

# 2023 HOUSEHOLD EMPLOYER'S GUIDE

## Important Information

**Electronic Reporting and Payment Requirement:** All employers must electronically submit employment tax returns, wage reports, and payroll tax deposits to the Employment Development Department (EDD). For more information, visit the [e-file and e-pay mandate](http://edd.ca.gov/Payroll_Taxes/E-file_and_E-pay_Mandate_for_Employers.htm) (edd.ca.gov/Payroll\_Taxes/E-file\_and\_E-pay\_Mandate\_for\_Employers.htm) or refer to [page 14](#).

**e-Services for Business:** Employers can file, pay, and manage their employer payroll tax account online. For more information, visit [e-Services for Business](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm) (edd.ca.gov/Payroll\_Taxes/e-Services\_for\_Business.htm) or refer to [page 15](#).

**State Information Data Exchange System (SIDES):** Employers and third-party administrators can elect to electronically receive and respond to EDD notices using SIDES. For more information, visit [SIDES](http://edd.ca.gov/Unemployment/SIDES.htm) (edd.ca.gov/Unemployment/SIDES.htm).

**New Employee Registry (NER):** The law requires all employers to report all newly hired or rehired employees to the NER within 20 days of their start-of-work date. For more information, visit [NER FAQs](http://edd.ca.gov/Payroll_Taxes/New_Hire_Reporting.htm) (edd.ca.gov/Payroll\_Taxes/New\_Hire\_Reporting.htm) or refer to [page 39](#).

**Payroll Tax Seminars:** The EDD partners with other agencies to provide information you need to comply with California payroll tax laws. For more information, visit [Payroll Tax Seminars](http://Seminars.edd.ca.gov/Payroll_Tax_Seminars) (Seminars.edd.ca.gov/Payroll\_Tax\_Seminars).

**Get E-mail Notices:** Subscribe to our email lists for the latest news about EDD programs and services including news and announcements, recently added forms and publications, and events. Visit our [E-mail Notices](http://edd.ca.gov/about_edd/Get_Email_Notices.htm) webpage (edd.ca.gov/about\_edd/Get\_Email\_Notices.htm) to subscribe..

**Quick and Easy Access to Tax Help, Forms, and Publications:** Refer to [page 1](#) for instructions on how to obtain payroll tax forms and assistance online, by phone, or by visiting one of our Employment Tax Offices.

**Fraud Prevention, Detection, and Reporting:** For information on how to prevent and detect fraud, visit [Help Fight Fraud](http://edd.ca.gov/en/about_edd/fraud.htm) (edd.ca.gov/en/about\_edd/fraud.htm). Refer to [page 51](#) for information about UI fraud.

**California Employer News and Updates:** Find the latest tax news, annual updates, and resources to support you and your business. Subscribe to receive emails about employment and payroll tax updates. For more information, visit [Employer News and Updates](http://edd.ca.gov/payroll_taxes/employer-news.htm) (edd.ca.gov/payroll\_taxes/employer-news.htm).

## 2023 Payroll Tax Rates, Taxable Wage Limits, and Maximum Benefit Amounts

### Unemployment Insurance (UI)

- The 2023 taxable wage limit is \$7,000 per employee.
- The UI maximum weekly benefit amount is \$450.
- The UI tax rate for new employers is 3.4 percent (.034) for a period of two to three years.
- The employer rates are available online at [e-Services for Business](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm) (edd.ca.gov/Payroll\_Taxes/e-Services\_for\_Business.htm).

### Employment Training Tax (ETT)

- The 2023 ETT rate is 0.1 percent (.001) on the first \$7,000 of each employee's wages.

### State Disability Insurance (SDI)

- The 2023 SDI withholding rate is .9 percent (.009). The rate includes Disability Insurance (DI) and Paid Family Leave (PFL).
- The current SDI taxable wage limit and DI/PFL maximum weekly benefit amount are available online at [Quick Statistics](http://edd.ca.gov/en/about_edd/quick_statistics/) (edd.ca.gov/en/about\_edd/quick\_statistics/).

### California Personal Income Tax (PIT) Withholding

You are not required to withhold PIT from 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. For additional information on PIT Withholding, refer to [pages 12 and 13](#), or visit [Rates and Withholding](http://edd.ca.gov/Payroll_Taxes/Rates_and_Withholding.htm) (edd.ca.gov/Payroll\_Taxes/Rates\_and\_Withholding.htm).



Dear Household Employer:

The Employment Development Department (EDD) understands that as a household employer, time is of the essence, which is why the EDD is committed to providing you with the tools and resources to meet your payroll tax obligations.

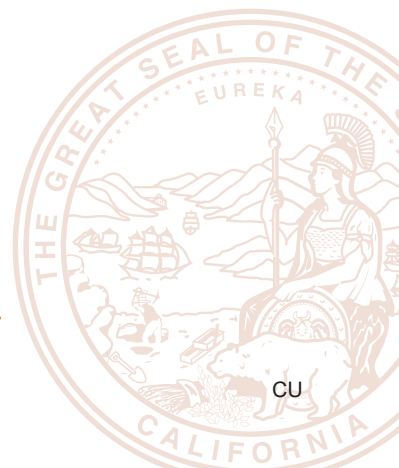
With you in mind, we have made it easier to file and pay with [e-Services for Business](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm) (edd.ca.gov/Payroll\_Taxes/e-Services\_for\_Business.htm). Using e-Services for Business is a fast, easy, and secure way to manage your employer payroll tax account online at no cost to you 24 hours a day, 7 days a week. You can file and adjust returns, make payments, view and update your account information, and much more!

For more information about our services, visit the [EDD website](http://edd.ca.gov) (edd.ca.gov). You can also visit one of our regional [Tax Offices](http://edd.ca.gov/office_locator/) (edd.ca.gov/office\_locator/) to discuss your account in person. If you would like to speak to an EDD representative, contact our Taxpayer Assistance Center at 1-888-745-3886, where our dedicated professionals are ready to assist you with your payroll tax questions.

Sincerely,

A handwritten signature in black ink that reads "Nancy Farias".

NANCY FARIAS  
Director





## **MANAGE YOUR EMPLOYER PAYROLL TAX ACCOUNT ONLINE!**

Use e-Services for Business to electronically file tax returns and wage reports, make payments, update addresses, and much more!

Enroll today at [e-Services for Business](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm)  
([edd.ca.gov/Payroll\\_Taxes/e-Services\\_for\\_Business.htm](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm)).



## **WE HAVE SEMINARS TO HELP YOU SUCCEED!**

For more information, visit [Payroll Tax Seminars](http://Seminars.edd.ca.gov/Payroll_Tax_Seminars)  
([Seminars.edd.ca.gov/Payroll\\_Tax\\_Seminars](http://Seminars.edd.ca.gov/Payroll_Tax_Seminars)).

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## e-Services for Business



- Fulfills the e-file and e-pay mandate.
- Manage your employer payroll tax account online.
- Register as an employer.
- File tax returns and wage reports.
- Pay deposits and liabilities.
- Make address changes.

Register online using [e-Services for Business](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm) (edd.ca.gov/Payroll\_Taxes/e-Services\_for\_Business.htm).



## Online

Visit the [EDD website](http://edd.ca.gov) (edd.ca.gov).

- Obtain answers to [frequently asked questions](http://edd.ca.gov/payroll_taxes/faqs.htm) (edd.ca.gov/payroll\_taxes/faqs.htm).
- Obtain information on [Payroll Tax Seminars](http://Seminars.edd.ca.gov/Payroll_Tax_Seminars) (Seminars.edd.ca.gov/Payroll\_Tax\_Seminars).
- Obtain information for [tax professionals](http://edd.ca.gov/payroll_taxes/tax_practitioners.htm) (edd.ca.gov/payroll\_taxes/tax\_practitioners.htm).
- Send comments and questions to the EDD online at [Ask EDD](http://edd.ca.gov/about_edd/contact_edd.htm) (edd.ca.gov/about\_edd/contact\_edd.htm).

Visit the [California Tax Service Center](http://taxes.ca.gov) (taxes.ca.gov) for federal and California tax information for businesses and individuals.



## Phone

Toll-free from the U.S. or Canada: 1-888-745-3886

Hearing impaired: 1-800-547-9565

Outside the U.S. or Canada: 1-916-464-3502

Staff are available from 8 a.m. to 5 p.m., Pacific Time, Monday through Friday, to answer your questions.



## Walk-In Offices

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

Anaheim ..... 2099 S. State College Blvd., #401, 92806  
Phone Number: 1-888-745-3886

Fresno ..... 1050 O Street, 93721  
Phone Number: 1-888-745-3886

Oakland ..... 7677 Oakport Street, Suite 400, 94621  
Phone Number: 1-888-745-3886

Redding ..... 1325 Pine Street, 96001  
Phone Number: 1-888-745-3886

Sacramento ..... 3321 Power Inn Road, Suite 220, 95826  
Phone Number: 1-888-745-3886

San Bernardino ..... 658 East Brier Drive, Suite 300, 92408  
Phone Number: 1-888-745-3886

San Diego ..... 10636 Scripps Summit Ct., Suite 202, 92131  
Phone Number: 1-888-745-3886

San Jose ..... 906 Ruff Drive, 95110  
Phone Number: 1-888-745-3886

Santa Fe Springs ..... 10330 Pioneer Blvd., Suite 150, 90670  
Phone Number: 1-888-745-3886

Van Nuys ..... 6150 Van Nuys Blvd., Room 210, 91401  
Phone Number: 1-888-745-3886

To find an office near you, visit the [Office Locator](http://edd.ca.gov/office_locator/) (edd.ca.gov/office\_locator/).

## Self-Service Offices

Tax forms and a no-cost direct-line phone are available from 8 a.m. to 5 p.m., Pacific Time, Monday through Friday at our self-service offices.

Bakersfield ..... 1800 30th Street, Suite 240, 93301  
Eureka ..... 409 K Street, Suite 202, 95501  
Modesto ..... 3340 Tully Road, Suite E-10, 95350  
San Francisco ..... 745 Franklin Street, Suite 400, 94102  
Santa Rosa ..... 50 D Street, Room 100, 95404  
Vallejo ..... 1440 Marin Street, Suite 114, 94590  
Ventura ..... 4820 McGrath Street, Suite 200, 93003

## Forms and Publications

Download and order forms, instructions, and publications at [Forms](http://edd.ca.gov/forms/) (edd.ca.gov/forms/).

## We Want to Hear From You.

Please let us know how we can improve this guide to better meet your needs. Please send your comments and suggestions to:

Employment Development Department  
Publications and Marketing Services Group, MIC 93  
PO Box 826880  
Sacramento, CA 94280-0001



| Delinquent if Not Postmarked or Received by | Annual Household Employers  | Quarterly Household Employers  |
|---|---|--|
| January 31, 2023                            | <ul style="list-style-type: none"> <li>File an <i>Employer of Household Worker(s) Quarterly Report of Wages and Withholdings</i> (DE 3BHW) for quarter ending December 31, 2022.</li> <li>File an <i>Employer of Household Worker(s) Annual Payroll Tax Return</i> (DE 3HW) with payment for 2022.</li> <li>Provide a <i>Wage and Tax Statement</i> (Form W-2) and an Earned Income Tax Credit (EITC) notification to employees for 2022. Refer to <a href="#">page 42</a> for additional information.</li> </ul> | <ul style="list-style-type: none"> <li>Submit <i>Payroll Tax Deposit</i> (DE 88) payment for quarter ending December 31, 2022.</li> <li>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, 2022.</li> <li>Provide a Form W-2 and Earned Income Tax Credit (EITC) notification to employees for 2022. Refer to <a href="#">page 42</a> for additional information.</li> </ul> |
| May 1, 2023                                 | <ul style="list-style-type: none"> <li>File DE 3BHW for quarter ending March 31, 2023.</li> </ul>   | <ul style="list-style-type: none"> <li>Submit DE 88 payment for quarter ending March 31, 2023.</li> <li>File a DE 9 and DE 9C for quarter ending March 31, 2023.</li> </ul>  |
| July 31, 2023                               | <ul style="list-style-type: none"> <li>File DE 3BHW for quarter ending June 30, 2023.</li> </ul>  | <ul style="list-style-type: none"> <li>Submit DE 88 payment for quarter ending June 30, 2023.</li> <li>File DE 9 and DE 9C for quarter ending June 30, 2023.</li> </ul>  |
| October 31, 2023                            | <ul style="list-style-type: none"> <li>File DE 3BHW for quarter ending September 30, 2023.</li> </ul>   | <ul style="list-style-type: none"> <li>Submit DE 88 payment for quarter ending September 30, 2023.</li> <li>File DE 9 and DE 9C for quarter ending September 30, 2023.</li> </ul>  |
| January 31, 2024                            | <ul style="list-style-type: none"> <li>File DE 3BHW for quarter ending December 31, 2023.</li> <li>File DE 3HW with payment for 2023.</li> <li>Provide Form W-2 to employees for 2023. Refer to <a href="#">page 41</a> for additional information.</li> </ul>  | <ul style="list-style-type: none"> <li>Submit DE 88 payment for quarter ending December 31, 2023.</li> <li>File DE 9 and DE 9C for quarter ending December 31, 2023.</li> <li>Provide Form W-2 to employees for 2023. Refer to <a href="#">page 41</a> for additional information.</li> </ul>  |



## SEMINARS TO HELP EMPLOYERS SUCCEED

The Employment Development Department (EDD) offers no-fee seminars, to help employers understand and comply with California's payroll tax laws.

| The EDD offers seminars on the following topics:  |  |
|---|--|
| <ul style="list-style-type: none"> <li>State Basic Payroll Tax Seminar.</li> <li>Federal/State Basic Payroll Tax Seminar.</li> <li>State Labor Law and Payroll Tax Seminar.</li> </ul>  | <ul style="list-style-type: none"> <li>Employment Status Tax Seminar.</li> <li>Cannabis Industry and State Payroll Tax Seminar.</li> <li>AB 5 Motor Carrier Worker Classification Online Webinar.</li> </ul> |
| The EDD and the Internal Revenue Service (IRS) jointly offer seminars on:   | The EDD and the Department of Industrial Relations' Division of Labor Standards Enforcement jointly present classes on:  |
| <ul style="list-style-type: none"> <li>Federal/State payroll reporting and Withholding requirements.</li> <li>Difference between employees and independent contractors and the importance of proper worker classification.</li> </ul> | <ul style="list-style-type: none"> <li>Wage and hour law application.</li> <li>Employer and employee rights and responsibilities.</li> <li>Recordkeeping, reporting, and posting requirements.</li> </ul>    |

Additional information about seminars and tutorials is available online at [Payroll Tax Seminars](https://seminars.edd.ca.gov/Payroll_Tax_Seminars) (Seminars.edd.ca.gov/Payroll\_Tax\_Seminars).

## WHO IS A HOUSEHOLD EMPLOYER?

You may be considered a household employer if you hire someone to work as your employee in or around your home for the benefit of your personal household and not your business. If you employ one or more employees for your business, you will need to register as a commercial employer.

**Household employment may occur in a variety of settings, such as a:**

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

Private homes include fixed places of residence, apartments, and hotel rooms in which an individual or family reside. Private homes do not include premises used primarily as a business enterprise, such as a residential care home, boarding house, hotel, hospital, etc., unless the workers are employed by the resident of such a facility and not by the business.

## WHO IS A HOUSEHOLD EMPLOYEE?

The worker is your employee if you control what work is done and how it is done. If the worker is your employee, it does not matter whether the work is temporary, full-time, or part-time, or that you hired the worker through an agency.

The worker is an independent contractor, and not your employee, if only the worker controls how the work is done. An independent contractor usually provides his or her own tools and offers services to the general public in an independent business.

