



2018 CALIFORNIA EMPLOYER'S GUIDE

Important Information

New Electronic Reporting and Payment Requirement: As of January 1, 2018, employers must electronically submit employment tax returns, wage reports, and payroll tax deposits to the EDD. For more information, visit www.edd.ca.gov/EfileMandate or refer to [page 49](#).

e-Services for Business: Employers can register, view, and manage their employer payroll tax account, file reports, make deposits, and pay liabilities online. For more information, visit www.edd.ca.gov/e-Services_for_Business or refer to [page 50](#).

State Information Data Exchange System (SIDES): Employers and third-party administrators can elect to electronically receive and respond to the EDD *Notice of Unemployment Insurance Claim Filed* (DE 1101CZ) using SIDES. For more information, visit www.edd.ca.gov/SIDES.

New Employee Registry (NER): All employers are required by law to report all newly hired or rehired employees to the NER within 20 days of their start-of-work date. For more information visit, www.edd.ca.gov/payroll_taxes/faq_-_california_new_employee_registry.htm or refer to [page 53](#).

Tax Seminars: The EDD offers no-cost seminars to help employers comply with state payroll tax laws. For more information, visit www.edd.ca.gov/payroll_tax_seminars/ or refer to [page 1](#).

Fraud Prevention, Detection, Reporting, and UI Rate Manipulation: For information on how to prevent and detect UI fraud, visit www.edd.ca.gov/unemployment/fraud_and_penalties_what_you_need_to_know.htm or refer to [page 86](#).

Improper Payment of UI Benefits is a serious problem that has a financial impact on employers and can result in higher UI taxes for all employers. You can help by responding timely to requests for wage information. For more information, visit www.edd.ca.gov/unemployment/responding_to_ui_claim_notices.htm.

California Employer Newsletter: For the latest news and helpful information, refer to the quarterly online newsletter at www.edd.ca.gov/payroll_taxes/california_employer_newsletter.htm.

2018 Payroll Tax Rates, Taxable Wage Limits, and Maximum Benefit Amounts

Unemployment Insurance (UI)

- The 2018 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 www.edd.ca.gov/e-Services_for_Business.

Employment Training Tax (ETT)

- The 2018 ETT rate is 0.1 percent (.001) on the first \$7,000 of each employee's wages.

State Disability Insurance (SDI)

- The 2018 SDI withholding rate is 1.0 percent (.01). The rate includes Disability Insurance (DI) and Paid Family Leave (PFL).
- The SDI taxable wage limit is \$114,967 per employee, per year.
- The 2018 DI/PFL maximum weekly benefit amount is \$1,216.

California Personal Income Tax (PIT) Withholding

California PIT withholding is based on the amount of wages paid, the number of withholding allowances claimed by the employee, and the payroll period. Please refer to [page 13](#) for additional information on PIT withholding. The California PIT withholding schedules are available on [page 17](#) and online at www.edd.ca.gov/payroll_taxes/rates_and_withholding.htm#withholding.

For additional rate information, refer to [page 10](#) or visit www.edd.ca.gov/payroll_taxes/rates_and_withholding.htm.



Edmund G. Brown Jr.
Governor

Dear California Employer:

The Employment Development Department (EDD) recognizes your valuable contribution to the economic well-being of this great state. You can count on the EDD to provide you with the tools needed to help keep you informed and in compliance with your payroll tax responsibilities.

As of January 1, 2018, all employers must electronically submit their employment tax returns, wage reports, and payroll tax deposits to the EDD. To learn more about the new e-file and e-pay mandate, refer to [page 49](#) of this guide or visit www.edd.ca.gov/EfileMandate.

You can fulfill the e-file and e-pay mandate by enrolling in e-Services for Business at www.edd.ca.gov/e-Services_for_Business. Use e-Services for Business to file, adjust, and print returns, make payments, view and update your account information, save basic account information for future transactions, and much more. e-Services for Business is a fast, easy, and secure way to manage your employer payroll tax account online, and is available at no cost, 24 hours a day, 7 days a week.

In addition to payroll taxes, our website contains information critical to employers and their employees on topics such as Unemployment Insurance, Disability Insurance, jobs and training, labor market information, seminars, and EDD forms and publications. Visit our website at www.edd.ca.gov or call the Taxpayer Assistance Center at 888-745-3886. We hope these services are a great benefit to you in managing your business needs.

We appreciate you doing business in California. Your contribution is the driving force in California's growing economy, and we wish you continued success in the years ahead.

Sincerely,

PATRICK W. HENNING
Director



MANAGE YOUR EMPLOYER PAYROLL TAX ACCOUNT ONLINE!

e-Services for Business

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

Enroll today!

www.edd.ca.gov/e-Services_for_Business

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SEMINARS TO HELP EMPLOYERS SUCCEED

The Employment Development Department (EDD) offers a select customized combination of no-fee classroom seminars. They are designed to help educate both existing and established employers as well as new employers to better understand and comply with the state payroll tax laws.

The classroom seminars are offered in a variety of locations throughout California. The EDD also offers online seminars that allow you the flexibility to learn at your own pace and wherever you choose to access the Internet.

The EDD offers seminars on:

- State payroll tax reporting requirements and recordkeeping.
- Determining if workers are employees or independent contractors.
- Managing Unemployment Insurance costs.
- Calculating and completing payroll tax forms.



The EDD and the Internal Revenue Service (IRS) jointly offer seminars on:

- Federal/state payroll reporting and withholding requirements.
- Online filing and payment options.
- Difference between employees and independent contractors and the importance of proper worker classification.

The EDD and the Department of Industrial Relations, Division of Labor Standards Enforcement jointly present classes on:

- Common wage and hour law application.
- Employer and employee rights and responsibilities.
- Recordkeeping, reporting, and posting requirements.

The EDD offers online seminars on:

- Information to help you enroll and get started using **e-Services for Business** to manage your employer payroll tax account online.
- Differences between employees and independent contractors.

Learn more about a tax seminar near you or register online at
www.edd.ca.gov/payroll_tax_seminars/.

INTRODUCTION

This guide is published to help you understand your rights and responsibilities as an employer.

How to Use This Guide

Information in this guide is presented in a chronological sequence, beginning with what you need to know or do first, such as who is an employer, when to register, who is an employee, and what are wages.

To simplify reporting requirements, the Employment Development Department (EDD) follows federal tax guidelines and due dates whenever possible; however, California laws and rates may differ from federal laws and rates. The EDD administers payroll tax reporting laws according to the California Unemployment Insurance Code (CUIC) and California Code of Regulations (CCR).

Regardless of the size of your business, this guide is an important resource on the procedures required for compliance with California payroll tax laws. It clarifies both the provisions of the CUIC and CCR and their application to your business.

This guide provides general information that applies to the majority of employers. The guide provides references to additional information on specialized topics. Information on detailed or complex issues that only apply to a small number of employers is not included in this guide.

How to Obtain Assistance and Additional Information

If you have questions that are not addressed in this guide and/or need additional information, you can access reference materials on the EDD website at www.edd.ca.gov or contact the Taxpayer Assistance Center toll-free at 888-745-3886. This guide is also available online at www.edd.ca.gov/pdf_pub_ctr/de44.pdf.

The EDD also offers workshops on California payroll tax reporting requirements and customized seminars and presentations to help you:

- Understand your California payroll tax reporting requirements.
- Avoid common pitfalls and costly mistakes.
- Control Unemployment Insurance costs.
- Learn the differences between employees and independent contractors.
- Understand your reporting requirements for new employees and independent contractors.
- Discover no-cost services and resources available to you.
- Develop a better understanding of the State Disability Insurance (SDI) program.

We tailor our education and outreach activities to meet your needs, such as providing seminars in Spanish, accommodations for the hearing-impaired, and personalized consultations. We offer seminars, workshops, and presentations at locations throughout California. For additional information about a payroll tax education event near you, contact the Taxpayer Assistance Center at 888-745-3886 or register at www.edd.ca.gov/payroll_tax_seminars/.

To find out more about SDI educational presentations, contact the SDI Education and Outreach Unit by email at diboutreach@edd.ca.gov.

Other Services

This guide also contains useful information on the many services that the EDD offers specifically for employers. The EDD supplies information on a wide range of programs, including programs offering tax credits. The EDD also provides a number of employment services, such as job development and job search workshops that are designed to reduce unemployment and, consequently, your taxes. Whether you are a new or established employer, we offer a variety of services to assist you in building a more successful business while complying with California laws.

We Want to Hear From You

Please let us know what we can do to 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
Email: pmsg@edd.ca.gov
Fax: 916-654-6969**

Other Website of Interest

www.taxes.ca.gov – This is a joint website sponsored by the California Department of Tax and Fee Administration, the Employment Development Department, the Franchise Tax Board, and the Internal Revenue Service.

QUICK AND EASY ACCESS FOR TAX HELP



e-Services for Business

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

To use e-Services for Business, go to
www.edd.ca.gov/e-Services_for_Business.



Personal Computer

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

- Obtain answers to frequently asked questions at
www.edd.ca.gov/payroll_taxes/faqs.htm.
- Obtain information on payroll tax seminars at
www.edd.ca.gov/payroll_tax_seminars/.
- Obtain information for tax professionals at
www.edd.ca.gov/payroll_taxes/tax_practitioners.htm.
- Send comments and questions to the EDD online at
www.edd.ca.gov/about_edd/contact_edd.htm.
Select "Ask EDD."

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



Phone

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

Hearing impaired: 800-547-9565

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

Staff 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 on 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
Fresno 1050 O Street, 93721
Oakland 7677 Oakport Street, Suite 400, 94621
Redding 1325 Pine Street, 96001
Sacramento 3321 Power Inn Road, Suite 220, 95826
San Bernardino.... 658 East Brier Drive, Suite 300, 92408
San Diego..... 10636 Scripps Summit Ct., Suite 202, 92131
San Jose..... 906 Ruff Drive, 95110
Santa Fe Springs.. 10330 Pioneer Blvd., Suite 150, 90670
Van Nuys 6150 Van Nuys Blvd., Room 210, 91401

To find an office near you, visit
www.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
Chico 240 West 7th Street, 95928
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 2901 N. Ventura Rd., Suite 210, 93036

Forms and Publications

Download and order forms, instructions, and publications at www.edd.ca.gov/forms/.

HOW TO GET STARTED

To help you meet your employer reporting and tax payment obligations, we have highlighted some essential steps to ensure that you get off to a good start. Please keep in mind that your employer requirements may not be limited to what is listed on this page.

Step 1 **Are You an Employer?**

If you employ one or more employees and pay wages for employment in excess of \$100 during any calendar quarter, you are an employer and must register with the Employment Development Department (EDD).

NOTE: If you pay wages to people who work in or around your home, you may be considered a household employer. Household employers are required to register only after they have paid \$750 or more in cash wages during any calendar quarter. Refer to [page 7](#) for additional information.

Step 2 **Register online for an EDD employer payroll tax account number at www.edd.ca.gov/e-Services_for_Business. You must register within 15 days after paying wages in excess of \$100 for employment.**

A “commercial employer” is a business connected with commerce or trade, operating primarily for profit.

You will be assigned an EDD eight-digit employer payroll tax account number, which identifies your business for the purpose of reporting and paying payroll taxes. Include your employer payroll tax account number on all correspondence with the EDD. For additional information and registration options, refer to [page 7](#).

Step 3 **ACTION REQUIRED:**

- **Report new employee(s)** with the online *Report of New Employee(s)* (DE 34) at www.edd.ca.gov/e-Services_for_Business within 20 days of the employee's start-of-work date. All employees who are newly hired, rehired after a separation of at least 60 consecutive days, or returning to work from a furlough, separation, leave of absence without pay, or termination must be reported to the EDD. If you acquire an ongoing business and employ any of the former owner's workers, these employees are considered new hires, and you must report them to the EDD's New Employee Registry. For additional information and available reporting methods for reporting new employees, refer to [page 53](#).
- **Report independent contractor information** using the online *Report of Independent Contractor(s)* (DE 542) at www.edd.ca.gov/e-Services_for_Business within 20 days of EITHER paying an independent contractor \$600 or more for services performed OR entering into a contract for \$600 or more, whichever is earlier. Independent contractor information must be reported to the EDD. For additional information and available reporting methods for Independent Contractor Reporting, refer to [page 55](#).
- **Provide your employees with pamphlets** on employee withholdings, Unemployment Insurance (UI), State Disability Insurance (SDI), and Paid Family Leave (PFL). For additional information on employee pamphlets, refer to [page 75](#).
- **Post an employee notice** with UI, SDI, and PFL claim and benefit information. This notice should be posted in a prominent location, easily seen by your employees. The appropriate notice will be sent to you after you register. For additional information on employee notices, refer to [page 75](#).

Step 4 **Make your UI, Employment Training Tax (ETT), SDI, and California Personal Income Tax (PIT) Payroll Tax Deposit (DE 88) payments online at www.edd.ca.gov/e-Services_for_Business.**

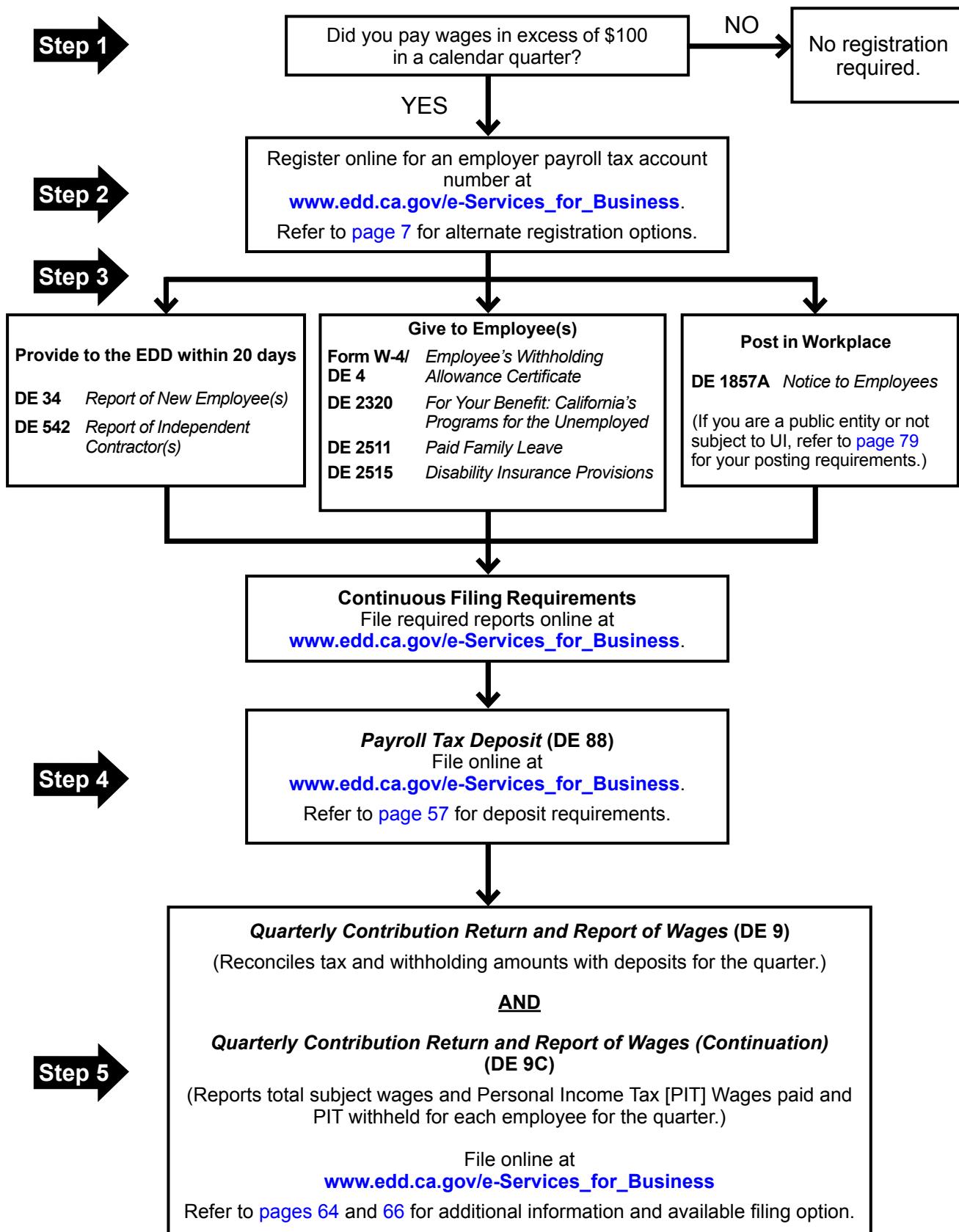
Your SDI and PIT withholdings deposit due dates are based on your federal deposit schedule/requirement and the amount of accumulated PIT that you have withheld. Your UI and ETT payments are due quarterly. For additional information about deposit requirements, refer to [pages 58 and 59](#).

Step 5 **File a *Quarterly Contribution Return and Report of Wages* (DE 9) online at www.edd.ca.gov/e-Services_for_Business to reconcile the tax and withholding amounts with your DE 88 deposits for the quarter. Also, file a *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C) to report total subject wages paid, PIT wages, and PIT withheld for each employee for each quarter.**

These reports are due on January 1, April 1, July 1, and October 1 each year. These reports must be submitted even if you had no payroll during a calendar quarter. For additional information and available filling options, refer to [pages 64 and 66](#).

NOTE: Failure to complete the above steps on time may result in penalty and interest charges.

For information on your federal employment tax reporting requirements, access the IRS website at www.irs.gov or contact the IRS at 800-829-4933.



Most forms are available on the EDD website at www.edd.ca.gov or by calling the Taxpayer Assistance Center at 888-745-3886.

2018 FORMS AND DUE DATES

Form	Name	Due	
DE 1	<i>Commercial Employer Account Registration and Update Form</i> (If you are not a commercial employer, refer to page 7 .)	Within 15 calendar days after paying more than \$100 in wages.	
DE 34	<i>Report of New Employee(s)</i>	Within 20 days of start-of-work date for new or rehired employees.	
DE 542	<i>Report of Independent Contractor(s)</i>	Within 20 days of paying an independent contractor \$600 or more or entering into a contract for \$600 or more, whichever is earlier.	
Report	Quarter	Due	Delinquent if Not Filed By ¹
DE 9/DE 9C	1st (January, February, March)	April 1, 2018	April 30, 2018
DE 9/DE 9C	2nd (April, May, June)	July 1, 2018	July 31, 2018
DE 9/DE 9C	3rd (July, August, September)	October 1, 2018	October 31, 2018
DE 9/DE 9C	4th (October, November, December)	January 1, 2019	January 31, 2019

CALIFORNIA DEPOSIT REQUIREMENTS

If Your Federal Deposit Schedule/Requirement Is ¹	And You Have Accumulated State PIT Withholding Of	If Pay Date Is	PIT and SDI Deposit Due By ²	California "Deposit Schedule" box to indicate on the DE 88
Next-Day	Less than \$350	Any payday	Quarterly ³	Quarterly
	\$350 to \$500	Any payday	15 th of the following month	Monthly
	More than \$500	Any payday	Next-Day	Next-Day
Semi-weekly	Less than \$350	Any payday	Quarterly ³	Quarterly
	\$350 to \$500	Any payday	15 th of the following month	Monthly
	More than \$500	Wed., Thurs., or Fri.	Following Wednesday ⁷	Semi-weekly
	More than \$500	Sat., Sun., Mon., or Tues.	Following Friday ⁷	Semi-weekly
Monthly	Less than \$350	Any payday	Quarterly ³	Quarterly
	\$350 or more	Any payday	15 th of the following month	Monthly
Quarterly ^{4, 5} or Annually ⁶	Less than \$350	Any payday	May 1, 2018 July 31, 2018 October 31, 2018 January 31, 2019	Quarterly
	\$350 or more	Any payday	15 th of the following month	Monthly

¹ Electronic transactions for Next-Day deposits must be settled in the state's bank account on or before the third business day following the payroll date.

² If the due date falls on a Saturday, Sunday, or legal holiday, the due date is extended to the next business day. For example, if a deposit is due on Friday, but Friday is a holiday, the deposit due date is extended to the following Monday.

³ If you have accumulated less than \$350 of PIT and you choose to make an additional deposit before the quarterly due date, designate the "DEPOSIT SCHEDULE" as QUARTERLY on your DE 88.

⁴ If you are not required to follow one of the above federal deposit schedules/requirements, you are still required to make California payroll tax deposits of accumulated SDI deductions and PIT withholdings quarterly or more often, based on the guidelines in this table. Information about federal deposit schedules is located in the Internal Revenue Service's Employer Tax Guide (Publication 15).

⁵ A deposit of employer UI and ETT taxes and any accumulated SDI and PIT withholdings not previously paid MUST BE DEPOSITED EACH QUARTER by the due dates shown.

⁶ If your federal deposit requirement is annually, you are required to make California payroll tax deposits quarterly or monthly based on the guidelines in this table.

⁷ The transition period of the semi-weekly schedule allows employers to make deposits in any of the three business days following the last pay date. If any of the transition period days is a legal holiday, you are given an extra business day to make the deposit.

WHO IS AN EMPLOYER?

An employer is a person or legal entity that hires one or more persons to work for a wage, salary, or other compensation. Employers include sole proprietors, partnerships, corporations, nonprofit and charitable organizations, limited liability companies, limited liability partnerships, public entities (including state and federal agencies), schools, associations and trusts, estates, joint ventures, and Indian Tribes.

Private households, local college clubs, and local chapters of fraternities and sororities that employ workers to perform household services are “household employers.” Additional information about household employment is available online on the EDD’s Household Employer web page at www.edd.ca.gov/payroll_taxes/household_employer.htm, the *Household Employer’s Guide* (DE 8829) available online at www.edd.ca.gov/pdf_pub_ctr/de8829.pdf or can be obtained by contacting the Taxpayer Assistance Center at 888-745-3886.

NOTE: If you acquired an existing business, refer to “What Is a Successor Employer?” on [page 75](#) for further details.

When Do I Become an Employer?

You become an employer when you employ one or more employees and pay wages in excess of \$100 during any calendar quarter. Wages are compensation for services performed, including, but not limited to, cash payments, commissions, bonuses, and the reasonable cash value of nonmonetary payments for services, such as meals and lodging. Household employers should refer to www.edd.ca.gov/payroll_taxes/household_employer.htm. For additional information, refer to “What Are Wages?” on [page 11](#).

WHEN TO REGISTER

All employers conducting business in California are subject to the employment tax laws of the California Unemployment Insurance Code (CUIC). Once a business hires an employee and pays in excess of \$100 during any calendar quarter, the business is considered an employer and can register online at www.edd.ca.gov/e-Services_for_Business or submit a registration form to the Employment Development Department (EDD) within 15 days after paying wages.

Employers are responsible for reporting wages paid to their employees and paying Unemployment Insurance (UI) tax and Employment Training Tax (ETT) on those wages, as well as withholding and remitting State Disability Insurance (SDI) and California Personal Income Tax (PIT) due on those wages.

► **ACTION REQUIRED:** Register with the EDD for an employer payroll tax account number if you employ one or more employees and pay wages in excess of \$100 during any calendar quarter.

How to Register for an EDD Employer Payroll Tax Account Number

Register online using the EDD e-Services for Business at www.edd.ca.gov/e-Services_for_Business.

Additional Options for Registering for an Employer Payroll Tax Account Number

1. Select the appropriate registration form for your industry available online at www.edd.ca.gov/payroll_taxes/forms_and_publications.htm. These are the most common registration forms available:
 - DE 1 Commercial
 - DE 1AG Agricultural
 - DE 1GS Government/Schools/Indian Tribes
 - DE 1HW Household
 - DE 1NP Nonprofit
 - DE 1P Personal Income Tax Withholding Only
2. Submit the completed registration form by mail or fax to the EDD:

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

REMEMBER:

- Employment occurs when an employer engages the services of an employee for pay.
- You become an employer when you employ one or more employees and pay wages over \$100 during any calendar quarter.
- You must register with the EDD within 15 days of paying wages in excess of \$100.
- Employers are responsible for reporting wages paid to employees and paying UI and ETT on the wages, as well as withholding and remitting SDI and PIT.

WHO IS AN EMPLOYEE?

An “employee” includes all of the following:

- Any officer of a corporation.
- Any worker who is an employee under the usual common law rules.
- Any worker whose services are specifically covered by law.

An employee may perform services on a temporary or less than full-time basis. The law does not exclude services from employment that are commonly referred to as day labor, part-time help, casual labor, temporary help, probationary, or outside labor.

“COMMON LAW” EMPLOYEE OR INDEPENDENT CONTRACTOR

What Is “Common Law”?

Common law, as we know it, has evolved over the years based upon judgements rendered by the courts on individual cases. The **common law** rules of employment, as they exist today, are based on all court decisions related to the question of what constitutes an employment relationship.

When Does an Employer-Employee Relationship Exist?

An employer-employee relationship exists when a person who hires an individual to perform services has the right to exercise control over the manner and means by which the individual performs those services. The **“right to control,”** whether or not exercised, is the most important factor in determining the relationship. Tax decisions by the California Unemployment Insurance Appeals Board (CUIAB) are based on the right to control factor along with the examination of secondary factors, when necessary.

NOTE: California does not provide relief under the “Safe Harbor” provisions of the Internal Revenue Code. Therefore, it is important that workers are properly classified under the usual common law rules which determine employer-employee relationships.

How Can I Get Additional Information on This Topic?

