of an employment tax audit.

Your records must provide a true and accurate account of all workers (employed, no longer employed, or on a leave of absence, and independent contractors) and all payments made. Records must include the following information for each worker:

- Worker's:
 - Full name (first name, middle initial, and last name).
 - Social Security Number.
- Date hired, rehired, or returned to work after a temporary layoff.
- Last date services were performed.
- Place of work.
- Money paid:
 - Dates and amounts of payment.
 - Pay period covered.
 - Cash or cash value of in-kind wages (such as meals, lodging, bonuses, and gifts) (Refer to "Values of Meals and Lodging" on page 12).
- The amounts withheld from employee wages.
- Disbursement records showing payments to workers.
- Other information necessary to determine payments to workers.

You may use any payroll record that provides the information listed above. A sample Employee Earnings Record is provided on page 57.

If you have any questions about the records you must keep, please refer to *Information Sheet: Employment Tax Audit Process* (DE 231TA). This form is available on the EDD's website at www.edd.ca.gov/pdf_pub_ctr/de231ta.pdf. You may call the Taxpayer Assistance Center at 888-745-3886.

Need hands-on experience on how to calculate taxes and complete payroll tax forms?

Consider attending one of the EDD's State Payroll Tax Workshops. To learn more or to register for a seminar, visit the website at www.edd.ca.gov/Payroll_Tax_Seminars/ or call the Taxpayer Assistance Center at 888-745-3886.

Your Reserve Account

If you pay \$1,000 or more in cash wages to household employees during a calendar quarter, you are required to pay Unemployment Insurance (UI) tax and Employment Training Tax (ETT) on each employee's wages up to the UI taxable wage limit, each calendar year. Your UI reserve account is a record of the UI taxes you have paid (credits) and the UI benefits that the EDD has paid (charges) to your former employees who were found eligible to receive UI benefits or who qualified for reduced UI benefits when working less than full-time for you. Your UI reserve account is a "paper" account for recordkeeping purposes and has no cash value. The difference between the credits and charges is the reserve account balance, which may be positive or negative. Your account balance is used only to determine your annual UI tax rate. If you have a negative reserve account balance as of June 30, you will not have to pay ETT the following calendar year.

Notices

When your former employee (“claimant”) applies for Unemployment Insurance (UI) benefits, the last employer reported by the claimant will receive a *Notice of UI Claim Filed* (DE 1101C/Z or DE 1101ER). Only the last employer of record will receive this notice to advise them that the claimant has filed a UI claim, and it includes the reason the claimant stated for no longer working.

If you have any information that would affect the claimant’s eligibility for UI benefits, please complete the form and return it to the EDD within 10 days of the date the notice was mailed to you. If you believe that your UI reserve account should not be charged for the benefits, it is important that you provide information by the required deadline explaining why the claimant was terminated or the reasons the claimant gave for voluntarily quitting. The DE 1101C/Z and DE 1101ER includes instructions that explain how to complete the form. Your information is needed to gather relevant facts that will assist the EDD in determining if the claimant is eligible to receive UI benefits. **Failure to respond timely may result in an increase to your UI tax rate.**

If you respond to the notice within the legally required 10 days of the notice date and provide eligibility information, the EDD will send you a *Notice of Determination and/or Ruling* (DE 1080EZ). A ruling advises you whether or not your UI reserve account will be charged for UI benefits if the claimant is found eligible based on the reason for separation from your employment. If you fail to respond to the *Notice of UI Claim Filed* (DE 1101C/Z or DE 1101ER) or respond untimely, you are not entitled to a determination and/or a ruling. However, if you respond untimely and provide the reason you are submitting the eligibility information untimely, the EDD will determine if you had good cause for not submitting your response timely. If there is a finding of good cause, you will be entitled to receive a notice of determination or ruling. Also, if you respond untimely with eligibility information, the EDD will conduct a determination of eligibility with the claimant regardless of whether you are entitled to a notice of determination and/or a ruling.