Refer to the table below for a list of workers who are or are not household employees. This list is not intended to be a complete list of household employees.

| These Are Household Employees <sup>1</sup>  | These Are Not Household Employees  |
|---|--|
| <ul style="list-style-type: none"> <li>• Au pair</li> <li>• Baby-sitters<sup>1</sup></li> <li>• Butlers</li> <li>• Caretakers</li> <li>• Chauffeurs</li> <li>• Cooks<sup>2</sup></li> <li>• Crews of private yachts</li> <li>• Gardeners<sup>3</sup></li> <li>• Governesses/governors</li> <li>• Home health care workers</li> <li>• Housekeepers</li> <li>• Janitors</li> <li>• Laundry workers</li> <li>• Maids</li> <li>• Pilots of private airplanes for family use</li> <li>• Pool maintenance persons<sup>4</sup></li> <li>• Valets</li> <li>• Waiters/waitresses<sup>2</sup></li> </ul>  | <ul style="list-style-type: none"> <li>• Carpenters</li> <li>• Electricians</li> <li>• Librarians</li> <li>• Musicians</li> <li>• Nurses leased from a nursing registry</li> <li>• Painters</li> <li>• Plumbers</li> <li>• Private secretaries</li> <li>• Tutors</li> <li>• Workers from a temporary services, leasing or employment agency<sup>5</sup></li> <li>• Workers provided by independent businesses (for example: a janitorial service, catering service, gardening service, or pool maintenance service)</li> </ul> |
| <p>Family Employment – Spouse, parents, minor children (under 18 years old), and registered domestic partner are excluded from employment for Unemployment Insurance, Employment Training Tax, and State Disability Insurance reporting and withholding purposes. Those providing services as household employees are excluded from Personal Income Tax (PIT) withholding, but employers are required to report the wages that are subject to PIT. For additional information, refer to <i>Information Sheet: Family Employment</i> (DE 231FAM) and <i>Information Sheet: Specialized Coverage (Elective Coverage for Exempt Workers)</i> (DE 231SC) available online at <a href="http://edd.ca.gov/payroll_taxes/forms_and_publications.htm">Forms and Publications</a> (edd.ca.gov/payroll_taxes/forms_and_publications.htm).</p> |  |

<sup>1</sup> A worker who performs childcare services for you in his or her home generally is not your employee.

<sup>2</sup> Unless employed by a catering service.

<sup>3</sup> Unless employed by a gardening service.

<sup>4</sup> Unless employed by a pool maintenance service.

<sup>5</sup> As long as the requirements of section 606.5 and 687.2 of the California Unemployment Insurance Code (CUIC) are met.

Refer to the [Information Sheet: Household Employment \(DE 231L\) \(PDF\)](http://edd.ca.gov/pdf_pub_ctr/de231l.pdf) (edd.ca.gov/pdf\_pub\_ctr/de231l.pdf) online for additional information regarding household employment.

You may also contact the Taxpayer Assistance Center at 1-888-745-3886 to obtain a DE 231L or for assistance in determining whether the people who work for you are independent contractors or household employees.

## WHEN SHOULD YOU REGISTER AS AN EMPLOYER?

You must register with the Employment Development Department (EDD) within 15 days after you have paid \$750 or more in total cash wages in a calendar quarter to one or more people who work as your household employee. Refer to [page 4](#) for additional information on who is a household employee.

Cash wages include payment for services by check or cash. Do not include noncash wages, such as meals and lodging, when calculating whether you have reached \$750 in cash wages. Refer to *What Are Wages?* on [page 10](#) for a complete definition of cash and noncash wages.

Once you meet the \$750 in cash wage limit, you must also then include all cash and noncash payments as subject wages. The amount of subject wages you pay in a calendar quarter will determine the employer 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) for the remainder of the current year and through the following year, even if wages fall below \$750 in a quarter.  |
| \$1,000 or more           | Withhold SDI and pay Unemployment Insurance (UI) and Employment Training Tax (ETT) for the remainder of the current year and through the following year, even if wages fall below \$1,000 in a quarter. |

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

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

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 to do so. Refer to [page 10](#) for information regarding PIT wages and [page 13](#) for information about PIT withholding.

## HOW TO REGISTER AS AN EMPLOYER

You must register with the Employment Development Department (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 your household employee.

**ACTION REQUIRED:** Review the filing requirements for each type of household employer on [page 16](#) to assist in determining whether you should register as an annual or quarterly household employer.

- If you are a household employer and plan to pay \$20,000 or less in cash and noncash wages in one calendar year, you will be initially registered as a Quarterly household employer and you must complete an [Employer of Household Worker Election Notice \(DE 89\) \(PDF\)](#) ([edd.ca.gov/pdf\\_pub\\_ctr/de89.pdf](http://edd.ca.gov/pdf_pub_ctr/de89.pdf)) in order to be converted to an Annual household employer. You will be required to complete a tax return and pay taxes annually and submit wage reports on a quarterly basis.
- If you are a household employer and plan to pay more than \$20,000 in cash and noncash wages, you will be registered as a **quarterly** household employer. You will be required to complete a tax return, wage report, and pay taxes on a quarterly basis.
- If you are a household employer and plan to pay \$20,000 or less in cash and noncash wages in a calendar year and do not elect to be an annual household employer, your account will be registered as a quarterly household employer.

**ACTION REQUIRED:** Complete the registration online or by mail:



Register online using the EDD [e-Services for Business](#) ([edd.ca.gov/Payroll\\_Taxes/e-Services\\_for\\_Business.htm](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm)).

Register by Mail

Complete and mail an [Employers of Household Workers Registration and Update Form \(DE 1HW\) \(PDF\)](#) ([edd.ca.gov/pdf\\_pub\\_ctr/de1hw.pdf](http://edd.ca.gov/pdf_pub_ctr/de1hw.pdf)).

Mail or fax the completed registration form to:

**Employment Development Department  
Account Services Group, MIC 28  
PO Box 826880  
Sacramento, CA 94280-0001  
Fax: 1-916-654-9211**

If you have questions about registering as a household employer, contact the Taxpayer Assistance Center at 1-888-745-3886.

### 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) and State Disability Insurance (SDI) programs. SDI includes Disability Insurance (DI) and Paid Family Leave (PFL). This notice must be posted in a prominent location that is easily seen by your employees. You will receive one of the following notices if you are subject to:

- UI, DI, and PFL – [Notice to Employees \(DE 1857A\) \(PDF\)](#) ([edd.ca.gov/pdf\\_pub\\_ctr/de1857a.pdf](http://edd.ca.gov/pdf_pub_ctr/de1857a.pdf)).
- UI only – [Notice to Employees–Unemployment Insurance Benefits \(DE 1857D\) \(PDF\)](#) ([edd.ca.gov/pdf\\_pub\\_ctr/de1857d.pdf](http://edd.ca.gov/pdf_pub_ctr/de1857d.pdf)).
- DI and PFL only – [Notice to Employees \(DE 1858\) \(PDF\)](#) ([edd.ca.gov/pdf\\_pub\\_ctr/de1858.pdf](http://edd.ca.gov/pdf_pub_ctr/de1858.pdf)).

## Notices and Pamphlets

Employers must provide a copy of the following notice and pamphlets to each employee to explain 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 Services benefits available to the employee.
- *Disability Insurance Provisions* (DE 2515) outlines DI benefits.
- *California Paid Family Leave* (DE 2511) outlines PFL benefits.

These forms are available to download or order at [Forms](http://edd.ca.gov/forms) (edd.ca.gov/forms).

For the latest tax news and employer resources, visit  
[California Employer News and Updates](http://edd.ca.gov/payroll_taxes/employer-news.htm) (edd.ca.gov/payroll\_taxes/employer-news.htm).

Subscribe to the EDD no-fee [email subscription services](http://edd.ca.gov/about_edd/get_email_notices.htm)  
(edd.ca.gov/about\_edd/get\_email\_notices.htm).

## FOR ILLUSTRATIVE PURPOSES ONLY



01HW11151

## EMPLOYERS OF HOUSEHOLD WORKERS REGISTRATION AND UPDATE FORM

Did you know you can register online anytime? The Employment Development Department (EDD) e-Services for Business online application is secure, saves paper, postage, and time. You can access the online application at [www.edd.ca.gov/e-Services\\_for\\_Business](http://www.edd.ca.gov/e-Services_for_Business) and follow the easy step-by-step process to complete your registration.

Review the instructions prior to completing this form. Do not submit this form until you have paid wages in excess of \$750 to one or more domestic household employees in any calendar quarter. Additional information about registering with the EDD is available online at [www.edd.ca.gov/Payroll\\_Taxes/Am\\_I\\_Required\\_to\\_Register\\_as\\_an\\_Employer.htm](http://www.edd.ca.gov/Payroll_Taxes/Am_I_Required_to_Register_as_an_Employer.htm).

**Important:** This form may not be processed if the required information is missing.

|  |  |   |  |   |  |                             |  |
|--|--|---|--|---|--|-----------------------------|--|
| A. I/V <input type="checkbox"/> For a New Employer Account Number (Go to Item B.) <input type="checkbox"/> (Enter Employer Account Number when reporting an Update, Purchase, Sale, Reopen, Close, or Change in Status.)   |  |   |  |   |  |                             |  |
| File this form online through <a href="http://edd.ca.gov/e-Services_for_Business">e-Services for Business</a> (edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm)   |  |   |  |   |  |                             |  |
| Information<br><input type="checkbox"/> Personal Name Change (E) <input type="checkbox"/> Add/Change/Delete Officer/Partner/Member (E)<br>Account Number at the top of Item A, then complete the Items identified above and Item O.)   |  |   |  |   |  |                             |  |
| B. Previously Closed Account (Provide the previous Employer Account Number at the top of Item A then go to Item B.)  |  |   |  |   |  |                             |  |
| Reason for Closing Account<br><input type="checkbox"/> No longer have employees<br><input type="checkbox"/> Out of Business  |  |   |  |   |  |                             |  |
| Date of Last Payroll<br>____/____/____   |  |   |  |   |  |                             |  |
| <input type="checkbox"/> Report a Change in Status: Business Ownership, Entity Type, or Name<br>Reason for Change: _____<br>Change: From _____ To _____<br>(Provide the Employer Account Number at the top of Item A, and complete the rest of the form.)<br>Effective Date of Change: ____/____/____  |  |   |  |   |  |                             |  |
| B. TAXPAYER TYPE (Select type then proceed to Item C.)<br><input type="checkbox"/> Individual Owner <input checked="" type="checkbox"/> Co-Ownership <input type="checkbox"/> Corporation <input type="checkbox"/> Other (Specify): _____  |  |   |  |   |  |                             |  |
| C. FIRST PAYROLL DATE (MM/DD/YYYY)<br>First payroll date when cash wages paid exceeded \$750 but not more than \$999: ____/____/____ (Wages are all compensation for an employee's services. Refer to <i>Information Sheet: Wages, DE 231A</i> , and <i>Information Sheet: Types of Payments, DE 231TP</i> , at <a href="http://www.edd.ca.gov/Payroll_Taxes/Forms_and_Publications.htm">www.edd.ca.gov/Payroll_Taxes/Forms_and_Publications.htm</a> .) First payroll date when cash wages paid exceeded \$1,000 or more: 02 / 01 / 2022 |  |   |  |   |  |                             |  |
| D. WOULD YOU LIKE INFORMATION ON HOW TO ELECT TO PAY CALIFORNIA EMPLOYMENT TAXES ON AN ANNUAL BASIS? See instructions for more information. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |  |   |  |   |  |                             |  |
| E. EMPLOYER NAME(S)  |  |   |  |   |  |                             |  |
| NAME   |  | TITLE   |  | SSN   |  | CA Driver License Number    |  |
| JOE SMITH  |  | CO-OWNER                                      |  | 000-00-0000   |  | xxxxxxx                     |  |
| JANE SMITH   |  | CO-OWNER                                      |  | 000-00-0000   |  | xxxxxxx                     |  |
|  |  |   |  |   |  |                             |  |
|  |  |   |  |   |  |                             |  |
| F. EMPLOYEE WORK SITE ADDRESS<br>123 MY HOUSE STREET, ANYTOWN, CA 12345  |  |   |  |   |  |                             |  |
| G. COUNTY<br>PISMO   |  |   |  |   |  |                             |  |
| H. FEDERAL TAX ID NUMBER (FEIN)<br>99-9999999  |  |   |  | I. DATE WORKER BEGAN WORKING (MM/DD/YYYY)<br>01 03 2022 |  |                             |  |
| J. STATE OR PROVINCE OF INCORPORATION<br>CALIFORNIA  |  |   |  | K. CALIFORNIA SECRETARY OF STATE ENTITY NUMBER          |  |                             |  |
| L. MAILING ADDRESS (PO Box or Private Mail Box is acceptable.)<br><input checked="" type="checkbox"/> Same as Item F   |  | Street Number                                 |  | Street Name   |  | Unit Number (If applicable) |  |
|  |  | City  |  | State/Province  |  | ZIP Code                    |  |
|  |  |   |  | Phone Number  |  |                             |  |
| M. EMAIL<br><input checked="" type="checkbox"/> Check to allow email contact.  |  | Valid Email Address<br>JOESMITH@ANYSERVER.COM |  |   |  |                             |  |

## FOR ILLUSTRATIVE PURPOSES ONLY

EMPLOYERS OF HOUSEHOLD WORKERS  
REGISTRATION AND UPDATE FORM

01HW11152

|   |  |   |  |   |
|---|--|---|--|---|
| N. CONTACT PERSON<br>(Complete a <i>Power of Attorney [POA] Declaration</i> , <a href="#">DE 48</a> , if applicable.) | Name<br>JOE SMITH  |   | Contact Phone Number<br>(123) 555-6789 | Email Address<br>JOESMITH@ANYSERVER.COM |
|   | Relation<br>EMPLOYER   | Address<br>123 MY HOUSE ST. ANYTOWN, CA 12345 |  |   |
| O. 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  |   |  | Date<br>02/16/2022                      |
|   | Title<br>EMPLOYER  |   |  | Phone Number<br>(123) 555-6789          |

File this form  
online through  
[e-Services for Business](#)  
([edd.ca.gov/Payroll\\_Taxes/e-Services\\_for\\_Business.htm](#))

**PRINT**



### WHAT ARE WAGES?

Wages are all compensation for an employee's personal services, whether paid by check, cash, electronic debit, or the reasonable cash value of noncash payments such as meals and lodging. The method of payment, whether by private agreement, consent, or mandate, does not change the taxability of wages paid to employees. Payments are considered wages even if the employee is a casual worker, a day or contract laborer, part-time or temporary worker, or paid by the day, hour, or any other method or measurement.

In addition, how employees are paid does not change the employer's responsibility for payroll taxes. Supplemental payments, including bonuses, overtime pay, commissions, and vacation pay are also considered wages.

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 considered wages. Refer to the [Information Sheet: Social Security/Medicare/State Disability Insurance/Federal Income Taxes Paid by an Employer \(DE 231Q\) \(PDF\)](#) ([edd.ca.gov/pdf\\_pub\\_ctr/de231q.pdf](http://edd.ca.gov/pdf_pub_ctr/de231q.pdf)), or contact the Taxpayer Assistance Center at 1-888-745-3886.

### What Are Subject Wages?

Generally, all wages, unless excluded under the California Unemployment Insurance Code, are considered subject wages and are used to determine the amount of Unemployment Insurance (UI), Disability Insurance (DI), and Paid Family Leave (PFL) benefits a claimant receives. 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 the 2023 taxable wage limits.

### What Are Personal Income Tax Wages?

Personal Income Tax (PIT) wages are cash and noncash payments subject to state income tax. Individuals must report PIT wages on their California income tax return. Most payments for household employees' services should be reported as PIT wages.

An employee's calendar year total for PIT wages should match 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.

For additional information about PIT wages, refer to [page 13](#).

### Are Subject Wages and PIT Wages the Same?

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:

- Annual household employers refer to *Information Sheet: Personal Income Tax Wages Reported on the Quarterly Report of Wages and Withholdings for Employers of Household Workers (DE 3BHW)* (DE 231PH).
- Quarterly household employers refer to *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 online at [Forms and Publications](#) ([edd.ca.gov/payroll\\_taxes/forms\\_and\\_publications.htm](http://edd.ca.gov/payroll_taxes/forms_and_publications.htm)) or you can contact the Taxpayer Assistance Center at 1-888-745-3886 for assistance.

## Meals and Lodging Values

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. Meals and lodging furnished for the employer's convenience and on the employer's premises are not subject to Personal Income Tax (PIT). If you withhold PIT from your employees' wages, please refer to [page 13](#).

| Value of Meals |                     |           |         |         |                     |
|----------------|---------------------|-----------|---------|---------|---------------------|
| Year           | Three Meals per Day | Breakfast | Lunch   | Dinner  | Meal Not Identified |
| 2023           | \$ 13.85            | \$ 2.85   | \$ 4.25 | \$ 6.75 | \$ 4.95             |
| 2022           | \$ 12.95            | \$ 2.65   | \$ 4.00 | \$ 6.30 | \$ 4.65             |

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 |
| 2023             | \$ 57.05         | \$ 1,759          |
| 2022             | \$ 55.60         | \$ 1,715          |

For additional information, refer to [Information Sheet: Household Employment \(DE 231L\) \(PDF\)](#) (edd.ca.gov/pdf\_pub\_ctr/de231l.pdf), or contact the Taxpayer Assistance Center at 1-888-745-3886 for assistance. To view current and historical meals and lodging refer to [Rates and Withholding](#) (edd.ca.gov/Payroll\_Taxes/Rates\_and\_Withholding.htm).