Incorrectly classifying your workers can be a costly mistake. If you have incorrectly treated employees as independent contractors, you could be liable for back taxes, penalties, and interest. To help you determine if you have correctly classified your workers, the EDD has several resources available:

- **Employment Determination Guide (DE 38)** - Asks a series of “Yes” or “No” questions regarding your treatment of workers to help determine if a problem may exist and whether you need to seek additional guidance. To obtain this guide, access the EDD website at www.edd.ca.gov/pdf_pub_ctr/de38.pdf.
- **Determination of Employment Work Status for Purposes of State of California Employment Taxes and Personal Income Tax Withholding (DE 1870)** - Provides a series of questions regarding your relationship with the workers. After you complete and return this form, the EDD will send you a written determination stating whether your workers are employees or independent contractors based on the facts that you have provided. To obtain this publication, access the EDD website at www.edd.ca.gov/pdf_pub_ctr/de1870.pdf.
- **Information Sheets** on general and industry-specific issues, including *Information Sheet: Employment* (DE 231). To obtain information sheets, access the EDD website at www.edd.ca.gov/payroll_taxes/forms_and_publications.htm or contact the Taxpayer Assistance Center at 888-745-3886.
- **Independent Contractor Information – Frequently Asked Questions and Answers About the California Independent Contractor Reporting Law (DE 542FAQ) and Independent Contractors Misconceptions Brochure (DE 573M)** are available at www.edd.ca.gov/pdf_pub_ctr/de542faq.pdf and www.edd.ca.gov/pdf_pub_ctr/de573m.pdf.
- **Precedent Tax Decisions by the CUIAB** – Available on the CUIAB website at www.cuiab.ca.gov/board/precedentdecisions/index.asp.
- **Payroll Tax Seminars** on employee and independent contractor issues – Access the EDD website at www.edd.ca.gov/payroll_tax_seminars/ or contact the Taxpayer Assistance Center at 888-745-3886.
- **Web-based Seminars** on employee and independent contractor issues are available in both English and Spanish. Access the EDD website at www.edd.ca.gov/payroll_taxes/web_based_seminars.htm for additional information.
- **Live Assistance** on worker classification issues – Contact the Taxpayer Assistance Center at 888-745-3886.

REMEMBER:

- An employee includes any officer of a corporation, a worker who is an employee under common law, and a worker whose services are specifically covered by law. Refer to *Information Sheet: Types of Employment* (DE 231TE) at www.edd.ca.gov/pdf_pub_ctr/de231te.pdf.
- An employee may perform services on a temporary or less than full-time basis.
- The **“right to control”** is the most important factor in determining an employer-employee relationship.
- The EDD has several resources available to help you correctly classify your workers.

WHAT ARE STATE PAYROLL TAXES?

The EDD administers the following California payroll tax programs:

- Unemployment Insurance (UI) Tax
- Employment Training Tax (ETT)
- State Disability Insurance (SDI) Tax
- California Personal Income Tax (PIT) withholding

NOTE: Paid Family Leave (PFL) is a component of the SDI program.

UI and ETT are employer paid contributions. SDI and PIT are withheld from employee wages. Wages are generally subject to all four payroll taxes unless otherwise stated.

UNEMPLOYMENT INSURANCE (UI) TAX

What Is UI Tax?

The UI program was established as part of a national program administered by the U.S. Department of Labor under the Social Security Act. The UI program provides temporary payments to individuals who are unemployed through no fault of their own.

Who Pays It?

The UI program is funded through payroll taxes paid by the employer. Tax-rated employers pay a percentage on the first \$7,000 in wages paid to each employee in a calendar year. The UI rate schedule and amount of taxable wages are determined annually. New employers pay 3.4 percent (.034) for a period of two to three years. The UI rate could increase to a maximum of 6.2 percent (.062) or decrease to a minimum of 1.5 percent (0.015) based on an employer's experience rating and the balance in the UI Fund. For a detailed explanation of the experience rating method, refer to *Information Sheet: California System of Experience Rating* (DE 231Z) by accessing the EDD website at www.edd.ca.gov/pdf_pub_ctr/de231z.pdf.

Government entities and certain nonprofit employers may elect the reimbursable method of financing UI in which they reimburse the UI Fund on a dollar-for-dollar basis for all benefits paid to their former employees.

EMPLOYMENT TRAINING TAX (ETT)

What Is ETT?

ETT provides funds to train employees in targeted industries to improve the competitiveness of California businesses. The ETT Fund promotes a healthy labor market by helping California businesses invest in a skilled and productive workforce and develop the skills of new and incumbent workers.

Who Pays It?

ETT is an employer-paid tax. Employers are subject to pay 0.1 percent (.001) for ETT on the first \$7,000 in wages paid to each employee in a calendar year. The tax rate is set by statute at 0.1 percent (.001) of UI taxable wages for employers with positive UI reserve account balances and subject to Section 977(c) of the California Unemployment Insurance Code (CUIC). The maximum tax is \$7 per employee per year (\$7,000 x .001).

STATE DISABILITY INSURANCE (SDI) TAX

What Is SDI Tax?

SDI tax allows the Disability Fund to pay Disability Insurance (DI) and Paid Family Leave (PFL) benefits to eligible claimants. DI benefits are paid to eligible California workers who lose wages when they are unable to perform their regular or customary work due to a non-work-related illness or injury, pregnancy, or childbirth.

PFL benefits are paid to eligible 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 also available to new parents who need time to bond with a new child through birth, adoption, or foster care placement.

Who Pays It?

The SDI program is funded through a payroll deduction from employees' wages. Employers withhold 1.0 percent (.01) for SDI on the first \$114,967 in wages paid to each employee in a calendar year.

CALIFORNIA PERSONAL INCOME TAX (PIT)

What Is California PIT?

California PIT is a tax levied on the income of California residents and on income that California nonresidents derive within California. The EDD administers the reporting, collection, and enforcement of PIT wage withholding. The Franchise Tax Board (FTB) and the EDD administer the California PIT program to provide resources needed for California public services such as schools, public parks, roads, health, and human services.

Who Pays It?

California PIT is withheld from employees' wages based on the *Employee's Withholding Allowance Certificate* (Form W-4 or DE 4) on file with their employer.

STATE PAYROLL TAXES

	Unemployment Insurance (UI)	Employment Training Tax (ETT)	State Disability Insurance (SDI)	California Personal Income Tax (PIT)
Who Pays?	Employer	Employer	Employee (employer withholds from employee wages)	Employee (employer withholds from employee wages)
Taxable Wages	First \$7,000 of subject wages per employee, per year.	First \$7,000 of subject wages per employee, per year.	First \$114,967 of subject wages per employee, per year.	No limit. Refer to the PIT withholding schedules on the EDD website at www.edd.ca.gov/payroll_taxes/rates_and_withholding.htm .
Tax Rate	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 experience and the condition of the UI Fund. The EDD notifies employers of their new rate each December.	Set by statute at 0.1 percent (.001) of UI taxable wages for employers with positive UI reserve account balances and employers subject to Section 977(c) of the CUIC.	The 2018 SDI withholding rate is 1.0 percent (.01). The SDI taxable wages and tax rate are set by law and may change each year.	Withheld based on the employee's Form W-4 or DE 4.
Maximum Tax (Except when employer is subject to Section 977[c] of the CUIC.)	\$434 per employee, per year. (The amount has been calculated at the highest UI tax rate of 6.2 percent [$\$7000 \times .062$].)	\$7 per employee, per year ($\$7,000 \times .001$).	\$1,149.67 per employee, per year ($\$114,967 \times .01$).	No maximum.
NOTE: Some types of employment are not subject to payroll taxes and/or PIT withholding. Refer to <i>Information Sheet: Types of Employment</i> (DE 231TE) online at www.edd.ca.gov/pdf_pub_ctr/de231te.pdf . Certain types of wages and benefits are not subject to payroll taxes. Refer to <i>Information Sheet: Types of Payments</i> (DE 231TP) online at www.edd.ca.gov/pdf_pub_ctr/de231tp.pdf . For additional assistance, contact the Taxpayer Assistance Center at 888-745-3886.				

HELP US FIGHT FRAUD

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

To report businesses that are paying workers undocumented cash payments, failing to carry workers’ compensation insurance, or not complying with labor and licensing laws, please download and complete an *Underground Economy Operations Lead Referral/Complaint Form* (DE 660 in English or DE 660/S in Spanish) available at www.edd.ca.gov/pdf_pub_ctr/de660.pdf or www.edd.ca.gov/pdf_pub_ctr/de660s.pdf or contact the UEO at:

Hotline: 800-528-1783
Fax: 916-227-2772

Email: ueo@edd.ca.gov
Online: www.edd.ca.gov (Select “Report Fraud”)

- To obtain the brochure *Paying Cash Wages “Under the Table”* (DE 573CA in English or DE 573CA/S in Spanish), access the EDD website at www.edd.ca.gov/payroll_taxes/forms_and_publications.htm or order copies using our online order form at www.edd.ca.gov/forms.
- Further information about how to help the EDD fight fraud may be found in the *Help Us Fight Fraud* (DE 2370) brochure at www.edd.ca.gov/pdf_pub_ctr/de2370.pdf.

*More information about the Joint Enforcement Strike Force effort may be found in *Information Sheet: Employment Enforcement Task Force* (DE 631 in English or DE 631/S in Spanish) available online at www.edd.ca.gov/pdf_pub_ctr/de631.pdf or www.edd.ca.gov/pdf_pub_ctr/de631s.pdf.

WHAT ARE WAGES?

Wages are all compensation for an employee's personal services, whether paid by check or cash, 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. Supplemental payments, including bonuses, overtime pay, sales awards, commissions, and vacation pay are also considered wages.

SUBJECT WAGES

Generally, all wages are considered subject wages and are used to determine the amount of Unemployment Insurance (UI) and State Disability Insurance (SDI) benefits a claimant should receive. Subject wages are the full amount of wages, regardless of the UI and SDI taxable wage limits. Refer to the inside front cover for UI/SDI taxable wage limits. Enter the Total Subject Wages in "Item F" for each employee on the *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C). Certain types of employment and payments are not considered subject. Refer to *Information Sheet: Types of Employment* (DE 231TE) and *Information Sheet: Types of Payments* (DE 231TP) available online at www.edd.ca.gov/payroll_taxes/forms_and_publications.htm or contact the Taxpayer Assistance Center at 888-745-3886.

PERSONAL INCOME TAX (PIT) WAGES

Personal Income Tax (PIT) wages are cash and noncash payments subject to state income tax. Wages that must be reported on an individual's California income tax return are PIT wages. Most payments for employees' services are reportable as PIT wages. An employee's calendar year total for PIT wages should agree with the amount reported on the employee's federal *Wage and Tax Statement* (Form W-2) in Box 16 (state wages, tips, etc.). The PIT wages for each employee must be reported quarterly in "Item G" on the DE 9C. For additional information, refer to *Information Sheet: Personal Income Tax Wages Reported on the Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C) (DE 231PIT) available online at www.edd.ca.gov/pdf_pub_ctr/de231pit.pdf or contact the Taxpayer Assistance Center at 888-745-3886.

NOTE: Some wages excluded from PIT withholding are still considered PIT wages and must be reported to the EDD; for example, wages paid to agricultural workers.

ARE SUBJECT WAGES AND PIT WAGES THE SAME?

In most situations, when wages are subject to UI, ETT, SDI, and PIT withholding, subject wages and PIT wages are the same. Examples of when subject wages and PIT wages are different are:

- Employee salary reduction contributions to a qualified retirement or pension plan are included as subject wages, but are not reportable as PIT wages. Refer to the "Retirement and Pension Plans" section of *Information Sheet: Types of Payments* (DE 231TP) available online at www.edd.ca.gov/pdf_pub_ctr/de231tp.pdf or contact the Taxpayer Assistance Center at 888-745-3886.
- Under certain situations, wages paid to family employees (a child under age of 10 years employed by own father or mother, an individual employed by own son, daughter, spouse, or registered domestic partner) may not be reported as subject wages but are reportable as PIT wages. Refer to the "Family Employees" section of *Information Sheet: Types of Employment* (DE 231TE) available online at www.edd.ca.gov/pdf_pub_ctr/de231te.pdf or contact the Taxpayer Assistance Center at 888-745-3886.
- Payments made to employees of churches are not reported as subject wages, but are reportable as PIT wages. Refer to the "Nonprofit Organization Employees" section of *Information Sheet: Types of Employment* (DE 231TE) available online at www.edd.ca.gov/pdf_pub_ctr/de231te.pdf or contact the Taxpayer Assistance Center at 888-745-3886.

EMPLOYERS SUBJECT TO CALIFORNIA PERSONAL INCOME TAX (PIT) ONLY

Employers who are only required to withhold California PIT, but not the other payroll taxes, are still required to register with the EDD using *Registration Form for Employers Depositing Only Personal Income Tax Withholding* (DE 1P). The employer is liable for the required PIT, whether or not it is withheld. By law, the filing of federal Form 1099-MISC (issued to the worker) with the Internal Revenue Service or Franchise Tax Board does not relieve the employer of liability.

MEALS AND LODGING

Meals and lodging that are provided free of charge or at a reduced rate to an employee are wages. If your employees are covered under a contract of employment or union agreement, the taxable value of meals and lodging cannot be less than the estimated value stated in the contract or agreement.

If the cash value is not stated in an employment contract or union agreement, please refer to the table below for the value of the meals and/or lodging. To determine 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 as follows:

Value of Meals						Value of Lodging	
Year	3 Meals Per Day	Breakfast	Lunch	Dinner	Meal Not Identified	Minimum Per Week	Maximum Per Month
2018	\$ 11.60	\$ 2.40	\$ 3.55	\$ 5.65	\$ 4.15	\$ 47.25	\$ 1,456
2017	\$ 11.50	\$ 2.35	\$ 3.55	\$ 5.60	\$ 4.15	\$ 45.00	\$ 1,387

The values above apply to non-maritime employees only.

For more information on meals and lodging, including values for those provided to maritime employees, access the EDD website at www.edd.ca.gov/payroll_taxes/rates_and_withholding.htm or contact the Taxpayer Assistance Center at 888-745-3886. If outside the U.S. or Canada, call 916-464-3502.

The *Tax Rates, Wages Limits, and Value of Meals and Lodging* (DE 3395) provides historical rate information for the last eight years and is available online at www.edd.ca.gov/pdf_pub_ctr/de3395.pdf.

ADDITIONAL INFORMATION

- Who Is an Employee? [Page 8](#)
- EDD website (forms and publications): www.edd.ca.gov/payroll_taxes/forms_and_publications.htm
- Information Sheets:
 - DE 231A – *Wages*
 - DE 231TE – *Types of Employment*
 - DE 231TP – *Types of Payments*
 - DE 231PIT – *Personal Income Tax Wages Reported on the Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C)*
 - DE 231W – *Personal Income Tax Adjustment Process*

For the latest news and helpful information,
refer to the online quarterly **California Employer Newsletter** at
www.edd.ca.gov/payroll_taxes/california_employer_newsletter.htm.

Subscribe to no-fee EDD email subscription services at
www.edd.ca.gov/about_edd/get_email_notices.htm.

PERSONAL INCOME TAX (PIT) WAGES SUBJECT TO CALIFORNIA WITHHOLDING

With certain exceptions, compensation for services performed by an employee is considered wages and subject to California Personal Income Tax (PIT) withholding. California wages include, but are not limited to, salaries, bonuses, commissions, fees (except fees paid to public officials), and payments in forms other than checks or cash. Wages in any form other than checks or cash are measured by the fair market value of the goods, lodging, meals, or other compensation given in payment for the employee's services.

HOW TO DETERMINE WHICH WAGES REQUIRE PIT WITHHOLDING

Most wages require California PIT withholding. To determine which wages require PIT withholding, refer to *Information Sheet: Types of Employment* (DE 231TE) and *Information Sheet: Types of Payments* (DE 231TP). These information sheets identify special classes of employment and special types of payments and their treatment for UI, ETT, SDI, and California PIT wages and withholding. Also refer to "Who is an Employee?" on [page 8](#).

To obtain information sheets for specific industries and types of services, access the EDD website at www.edd.ca.gov/payroll_taxes/forms_and_publications.htm or contact the Taxpayer Assistance Center at 888-745-3886. If outside the U.S. or Canada, contact 916-464-3502.

MARITAL STATUS, WITHHOLDING ALLOWANCES, AND EXEMPTIONS FORM W-4 AND DE 4

The Internal Revenue Service (IRS) *Employee's Withholding Allowance Certificate* (Form W-4) is a federal form normally used for California PIT withholding. However, if an employee wants to claim a different marital status and/or a different number of allowances than are claimed for federal withholding purposes, the employee must file the state form *Employee's Withholding Allowance Certificate* (DE 4). For instance, California recognizes the "Head of Household" status, and an employee would need to file a DE 4 to claim that status. Additionally, a spouse of a military service member must file a DE 4 to exclude wages from California PIT withholdings if the spouse's tax domicile is outside of California and the spouse moves to California to be with the service member who is in the state due to military orders.

If employees expect to itemize deductions on their California income tax return, they can claim additional withholding allowances, which are greater than their regular withholding allowances. When reduced withholding amounts are appropriate because of large amounts of itemized deductions, employees **must** complete a DE 4, including the attached worksheets, to support additional allowances for the itemized deductions. An online DE 4 calculator is available at the California Tax Service Center website at www.taxes.ca.gov/de4.pdf. For information on treatment of additional withholding allowances for estimated deductions, refer to "Instructions for Additional Withholding Allowances for Estimated Deductions" on [page 17](#) and the "Estimated Deduction" table on [page 19](#).

Use of the DE 4 is optional; however, if employees provide you with a DE 4, you must use it to determine their California PIT withholdings. To obtain the DE 4, access the EDD website at www.edd.ca.gov/pdf_pub_ctr/de4.pdf or contact the Taxpayer Assistance Center at 888-745-3886.

Employees may request that no California PIT be withheld if they:

- Incurred no liability for federal income tax for the preceding taxable year **and**
- Anticipate that no federal income tax liability will be incurred for the current taxable year.

► **ACTION REQUIRED:** Each employee must complete an IRS Form W-4 for federal and California PIT withholding. If the employee wants to claim a different marital status and/or different number of allowances for California PIT withholding, the employee also must complete a DE 4.

If	Then
Employee does not file a DE 4	You must use the marital status and allowances claimed (including any additional allowances) by the employee on the federal Form W-4 to calculate the employee's California PIT withholding. Exception: Do not withhold any California PIT from wages of employees who have filed "EXEMPT" on their Form W-4 unless you receive a written notice from the IRS or Franchise Tax Board (FTB) to withhold at a special rate. To maintain "EXEMPT" status, the employee must file a new Form W-4 each year on or before February 15.
Employee files a DE 4	You must use the DE 4 to calculate and withhold California PIT.
Employee's marital status cannot be determined from the Form W-4 or DE 4	Request the employee correct the Form W-4 or DE 4 or submit a new one. Until the new or corrected form is received, consider the employee as single with zero withholding allowances for California PIT withholding purposes.
Employee admits that Form W-4 or DE 4 is false	When you receive an invalid Form W-4 or DE 4, do not use it to calculate PIT withholding. Tell the employee that it is invalid and ask for another one. If the employee does not give you a valid one, withhold PIT as if the employee was single and claiming no withholding allowances. However, if you have an earlier Form W-4 or DE 4 for this worker that is valid, withhold as you did before.

EMPLOYER'S OBLIGATIONS FOR THE FORM W-4 AND DE 4

When you hire an employee, you must have the employee complete and furnish a signed withholding exemption certificate, federal Form W-4 or state DE 4, relating to marital status, the number of withholding exemptions claimed, and any additional amount to use when you deduct state income tax from the employee's pay. If an employee fails to give you a properly completed federal Form W-4 or state DE 4, you must withhold state income taxes from the employee's wages as if the employee were single and claiming no withholding allowances.

The requirements for a complete exemption from state wage withholding are the same as the federal requirements. You shall not deduct and withhold any tax upon a payment of wages made to an employee if there is in effect, for the federal income tax purposes, with respect to the payment a withholding exemption certificate furnished to the employer by the employee which contains statements that:

- The employee incurred no liability for federal income tax imposed for the preceding taxable year; and
- The employee anticipates that they will incur no liability for federal income tax for the current taxable year.

A Form W-4 or DE 4 claiming exemption from withholding is valid for only the calendar year in which it is filed with the employer. To continue to be exempt from withholding in the next year, an employee must give you a new Form W-4 or DE 4 claiming exempt status by February 15 of that year. If the employee does not give you a new Form W-4 or DE 4, withhold tax as if the employee is single, with no withholding allowances. However, if you have an earlier Form W-4 or DE 4 (not claiming exempt status) for this employee that is valid, withhold as you did before.

If the employee wants to claim a different marital status and/or different number of allowances for California Personal Income Tax (PIT) withholding, the employee must also complete a DE 4. Employers must retain the federal Form W-4 and/or state DE 4 for payroll records.

The Form W-4/DE 4 is considered invalid* if either of the following two conditions exist:

- The employee makes major changes to Form W-4 or DE 4, such as crossing out words or writing more than is asked.
- The employee admits that Form W-4 or DE 4 is false.

When you receive an invalid Form W-4 or DE 4, do not use it to calculate PIT withholding. Tell the employee that it is invalid and ask for another one. If the employee does not give you a valid one, withhold PIT as if the employee was single and claiming no withholding allowances. However, if you have an earlier Form W-4 or DE 4 for this worker that is valid, withhold as you did before.

The reporting of the certificates to the Internal Revenue Service (IRS) shall satisfy state reporting requirements. A federal determination that a withholding exemption certificate is invalid or incorrect shall also be effective for state withholding purposes. Thus, if you are instructed by the IRS to withhold as though an employee were a single person claiming no exemptions, then you must do likewise for state withholding purposes. If the IRS specifies marital status and the permissible number of exemptions an employee may claim, such a federal determination shall also be effective for state withholding purposes.

The Franchise Tax Board or the EDD may, by special direction in writing, require you, as the employer, to submit a Form W-4 or DE-4 when such forms are necessary for the administration of the withholding tax programs.

*Pursuant to Section 31.3402(f)(2)-1(e) of Title 26, Code of Federal Regulations, and Section 4340-1(b) of Title 22, California Code of Regulations.

For the latest news and helpful information,
refer to the online quarterly **California Employer Newsletter** at
www.edd.ca.gov/payroll_taxes/california_employer_newsletter.htm.

Subscribe to the EDD no-fee email subscription services at
www.edd.ca.gov/about_edd/get_email_notices.htm.

HOW TO DETERMINE PIT WITHHOLDING AMOUNTS

Refer to [page 17](#) for the 2018 California Personal Income Tax (PIT) withholding schedules and information on how to calculate withholdings.

What if Your Employee Wants Additional PIT Withholding?

In addition to the tax required to be withheld from salaries and wages, you may, upon written request from the employee, agree to withhold an additional amount from the employee's wages. This agreement will be effective for the periods you and the employee mutually agree upon or until written termination of the agreement.

If employees rely on the Form W-4 instructions when calculating California withholding allowances, their California PIT could be significantly underwithheld. This is particularly true if the household income is derived from more than one source. If an employee wants more California PIT withheld than the schedules and the alternate methods allow, the employee should either request additional withholding or, if married, indicate "single" on the DE 4. For more information, refer to the DE 4 form and instructions. An online DE 4 calculator is available at www.taxes.ca.gov/de4.pdf.

HOW TO WITHHOLD PIT ON SUPPLEMENTAL WAGES

Supplemental wages include, but are not limited to, bonuses, overtime pay, sales awards, commissions, stock options, vacation pay, and dismissal or severance pay. Under certain circumstances, bonuses and stock options are taxed at a different flat rate than other types of supplemental wages (refer to "Supplemental Wages" below). This only applies to stock options that are considered wages subject to PIT withholding.

If the supplemental wage is given to the employee at the same time as the employee's regular wages are paid, you are **required** to treat the sum of the payments as regular wages and withhold PIT based on the regular payroll period using the PIT withholding schedules.

If the supplemental wage is **not** given to the employee at the same time as the employee's regular wages are paid, you may use either of the following two options:

1. Compute the amount of PIT to withhold from the supplemental wage based on the combined regular wages and the supplemental wage. Compute the PIT withholding on the total of the supplemental wage and the current or most recent regular (gross) wage payment using the PIT withholding schedules. From that amount, subtract the PIT you withheld from the regular wages. The difference is the PIT amount you should withhold from the supplemental wages.

or
2. Withhold the percentage noted below on the following types of supplemental wages without allowing for any withholding allowances claimed by the employee:

Supplemental Wages	Percentage
Bonuses and stock options	10.23 percent (.1023)
Other types (such as overtime pay, commissions, sales awards, severance, and vacation pay)	6.6 percent (.066)

To find out if stock options are wages subject to PIT withholding, obtain *Information Sheet: Stock Options* (DE 231SK) by accessing the EDD website at www.edd.ca.gov/pdf_pub_ctr/de231sk.pdf or contact the Taxpayer Assistance Center at 888-745-3886.

QUARTERLY ESTIMATED PAYMENTS

Wages are subject to mandatory California PIT withholding at the time they are paid to the employee. Quarterly estimates paid directly to the Franchise Tax Board (FTB) are intended to satisfy taxes on income that is not subject to withholding. Quarterly estimates paid by an employee directly to the FTB in lieu of proper withholdings from wages may result in an assessment to the employer. If you have questions regarding quarterly estimated payments, contact the FTB at 800-852-5711.

WAGES PAID TO CALIFORNIA RESIDENTS

If	Then
A California resident performs services in California or in another state.	<p>Wages paid to the resident employee are subject to California PIT withholding, and PIT must be withheld from all wages paid, in accordance with the employee's Form W-4 or DE 4.</p> <p>The wages paid must be reported as PIT wages on the <i>Quarterly Contribution Return and Report of Wages (Continuation)</i> (DE 9C). The PIT withheld must also be reported on the DE 9C.</p>
A California resident performs services that are subject to personal income tax withholding laws of both California and another state, political subdivision, or the District of Columbia.	<p>Make the withholding required by the other jurisdiction, and:</p> <ul style="list-style-type: none"> • For California, withhold the amount by which the California withholding amount exceeds the withholding amount for the other jurisdiction, or • Do not withhold any California PIT if the withholding amount for the other jurisdiction is equal to, or greater than, the withholding amount for California. <p>The wages reported as PIT wages on the <i>Quarterly Contribution Return and Report of Wages (Continuation)</i> (DE 9C) are the same wages that are entered in "Box 16" on your employee's Form W-2. The PIT withheld must also be reported on the DE 9C.</p>

WAGES PAID TO NONRESIDENTS OF CALIFORNIA

If	Then
A nonresident employee performs all services in California (may include spouse of a military service member).	<p>The wages paid to the nonresident employee are subject to California PIT withholding. The PIT must be withheld from all wages paid in accordance with the employee's Form W-4 or DE 4. However, the spouse of a military service member may exclude wages from California PIT withholding by filing a DE 4 (refer to page 13).</p> <p>The wages paid must be reported as PIT wages on the DE 9C. The PIT withheld must also be reported on the DE 9C.</p>
A nonresident employee performs services both in California as well as in another state.	<p>Only the wages earned in California are subject to California PIT withholding. The amount of wages subject to California PIT withholding is that portion of the total number of working days employed in California compared to the total number of working days employed in both California and the other state.</p> <p>The California wages must be reported as PIT wages on the DE 9C. The PIT withheld must also be reported on the DE 9C.</p> <p>NOTE: For employees whose compensation depends on the volume of business transacted, the amount of earnings subject to California PIT withholding is that portion received for the volume of business transacted in California compared to the total volume of business in both California and the other state.</p>

PIT WITHHOLDING ON PAYMENTS TO NONRESIDENT INDEPENDENT CONTRACTORS

Please refer to the Franchise Tax Board's (FTB) *Resident and Nonresident Withholding Guidelines* (Publication 1017) for guidance regarding PIT withholding on payments to nonresident independent contractors for services performed in California. Publication 1017 can be obtained by contacting the FTB at 888-792-4900 or by accessing their website at www.ftb.ca.gov/forms/misc/1017.pdf.