If the EDD finds that a claimant is eligible to receive UI benefits, a *Notice of Wages Used for Unemployment Insurance (UI) Claim* (DE 1545) is mailed to all base-period (refer to page 68) employers after the first benefit check is mailed to the claimant. If you are a base-period employer, you will receive a DE 1545. This notice will inform you of the wages used to establish the UI claim and the amount of potential charges to your UI reserve account. All or part of the benefits paid to the claimant may be charged to your UI reserve account.

If you believe that your UI reserve account should not be charged for the benefits, it is important that you complete the form and return it by the required deadline to the EDD as indicated on the form. The DE 1545 includes instructions on how to complete the form. You will need to explain why your account should not be charged for the UI benefits. If you previously responded to a DE 1101C/Z or DE 1101ER for the same employee concerning the same separation or other issue, you do not need to return the DE 1545. However, if you know of new eligibility issues, then you must report them to the EDD because they may affect the claimant’s eligibility for benefits. Please complete the DE 1545 and return it within 15 calendar days from the mail date of the notice. If the wage information is incorrect, submit a corrected copy of the wages within 20 days from the mail date of the notice.

UNEMPLOYMENT INSURANCE

When a claimant is approved for the California Training Benefits (CTB) program, a *Notice of Potential Increased Liability for Training Extension Benefits* (DE 1545TE) is mailed to all base-period employers. This notice will inform you of the maximum amount of potential benefits payable, including training extension benefits, and the amount of potential charges to your UI reserve account. If you believe that your UI reserve account should not be charged for the training benefits, your protest must be mailed by the date indicated on the form. The response should provide information explaining why the claimant should not be eligible for CTB under the California Unemployment Insurance Code Section cited. If the DE 1545TE indicates that you previously received a favorable ruling, your account will not be charged, and no response will be necessary. To maintain the integrity of the UI program, the EDD investigates cases of potential imposter fraud and identity theft. As part of our investigation, you may receive a *Request for Additional Information* (DE 1326ER) asking you to validate information provided to us by an individual who has filed a claim for UI benefits. The DE 1326ER is mailed to the last employer and base-period employers to request additional identifying information to validate the identity of the individual. Your prompt response to the DE 1326ER will protect your employer account from charges if the determination of eligibility results in a disqualification, and will assist the EDD in maintaining the integrity of the UI Fund.

Additional information on protecting your employer account from fraudulent Unemployment Insurance claims, protecting your employees, and fighting imposter fraud can be found on the EDD's website at www.edd.ca.gov/Unemployment/Fraud_Prevention.htm.

NOTE: You should keep copies of all your responses to the EDD notices for your records.

Notices of Determination, Ruling, or Modification

You will receive a notice from the EDD in response to the information you reported regarding a claimant's eligibility for UI benefits on the DE 1101C/Z, DE 1101ER, or DE 1545. Depending on the specific circumstances involved, you will receive one of the following notices:

Notice	Purpose
DE 1080EZ: <ul style="list-style-type: none">• Notice of Determination	Sent to an employer who responds timely to a DE 1101C/Z, DE 1101ER, or DE 1545, or who submits timely correspondence with claimant eligibility information other than information regarding a voluntary quit or discharge.
<ul style="list-style-type: none">• Notice of Determination/ Ruling	Sent to an employer who responds timely to a DE 1101C/Z or DE 1101ER with information regarding a voluntary quit or discharge. This notice informs the employer whether or not their reserve account will be charged for UI benefits paid.
<ul style="list-style-type: none">• Notice of Ruling	Sent to an employer who responds timely to a DE 1545 with information regarding separation(s) that occurred within the base period. This notice informs the employer whether or not their reserve account will be charged for UI benefits paid.
DE 1080M: <ul style="list-style-type: none">• Notice of Modification	Sent to an employer who previously received a DE 1080EZ stating that the claimant was disqualified from receiving UI benefits. The purpose of this form is to inform the employer that the claimant's disqualification period has ended and the claimant has met the criteria required to receive UI benefits. This notice does not change the original ruling issued to the employer.

Appeal Rights

You have the right to file an appeal if you do not agree with the EDD's decision about:

- Former employee's eligibility to receive UI benefits.
- Charges made to your UI reserve account due to paid UI benefits.