For historical rate information for the last eight years visit [Tax Rates, Wages Limits, and Value of Meals and Lodging \(DE 3395\) \(PDF\)](#) (edd.ca.gov/pdf\_pub\_ctr/de3395.pdf).

For the latest tax news and employer resources, visit [California Employer News and Updates](#) (edd.ca.gov/payroll\_taxes/employer-news.htm).

Subscribe to the EDD no-fee [email subscription services](#) (edd.ca.gov/about\_edd/get\_email\_notices.htm).

## WHAT ARE PAYROLL TAXES?

| 2023 Payroll Tax Table  |   |   |  |   |
|---|---|---|--|---|
| Payroll Tax   | Who Pays  | Taxable Wages   | Tax Rate   | Maximum Tax   |
| <b>Unemployment Insurance (UI)</b><br><br>For more information, refer to <a href="#">Information Sheet: California System of Experience Rating (DE 231Z) (PDF)</a> (edd.ca.gov/pdf_pub_ctr/de231z.pdf). | 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 and the condition of the UI Fund.                     | \$434 per employee, per year (calculated at the highest UI tax rate of 6.2 percent [.062]).<br><br>Your maximum UI tax amount will be less if your rate is less than 6.2 percent. |
| <b>Employment Training Tax (ETT)</b>  | 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.   |
| <b>State Disability Insurance (SDI)</b><br><br>Disability Insurance (DI) and Paid Family Leave (PFL) are components of the SDI program and are included in SDI employee contributions.                  | Employee<br><br>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 <a href="#">page 10</a> .  | First \$153,164 of wages per employee, in a calendar year.  | The 2023 withholding rate is .9 percent (.009). Set by law, the SDI rate may change each year. The EDD notifies employers of the new rate each December.   | \$1,378.48 per employee, in a calendar year.  |
| <b>California Personal Income Tax (PIT)</b>   | Employee<br><br>Household employers are not required to withhold PIT from employee wages unless <b>both</b> the employer and employee agree to withhold the tax. Refer to <a href="#">page 13</a> . However, the employee is still responsible for reporting their wages and paying any PIT due when they file their income tax return with the California Franchise Tax Board (FTB). | Normally, all PIT wages (cash and noncash).<br><br>See <a href="#">page 13</a> 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> (DE 4). View the withholding schedules available at <a href="#">Payroll Taxes, Rates and Withholding</a> (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 pay the PIT withheld to the Employment Development Department (EDD).

To have California PIT withheld, your employee(s) must complete an [Employee's Withholding Allowance Certificate \(DE 4\) \(PDF\)](http://edd.ca.gov/pdf_pub_ctr/de4.pdf) (edd.ca.gov/pdf\_pub\_ctr/de4.pdf).

Refer to the [California Withholding Schedules](http://edd.ca.gov/Payroll_Taxes/Rates_and_Withholding.htm) (edd.ca.gov/Payroll\_Taxes/Rates\_and\_Withholding.htm) to determine the amount of PIT to be withheld from wages.

For more information, contact the Taxpayer Assistance Center at 1-888-745-3886.

**PIT Wages and the Value of Meals and Lodging:** Meals and lodging are excluded from PIT wages and withholdings 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.

The value of the meals and lodging 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, refer to the [Information Sheet: Personal Income Tax Wages Reported on the Quarterly Report of Wages and Withholdings for Employers of Household Workers \(DE 3BHW\) \(DE 231PH\) \(PDF\)](http://edd.ca.gov/pdf_pub_ctr/de231ph.pdf) (edd.ca.gov/pdf\_pub\_ctr/de231ph.pdf).

If the meals and lodging do not meet the exclusions listed above, these amounts must be added to the cash wages paid to your employee(s) before computing the amount of PIT to withhold. Refer to the *Values of Meals and Lodging* tables on [page 11](#) to determine the cash value to report, or visit [Meals and Lodging Values](http://edd.ca.gov/Payroll_Taxes/Rates_and_Withholding.htm) (edd.ca.gov/Payroll\_Taxes/Rates\_and\_Withholding.htm).

### Remember:

- An employee's calendar year total for PIT wages should match with the amount reported in Box 16 on the employee's *Wage and Tax Statement* (Form W-2). Find additional information about Form W-2 online by visiting [Internal Revenue Service \(IRS\)](http://irs.gov) (irs.gov).
- While household employers are not required to withhold PIT, they are required to report PIT wages on the *Employer of Household Worker(s) Quarterly Report of Wages and Withholdings* (DE 3BHW) or *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C). 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.

## E-FILE AND E-PAY MANDATE

All employers are required to electronically submit their employment tax returns, wage reports, and payroll tax deposits to the EDD.

## Benefits of Electronic Filing and Payment

- Increases data accuracy.
- Protects data through encryption.
- Reduces paper and mailing cost.
- Eliminates lost mail.

| Penalty  |                    |
|--|--------------------|
| Paper Submittal  | Penalty            |
| Tax Return: <ul style="list-style-type: none"> <li>• <i>Quarterly Contribution Return and Report of Wages</i> (DE 9)</li> <li>• <i>Employer of Household Worker(s) Annual Payroll Tax Return</i> (DE 3HW)</li> <li>• <i>Quarterly Contribution Return</i> (DE 3D)</li> </ul> | \$50 per return    |
| Wage Report: <ul style="list-style-type: none"> <li>• <i>Quarterly Contribution Return and Report of Wages (Continuation)</i> (DE 9C)</li> <li>• <i>Employer of Household Worker(s) Quarterly Report of Wages and Withholdings</i> (DE 3BHW)</li> </ul>                      | \$20 per wage item |
| Payroll Tax Deposit: <ul style="list-style-type: none"> <li>• <i>Payroll Tax Deposit</i> (DE 88)</li> </ul>  | 15% of amount due  |

## Waiver

Employers may request a waiver from the mandate due to lack of automation, severe economic hardship, current exemption from the federal government, or other good cause. You can download the [E-file and E-pay Mandate Waiver Request \(DE 1245W\) \(PDF\)](http://edd.ca.gov/pdf_pub_ctr/de1245w.pdf) (edd.ca.gov/pdf\_pub\_ctr/de1245w.pdf) or contact the Taxpayer Assistance Center at 1-888-745-3886. Instructions and mailing address are on the waiver request form.

For more information, visit the [e-file and e-pay mandate for employers](http://edd.ca.gov/Payroll_Taxes/E-file_and_E-pay_Mandate_for_Employers.htm) and [related noncompliance penalties](http://edd.ca.gov/Payroll_Taxes/E-file_and_E-pay_Mandate_for_Employers.htm), (edd.ca.gov/Payroll\_Taxes/E-file\_and\_E-pay\_Mandate\_for\_Employers.htm).



Enroll in [e-Services for Business](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm) (edd.ca.gov/Payroll\_Taxes/e-Services\_for\_Business.htm) to help you meet the requirements of the e-file and e-pay mandate. Fast, easy, and secure!

## e-Services for Business

e-Services for Business allows employers and employer representatives/payroll agents to manage employer payroll tax accounts online at no cost. With a simple one-time enrollment, e-Services for Business can be used to electronically submit employment tax returns, wage reports, and payments 24 hours a day, 7 days a week.\*

Enroll in [e-Services for Business](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm)  
([edd.ca.gov/Payroll\\_Taxes/e-Services\\_for\\_Business.htm](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm)).  
Fast, easy, and secure!

### Features:

- Register, close, or re-open an employer payroll tax account.
- File, adjust, and print tax returns and wage reports.
- Make payments.
- View and update business name, address, and more.
- Protest Unemployment Insurance (UI) benefit charges or UI rates.
- Authorize a power of attorney.
- Report new employees or independent contractors.
- Request a transfer of a reserve account.
- Change from Annual to Quarterly Filing and Payments.

### Benefits:

- Fulfills the e-file and e-pay mandate for employers.
- No cost to enroll and use.
- Provides confirmation when your return, report, or payment is received.
- Saves time by saving basic account information for future transactions.
- Reduces paper and mailing cost.



*\*The DE 34 and DE 542 may be filed from 5 a.m. to 12 midnight, Pacific Time, 7 days a week. All other services on this page may be accessed 24 hours a day, 7 days a week.*

| Additional e-Services for Business Information  |   |
|---|---|
| View tutorials on how to:   | View answers to frequently asked questions about:   |
| <ul style="list-style-type: none"> <li>• Enroll for a username and password.</li> <li>• Register for an employer payroll tax account number.</li> <li>• File an employment tax return/wage report.</li> <li>• Make a payroll tax deposit.</li> <li>• And more.</li> </ul> <p>Visit <a href="http://edd.ca.gov/payroll_taxes/e-Services_for_Business_tutorials.htm">e-Services for Business Tutorials</a><br/>(<a href="http://edd.ca.gov/payroll_taxes/e-Services_for_Business_tutorials.htm">edd.ca.gov/payroll_taxes/e-Services_for_Business_tutorials.htm</a>) for more!</p> | <ul style="list-style-type: none"> <li>• Recovering username and/or resetting password.</li> <li>• Accessing an employer payroll tax account.</li> <li>• Registering, closing, or reopening an account.</li> <li>• Filing forms and making payments.</li> <li>• Filing benefit charge and rate protests.</li> <li>• And more.</li> </ul> <p><a href="http://edd.ca.gov/payroll_taxes/FAQ_-_e-Services_for_Business.htm">Frequently Asked Questions</a><br/>(<a href="http://edd.ca.gov/payroll_taxes/FAQ_-_e-Services_for_Business.htm">edd.ca.gov/payroll_taxes/FAQ_-_e-Services_for_Business.htm</a>)</p> |



## 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   | Report wages quarterly, pay taxes annually, and is current with reporting and payments.  | Report wages quarterly and pay taxes quarterly.<br><br>Refer to <a href="#">page 25</a> .   |
| Annual Wage Threshold  | Pay household wages of \$20,000 or less annually<br><br><b>and</b><br><b>elects</b> to pay taxes on an annual basis.   | Pay household wages that exceed \$20,000 annually<br><br><b>or</b><br>pays household wages of \$20,000 or less annually<br><br><b>and</b><br><b>does not elect</b> to pay taxes on an annual basis.   |
| Forms Required (submit online using <a href="http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm">e-Services for Business</a> [edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm]): |  |   |
| Registration:  | <ul style="list-style-type: none"> <li>• <i>Employers of Household Workers Registration and Update Form</i> (DE 1HW).</li> <li>• <i>Employer of Household Worker Election Notice</i> (DE 89).</li> </ul> | <i>Employers of Household Workers Registration and Update Form</i> (DE 1HW).  |
| Each Quarter:  | <i>Employer of Household Worker(s) Quarterly Report of Wages and Withholdings</i> (DE 3BHW).   | <ul style="list-style-type: none"> <li>• <i>Payroll Tax Deposit</i> (DE 88) payment.</li> <li>• <i>Quarterly Contribution Return and Report of Wages</i> (DE 9).</li> <li>• <i>Quarterly Contribution Return and Report of Wages (Continuation)</i> (DE 9C).</li> </ul> |
| Each Year:   | <i>Employer of Household Worker(s) Annual Payroll Tax Return</i> (DE 3HW) with payment.  |   |

ARE YOU AN ANNUAL OR QUARTERLY HOUSEHOLD EMPLOYER?



## ANNUAL HOUSEHOLD EMPLOYERS

### Overview

Household employers who pay \$20,000 or less in cash and noncash wages in one calendar year and are current on their reporting and payments may elect to make one yearly payment for their California payroll taxes. If you elect to pay taxes annually, you must still report employee subject wages, Personal Income Tax (PIT) wages, and PIT withholdings quarterly.

You will not automatically be considered an annual household employer, even if you pay \$20,000 or less in wages.

To request to become an annual household employer, you must submit the following form to the EDD:

- *Employer of Household Worker Election Notice* (DE 89). Refer to information below regarding the DE 89.

If you are approved as an annual household employer, you must file the following forms:

- **Quarterly:**  
File an *Employer of Household Workers(s) Quarterly Report of Wages and Withholdings* (DE 3BHW) to report employee subject wages, Personal Income Tax (PIT), and PIT withholding.
- **Annually:**  
File an *Employer of Household Worker(s) Annual Payroll Tax Return* (DE 3HW) with a payment for the total payroll taxes due.

Submit forms online using [e-Services for Business](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm) (edd.ca.gov/Payroll\_Taxes/e-Services\_for\_Business.htm).

Sample forms are provided on [pages 8](#) and [18](#).

#### NOTE:

- If you are approved as an annual household employer, but you submit a tax return and payment(s) quarterly, your account will be converted to a quarterly household employer account. In order to revert back to an annual household employer, you will need to submit an *Employer of Household Worker Election Notice* (DE 89).
- If you are an annual household employer and your total accumulated wages exceed \$20,000 during the calendar year, you must contact the EDD immediately to change your filing status to a quarterly household employer. You can submit a request to the EDD to terminate the annual household employer election and revert the account to quarterly filing of tax returns, wage reports and payments using [e-Services for Business](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm) (edd.ca.gov/Payroll\_Taxes/e-Services\_for\_Business.htm). Refer to [page 24](#) for additional information.

### *Employer of Household Worker Election Notice (DE 89)*

#### Overview

Household employers who pay \$20,000 or less in wages per year and are current on their reporting and payments can use the DE 89 to elect 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.

Download the [DE 89 \(PDF\)](http://edd.ca.gov/pdf_pub_ctr/de89.pdf) (edd.ca.gov/pdf\_pub\_ctr/de89.pdf), or contact the Taxpayer Assistance Center at 1-888-745-3886.

## FOR ILLUSTRATIVE PURPOSES ONLY



JOE AND JANE SMITH

PO BOX 12345

ANYTOWN, CA 12345

Date: 4/4/2022

Account Number: 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. To be eligible to elect this option, an employer must:

- Be registered with the Employment Development Department (EDD) as an employer of household workers.
- Have no delinquent taxes or returns due to the EDD.
- Intend to pay \$20,000 or less in wages in a calendar year to 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 tax payment option, complete the election notice at the bottom of this document and return it to the address indicated below. If approved, you will be notified in writing. Once approved, the election is effective the first day of the calendar year, January 1, in which the election is filed.

As an annual payer, you will file the quarterly *Employer of Household Worker(s) Quarterly Report of Wages and Withholdings*, [DE 3BHW](#), and the annual *Employer of Household Worker(s) Annual Payroll Tax Return*, [DE 3HW](#).

**Until the EDD responds to your request**, please continue to file the *Quarterly Contribution Return and Report of Wages*, [DE 9](#), and the *Quarterly Contribution Return and Report of Wages (Continuation)*, [DE 9C](#), along with your *Payroll Tax Deposit*, [DE 88](#).

You can submit employment tax returns, wage reports, and payroll tax deposits electronically using e-Services for Business at [www.edd.ca.gov/e-Services\\_for\\_Business](http://www.edd.ca.gov/e-Services_for_Business) to comply with the e-file and e-pay mandate. For more information on this mandate, visit [www.edd.ca.gov/EfileMandate](http://www.edd.ca.gov/EfileMandate).

Please note, if you pay more than \$20,000 in wages in any given year, the annual payer election will be terminated, your account will revert back to a quarterly payer, and you will be required to file and pay all payroll taxes owed for the year at the end of every calendar quarter.

If you have any questions or need assistance, call the Taxpayer Assistance Center toll-free at 1-888-745-3886 or TTY 800-547-9565, or visit the EDD website at [www.edd.ca.gov](http://www.edd.ca.gov) to view the *Household Employer's Guide*, [DE 8829](#).

Please cut and return the bottom portion of this notice to the address below. You may also fax your election notice to 1-916-654-9211.

## 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.

Jane Smith 4/4/2022  
Signature Date

JANE SMITH (123) 555-6789  
Print Name Phone Number

EMPLOYMENT DEVELOPMENT DEPARTMENT  
PO BOX 826880 MIC 28  
SACRAMENTO CA 94280-0001

DE 89 Rev. 11 (12-17) (INTERNET)

000-0000-0  
Employer Payroll Tax Account Number

PO BOX 12345  
Address

ANYTOWN CA 12345  
City State ZIP Code

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CU

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

**Overview**

Household employers who pay \$20,000 or less in wages per year and 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 quarter(s) that you do not have wages, you must still file the report. Refer to [page 24](#) for your filing requirements if you stop employing people to work in your home and do not intend to hire anyone in the future.