ADDITIONAL INFORMATION

- EDD website (forms and publications): www.edd.ca.gov/payroll_taxes/forms_and_publications.htm
- Information Sheets:
 - DE 231D – *Multistate Employment*
 - DE 231P – *Withholding From Pensions, Annuities, and Certain Other Deferred Income*
 - DE 231PS – *Personal Income Tax Withholding – Supplemental Wage Payments, Moving Expense Reimbursement – WARN Act Payments*
 - DE 231R – *Third-Party Sick Pay*
 - DE 231TE – *Types of Employment*
 - DE 231TP – *Types of Payments*

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

California provides two methods for determining the amount of wages and salaries to be withheld for state personal income tax:

- METHOD A - WAGE BRACKET TABLE METHOD (**Limited to wages/salaries less than \$1 million**)
- METHOD B - EXACT CALCULATION METHOD

METHOD A provides a quick and easy way to select the appropriate withholding amount, based on the payroll period, filing status, and number of withholding allowances (regular and additional) if claimed. The STANDARD DEDUCTION and EXEMPTION ALLOWANCE CREDIT are **already** included in the wage bracket tables. Even though this method involves fewer computations than Method B, it cannot be used with your computer in determining amounts to be withheld.

METHOD B may be used to calculate withholding amounts either manually or by computer. This method will give an exact amount of tax to withhold. To use this method, you must enter the payroll period, filing status, number of withholding allowances, standard deduction, and exemption allowance credit amounts. These amounts are included in TABLES 1 through 5 of the EXACT CALCULATION section.

If there are any questions concerning the operation/methodology of Method B for computer software, you may contact:

Franchise Tax Board, Statistical Research and Modeling Section – 516, Mail Stop A-351
P.O. Box 942840, Sacramento, CA 94240.

SPECIAL NOTE FOR MARRIED EMPLOYEES WITH EMPLOYED SPOUSES: To avoid underwithholding of state income tax liability we recommend that you use one of the following options: Single filing status to compute withholding amounts for the employee and spouse; **or** withhold an additional flat amount of tax.

Instructions for Additional Withholding Allowances for Estimated Deductions:

All additional allowances for ESTIMATED DEDUCTIONS that are claimed on a DE 4 must be used to reduce the amount of salaries and wages subject to withholding by using steps 1 and 2 shown below. If the Form W-4 is used for California withholding purposes, all additional allowances for ESTIMATED DEDUCTIONS claimed must be treated as regular withholding allowances, **unless** the employee requests in writing that they be treated in accordance with the following:

1. Subtract the employee's estimated deduction allowance shown in the "TABLE 2 - ESTIMATED DEDUCTION TABLE" from the gross wages subject to withholding; and
2. Compute the tax to be withheld using:

METHOD A - WAGE BRACKET TABLE METHOD; or
METHOD B - EXACT CALCULATION METHOD

If the DE 4 is used for California withholding purposes, compute the tax to be deducted and withheld based on the total number of regular withholding allowances claimed on line 1 of the DE 4.

If the Form W-4 is used for California withholding purposes, compute the tax to be deducted and withheld based on the total number of withholding allowances claimed on line 5 of Form W-4; minus the number of additional allowances for estimated deductions claimed. If the Form W-4 does not separately identify the number of additional allowances for estimated deductions, the employee's request must specify the number claimed. The employee's request will remain in effect until the employee terminates it by furnishing a signed written notice or by furnishing a DE 4.

Employers may require employees to file a DE 4 when they wish to use additional allowances for estimated deductions to reduce the amount of wages subject to withholding.

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

METHOD A - WAGE BRACKET TABLE METHOD

To determine the amount of tax to be withheld follow these steps:

Step 1 Determine if the employee's gross wages are **less** than, or equal to, the amount shown in "TABLE 1 - LOW INCOME EXEMPTION TABLE." If so, no income tax is required to be withheld.

Step 2 If the employee claims any additional withholding allowances for deductions, subtract the amount shown in "TABLE 2 - ESTIMATED DEDUCTION TABLE" from the gross wages.

Step 3 Subtract the number of additional withholding allowances from the total allowances to obtain the net allowances for tax computational purposes.

Step 4 Refer to the correct wage bracket table to arrive at the amount of tax to be withheld.

EXAMPLE A: METHOD A - WAGE BRACKET TABLE METHOD. Weekly earnings of \$900, married, and claiming five withholding allowances on a Form W-4 or DE 4, three of which are for estimated deductions.

Step 1 Earnings for the weekly pay period of \$900 are GREATER than the amount shown in "TABLE 1 - LOW INCOME EXEMPTION TABLE" (\$540); therefore, income tax should be withheld.

Step 2	Earnings for the payroll period	\$900.00
	Subtract amount from "TABLE 2 - ESTIMATED DEDUCTION TABLE"	<u>-58.00</u>
	Salaries and wages subject to withholding	<u><u>\$842.00</u></u>
Step 3	Total number of withholding allowances claimed	5
	Subtract number of estimated deduction allowances claimed	<u>3</u>
	Net allowances for tax computation purposes	<u>2</u>
Step 4	Refer to the appropriate wage bracket table (weekly taxable earnings of \$842 with two deductions) to arrive at the amount of tax to be withheld.	<u><u>\$6.82</u></u>

EXAMPLE B: METHOD A - WAGE BRACKET TABLE METHOD. Monthly earnings of \$3,500, married, and claiming six withholding allowances on a Form W-4 or DE 4, two of which are for estimated deductions.

Step 1 Earnings for the monthly payroll period are GREATER than the amount shown in "TABLE 1 - LOW INCOME EXEMPTION TABLE" (\$2,341); therefore, income tax should be withheld.

Step 2	Earnings for the payroll period:	\$3,500.00
	Subtract amount from "TABLE 2 - ESTIMATED DEDUCTION TABLE:"	<u>-167.00</u>
	Salaries and wages subject to withholding:	<u><u>\$3,333.00</u></u>
Step 3	Total number of withholding allowances claimed:	6
	Subtract number of estimated deduction allowances claimed:	<u>2</u>
	Net allowances for tax computation purposes:	<u>4</u>
Step 4	Refer to the appropriate wage bracket table (monthly taxable earnings of \$3,333 with four deductions) to arrive at the amount of tax to be withheld.	<u><u>\$0.40</u></u>

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

METHOD A---WAGE BRACKET TABLE METHOD

TABLE 1 - LOW INCOME EXEMPTION TABLE

PAYROLL PERIOD	SINGLE, DUAL INCOME MARRIED OR MARRIED WITH MULTIPLE EMPLOYERS	MARRIED		UNMARRIED HEAD OF HOUSEHOLD
		ALLOWANCES ON DE 4 OR W-4 '0' OR '1'	'2' OR MORE	
WEEKLY	\$270	\$270	\$540	\$540
BIWEEKLY	\$540	\$540	\$1,081	\$1,081
SEMI-MONTHLY	\$585	\$585	\$1,171	\$1,171
MONTHLY	\$1,171	\$1,171	\$2,341	\$2,341
QUARTERLY	\$3,512	\$3,512	\$7,024	\$7,024
SEMI-ANNUAL	\$7,024	\$7,024	\$14,048	\$14,048
ANNUAL	\$14,048	\$14,048	\$28,095	\$28,095
DAILY/MISCELLANEOUS	\$54	\$54	\$108	\$108

TABLE 2 - ESTIMATED DEDUCTION TABLE

ADDITIONAL WITHHOLDING ALLOWANCES *	PAYROLL PERIOD							
	BI- WEEKLY	WEEKLY	SEMI- MONTHLY	MONTHLY	QUARTERLY	SEMI- ANNUAL	ANNUAL	DAILY/ MISC.
1	\$19	\$38	\$42	\$83	\$250	\$500	\$1,000	\$4
2	\$38	\$77	\$83	\$167	\$500	\$1,000	\$2,000	\$8
3	\$58	\$115	\$125	\$250	\$750	\$1,500	\$3,000	\$12
4	\$77	\$154	\$167	\$333	\$1,000	\$2,000	\$4,000	\$15
5	\$96	\$192	\$208	\$417	\$1,250	\$2,500	\$5,000	\$19
6	\$115	\$231	\$250	\$500	\$1,500	\$3,000	\$6,000	\$23
7	\$135	\$269	\$292	\$583	\$1,750	\$3,500	\$7,000	\$27
8	\$154	\$308	\$333	\$667	\$2,000	\$4,000	\$8,000	\$31
9	\$173	\$346	\$375	\$750	\$2,250	\$4,500	\$9,000	\$35
10**	\$192	\$385	\$417	\$833	\$2,500	\$5,000	\$10,000	\$38

* Number of Additional Withholding Allowances for Estimated Deductions claimed on form DE-4 or W-4.

** If the number of Additional Withholding Allowances for Estimated Deductions claimed is greater than 10, multiply the amount shown for one Additional Allowance by the number claimed.

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

SINGLE PERSONS, DUAL INCOME MARRIED
OR MARRIED WITH MULTIPLE EMPLOYERS---WEEKLY PAYROLL PERIOD

FOR WAGES PAID IN 2018

IF WAGES ARE...

AND THE NUMBER OF WITHHOLDING ALLOWANCES CLAIMED IS...

AT LEAST	BUT LESS THAN	...THE AMOUNT OF INCOME TAX TO BE WITHHELD SHALL BE...									
		0	1	2	3	4	5	6	7	8	9
\$1	\$160										10 OR MORE
160	170	0.92									
170	180	1.03									
180	190	1.14									
190	200	1.25									
200	210	1.36									
210	220	1.47									
220	230	1.58									
230	240	1.69									
240	250	1.86									
250	260	2.08									
260	270	2.30									
270	280	2.52	0.11								
280	290	2.74	0.33								
290	300	2.96	0.55								
300	310	3.18	0.77								
310	320	3.40	0.99								
320	330	3.62	1.21								
330	340	3.84	1.43								
340	350	4.06	1.65								
350	360	4.28	1.87								
360	370	4.50	2.09								
370	380	4.72	2.31								
380	390	4.94	2.53	0.12							
390	400	5.16	2.75	0.34							
400	410	5.38	2.97	0.56							
410	420	5.60	3.19	0.78							
420	430	5.82	3.41	1.00							
430	440	6.04	3.63	1.22							
440	450	6.26	3.85	1.44							
450	460	6.48	4.07	1.66							
460	480	7.11	4.70	2.29							
480	500	7.99	5.58	3.17	0.76						
500	520	8.87	6.46	4.05	1.64						
520	540	9.75	7.34	4.93	2.52	0.11					
540	560	10.63	8.22	5.81	3.40	0.99					
560	600	11.95	9.54	7.13	4.72	2.31					
600	640	13.71	11.30	8.89	6.48	4.07	1.66				
640	680	15.47	13.06	10.65	8.24	5.83	3.42	1.01			
680	720	17.81	15.40	12.99	10.58	8.18	5.77	3.36	0.95		
720	760	20.45	18.04	15.63	13.22	10.82	8.41	6.00	3.59	1.18	
760	800	23.09	20.68	18.27	15.86	13.46	11.05	8.64	6.23	3.82	1.41
800	840	25.73	23.32	20.91	18.50	16.10	13.69	11.28	8.87	6.46	4.05
840	880	28.37	25.96	23.55	21.14	18.74	16.33	13.92	11.51	9.10	6.69
880	920	31.01	28.60	26.19	23.78	21.38	18.97	16.56	14.15	11.74	9.33
920	960	34.48	32.07	29.66	27.25	24.84	22.43	20.02	17.61	15.21	12.80
960	1000	38.00	35.59	33.18	30.77	28.36	25.95	23.54	21.13	18.73	16.32
1000	1040	41.52	39.11	36.70	34.29	31.88	29.47	27.06	24.65	22.25	19.84
1040	1080	45.04	42.63	40.22	37.81	35.40	32.99	30.58	28.17	25.77	23.36
1080	1120	48.56	46.15	43.74	41.33	38.92	36.51	34.10	31.69	29.29	26.88
1120	1160	52.37	49.96	47.55	45.14	42.74	40.33	37.92	35.51	33.10	30.69

1160 and over

(Use Method B - Exact Calculation Method)

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

MARRIED PERSONS----WEEKLY PAYROLL PERIOD

FOR WAGES PAID IN 2018

IF WAGES ARE...

AND THE NUMBER OF WITHHOLDING ALLOWANCES CLAIMED IS...

AT LEAST	BUT LESS THAN	0	1	2	3	4	5	6	7	8	9	10 OR MORE
...THE AMOUNT OF INCOME TAX TO BE WITHHELD SHALL BE...												
	\$1	\$160										
160	170	0.92										
170	180	1.03										
180	190	1.14										
190	200	1.25										
200	210	1.36										
210	220	1.47										
220	230	1.58										
230	240	1.69										
240	250	1.80										
250	260	1.91										
260	270	2.02										
270	280	2.13										
280	290	2.24										
290	300	2.35										
300	310	2.46	0.05									
310	320	2.57	0.16									
320	330	2.68	0.27									
330	340	2.79	0.38									
340	350	2.90	0.49									
350	360	3.01	0.60									
360	370	3.12	0.71									
370	380	3.23	0.82									
380	390	3.34	0.93									
390	400	3.45	1.04									
400	410	3.64	1.23									
410	420	3.86	1.45									
420	430	4.08	1.67									
430	440	4.30	1.89									
440	460	4.63	2.22									
460	480	5.07	2.66									
480	500	5.51	3.10									
500	520	5.95	3.54									
520	540	6.39	3.98									
540	560	6.83	4.42	0.22								
560	580	7.27	4.86	0.66								
580	600	7.71	5.30	1.10								
600	620	8.15	5.74	1.54								
620	640	8.59	6.18	1.98								
640	660	9.03	6.62	2.42	0.01							
660	680	9.47	7.06	2.86	0.45							
680	700	9.91	7.50	3.30	0.89							
700	720	10.35	7.94	3.74	1.33							
720	740	10.79	8.38	4.18	1.77							
740	760	11.23	8.82	4.62	2.21							
760	780	11.67	9.26	5.06	2.65	0.24						
780	800	12.11	9.70	5.50	3.09	0.68						
800	820	12.55	10.14	5.94	3.53	1.12						
820	840	12.99	10.58	6.38	3.97	1.56						
840	860	13.84	11.43	6.82	4.41	2.00						
860	880	14.72	12.31	7.26	4.85	2.44	0.03					

--- CONTINUED NEXT PAGE ---

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

MARRIED PERSONS---WEEKLY PAYROLL PERIOD

FOR WAGES PAID IN 2018

IF WAGES ARE...

AND THE NUMBER OF WITHHOLDING ALLOWANCES CLAIMED IS...

AT LEAST	BUT LESS THAN	...THE AMOUNT OF INCOME TAX TO BE WITHHELD SHALL BE...										
		0	1	2	3	4	5	6	7	8	9	10 OR MORE
880	900	15.60	13.19	7.70	5.29	2.88	0.47					
900	920	16.48	14.07	8.14	5.73	3.32	0.91					
920	940	17.36	14.95	8.96	6.55	4.14	1.73					
940	960	18.24	15.83	9.84	7.43	5.02	2.61	0.20				
960	980	19.12	16.71	10.72	8.31	5.90	3.49	1.08				
980	1000	20.00	17.59	11.60	9.19	6.78	4.37	1.96				
1000	1020	20.88	18.47	12.48	10.07	7.66	5.25	2.84	0.43			
1020	1040	21.76	19.35	13.36	10.95	8.54	6.13	3.72	1.31			
1040	1060	22.64	20.23	14.24	11.83	9.42	7.01	4.60	2.19			
1060	1080	23.52	21.11	15.12	12.71	10.30	7.89	5.48	3.07	0.66		
1080	1100	24.40	21.99	16.00	13.59	11.18	8.77	6.36	3.95	1.54		
1100	1120	25.28	22.87	16.88	14.47	12.06	9.65	7.24	4.83	2.42	0.01	
1120	1140	26.16	23.75	17.76	15.35	12.94	10.53	8.12	5.71	3.30	0.89	
1140	1170	27.26	24.85	18.86	16.45	14.04	11.63	9.22	6.81	4.40	1.99	
1170	1200	28.58	26.17	20.18	17.77	15.36	12.95	10.54	8.13	5.72	3.31	0.91
1200	1230	29.90	27.49	21.50	19.09	16.68	14.27	11.86	9.45	7.04	4.63	2.23
1230	1260	31.22	28.81	22.82	20.41	18.00	15.59	13.18	10.77	8.36	5.95	3.55
1260	1290	32.75	30.34	24.14	21.73	19.32	16.91	14.50	12.09	9.68	7.27	4.87
1290	1320	34.73	32.32	25.46	23.05	20.64	18.23	15.82	13.41	11.00	8.59	6.19
1320	1350	36.71	34.30	26.78	24.37	21.96	19.55	17.14	14.73	12.32	9.91	7.51
1350	1390	39.02	36.61	28.83	26.42	24.01	21.60	19.19	16.78	14.37	11.96	9.55
1390	1430	41.66	39.25	31.47	29.06	26.65	24.24	21.83	19.42	17.01	14.60	12.19
1430	1470	44.30	41.89	34.11	31.70	29.29	26.88	24.47	22.06	19.65	17.24	14.83
1470	1510	46.94	44.53	36.75	34.34	31.93	29.52	27.11	24.70	22.29	19.88	17.47
1510	1550	49.58	47.17	39.39	36.98	34.57	32.16	29.75	27.34	24.93	22.52	20.11
1550	1590	52.22	49.81	42.03	39.62	37.21	34.80	32.39	29.98	27.57	25.16	22.75
1590	1630	54.86	52.45	44.67	42.26	39.85	37.44	35.03	32.62	30.21	27.80	25.39
1630	1670	57.50	55.09	47.31	44.90	42.49	40.08	37.67	35.26	32.85	30.44	28.03
1670	1710	60.14	57.73	49.95	47.54	45.13	42.72	40.31	37.90	35.49	33.08	30.67
1710	1750	62.92	60.51	52.59	50.18	47.77	45.36	42.95	40.54	38.13	35.72	33.31
1750	1790	66.44	64.03	55.23	52.82	50.41	48.00	45.59	43.18	40.77	38.36	35.95
1790	1830	69.96	67.55	57.98	55.57	53.16	50.75	48.34	45.93	43.52	41.11	38.71
1830	1870	73.48	71.07	61.50	59.09	56.68	54.27	51.86	49.45	47.04	44.63	42.23
1870	1910	77.00	74.59	65.02	62.61	60.20	57.79	55.38	52.97	50.56	48.15	45.75
1910	1950	80.52	78.11	68.54	66.13	63.72	61.31	58.90	56.49	54.08	51.67	49.27
1950	2000	84.48	82.07	72.50	70.09	67.68	65.27	62.86	60.45	58.04	55.63	53.23
2000	2070	89.76	87.35	77.78	75.37	72.96	70.55	68.14	65.73	63.32	60.91	58.51
2070	2150	96.36	93.95	84.38	81.97	79.56	77.15	74.74	72.33	69.92	67.51	65.11
2150	2230	103.87	101.46	91.42	89.01	86.60	84.19	81.78	79.37	76.96	74.55	72.15
2230	2310	112.05	109.64	98.90	96.49	94.08	91.67	89.27	86.86	84.45	82.04	79.63

2310 and over

(Use Method B - Exact Calculation Method)

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

UNMARRIED HEAD OF HOUSEHOLD---WEEKLY PAYROLL PERIOD

FOR WAGES PAID IN 2018

IF WAGES ARE...

AND THE NUMBER OF WITHHOLDING ALLOWANCES CLAIMED IS...

AT LEAST	BUT LESS THAN	AND THE NUMBER OF WITHHOLDING ALLOWANCES CLAIMED IS...									
		0	1	2	3	4	5	6	7	8	9
...THE AMOUNT OF INCOME TAX TO BE WITHHELD SHALL BE...											
\$1	\$250										
250	260	1.01									
260	270	1.12									
270	280	1.23									
280	290	1.34									
290	300	1.45									
300	310	1.56									
310	320	1.67									
320	330	1.78									
330	340	1.89									
340	350	2.00									
350	360	2.11									
360	370	2.22									
370	380	2.33									
380	390	2.44	0.03								
390	400	2.55	0.14								
400	410	2.66	0.25								
410	420	2.77	0.36								
420	430	2.88	0.47								
430	440	2.99	0.58								
440	450	3.10	0.69								
450	460	3.21	0.80								
460	470	3.32	0.91								
470	480	3.43	1.02								
480	490	3.61	1.20								
490	500	3.83	1.42								
500	520	4.16	1.75								
520	540	4.60	2.19								
540	560	5.04	2.63	0.22							
560	580	5.48	3.07	0.66							
580	600	5.92	3.51	1.10							
600	620	6.36	3.95	1.54							
620	640	6.80	4.39	1.98							
640	660	7.24	4.83	2.42	0.01						
660	680	7.68	5.27	2.86	0.45						
680	700	8.12	5.71	3.30	0.89						
700	740	8.78	6.37	3.96	1.55						
740	780	9.66	7.25	4.84	2.43	0.02					
780	820	10.54	8.13	5.72	3.31	0.90					
820	860	11.42	9.01	6.60	4.19	1.78					
860	900	12.30	9.89	7.48	5.07	2.66	0.25				
900	940	13.34	10.93	8.52	6.11	3.70	1.29				
940	990	15.32	12.91	10.50	8.09	5.68	3.27	0.86			
990	1040	17.52	15.11	12.70	10.29	7.88	5.47	3.06	0.65		
1040	1090	19.72	17.31	14.90	12.49	10.08	7.67	5.26	2.85	0.44	
1090	1140	21.92	19.51	17.10	14.69	12.28	9.87	7.46	5.05	2.64	0.23
1140	1200	25.22	22.81	20.40	17.99	15.58	13.17	10.76	8.35	5.95	3.54
1200	1260	29.18	26.77	24.36	21.95	19.54	17.13	14.72	12.31	9.91	7.50
1260	1360	34.46	32.05	29.64	27.23	24.82	22.41	20.00	17.59	15.19	12.78
1360	1460	42.18	39.77	37.36	34.95	32.55	30.14	27.73	25.32	22.91	20.50
1460	1560	50.98	48.57	46.16	43.75	41.35	38.94	36.53	34.12	31.71	29.30
1560	1660	60.27	57.86	55.45	53.04	50.63	48.22	45.81	43.41	41.00	38.59
1660	and over										36.18

(Use Method B - Exact Calculation Method)

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

SINGLE PERSONS, DUAL INCOME MARRIED
OR MARRIED WITH MULTIPLE EMPLOYERS----BIWEEKLY PAYROLL PERIOD

FOR WAGES PAID IN 2018

IF WAGES ARE...

AND THE NUMBER OF WITHHOLDING ALLOWANCES CLAIMED IS...

AT LEAST	BUT LESS THAN	...THE AMOUNT OF INCOME TAX TO BE WITHHELD SHALL BE...									
		0	1	2	3	4	5	6	7	8	9
\$1	\$260										
260	280	1.18									
280	300	1.40									
300	320	1.62									
320	340	1.84									
340	360	2.06									
360	380	2.28									
380	400	2.50									
400	420	2.72									
420	440	2.94									
440	460	3.16									
460	480	3.38									
480	500	3.72									
500	520	4.16									
520	540	4.60									
540	560	5.04	0.22								
560	580	5.48	0.66								
580	600	5.92	1.10								
600	620	6.36	1.54								
620	640	6.80	1.98								
640	660	7.24	2.42								
660	680	7.68	2.86								
680	700	8.12	3.30								
700	720	8.56	3.74								
720	740	9.00	4.18								
740	760	9.44	4.62								
760	780	9.88	5.06	0.24							
780	800	10.32	5.50	0.68							
800	820	10.76	5.94	1.12							
820	860	11.42	6.60	1.78							
860	900	12.30	7.48	2.66							
900	940	13.34	8.52	3.70							
940	980	15.10	10.28	5.46	0.64						
980	1020	16.86	12.04	7.22	2.40						
1020	1070	18.84	14.02	9.20	4.38						
1070	1120	21.04	16.22	11.40	6.58	1.76					
1120	1170	23.24	18.42	13.60	8.78	3.96					
1170	1220	25.44	20.62	15.80	10.98	6.16	1.35				
1220	1270	27.64	22.82	18.00	13.18	8.36	3.55				
1270	1320	29.84	25.02	20.20	15.38	10.56	5.75	0.93			
1320	1370	32.04	27.22	22.40	17.58	12.76	7.95	3.13			
1370	1420	35.29	30.48	25.66	20.84	16.02	11.20	6.39	1.57		
1420	1470	38.59	33.78	28.96	24.14	19.32	14.50	9.69	4.87	0.05	
1470	1520	41.89	37.08	32.26	27.44	22.62	17.80	12.99	8.17	3.35	
1520	1570	45.19	40.38	35.56	30.74	25.92	21.10	16.29	11.47	6.65	1.83
1570	1670	50.14	45.33	40.51	35.69	30.87	26.05	21.24	16.42	11.60	6.78
1670	1770	56.74	51.93	47.11	42.29	37.47	32.65	27.84	23.02	18.20	13.38
1770	1870	63.68	58.86	54.04	49.22	44.40	39.59	34.77	29.95	25.13	20.31
1870	1990	73.36	68.54	63.72	58.90	54.08	49.27	44.45	39.63	34.81	29.99
1990	2110	83.92	79.10	74.28	69.46	64.64	59.83	55.01	50.19	45.37	40.55
2110	2230	94.48	89.66	84.84	80.02	75.20	70.39	65.57	60.75	55.93	51.11
2230	2350	105.77	100.95	96.13	91.31	86.49	81.68	76.86	72.04	67.22	62.40
2350	and over										

(Use Method B - Exact Calculation Method)

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

MARRIED PERSONS---BIWEEKLY PAYROLL PERIOD

FOR WAGES PAID IN 2018

IF WAGES ARE...