You must send your written appeal to the EDD within 20 days of the mail date of the *Notice of Determination and/or Ruling* (DE 1080EZ). The EDD will send you an acknowledgment of receipt and registration of your appeal with the phone number for the Office of Appeal hearing the case. The Office of Appeal will schedule a hearing with an Administrative Law Judge (ALJ). Both you and your former employee will be notified of the date, time, and place of the hearing at least ten days before the hearing date. If you are filing an appeal to a *Notice of Ruling* (DE 1080EZ), the employee is not considered a party to the proceeding and is not notified of the hearing. The ALJ will conduct a hearing and give all interested parties the opportunity to present their evidence. The ALJ will consider the facts presented at the hearing and issue a written decision that is mailed to all concerned parties.

If you do not agree with the ALJ's decision, you may appeal to the California Unemployment Insurance Appeals Board (CUIAB). The CUIAB reviews appeals to decisions rendered by ALJs. Both the CUIAB and the ALJs operate impartially and independently of the EDD.

The CUIAB provides the following publications to assist in filing an appeal and preparing for an administrative hearing:

- *Office of Appeals Tax Hearing Information Pamphlet* (DE 6412)
- *Twenty-seven Ways to Avoid Losing Your Unemployment Appeal* (DE 1432)
- *Unemployment Appeals – A Guide for Claimants, Employers, and Their Representatives* (DE 1434)
- *Appeals Procedure* (DE 1433)

For copies of these publications, visit the State of California Unemployment Insurance Appeals Board website at www.cuiab.ca.gov/forms.shtm or write to:

California Unemployment Insurance Appeals Board
Sacramento Office of Appeals
2400 Venture Oaks Way, Suite 100
Sacramento, CA 95833-4224

If you have any questions about appeals:

- Access the EDD's website at www.edd.ca.gov/Unemployment/First_Level_Appeal.htm.
- Access the California Unemployment Insurance Appeals Board website at www.cuiab.ca.gov.
- Call the EDD's Unemployment Insurance (UI) Customer Service at 800-300-5616 or go to the EDD's website at www.edd.ca.gov/Unemployment/contact_UI.htm.

Statement of Charges to Reserve Account (DE 428T)

Each October, the annual *Statement of Charges to Reserve Account* (DE 428T) is mailed to you. This statement notifies you of the Unemployment Insurance (UI) benefit charges and credits to your reserve account from July 1 through June 30 of the previous fiscal year. Charges are itemized and based on the UI benefits paid to your former employees. Charges to your reserve account may increase your UI contribution rate for the next calendar year. It is important to review your statement carefully and respond timely if you do not agree with the charges. You have 60 days from the mail date on your statement to protest, in writing, any charges you believe are incorrect. An extension of up to 60 days may be granted for “good cause” (refer to page 70) if your request is submitted before the protest deadline. When filing your protest, you must include your EDD eight-digit employer account number, the claimant’s name, Social Security Number, claim date, the dollar amount, and the specific reason for protesting. Protests with missing information will be returned. If you have address changes and/or agent updates, inform the EDD immediately in order to receive your DE 428T timely.

For further information, refer to the *Explanation and Instruction Sheet* (DE 428C) included with your DE 428T or call the Taxpayer’s Assistance Center at 888-745-3886. The DE 428C is also available on the EDD’s website at www.edd.ca.gov/pdf_pub_ctr/de428c.pdf.

Notice of Contribution Rates and Statement of UI Reserve Account (DE 2088)

The Unemployment Insurance (UI), Employment Training Tax (ETT), and State Disability Insurance (SDI) tax rates and taxable wage limits may change each year. Each December, the EDD sends you a *Notice of Contribution Rates and Statement of UI Reserve Account* (DE 2088) to notify you of your tax rates and taxable wage limits for the upcoming year. Your 2013 notice will show the items used to determine your UI rate and the balance in your UI reserve account as of July 31, 2012.

Any item on the DE 2088 can be protested except the ETT and SDI tax rates, which are set by law. Your protest must be filed in writing within 60 days of the mail date shown on the notice. An extension of up to 60 days may be granted for “good cause” (refer to page 70) if your request is submitted before the protest deadline. When filing your protest, you must include your EDD employer account number, the specific item(s) being protested, and why you are protesting.