**2023 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, 2023   | May 1, 2023                |
| April, May, June            | July 1, 2023    | July 31, 2023              |
| July, August, September     | October 1, 2023 | October 31, 2023           |
| October, November, December | January 1, 2024 | January 31, 2024           |

**You must electronically file a DE 3BHW each quarter even if you did not pay wages during the quarter.** Tax returns and wage reports must be submitted electronically in order to be in compliance with the e-file and e-pay mandate for employers. Refer to [page 14](#) for more information on the e-file and e-pay mandate for employers and related noncompliance penalties. Penalty and interest will be charged on late filing of reports. Not having a form to complete is not considered *good cause* for filing your DE 3BHW late; refer to [page 56](#) for the definition of *good cause*. Refer to [page 24](#) for your filing requirements if you stop employing people to work in your home and do not intend to hire anyone in the future.

**Electronic Filing:** File and pay online with [e-Services for Business](https://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm) (edd.ca.gov/Payroll\_Taxes/e-Services\_for\_Business.htm). It's a fast, easy, and secure way to manage your employer payroll tax account online.

- Fulfills the e-file and e-pay mandate.
- File tax returns, wage reports and make payments.
- View, adjust, and print returns/reports.
- Available 24 hours a day, 7 days a week.

For additional e-Services for Business features, refer to [page 15](#).

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

Household employers who pay \$20,000 or less in wages per year and elect to pay taxes annually use the DE 3HW to report Unemployment Insurance (UI), Employment Training Tax (ETT), and State Disability Insurance (SDI) amounts withheld to the Employment Development Department (EDD). If Personal Income Tax (PIT) is withheld, that amount is also reported to the EDD with this form.

**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 24](#) for information about changing from an annual household employer to a quarterly household employer.

**2023 Due Dates****Employer of Household Worker(s) Annual Payroll Tax Return (DE 3HW)**

| Report Covering | Due Date        | Delinquent if Not Filed By |
|-----------------|-----------------|----------------------------|
| 2023            | January 1, 2024 | January 31, 2024           |

**If you are unable to pay all or part of your taxes on time, you must still electronically file your DE 3HW.** Tax returns and wage reports must be electronically submitted per the e-file and e-pay mandate for employers. Refer to [page 14](#) for more information on the e-file and e-pay mandate for employers and related noncompliance penalties. Penalty and interest will be charged on late payroll tax payments and reports. Not having a form to complete is not considered *good cause* for filing your DE 3HW late; refer to [page 56](#) for the definition of *good cause*. Refer to [page 24](#) for your filing requirements if you stop employing people to work in your home and do not intend to hire anyone in the future.

**Electronic Filing:** File and pay online with [e-Services for Business](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm) (edd.ca.gov/Payroll\_Taxes/e-Services\_for\_Business.htm). It's a fast, easy, and secure way to manage your employer payroll tax account online.

- Fulfills the e-file and e-pay mandate.
- File tax returns and wage reports and make payments.
- View, adjust, and print returns/reports.
- Available 24 hours a day, 7 days a week.

For additional e-Services for Business features, refer to [page 15](#).

Learn more about employer payroll taxes through our seminars by visiting [Payroll Tax Seminars](http://Seminars.edd.ca.gov/Payroll_Tax_Seminars) (Seminars.edd.ca.gov/Payroll\_Tax\_Seminars).

## Employer Paid Taxes for Employees

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

If you pay Social Security and/or Medicare without deducting them from your employee(s) 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(s) have agreed to withhold Personal Income Tax (PIT), the amount of Social Security, Medicare, or SDI that you paid without deducting from the employee's subject 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/State Disability Insurance/Federal and State Income Taxes Paid by an Employer \(DE 231Q\) \(PDF\)](http://edd.ca.gov/pdf_pub_ctr/de231q.pdf) (edd.ca.gov/pdf\_pub\_ctr/de231q.pdf). You can download the DE 231Q or contact the Taxpayer Assistance Center at 1-888-745-3886.

Refer to [page 29](#) for *How to Calculate Taxable Wages*.

For the latest tax news and employer resources, visit [California Employer News and Updates](http://edd.ca.gov/payroll_taxes/employer-news.htm) (edd.ca.gov/payroll\_taxes/employer-news.htm).

Subscribe to the EDD no-fee [email subscription services](http://edd.ca.gov/about_edd/get_email_notices.htm) (edd.ca.gov/about\_edd/get\_email\_notices.htm).

## 2023 Due Dates and Delinquency Dates

**NOTE:** When the last timely date to file falls on a Saturday, Sunday, or federal holiday, filings are delinquent if not postmarked or received by 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, 2023<br>for filing period of January, February, and March      | May 1, 2023                                 |
|   | July 1, 2023<br>for filing period of April, May, and June               | July 31, 2023                               |
|   | October 1, 2023<br>for filing period of July, August, and September     | October 31, 2023                            |
|   | January 1, 2024<br>for filing period of October, November, and December | January 31, 2024                            |
| <i>Employer of Household Worker(s) Annual Payroll Tax Return (DE 3HW) (with payment)</i>    | January 1, 2024<br>for year of 2023                                     | January 31, 2024                            |

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

**Electronic Filers:**

- Follow the online instructions to submit timely reports through [e-Services for Business](https://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm) (edd.ca.gov/Payroll\_Taxes/e-Services\_for\_Business.htm).



## Correcting Previously Filed Reports and Returns

**Electronic Adjustments:** File online through [e-Services for Business](http://edd.ca.gov/payroll_taxes/e-Services_for_Business.htm) (edd.ca.gov/payroll\_taxes/e-Services\_for\_Business.htm) and follow the simple online instructions to make corrections to previously filed reports and returns.

**Paper Adjustments:** Use the table below to determine how to correct your Employment Development Department (EDD) reports with the [Tax and Wage Adjustment Form \(DE 678\) \(PDF\)](#) (edd.ca.gov/pdf\_pub\_ctr/de678.pdf).

| Form  | Reason for Adjustment  | How to Make an Adjustment  |
|---|--|--|
| Correcting a previously filed <i>Employer of Household Worker(s) Quarterly Report of Wages and Withholdings</i> (DE 3BHW) | Incorrect employee Social Security number (SSN) reported.      | Complete the 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 the 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 the 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 the 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 reported for employees. | Complete the DE 678, Sections I and V. Enter the correct wages and/or PIT information for each employee <b>by quarter</b> . Information provided in annual amounts will be returned unprocessed.<br><b>NOTE:</b> If the DE 3HW was filed with incorrect information, also complete Section III.  |
|   | No SSN reported for employee.                                  | Complete the 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, employee name, all 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 the DE 678, Sections I and V. Report the employees, their SSNs, total subject wages, PIT wages, and PIT withheld <b>by quarter</b> .<br><b>NOTE:</b> If the DE 3HW was filed with incorrect information, also complete Section III.   |
| Correcting a previously filed <i>Employer of Household Worker(s) Annual Payroll Tax Return</i> (DE 3HW)                   | Provided incorrect UI, ETT, SDI, and/or PIT information.       | Complete the DE 678, Sections I, III, and IV, with the correct information. If the DE 3BHWs were filed incorrectly, also complete Section V of the DE 678 as instructed above.<br><b>NOTE:</b> If taxes are due, send a payment for the tax amount due plus penalty and interest, if any, with the DE 678.   |

You can download the [DE 678 \(PDF\)](#) (edd.ca.gov/pdf\_pub\_ctr/de678.pdf) and the [Instructions for Completing the Tax and Wage Adjustment Form \(DE 678-I\) \(PDF\)](#) (edd.ca.gov/pdf\_pub\_ctr/de678i.pdf). For questions about when or how to use the form, adjusting previously reported payroll taxes or wages, or to order forms, contact the Taxpayer Assistance Center at 1-888-745-3886.



## No Longer Paying Wages

If you are an annual household employer and stop employing people to work in your home and do not intend to hire anyone in the future, you will need to submit your final *Employer of Household Worker(s) Annual Payroll Tax Return* (DE 3HW) and a payment for the total payroll taxes due and your *Employer of Household Worker(s) Quarterly Report of Wages and Withholdings* (DE 3BHW) for the **quarter within 10 days of when you stop employing people**, regardless of the normal due date. If you plan to employ people to work in your home in the future, but do not have payroll this quarter, file a DE 3BHW indicating you do not have payroll to report. If you have an approved e-file and e-pay mandate for employers waiver and file by paper, mark *No Payroll This Quarter* (Item B) on the DE 3BHW. These reports must be filed even if no wages were paid in the quarter. Contact the Taxpayer Assistance Center at 1-888-745-3886 for assistance.

Household employers may close their employer payroll tax account online using [e-Services for Business](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm) (edd.ca.gov/Payroll\_Taxes/e-Services\_for\_Business.htm). If you resume paying wages in excess of \$750 in a calendar quarter, you may also request to reopen your employer payroll tax account through e-Services for Business.

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

**If at any time during the year the total accumulated wages exceed \$20,000, you must notify the EDD immediately.** The election to pay annually will be terminated. You can submit a request to the EDD to terminate the annual household employer election and revert the account to quarterly filing of tax returns, wage reports and payments using [e-Services for Business](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm) (edd.ca.gov/Payroll\_Taxes/e-Services\_for\_Business.htm). For additional information, refer to [Information Sheet: Household Employment \(DE 231L\) \(PDF\)](http://edd.ca.gov/pdf_pub_ctr/de231L.pdf), (edd.ca.gov/pdf\_pub\_ctr/de231L.pdf), or contact the Taxpayer Assistance Center at 1-888-745-3886 for assistance.

As a quarterly household employer, you will no longer need to prepare a DE 3HW or a DE 3BHW. 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 also need to submit a *Payroll Tax Deposit* (DE 88) payment to the EDD at least quarterly.

If you are required to change to a quarterly household employer mid-year, then you must electronically submit a DE 3HW and DE 3BHW to cover the quarters you were an annual household employer. You will also need to submit a DE 9 and DE 9C for the quarters you were a quarterly household employer. In the following years, you will no longer submit a DE 3HW or a DE 3BHW.

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 25](#).

## 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 quarterly.

**NOTE:** For information on how to elect to become an annual household employer, refer to [page 17](#). As a quarterly household employer, you must electronically file 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. To learn more refer to [e-Services for Business Tutorials](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business_Tutorials.htm) (edd.ca.gov/Payroll\_Taxes/e-Services\_for\_Business\_Tutorials.htm).

For the latest tax news and employer resources, visit [California Employer News and Updates](http://edd.ca.gov/payroll_taxes/employer-news.htm) (edd.ca.gov/payroll\_taxes/employer-news.htm).

Subscribe to the EDD no-fee [email subscription services](http://edd.ca.gov/about_edd/get_email_notices.htm) (edd.ca.gov/about\_edd/get\_email\_notices.htm).

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

Quarterly household employers must 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 electronically file a DE 9 and a *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C) each quarter.**

**2023 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, 2023   | May 1, 2023                |
| April, May, June            | July 1, 2023    | July 31, 2023              |
| July, August, September     | October 1, 2023 | October 31, 2023           |
| October, November, December | January 1, 2024 | January 31, 2024           |

**You must electronically file a DE 9 each quarter even if you did not pay wages during the quarter indicating you do not have payroll to report for this quarter.** Tax Returns and Wage Reports must be submitted electronically in order to be in compliance with the e-file and e-pay mandate for employers. Refer to [page 14](#) for more information on the e-file and e-pay mandate for employers and related noncompliance penalties. **Penalty and interest will be charged on late filing of reports.** Not having a form to complete is not considered *good cause* for filing your DE 9 late; refer to [page 56](#) for the definition of *good cause*.

**Electronic Filing:** File and pay online with [e-Services for Business](https://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm) (edd.ca.gov/Payroll\_Taxes/e-Services\_for\_Business.htm). It's a fast, easy, and secure way to manage your employer payroll tax account online.

- Fulfills the e-file and e-pay mandate.
- File tax returns/wage reports and make payments.
- View, adjust, and print returns/reports.
- Available 24 hours a day, 7 days a week.

For additional e-Services for Business features, refer to [page 15](#).

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

### Overview

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 electronically submit a DE 9 and a DE 9C each quarter.**

### 2023 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, 2023   | May 1, 2023                |
| April, May, June            | July 1, 2023    | July 31, 2023              |
| July, August, September     | October 1, 2023 | October 31, 2023           |
| October, November, December | January 1, 2024 | January 31, 2024           |

**You must electronically file a DE 9C each quarter even if you did not pay wages during the quarter indicating you do not have payroll to report for this quarter.** Tax returns and wage reports must be submitted electronically in order to be in compliance with the e-file and e-pay mandate for employers. Refer to [page 14](#) for more information on the e-file and e-pay mandate for employers and related noncompliance penalties. **Penalty and interest will be charged on late reports.** Not having a form to complete is not considered *good cause* for filing your DE 9C late; refer to [page 56](#) for the definition of *good cause*.

**Electronic Filing:** File and pay online with [e-Services for Business](https://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm) (edd.ca.gov/Payroll\_Taxes/e-Services\_for\_Business.htm). It's a fast, easy, and secure way to manage your employer payroll tax account online.

- Fulfills the e-file and e-pay mandate.
- File tax returns, wage reports and make payments.
- View, adjust, and print tax returns and wage reports.
- Available 24 hours a day, 7 days a week.

For additional e-Services for Business features, refer to [page 15](#).

**PAYROLL TAX DEPOSIT (DE 88)****Overview**

The *Payroll Tax Deposit* (DE 88) is used to report and pay Unemployment Insurance (UI) tax, Employment Training Tax (ETT), State Disability Insurance (SDI) tax, and Personal Income Tax (PIT) withholdings to the EDD. Employers can enroll and use e-Services for Business to immediately make deposits.



**e-Services for Business. Online. Anytime.**

**Electronic Filing with e-Services for Business:**

- All employers must electronically submit payroll tax deposits. Refer to [page 14](#) for additional information on the e-file and e-pay mandate for employers and related noncompliance penalties.
- Fulfills the e-file and e-pay mandate for employers.
- Fast, easy, and secure way to manage your payroll taxes online.
- Available 24 hours a day, 7 days a week.
- Employer representatives/payroll agents can manage their clients' payroll tax accounts by enrolling in e-Services for Business as a representative/agent.
- For additional e-Services for Business features, refer to [page 15](#).

Enroll and file online with [e-Services for Business](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm) ([edd.ca.gov/Payroll\\_Taxes/e-Services\\_for\\_Business.htm](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm)).

**When Due:**

- If you do not withhold 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 (see [page 27](#) for delinquency dates).
- **If PIT withholdings are \$350 or more, SDI and PIT may need to be deposited more often.** Refer to [page 32](#) for the California Deposit Requirements table.
- Refer to [page 32](#) for additional deposit information and due dates.

**NOTE: A penalty of 15 percent (15%) plus interest** will be charged on late payroll tax payments.

The UI, ETT, and SDI tax rates are available online with e-Services for Business.

For additional assistance, contact the Taxpayer Assistance Center at 1-888-745-3886. If outside of the U.S. or Canada, call 1-916-464-3502.

## 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. State Disability Insurance (SDI) tax is calculated up to the SDI taxable wage limit of each employee's wages in 2023 and is withheld from the employee's wages.