AND THE NUMBER OF WITHHOLDING ALLOWANCES CLAIMED IS...

AT LEAST	BUT LESS THAN	...THE AMOUNT OF INCOME TAX TO BE WITHHELD SHALL BE...									
		0	1	2	3	4	5	6	7	8	9
\$1	\$260										
260	280	1.18									
280	300	1.40									
300	320	1.62									
320	340	1.84									
340	360	2.06									
360	380	2.28									
380	400	2.50									
400	420	2.72									
420	440	2.94									
440	460	3.16									
460	480	3.38									
480	500	3.60									
500	520	3.82									
520	540	4.04									
540	560	4.26									
560	580	4.48									
580	600	4.70									
600	620	4.92	0.10								
620	640	5.14	0.32								
640	660	5.36	0.54								
660	680	5.58	0.76								
680	700	5.80	0.98								
700	720	6.02	1.20								
720	740	6.24	1.42								
740	760	6.46	1.64								
760	780	6.68	1.86								
780	800	6.90	2.08								
800	820	7.28	2.47								
820	840	7.72	2.91								
840	860	8.16	3.35								
860	880	8.60	3.79								
880	900	9.04	4.23								
900	920	9.48	4.67								
920	940	9.92	5.11								
940	960	10.36	5.55								
960	980	10.80	5.99								
980	1000	11.24	6.43								
1000	1020	11.68	6.87								
1020	1060	12.34	7.53								
1060	1100	13.22	8.41								
1100	1140	14.10	9.29	0.88							
1140	1180	14.98	10.17	1.76							
1180	1220	15.86	11.05	2.64							
1220	1260	16.74	11.93	3.52							
1260	1300	17.62	12.81	4.40							
1300	1340	18.50	13.69	5.28	0.47						
1340	1380	19.38	14.57	6.16	1.35						
1380	1420	20.26	15.45	7.04	2.23						
1420	1460	21.14	16.33	7.92	3.11						
1460	1500	22.02	17.21	8.80	3.99						

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CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

MARRIED PERSONS----BIWEEKLY PAYROLL PERIOD

FOR WAGES PAID IN 2018

IF WAGES ARE...

AND THE NUMBER OF WITHHOLDING ALLOWANCES CLAIMED IS...

AT LEAST	BUT LESS THAN	...THE AMOUNT OF INCOME TAX TO BE WITHHELD SHALL BE...									
		0	1	2	3	4	5	6	7	8	9
1500	1540	22.90	18.09	9.68	4.87	0.05					
1540	1580	23.78	18.97	10.56	5.75	0.93					
1580	1620	24.66	19.85	11.44	6.63	1.81					
1620	1660	25.54	20.73	12.32	7.51	2.69					
1660	1700	26.80	21.98	13.20	8.39	3.57					
1700	1740	28.56	23.74	14.08	9.27	4.45					
1740	1780	30.32	25.50	14.96	10.15	5.33	0.51				
1780	1820	32.08	27.26	15.84	11.03	6.21	1.39				
1820	1860	33.84	29.02	17.04	12.22	7.40	2.58				
1860	1900	35.60	30.78	18.80	13.98	9.16	4.34				
1900	1940	37.36	32.54	20.56	15.74	10.92	6.10	1.28			
1940	1980	39.12	34.30	22.32	17.50	12.68	7.86	3.04			
1980	2020	40.88	36.06	24.08	19.26	14.44	9.62	4.80			
2020	2060	42.64	37.82	25.84	21.02	16.20	11.38	6.56	1.75		
2060	2100	44.40	39.58	27.60	22.78	17.96	13.14	8.32	3.51		
2100	2140	46.16	41.34	29.36	24.54	19.72	14.90	10.08	5.27	0.45	
2140	2180	47.92	43.10	31.12	26.30	21.48	16.66	11.84	7.03	2.21	
2180	2220	49.68	44.86	32.88	28.06	23.24	18.42	13.60	8.79	3.97	
2220	2260	51.44	46.62	34.64	29.82	25.00	20.18	15.36	10.55	5.73	0.91
2260	2300	53.20	48.38	36.40	31.58	26.76	21.94	17.12	12.31	7.49	2.67
2300	2350	55.18	50.36	38.38	33.56	28.74	23.92	19.10	14.29	9.47	4.65
2350	2400	57.38	52.56	40.58	35.76	30.94	26.12	21.30	16.49	11.67	6.85
2400	2450	59.58	54.76	42.78	37.96	33.14	28.32	23.50	18.69	13.87	9.05
2450	2500	61.78	56.96	44.98	40.16	35.34	30.52	25.70	20.89	16.07	11.25
2500	2550	63.98	59.16	47.18	42.36	37.54	32.72	27.90	23.09	18.27	13.45
2550	2600	67.15	62.33	49.38	44.56	39.74	34.92	30.10	25.29	20.47	15.65
2600	2650	70.45	65.63	51.58	46.76	41.94	37.12	32.30	27.49	22.67	17.85
2650	2700	73.75	68.93	53.78	48.96	44.14	39.32	34.50	29.69	24.87	20.05
2700	2750	77.05	72.23	56.66	51.84	47.02	42.21	37.39	32.57	27.75	22.93
2750	2800	80.35	75.53	59.96	55.14	50.32	45.51	40.69	35.87	31.05	26.23
2800	2850	83.65	78.83	63.26	58.44	53.62	48.81	43.99	39.17	34.35	29.53
2850	2900	86.95	82.13	66.56	61.74	56.92	52.11	47.29	42.47	37.65	32.83
2900	2950	90.25	85.43	69.86	65.04	60.22	55.41	50.59	45.77	40.95	36.13
2950	3000	93.55	88.73	73.16	68.34	63.52	58.71	53.89	49.07	44.25	39.43
3000	3050	96.85	92.03	76.46	71.64	66.82	62.01	57.19	52.37	47.55	42.73
3050	3150	101.80	96.98	81.41	76.59	71.77	66.96	62.14	57.32	52.50	47.68
3150	3250	108.40	103.58	88.01	83.19	78.37	73.56	68.74	63.92	59.10	54.28
3250	3350	115.00	110.18	94.61	89.79	84.97	80.16	75.34	70.52	65.70	60.88
3350	3450	121.60	116.78	101.21	96.39	91.57	86.76	81.94	77.12	72.30	67.48
3450	3550	129.37	124.55	107.81	102.99	98.17	93.36	88.54	83.72	78.90	74.08
3550	3650	138.17	133.35	114.41	109.59	104.77	99.96	95.14	90.32	85.50	80.68
3650	3750	146.97	142.15	122.99	118.18	113.36	108.54	103.72	98.90	94.09	89.27
3750	3850	155.77	150.95	131.79	126.98	122.16	117.34	112.52	107.70	102.89	98.07
3850	3950	164.57	159.75	140.59	135.78	130.96	126.14	121.32	116.50	111.69	106.87
3950	4050	173.37	168.55	149.39	144.58	139.76	134.94	130.12	125.30	120.49	115.67
4050	4160	182.61	177.79	158.63	153.82	149.00	144.18	139.36	134.54	129.73	124.91
4160	4310	194.05	189.23	170.07	165.26	160.44	155.62	150.80	145.98	141.17	136.35
4310	4460	208.25	203.43	183.27	178.46	173.64	168.82	164.00	159.18	154.37	149.55
4460	4610	223.59	218.78	197.29	192.47	187.66	182.84	178.02	173.20	168.38	163.57

4610 and over

(Use Method B - Exact Calculation Method)

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

UNMARRIED HEAD OF HOUSEHOLD---BIWEEKLY PAYROLL PERIOD

FOR WAGES PAID IN 2018

IF WAGES ARE...

AND THE NUMBER OF WITHHOLDING ALLOWANCES CLAIMED IS...

AT LEAST	BUT LESS THAN	0	1	2	3	4	5	6	7	8	9	10 OR MORE
...THE AMOUNT OF INCOME TAX TO BE WITHHELD SHALL BE...												
\$1	\$560											
560	580	2.69										
580	600	2.91										
600	620	3.13										
620	640	3.35										
640	660	3.57										
660	680	3.79										
680	700	4.01										
700	720	4.23										
720	740	4.45										
740	760	4.67										
760	780	4.89	0.07									
780	800	5.11	0.29									
800	820	5.33	0.51									
820	840	5.55	0.73									
840	860	5.77	0.95									
860	880	5.99	1.17									
880	900	6.21	1.39									
900	920	6.43	1.61									
920	940	6.65	1.83									
940	960	6.87	2.05									
960	980	7.22	2.40									
980	1000	7.66	2.84									
1000	1040	8.32	3.50									
1040	1080	9.20	4.38									
1080	1120	10.08	5.26	0.44								
1120	1160	10.96	6.14	1.32								
1160	1200	11.84	7.02	2.20								
1200	1250	12.83	8.01	3.19								
1250	1300	13.93	9.11	4.29								
1300	1350	15.03	10.21	5.39	0.58							
1350	1400	16.13	11.31	6.49	1.68							
1400	1450	17.23	12.41	7.59	2.78							
1450	1500	18.33	13.51	8.69	3.88							
1500	1550	19.43	14.61	9.79	4.98	0.16						
1550	1600	20.53	15.71	10.89	6.08	1.26						
1600	1650	21.63	16.81	11.99	7.18	2.36						
1650	1700	22.73	17.91	13.09	8.28	3.46						
1700	1750	23.83	19.01	14.19	9.38	4.56						
1750	1800	24.93	20.11	15.29	10.48	5.66	0.84					
1800	1850	26.03	21.21	16.39	11.58	6.76	1.94					
1850	1950	29.31	24.49	19.68	14.86	10.04	5.22	0.40				
1950	2050	33.71	28.89	24.08	19.26	14.44	9.62	4.80				
2050	2150	38.11	33.29	28.48	23.66	18.84	14.02	9.20	4.39			
2150	2250	42.51	37.69	32.88	28.06	23.24	18.42	13.60	8.79	3.97		
2250	2350	47.79	42.98	38.16	33.34	28.52	23.70	18.89	14.07	9.25	4.43	
2350	2450	54.39	49.58	44.76	39.94	35.12	30.30	25.49	20.67	15.85	11.03	6.21
2450	2550	60.99	56.18	51.36	46.54	41.72	36.90	32.09	27.27	22.45	17.63	12.81
2550	2650	67.59	62.78	57.96	53.14	48.32	43.50	38.69	33.87	29.05	24.23	19.41
2650	2750	74.19	69.38	64.56	59.74	54.92	50.10	45.29	40.47	35.65	30.83	26.01
2750	2850	82.60	77.78	72.97	68.15	63.33	58.51	53.69	48.88	44.06	39.24	34.42
2850	2990	93.16	88.34	83.53	78.71	73.89	69.07	64.25	59.44	54.62	49.80	44.98
2990	3130	105.48	100.66	95.85	91.03	86.21	81.39	76.57	71.76	66.94	62.12	57.30
3130	3270	118.49	113.67	108.85	104.04	99.22	94.40	89.58	84.76	79.95	75.13	70.31

3270 and over

(Use Method B - Exact Calculation Method)

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

SINGLE PERSONS, DUAL INCOME MARRIED
OR MARRIED WITH MULTIPLE EMPLOYERS---SEMI-MONTHLY PAYROLL PERIOD

FOR WAGES PAID IN 2018

IF WAGES ARE...

AND THE NUMBER OF WITHHOLDING ALLOWANCES CLAIMED IS...

AT LEAST	BUT LESS THAN	...THE AMOUNT OF INCOME TAX TO BE WITHHELD SHALL BE...									
		0	1	2	3	4	5	6	7	8	9
	\$1	\$300									
300	320	1.47									
320	340	1.69									
340	360	1.91									
360	380	2.13									
380	400	2.35									
400	420	2.57									
420	440	2.79									
440	460	3.01									
460	480	3.23									
480	500	3.45									
500	540	3.78									
540	580	4.66									
580	620	5.54	0.32								
620	660	6.42	1.20								
660	700	7.30	2.08								
700	740	8.18	2.96								
740	780	9.06	3.84								
780	820	9.94	4.72								
820	860	10.82	5.60	0.37							
860	900	11.70	6.48	1.25							
900	940	12.58	7.36	2.13							
940	980	13.46	8.24	3.01							
980	1020	14.60	9.37	4.15							
1020	1060	16.36	11.13	5.91	0.68						
1060	1100	18.12	12.89	7.67	2.44						
1100	1140	19.88	14.65	9.43	4.20						
1140	1180	21.64	16.41	11.19	5.96	0.74					
1180	1220	23.40	18.17	12.95	7.72	2.50					
1220	1260	25.16	19.93	14.71	9.48	4.26					
1260	1300	26.92	21.69	16.47	11.24	6.02	0.79				
1300	1340	28.68	23.45	18.23	13.00	7.78	2.55				
1340	1380	30.44	25.21	19.99	14.76	9.54	4.31				
1380	1420	32.20	26.97	21.75	16.52	11.30	6.07	0.85			
1420	1460	33.96	28.73	23.51	18.28	13.06	7.83	2.61			
1460	1500	36.19	30.97	25.74	20.52	15.29	10.07	4.84			
1500	1540	38.83	33.61	28.38	23.16	17.93	12.71	7.48	2.26		
1540	1580	41.47	36.25	31.02	25.80	20.57	15.35	10.12	4.90		
1580	1620	44.11	38.89	33.66	28.44	23.21	17.99	12.76	7.54	2.31	
1620	1660	46.75	41.53	36.30	31.08	25.85	20.63	15.40	10.18	4.95	
1660	1700	49.39	44.17	38.94	33.72	28.49	23.27	18.04	12.82	7.59	2.37
1700	1750	52.36	47.14	41.91	36.69	31.46	26.24	21.01	15.79	10.56	5.34
1750	1800	55.66	50.44	45.21	39.99	34.76	29.54	24.31	19.09	13.86	8.63
1800	1850	58.96	53.74	48.51	43.29	38.06	32.84	27.61	22.39	17.16	11.94
1850	1900	62.26	57.04	51.81	46.59	41.36	36.14	30.91	25.69	20.46	15.24
1900	1950	65.56	60.34	55.11	49.89	44.66	39.44	34.21	28.99	23.76	18.54
1950	2050	71.47	66.24	61.02	55.79	50.57	45.34	40.12	34.89	29.67	24.44
2050	2150	80.27	75.04	69.82	64.59	59.37	54.14	48.92	43.69	38.47	33.24
2150	2290	90.83	85.60	80.38	75.15	69.93	64.70	59.48	54.25	49.03	43.80
2290	2430	103.15	97.92	92.70	87.47	82.25	77.02	71.80	66.57	61.35	56.12
2430	2580	117.04	111.82	106.59	101.37	96.14	90.92	85.69	80.47	75.24	70.02
											64.79

2580 and over

(Use Method B - Exact Calculation Method)

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

MARRIED PERSONS----SEMI-MONTHLY PAYROLL PERIOD

FOR WAGES PAID IN 2018

IF WAGES ARE...

AND THE NUMBER OF WITHHOLDING ALLOWANCES CLAIMED IS...

AT LEAST	BUT LESS THAN	0	1	2	3	4	5	6	7	8	9	10 OR MORE
...THE AMOUNT OF INCOME TAX TO BE WITHHELD SHALL BE...												
\$1	\$300											
300	320	1.47										
320	340	1.69										
340	360	1.91										
360	380	2.13										
380	400	2.35										
400	420	2.57										
420	440	2.79										
440	460	3.01										
460	480	3.23										
480	500	3.45										
500	520	3.67										
520	540	3.89										
540	560	4.11										
560	580	4.33										
580	600	4.55										
600	620	4.77										
620	640	4.99										
640	660	5.21										
660	680	5.43	0.20									
680	700	5.65	0.42									
700	720	5.87	0.64									
720	740	6.09	0.86									
740	760	6.31	1.08									
760	780	6.53	1.30									
780	800	6.75	1.52									
800	820	6.97	1.74									
820	840	7.19	1.96									
840	860	7.41	2.18									
860	880	7.71	2.49									
880	900	8.15	2.93									
900	920	8.59	3.37									
920	940	9.03	3.81									
940	960	9.47	4.25									
960	980	9.91	4.69									
980	1000	10.35	5.13									
1000	1040	11.01	5.79									
1040	1080	11.89	6.67									
1080	1120	12.77	7.55									
1120	1160	13.65	8.43									
1160	1200	14.53	9.31	0.20								
1200	1240	15.41	10.19	1.08								
1240	1280	16.29	11.07	1.96								
1280	1320	17.17	11.95	2.84								
1320	1360	18.05	12.83	3.72								
1360	1400	18.93	13.71	4.60								
1400	1440	19.81	14.59	5.48	0.25							
1440	1480	20.69	15.47	6.36	1.13							
1480	1520	21.57	16.35	7.24	2.01							
1520	1560	22.45	17.23	8.12	2.89							
1560	1600	23.33	18.11	9.00	3.77							

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CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

MARRIED PERSONS---SEMI-MONTHLY PAYROLL PERIOD

FOR WAGES PAID IN 2018

IF WAGES ARE...

AND THE NUMBER OF WITHHOLDING ALLOWANCES CLAIMED IS...

AT LEAST	BUT LESS THAN	...THE AMOUNT OF INCOME TAX TO BE WITHHELD SHALL BE...									
		0	1	2	3	4	5	6	7	8	9
1600	1640	24.21	18.99	9.88	4.65						
1640	1680	25.09	19.87	10.76	5.53	0.31					
1680	1720	25.97	20.75	11.64	6.41	1.19					
1720	1760	26.85	21.63	12.52	7.29	2.07					
1760	1800	27.73	22.51	13.40	8.17	2.95					
1800	1840	29.04	23.82	14.28	9.05	3.83					
1840	1880	30.80	25.58	15.16	9.93	4.71					
1880	1920	32.56	27.34	16.04	10.81	5.59	0.36				
1920	1960	34.32	29.10	16.92	11.69	6.47	1.24				
1960	2000	36.08	30.86	17.86	12.64	7.41	2.19				
2000	2040	37.84	32.62	19.62	14.40	9.17	3.95				
2040	2080	39.60	34.38	21.38	16.16	10.93	5.71	0.48			
2080	2120	41.36	36.14	23.14	17.92	12.69	7.47	2.24			
2120	2160	43.12	37.90	24.90	19.68	14.45	9.23	4.00			
2160	2200	44.88	39.66	26.66	21.44	16.21	10.99	5.76	0.54		
2200	2250	46.86	41.64	28.64	23.42	18.19	12.97	7.74	2.52		
2250	2300	49.06	43.84	30.84	25.62	20.39	15.17	9.94	4.72		
2300	2350	51.26	46.04	33.04	27.82	22.59	17.37	12.14	6.92	1.69	
2350	2400	53.46	48.24	35.24	30.02	24.79	19.57	14.34	9.12	3.89	
2400	2450	55.66	50.44	37.44	32.22	26.99	21.77	16.54	11.32	6.09	0.87
2450	2500	57.86	52.64	39.64	34.42	29.19	23.97	18.74	13.52	8.29	3.07
2500	2550	60.06	54.84	41.84	36.62	31.39	26.17	20.94	15.72	10.49	5.27
2550	2600	62.26	57.04	44.04	38.82	33.59	28.37	23.14	17.92	12.69	7.47
2600	2650	64.46	59.24	46.24	41.02	35.79	30.57	25.34	20.12	14.89	9.67
2650	2700	66.66	61.44	48.44	43.22	37.99	32.77	27.54	22.32	17.09	11.87
2700	2750	68.86	63.64	50.64	45.42	40.19	34.97	29.74	24.52	19.29	14.07
2750	2800	71.82	66.59	52.84	47.62	42.39	37.17	31.94	26.72	21.49	16.27
2800	2850	75.12	69.89	55.04	49.82	44.59	39.37	34.14	28.92	23.69	18.47
2850	2900	78.42	73.19	57.24	52.02	46.79	41.57	36.34	31.12	25.89	20.67
2900	2950	81.72	76.49	59.62	54.40	49.17	43.95	38.72	33.50	28.27	23.05
2950	3000	85.02	79.79	62.92	57.70	52.47	47.25	42.02	36.80	31.57	26.35
3000	3075	89.14	83.92	67.05	61.82	56.60	51.37	46.15	40.92	35.70	30.47
3075	3150	94.09	88.87	72.00	66.77	61.55	56.32	51.10	45.87	40.65	35.42
3150	3225	99.04	93.82	76.95	71.72	66.50	61.27	56.05	50.82	45.60	40.37
3225	3300	103.99	98.77	81.90	76.67	71.45	66.22	61.00	55.77	50.55	45.32
3300	3375	108.94	103.72	86.85	81.62	76.40	71.17	65.95	60.72	55.50	50.27
3375	3475	114.72	109.49	92.62	87.40	82.17	76.95	71.72	66.50	61.27	56.05
3475	3575	121.32	116.09	99.22	94.00	88.77	83.55	78.32	73.10	67.87	62.65
3575	3675	127.92	122.69	105.82	100.60	95.37	90.15	84.92	79.70	74.47	69.25
3675	3775	134.52	129.29	112.42	107.20	101.97	96.75	91.52	86.30	81.07	75.85
3775	3875	143.07	137.84	119.02	113.80	108.57	103.35	98.12	92.90	87.67	82.45
3875	3975	151.87	146.64	125.88	120.66	115.43	110.21	104.98	99.76	94.53	89.31
3975	4075	160.67	155.44	134.68	129.46	124.23	119.01	113.78	108.56	103.33	98.11
4075	4175	169.47	164.24	143.48	138.26	133.03	127.81	122.58	117.36	112.13	106.91
4175	4325	180.47	175.24	154.48	149.26	144.03	138.81	133.58	128.36	123.13	117.91
4325	4575	198.07	192.84	172.08	166.86	161.63	156.41	151.18	145.96	140.73	135.51
4575	4825	220.43	215.21	194.08	188.86	183.63	178.41	173.18	167.96	162.73	157.51
4825	5075	246.01	240.78	217.50	212.27	207.05	201.82	196.60	191.37	186.15	180.92
5075	and over										

(Use Method B - Exact Calculation Method)

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

UNMARRIED HEAD OF HOUSEHOLD---SEMI-MONTHLY PAYROLL PERIOD

FOR WAGES PAID IN 2018

IF WAGES ARE...

AND THE NUMBER OF WITHHOLDING ALLOWANCES CLAIMED IS...

AT LEAST	BUT LESS THAN	...THE AMOUNT OF INCOME TAX TO BE WITHHELD SHALL BE...									
		0	1	2	3	4	5	6	7	8	9
\$1	\$600										10 OR MORE
600	620	2.83									
620	640	3.05									
640	660	3.27									
660	680	3.49									
680	700	3.71									
700	720	3.93									
720	740	4.15									
740	760	4.37									
760	780	4.59									
780	800	4.81									
800	820	5.03									
820	840	5.25	0.02								
840	860	5.47	0.24								
860	880	5.69	0.46								
880	900	5.91	0.68								
900	940	6.24	1.01								
940	980	6.68	1.45								
980	1020	7.12	1.89								
1020	1060	7.57	2.34								
1060	1100	8.45	3.22								
1100	1140	9.33	4.10								
1140	1180	10.21	4.98								
1180	1220	11.09	5.86	0.64							
1220	1260	11.97	6.74	1.52							
1260	1300	12.85	7.62	2.40							
1300	1350	13.84	8.61	3.39							
1350	1400	14.94	9.71	4.49							
1400	1450	16.04	10.81	5.59	0.36						
1450	1500	17.14	11.91	6.69	1.46						
1500	1550	18.24	13.01	7.79	2.56						
1550	1600	19.34	14.11	8.89	3.66						
1600	1650	20.44	15.21	9.99	4.76						
1650	1700	21.54	16.31	11.09	5.86	0.64					
1700	1750	22.64	17.41	12.19	6.96	1.74					
1750	1800	23.74	18.51	13.29	8.06	2.84					
1800	1900	25.39	20.16	14.94	9.71	4.49					
1900	2000	27.59	22.36	17.14	11.91	6.69	1.46				
2000	2100	31.37	26.15	20.92	15.70	10.47	5.25	0.02			
2100	2200	35.77	30.55	25.32	20.10	14.87	9.65	4.42			
2200	2300	40.17	34.95	29.72	24.50	19.27	14.05	8.82	3.60		
2300	2400	44.57	39.35	34.12	28.90	23.67	18.45	13.22	8.00	2.77	
2400	2500	49.04	43.81	38.59	33.36	28.14	22.91	17.69	12.46	7.24	2.01
2500	2600	55.64	50.41	45.19	39.96	34.74	29.51	24.29	19.06	13.84	8.61
2600	2700	62.24	57.01	51.79	46.56	41.34	36.11	30.89	25.66	20.44	15.21
2700	2800	68.84	63.61	58.39	53.16	47.94	42.71	37.49	32.26	27.04	21.81
2800	2940	76.76	71.53	66.31	61.08	55.86	50.63	45.41	40.18	34.96	29.73
2940	3080	87.43	82.20	76.98	71.75	66.53	61.30	56.08	50.85	45.63	40.40
3080	3240	100.63	95.40	90.18	84.95	79.73	74.50	69.28	64.05	58.83	53.60
3240	3400	114.71	109.48	104.26	99.03	93.81	88.58	83.36	78.13	72.91	67.68
3400	3560	129.72	124.49	119.27	114.04	108.82	103.59	98.37	93.14	87.92	82.69
3560	and over										77.47

(Use Method B - Exact Calculation Method)

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

SINGLE PERSONS, DUAL INCOME MARRIED
OR MARRIED WITH MULTIPLE EMPLOYERS---MONTHLY PAYROLL PERIOD

FOR WAGES PAID IN 2018

IF WAGES ARE...

AND THE NUMBER OF WITHHOLDING ALLOWANCES CLAIMED IS...