Please mail your protest to:

**Employment Development Department
Rate Management Group, MIC 4
P.O. Box 826880
Sacramento, CA 94280-0001**

For further information, refer to the *Explanation of the Notice of Contribution Rates and Statement of UI Reserve Account (DE 2088) for the period of January 1, 2013, to December 31, 2013* (DE 2088C) included with the DE 2088, or call the Taxpayer Assistance Center at 888-745-3886. The DE 2088C is also available on the EDD’s website at www.edd.ca.gov/pdf_pub_ctr/de2088c.pdf.

The State Disability Insurance (SDI) Program provides Disability Insurance (DI) and Paid Family Leave (PFL) benefits to eligible workers experiencing a loss of wages. The SDI Program is funded by mandatory payroll deductions from employee wages.

Disability Insurance

Disability Insurance is a component of the SDI Program. The DI benefits are paid to eligible California workers experiencing a loss of wages when they are unable to perform their regular or customary work due to non-work-related illness or injury, pregnancy, or childbirth.

Paid Family Leave

Paid Family Leave is a component of the SDI Program. The PFL program provides benefits to individuals who take time off from work to care for a seriously ill child, spouse, parent, or registered domestic partner or to bond with a new child.

Claim Notices

When an SDI claim is filed, the employer(s) shown on the application will receive a *Notice to Employer of Disability Insurance Claim Filed* (DE 2503). When a PFL claim is filed, the employer(s) will receive a *Notice of Paid Family Leave (PFL) Claim Filed* (DE 2503F). The employer shall provide information affecting the claimant's eligibility and the form shall be completed and returned **within two working days**.

Because employees pay for DI and PFL, the filing of a DI or PFL program claim will not affect your Unemployment Insurance reserve account. Therefore, you will not be notified of the claimant's eligibility for DI/PFL benefits for each occurrence of disability or family care leave as a result of the information supplied on the DE 2503 or DE 2503F.

If you have any questions about DI, please access the EDD's website at www.edd.ca.gov/Disability/Disability_Insurance.htm or call DI Customer Service at 800-480-3287. If you have any questions about PFL, please access the EDD's website at www.edd.ca.gov/Disability/Paid_Family_Leave.htm or call PFL Customer Service at 877-238-4373.

SDI Online

The SDI Online is an online system available to employers, claimants, physicians/practitioners, and voluntary plan third-party administrators for submission of Disability Insurance (DI) and Paid Family Leave (PFL) claim information. Employers can securely submit employee information (wages earned, last day worked, etc.) online. For more information on these online services, visit the SDI website at www.edd.ca.gov/disability.

Other EDD Programs and Services

One-Stop Career Center

To find the nearest One-Stop Career Center location, go online at: www.edd.ca.gov/Office_Locator.

State Disability Insurance (SDI)

Disability Insurance (DI) and Paid Family Leave (PFL) are benefits paid under the SDI Program.

The DI and PFL Customer Service are available through the toll-free phone numbers listed below:

DI: English.....	800-480-3287	PFL: English	877-238-4373
Spanish	866-658-8846	Spanish	877-379-3819
TTY (nonverbal) .	800-563-2441	Cantonese.....	866-692-5595
		Vietnamese	866-692-5596
		Armenian.....	866-627-1567
		Tagalog	866-627-1569
		Punjabi.....	866-627-1568
		TTY (nonverbal) ...	800-445-1312

In addition, DI information is located on the EDD's website at www.edd.ca.gov/Disability/Disability_Insurance.htm and PFL information at www.edd.ca.gov/Disability/Paid_Family_Leave.htm.

Unemployment Insurance (UI)

The UI customer service representatives are available through the toll-free phone numbers listed below. When you call, an automated system will provide a menu of services. Press "3" for the employer menu (available in English and Spanish) that provides UI and Job Service information.

English.....	800-300-5616
Spanish.....	800-326-8937
Cantonese	800-547-3506
Mandarin.....	866-303-0706
Vietnamese.....	800-547-2058
TTY (nonverbal).....	800-815-9387

You may call the automated self-service system at 866-333-4606 to obtain Benefit Payment Information and to obtain One-Stop Center locations. In addition, UI information is located on the EDD's website at www.edd.ca.gov.