**NOTE:** Examples were created using the 2022 UI taxable wage limit of \$7,000 and SDI taxable wage limit of \$145,600.

**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 UI and ETT on \$7,000 of Jane's wages and all of John's wages. The employer will not pay UI and ETT for Jane *for the remainder of the year* since she has reached the UI taxable wage limit. SDI is withheld from both employees' total wages.

| First Quarter       | <u>Taxable Wages</u> | <u>Taxable Wages</u> |
|---------------------|----------------------|----------------------|
|                     | <u>UI/ETT</u>        | <u>SDI</u>           |
| Jane                | \$ 7,000.00          | \$ 10,000.00         |
| John                | + 6,000.00           | + 6,000.00           |
| 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>Taxable Wages</u> |
|---------------------|----------------------|----------------------|
|                     | <u>UI/ETT</u>        | <u>SDI</u>           |
| Jane                | \$ 00.00             | \$ 35,000.00         |
| John                | + 500.00             | + 500.00             |
| 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 since he has now reached the UI taxable wage limit for the year. 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>Taxable Wages</u> |
|---------------------|----------------------|----------------------|
|                     | <u>UI/ETT</u>        | <u>SDI</u>           |
| Jane                | \$ 00.00             | \$ 35,000.00         |
| John                | + 500.00             | + 8,000.00           |
| Total Taxable Wages | \$ 500.00            | \$ 43,000.00         |

In the **fourth quarter**, Jane is paid \$37,000 and John is paid \$15,000. The employer only withholds SDI taxes from both employee's total wages since neither has reached the SDI taxable wage limit.

| Fourth Quarter      | <u>Taxable Wages</u> | <u>Taxable Wages</u> |
|---------------------|----------------------|----------------------|
|                     | <u>UI/ETT</u>        | <u>SDI</u>           |
| Jane                | \$ 00.00             | \$ 37,000.00         |
| John                | + 00.00              | + 15,000.00          |
| Total Taxable Wages | \$ 00.00             | \$ 52,000.00         |

## How to Compute State Disability Insurance Withholding

The State Disability Insurance (SDI) tax rate for the calendar year 2023, which includes Disability Insurance (DI) and Paid Family Leave (PFL), is available on the inside cover of this guide. The SDI tax is withheld from all cash and noncash wages paid to each employee in 2023 up to the SDI taxable wage limit. Noncash wages include meals and lodging (refer to *Values of Meals and Lodging* tables on [page 11](#)). Refer to the **NOTE** below if you do not withhold SDI from your employees' wages.

If SDI tax is withheld from your employees' wages, a *Payroll Tax Deposit* (DE 88) must be submitted to the EDD at least once each quarter and must be received by the due dates listed in the table on [page 32](#).

If you withhold more than \$500 in Personal Income Tax (PIT) from your employees during a quarter, refer to the [California Deposit Requirement table](#) ([edd.ca.gov/payroll\\_taxes/timely\\_payroll\\_tax\\_deposits.htm](http://edd.ca.gov/payroll_taxes/timely_payroll_tax_deposits.htm)) or contact the Taxpayer Assistance Center at 1-888-745-3886 to determine when to submit 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 the 2022 rates. Refer to the inside cover for the 2023 rates.

|                   |  |
|-------------------|--|
| SDI Taxable Wages | \$13,000   |
| x SDI Tax Rate    | x 0.011  |
| SDI Taxes Due     | \$ 143 (Enter this amount in Box C of the DE 88) |

### NOTE:

1. If, after paying \$750 in cash wages in one or more quarters in a calendar year, and you then begin paying your employee(s) 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.

Assistance in calculating subject wages and PIT wages under these circumstances is available online. Refer to [Information Sheet: Social Security/Medicare/State Disability Insurance/Federal and State Income Taxes Paid by an Employer \(DE 231Q\) \(PDF\)](#) ([edd.ca.gov/pdf\\_pub\\_ctr/de231q.pdf](http://edd.ca.gov/pdf_pub_ctr/de231q.pdf)), or contact the Taxpayer Assistance Center at 1-888-745-3886.



## How to Compute Unemployment Insurance Tax and Employment Training Tax

If you paid cash and noncash wages of \$1,000 or more in a calendar quarter to your household employee(s), in addition to State Disability Insurance (SDI) withholding, you must pay Unemployment Insurance (UI) tax and Employment Training Tax (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 provided 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. A *Notice of Contribution Rates and Statement of UI Reserve Account* (DE 2088) is 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 2023 up to the UI taxable wage limit of \$7,000. Refer to the inside cover for the 2023 UI taxable wage limit. Noncash wages include meals and lodging. Refer to *Values of Meals and Lodging* on [page 11](#).
- The ETT rate is set by law at 0.1 percent (.001) of 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 or 0.1 percent (.001).

**Example:** You have two employees and your 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> | x <u>0.034</u>                            |
| UI Taxes Due         | \$ 408 (Enter this amount for UI deposit) |
| UI Taxable Wages     | \$12,000                                  |
| x <u>ETT Rate</u>    | x <u>0.001</u>                            |
| ETT Due              | \$ 12 (Enter this amount for ETT deposit) |

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

### NOTE:

If, after paying \$1,000 in cash wages in one or more quarter in a calendar year and then you begin paying your employees less than \$750 in the following quarters, you must continue withholding SDI taxes from your employees' wages and pay Unemployment taxes through December of the following year. Once you exceed the threshold on wages, you continue to be subject through the following year.

Your payroll taxes and a *Payroll Tax Deposit* (DE 88) **must** be submitted electronically to the EDD each quarter.

File and pay online using [e-Services for Business](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm) (edd.ca.gov/Payroll\_Taxes/e-Services\_for\_Business.htm). It's fast, easy, and secure. Refer to [page 15](#) for more information.

Learn more about payroll taxes through our seminars.  
Visit [Payroll Tax Seminars](http://Seminars.edd.ca.gov/Payroll_Tax_Seminars) (Seminars.edd.ca.gov/Payroll\_Tax\_Seminars).

## 2023 Due Dates and Delinquency Dates

File and pay online using [e-Services for Business](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm) (edd.ca.gov/Payroll\_Taxes/e-Services\_for\_Business.htm). It's fast, easy, and secure. Refer to [page 15](#) for more information.

### Withholding Deposits

| Form                        | Calendar Quarter  | If You Have Accumulated PIT Withholding of | PIT and SDI Deposit Due by <sup>2</sup> |
|-----------------------------|---|--|---|
| Payroll Tax Deposit (DE 88) | January, February, and March (1 <sup>st</sup> Quarter)    | Less than \$350                            | May 1, 2023 <sup>3</sup>                |
|                             |   | \$350 - \$500 <sup>1</sup>                 | 15 <sup>th</sup> of the following month |
|                             | April, May, and June (2 <sup>nd</sup> Quarter)            | Less than \$350                            | July 31, 2023 <sup>3</sup>              |
|                             |   | \$350 - \$500 <sup>1</sup>                 | 15 <sup>th</sup> of the following month |
|                             | July, August, and September (3 <sup>rd</sup> Quarter)     | Less than \$350                            | October 31, 2023 <sup>3</sup>           |
|                             |   | \$350 - \$500 <sup>1</sup>                 | 15 <sup>th</sup> of the following month |
|                             | October, November, and December (4 <sup>th</sup> Quarter) | Less than \$350                            | January 31, 2024 <sup>3</sup>           |
|                             |   | \$350 - \$500 <sup>1</sup>                 | 15 <sup>th</sup> of the following month |

<sup>1</sup> If you withhold more than \$500 in Personal Income Tax (PIT), refer to the [California Deposit Requirement table](#) (edd.ca.gov/payroll\_taxes/timely\_payroll\_tax\_deposits.htm) or contact the Taxpayer Assistance Center at 1-888-745-3886 to determine the correct due date of your tax payment.

<sup>2</sup> If the deposit due date falls on a Saturday, Sunday, or a federal holiday, the due date is extended to the next business day.

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

**NOTE:** All employers must electronically submit payroll tax deposits to the EDD. Refer to [page 14](#) for information on the e-file and e-pay mandate for employers and related noncompliance penalties.

## 2023 Due Dates and Delinquency Dates (Continued)

File and pay online using [e-Services for Business](https://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm) (edd.ca.gov/Payroll\_Taxes/e-Services\_for\_Business.htm). It's fast, easy, and secure. Refer to [page 15](#) for more information.

### 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</i><br><i>Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C)</i> | April 1, 2023<br>for filing period of January, February, and March      | May 1, 2023                                 |
|  | July 1, 2023<br>for filing period of April, May, and June               | July 31, 2023                               |
|  | October 1, 2023<br>for filing period of July, August, and September     | October 31, 2023                            |
|  | January 1, 2024<br>for filing period of October, November, and December | January 31, 2024                            |

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 electronically submitted to the EDD, the submission date is used to determine if your returns are timely.
- For any quarter that you do not have wages to report, you are required to file a DE 9 and DE 9C and indicate you have no payroll to report when electronically submitting the forms through e-Services for Business. If you have any questions, contact the Taxpayer Assistance Center at 1-888-745-3886.
- All employers must electronically submit employment tax returns, wage reports, and payroll tax deposits to the EDD. Refer to [page 14](#) for information on the e-file and e-pay mandate for employers and related noncompliance penalties.

## Correcting Previously Submitted *Payroll Tax Deposit* (DE 88)

Payroll Tax Deposits can be corrected online through [e-Services for Business](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm) (edd.ca.gov/Payroll\_Taxes/e-Services\_for\_Business.htm) even if the deposit was made using another electronic payment method or a paper *Payroll Tax Deposit* (DE 88) coupon.

The following table clarifies when and how to notify the EDD of adjustments to the DE 88.

| Form   | Reason for Adjustment   | How to Make an Adjustment  |
|--|---|--|
| Correcting a previously submitted <i>Payroll Tax Deposit</i> (DE 88) | Overpaid UI, ETT, SDI, and/or PIT on a DE 88 <b>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).</b> | On the next DE 88 payment for the <b>same calendar quarter</b> , reduce the amount of taxes due by the amount of the overpayment. <b>Do not</b> show credits (negative amounts) on the DE 88.  |
|  | Overpaid UI, ETT, SDI, and/or PIT on a DE 88 <b>prior to filing DE 9/DE 9C</b> and you cannot reduce the overpayment on your next deposit within the quarter.   | Claim the amount overpaid on line J when you file your DE 9 at the end of the quarter.   |
|  | Over withheld PIT and <ul style="list-style-type: none"> <li>• DE 9 was filed.</li> <li>• DE 9C was filed.</li> <li>• IRS Wages and Tax Statement Form W-2 was issued to the employee.</li> </ul>                             | <ul style="list-style-type: none"> <li>• Do not refund overwithheld PIT to the employee.</li> <li>• Do not change the California PIT withholding amount shown on the Form W-2.</li> <li>• Do not file a claim for refund with the EDD. The employee will receive a credit for the PIT overwithholdings when filing their California state income tax return with the Franchise Tax Board (FTB).</li> </ul> |
|  | Underpaid UI, ETT, SDI, and/or PIT <b>prior to filing your DE 9 for the quarter.</b>  | Submit a DE 88 and pay the amount due, including penalty and interest. Indicate the pay date on the DE 88.   |
|  | Underpaid UI, ETT, SDI, and/or PIT and your <b>DE 9/DE 9C was filed.</b>  | Submit a DE 88 for the additional amount due for the quarter, including any penalty and interest, <b>or</b> pay the balance due when you receive a <i>Statement of Account</i> (DE 2176) in the mail.  |
|  | Allocated the wrong amounts to specific funds on a DE 88.   | <b>Do not adjust.</b> The EDD will make the necessary adjustments at the end of the quarter when you file your DE 9.   |

When **written permission** is obtained from an employee, you are authorized to adjust any overwithheld or underwithheld California PIT from the employee if the adjustment is made within the same calendar year and before the IRS 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.

## Correcting Previously Filed Reports and Returns

**Electronic Adjustments:** File adjustments online through [e-Services for Business](http://edd.ca.gov/payroll_taxes/e-Services_for_Business.htm) (edd.ca.gov/payroll\_taxes/e-Services\_for\_Business.htm) and follow the online instructions to make corrections to previously filed reports and returns.

**Paper Adjustments:** The [Quarterly Contribution and Wage Adjustment Form \(DE 9ADJ\) \(PDF\)](http://edd.ca.gov/pdf_pub_ctr/de9adj.pdf) (edd.ca.gov/pdf\_pub\_ctr/de9adj.pdf) is used to request corrections to a previously filed DE 9 and/or DE 9C.

View the [Instructions for Completing the Quarterly Contribution and Wage Adjustment Form \(DE 9ADJ-I\) \(PDF\)](http://edd.ca.gov/pdf_pub_ctr/de9adj-i.pdf) (edd.ca.gov/pdf\_pub\_ctr/de9adj-i.pdf).

For assistance, please contact the Taxpayer Assistance Center at 1-888-745-3886 (voice) or TTY at 1-800-547-9565.

Use the following chart to determine when and how you should notify the EDD of adjustments.

| Form  | Reason for Adjustment   | How to Make an Adjustment  |
|---|---|--|
| Correcting a previously filed <i>Quarterly Contribution Return and Report of Wages</i> (DE 9)                 | Incorrect UI, ETT, SDI, and/or PIT information reported.                  | File a DE 9ADJ. Complete Sections I, II and III with the correct information. Also, complete Section IV (items A and C) of the DE 9ADJ if a correction is needed to the DE 9C for the quarter.<br><br><b>NOTE:</b> If taxes are due, send a payment for the additional tax amount due plus penalty and interest, if any, with the DE 9ADJ. |
| Correcting a previously filed <i>Quarterly Contribution Return and Report of Wages (Continuation)</i> (DE 9C) | Incorrect employee Social Security number (SSN) and/or name reported.     | File a DE 9ADJ. Complete Sections I, II, IV (items A and C) and V. Refer to pages 3 through 5 of the DE 9ADJ-I for detailed instructions and Examples 5-7 of wage line adjustments.  |
|   | Incorrect wages and/or PIT information for employees previously reported. | File a DE 9ADJ. Complete Sections I, II, IV (items A and C) and V. Refer to pages 3 through 5 of the DE 9ADJ-I for detailed instructions and Example 4 of wage line adjustments.<br><br><b>NOTE:</b> If DE 9 has been filed with incorrect information, also complete Section III.   |
|   | No SSN reported for employee.   | File a DE 9ADJ. Complete Sections I, II, IV (items A and C) and V. Refer to pages 3 through 5 of the DE 9ADJ-I for detailed instructions and Example 8 of wage line adjustments.   |
|   | Employee(s) not previously reported.                                      | File a DE 9ADJ. Complete Sections I, II, III, IV (items A and C) and V. Refer to pages 3 through 5 of the DE 9ADJ-I for detailed instructions and Example 2 of wage line adjustments.<br><br><b>NOTE:</b> If taxes are due, send payment for the additional tax amount plus penalty and interest, if any, with the DE 9ADJ.                |
|   | Incorrect wage plan code(s) previously reported.                          | File a DE 9ADJ. Complete Sections I, II, IV (items A and B, or items A and C) and V. Refer to pages 3 through 5 of the DE 9ADJ-I for detailed instructions and Examples 1 and 9 of wage line adjustments.  |

A sample DE 9ADJ is available on [pages 36 and 37](#)

## FOR ILLUSTRATIVE PURPOSES ONLY

Examples were created using 2022 rates.  
Refer to inside front cover for 2023 rates.



### Quarterly Contribution and Wage Adjustment Form

The *Quarterly Contribution and Wage Adjustment Form* (DE 9ADJ) is used to request corrections to information previously reported on a *Quarterly Contribution Return and Report of Wages* (DE 9) and/or *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C). A **claim for refund** must be filed within 3 years of the last timely date of the quarter being adjusted, 6 months after an assessment becomes final, or 60 days from the date of the overpayment, whichever date occurs later.

You can also file adjustments to previously filed returns online through the Employment Development Department (EDD) [e-Services for Business](http://edd.ca.gov/e-Services_for_Business) ([edd.ca.gov/e-Services\\_for\\_Business](http://edd.ca.gov/e-Services_for_Business)). Refer to the [Instructions for Completing the Quarterly Contribution and Wage Adjustment Form \(DE 9ADJ-I\) \(PDF\)](#) ([edd.ca.gov/pdf\\_pub\\_ctr/de9adj.pdf](http://edd.ca.gov/pdf_pub_ctr/de9adj.pdf)) for additional information.

Check the box ☐ If only adjusting the DE 9, that applies: complete Sections I, II, III, and V. ☐ If only adjusting the DE 9C, complete Sections I, II, IV, and V. ☒ If adjusting DE 9 and DE 9C, complete all sections.

#### Section I: Employer Information. Complete all fields (Please print).

Business Name: JOHN AND JANE SMITH

Quarter

22/1

Street Address: PO BOX 12345

Employer Account Number

000-0000-0

City, State, ZIP Code: YATOWN, CA 12345

File this form  
online through

[e-Services for Business](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm)

([edd.ca.gov/Payroll\\_Taxes/e-Services\\_for\\_Business.htm](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm)) to  
below.

Enter a detailed reason for the adjustments requested. (Required)

ONE TO ONE EMPLOYEE NOT REPORTED. REPORTED INCORRECT SSN/NAME FOR ONE EMPLOYEE.