AT LEAST	BUT LESS THAN	...THE AMOUNT OF INCOME TAX TO BE WITHHELD SHALL BE...									
		0	1	2	3	4	5	6	7	8	9
\$1	\$600										10 OR MORE
600	640	2.94									
640	680	3.38									
680	720	3.82									
720	760	4.26									
760	800	4.70									
800	840	5.14									
840	880	5.58									
880	920	6.02									
920	960	6.46									
960	1000	6.90									
1000	1050	7.39									
1050	1100	8.34									
1100	1150	9.44									
1150	1200	10.54	0.09								
1200	1250	11.64		1.19							
1250	1300	12.74	2.29								
1300	1350	13.84	3.39								
1350	1400	14.94	4.49								
1400	1450	16.04	5.59								
1450	1500	17.14	6.69								
1500	1600	18.79	8.34								
1600	1700	20.99	10.54	0.09							
1700	1800	23.19	12.74	2.29							
1800	1900	25.39	14.94	4.49							
1900	2000	27.59	17.14	6.69							
2000	2100	31.39	20.94	10.49	0.04						
2100	2200	35.79	25.34	14.89	4.44						
2200	2300	40.19	29.74	19.29	8.84						
2300	2400	44.59	34.14	23.69	13.24	2.79					
2400	2500	48.99	38.54	28.09	17.64	7.19					
2500	2600	53.39	42.94	32.49	22.04	11.59	1.14				
2600	2700	57.79	47.34	36.89	26.44	15.99	5.54				
2700	2800	62.19	51.74	41.29	30.84	20.39	9.94				
2800	2900	66.59	56.14	45.69	35.24	24.79	14.34	3.89			
2900	3000	71.72	61.27	50.82	40.37	29.92	19.47	9.02			
3000	3100	78.32	67.87	57.42	46.97	36.52	26.07	15.62	5.17		
3100	3200	84.92	74.47	64.02	53.57	43.12	32.67	22.22	11.77	1.32	
3200	3300	91.52	81.07	70.62	60.17	49.72	39.27	28.82	18.37	7.92	
3300	3400	98.12	87.67	77.22	66.77	56.32	45.87	35.42	24.97	14.52	4.07
3400	3500	104.72	94.27	83.82	73.37	62.92	52.47	42.02	31.57	21.12	10.67
											0.22
3500	3600	111.32	100.87	90.42	79.97	69.52	59.07	48.62	38.17	27.72	17.27
3600	3700	117.92	107.47	97.02	86.57	76.12	65.67	55.22	44.77	34.32	23.87
3700	3800	124.52	114.07	103.62	93.17	82.72	72.27	61.82	51.37	40.92	30.47
3800	3900	131.12	120.67	110.22	99.77	89.32	78.87	68.42	57.97	47.52	37.07
3900	4100	142.93	132.48	122.03	111.58	101.13	90.68	80.23	69.78	59.33	48.88
											38.43
4100	4300	160.53	150.08	139.63	129.18	118.73	108.28	97.83	87.38	76.93	66.48
4300	4500	178.13	167.68	157.23	146.78	136.33	125.88	115.43	104.98	94.53	84.08
4500	4800	200.13	189.68	179.23	168.78	158.33	147.88	137.43	126.98	116.53	106.08
4800	5100	227.95	217.50	207.05	196.60	186.15	175.70	165.25	154.80	144.35	133.90
											123.45

5100 and over

(Use Method B - Exact Calculation Method)

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

MARRIED PERSONS---MONTHLY PAYROLL PERIOD

FOR WAGES PAID IN 2018

IF WAGES ARE...

AND THE NUMBER OF WITHHOLDING ALLOWANCES CLAIMED IS...

AT LEAST	BUT LESS THAN	...THE AMOUNT OF INCOME TAX TO BE WITHHELD SHALL BE...									
		0	1	2	3	4	5	6	7	8	9 OR MORE
\$1	\$600										
600	640	2.94									
640	680	3.38									
680	720	3.82									
720	760	4.26									
760	800	4.70									
800	840	5.14									
840	880	5.58									
880	920	6.02									
920	960	6.46									
960	1000	6.90									
1000	1040	7.34									
1040	1080	7.78									
1080	1120	8.22									
1120	1160	8.66									
1160	1200	9.10									
1200	1240	9.54									
1240	1280	9.98									
1280	1320	10.42									
1320	1360	10.86	0.41								
1360	1400	11.30	0.85								
1400	1440	11.74	1.29								
1440	1480	12.18	1.73								
1480	1520	12.62	2.17								
1520	1560	13.06	2.61								
1560	1600	13.50	3.05								
1600	1640	13.94	3.49								
1640	1680	14.38	3.93								
1680	1720	14.82	4.37								
1720	1760	15.42	4.97								
1760	1800	16.30	5.85								
1800	1840	17.18	6.73								
1840	1880	18.06	7.61								
1880	1920	18.94	8.49								
1920	1960	19.82	9.37								
1960	2000	20.70	10.25								
2000	2040	21.58	11.13								
2040	2080	22.46	12.01								
2080	2140	23.56	13.11								
2140	2200	24.88	14.43								
2200	2260	26.20	15.75								
2260	2320	27.52	17.07								
2320	2380	28.84	18.39	0.18							
2380	2440	30.16	19.71	1.50							
2440	2500	31.48	21.03	2.82							
2500	2560	32.80	22.35	4.14							
2560	2620	34.12	23.67	5.46							
2620	2680	35.44	24.99	6.78							
2680	2740	36.76	26.31	8.10							
2740	2800	38.08	27.63	9.42							
2800	2860	39.40	28.95	10.74	0.29						

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CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

MARRIED PERSONS----MONTHLY PAYROLL PERIOD

FOR WAGES PAID IN 2018

IF WAGES ARE...

AND THE NUMBER OF WITHHOLDING ALLOWANCES CLAIMED IS...

AT LEAST	BUT LESS THAN	...THE AMOUNT OF INCOME TAX TO BE WITHHELD SHALL BE...									
		0	1	2	3	4	5	6	7	8	9
2860	2920	40.72	30.27	12.06	1.61						
2920	2980	42.04	31.59	13.38	2.93						
2980	3040	43.36	32.91	14.70	4.25						
3040	3100	44.68	34.23	16.02	5.57						
3100	3160	46.00	35.55	17.34	6.89						
3160	3220	47.32	36.87	18.66	8.21						
3220	3280	48.64	38.19	19.98	9.53						
3280	3340	49.96	39.51	21.30	10.85	0.40					
3340	3400	51.28	40.83	22.62	12.17	1.72					
3400	3460	52.60	42.15	23.94	13.49	3.04					
3460	3520	53.92	43.47	25.26	14.81	4.36					
3520	3580	55.24	44.79	26.58	16.13	5.68					
3580	3640	56.76	46.31	27.90	17.45	7.00					
3640	3700	59.40	48.95	29.22	18.77	8.32					
3700	3800	62.92	52.47	30.98	20.53	10.08					
3800	3900	67.32	56.87	33.18	22.73	12.28	1.83				
3900	4000	71.72	61.27	35.38	24.93	14.48	4.03				
4000	4100	76.12	65.67	39.69	29.24	18.79	8.34				
4100	4200	80.52	70.07	44.09	33.64	23.19	12.74	2.29			
4200	4300	84.92	74.47	48.49	38.04	27.59	17.14	6.69			
4300	4400	89.32	78.87	52.89	42.44	31.99	21.54	11.09	0.64		
4400	4500	93.72	83.27	57.29	46.84	36.39	25.94	15.49	5.04		
4500	4600	98.12	87.67	61.69	51.24	40.79	30.34	19.89	9.44		
4600	4700	102.52	92.07	66.09	55.64	45.19	34.74	24.29	13.84	3.39	
4700	4800	106.92	96.47	70.49	60.04	49.59	39.14	28.69	18.24	7.79	
4800	4900	111.32	100.87	74.89	64.44	53.99	43.54	33.09	22.64	12.19	1.74
4900	5000	115.72	105.27	79.29	68.84	58.39	47.94	37.49	27.04	16.59	6.14
5000	5100	120.12	109.67	83.69	73.24	62.79	52.34	41.89	31.44	20.99	10.54
5100	5200	124.52	114.07	88.09	77.64	67.19	56.74	46.29	35.84	25.39	14.94
5200	5300	128.92	118.47	92.49	82.04	71.59	61.14	50.69	40.24	29.79	19.34
5300	5400	133.32	122.87	96.89	86.44	75.99	65.54	55.09	44.64	34.19	23.74
5400	5500	137.72	127.27	101.29	90.84	80.39	69.94	59.49	49.04	38.59	28.14
5500	5600	143.64	133.19	105.69	95.24	84.79	74.34	63.89	53.44	42.99	32.54
5600	5700	150.24	139.79	110.09	99.64	89.19	78.74	68.29	57.84	47.39	36.94
5700	5800	156.84	146.39	114.49	104.04	93.59	83.14	72.69	62.24	51.79	41.34
5800	5900	163.44	152.99	119.24	108.79	98.34	87.89	77.44	66.99	56.54	46.09
5900	6000	170.04	159.59	125.84	115.39	104.94	94.49	84.04	73.59	63.14	52.69
6000	6200	179.94	169.49	135.74	125.29	114.84	104.39	93.94	83.49	73.04	62.59
6200	6400	193.14	182.69	148.94	138.49	128.04	117.59	107.14	96.69	86.24	75.79
6400	6600	206.34	195.89	162.14	151.69	141.24	130.79	120.34	109.89	99.44	88.99
6600	6800	219.54	209.09	175.34	164.89	154.44	143.99	133.54	123.09	112.64	102.19
6800	7000	232.74	222.29	188.54	178.09	167.64	157.19	146.74	136.29	125.84	115.39
7000	7200	245.94	235.49	201.74	191.29	180.84	170.39	159.94	149.49	139.04	128.59
7200	7400	259.14	248.69	214.94	204.49	194.04	183.59	173.14	162.69	152.24	141.79
7400	7600	272.93	262.48	228.14	217.69	207.24	196.79	186.34	175.89	165.44	154.99
7600	7800	290.53	280.08	241.34	230.89	220.44	209.99	199.54	189.09	178.64	168.19
7800	8000	308.13	297.68	256.17	245.72	235.27	224.82	214.37	203.92	193.47	183.02
8000	8200	325.73	315.28	273.77	263.32	252.87	242.42	231.97	221.52	211.07	200.62
8200	8400	343.33	332.88	291.37	280.92	270.47	260.02	249.57	239.12	228.67	218.22
8400	8600	360.93	350.48	308.97	298.52	288.07	277.62	267.17	256.72	246.27	235.82
8600	8800	378.53	368.08	326.57	316.12	305.67	295.22	284.77	274.32	263.87	253.42
8800	9060	398.77	388.32	346.81	336.36	325.91	315.46	305.01	294.56	284.11	273.66
9060	9360	423.41	412.96	371.45	361.00	350.55	340.10	329.65	319.20	308.75	298.30
9360	9660	452.11	441.66	397.85	387.40	376.95	366.50	356.05	345.60	335.15	324.70
9660	9960	482.80	472.35	425.79	415.34	404.89	394.44	383.99	373.54	363.09	352.64

9960 and over

(Use Method B - Exact Calculation Method)

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

UNMARRIED HEAD OF HOUSEHOLD---MONTHLY PAYROLL PERIOD

FOR WAGES PAID IN 2018

IF WAGES ARE...

AND THE NUMBER OF WITHHOLDING ALLOWANCES CLAIMED IS...

AT LEAST	BUT LESS THAN	...THE AMOUNT OF INCOME TAX TO BE WITHHELD SHALL BE...									
		0	1	2	3	4	5	6	7	8	9
\$1	1400										10
1400	1450	7.91									
1450	1500	8.46									
1500	1550	9.01									
1550	1600	9.56									
1600	1650	10.11									
1650	1700	10.66	0.21								
1700	1750	11.21	0.76								
1750	1800	11.76	1.31								
1800	1850	12.31	1.86								
1850	1900	12.86	2.41								
1900	1950	13.41	2.96								
1950	2000	13.96	3.51								
2000	2050	14.51	4.06								
2050	2100	15.06	4.61								
2100	2150	16.13	5.68								
2150	2200	17.23	6.78								
2200	2250	18.33	7.88								
2250	2300	19.43	8.98								
2300	2350	20.53	10.08								
2350	2400	21.63	11.18	0.73							
2400	2450	22.73	12.28	1.83							
2450	2500	23.83	13.38	2.93							
2500	2600	25.48	15.03	4.58							
2600	2700	27.68	17.23	6.78							
2700	2800	29.88	19.43	8.98							
2800	2900	32.08	21.63	11.18	0.73						
2900	3000	34.28	23.83	13.38	2.93						
3000	3100	36.48	26.03	15.58	5.13						
3100	3200	38.68	28.23	17.78	7.33						
3200	3300	40.88	30.43	19.98	9.53						
3300	3400	43.08	32.63	22.18	11.73	1.28					
3400	3500	45.28	34.83	24.38	13.93	3.48					
3500	3600	47.48	37.03	26.58	16.13	5.68					
3600	3700	49.68	39.23	28.78	18.33	7.88					
3700	3800	51.88	41.43	30.98	20.53	10.08					
3800	3900	54.08	43.63	33.18	22.73	12.28	1.83				
3900	4000	56.28	45.83	35.38	24.93	14.48	4.03				
4000	4100	60.54	50.09	39.64	29.19	18.74	8.29				
4100	4200	64.94	54.49	44.04	33.59	23.14	12.69	2.24			
4200	4300	69.34	58.89	48.44	37.99	27.54	17.09	6.64			
4300	4500	75.94	65.49	55.04	44.59	34.14	23.69	13.24	2.79		
4500	4700	84.74	74.29	63.84	53.39	42.94	32.49	22.04	11.59	1.14	
4700	4900	93.54	83.09	72.64	62.19	51.74	41.29	30.84	20.39	9.94	
4900	5100	104.68	94.23	83.78	73.33	62.88	52.43	41.98	31.53	21.08	10.63
5100	5300	117.88	107.43	96.98	86.53	76.08	65.63	55.18	44.73	34.28	23.83
5300	5500	131.08	120.63	110.18	99.73	89.28	78.83	68.38	57.93	47.48	37.03
5500	5700	144.28	133.83	123.38	112.93	102.48	92.03	81.58	71.13	60.68	50.23
5700	5900	157.48	147.03	136.58	126.13	115.68	105.23	94.78	84.33	73.88	63.43
5900	6100	173.10	162.65	152.20	141.75	131.30	120.85	110.40	99.95	89.50	79.05
6100	6300	190.70	180.25	169.80	159.35	148.90	138.45	128.00	117.55	107.10	96.65
6300	6500	208.30	197.85	187.40	176.95	166.50	156.05	145.60	135.15	124.70	114.25
6500	6800	230.30	219.85	209.40	198.95	188.50	178.05	167.60	157.15	146.70	136.25
6800	7100	258.41	247.96	237.51	227.06	216.61	206.16	195.71	185.26	174.81	164.36
7100	and over										

(Use Method B - Exact Calculation Method)

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

SINGLE PERSONS, DUAL INCOME MARRIED
OR MARRIED WITH MULTIPLE EMPLOYERS----DAILY / MISCELLANEOUS PAYROLL PERIOD

FOR WAGES PAID IN 2018

IF WAGES ARE...

AND THE NUMBER OF WITHHOLDING ALLOWANCES CLAIMED IS...

AT LEAST	BUT LESS THAN	...THE AMOUNT OF INCOME TAX TO BE WITHHELD SHALL BE...									
		0	1	2	3	4	5	6	7	8	9
\$1	\$28										10 OR MORE
28	30	0.14									
30	32	0.16									
32	34	0.18									
34	36	0.21									
36	38	0.23									
38	40	0.25									
40	42	0.27									
42	44	0.29									
44	46	0.32									
46	48	0.34									
48	50	0.37									
50	54	0.43									
54	58	0.52	0.04								
58	62	0.61	0.13								
62	66	0.70	0.21								
66	70	0.79	0.30								
70	74	0.87	0.39								
74	78	0.96	0.48								
78	82	1.05	0.57	0.08							
82	86	1.14	0.65	0.17							
86	90	1.23	0.74	0.26							
90	94	1.33	0.85	0.36							
94	98	1.51	1.02	0.54	0.05						
98	102	1.68	1.20	0.71	0.23						
102	106	1.86	1.37	0.89	0.41						
106	110	2.03	1.55	1.07	0.58	0.10					
110	114	2.21	1.73	1.24	0.76	0.27					
114	118	2.39	1.90	1.42	0.93	0.45					
118	122	2.56	2.08	1.59	1.11	0.63	0.14				
122	126	2.74	2.25	1.77	1.29	0.80	0.32				
126	130	2.91	2.43	1.95	1.46	0.98	0.49	0.01			
130	135	3.11	2.63	2.14	1.66	1.18	0.69	0.21			
135	140	3.40	2.92	2.43	1.95	1.47	0.98	0.50	0.01		
140	145	3.73	3.25	2.76	2.28	1.80	1.31	0.83	0.34		
145	150	4.06	3.58	3.09	2.61	2.13	1.64	1.16	0.67	0.19	
150	155	4.39	3.91	3.42	2.94	2.46	1.97	1.49	1.00	0.52	0.04
155	160	4.72	4.24	3.75	3.27	2.79	2.30	1.82	1.33	0.85	0.37
160	165	5.05	4.57	4.08	3.60	3.12	2.63	2.15	1.66	1.18	0.70
165	170	5.38	4.90	4.41	3.93	3.45	2.96	2.48	1.99	1.51	1.03
170	175	5.71	5.23	4.74	4.26	3.78	3.29	2.81	2.32	1.84	1.36
175	180	6.04	5.56	5.07	4.59	4.11	3.62	3.14	2.65	2.17	1.69
180	185	6.42	5.94	5.45	4.97	4.48	4.00	3.52	3.03	2.55	2.06
185	190	6.86	6.38	5.89	5.41	4.92	4.44	3.96	3.47	2.99	2.50
190	200	7.52	7.04	6.55	6.07	5.58	5.10	4.62	4.13	3.65	3.16
200	210	8.40	7.92	7.43	6.95	6.46	5.98	5.50	5.01	4.53	4.04
210	225	9.50	9.02	8.53	8.05	7.56	7.08	6.60	6.11	5.63	5.14
225	240	10.94	10.45	9.97	9.49	9.00	8.52	8.03	7.55	7.07	6.58
240 and over											

(Use Method B - Exact Calculation Method)

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

MARRIED PERSONS----DAILY / MISCELLANEOUS PAYROLL PERIOD

FOR WAGES PAID IN 2018

IF WAGES ARE...

AND THE NUMBER OF WITHHOLDING ALLOWANCES CLAIMED IS...

AT LEAST	BUT LESS THAN	...THE AMOUNT OF INCOME TAX TO BE WITHHELD SHALL BE...									
		0	1	2	3	4	5	6	7	8	9
	\$1	\$32									10 OR MORE
32	34	0.18									
34	36	0.21									
36	38	0.23									
38	40	0.25									
40	42	0.27									
42	44	0.29									
44	46	0.32									
46	48	0.34									
48	50	0.36									
50	52	0.38									
52	54	0.40									
54	56	0.43									
56	58	0.45									
58	60	0.47									
60	62	0.49	0.01								
62	64	0.51	0.03								
64	66	0.54	0.05								
66	68	0.56	0.07								
68	70	0.58	0.10								
70	72	0.60	0.12								
72	74	0.62	0.14								
74	76	0.65	0.16								
76	78	0.67	0.18								
78	80	0.69	0.21								
80	82	0.72	0.24								
82	84	0.76	0.28								
84	86	0.81	0.32								
86	88	0.85	0.37								
88	90	0.90	0.41								
90	92	0.94	0.46								
92	94	0.98	0.50								
94	96	1.03	0.54								
96	98	1.07	0.59								
98	100	1.12	0.63								
100	102	1.16	0.68								
102	104	1.20	0.72								
104	106	1.25	0.76								
106	108	1.29	0.81								
108	110	1.34	0.85	0.01							
110	112	1.38	0.90	0.05							
112	114	1.42	0.94	0.10							
114	118	1.49	1.01	0.16							
118	122	1.58	1.09	0.25							
122	126	1.67	1.18	0.34							
126	130	1.75	1.27	0.43							
130	134	1.84	1.36	0.52	0.03						
134	138	1.93	1.45	0.60	0.12						
138	142	2.02	1.53	0.69	0.21						
142	146	2.11	1.62	0.78	0.30						
146	150	2.19	1.71	0.87	0.38						

--- CONTINUED NEXT PAGE ---

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

MARRIED PERSONS----DAILY / MISCELLANEOUS PAYROLL PERIOD

FOR WAGES PAID IN 2018

IF WAGES ARE...

AND THE NUMBER OF WITHHOLDING ALLOWANCES CLAIMED IS...

AT LEAST	BUT LESS THAN	...THE AMOUNT OF INCOME TAX TO BE WITHHELD SHALL BE...									
		0	1	2	3	4	5	6	7	8	9
150	154	2.28	1.80	0.96	0.47						
154	158	2.37	1.89	1.04	0.56	0.08					
158	162	2.46	1.97	1.13	0.65	0.16					
162	166	2.55	2.06	1.22	0.74	0.25					
166	170	2.67	2.19	1.31	0.82	0.34					
170	174	2.85	2.36	1.40	0.91	0.43					
174	178	3.02	2.54	1.48	1.00	0.52	0.03				
178	182	3.20	2.72	1.57	1.09	0.60	0.12				
182	186	3.38	2.89	1.69	1.21	0.72	0.24				
186	190	3.55	3.07	1.87	1.38	0.90	0.41				
190	195	3.75	3.27	2.06	1.58	1.10	0.61	0.13			
195	200	3.97	3.49	2.28	1.80	1.32	0.83	0.35			
200	205	4.19	3.71	2.50	2.02	1.54	1.05	0.57	0.08		
205	210	4.41	3.93	2.72	2.24	1.76	1.27	0.79	0.30		
210	215	4.63	4.15	2.94	2.46	1.98	1.49	1.01	0.52	0.04	
215	220	4.85	4.37	3.16	2.68	2.20	1.71	1.23	0.74	0.26	
220	225	5.07	4.59	3.38	2.90	2.42	1.93	1.45	0.96	0.48	
225	230	5.29	4.81	3.60	3.12	2.64	2.15	1.67	1.18	0.70	0.22
230	235	5.51	5.03	3.82	3.34	2.86	2.37	1.89	1.40	0.92	0.44
235	240	5.73	5.25	4.04	3.56	3.08	2.59	2.11	1.62	1.14	0.66
240	245	5.95	5.47	4.26	3.78	3.30	2.81	2.33	1.84	1.36	0.88
245	250	6.17	5.69	4.48	4.00	3.52	3.03	2.55	2.06	1.58	1.10
250	255	6.39	5.91	4.70	4.22	3.74	3.25	2.77	2.28	1.80	1.32
255	260	6.72	6.24	4.92	4.44	3.96	3.47	2.99	2.50	2.02	1.54
260	265	7.05	6.57	5.14	4.66	4.18	3.69	3.21	2.72	2.24	1.76
265	270	7.38	6.90	5.36	4.88	4.40	3.91	3.43	2.94	2.46	1.98
270	275	7.71	7.23	5.67	5.19	4.70	4.22	3.73	3.25	2.77	2.28
275	280	8.04	7.56	6.00	5.52	5.03	4.55	4.06	3.58	3.10	2.61
280	285	8.37	7.89	6.33	5.85	5.36	4.88	4.39	3.91	3.43	2.94
285	290	8.70	8.22	6.66	6.18	5.69	5.21	4.72	4.24	3.76	3.27
290	300	9.20	8.71	7.16	6.67	6.19	5.70	5.22	4.74	4.25	3.77
300	310	9.86	9.37	7.82	7.33	6.85	6.36	5.88	5.40	4.91	4.43
310	320	10.52	10.03	8.48	7.99	7.51	7.02	6.54	6.06	5.57	5.09
320	330	11.18	10.69	9.14	8.65	8.17	7.68	7.20	6.72	6.23	5.75
330	340	11.84	11.35	9.80	9.31	8.83	8.34	7.86	7.38	6.89	6.41
340	350	12.51	12.03	10.46	9.97	9.49	9.00	8.52	8.04	7.55	7.07
350	360	13.39	12.91	11.12	10.63	10.15	9.66	9.18	8.70	8.21	7.73
360	370	14.27	13.79	11.87	11.39	10.90	10.42	9.94	9.45	8.97	8.48
370	380	15.15	14.67	12.75	12.27	11.78	11.30	10.82	10.33	9.85	9.36
380	395	16.25	15.77	13.85	13.37	12.88	12.40	11.92	11.43	10.95	10.46
395	410	17.57	17.09	15.17	14.69	14.20	13.72	13.24	12.75	12.27	11.78
410	425	18.89	18.41	16.49	16.01	15.52	15.04	14.56	14.07	13.59	13.10
425	445	20.47	19.99	18.03	17.55	17.06	16.58	16.10	15.61	15.13	14.64
445	465	22.52	22.04	19.88	19.40	18.92	18.43	17.95	17.46	16.98	16.50

465 and over

(Use Method B - Exact Calculation Method)

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

UNMARRIED HEAD OF HOUSEHOLD---DAILY / MISCELLANEOUS PAYROLL PERIOD

FOR WAGES PAID IN 2018

IF WAGES ARE...

AND THE NUMBER OF WITHHOLDING ALLOWANCES CLAIMED IS...

