

Voluntary Plan Security Review Worksheet

This form is due to the EDD on or before April 15th annually.

Amended

1. **Employer Name** _____
2. **Voluntary Plan (VP) Number** _____ - _____
3. **California Employer Account Number** _____
4. **Name of Third-Party Administrator, if any** _____

5. **20__ Quarterly Taxable Wages**

(From Line D1 on your *Quarterly Return Form* [DE 3D].
This form automatically rounds to the nearest dollar.)

Quarter 1	\$ _____
Quarter 2	\$ _____
Quarter 3	\$ _____
Quarter 4	\$ _____
20__ Total =	\$ _____

6. **Total Estimated 20__ Taxable Wages** **20__ Total =** \$ _____

7. **Security Required to Continue VP**
Total Estimated 20__ Taxable Wages

\$ _____ x 0.5 x _____ = \$ _____

(Auto populates from field 6)

(Rounded up to the nearest \$100.
Note: Minimum Security amount is \$1,000)

8. **Current Security Deposit** \$ _____

9. **Adjustment (Increase or Decrease)** +/- \$ _____

10. **Percentage of Increase or Decrease** % _____

11. **The percentage of increase or decrease shows:**

- an increase or decrease of not more than five percent
- an increase of five percent or more
- a decrease of five percent or more

The Plan will:

- not adjust the security and only submit the DE 2544SRW.
- increase the security
- not adjust the security
- decrease the security

See instructions on page 2

Note: Plans are not required to reduce security. The EDD will review the DE 2544SRW to verify if the proposed decrease security amount is adequate. Prior to sending the decrease security, wait for the EDD's approval of the DE 2544SRW.

This VP's security is part of a joint guaranteed bond or joint letter of credit under, if applicable:

Employer Name _____ VP # _____ - _____

12. Name _____ Date _____

(Print or type your name)

Phone Number _____ Email Address _____

Instructions

To submit the form:

1. Select the **Send to EDD** button. This will generate an email to DIBVPSRW@edd.ca.gov and automatically attach the completed DE 2544SRW. Send the email.
2. Submit the security adjustments to the mailing address listed below:

Mailing Address:

EDD Disability Insurance Branch Voluntary Plan Group
Attention: Security Analyst
800 Capitol Mall, Room 3137, MIC 29VP
Sacramento, CA 95814

Note: To complete forms, you may need to download and save them on the computer, then open them with [Adobe Reader](#).

To complete the worksheet:

1. Enter the company name.
2. Enter the Voluntary Plan (VP) number in the boxes provided.
3. Enter the eight-digit California Employer Account Number (EAN).
4. Enter the name of the designated Third Party Administrator (TPA), if applicable.
5. Enter the prior calendar year quarterly taxable wages for which you are reporting.
 - The "20__ Total" field contains an automated calculation function summing all four quarters of taxable wages provided to the nearest dollar.
6. Enter the total estimated taxable wages for the current year.
7. The total estimated taxable wages will auto-populate from line number 6.
 - Multiply the total estimated taxable wages by 0.5 then multiply it by the current year's contribution rate (convert the percentage to a decimal) to obtain the required security deposit amount. The contribution rate can be found at [State Disability Insurance Contribution Rates \(edd.ca.gov/Disability/Contribution_Rates_and_Benefit_Amounts.htm\)](http://edd.ca.gov/Disability/Contribution_Rates_and_Benefit_Amounts.htm).
 - Minimum security amount is \$1,000.
8. Enter the current security deposit amount.
9. This field will automatically calculate the adjustment amount by subtracting number 8 (current security deposit) from number 9 (security required to continue VP).
10. This field will automatically calculate the percentage of increase or decrease by dividing number 9 (adjustment) by number 8 (percentage of increase or decrease).
11. Number 11 will auto-populate if there is an increase based on the answer from number 10.
 - If the difference shows an increase of five percent or higher, mail the increased security based on the instructions on page 2.
 - If the difference is a decrease of negative five percent or lower, you may select the check box for either. You do not need to change the security.
Note: Plans are not required to reduce security. The EDD will review the DE 2544SRW to verify if the proposed decrease security amount is adequate. Prior to sending the decrease security, wait for the EDD's approval of the DE 2544SRW.
 - Complete the joint guaranteed bond or joint letter of credit information, if applicable.
12. Enter the full name, date, phone number, and email address of the person completing this form.