Other Agencies You Should Contact

For assistance with:

- **Federal tax requirements**, please access the Internal Revenue Service (IRS) website at www.irs.gov or call IRS at 800-829-1040.
- **Labor law requirements** (such as overtime, minimum wage, and employee benefits), please access the Department of Industrial Relations (DIR) website at www.dir.ca.gov/dlse or call DIR's Labor Standards Enforcement Division (refer to the government listings in your local phone book).
- **Workers' Compensation requirements**, please access DIR's website at www.dir.ca.gov/dwc or call DIR's Workers' Compensation Division (refer to the government listings in your local phone book).

Help Us Fight Fraud

The "underground economy" is comprised of those individuals and businesses that deal in cash and/or use other schemes to conceal their activities and their true tax liability from government licensing and taxing agencies. When businesses operate in the underground economy, they gain an unfair competitive advantage over businesses that comply with the law because they do not pay Workers' Compensation and state and federal payroll taxes. This causes unfair competition in the marketplace and forces law-abiding businesses to pay higher taxes. To address this, the EDD, in partnership with several other governmental entities, follows up on leads and conducts on-site inspections of businesses throughout the state. To learn more about the EDD's Underground Economy Operation (UEO) programs, visit the EDD's website at www.edd.ca.gov/Payroll_Taxes/Underground_Economy_Operations.htm.

To report businesses that are paying workers undocumented cash payments, failing to carry Workers' Compensation insurance, or not complying with labor and licensing laws, please download and complete an *Underground Economy Operations Lead Referral/Complaint Form* (DE 660 in English or DE 660/S/ in Spanish) available at www.edd.ca.gov/pdf_pub_ctr/de660.pdf. You can request a DE 660 or contact UEO at:

Hotline: 800-528-1783

Fax: 916-227-2772

E-mail: ueo@edd.ca.gov

Online: www.edd.ca.gov (Select "Report Fraud")

To obtain the brochure *Paying Cash Wages "Under the Table"* (DE 573CA in English or DE 573CA/S/ in Spanish), access the EDD's website at www.edd.ca.gov/Payroll_Taxes/Forms_and_Publications.htm, or contact the Taxpayer Assistance Center at 888-745-3886.

The EDD's Commitment to You

The EDD is committed to applying the payroll tax laws of the State of California in an equitable and impartial manner. Toward that goal, we have developed the following information to inform you of your rights during the employment taxation process.

Your Rights as an Employer

As an employer, you have the right to:

- Courteous and timely service from the EDD's employees.
- Expect that information maintained by the EDD be kept confidential and not published or made available for public inspection. However, in certain instances, the law requires that this information be shared with other governmental agencies. When those instances occur, the EDD closely follows the law to protect your rights to confidentiality.
- Call upon the EDD for accurate information and assistance and to have all your questions answered.
- Receive a clear and accurate account statement if the EDD believes you owe taxes.
- Request a filing extension for up to 60 days. The law provides that the EDD may grant a filing extension where "good cause" is shown for a delay. Refer to the Glossary for the definition of "good cause."
- Request a waiver of penalty by showing "good cause" for filing a report or making a payment late.
- An impartial audit and a full explanation of our findings if your business is selected for an audit.
- Discuss the issue(s) with an EDD representative, supervisor, office manager, and the Taxpayer Advocate Office if you disagree with an action taken by the EDD's staff.
- Appeal certain actions to the California Unemployment Insurance Appeals Board.

The *Employers' Bill of Rights* (DE 195) brochure has been developed to inform you of your rights during the employment taxation process. To obtain a copy of the DE 195, access the EDD's website at www.edd.ca.gov/pdf_pub_ctr/de195.pdf or contact the Taxpayer Assistance Center at 888-745-3886.

Office of the Taxpayer Rights Advocate

The Employment Development Department (EDD) has established the Office of the Taxpayer Rights Advocate (OTRA), which is responsible for providing a clear, consistent focus on protecting the rights of the taxpayer. Incorporated within the OTRA is the Taxpayer Advocate Office.