AT LEAST	BUT LESS THAN	0	1	2	3	4	5	6	7	8	9	10 OR MORE
...THE AMOUNT OF INCOME TAX TO BE WITHHELD SHALL BE...												
\$1	\$56											
56	58	0.27										
58	60	0.29										
60	62	0.31										
62	64	0.33										
64	66	0.36										
66	68	0.38										
68	70	0.40										
70	72	0.42										
72	74	0.44										
74	76	0.47										
76	78	0.49										
78	80	0.51	0.03									
80	82	0.53	0.05									
82	84	0.55	0.07									
84	86	0.58	0.09									
86	88	0.60	0.11									
88	90	0.62	0.14									
90	92	0.64	0.16									
92	94	0.66	0.18									
94	96	0.69	0.20									
96	100	0.75	0.26									
100	104	0.83	0.35									
104	108	0.92	0.44									
108	112	1.01	0.53	0.04								
112	116	1.10	0.61	0.13								
116	120	1.19	0.70	0.22								
120	125	1.29	0.80	0.32								
125	130	1.40	0.91	0.43								
130	135	1.51	1.02	0.54	0.05							
135	140	1.62	1.13	0.65	0.16							
140	145	1.73	1.24	0.76	0.27							
145	150	1.84	1.35	0.87	0.38							
150	155	1.95	1.46	0.98	0.49	0.01						
155	160	2.06	1.57	1.09	0.60	0.12						
160	165	2.17	1.68	1.20	0.71	0.23						
165	170	2.28	1.79	1.31	0.82	0.34						
170	175	2.39	1.90	1.42	0.93	0.45						
175	180	2.50	2.01	1.53	1.04	0.56	0.08					
180	185	2.61	2.12	1.64	1.15	0.67	0.19					
185	190	2.82	2.34	1.86	1.37	0.89	0.40					
190	195	3.04	2.56	2.08	1.59	1.11	0.62	0.14				
195	205	3.37	2.89	2.41	1.92	1.44	0.95	0.47				
205	215	3.81	3.33	2.85	2.36	1.88	1.39	0.91	0.43			
215	225	4.25	3.77	3.29	2.80	2.32	1.83	1.35	0.87	0.38		
225	235	4.79	4.31	3.82	3.34	2.85	2.37	1.89	1.40	0.92	0.43	
235	245	5.45	4.97	4.48	4.00	3.51	3.03	2.55	2.06	1.58	1.09	0.61
245	255	6.11	5.63	5.14	4.66	4.17	3.69	3.21	2.72	2.24	1.75	1.27
255	265	6.77	6.29	5.80	5.32	4.83	4.35	3.87	3.38	2.90	2.41	1.93
265	275	7.43	6.95	6.46	5.98	5.49	5.01	4.53	4.04	3.56	3.07	2.59
275	285	8.28	7.79	7.31	6.82	6.34	5.86	5.37	4.89	4.40	3.92	3.44
285	300	9.38	8.89	8.41	7.92	7.44	6.96	6.47	5.99	5.50	5.02	4.54
300	315	10.70	10.21	9.73	9.24	8.76	8.28	7.79	7.31	6.82	6.34	5.86
315	330	12.11	11.63	11.15	10.66	10.18	9.69	9.21	8.73	8.24	7.76	7.27

330 and over

(Use Method B - Exact Calculation Method)

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

METHOD B - EXACT CALCULATION METHOD

This method is based upon applying a given percentage to the wages (after deductions) which fall within a taxable income class, adding to this product the accumulated tax for all lower tax brackets; and then subtracting a tax credit based upon the number of allowances claimed on the Employee's Withholding Allowance Certificate (Form W-4 or DE 4).

This method also takes into consideration the special treatment of additional allowances for estimated deductions.

The steps in computing the amount of tax to be withheld are as follows:

- Step 1** Determine if the employee's gross wages are **less** than, or equal to, the amount shown in "TABLE 1 - LOW INCOME EXEMPTION TABLE." If so, no income tax is required to be withheld.
- Step 2** If the employee claims any additional withholding allowances for estimated deductions on a DE 4, subtract the amount shown in "TABLE 2 - ESTIMATED DEDUCTION TABLE" from the gross wages.
- Step 3** Subtract the standard deduction amount shown in "TABLE 3 - STANDARD DEDUCTION TABLE" to arrive at the employee's taxable income.
- Step 4** Use "TABLE 5 - TAX RATE TABLE" for the payroll period and marital status to find the applicable line on which the taxable income is located. Perform the indicated calculations to arrive at the computed tax liability.
- Step 5** Subtract the tax credit shown in "TABLE 4 - EXEMPTION ALLOWANCE TABLE" from the computed tax liability to arrive at the amount of tax to be withheld.

*If the employee uses additional allowances claimed for estimated deductions, such allowances **MUST NOT** be used in the determination of tax credits to be subtracted.

EXAMPLE A: Weekly earnings of \$210, single, and claiming one withholding allowance on a Form W-4 or DE 4.

- Step 1** Earnings for the weekly payroll period are LESS than the amount shown in "TABLE 1 - LOW INCOME EXEMPTION TABLE" (\$270); therefore, no income tax is to be withheld.

EXAMPLE B: Biweekly earnings of \$1,250, married, and claiming three withholding allowances, one of which is for estimated deductions.

- Step 1** Earnings for the biweekly payroll period are GREATER than the amount shown in "TABLE 1 - LOW INCOME EXEMPTION TABLE" (\$1,081); therefore, income tax should be withheld.
- Step 2** Earnings for biweekly payroll period. \$1,250.00
Subtract amount from "TABLE 2 - ESTIMATED DEDUCTION TABLE." -38.00
Salaries and wages subject to withholding. \$1,212.00
- Step 3** Subtract amount from "TABLE 3 - STANDARD DEDUCTION TABLE." -326.00
Taxable income. \$886.00
- Step 4** Tax computation from "TABLE 5 - TAX RATE TABLE:"
Entry covering \$886 (over \$632 but not over \$1,500).
 - 2.2% amount over \$632 ($.022 \times [\$886 - \$632]$). \$ 5.59
 - Plus the marginal amount. +6.95
 - Computed tax. 12.54
- Step 5** Subtract amount from "TABLE 4 - EXEMPTION ALLOWANCE TABLE." -9.65
for two regular withholding allowances. \$ 2.89
Net amount of tax to be withheld.

NOTE: Table 5 provides a method comparable to the federal alternative method for percentage calculation of withholding. This method is a minor simplification of the exact calculation method described above in that the tax rate applies to the total taxable income with the excess amount subtracted.

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

METHOD B - EXACT CALCULATION METHOD (CONTINUED)

EXAMPLE C: Monthly earnings of \$3,800, married, and claiming five withholding allowances on a Form W-4 or DE 4.

Step 1	Earnings for the monthly payroll period are GREATER than the amount shown in "TABLE 1 - LOW INCOME EXEMPTION TABLE" (\$2,341); therefore, income tax should be withheld.	
Step 2	Earnings for monthly payroll period.	\$3,800.00
Step 3	Not applicable - no estimated deduction allowance claimed.	
Step 4	Subtract amount from "TABLE 3 - STANDARD DEDUCTION TABLE"	<u>-706.00</u>
	Taxable income	\$3,094.00
Step 5	Tax computation from "TABLE 5 - TAX RATE TABLE:"	
	• Entry covering \$3,094 (over \$1,372 but not over \$3,248).	\$ 37.88
	• 2.2% of amount over \$1,372 (.022 x [\$3,094 - \$1,372]).	<u>+15.09</u>
	• Plus marginal tax amount.	\$ 52.97
	• Computed tax.	<u>-52.25</u>
	Subtract amount from "TABLE 4 – EXEMPTION ALLOWANCE TABLE" for 5 regular withholding allowances.	\$ 0.72
	Net amount of tax to be withheld.	

EXAMPLE D: Weekly earnings of \$800, unmarried head of household, three withholding allowances on a Form W-4 or DE 4.

Step 1	Earnings for the weekly payroll period are GREATER than the amount shown in "TABLE 1 - LOW INCOME EXEMPTION TABLE" (\$540); therefore, income tax should be withheld.	
Step 2	Earnings for weekly payroll period.	\$ 800.00
Step 3	Not applicable - no estimated deduction allowance claimed.	
Step 4	Subtract amount from "TABLE 3 - STANDARD DEDUCTION TABLE"	<u>-163.00</u>
	Taxable income	\$ 637.00
Step 5	Tax computation from "TABLE 5 - TAX RATE TABLE:"	
	• Entry covering \$637 (over \$316 but not over \$750).	\$ 7.06
	• 2.2% of amount over \$316 (.022 x [\$637 - \$316]).	<u>+ 3.48</u>
	• Plus marginal tax amount.	\$ 10.54
	• Computed tax.	<u>- 7.23</u>
	Subtract amount from "TABLE 4 - EXEMPTION ALLOWANCE TABLE" for 3 regular withholding allowances.	\$ 3.31
	Net amount of tax to be withheld.	

EXAMPLE E: Semi-monthly earnings of \$1,800, married, and claiming four allowances on a Form W-4 or DE 4.

Step 1	Earnings for the semi-monthly payroll period are GREATER than the amount shown in "TABLE 1 - LOW INCOME EXEMPTION TABLE" (\$1,171); therefore, income tax should be withheld.	
Step 2	Annualized wages and salary (24 x \$1,800).	\$43,200.00
Step 3	Not applicable - no estimated deduction allowance claimed.	
Step 4	Subtract amount from "TABLE 3 - STANDARD DEDUCTION TABLE."	<u>-8,472.00</u>
	Taxable income.	\$34,728.00
Step 5	Tax computation from "TABLE 5 - TAX RATE TABLE:"	
	• Entry covering \$34,728 (over \$16,446 but not over \$38,990).	\$ 402.20
	• 2.2% of amount over \$34,728 (.022 x [\$34,728 - \$16,446]).	<u>+180.91</u>
	• Plus marginal tax amount.	\$ 583.11
	• Computed annual tax.	<u>-501.60</u>
	Subtract amount from "TABLE 4 - EXEMPTION ALLOWANCE TABLE" for 4 regular withholding allowances.	\$ 81.51
	Annual amount of tax to be withheld.	<u>\$ 3.40</u>
	Divide by number of payroll periods in year (24).	

NOTE: Employers may determine the amount of income tax to be withheld for an annual payroll period and prorate the tax back to the payroll period. This method may be useful to employers who have employees being paid for more than one payroll period and want to conserve computer memory by storing only the annual tax rates, wage brackets, deduction values, and tax credits.

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

METHOD B - EXACT CALCULATION METHOD (CONTINUED)

EXAMPLE F: Annual earnings of \$45,000, monthly pay period, married, and claiming four allowances on a Form W-4 or DE 4.

Step 1	Earnings for the annual payroll period are GREATER than the amount shown in "TABLE 1 - LOW INCOME EXEMPTION TABLE" (\$28,095); therefore, income tax should be withheld.	
Step 2	Annualized wages and/or monthly salary (12 x \$3,750).	\$45,000.00
Step 3	Not applicable - no estimated deduction allowance claimed.	
	Subtract amount from "TABLE 3 - STANDARD DEDUCTION TABLE."	<u>-8,472.00</u>
	Taxable income.	\$36,528.00
Step 4	Tax computation from "TABLE 5 - TAX RATE TABLE":	
	• Entry covering \$36,528 (over \$16,446 but not over \$38,990)	\$ 441.80
	• 2.2% of amount over \$16,446 (.022 x [\$36,528 - \$16,446]).	<u>+180.91</u>
	• Plus marginal tax amount.	\$ 622.71
Step 5	Subtract amount from "TABLE 4 - EXEMPTION ALLOWANCE TABLE" for 4 regular withholding allowances.	<u>-501.60</u>
	Annual amount of tax to be withheld.	\$ 121.11
	Divide by number of payroll periods in year (12).	<u>\$ 10.09</u>

NOTE: Employers may determine the amount of income tax to be withheld for an annual payroll period and figure the tax for the payroll period. This method may be useful to employers who have employees being paid for a lump sum, or a yearly amount not withheld on; and want to conserve computer memory by storing only the annual tax rates, wage brackets, deduction values, and tax credits.

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

METHOD B---EXACT CALCULATION METHOD

TABLE 1 - LOW INCOME EXEMPTION TABLE

PAYROLL PERIOD	SINGLE, DUAL INCOME MARRIED OR MARRIED WITH MULTIPLE EMPLOYERS	MARRIED		UNMARRIED HEAD OF HOUSEHOLD
		ALLOWANCES ON DE 4 OR W-4 '0' OR '1'	'2' OR MORE	
WEEKLY	\$270	\$270	\$540	\$540
BIWEEKLY	\$540	\$540	\$1,081	\$1,081
SEMI-MONTHLY	\$585	\$585	\$1,171	\$1,171
MONTHLY	\$1,171	\$1,171	\$2,341	\$2,341
QUARTERLY	\$3,512	\$3,512	\$7,024	\$7,024
SEMI-ANNUAL	\$7,024	\$7,024	\$14,048	\$14,048
ANNUAL	\$14,048	\$14,048	\$28,095	\$28,095
DAILY/MISCELLANEOUS	\$54	\$54	\$108	\$108

TABLE 2 - ESTIMATED DEDUCTION TABLE

ADDITIONAL WITHHOLDING ALLOWANCES*	PAYROLL PERIOD							
	WEEKLY	BI- WEEKLY	SEMI- MONTHLY	MONTHLY	QUARTERLY	SEMI- ANNUAL	ANNUAL	DAILY/ MISC.
1	\$19	\$38	\$42	\$83	\$250	\$500	\$1,000	\$4
2	\$38	\$77	\$83	\$167	\$500	\$1,000	\$2,000	\$8
3	\$58	\$115	\$125	\$250	\$750	\$1,500	\$3,000	\$12
4	\$77	\$154	\$167	\$333	\$1,000	\$2,000	\$4,000	\$15
5	\$96	\$192	\$208	\$417	\$1,250	\$2,500	\$5,000	\$19
6	\$115	\$231	\$250	\$500	\$1,500	\$3,000	\$6,000	\$23
7	\$135	\$269	\$292	\$583	\$1,750	\$3,500	\$7,000	\$27
8	\$154	\$308	\$333	\$667	\$2,000	\$4,000	\$8,000	\$31
9	\$173	\$346	\$375	\$750	\$2,250	\$4,500	\$9,000	\$35
10**	\$192	\$385	\$417	\$833	\$2,500	\$5,000	\$10,000	\$38

* Number of Additional Withholding Allowances for Estimated Deductions claimed on Form DE 4 or W-4.

** If the number of Additional Withholding Allowances for Estimated Deductions claimed is greater than 10, multiply the amount shown for one Additional Allowance by the number claimed.

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

METHOD B---EXACT CALCULATION METHOD

TABLE 3 - STANDARD DEDUCTION TABLE

PAYROLL PERIOD	SINGLE, DUAL INCOME MARRIED OR MARRIED WITH MULTIPLE EMPLOYERS	MARRIED		UNMARRIED HEAD OF HOUSEHOLD
		ALLOWANCES ON DE 4 OR W-4 '0' OR '1'	'2' OR MORE	
WEEKLY	\$81	\$81	\$163	\$163
BIWEEKLY	\$163	\$163	\$326	\$326
SEMI-MONTHLY	\$177	\$177	\$353	\$353
MONTHLY	\$353	\$353	\$706	\$706
QUARTERLY	\$1,059	\$1,059	\$2,118	\$2,118
SEMI-ANNUAL	\$2,118	\$2,118	\$4,236	\$4,236
ANNUAL	\$4,236	\$4,236	\$8,472	\$8,472
DAILY/MISCELLANEOUS	\$16	\$16	\$33	\$33

TABLE 4 - EXEMPTION ALLOWANCE TABLE

ALLOWANCES ON DE 4 OR W-4	PAYROLL PERIOD						
	BI- WEEKLY	SEMI- MONTHLY	MONTHLY	QUARTERLY	SEMI- ANNUAL	ANNUAL	DAILY/ MISC.
0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1	\$2.41	\$4.82	\$5.23	\$10.45	\$31.35	\$62.70	\$125.40
2	\$4.82	\$9.65	\$10.45	\$20.90	\$62.70	\$125.40	\$250.80
3	\$7.23	\$14.47	\$15.68	\$31.35	\$94.05	\$188.10	\$376.20
4	\$9.65	\$19.29	\$20.90	\$41.80	\$125.40	\$250.80	\$501.60
5	\$12.06	\$24.12	\$26.13	\$52.25	\$156.75	\$313.50	\$627.00
6	\$14.47	\$28.94	\$31.35	\$62.70	\$188.10	\$376.20	\$752.40
7	\$16.88	\$33.76	\$36.58	\$73.15	\$219.45	\$438.90	\$877.80
8	\$19.29	\$38.58	\$41.80	\$83.60	\$250.80	\$501.60	\$1,003.20
9	\$21.70	\$43.41	\$47.03	\$94.05	\$282.15	\$564.30	\$1,128.60
10*	\$24.12	\$48.23	\$52.25	\$104.50	\$313.50	\$627.00	\$1,254.00

* If the number of allowances claimed exceeds 10, you may determine the amount of tax credit to be allowed by multiplying the amount for one allowance by the total number of allowances.

For example, the amount of tax credit for a married taxpayer with 15 allowances, as determined on Form DE 4 or W-4, on a weekly payroll period would be \$36.15.

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

METHOD B--EXACT CALCULATION METHOD

TABLE 5 - TAX RATE TABLE

ANNUAL PAYROLL PERIOD				DAILY / MISCELLANEOUS PAYROLL PERIOD					
SINGLE PERSONS, DUAL INCOME MARRIED, OR MARRIED WITH MULTIPLE EMPLOYERS				SINGLE PERSONS, DUAL INCOME MARRIED, OR MARRIED WITH MULTIPLE EMPLOYERS					
IF THE TAXABLE INCOME IS...		THE COMPUTED TAX IS...		IF THE TAXABLE INCOME IS...		THE COMPUTED TAX IS...			
OVER	BUT NOT OVER	OF AMOUNT OVER...	PLUS	OVER	BUT NOT OVER	OF AMOUNT OVER...	PLUS		
\$0	\$8,223 ...	1.100%	\$0	\$0.00	\$0	\$32 ...	1.100%	\$0	\$0.00
\$8,223	\$19,495 ...	2.200%	\$8,223	\$90.45	\$32	\$75 ...	2.200%	\$32	\$0.35
\$19,495	\$30,769 ...	4.400%	\$19,495	\$338.43	\$75	\$118 ...	4.400%	\$75	\$1.30
\$30,769	\$42,711 ...	6.600%	\$30,769	\$834.49	\$118	\$164 ...	6.600%	\$118	\$3.19
\$42,711	\$53,980 ...	8.800%	\$42,711	\$1,622.66	\$164	\$208 ...	8.800%	\$164	\$6.23
\$53,980	\$275,738 ...	10.230%	\$53,980	\$2,614.33	\$208	\$1,061 ...	10.230%	\$208	\$10.10
\$275,738	\$330,884 ...	11.330%	\$275,738	\$25,300.17	\$1,061	\$1,273 ...	11.330%	\$1,061	\$97.36
\$330,884	\$551,473 ...	12.430%	\$330,884	\$31,548.21	\$1,273	\$2,121 ...	12.430%	\$1,273	\$121.38
\$551,473	\$1,000,000 ...	13.530%	\$551,473	\$58,967.42	\$2,121	\$3,846 ...	13.530%	\$2,121	\$226.79
\$1,000,000	and over ...	14.630%	\$1,000,000	\$119,653.12	\$3,846	and over ...	14.630%	\$3,846	\$460.18
MARRIED PERSONS								MARRIED PERSONS	
IF THE TAXABLE INCOME IS...		THE COMPUTED TAX IS...		IF THE TAXABLE INCOME IS...		THE COMPUTED TAX IS...			
OVER	BUT NOT OVER	OF AMOUNT OVER...	PLUS	OVER	BUT NOT OVER	OF AMOUNT OVER...	PLUS		
\$0	\$16,446 ...	1.100%	\$0	\$0.00	\$0	\$64 ...	1.100%	\$0	\$0.00
\$16,446	\$38,990 ...	2.200%	\$16,446	\$180.91	\$64	\$150 ...	2.200%	\$64	\$0.70
\$38,990	\$61,538 ...	4.400%	\$38,990	\$676.88	\$150	\$236 ...	4.400%	\$150	\$2.59
\$61,538	\$85,422 ...	6.600%	\$61,538	\$1,668.99	\$236	\$328 ...	6.600%	\$236	\$6.37
\$85,422	\$107,960 ...	8.800%	\$85,422	\$3,245.33	\$328	\$416 ...	8.800%	\$328	\$12.44
\$107,960	\$551,476 ...	10.230%	\$107,960	\$5,228.67	\$416	\$2,122 ...	10.230%	\$416	\$20.18
\$551,476	\$661,768 ...	11.330%	\$551,476	\$50,600.36	\$2,122	\$2,546 ...	11.330%	\$2,122	\$194.70
\$661,768	\$1,000,000 ...	12.430%	\$661,768	\$63,096.44	\$2,546	\$3,846 ...	12.430%	\$2,546	\$242.74
\$1,000,000	\$1,102,946 ...	13.530%	\$1,000,000	\$105,138.68	\$3,846	\$4,242 ...	13.530%	\$3,846	\$404.33
\$1,102,946	and over ...	14.630%	\$1,102,946	\$119,067.26	\$4,242	and over ...	14.630%	\$4,242	\$457.91
UNMARRIED/HEAD OF HOUSEHOLD								UNMARRIED/HEAD OF HOUSEHOLD	
IF THE TAXABLE INCOME IS...		THE COMPUTED TAX IS...		IF THE TAXABLE INCOME IS...		THE COMPUTED TAX IS...			
OVER	BUT NOT OVER	OF AMOUNT OVER...	PLUS	OVER	BUT NOT OVER	OF AMOUNT OVER...	PLUS		
\$0	\$16,457 ...	1.100%	\$0	\$0.00	\$0	\$63 ...	1.100%	\$0	\$0.00
\$16,457	\$38,991 ...	2.200%	\$16,457	\$181.03	\$63	\$150 ...	2.200%	\$63	\$0.69
\$38,991	\$50,264 ...	4.400%	\$38,991	\$676.78	\$150	\$193 ...	4.400%	\$150	\$2.60
\$50,264	\$62,206 ...	6.600%	\$50,264	\$1,172.79	\$193	\$239 ...	6.600%	\$193	\$4.49
\$62,206	\$73,477 ...	8.800%	\$62,206	\$1,960.96	\$239	\$283 ...	8.800%	\$239	\$7.53
\$73,477	\$375,002 ...	10.230%	\$73,477	\$2,952.81	\$283	\$1,442 ...	10.230%	\$283	\$11.40
\$375,002	\$450,003 ...	11.330%	\$375,002	\$33,798.82	\$1,442	\$1,731 ...	11.330%	\$1,442	\$129.97
\$450,003	\$750,003 ...	12.430%	\$450,003	\$42,296.43	\$1,731	\$2,885 ...	12.430%	\$1,731	\$162.71
\$750,003	\$1,000,000 ...	13.530%	\$750,003	\$79,586.43	\$2,885	\$3,846 ...	13.530%	\$2,885	\$306.15
\$1,000,000	and over ...	14.630%	\$1,000,000	\$113,411.02	\$3,846	and over ...	14.630%	\$3,846	\$436.17

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

METHOD B---EXACT CALCULATION METHOD

TABLE 5 - TAX RATE TABLE

QUARTERLY PAYROLL PERIOD

SINGLE PERSONS, DUAL INCOME MARRIED,
OR MARRIED WITH MULTIPLE EMPLOYERS

IF THE TAXABLE
INCOME IS...

THE COMPUTED TAX IS...

OVER	BUT NOT OVER	OF AMOUNT OVER...	PLUS
\$0	\$2,056 ...	1.100%	\$0
\$2,056	\$4,874 ...	2.200%	\$2,056
\$4,874	\$7,692 ...	4.400%	\$4,874
\$7,692	\$10,678 ...	6.600%	\$7,692
\$10,678	\$13,495 ...	8.800%	\$10,678
\$13,495	\$68,935 ...	10.230%	\$13,495
\$68,935	\$82,721 ...	11.330%	\$68,935
\$82,721	\$137,868 ...	12.430%	\$82,721
\$137,868	\$250,000 ...	13.530%	\$137,868
\$250,000	and over ...	14.630%	\$250,000
			\$29,913.28

SEMI-ANNUAL PAYROLL PERIOD

SINGLE PERSONS, DUAL INCOME MARRIED,
OR MARRIED WITH MULTIPLE EMPLOYERS

IF THE TAXABLE
INCOME IS...

THE COMPUTED TAX IS...

OVER	BUT NOT OVER	OF AMOUNT OVER...	PLUS
\$0	\$4,112 ...	1.100%	\$0
\$4,112	\$9,748 ...	2.200%	\$4,112
\$9,748	\$15,384 ...	4.400%	\$9,748
\$15,384	\$21,356 ...	6.600%	\$15,384
\$21,356	\$26,990 ...	8.800%	\$21,356
\$26,990	\$137,870 ...	10.230%	\$26,990
\$137,870	\$165,442 ...	11.330%	\$137,870
\$165,442	\$275,736 ...	12.430%	\$165,442
\$275,736	\$500,000 ...	13.530%	\$275,736
\$500,000	and over ...	14.630%	\$500,000
			\$59,826.53

MARRIED PERSONS

MARRIED PERSONS

IF THE TAXABLE
INCOME IS...

THE COMPUTED TAX IS...

IF THE TAXABLE
INCOME IS...

THE COMPUTED TAX IS...

OVER	BUT NOT OVER	OF AMOUNT OVER...	PLUS
\$0	\$4,112 ...	1.100%	\$0
\$4,112	\$9,748 ...	2.200%	\$4,112
\$9,748	\$15,384 ...	4.400%	\$9,748
\$15,384	\$21,356 ...	6.600%	\$15,384
\$21,356	\$26,990 ...	8.800%	\$21,356
\$26,990	\$137,870 ...	10.230%	\$26,990
\$137,870	\$165,442 ...	11.330%	\$137,870
\$165,442	\$250,000 ...	12.430%	\$165,442
\$250,000	\$275,736 ...	13.530%	\$250,000
\$275,736	and over ...	14.630%	\$275,736
			\$29,766.71

MARRIED PERSONS

IF THE TAXABLE
INCOME IS...

THE COMPUTED TAX IS...

OVER	BUT NOT OVER	OF AMOUNT OVER...	PLUS
\$0	\$8,224 ...	1.100%	\$0
\$8,224	\$19,496 ...	2.200%	\$8,224
\$19,496	\$30,768 ...	4.400%	\$19,496
\$30,768	\$42,712 ...	6.600%	\$30,768
\$42,712	\$53,980 ...	8.800%	\$42,712
\$53,980	\$275,740 ...	10.230%	\$53,980
\$275,740	\$330,884 ...	11.330%	\$275,740
\$330,884	\$500,000 ...	12.430%	\$330,884
\$500,000	\$551,472 ...	13.530%	\$500,000
\$551,472	and over ...	14.630%	\$551,472
			\$59,533.44

UNMARRIED/HEAD OF HOUSEHOLD

UNMARRIED/HEAD OF HOUSEHOLD

IF THE TAXABLE
INCOME IS...