- A. To ☐ (Please use to request a credit (decrease) to SDI or PIT, you must answer the following questions:
- B. Unemployment Insurance (UI) Taxable Wages
- C. State Disability Insurance (SDI) Taxable Wages
- D. Employer's UI Contributions (UI rate 3.4% times B)
- E. Employment Training Tax (ETT rate 0.1% times B)
- F. SDI Withheld (SDI rate 1.1% times C)  
(Includes Paid Family Leave)
- G. Personal Income Tax (PIT) Withheld
- H. **Subtotal** (Add amounts on Lines D, E, F, and G)
- I. Plus: Erroneous SDI Deductions Not Refunded (Refer to **Note** below)
- J. Less: Contributions and Withholdings Paid for the Quarter
- K. **Total Taxes Due or Overpaid** (H2 + I - J). (If balance is due, complete L, M, and N)
- L. Penalty (If balance is due, calculate 15% of the amount on Line K)
- M. Interest (Refer to the DE 9ADJ-I for instructions)
- N. **Total Due** (Lines K + L + M)

| (1)<br>Amounts Reported on<br>DE 9 or Most Recent<br>Adjustment Form | (2)<br>Amounts That<br>Should Have Been<br>Reported | (3)<br>Difference<br>Debit/(Credit) |
|--|---|-------------------------------------|
| 9,000 00   | 18,500 50   | 9,500 50                            |
| 7,000 00   | 14,000 00   | 7,000 00                            |
| 9,000 00   | 18,500 50   | 9,500 50                            |
| 238 00   | 476 00  | 238 00                              |
| 7 00   | 14 00   | 7 00                                |
| 99 00  | 203 51  | 104 51                              |
| 150 00   | 350 55  | 200 55                              |
| 494 00   | 1,044 06  | 550 06                              |
|  | 0 00  |                                     |
|  | 494 00  |                                     |
|  | 550 06  |                                     |
|  | 82 51   |                                     |
|  | 14 50   |                                     |
|  | 647 07  |                                     |

- O. **SDI and PIT overpayments.** If requesting a credit (decrease) to SDI or PIT, you must answer the following questions:

1. Was the credit claimed above (column 3) withheld from the wages of employee(s)?
2. If yes, has this amount been refunded to the employee(s)?
3. Was the correct PIT reported on the Form W-2 issued to the employee(s)?

| SDI Deductions   | PIT Deductions   |
|--|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**Note:** SDI and PIT deductions are employee contributions. The EDD cannot refund these amounts unless you first refund the erroneous deductions to the employee(s). **If you have issued Form(s) W-2, do not refund PIT overwithholdings or change the amount reported on the employee(s) Form W-2.** The employee will receive a credit for the PIT overwithheld when they file their *California Income Tax Return* (Form 540) with the Franchise Tax Board. If you are requesting a PIT credit for a prior year because you paid the EDD more than the amount withheld from the employee(s), attach a copy of Form(s) W-2 filed for each affected employee. Refer to the DE 9ADJ-I for additional instructions.

**Sign on Page 2 and Mail To:** Employment Development Department / PO Box 989073 / West Sacramento, CA 95798-9073



FOR ILLUSTRATIVE PURPOSES ONLY

Examples were created using 2022 rates.  
Refer to inside front cover for 2023 rates.



Business Name: JOHN AND JANE SMITH

Quarter

22 1

Employer Account Number

000-0000-0

**Section IV: Request to Adjust the DE 9C.** Complete **Item A** for all DE 9C adjustments. Complete **Item B** only for wage plan code corrections to all employees. Complete **Item C** to request adjustments to individual employee information.

**A. DE 9C Grand Totals for the Quarter**

A1. Enter the correct grand totals **for all employees** for the quarter.

|                     |           |                 |           |                    |        |
|---------------------|-----------|-----------------|-----------|--------------------|--------|
| Total Subject Wages | 18,500 50 | Total PIT Wages | 18,500 50 | Total PIT Withheld | 350 55 |
|---------------------|-----------|-----------------|-----------|--------------------|--------|

A2. Enter the number of employees full-time and part-time who worked during or received pay subject to UI for the pay period which includes the 12<sup>th</sup> of the month.

|           |           |           |
|-----------|-----------|-----------|
| 1st Month | 2nd Month | 3rd Month |
| 1         | 2         | 2         |

A3. Enter the correct total number of wage lines **for all employees** for the quarter.

|                 |
|-----------------|
| Wage Item Count |
| 2               |

**B. Wage Plan Code Corrections for All Employees.** Leave blank if not correcting all wage plan codes. Refer to the [Information Sheet: Reporting Wage Plan Codes on Electronic Quarterly Wage Reports \(DE 231WPC\) \(PDF\)](#) (edd.ca.gov/pdf/etr/231wpc.pdf) for additional information.

File this form online through [e-Services for Business](#) (edd.ca.gov/Payroll\_Taxes/e-Services\_for\_Business.htm)

Identify the adjustment type for each affected employee and complete the fields that need to be corrected. Make corrections to the quarter(s) in which the adjustment was made. Do not report negative amounts.

|   | Fields to Complete for Each Affected Employee    |
|---|--|
| Remove employee(s) previously reported.                       | C1 – C6. Leave C7 – C9 blank.                    |
| Remove employee(s) reported in error.                         | C1 – C6. Enter 0.00 in C3 – C5.                  |
| Adjust wages or PIT amounts previously reported.              | C1 – C6. Leave C7 – C9 blank.                    |
| Correct employee name(s).                                     | C1 – C6 and C7. Leave C8 – C9 blank.             |
| Correct a Social Security number (SSN).                       | C1 – C6 and C8. Leave C7 and C9 blank.           |
| Correct wage plan code for one or more employees but not all. | C1 – C6 and C9. Leave C7 and C8 blank.           |
| Multiple adjustments.   | C1 – C6 and C7 – C9 if they apply to adjustment. |

|   |   |                  |               |                             |                                   |   |  |
|---|---|------------------|---------------|-----------------------------|-----------------------------------|---|--|
| Enter the information that <b>should have been reported</b> in fields C1 – C6. If a correction reduces wages or withholdings amount to zero, enter 0.00 in the field. |   |                  |               |                             |                                   | For name, SSN, or plan code corrections, enter the information <b>previously reported</b> in fields C7 – C9. Leave these fields blank for all other adjustment types. |  |
| C1. Social Security Number (SSN)  | C2. Employee Name (First, Middle Initial, Last) |                  |               |                             |                                   | C7. Previously Reported Name (First, Middle Initial, Last)  |  |
| XXX-XX-XXXX   | THOMAS T TAYLOR                                 |                  |               |                             |                                   | HAROLD L JONES  |  |
| C3. Total Subject Wages   | C4. PIT Wages                                   | C5. PIT Withheld | C6. Plan Code | C8. Previously Reported SSN | C9. Previously Reported Plan Code |   |  |
| 9,500 50  | 9,500 50  | 200 55           | S             | 000-XX-0000                 |                                   |   |  |
| C1. Social Security Number (SSN)  | C2. Employee Name (First, Middle Initial, Last) |                  |               |                             |                                   | C7. Previously Reported Name (First, Middle Initial, Last)  |  |
| XXX-00-XXXX   | HARRY L JONES                                   |                  |               |                             |                                   | HAROLD L JONES  |  |
| C3. Total Subject Wages   | C4. PIT Wages                                   | C5. PIT Withheld | C6. Plan Code | C8. Previously Reported SSN | C9. Previously Reported Plan Code |   |  |
| 9,000 00  | 9,000 00  | 150 00           | S             | 000-XX-0000                 |                                   |   |  |
| C1. Social Security Number (SSN)  | C2. Employee Name (First, Middle Initial, Last) |                  |               |                             |                                   | C7. Previously Reported Name (First, Middle Initial, Last)  |  |
|   |   |                  |               |                             |                                   |   |  |
| C3. Total Subject Wages   | C4. PIT Wages                                   | C5. PIT Withheld | C6. Plan Code | C8. Previously Reported SSN | C9. Previously Reported Plan Code |   |  |
|   |   |                  |               |                             |                                   |   |  |

Please attach additional pages if reporting more than 3 wage line adjustments.

**Section V: Declaration.** I declare that the information herein is true and correct to the best of my knowledge. (A signature is required on all adjustments)

Signature Jane Smith Title OWNER Date 01/01/2023  
Print Name Jane Smith Phone (123) 555-7899 Email Jane123@gmail.com

**Sign and Mail To:** Employment Development Department / PO 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 will need to:

- Submit your final *Quarterly Contribution Return and Report of Wages* (DE 9) **within 10 days of paying the final wages**, regardless of the normal due date.
- Submit the *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C) **within 10 days of paying the final wages**, regardless of the normal due date.
- Submit the *Payroll Tax Deposit* (DE 88) **within 10 days of paying the final wages**, regardless of the normal due date.
- Close your employer payroll tax account after submitting the above **within 10 days of paying the final wages**.

If you plan to employ people to work in your home in the future and are keeping your account open, but do not have payroll this quarter, file a DE 9 and DE 9C online using e-Services for Business indicating you do not have payroll to report. If you have an approved e-file and e-pay mandate waiver and file by paper, select *No Wages Paid This Quarter* on the DE 9 and *No Payroll* on the DE 9C. These reports must be filed even if no wages were paid in the quarter. Contact the Taxpayer Assistance Center at 1-888-745-3886 for assistance.

Household employers may close their employer payroll tax account online using [e-Services for Business](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm) (edd.ca.gov/Payroll\_Taxes/e-Services\_for\_Business.htm) and, if you resume paying wages in excess of \$750 in a calendar quarter, you may also request to reopen your employer payroll tax account.

For the latest tax news and employer resources, visit [California Employer News and Updates](http://edd.ca.gov/payroll_taxes/employer-news.htm) (edd.ca.gov/payroll\_taxes/employer-news.htm).

Subscribe to the EDD no-fee [email subscription services](http://edd.ca.gov/about_edd/get_email_notices.htm) (edd.ca.gov/about\_edd/get\_email\_notices.htm).

## REPORTING NEW EMPLOYEES

The law requires all employers to report all newly hired or rehired employees to the New Employee Registry (NER) within 20 days of their start-of-work date, which is the first day services were performed for wages.

- **NEWLY HIRED** employees are those individuals who have not previously been included on your payroll.
- **REHIRED** employees are those individuals who were previously included on your payroll, left your employment, and were rehired after a separation of at least 60 consecutive days.

The NER assists California's Department of Child Support Services and the Department of Justice in locating parents to collect delinquent child support payments. The NER also cross-matches the employees actual start-of-work date (not the date hired) data with the Unemployment Insurance (UI) benefit file. This will result in the early detection and prevention of UI benefit overpayments.

### Filing Options for Reporting New or Rehired Employees

The following options are available to report new or rehired employees:

1. File online using [e-Services for Business](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm) (edd.ca.gov/Payroll\_Taxes/e-Services\_for\_Business.htm). It's fast, easy, and secure.
2. Download the [Report of New Employee\(s\) \(DE 34\) \(PDF\)](http://edd.ca.gov/pdf_pub_ctr/de34.pdf) (edd.ca.gov/pdf\_pub\_ctr/de34.pdf).
3. Order DE 34 [forms](http://edd.ca.gov/forms) (edd.ca.gov/forms).

**When Due:** You must report all newly hired employees (refer to *Who Are Household Employees?* on [page 4](#)) **within 20 days** of the start-of-work date, which is the first day of work. Any employee that is rehired or returns to work after a separation of at least 60 consecutive days must also be reported within the 20 days.

The following information must be included when reporting new employees:

| Employer Information   | Employee Information  |
|--|---|
| <ul style="list-style-type: none"> <li>• EDD eight-digit employer payroll tax account number</li> <li>• Federal employer identification number (FEIN)</li> <li>• Business name</li> <li>• Business address</li> <li>• Contact person and phone number</li> </ul> | <ul style="list-style-type: none"> <li>• First name, middle initial, and last name</li> <li>• Social Security number (SSN)</li> <li>• Home address</li> <li>• Start-of-work date</li> </ul> |

A sample DE 34 is available on [page 40](#).

### Filing an Informal Report

If you are not able to obtain a DE 34 by the due date, file an informal report or a copy of the [Employee's Withholding Allowance Certificate \(DE 4\) \(PDF\)](#) (edd.ca.gov/pdf\_pub\_ctr/de4.pdf) 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  
PO Box 997016  
West Sacramento, CA 95799-7016  
Fax: 1-916-319-4400**

**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 Is Considered a Household Employee?](#) on [page 4](#)). 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, contact the Taxpayer Assistance Center at 1-888-745-3886 for assistance.

## FOR ILLUSTRATIVE PURPOSES ONLY



## REPORT OF NEW EMPLOYEE(S)

NOTE: Failure to provide all of the information below may result in this form being rejected and/or a penalty being assessed.



00340600

|                      |  |             |                                 |
|----------------------|--|-------------|---------------------------------|
| DATE<br>030423 D Y Y | CA EMPLOYER ACCOUNT NUMBER<br>00000000 | BRANCH CODE | FEDERAL ID NUMBER<br>XXXXXXXXXX |
|----------------------|--|-------------|---------------------------------|

|                                      |                              |                              |
|--------------------------------------|------------------------------|------------------------------|
| BUSINESS NAME<br>EMPLOYER CITY STORE | CONTACT PERSON<br>JANE SMITH | PHONE NUMBER<br>123-555-7789 |
| ADDRESS<br>PO BOX 12345              | STREET<br>ANYTOWN            | CITY<br>CA                   |
| STATE<br>12345                       | ZIP CODE                     |                              |

|           |                        |             |                   |                                    |
|-----------|------------------------|-------------|-------------------|------------------------------------|
| EMPL<br>E | STREET<br>CEDAR STREET | STATE<br>CA | ZIP CODE<br>12345 | START-OF-WORK DATE<br>022522 D Y Y |
|-----------|------------------------|-------------|-------------------|------------------------------------|

|      |        |       |          |                                   |
|------|--------|-------|----------|-----------------------------------|
| EMPL | STREET | STATE | ZIP CODE | START-OF-WORK DATE<br>M M D D Y Y |
|------|--------|-------|----------|-----------------------------------|

|      |        |       |          |                                   |
|------|--------|-------|----------|-----------------------------------|
| EMPL | STREET | STATE | ZIP CODE | START-OF-WORK DATE<br>M M D D Y Y |
|------|--------|-------|----------|-----------------------------------|

|      |        |       |          |                                   |
|------|--------|-------|----------|-----------------------------------|
| EMPL | STREET | STATE | ZIP CODE | START-OF-WORK DATE<br>M M D D Y Y |
|------|--------|-------|----------|-----------------------------------|

|      |        |       |          |                                   |
|------|--------|-------|----------|-----------------------------------|
| EMPL | STREET | STATE | ZIP CODE | START-OF-WORK DATE<br>M M D D Y Y |
|------|--------|-------|----------|-----------------------------------|

|      |        |       |          |                                   |
|------|--------|-------|----------|-----------------------------------|
| EMPL | STREET | STATE | ZIP CODE | START-OF-WORK DATE<br>M M D D Y Y |
|------|--------|-------|----------|-----------------------------------|



DE 34 Rev. 10 (3-17) (INTERNET) Page 1 of 2

MAIL TO: Employment Development Department / PO Box 997016, MIC 96  
West Sacramento, CA 95799-7016 or fax to 916-319-4400

CU

REPORTING NEW  
EMPLOYEES

**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 2023 Form W-2 by January 31, 2024.

\*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 instructions on completing Form W-2, refer to the IRS publication 2023 General Instructions for Forms W-2 and W-3 available online by visiting the [IRS](https://www.irs.gov) (irs.gov) or contact the IRS at 1-800-829-3676.

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 payroll tax 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/State Disability Insurance/Federal Income Taxes Paid by an Employer \(DE 231Q\) \(PDF\)](#) (edd.ca.gov/pdf\_pub\_ctr/de231q.pdf).

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 2023 General Instructions for Forms W-2 and W-3 for instructions on how to complete 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 the Franchise Tax Board).

\* Employers failing to provide a Form W-2 to each employee, or who provide a false or fraudulent statement, are subject to a penalty of \$50 for each such failure as imposed pursuant to 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, Form 1099-MISC, or Form 1099-NEC) for misclassified employees as provided pursuant to section 13052.5 of the CUIC. The amount of the penalty is determined based upon the unreported payment for personal services multiplied by the maximum rate as provided pursuant to section 17041 of the Revenue and Taxation Code. Contact the EDD Taxpayer Assistance Center at 1-888-745-3886 for additional information.