Taxpayer Advocate Office

The Taxpayer Advocate Office is responsible for protecting the rights of taxpayers during all phases of the payroll tax administration, assessment, and collection process, while also protecting the interests of the state.

If you are unable to resolve a payroll tax problem with an EDD representative, supervisor, **and** office manager, you may contact the Taxpayer Advocate Office for assistance. This office will review the issues and facts of your case to ensure that your rights have been protected and work to facilitate a resolution to your problem. Please contact the Taxpayer Advocate Office for further assistance:

**Employment Development Department
Taxpayer Advocate Office, MIC 93
P.O. Box 826880
Sacramento, CA 94280-0001**

**Toll-free Phone: 866-594-4177
Phone: 916-654-8957
Fax: 916-654-6969**

Protecting Your Privacy

The EDD recognizes that your privacy is a personal and fundamental right. The EDD values and protects your privacy and places strict controls on the gathering and use of personally identifiable data. Your personal information may not be disclosed, made available, or otherwise used for purposes other than those specified at the time of collection, without your consent or as authorized by law or regulation.

Payroll tax and benefit information collected and maintained by the EDD is confidential. As an employer, you have the right to obtain access to and inspect your records. You may also authorize your agent or representative to access your records through a written authorization or a *Power of Attorney Declaration* (DE 48). To obtain a copy of the DE 48, access the EDD's website at www.edd.ca.gov/pdf_pub_ctr/de48.pdf, or call the Taxpayer Assistance Center at 888-745-3886.

If you have further questions regarding your privacy rights, please contact the Tax Information Security Office at 916-654-5981.

Account Number	The Employment Development Department (EDD) eight-digit employer account number assigned to each registered employer (for example, 000-0000-0). Always refer to your employer account number when communicating with the EDD. Omission of your account number may result in delays in processing payments, reporting documents, and correspondence.
Annual Household Employer	An employer, who pays \$20,000 or less in wages in a calendar year and has elected to pay taxes annually, sends an <i>Employer of Household Worker(s) Quarterly Report of Wages and Withholding</i> (DE 3BHW) to the EDD quarterly. An <i>Employer of Household Worker(s) Annual Payroll Tax Return</i> (DE 3HW) is sent to the EDD with payment annually.
Base Period	The base period consists of four calendar quarters of three months each. When a base period begins and which calendar quarters are used depends on whether the claim is for Unemployment Insurance (UI) or State Disability Insurance (SDI) and on what date the claim begins. For Unemployment Insurance, there are two types of base periods: the Standard Base Period (see “Base Period Standard [UI]”) and the Alternate Base Period (see “Alternate Base Period [UI]”). There is an option of an alternate base period when the standard base period is not monetarily valid.
Base Period, Alternate (UI)	The UI Alternate Base Period is the last four completed calendar quarters prior to the beginning date of the claim. The Alternate Base Period can only be used if an individual cannot monetarily establish a valid UI claim with the Standard Base Period.
Base Period Employer	Employers who paid the earnings used to establish a UI claim and calculate an award.
Base Period, Standard (UI)	The UI Standard Base Period is the first four of the last five completed calendar quarters prior to the beginning date of the claim.
California Unemployment Insurance Code (CUIC)	The laws administering California’s Unemployment Insurance (UI), Employment Training Tax (ETT), State Disability Insurance (SDI), and Personal Income Tax (PIT) programs. The CUIC is available on the Internet at www.leginfo.ca.gov/calaw.html .
Cash Wages	Checks and currency paid to people who work for you.