THE COMPUTED TAX IS...

IF THE TAXABLE
INCOME IS...

THE COMPUTED TAX IS...

OVER	BUT NOT OVER	OF AMOUNT OVER...	PLUS
\$0	\$4,114 ...	1.100%	\$0
\$4,114	\$9,748 ...	2.200%	\$4,114
\$9,748	\$12,566 ...	4.400%	\$9,748
\$12,566	\$15,552 ...	6.600%	\$12,566
\$15,552	\$18,369 ...	8.800%	\$15,552
\$18,369	\$93,751 ...	10.230%	\$18,369
\$93,751	\$112,501 ...	11.330%	\$93,751
\$112,501	\$187,501 ...	12.430%	\$112,501
\$187,501	\$250,000 ...	13.530%	\$187,501
\$250,000	and over ...	14.630%	\$250,000
			\$28,352.74

OVER	BUT NOT OVER	OF AMOUNT OVER...	PLUS
\$0	\$8,228 ...	1.100%	\$0
\$8,228	\$19,496 ...	2.200%	\$8,228
\$19,496	\$25,132 ...	4.400%	\$19,496
\$25,132	\$31,104 ...	6.600%	\$25,132
\$31,104	\$36,738 ...	8.800%	\$31,104
\$36,738	\$187,502 ...	10.230%	\$36,738
\$187,502	\$225,002 ...	11.330%	\$187,502
\$225,002	\$375,002 ...	12.430%	\$225,002
\$375,002	\$500,000 ...	13.530%	\$375,002
\$500,000	and over ...	14.630%	\$500,000
			\$56,705.47

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

METHOD B---EXACT CALCULATION METHOD

TABLE 5 - TAX RATE TABLE

SEMI-MONTHLY PAYROLL PERIOD

SINGLE PERSONS, DUAL INCOME MARRIED,
OR MARRIED WITH MULTIPLE EMPLOYERS

IF THE TAXABLE
INCOME IS...

THE COMPUTED TAX IS...

OVER	BUT NOT OVER	OF AMOUNT OVER...	PLUS
\$0	\$343 ...	1.100%	\$0 \$0.00
\$343	\$812 ...	2.200%	\$343 \$3.77
\$812	\$1,282 ...	4.400%	\$812 \$14.09
\$1,282	\$1,780 ...	6.600%	\$1,282 \$34.77
\$1,780	\$2,249 ...	8.800%	\$1,780 \$67.64
\$2,249	\$11,489 ...	10.230%	\$2,249 \$108.91
\$11,489	\$13,787 ...	11.330%	\$11,489 \$1,054.16
\$13,787	\$22,978 ...	12.430%	\$13,787 \$1,314.52
\$22,978	\$41,667 ...	13.530%	\$22,978 \$2,456.96
\$41,667	and over ...	14.630%	\$41,667 \$4,985.58

MONTHLY PAYROLL PERIOD

SINGLE PERSONS, DUAL INCOME MARRIED,
OR MARRIED WITH MULTIPLE EMPLOYERS

IF THE TAXABLE
INCOME IS...

THE COMPUTED TAX IS...

OVER	BUT NOT OVER	OF AMOUNT OVER...	PLUS
\$0	\$686 ...	1.100%	\$0 \$0.00
\$686	\$1,624 ...	2.200%	\$686 \$7.55
\$1,624	\$2,564 ...	4.400%	\$1,624 \$28.19
\$2,564	\$3,560 ...	6.600%	\$2,564 \$69.55
\$3,560	\$4,498 ...	8.800%	\$3,560 \$135.29
\$4,498	\$22,978 ...	10.230%	\$4,498 \$217.83
\$22,978	\$27,574 ...	11.330%	\$22,978 \$2,108.33
\$27,574	\$45,956 ...	12.430%	\$27,574 \$2,629.06
\$45,956	\$83,334 ...	13.530%	\$45,956 \$4,913.94
\$83,334	and over ...	14.630%	\$83,334 \$9,971.18

MARRIED PERSONS

MARRIED PERSONS

IF THE TAXABLE
INCOME IS...

THE COMPUTED TAX IS...

IF THE TAXABLE
INCOME IS...

THE COMPUTED TAX IS...

OVER	BUT NOT OVER	OF AMOUNT OVER...	PLUS
\$0	\$686 ...	1.100%	\$0 \$0.00
\$686	\$1,624 ...	2.200%	\$686 \$7.55
\$1,624	\$2,564 ...	4.400%	\$1,624 \$28.19
\$2,564	\$3,560 ...	6.600%	\$2,564 \$69.55
\$3,560	\$4,498 ...	8.800%	\$3,560 \$135.29
\$4,498	\$22,978 ...	10.230%	\$4,498 \$217.83
\$22,978	\$27,574 ...	11.330%	\$22,978 \$2,108.33
\$27,574	\$45,956 ...	12.430%	\$27,574 \$2,629.06
\$45,956	\$83,334 ...	13.530%	\$45,956 \$4,913.94
\$83,334	and over ...	14.630%	\$83,334 \$9,971.18

MARRIED PERSONS

UNMARRIED/HEAD OF HOUSEHOLD

UNMARRIED/HEAD OF HOUSEHOLD

IF THE TAXABLE
INCOME IS...

THE COMPUTED TAX IS...

IF THE TAXABLE
INCOME IS...

THE COMPUTED TAX IS...

OVER	BUT NOT OVER	OF AMOUNT OVER...	PLUS
\$0	\$686 ...	1.100%	\$0 \$0.00
\$686	\$1,625 ...	2.200%	\$686 \$7.55
\$1,625	\$2,094 ...	4.400%	\$1,625 \$28.21
\$2,094	\$2,592 ...	6.600%	\$2,094 \$48.85
\$2,592	\$3,062 ...	8.800%	\$2,592 \$81.72
\$3,062	\$15,625 ...	10.230%	\$3,062 \$123.08
\$15,625	\$18,750 ...	11.330%	\$15,625 \$1,408.27
\$18,750	\$31,250 ...	12.430%	\$18,750 \$1,762.33
\$31,250	\$41,667 ...	13.530%	\$31,250 \$3,316.08
\$41,667	and over ...	14.630%	\$41,667 \$4,725.50

OVER	BUT NOT OVER	OF AMOUNT OVER...	PLUS
\$0	\$1,372 ...	1.100%	\$0 \$0.00
\$1,372	\$3,248 ...	2.200%	\$1,372 \$15.09
\$3,248	\$5,128 ...	4.400%	\$3,248 \$56.36
\$5,128	\$7,120 ...	6.600%	\$5,128 \$139.08
\$7,120	\$8,996 ...	8.800%	\$7,120 \$270.55
\$8,996	\$45,956 ...	10.230%	\$8,996 \$435.64
\$45,956	\$55,148 ...	11.330%	\$45,956 \$4,216.65
\$55,148	\$83,334 ...	12.430%	\$55,148 \$5,258.10
\$83,334	\$91,912 ...	13.530%	\$83,334 \$8,761.62
\$91,912	and over ...	14.630%	\$91,912 \$9,922.22

CALIFORNIA WITHHOLDING SCHEDULES FOR 2018

METHOD B---EXACT CALCULATION METHOD

TABLE 5 - TAX RATE TABLE

WEEKLY PAYROLL PERIOD

SINGLE PERSONS, DUAL INCOME MARRIED,
OR MARRIED WITH MULTIPLE EMPLOYERS

IF THE TAXABLE
INCOME IS...

THE COMPUTED TAX IS...

OVER	BUT NOT OVER	OF AMOUNT OVER...	PLUS
\$0	\$158 ...	1.100%	\$0
\$158	\$375 ...	2.200%	\$158
\$375	\$592 ...	4.400%	\$375
\$592	\$821 ...	6.600%	\$592
\$821	\$1,038 ...	8.800%	\$821
\$1,038	\$5,303 ...	10.230%	\$1,038
\$5,303	\$6,363 ...	11.330%	\$5,303
\$6,363	\$10,605 ...	12.430%	\$6,363
\$10,605	\$19,231 ...	13.530%	\$10,605
\$19,231	and over ...	14.630%	\$19,231

MARRIED PERSONS

IF THE TAXABLE
INCOME IS...

THE COMPUTED TAX IS...

OVER	BUT NOT OVER	OF AMOUNT OVER...	PLUS
\$0	\$316 ...	1.100%	\$0
\$316	\$750 ...	2.200%	\$316
\$750	\$1,184 ...	4.400%	\$750
\$1,184	\$1,642 ...	6.600%	\$1,184
\$1,642	\$2,076 ...	8.800%	\$1,642
\$2,076	\$10,606 ...	10.230%	\$2,076
\$10,606	\$12,726 ...	11.330%	\$10,606
\$12,726	\$19,231 ...	12.430%	\$12,726
\$19,231	\$21,210 ...	13.530%	\$19,231
\$21,210	and over ...	14.630%	\$21,210

MARRIED PERSONS

BIWEEKLY PAYROLL PERIOD

SINGLE PERSONS, DUAL INCOME MARRIED,
OR MARRIED WITH MULTIPLE EMPLOYERS

IF THE TAXABLE
INCOME IS...

THE COMPUTED TAX IS...

OVER	BUT NOT OVER	OF AMOUNT OVER...	PLUS
\$0	\$316 ...	1.100%	\$0
\$316	\$750 ...	2.200%	\$316
\$750	\$1,184 ...	4.400%	\$750
\$1,184	\$1,642 ...	6.600%	\$1,184
\$1,642	\$2,076 ...	8.800%	\$1,642
\$2,076	\$10,606 ...	10.230%	\$2,076
\$10,606	\$12,726 ...	11.330%	\$10,606
\$12,726	\$21,210 ...	12.430%	\$12,726
\$21,210	\$38,462 ...	13.530%	\$21,210
\$38,462	and over ...	14.630%	\$38,462

MARRIED PERSONS

IF THE TAXABLE
INCOME IS...

THE COMPUTED TAX IS...

IF THE TAXABLE
INCOME IS...

THE COMPUTED TAX IS...

OVER	BUT NOT OVER	OF AMOUNT OVER...	PLUS
\$0	\$316 ...	1.100%	\$0
\$316	\$750 ...	2.200%	\$316
\$750	\$967 ...	4.400%	\$750
\$967	\$1,196 ...	6.600%	\$967
\$1,196	\$1,413 ...	8.800%	\$1,196
\$1,413	\$7,212 ...	10.230%	\$1,413
\$7,212	\$8,654 ...	11.330%	\$7,212
\$8,654	\$14,423 ...	12.430%	\$8,654
\$14,423	\$19,231 ...	13.530%	\$14,423
\$19,231	and over ...	14.630%	\$19,231

UNMARRIED/HEAD OF HOUSEHOLD

IF THE TAXABLE
INCOME IS...

THE COMPUTED TAX IS...

IF THE TAXABLE
INCOME IS...

THE COMPUTED TAX IS...

OVER	BUT NOT OVER	OF AMOUNT OVER...	PLUS
\$0	\$316 ...	1.100%	\$0
\$316	\$750 ...	2.200%	\$316
\$750	\$967 ...	4.400%	\$750
\$967	\$1,196 ...	6.600%	\$967
\$1,196	\$1,413 ...	8.800%	\$1,196
\$1,413	\$7,212 ...	10.230%	\$1,413
\$7,212	\$8,654 ...	11.330%	\$7,212
\$8,654	\$14,423 ...	12.430%	\$8,654
\$14,423	\$19,231 ...	13.530%	\$14,423
\$19,231	and over ...	14.630%	\$19,231

E-FILE AND E-PAY MANDATE

California passed Assembly Bill (AB) 1245 (Chapter 222, Statutes of 2015) requiring all employers¹ to electronically submit employment tax returns, wage reports, and payroll tax deposits to the Employment Development Department (EDD). Depending on the number of employees, the requirement is phased-in as follows:

- January 1, 2017 - Employers with 10 or more employees will be required to electronically submit employment tax returns, wage reports, and payroll tax deposits.
- January 1, 2018 - All remaining employers will be required to electronically file and pay.

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: • <i>Quarterly Contribution Return and Report of Wages</i> (DE 9) • <i>Employer of Household Worker(s) Annual Payroll Tax Return</i> (DE 3HW) • <i>Quarterly Contribution Return</i> (DE 3D)	\$50 per return
Wage Report: • <i>Quarterly Contribution Return and Report of Wages (Continuation)</i> (DE 9C) • <i>Employer of Household Worker(s) Quarterly Report of Wages and Withholdings</i> (DE 3BHW)	\$20 per wage item
Payroll Tax Deposit: • <i>Payroll Tax Deposit</i> (DE 88)	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. The *E-file and E-pay Mandate Waiver Request* (DE 1245W) can be downloaded from www.edd.ca.gov/pdf_pub_ctr/de1245w.pdf, ordered online at www.edd.ca.gov/forms, or obtained by contacting the Taxpayer Assistance Center at 888-745-3886. Instructions and mailing address are on the waiver request form.

For more information about the e-file and e-pay mandate, visit www.edd.ca.gov/EfileMandate.



Enroll in e-Services for Business to help you meet the requirements
of the e-file and e-pay mandate.
www.edd.ca.gov/e-Services_for_Business
Fast, easy, and secure!

¹ Any employer required under existing law to electronically submit wage reports and/or electronic funds transfer to the EDD prior to January 1, 2018, will remain subject to those requirements.

ONLINE SERVICES

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.

www.edd.ca.gov/e-Services_for_Business

Fast, easy, and secure!



Features:

- Register for an employer payroll tax account number.
- File, adjust, and print returns/reports.
- Make payments.
- View and update account information.
- Close or re-open an employer payroll tax account.
- View notices and letters regarding registration, payments, returns, and more.
- File a *Report of New Employee(s)* (DE 34).*
- File a *Report of Independent Contractor(s)* (DE 542).*

Benefits:

- Fulfils the new 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	
<p>View tutorials on how to:</p> <ul style="list-style-type: none">• Enroll for a username and password.• Register for an employer payroll tax account number.• File an employment tax return/wage report.• Make a payroll tax deposit.• And more. <p>www.edd.ca.gov/payroll_taxes/e-Services_for_Business_tutorials.htm</p>	<p>View answers to frequently asked questions about:</p> <ul style="list-style-type: none">• Recovering username/password.• Handling lock-outs.• Updating account information.• Closing or reopening an employer payroll tax account.• And more. <p>www.edd.ca.gov/payroll_taxes/FAQ_-_e-Services_for_Business.htm</p>

ONLINE SERVICES (cont.)

Taxpayer Assistance Center
888-745-3886

Enroll in e-Services for Business today at
[**www.edd.ca.gov/e-Services_for_Business**](http://www.edd.ca.gov/e-Services_for_Business)

The EDD has created tutorials so employers, agents, and representatives can become familiar with e-Services for Business. These tutorials are available online at
[**www.edd.ca.gov/payroll_taxes/e-Services_for_Business_tutorials.htm**](http://www.edd.ca.gov/payroll_taxes/e-Services_for_Business_tutorials.htm).

Our frequently asked questions at [**http://edd.ca.gov/payroll_taxes/FAQ_-_e-Services_for_Business.htm**](http://www.edd.ca.gov/payroll_taxes/FAQ_-_e-Services_for_Business.htm) provides information about our electronic services, such as bulk transfer options, voluntary and mandatory electronic fund transfer information, and more.

For more information regarding the e-Services for Business programs, visit e-Services for Business at
[**www.edd.ca.gov/e-Services_for_Business**](http://www.edd.ca.gov/e-Services_for_Business), or contact the Taxpayer Assistance Center at 888-745-3886.

For the latest news and helpful information,
refer to the online quarterly **California Employer Newsletter** at
[**www.edd.ca.gov/payroll_taxes/california_employer_newsletter.htm**](http://www.edd.ca.gov/payroll_taxes/california_employer_newsletter.htm).

Enroll in e-Services for Business today at
[**www.edd.ca.gov/e-Services_for_Business**](http://www.edd.ca.gov/e-Services_for_Business).

REQUIRED FORMS

Under California law, you are required to report specific information periodically or upon notification or request. Timely filing of the required forms will avoid penalty and interest charges. In addition, it will enable the Employment Development Department (EDD) to pay Unemployment Insurance, State Disability Insurance, and Paid Family Leave benefits. Timely filing also assists the California Department of Child Support Services and the Department of Justice in the collection of delinquent child support obligations.

The required reporting forms are:

- *Report of New Employee(s)* (DE 34)
- *Report of Independent Contractor(s)* (DE 542)
- *Payroll Tax Deposit* (DE 88)
- *Quarterly Contribution Return and Report of Wages* (DE 9)
- *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C)

As of January 1, 2018, all employers must electronically submit employment tax returns, wage reports, and payroll tax deposits to the EDD. Employers can file and pay online with e-Services for Business to meet this requirement.

To enroll, visit www.edd.ca.gov/e-Services_for_Business. Registered employers with an approved *E-file and E-pay Mandate Waiver Request* (DE 1245W) will automatically receive the forms by mail. If you do not file electronically and do not have a form, you can obtain blank forms and detailed instructions online at www.edd.ca.gov/payroll_taxes/forms_and_publications.htm or by contacting the Taxpayer Assistance Center at 888-745-3886.

REPORT OF NEW EMPLOYEE(S) (DE 34)

Overview

Purpose: All employers are required by law 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.

If you acquire an ongoing business and employ any of the former owner's workers, these employees are considered new hires, and you should report them to the EDD's NER. The NER assists California's Department of Child Support Services and Department of Justice in locating parents to collect delinquent child support payments. Employers must also report the actual start-of-work date (not the date hired) for each newly hired or rehired employee so that the NER data can be cross-matched to the Unemployment Insurance (UI) benefit payment file. This will result in the early detection and prevention of UI benefit overpayments.

Filing Options for Reporting New or Rehired Employees:

1. File online at www.edd.ca.gov/e-Services_for_Business. It's fast, easy, and secure.
2. Download the DE 34 form online at www.edd.ca.gov/pdf_pub_ctr/de34.pdf.
3. Order DE 34 forms using the EDD online order form at www.edd.ca.gov/forms.

When Due: You must report all newly hired or rehired employees within 20 days of the start-of-work date. If an employee returns to work after a layoff or leave of absence and is required to complete a new IRS *Employee's Withholding Allowance Certificate* (Form W-4), you must report the employee as a new hire. If the returning employee had been separated or removed from payroll records for at least 60 consecutive days, then you need to report the employee as a rehire.

The following information must be included when reporting new employees:

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

Refer to sample DE 34 form on [page 54](#).

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 Form W-4 to avoid penalty and interest charges. Your informal report must include all the information listed in the table above.

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: 916-319-4400**

Employers who hire employees in more than one state may elect to electronically report all newly hired employees to one state in which they have employees. Multistate employers who choose to file to one state must notify the Office of Child Support Enforcement at

www.acf.hhs.gov/programs/css/resource/ocse-multistate-employer-registration-contacts.

You can file online on the EDD e-Services for Business website at www.edd.ca.gov/e-Services_for_Business. It's fast, easy, and secure. **IF YOU FILE ELECTRONICALLY, DO NOT FILE A PAPER DE 34.** For additional information on new employee electronic filing, refer to the *Electronic Filing Guide for the New Employee Registry Program* (DE 340) available at www.edd.ca.gov/pdf_pub_ctr/de340.pdf, the NER FAQs at www.edd.ca.gov/payroll_taxes/faq_-_california_new_employee_registry.htm, or contact:

**Employment Development Department
e-File, ICR and NER Group, MIC 15A
PO Box 826880
Sacramento, CA 94280-0001
Phone: 800-796-3524**

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	CA EMPLOYER ACCOUNT NUMBER	BRANCH CODE	FEDERAL ID NUMBER
030718 D YY	00000000		XXXXXXXX

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

File this form
online through
e-Services for Business at
www.edd.ca.gov/e-Services_for_Business.

MI	EMPLOYEE LAST NAME		
E	MILLER		
STREET NAME		UNIT/APT	
CEDAR STREET			
		STATE	ZIP CODE
		CA	12345
		START-OF-WORK DATE	
		022618 D Y Y	

EMPLOYEE FIRST NAME	MI	EMPLOYEE LAST NAME	
SOCIAL SECURITY NUMBER	STREET NUMBER	STREET NAME	
CITY	STATE	ZIP CODE	UNIT/APT
			START-OF-WORK DATE M M D D Y Y

EMPLOYEE FIRST NAME		MI	EMPLOYEE LAST NAME	
SOCIAL SECURITY NUMBER		STREET NUMBER	STREET NAME	
CITY		STATE	ZIP CODE	UNIT/APT
				START-OF-WORK DATE M M D D Y Y

EMPLOYEE FIRST NAME	MI	EMPLOYEE LAST NAME	
SOCIAL SECURITY NUMBER	STREET NUMBER	STREET NAME	UNIT/APT
CITY	STATE	ZIP CODE	START-OF-WORK DATE

EMPLOYEE FIRST NAME	MI	EMPLOYEE LAST NAME	
SOCIAL SECURITY NUMBER	STREET NUMBER	STREET NAME	UNIT/APT
CITY	STATE	ZIP CODE	START-OF-WORK DATE

EMPLOYEE FIRST NAME		MI	EMPLOYEE LAST NAME			
SOCIAL SECURITY NUMBER		STREET NUMBER		STREET NAME		UNIT/APT
CITY				STATE	ZIP CODE	START-OF-WORK DATE
						MMDDYY



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

GU

REPORT OF INDEPENDENT CONTRACTOR(S) (DE 542)

Overview

Purpose: Any business or government entity that is required to file a federal Form 1099-MISC for personal services performed must also report specific information to the Employment Development Department (EDD) regarding any independent contractor providing services to you or your business. The Independent Contractor Reporting (ICR) information assists California's Department of Child Support Services and Department of Justice in locating parents for the purpose of collecting delinquent child support payments. An independent contractor is an individual who is not a common law or statutory employee of a business/government entity for California purposes and who receives compensation for or executes a contract for services performed for a business/government entity, either in or outside of California.

Filing Options for Reporting Independent Contractors:

1. File online at www.edd.ca.gov/e-Services_for_Business. It's fast, easy, and secure.
2. Download the DE 542 form online at www.edd.ca.gov/pdf_pub_ctr/de542.pdf.
3. Order DE 542 forms using the EDD online order form at www.edd.ca.gov/forms.

When Due: Independent contractor information must be reported to the EDD within 20 days of EITHER making payments totaling \$600 or more, OR entering into a contract for \$600 or more with an independent contractor in any calendar year, whichever occurs first. This is in addition to your requirement to report the total annual payments to the Internal Revenue Service on a Form 1099-MISC after the close of the calendar year.

The following information must be included when reporting independent contractors:

Business or Government Entity (Service-Recipient) Information	Independent Contractor (Service-Provider) Information
<ul style="list-style-type: none">• Federal Employer Identification Number (FEIN)• EDD eight-digit employer payroll tax account number• Social Security number (if no FEIN number or eight-digit EDD employer payroll tax account number)• Business or government entity name, address, and phone number• Contact person	<ul style="list-style-type: none">• First name, middle initial, and last name (do not use company name)• Social Security number (do not use FEIN)• Address• Start date of contract• Amount of contract (including cents)• Contract expiration date or check box if the contract is ongoing

Refer to sample DE 542 form on [page 56](#).

Filing an Informal Report

If you are not able to obtain a DE 542 form by the due date, you may file an informal report to avoid penalty and interest charges. Your informal report must include all the information listed in the table above.

Mail or fax your independent contractor information to:

**Employment Development Department
Document Management Group, MIC 96
PO Box 997350
Sacramento, CA 95899-7350**
Fax: 916-319-4410

If you are reporting a large number of independent contractors, we encourage you to send the information electronically. You can file online using e-Services for Business at www.edd.ca.gov/e-Services_for_Business. **IF YOU FILE ELECTRONICALLY, DO NOT FILE A PAPER DE 542.** For additional information on ICR electronic filing, refer to the *Electronic Filing Guide for the Independent Contractor Reporting Program* (DE 542M) at www.edd.ca.gov/pdf_pub_ctr/de542m.pdf, the ICR FAQs at www.edd.ca.gov/pdf_pub_ctr/de542faq.pdf, online at www.edd.ca.gov/payroll_taxes/faq_-_california_independent_contractor_reporting.htm, or contact:

**Employment Development Department
e-File, ICR, and NER, MIC 15A
PO Box 826880
Sacramento, CA 94280-0001**
Phone: 800-796-3524

FOR ILLUSTRATIVE PURPOSES ONLY



REPORT OF INDEPENDENT CONTRACTOR(S)

See detailed instructions on reverse side. Please type or print.



SERVICE-RECIPIENT (BUSINESS OR GOVERNMENT ENTITY):

DATE 032118	FEDERAL ID NUMBER XXXXXXXXXX	CA EMPLOYER ACCOUNT NUMBER 00000000	SOCIAL SECURITY NUMBER XXXXXXX
SERVICE-RECIPIENT NAME / BUSINESS NAME EMPLOYER CITY STORE		CONTACT PERSON JANE SMITH	
		PHONE NUMBER 123 555-7899	
		STATE CA	ZIP CODE 12345

File this form
online through
e-Services for Business at
www.edd.ca.gov/e-Services_for_Business.

SERVICE-PROVIDER (INDEPENDENT CONTRACTOR):

FIRST NAME HENRY	MI A	LAST NAME KENNEDY	STREET NUMBER 2954	STREET NAME HILLCREST DRIVE	UNIT/APT		
SOCIAL SECURITY NUMBER 000000000	STATE CA	ZIP CODE 12345	CITY ANYCITY	START DATE OF CONTRACT 030718	AMOUNT OF CONTRACT 1000.00	CONTRACT EXPIRATION DATE 062717	CHECK HERE IF CONTRACT IS ONGOING
M M D D Y Y	M M D D Y Y	M M D D Y Y					

FIRST NAME	MI	LAST NAME	
SOCIAL SECURITY NUMBER	STREET NUMBER	STREET NAME	UNIT/APT
CITY	STATE	ZIP CODE	
START DATE OF CONTRACT	AMOUNT OF CONTRACT	CONTRACT EXPIRATION DATE	CHECK HERE IF CONTRACT IS ONGOING
M M D D Y Y	,	,	

FIRST NAME	MI	LAST NAME	
SOCIAL SECURITY NUMBER	STREET NUMBER	STREET NAME	UNIT/APT
CITY	STATE	ZIP CODE	
START DATE OF CONTRACT	AMOUNT OF CONTRACT	CONTRACT EXPIRATION DATE	CHECK HERE IF CONTRACT IS ONGOING
M M D D Y Y	,	,	

MAIL TO: Employment Development Department • PO Box 997350, MIC 96 • Sacramento, CA 95899-7350
or Fax to 916-319-4410



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PAYROLL TAX DEPOSIT (DE 88)

Overview

Purpose: 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 withholding, and Personal Income Tax (PIT) withholding to the EDD. Employers can enroll and use e-Services for Business immediately to make deposits.



e-Services for Business. Online. Anytime.