## Earned Income Tax Credit Information Act

You may be eligible to receive the California Earned Income Tax Credit (CalEITC) starting with the calendar year 2015 tax year. The CalEITC is a refundable state income tax credit for low-income working individuals and families. The CalEITC is treated in the same manner as the federal Earned Income Tax Credit (EITC) and generally will not be used to determine eligibility for welfare benefits under California law. To claim the CalEITC, even if you do not owe California taxes, you must file a California income tax return and complete and attach the form *California Earned Income Tax Credit* (Form 3514). For information on the availability of the credit, eligibility requirements, how to obtain the necessary California forms, and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or visit [CalEITC](http://ftb.ca.gov/file/personal/credits/california-earned-income-tax-credit.html) (ftb.ca.gov/file/personal/credits/california-earned-income-tax-credit.html).

Effective January 1, 2008, all employers are required to notify all of their employees of the federal 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 must be provided at the same time or within one week, before or after, 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 must 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, visit the [IRS](http://irs.gov) (irs.gov) or contact the IRS at 1-800-829-3676.

For the latest tax news and employer resources, visit  
[California Employer News and Updates](http://edd.ca.gov/payroll_taxes/employer-news.htm) (edd.ca.gov/payroll\_taxes/employer-news.htm).

Subscribe to the EDD no-fee [email subscription services](http://edd.ca.gov/about_edd/get_email_notices.htm)  
 (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:

- 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 11](#).)
- The amounts withheld from employee wages. (Note: You may be required to make withholding deposits. Refer to *Withholding Deposits* on [page 32](#).)
- 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. An Employee Earnings Record sample is provided on [page 44](#).

If you have any questions about the records you must keep, refer to [Information Sheet: Employment Tax Audit Process \(DE 231TA\) \(PDF\)](#) ([edd.ca.gov/pdf\\_pub\\_ctr/de231ta.pdf](http://edd.ca.gov/pdf_pub_ctr/de231ta.pdf)) or contact the Taxpayer Assistance Center at 1-888-745-3886.

### Would you like to learn how to calculate taxes and complete payroll tax forms?

Consider our [Payroll Tax Seminars](#) ([Seminars.edd.ca.gov/Payroll\\_Tax\\_Seminars](http://Seminars.edd.ca.gov/Payroll_Tax_Seminars)) or contact the Taxpayer Assistance Center at 1-888-745-3886.

|                                     |   |
|-------------------------------------|---|
| Employee's<br>Name: _____           | Date Hired/Rehired/<br>Returned to Work<br>From Layoff: _____ |
| Social<br>Security<br>Number: _____ | Last Date Services<br>Were Performed: _____                   |
| For Year Ending: _____              | Reason for<br>Separation: _____                               |

Employer's  
Name: \_\_\_\_\_

Employee's  
Work Address: \_\_\_\_\_



## Your Reserve Account

Once 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 Employment Development Department (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 UI reserve account balance as of June 30, you will not be required to pay ETT for the following calendar year.

## Notices

When your former employee ("claimant") applies for UI benefits, the last employer reported by the claimant will receive a **Notice of Unemployment Insurance Claim Filed (DE 1101CZ 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 1101CZ and DE 1101ER include instructions that explain how to complete the forms. 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.**

For added convenience, employers and third-party administrators can elect to electronically receive and respond to the DE 1101CZ through the State Information Data Exchange System (SIDES). Visit [SIDES](http://edd.ca.gov/Unemployment/SIDES.htm) ([edd.ca.gov/Unemployment/SIDES.htm](http://edd.ca.gov/Unemployment/SIDES.htm)) to learn more.

If you respond to the notice within the legally required 10 days of the notice date and provide information about why you think the claimant should not be eligible for UI benefits, the EDD will send you a **Notice of Determination and/or Ruling (DE 1080EZ)**. The DE 1080EZ advises you whether or not the claimant is eligible for UI benefits and if 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 DE 1101CZ 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 a determination and/or ruling. Also, if you respond untimely with eligibility information, the EDD will conduct a determination of eligibility for UI benefits 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 employers after the first benefit payment is sent to the claimant. If you are a base period employer, you will receive a DE 1545. The DE 1545 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 1101CZ 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 have new information that may affect the claimant's eligibility for Unemployment Insurance (UI) benefits, then you must report the new information to the EDD. Please complete the DE 1545 timely by returning it within 15 calendar days from the mail date of the notice. If the wage information is incorrect, you must provide documentation to support the correction, such as a copy of the *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C) or *Quarterly Contribution and Wage Adjustment Form* (DE 9ADJ) within 30 days from the mail date of the notice.

When a claimant is approved for California Training Benefits (CTB), 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 payroll tax account from charges if the determination of eligibility results in a disqualification, and it will assist the EDD in maintaining the integrity of the UI Fund.

You can find additional information on protecting your employer payroll tax account from fraudulent UI claims, protecting your employees, and fighting imposter fraud by visiting [Identity Theft Prevention](http://edd.ca.gov/unemployment/fraud_prevention.htm) (edd.ca.gov/unemployment/fraud\_prevention.htm).

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

## Notices of Determination, Ruling, or Modification

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

| Notice  | Purpose  |
|---|--|
| DE 1080EZ:<br><ul style="list-style-type: none"> <li>Notice of Determination</li> </ul> | Sent to an employer who responds timely to a DE 1101CZ, DE 1101ER, DE 1545, or DE 1545TE or who submits timely correspondence with claimant eligibility information other than information regarding a voluntary quit or discharge.  |
| <ul style="list-style-type: none"> <li>Notice of Determination/ Ruling</li> </ul>       | Sent to an employer who responds timely to a DE 1101CZ 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"> <li>Notice of Ruling</li> </ul>                      | 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:<br><ul style="list-style-type: none"> <li>Notice of Modification</li> </ul>   | 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 Employment Development Department (EDD) determination about:

- A 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 30 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 Appeals hearing the case. The Office of Appeals 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 10 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 the ALJ. 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:

- *Appeals Procedure* (DE 1433)
- *Office of Appeals Tax Hearing Information* (DE 6412TF)

For copies of these publications, visit the [State of California Unemployment Insurance Appeals Board](http://cuiab.ca.gov/index.asp) (cuiab.ca.gov/index.asp) 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:

- Visit the [Unemployment Insurance Appeals](http://edd.ca.gov/unemployment/appeals.htm) (edd.ca.gov/unemployment/appeals.htm).
- Visit the [California Unemployment Insurance Appeals Board](http://cuiab.ca.gov) (cuiab.ca.gov).
- Contact [UI customer service](http://edd.ca.gov/unemployment/contact_ui.htm) (edd.ca.gov/unemployment/contact\_ui.htm) or 1-800-300-5616.

## Statement of Charges to Reserve Account (DE 428T)

Each September, 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. To protest online, visit the EDD [e-Services for Business](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm) (edd.ca.gov/Payroll\_Taxes/e-Services\_for\_Business.htm). You must provide a valid Letter ID for the period you are protesting, and it must be submitted within 60 days of the issued date on the notice. A protest may also be filed in writing and must be postmarked within 60 days of the issued date on the notice. An extension of up to 60 days may be granted for *good cause* (refer to [page 56](#)) if your request is submitted before the protest deadline. When filing your protest, you must include your EDD eight-digit employer payroll tax account number, the claimant's name, Social Security number, claim date, the dollar amount, total number of claimants protested, and the specific reason for protesting. Protests with missing information will be returned.

For a sample form and detailed instructions on how to file a protest, visit [Forms](http://edd.ca.gov/Forms) (edd.ca.gov/Forms) and refer to the [DE 428T Protest Sample Form \(DE 428C\) \(PDF\)](http://edd.ca.gov/pdf_pub_ctr/de428c.pdf) (edd.ca.gov/pdf\_pub\_ctr/de428c.pdf) and the [Information Sheet: Statement of Charges to Reserve Account \(DE 428T\) \(DE 428I\) \(PDF\)](http://edd.ca.gov/pdf_pub_ctr/de428i.pdf) (edd.ca.gov/pdf\_pub\_ctr/de428i.pdf) or contact the Taxpayer Assistance Center at 1-888-745-3886.

To ensure your DE 428T is received timely, please make the necessary updates to your address and/or agent information. For your convenience, these updates can be submitted online through e-Services for Business.

## 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 UI and ETT tax rates and taxable wage limits for the upcoming year. For more information visit [SDI rate](http://edd.ca.gov/en/payroll_taxes/tax-rated-employers/) (edd.ca.gov/en/payroll\_taxes/tax-rated-employers/). Your 2023 notice will show the items used to determine your UI rate and the balance in your UI reserve account as of July 31, 2022.

Any item on the DE 2088 may be protested except SDI and ETT, which are specifically set by law. To protest online, visit [e-Services for Business](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm) (edd.ca.gov/Payroll\_Taxes/e-Services\_for\_Business.htm). You must provide a valid Letter ID with the associated tax rate year you are protesting within 60 days of the issued date on the notice. A protest may also be filed in writing and must be postmarked within 60 days of the issued date on the notice. Please include your employer payroll tax account number, the specific item(s) you wish to protest, and the reason you are protesting. An extension of up to 60 days may be granted for "good cause" if your request is submitted before the protest deadline. Refer to [page 56](#) for more information.

Mail your written protest and/or request for an extension to:

**Employment Development Department  
Rate Management Group, MIC 4  
PO 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 Shown on Your DE 2088 \(DE 2088C\) \(PDF\)](http://edd.ca.gov/pdf_pub_ctr/de2088c.pdf) (edd.ca.gov/pdf\_pub\_ctr/de2088c.pdf) or contact the Taxpayer Assistance Center at 1-888-745-3886.

## STATE DISABILITY INSURANCE

The State Disability Insurance (SDI) program provides Disability Insurance (DI) and Paid Family Leave (PFL) benefits to eligible California workers who need time off of work due to a disability or family leave. The SDI program is state mandated and funded by employee payroll deductions.

### Disability Insurance

DI is a component of the SDI program. DI provides partial wage replacement benefits to eligible California workers who have a loss of wages when they are unable to work due to a non-work-related illness, injury, or pregnancy.

### Paid Family Leave

PFL is a component of the SDI program. PFL provides benefits to California workers who take time off work to care for a seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner. Benefits are available to new parents who need time off work to bond with a new child through birth, adoption, or foster care placement. Benefits are also available to eligible workers who take time off work to participate in a qualifying event resulting from a spouse, registered domestic partner, parent, or child's military deployment to a foreign country.

### Employer Claim Notices

When a DI claim is filed, the employer(s) reported on the DI claim form 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). You are required to complete and return the DE 2503 or DE 2503F **within two working days**. You may also submit the DE 2503 electronically through [SDI Online](http://edd.ca.gov/disability/SDI_Online.htm) (edd.ca.gov/disability/SDI\_Online.htm).

Your Unemployment Insurance reserve account will not be affected when your employees file DI and/or PFL claims. You will not be notified of employee eligibility for DI and PFL benefits because employees pay for DI and PFL through payroll deductions.

### SDI Online

SDI Online is an electronic claim filing system available to employers, individuals filing for benefits, licensed health professionals, Voluntary Plan employers and third-party administrators for submission of DI and PFL claim information. Employers can securely submit employee information (e.g., wages earned, last day worked, etc.) for DI claims online.

If you have questions about DI, visit [State Disability Insurance](http://StateDisabilityInsurance.edd.ca.gov/disability) (edd.ca.gov/disability) or contact DI at 1-800-480-3287. If you have questions about PFL, visit [Paid Family Leave](http://PaidFamilyLeave.edd.ca.gov/disability/paid_family_leave.htm) (edd.ca.gov/disability/paid\_family\_leave.htm) or contact PFL at 1-877-238-4373.



## Other Employment Development Department Programs and Services

### America's Job Center of California<sup>SM</sup>

Visit [America's Job Center of California<sup>SM</sup>](http://edd.ca.gov/office_locator) (edd.ca.gov/office\_locator) to find the nearest location to you.

### State Disability Insurance

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

DI and PFL customer service is available through the toll-free phone numbers listed below:

|                              |                |                                 |                |
|------------------------------|----------------|---------------------------------|----------------|
| DI English.....              | 1-800-480-3287 | PFL English.....                | 1-877-238-4373 |
| DI Spanish.....              | 1-866-658-8846 | PFL Spanish.....                | 1-877-379-3819 |
| DI Hearing Impaired (TTY)... | 1-800-563-2441 | PFL Cantonese .....             | 1-866-692-5595 |
|                              |                | PFL Vietnamese.....             | 1-866-692-5596 |
|                              |                | PFL Armenian .....              | 1-866-627-1567 |
|                              |                | PFL Punjabi.....                | 1-866-627-1568 |
|                              |                | PFL Tagalog .....               | 1-866-627-1569 |
|                              |                | PFL Hearing Impaired (TTY)..... | 1-800-445-1312 |

**Employers:** Contact the Employer Help Line at 1-855-342-3645. This phone number is only for employers.

For more contact information or office locations, visit [Contact SDI](http://edd.ca.gov/en/Disability/Contact_SD1) (edd.ca.gov/en/Disability/Contact\_SD1).

### Unemployment Insurance

Unemployment Insurance (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 "5" for the employer menu (available in English and Spanish) that provides UI and job service information.

|                             |                |
|-----------------------------|----------------|
| English.....                | 1-800-300-5616 |
| Spanish .....               | 1-800-326-8937 |
| Cantonese .....             | 1-800-547-3506 |
| Mandarin .....              | 1-866-303-0706 |
| Vietnamese.....             | 1-800-547-2058 |
| Hearing Impaired (TTY)..... | 1-800-815-9387 |

Customers who have filed a claim for UI benefits may call the automated self-service number at 1-866-333-4606. Press "5" for the employer menu (available in English and Spanish) for UI and America's Job Center of California<sup>SM</sup> information. You can access information about UI claim processing, hiring assistance, UI fraud, California payroll tax information, and an explanation of various employer forms. In addition, there is a variety of UI information available for employers and claimants by visiting [EDD](http://edd.ca.gov) (edd.ca.gov). Information includes answers to several of the most frequently asked questions.

## Other Agencies You May Contact

For assistance with:

- **Federal tax requirements**, visit the [IRS](https://www.irs.gov) (irs.gov) or call the IRS at 1-800-829-1040.
- **Labor law requirements** (such as overtime, minimum wage, and employee benefits) or to contact the Division of Labor Standards Enforcement, visit the [Department of Industrial Relations \(DIR\)](https://www.dir.ca.gov/dlse) (dir.ca.gov/dlse).
- **Workers' Compensation requirements**, visit the [DIR](https://www.dir.ca.gov/dwc) (dir.ca.gov/dwc).

## Help Us Fight Fraud

The “underground economy” is a term that refers to 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, regulatory, and taxing agencies. Underground economy is also referred to as tax evasion, tax fraud, cash pay, tax gap, payments under-the-table, and off-the-books. 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, 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 Employment Development Department (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 Underground Economy Operation (UEO) programs, visit [Underground Economy Operations](https://edd.ca.gov/payroll_taxes/underground_economy_operations.htm) (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 \(DE 660 in English or DE 660/S in Spanish\) \(PDF\)](https://edd.ca.gov/pdf_pub_ctr/de660.pdf) (edd.ca.gov/pdf\_pub\_ctr/de660.pdf or edd.ca.gov/pdf\_pub\_ctr/de660s.pdf). You can also request a DE 660 or contact UEO by:

**Hotline: 1-800-528-1783**

**Fax: 1-916-227-2772**

**Email: [ueo@edd.ca.gov](mailto:ueo@edd.ca.gov)**

**Online: [Ask EDD](https://askedd.edd.ca.gov/AskEDD) (askedd.edd.ca.gov/AskEDD)**

The brochure [Paying Cash Wages “Under the Table” \(DE 573CA in English or DE 573CA/S in Spanish\) \(PDF\)](https://edd.ca.gov/pdf_pub_ctr/de573CA.pdf) (edd.ca.gov/pdf\_pub\_ctr/de573CA.pdf or edd.ca.gov/pdf\_pub\_ctr/de573CAS.pdf) is available at [Forms and Publications](https://edd.ca.gov/payroll_taxes/forms_and_publications.htm) (edd.ca.gov/payroll\_taxes/forms\_and\_publications.htm) or by contacting the Taxpayer Assistance Center at 1-888-745-3886.