Claim	<p>An application for Unemployment Insurance (UI), Disability Insurance (DI) or Paid Family Leave (PFL) benefits:</p> <ul style="list-style-type: none"> • UI – The process that establishes a UI benefit year is called a new claim. The weekly <i>Continued Claim Form</i> (DE 4581) is used by claimants to certify for UI benefits during the benefit year. The EDD has two new methods that unemployed individuals may use to certify for UI benefits. Rather than filling out and submitting a paper DE 4581 form by mail, individuals may use the EDD’s Tele-CertSM to certify for benefits using the phone, or the EDD’s Web-CertSM to certify for UI benefits through the EDD’s website. After establishing a benefit year, a claimant may interrupt his or her claim for a variety of reasons, for example, the claimant could receive a disqualification, obtain intervening employment, or fail to continue to certify for benefits. The claimant may request to reopen an existing claim with a claim balance by filing an additional or reopened claim during the benefit year. • DI – The application that establishes a DI benefit period is called a first claim. Subsequent certifications on an active DI claim are called continued claims. For each separate period of disability, a new first claim must be filed. • PFL – The application that establishes a PFL benefit period is called a first claim. Subsequent certifications on that claim are called continued claims. For each separate period of family care leave, a new first claim must be filed.
Claimant	A wage earner who files a claim for UI, DI, or PFL benefits.
Contributions	Payroll tax payments for UI and ETT. The CUIC refers to taxes under its provisions as “contributions.” In this guide, “contributions” are generally referred to as “taxes.”
Disability Insurance (DI)	Benefits paid to eligible California workers experiencing a loss of wages when they are unable to perform their regular or customary work due to a non-work-related illness or injury, pregnancy, or childbirth. The DI is a component of the State Disability Insurance (SDI) Program and funded through SDI employee payroll withholdings.
Domestic Employee	Same as “Household Employee.”
Domestic Employer	Same as “Household Employer.”
Employment Training Tax (ETT)	A payroll tax of 0.1 percent (.001) used to fund job training for people likely to become unemployed or people who have been receiving UI benefits.

GLOSSARY

e-Services for Business	Online access that allows employers to manage their employer payroll tax accounts through the Internet. New employers can register for an EDD employer payroll tax account online. Registered employers can access account and payment information, file most returns and reports, including New Employee Registry and Independent Contractor Reporting, pay tax deposits and tax liabilities, review statements, correspondence, and e-mail messages, obtain tax rates, change addresses, make payment arrangements, and close their account.
Exempt Employment	Employment specifically excluded from coverage under the California Unemployment Insurance Code.
Experience Rating	The system by which an employer's UI contribution rate is determined each calendar year based on previous employment experience.
Good Cause	A substantial reason that provides a legal basis for an employer filing a tax report or payment late. "Good cause" cannot exist unless there are unusual circumstances or circumstances that could not be reasonably foreseen (for example, earthquakes or floods). For more information, please call the Taxpayer Assistance Center at 888-745-3886.
Household Employee	A person hired to work for wages in or around your home.
Household Employer	A person who hires one or more people to work for wages in or around his or her home.
New Employee Registry (NER)	California's new-hire reporting program. Employers are required to report their new or rehired employees within 20 days of their start-of-work date. Refer to the <i>Report of New Employee(s)</i> (DE 34) on page 53.
Noncash Wages	Payments other than cash that are made to people who work for you, for example, meals and/or lodging you provide to your employee(s).
Paid Family Leave (PFL)	Benefits paid to eligible California workers unable to work due to the need to care for a seriously ill family member or to bond with a new child. The Paid Family Leave (PFL) is a component of the State Disability Insurance (SDI) Program and funded through SDI employee payroll withholdings.
Payroll Period	The frequency you pay wages: daily, weekly, biweekly (every two weeks), or semi-monthly (twice a month), etc.
Payroll Records	Information you keep regarding wages paid to each employee.
Payroll Taxes (State)	Unemployment Insurance (UI), Employment Training Tax (ETT), State Disability Insurance (SDI), and Personal Income Tax (PIT) withholding.