At the EDD, we are dedicated to combatting fraudulent activity and protecting benefits for legitimate California workers in need. To learn about how you can [Help Fight Fraud](https://edd.ca.gov/about_edd/fraud.htm) visit (edd.ca.gov/about\_edd/fraud.htm).



## Employer's Bill of Rights Commitment

The Employment Development Department (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.

### Employer Rights

As an employer, you have the right to:

- Courteous and timely service from EDD 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, 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 [page 56](#) for the definition of “good cause.”)
- Request a filing extension for up to two months. The law provides that the EDD may grant a filing extension when the governor declares a state of emergency if the employer is directly affected by an emergency or disaster.
- 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.
- Appeal certain actions to the California Unemployment Insurance Appeals Board (CUIAB).

The [Employers' Bill of Rights \(DE 195\) \(PDF\)](#) ([edd.ca.gov/pdf\\_pub\\_ctr/de195.pdf](http://edd.ca.gov/pdf_pub_ctr/de195.pdf)) brochure has been developed to inform you of your rights during the employment taxation process. For more information contact the Taxpayer Assistance Center at 1-888-745-3886.

For the latest tax news and employer resources, visit  
[California Employer News and Updates](#) ([edd.ca.gov/payroll\\_taxes/employer-news.htm](http://edd.ca.gov/payroll_taxes/employer-news.htm)).

Subscribe to the EDD no-fee [email subscription services](#)  
([edd.ca.gov/about\\_edd/get\\_email\\_notices.htm](http://edd.ca.gov/about_edd/get_email_notices.htm)).

## Office of the Taxpayer Rights Advocate

The EDD's Tax Branch established the Office of the Taxpayer Rights Advocate (OTRA), which is responsible for providing a clear and consistent focus on protecting the rights of the taxpayer. Incorporated within OTRA are the Taxpayer Advocate Office and the Settlements 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.

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

**Toll-free Phone: 1-866-594-4177  
Phone: 1-916-654-8957  
Fax: 1-916-449-9498**

### Protecting Your Privacy

The EDD recognizes that your privacy is a personal and fundamental right without exception. The EDD values and protects your privacy and places strict controls on the gathering and use of personally identifiable data. Your personal information is not disclosed, made available, or otherwise used for purposes other than those specified at or before the time of collection, except with 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 by submitting a [Power of Attorney \(POA\) Declaration \(DE 48\) \(PDF\)](#) ([edd.ca.gov/pdf\\_pub\\_ctr/de48.pdf](http://edd.ca.gov/pdf_pub_ctr/de48.pdf)) online through [e-Services for Business](#) ([edd.ca.gov/Payroll\\_Taxes/e-Services\\_for\\_Business.htm](http://edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm)) or by contacting the Taxpayer Assistance Center at 1-888-745-3886.

If you have further questions regarding your privacy rights, contact the Tax Information Security Office at 1-916-654-5981.

## GLOSSARY

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| <b>Account Number</b>                                | The Employment Development Department (EDD) eight-digit employer payroll tax account number assigned to each registered employer (for example, 000-0000-0). Always refer to your employer payroll tax account number when communicating with the EDD. Omission of your employer payroll tax account number may result in delays in processing payments, reporting documents, and correspondence.  |
| <b>Annual Household Employer</b>                     | An employer who pays \$20,000 or less in wages in a calendar year and has elected to pay taxes annually. The employer submits an <i>Employer of Household Worker(s) Quarterly Report of Wages and Withholding</i> (DE 3BHW) to the EDD quarterly and an <i>Employer of Household Worker(s) Annual Payroll Tax Return</i> (DE 3HW) with payment annually.  |
| <b>Base Period</b>                                   | 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 what date the claim begins and whether the claim is for Unemployment Insurance (UI) or for State Disability Insurance (SDI). For UI, there are two types of base periods: the Standard Base Period (see <i>Base Period, Standard [UI]</i> below) and Alternate Base Period (see <i>Base Period, Alternate [UI]</i> below). The Alternate Base Period can ONLY be used to file a UI claim when there are not enough wages earned in the Standard Base Period to file a monetarily valid UI claim. For SDI, a base period covers 12 months and is divided into 4 consecutive quarters. The base period includes wages subject to SDI tax which were paid approximately 5 to 18 months before the claim start date. |
| <b>Base Period, Alternate (UI)</b>                   | 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 using the Standard Base Period.  |
| <b>Base Period Employer</b>                          | Employers who paid the earnings used to establish a UI claim and calculate a benefit amount.  |
| <b>Base Period, Standard (UI)</b>                    | The UI Standard Base Period is the first four of the last five completed calendar quarters prior to the beginning date of the claim.  |
| <b>California Unemployment Insurance Code (CUIC)</b> | The laws administering California's UI, Employment Training Tax (ETT), SDI, and Personal Income Tax (PIT) programs. Visit <a href="http://leginfo.legislature.ca.gov/faces/home.xhtml">CUIC</a> (leginfo.legislature.ca.gov/faces/home.xhtml) for more information.   |
| <b>Cash Wages</b>                                    | Checks, currency, and electronic payments paid to people who work for you.  |

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| <b>Claim</b>                                  | <p>An application for Unemployment Insurance (UI), Disability Insurance (DI), or Paid Family Leave (PFL) benefits:</p> <ul style="list-style-type: none"> <li>• <b>UI</b> – The process that establishes a UI benefit year is called a new claim. The bi-weekly <i>Continued Claim</i> (DE 4581) is used by claimants to certify for UI benefits during the benefit year. The EDD has three methods that unemployed individuals may use to certify for UI benefits. Claimants can complete and submit a paper DE4581 by mail, use EDD Tele-Cert<sup>SM</sup> to certify for benefits using the phone, or certify electronically through UI Online<sup>SM</sup>. 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.</li> <li>• <b>DI</b> – The application that establishes a DI benefit period is called an initial claim. Subsequent certifications on an active DI claim are called continued claims. For each separate period of disability, a new initial claim must be filed.</li> <li>• <b>PFL</b> – The application that establishes a PFL benefit period is called an initial claim. Subsequent certifications on that claim are called continued claims. For each separate period of family leave, a new initial claim must be filed.</li> </ul> |
| <b>Claimant</b>                               | A wage earner who files a claim for UI, DI, or PFL benefits.   |
| <b>Contributions</b>                          | Payroll tax payments for UI and ETT. The California Unemployment Insurance Code refers to taxes under its provisions as <i>contributions</i> . In this guide, <i>contributions</i> are generally referred to as “taxes”.   |
| <b>Disability Insurance (DI)</b>              | Benefits paid to eligible California workers who have a loss of wages when they are unable to work due to a non-work-related illness, injury, or pregnancy. DI is a component of the State Disability Insurance program and funded through employee payroll deductions.  |
| <b>Domestic Employee</b>                      | Same as <i>Household Employee</i> .  |
| <b>Domestic Employer</b>                      | Same as <i>Household Employer</i> .  |
| <b>Employment Training Tax (ETT)</b>          | 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.  |
| <b>E-file and E-pay Mandate for Employers</b> | State law requires all employers to electronically submit employment tax returns, wage reports, and payroll tax deposits to the EDD. Beginning January 1, 2018, all employers became subject to this requirement.  |

## GLOSSARY

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|--|---|
| <b>e-Services for Business</b>         | Online tool that allows employers to manage their employer payroll tax accounts online. New employers can register for an EDD employer payroll tax account number online. Registered employers can access account and payment information, file most returns and reports, including New Employee Registry (NER) and Independent Contractor Reporting (ICR), pay tax deposits and tax liabilities, review statements, correspondence, and email messages, obtain tax rates, change addresses, make payment arrangements, and close and/or reopen their account. For additional information about the EDD's e-Services for Business refer to page 15. |
| <b>Exempt Employment</b>               | Employment specifically excluded from coverage pursuant to the California Unemployment Insurance Code.  |
| <b>Experience Rating</b>               | The system by which an employer's Unemployment Insurance (UI) contribution rate is determined each calendar year based on previous employment experience.   |
| <b>Good Cause</b>                      | A substantial reason that provides a legal basis for an employer filing a tax report or payment late. <i>Good Cause</i> cannot exist unless there are unusual circumstances or situations that could not be reasonably foreseen; for example, earthquakes or floods. For more information, refer to the <a href="#">Information Sheet, Waiver of Penalty Policy (DE 231J) (PDF)</a> ( <a href="http://edd.ca.gov/pdf_pub_ctr/de231j.pdf">edd.ca.gov/pdf_pub_ctr/de231j.pdf</a> ) or contact the Taxpayer Assistance Center at 1-888-745-3886.   |
| <b>Household Employee</b>              | A person hired to work for wages in or around your home, same as Domestic Employee.   |
| <b>Household Employer</b>              | A person who hires one or more people to work for wages in or around his or her home, same as Domestic Employer.  |
| <b>New Employee Registry (NER)</b>     | 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 <a href="#">page 39</a> .   |
| <b>Noncash Wages</b>                   | 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).   |
| <b>Paid Family Leave (PFL)</b>         | Benefits paid to eligible California workers who take time off work to care for a seriously ill family member, to bond with a new child, or to participate in a qualifying event because of a family member's military deployment to a foreign country. PFL is a component of the State Disability Insurance program and funded through employee payroll deductions.  |
| <b>Payroll Period</b>                  | The frequency you pay wages: daily, weekly, biweekly (every two weeks), monthly, or etc.  |
| <b>Payroll Records</b>                 | Information you keep regarding wages paid to each employee.   |
| <b>Payroll Taxes (State)</b>           | Unemployment Insurance (UI), Employment Training Tax (ETT), State Disability Insurance (SDI), and Personal Income Tax (PIT) withholding.  |
| <b>Personal Income Tax (PIT) Wages</b> | 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 <i>Wage and Tax Statement</i> (Form W-2).   |

| <b>Personal Income Tax (PIT) Withholding</b>          | Commonly known as state income tax, which you are not required to withhold from your household employees' wages. You and your employee(s) may voluntarily agree to withhold PIT.  |                |                          |                 |                          |                 |                  |                 |                         |                 |                             |
|---|---|----------------|--------------------------|-----------------|--------------------------|-----------------|------------------|-----------------|-------------------------|-----------------|-----------------------------|
| <b>Quarter</b>  | A three-month period in a calendar year, as shown below: <table> <tr> <th><u>Quarter</u></th><th><u>Months in Quarter</u></th></tr> <tr> <td>1<sup>st</sup></td><td>January, February, March</td></tr> <tr> <td>2<sup>nd</sup></td><td>April, May, June</td></tr> <tr> <td>3<sup>rd</sup></td><td>July, August, September</td></tr> <tr> <td>4<sup>th</sup></td><td>October, November, December</td></tr> </table>  | <u>Quarter</u> | <u>Months in Quarter</u> | 1 <sup>st</sup> | January, February, March | 2 <sup>nd</sup> | April, May, June | 3 <sup>rd</sup> | July, August, September | 4 <sup>th</sup> | October, November, December |
| <u>Quarter</u>  | <u>Months in Quarter</u>  |                |                          |                 |                          |                 |                  |                 |                         |                 |                             |
| 1 <sup>st</sup>                                       | January, February, March  |                |                          |                 |                          |                 |                  |                 |                         |                 |                             |
| 2 <sup>nd</sup>                                       | April, May, June  |                |                          |                 |                          |                 |                  |                 |                         |                 |                             |
| 3 <sup>rd</sup>                                       | July, August, September   |                |                          |                 |                          |                 |                  |                 |                         |                 |                             |
| 4 <sup>th</sup>                                       | October, November, December   |                |                          |                 |                          |                 |                  |                 |                         |                 |                             |
| <b>Quarterly Household Employer</b>                   | A household employer who pays more than \$20,000 in accumulated wages in a calendar year <b>or</b> who has not elected to pay taxes annually. The employer is required to submit payroll taxes (with a DE 88) and 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) quarterly to the EDD.   |                |                          |                 |                          |                 |                  |                 |                         |                 |                             |
| <b>Reserve Account</b>                                | A book account kept for each tax-rated employer to measure employment experience and set the employer's Unemployment Insurance (UI) tax rate. Your UI reserve account is a paper account for recordkeeping purposes and has no cash value.  |                |                          |                 |                          |                 |                  |                 |                         |                 |                             |
| <b>SDI Online</b>                                     | An electronic claim filing system available to employers, individuals filing for benefits, licensed health professionals, Voluntary Plan employers, employers and third-party administrators for submission of Disability Insurance (DI) and Paid Family Leave (PFL) claim information.   |                |                          |                 |                          |                 |                  |                 |                         |                 |                             |
| <b>Settlement Date</b>                                | 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.  |                |                          |                 |                          |                 |                  |                 |                         |                 |                             |
| <b>SSN</b>  | Also known as Social Security number. All employee wage records and claim actions are filed under this number, rather than by name.   |                |                          |                 |                          |                 |                  |                 |                         |                 |                             |
| <b>State Information Data Exchange System (SIDES)</b> | Allows employers and third-party administrators to electronically receive and respond to the EDD's <i>Notice of Unemployment Insurance Claim Filed</i> (DE 1101CZ).   |                |                          |                 |                          |                 |                  |                 |                         |                 |                             |
| <b>State Disability Insurance (SDI)</b>               | The SDI program provides Disability Insurance (DI) and Paid Family Leave (PFL) benefits to eligible workers who need time off work. DI benefits are paid to eligible California workers who have a loss of wages when they are unable to work due to an illness, injury or pregnancy. PFL benefits are paid to eligible California workers who take time off work to care for a seriously ill family member, bond with a new child, or to participate in a qualifying event because of a family member's military deployment to a foreign country. The SDI program is funded by mandatory payroll deductions from employee wages. |                |                          |                 |                          |                 |                  |                 |                         |                 |                             |
| <b>Subject Employer</b>                               | An employer who is liable under the rules and regulations of the California Unemployment Insurance Code.  |                |                          |                 |                          |                 |                  |                 |                         |                 |                             |
| <b>Subject Quarter</b>                                | Calendar quarter when an employer first meets the requirements for reporting their payroll taxes.   |                |                          |                 |                          |                 |                  |                 |                         |                 |                             |



## GLOSSARY

|                                    |  |
|------------------------------------|--|
| <b>Subject Wages</b>               | Subject wages are used to determine Unemployment Insurance (UI), Disability Insurance (DI), and Paid Family Leave (PFL) benefits. DI and PFL are components of State Disability Insurance (SDI). Generally all wages, unless otherwise excluded in the California Unemployment Insurance Code (CUIC), are considered subject wages, regardless of the UI and State Disability Insurance (SDI) taxable wage limits. Refer to inside front cover of this guide for current rates and taxable wage limits.  |
| <b>Tax Return</b>                  | <i>Quarterly Contribution Return and Report of Wages</i> (DE 9) or an <i>Employer of Household Workers Annual Payroll Tax Return</i> (DE 3HW). Quarterly household employers are required to file a tax return each quarter to reconcile California payroll tax payments and the total subject wages reported. Annual household employers are required to file the tax return annually.  |
| <b>Taxable Wage Limit</b>          | The maximum amount of an employee's wages that certain taxes apply to in a calendar year. For example, in 2023, the taxable wage limit for UI and Employment Training Tax (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 \$153,164. Since the SDI tax rate is (.011), the maximum 2023 SDI tax on any one employee is \$1,378.48. There is no limit on the taxability of wages for California Personal Income Tax (PIT) withholding purposes. |
| <b>Unemployment Insurance (UI)</b> | 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.   |
| <b>Wage Report</b>                 | A <i>Quarterly Contribution Return and Report of Wages (Continuation)</i> (DE 9C) or an <i>Employer of Household Worker(s) Quarterly Report of Wages and Withholdings</i> (DE 3BHW). Both Quarterly and annual household employers are required to file a wage report each quarter to report employee wage and payroll tax withholding information.  |
| <b>Wages</b>                       | All payments made to people who work for you whether paid by check, cash, electronic debit, or the reasonable cash value of noncash payments, such as meals and lodging.   |
| <b>Withholding</b>                 | Money deducted from your employees' wages for 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.   |

For the latest tax news and employer resources, visit  
[California Employer News and Updates](https://edd.ca.gov/payroll_taxes/employer-news.htm) (edd.ca.gov/payroll\_taxes/employer-news.htm).

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**STATE OF CALIFORNIA**

**LABOR AND WORKFORCE DEVELOPMENT AGENCY**

**EMPLOYMENT DEVELOPMENT DEPARTMENT**

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OFFICIAL BUSINESS

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