Personal Income Tax (PIT) Wages	All wages paid that are subject to California PIT, even if no PIT is withheld. For a calendar year, an employee's PIT wages should match the amount reported in Box 16 (state wages, tips, etc.) of the employee's Internal Revenue Service Wage and Tax Statement (Form W-2).										
Personal Income Tax (PIT) Withholding	Commonly known as state income tax, which you are not required to withhold from your household employees' wages. You and your employees may voluntarily agree to withhold PIT.										
Quarter	A three-month period in a calendar year, as shown below: <table> <thead> <tr> <th><u>Quarter</u></th> <th><u>Months in Quarter</u></th> </tr> </thead> <tbody> <tr> <td>1st</td> <td>January, February, March</td> </tr> <tr> <td>2nd</td> <td>April, May, June</td> </tr> <tr> <td>3rd</td> <td>July, August, September</td> </tr> <tr> <td>4th</td> <td>October, November, December</td> </tr> </tbody> </table>	<u>Quarter</u>	<u>Months in Quarter</u>	1 st	January, February, March	2 nd	April, May, June	3 rd	July, August, September	4 th	October, November, December
<u>Quarter</u>	<u>Months in Quarter</u>										
1 st	January, February, March										
2 nd	April, May, June										
3 rd	July, August, September										
4 th	October, November, December										
Quarterly Household Employer	A household employer who pays more than \$20,000 in accumulated wages in a calendar year or who has not elected to pay taxes annually. Sends payroll taxes (with a DE 88) and <i>Quarterly Contribution Return and Report of Wages</i> (DE 9) and a <i>Quarterly Contribution Return and Report of Wages (Continuation)</i> (DE 9C) to the EDD quarterly.										
Reserve Account	A book account kept for each tax-rated employer to measure employment experience and set the employer's UI tax rate. Your UI reserve account is a "paper" account for recordkeeping purposes and has no cash value.										
SDI Online	An online system available to employers, claimants, physicians/practitioners, and voluntary plan third-party administrators for submission of Disability Insurance (DI) and Paid Family Leave (PFL) claim information.										
Settlement Date	The date an Electronic Funds Transfer (EFT) transaction is completed and posted on the books of the Federal Reserve Bank and the state's bank account.										
SSN	Also known as Social Security Number. All employee wage records and claim actions are filed under this number, rather than by name.										
State Disability Insurance (SDI)	The SDI Program provides DI and PFL benefits to eligible workers experiencing a loss of wages. The SDI Program is funded by mandatory payroll withholdings from employee wages.										
Subject Employer	An employer who is liable under the rules and regulations of the California Unemployment Insurance Code (CUIC).										

Subject Quarter	Calendar quarter when an employer first meets the requirements for reporting their payroll taxes.
Subject Wages	Subject wages are used to determine Unemployment Insurance (UI), Disability Insurance (DI), and Paid Family Leave (PFL) benefits. The DI and PFL are components of SDI. Generally, all wages are considered subject wages, regardless of the UI and SDI taxable wage limits. Refer to inside front cover of this guide for current rates and taxable wage limits.
Taxable Wage Limit	The maximum amount of an employee's wages that certain taxes apply to in a calendar year. For example, in 2013, the taxable wage limit for UI and ETT is \$7,000. Therefore, an employer's UI and ETT tax rate applies to the first \$7,000 paid to each worker during the calendar year. The taxable wage limit for SDI is \$100,880. Since the SDI tax rate is 1.0 percent (.01), the maximum 2013 SDI tax on any one employee is \$1,008.80. There is no limit on the taxability of wages for California Personal Income Tax (PIT) withholding purposes.
Unemployment Insurance (UI)	Benefits paid to eligible California workers who are unemployed. Claimant(s) must meet specific eligibility requirements in order to receive benefits, which are funded by employer payroll taxes.
Voluntary DI Plan	California law allows employers or a majority of employees to apply to the EDD for approval of a Voluntary Plan (VP). This VP is for the payment of Disability Insurance (DI) and Paid Family Leave (PFL) benefits to their employees in lieu of the mandatory state plan coverage. Once a VP is approved, the employer is no longer required to send SDI withholdings to the EDD. Instead, the employer holds the contributions in a separate trust fund to pay DI or PFL benefits and approved expenses.
Wages	All payments made to people who work for you whether paid by check, cash, or the reasonable cash value of noncash payments, such as meals and lodging.
Withholding	Money deducted from your employees' wages for State Disability Insurance (SDI) and California Personal Income Tax (PIT). You must send SDI and PIT withholdings to the EDD at least quarterly, unless you are an Annual Household Employer.



STATE OF CALIFORNIA

LABOR AND WORKFORCE DEVELOPMENT AGENCY

EMPLOYMENT DEVELOPMENT DEPARTMENT

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling 888-745-3886 (voice). TTY users, please call 800-547-9565.