Electronic Filing with e-Services for Business:

- As of January 1, 2018, employers must electronically submit payroll tax deposits. Refer to [page 49](#) for additional information on the e-file and e-pay mandate.
- Fast, easy, and secure way to manage your payroll taxes online.
- Fulfills the e-file and e-pay mandate.
- Ability to view and edit your returns/reports prior to submission.
- Available 24 hours a day, 7 days a week.
- Payroll agents can manage their clients' payroll tax accounts by enrolling in e-Services for Business through a third-party access.
- Access now available using tablets and smartphones.
- For additional e-Services for Business features, refer to [page 50](#).

Enroll in e-Services for Business today at www.edd.ca.gov/e-Services_for_Business.

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.
- **If PIT withholdings are \$350 or more, SDI and PIT may need to be deposited more often.** Refer to [page 59](#) for the California Deposit Requirements table.
- Refer to [page 60](#) for additional deposit information and due dates.

NOTE: A penalty of 15 percent (10 percent for periods prior to the 3rd quarter 2014) plus interest will be charged on late payroll tax payments.

As of January 1, 2018, employers must electronically submit payroll tax deposits to the EDD. Refer to [page 49](#) for information on the e-file and e-pay mandate.

Your online e-Services for Business account has your Unemployment Insurance (UI), Employment Training (ETT), and State Disability Insurance (SDI) tax rates available.

For additional assistance, contact the Taxpayer Assistance Center at 888-745-3888. If outside of the U.S. or Canada, call 916-464-3502.

File online at www.edd.ca.gov/e-Services_for_Business.

PAYROLL TAX DEPOSIT (DE 88) (cont.)

Withholding Deposits

As of January 1, 2018, employers must electronically submit payroll tax deposits to the EDD. Refer to [page 49](#) for information on the e-file and e-pay mandate. Payments made online with e-Services for Business at www.edd.ca.gov/e-Services_for_Business do not require a *Payroll Tax Deposit* (DE 88/DE88All) coupon. If you are making your tax payments by check, a properly completed DE 88/DE 88ALL coupon must be included with your payment. Although employer contributions of Unemployment Insurance (UI) and Employment Training Tax (ETT) are due quarterly, withholdings from employees' wages for State Disability Insurance (SDI) and California Personal Income Tax (PIT) may need to be deposited more often. The SDI and PIT deposit due dates are based on each employer's federal deposit schedule/requirement and the amount of accumulated PIT the employer has withheld. Details are provided below and in the table on [page 61](#). For information on federal deposit schedules, download the IRS *Employer's Tax Guide* (Publication 15, Circular E) from the IRS website at www.irs.gov or contact the IRS at 800-829-3676.

A penalty of 15 percent (10 percent for periods prior to the 3rd quarter 2014) plus interest will be charged on late payroll tax payments.

CALIFORNIA DEPOSIT REQUIREMENTS

CALIFORNIA DEPOSIT SCHEDULE	REQUIREMENT DEFINITION
Next-Day	<p>You are required to make next-day SDI and PIT deposits if you are required to make federal next-day deposits AND you accumulate more than \$500* in California PIT during one or more payroll periods. If you accumulate \$350 to \$500* in PIT during one or more pay periods, refer to Monthly requirements below.</p> <p>The next-day deposit schedule requires deposits to be made by the next business day. Business days do not include Saturdays, Sundays, or legal holidays.</p>
Semiweekly	<p>You are required to make semiweekly SDI and PIT deposits if you are required to make federal semiweekly deposits AND you accumulate more than \$500* in California PIT during one or more payroll periods. If you accumulate \$350 to \$500* in PIT during one or more pay periods, refer to monthly requirements below.</p> <p>The semiweekly deposit schedule requires deposits for paydays on Wednesday, Thursday, and Friday to be made by the following Wednesday. For paydays on Saturday, Sunday, Monday, or Tuesday, deposits must be made by the following Friday.</p> <p>Semiweekly depositors always have three business days after the end of the semiweekly period to make a deposit. If any of the three business days after the end of the semiweekly period is a legal holiday, you will have an additional business day to make your deposit.</p>
Monthly	<p>You are required to make monthly SDI and PIT deposits if you are required to make federal annual, quarterly, or monthly deposits AND you accumulate \$350 or more in California PIT during one or more months of a quarter.</p> <p>Monthly deposits are due by the 15th day of the following month. If the 15th is a Saturday, Sunday, or legal holiday, the last timely date would be the next business day.</p> <p>You are required to make monthly SDI and PIT deposits if you are required to make federal semiweekly or next-day deposits and you accumulate \$350 to \$500* in California PIT during one or more months of a quarter.</p>
Quarterly	<p>Quarterly tax payments are due and delinquent on the same dates as the <i>Quarterly Contribution Return and Report of Wages (Continuation)</i> (DE 9C). Refer to the monthly deposit schedule if you are a quarterly depositor but accumulate \$350 or more in California PIT during one or more months of the quarter.</p> <p>Employer contributions for UI and ETT are due quarterly. However, they may be submitted more often with any required SDI and PIT deposits.</p>

*California PIT deposit threshold may be adjusted annually.

PAYROLL TAX DEPOSIT (DE 88) (cont.)

Withholding Deposits

California Deposit Requirements				
If Your Federal Deposit Schedule/ Requirement Is¹	And You Have Accumulated State PIT Withholding Of	If Pay Date Is	PIT and SDI Deposit Due By²	California "Deposit Schedule" to indicate on the DE 88
Next-Day	Less than \$350	Any payday	April 30, 2018 July 31, 2018 October 31, 2018 January 31, 2019	Quarterly
	\$350 to \$500	Any payday	15 th of the following month	Monthly
	More than \$500	Any payday	Next business day	Next-Day
Semiweekly	Less than \$350	Any payday	Quarterly ³ April 30, 2018 July 31, 2018 October 31, 2018 January 31, 2019	Quarterly
	\$350 to \$500	Any payday	15 th of the following month	Monthly
	More than \$500	Wed., Thurs., or Fri.	Following Wednesday ⁷	Semiweekly
	More than \$500	Sat., Sun., Mon., or Tues.	Following Friday ⁷	Semiweekly
Monthly	Less than \$350	Any payday	Quarterly ³ April 30, 2018 July 31, 2018 October 31, 2018 January 31, 2019	Quarterly
	\$350 or more	Any payday	15 th of the following month	Monthly
Quarterly ^{4,5} or Annually ⁶	Less than \$350	Any payday	April 30, 2018 July 31, 2018 October 31, 2018 January 31, 2019	Quarterly
	\$350 or more	Any payday	15 th of the following month	Monthly

¹ Electronic payment transactions for next day deposits must be settled* in the state's bank account on or before the third business day following the payroll date. *Refer to [page 114](#) for a definition of settlement date.

² If the due date falls on a Saturday, Sunday, or legal holiday, the due date is extended to the next business day. For example, if a deposit is due on Friday, but Friday is a holiday, the deposit due date is extended to the following Monday.

³ If you have accumulated less than \$350 of PIT and you choose to make an additional deposit before the quarterly due date, designate the "DEPOSIT SCHEDULE" as QUARTERLY on your DE 88.

⁴ If you are not required to follow one of the above federal deposit schedules/requirements, you are still required to make California payroll tax deposits of accumulated SDI deductions and PIT withholding quarterly or more often based on the guidelines in this table.

⁵ A deposit of employer UI and ETT taxes and any accumulated SDI and PIT withholdings not previously paid MUST BE DEPOSITED EACH QUARTER by the due dates shown.

⁶ If your federal deposit schedule/requirement is annually, you are required to make California payroll tax deposits quarterly or monthly based on the guidelines in this table.

⁷ The transition period of the semiweekly schedule allows employers to make a deposit in any of the three business days following the last pay date. If any of the transition period days is a legal holiday, you are given an extra business day to make your deposit.

Note: As of January 1, 2018, employers must electronically submit payroll tax deposits to the EDD.

PAYROLL TAX DEPOSIT (DE 88) (cont.)

Withholding Deposits

REMINDERS:

- Once you make a next-day deposit to the IRS, your federal deposit schedule automatically becomes semiweekly for the remainder of that calendar year and all of the following calendar year.
- Semiweekly depositors always have three business days after the end of the semiweekly period to make a deposit. If any of the three weekdays after the end of a semiweekly period is a holiday, you will have one additional business day to deposit.
- To ensure your DE 88 credit card payment is timely, you must use the same due dates as shown on the schedule on [page 61](#).
- As of January 1, 2018, employers must electronically submit employment tax returns, wage reports, and payroll tax deposits to the EDD. Electronic payment transactions for quarterly deposits must settle into the state's bank account on or before the business day following the last timely date. For the timely settlement dates, refer to [page 61](#). Additional electronic payment options are available online at www.edd.ca.gov/Payroll_Taxes/File_and_Pay.htm.

PAYROLL TAX DEPOSIT (DE 88) (cont.)

Due Dates for Quarterly Tax Deposits

Using Electronic Funds Transfer (EFT)

EFT transactions, regardless of the method of transmission (e-Services for Business, vendor, or Federal/State Employment Taxes program), for quarterly Unemployment Insurance (UI) Tax, Employment Training Tax (ETT), State Disability Insurance (SDI) Tax, and Personal Income Tax (PIT) withholding payments must settle in the state's bank account on or before the timely settlement date. Refer to the last column in the table below for specific settlement dates.

2018 Quarterly Payment Table

Reporting Period	Taxes Due	Last Timely Date (initiate on or before)	Timely Settlement Date
January, February, March	April 1, 2018	April 30, 2018	May 1, 2018
April, May, June	July 1, 2018	July 31, 2018	August 1, 2018
July, August, September	October 1, 2018	October 31, 2018	November 1, 2018
October, November, December	January 1, 2019	January 31, 2019	February 1, 2019

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

- EFT Automated Clearing House (ACH) **debit** transactions must be **completed** before 3 p.m., Pacific Time, on or before the last timely date to ensure a timely settlement date.
- The 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.

Using a Payroll Tax Deposit (DE 88) Coupon

As of January 1, 2018, employers must electronically submit payroll tax deposits to the EDD. Refer to [page 49](#) for additional information on the e-file and e-pay mandate. Employers who have an approved e-file and e-pay mandate waiver can mail your tax payments with a DE 88 to the EDD. **A penalty of 15 percent (10 percent for periods prior to the 3rd quarter of 2014) plus interest will be charged on late payroll tax payments.** The filing due dates and delinquency dates for 2018 quarterly payroll tax deposits are:

Reporting Period	Filing Due Date	Delinquent if Not Paid By
January, February, March	April 1, 2018	April 30, 2018
April, May, June	July 1, 2018	July 31, 2018
July, August, September	October 1, 2018	October 31, 2018
October, November, December	January 1, 2019	January 31, 2019

Late Deposit, Penalty, and Interest

When tax payments are remitted electronically, the settlement date is used to determine timeliness. When your tax payments are mailed to the EDD, the postmark date is used to determine timeliness. If the last timely filing date falls on a Saturday, Sunday, or legal holiday, the next business day is considered to be the last timely date. **A penalty of 15 percent (10 percent for periods prior to the 3rd quarter of 2014) plus interest will be charged on late payroll tax payments.** The interest rate is reestablished every six months. Refer to the interest table online at www.edd.ca.gov/payroll_taxes/interest_rate.htm.

NOTE: If you do not make timely payments, you will receive a *Statement of Account* (DE 2176) that provides details of the delinquent balance due. If the delinquency is not paid, a tax lien may be issued. If a tax lien is issued, it will be recorded at the county recorder's office. Tax lien information is a matter of public record after it is recorded.

Penalty for Failure to Deposit Payroll Taxes

Employers are required to withhold payroll taxes and send them to the EDD. Any person or employer who fails to do this, even by mistake, can be charged with a misdemeanor. If convicted, the person or employer can be fined up to \$1,000 or sentenced to jail for up to one year, or both, at the discretion of the court.

PAYROLL TAX DEPOSIT (DE 88) (cont.)

Correcting Previously Submitted Payroll Tax Deposit (DE 88)

Deposits can be corrected online through e-Services for Business at www.edd.ca.gov/e-Services_for_Business even if the deposit was made using a paper DE 88 coupon.

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

Correcting a Payroll Tax Deposit (DE 88)	Reason for Adjustment		How to Make an Adjustment	Form to Use
	Overpaid	UI, ETT, SDI, and/or PIT on a DE 88 prior to filing your <i>Quarterly Contribution Return and Report of Wages</i> (DE 9).	On the next DE 88 (for the same calendar quarter), reduce the amount of taxes due by the amount of the overpayment. Do not show credits on the DE 88.	DE 88 (DO NOT USE A QUARTERLY CONTRIBUTION AND WAGE ADJUSTMENT FORM [DE 9ADJ].)
	Overpaid	UI, ETT, SDI, and/or PIT on a DE 88 prior to filing your DE 9, and you cannot reduce the overpayment on your next deposit within the quarter.	Claim refund on Line J when you file your DE 9. Do not apply overpayment to another quarter.	File DE 9 at the end of the quarter. (DO NOT USE A DE 9ADJ.)
	Over-withheld	PIT and: <ul style="list-style-type: none"> • DE 9 was filed. • Form W-2 was issued to the employee. • DE 9C was filed. 	DO NOT: <ul style="list-style-type: none"> • Refund PIT overwithholding to the employee, • Change the California PIT withholding amount shown on the Form W-2, or • File a claim for refund with the EDD. <p>The employee will receive a credit for the PIT overwithholding when filing a California State income tax return with the Franchise Tax Board (FTB).</p>	None
	Underpaid	UI, ETT, SDI, and/or PIT prior to filing your DE 9.	Submit a DE 88 for the additional amount due, including penalty and interest. Indicate the payroll date on the DE 88.	DE 88 (DO NOT USE A DE 9ADJ.)
	Overpaid/Underpaid	Provided incorrect UI, ETT, SDI, and/or PIT information on DE 9.	File a DE 9ADJ with correct information. NOTE: If taxes are due, make a payment for tax amount plus penalty and interest, if any, with the DE 9ADJ.	Complete the DE 9ADJ, Sections I, II, and III, with the correct information.
	Allocated the wrong amounts to specific funds on a DE 88.		DO NOT ADJUST: The EDD will make the necessary adjustments at the end of the quarter when your DE 9 is filed.	No form required.

Additional information and samples of the *Quarterly Contribution and Wage Adjustment Form* (DE 9ADJ) are available on page 68 or online at www.edd.ca.gov/pdf_pub_ctr/de9adj.pdf.

PAYROLL TAX DEPOSIT (DE 88) (cont.)

Correcting Payroll Tax Deposits (cont.)

NOTE: As of January 1, 2018, employers must electronically submit payroll tax deposits to the EDD.

Refer to [page 49](#) for additional information on the e-file and e-pay mandate.

IMPORTANT: Failure to electronically submit a completed DE 88 with your payment may cause a misallocation of funds which could result in penalties and interest.

When **written permission** is obtained from an employee, you are authorized to adjust any over or underwithholding of California PIT from the employee if the adjustment is made within the same calendar year and before the IRS Form W-2 is issued. You should obtain a receipt from the employee whenever a credit adjustment or repayment of overwithheld tax is made.

Overwithheld SDI and/or California PIT must be credited or refunded to your employee before you can take a credit or receive a refund from the EDD. This overpayment can be adjusted in one of the following ways:

- If you have issued an IRS Form W-2 to the employee, you cannot adjust any overwithholding of PIT reported. The employee will receive credit for any overwithholding when he/she files a California State income tax return with the Franchise Tax Board (FTB).
- If you have issued the IRS Form W-2 showing the wrong amount, you must issue an IRS *Corrected Wage and Tax Statement* (Form W-2C) to the employee. **DO NOT** send the state copy of the IRS Form W-2C to the EDD or the FTB.

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

NOTE: Mandatory EFT filers are subject to noncompliance penalty if an SDI/PIT deposit is paid by check with a DE 88 coupon. Additional information about mandatory EFT filing is available online at www.edd.ca.gov/payroll_taxes/electronic_funds_transfer.htm.

For the latest news and helpful information,
refer to the online quarterly **California Employer Newsletter** at
www.edd.ca.gov/payroll_taxes/california_employer_newsletter.htm.

QUARTERLY CONTRIBUTION RETURN AND REPORT OF WAGES (DE 9)

Overview

Purpose: Employers use the *Quarterly Contribution Return and Report of Wages* (DE 9) to reconcile payroll tax payments and total subject wages reported for the quarter. **You must submit a DE 9 AND a *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C) each quarter.**

2018 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, 2018	April 30, 2018
April, May, June	July 1, 2018	July 31, 2018
July, August, September	October 1, 2018	October 31, 2018
October, November, December	January 1, 2019	January 31, 2019

NOTE: For reporting purposes, wages are taxable when paid, when constructively paid, or when an employee receives remuneration other than cash.

You must file a DE 9 each quarter even if you paid no wages during the quarter. Penalty and interest will be charged on late reports. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is extended to the next business day.

IMPORTANT: As of January 1, 2018¹, employers must electronically submit employment tax returns, wage reports, and payroll tax deposits to the EDD. Refer to [page 49](#) for additional information on the e-file and e-pay mandate.

Quarter-End Payment Due: If your DE 9 shows payroll taxes due, submit a *Payroll Tax Deposit* (DE 88) payment and include the correct payment quarter.



e-Services for Business. Online. Anytime.

Electronic Filing with e-Services for Business:

- Fulfills the e-file and e-pay mandate, refer to [page 49](#) for additional information.
- Fast, easy, and secure way to manage your payroll taxes online.
- Ability to view and edit your returns/reports prior to submission.
- Available 24 hours a day, 7 days a week.
- For additional e-Services for Business features, refer to [page 50](#).

Enroll in e-Services for Business today at www.edd.ca.gov/e-Services_for_Business.

IMPORTANT: Your *Quarterly Contribution Return and Report of Wages* (DE 9) and *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C) **must be filed electronically together**.

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

NOTE:

- California law requires employers to report all UI/SDI subject California wages paid and California PIT withheld during the quarter.
- A penalty of 15 percent (10 percent for periods prior to the 3rd quarter of 2014) plus interest will be charged for underpayment of contributions and California PIT withheld pursuant to Section 1112(a) of the California Unemployment Insurance Code (CUIC).

¹ Any employer required under existing law to electronically submit wage reports and/or electronic funds transfer to the EDD prior to January 1, 2017, will remain subject to those requirements.

QUARTERLY CONTRIBUTION RETURN AND REPORT OF WAGES (DE 9) (cont.)

Correcting a Previously Filed DE 9

If you made an error on a *Quarterly Contribution Return and Report of Wages* (DE 9), you can make a correction as follows:

Online

1. Log in to e-Services for Business at www.edd.ca.gov/e-Services_for_Business.
2. Access the original DE 9 filed previously.
3. Select "Adjust."
4. Make the changes to the form and select "Submit" to send your request to the EDD.

Paper

Complete and mail the *Quarterly Contribution and Wage Adjustment Form* (DE 9ADJ). Refer to [page 69](#) for additional information and a sample form.

File and pay online using the EDD e-Services for Business at
www.edd.ca.gov/e-Services_for_Business.

Subscribe to no-fee EDD email subscription services at
www.edd.ca.gov/about_edd/get_email_notices.htm.

For the latest news and helpful information,
refer to the online quarterly **California Employer Newsletter** at
www.edd.ca.gov/payroll_taxes/california_employer_newsletter.htm.

QUARTERLY CONTRIBUTION RETURN AND REPORT OF WAGES (CONTINUATION) (DE 9C)

Overview

Purpose: Employers use the *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C) to report employee wages subject to Unemployment Insurance (UI) Tax, Employment Training Tax (ETT), State Disability Insurance (SDI) Tax, and to report Personal Income Tax (PIT) wages and PIT withheld.

2018 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, 2018	April 30, 2018
April, May, June	July 1, 2018	July 31, 2018
July, August, September	October 1, 2018	October 31, 2018
October, November, December	January 1, 2019	January 31, 2019

NOTE: For reporting purposes, wages are taxable when paid, when constructively paid, or when an employee receives remuneration other than cash. If wages are still unpaid at the time the DE 9C is due, wages due to an employee that were not paid within the time required by law should be reported by filing *Quarterly Contribution and Wage Adjustment Form* (DE 9ADJ) online thorough e-Services for Business with the caption "Wages Legally Due but Unpaid" noted on form. This will ensure that an employee receives proper wage credit for the quarter when the wages should have been paid. However, the employment taxes due on these wages should be paid when the wages are actually or constructively paid for the employee. For additional information, refer to e-Services for Business tutorial www.edd.ca.gov/Payroll_Taxes/e-Services_for_Business_Tutorials.htm.

You must electronically file a DE 9C each quarter even if you paid no wages during the quarter. Penalty and interest will be charged on late reports. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is extended to the next business day.

NOTE: Mandatory Electronic Funds Transfer (EFT) filers **MUST** remit all SDI and PIT deposits electronically.



e-Services for Business. Online. Anytime.

Electronic Filing with e-Services for Business:

- Fulfils the e-file and e-pay mandate, refer to [page 49](#) for additional information.
- Fast, easy, and secure way to manage your payroll taxes online.
- Ability to view and edit your returns/reports prior to submission.
- Available 24 hours a day, 7 days a week.
- For additional e-Services for Business features, refer to [page 50](#).

Enroll in e-Services for Business today at www.edd.ca.gov/e-Services_for_Business.

IMPORTANT: Your *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C) and *Quarterly Contribution Return and Report of Wages* (DE 9) **must be filed electronically together**.

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

QUARTERLY CONTRIBUTION RETURN AND REPORT OF WAGES (CONTINUATION) (DE 9C)

(cont.)

NOTE:

- As an active employer, you must file a DE 9C even if you paid no wages during the quarter. If you have no payroll during a quarter, you are still considered an employer and are required to file a DE 9C electronically. Select "No Payroll to Report" and submit.
- Wages are reported when they are paid to the employee, not when the employee earns the wages. Because UI and SDI benefits are based on the highest quarter of wages, it is important that wages are reported for the correct quarter. If you have any questions on reporting your employees' wages, contact the Taxpayer Assistance Center at 888-745-3886.
- A wage item penalty of **\$20 (\$10 for periods prior to the 3rd quarter 2014) per employee** will be charged for late reporting or unreported employee wages.
- If your reports are filed late or you do not make timely payments, you will receive a *Statement of Account* (DE 2176) that provides details of the delinquent balance due. If the delinquency is not paid, a tax lien may be issued. If a tax lien is issued, it will be recorded at the county recorder's office. Tax lien information is a matter of public record after it is recorded.
- As of January 1, 2018, employers are required to electronically submit employment tax returns, wage reports, and payroll tax deposits to the EDD. Refer to [page 49](#) for additional information on the e-file and e-pay mandate.
- Before submitting your DE 9C, make sure the following are correct: the quarter you are reporting, your employer payroll tax account number, the names of your employees, and their Social Security numbers.

Correcting a Previously Filed DE 9C

The DE 9C can be corrected through www.edd.ca.gov/e-Services_for_Business even if originally filed using a paper form.

Online

- Log in to e-Services for Business at www.edd.ca.gov/e-Services_for_Business.
- Access the previously filed DE 9C that needs to be corrected.
- Select "Adjust."
- Make the changes to the form and select "Submit" to send your request to the EDD.

Paper

Complete and mail the *Quarterly Contribution and Wage Adjustment Form* (DE 9ADJ). Refer to [page 72](#) for additional information and a sample form.

For the latest news and helpful information,
refer to the online quarterly **California Employer Newsletter** at
www.edd.ca.gov/payroll_taxes/california_employer_newsletter.htm.

QUARTERLY CONTRIBUTION AND WAGE ADJUSTMENT FORM (DE 9ADJ)

Overview

Purpose: Employers use the *Quarterly Contribution and Wage Adjustment Form* (DE 9ADJ) to make corrections to previously filed reports. Corrections may also be made electronically through e-Services for Business available at www.edd.ca.gov/e-Services_for_Business.

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

Detailed DE 9ADJ instructions are provided on the *Instructions for Completing the Quarterly Contribution and Wage Adjustment Form* (DE 9ADJ-I) available online at www.edd.ca.gov/pdf_pub_ctr/de9adji.pdf or contact the Taxpayer Assistance Center at 888-745-3886 for additional assistance.

A completed sample DE 9ADJ is shown on [pages 69](#) and [70](#).

For the latest news and helpful information,
refer to the online quarterly **California Employer Newsletter** at
www.edd.ca.gov/payroll_taxes/california_employer_newsletter.htm.

FOR ILLUSTRATIVE PURPOSES ONLY



QUARTERLY CONTRIBUTION AND WAGE ADJUSTMENT FORM

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



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

SECTION I: (PLEASE PRINT)

BUSINESS NAME

JOHN AND JANE SMITH

YEAR / QUARTER

17/4

EMPLOYER CITY STORE

EMPLOYER ACCOUNT NO.

000-0000-0

File this form
online through
e-Services for Business at
www.edd.ca.gov/e-Services_for_Business. QUARTER BY 9,000.00, DID NOT REPORT ONE EMPLOYEE

SECTION II: ADJUSTMENT TO WAGES AND CONTRIBUTIONS

	(1) Previously reported	(2) Should have reported	(3) DIFFERENCES Debit/(Credit)	
			Debit	Credit
A. TOTAL SUBJECT WAGES.....	9,000.00	18,000.00	9,000.00	
B. UNEMPLOYMENT INSURANCE (UI) Taxable Wages	7,000.00	14,000.00	7,000.00	
C. STATE DISABILITY INSURANCE (SDI) Taxable Wages	9,000.00	18,000.00	9,000.00	
D. EMPLOYER'S UI CONTRIBUTIONS (UI Rate <u>3.4</u> % times B).....	238.00	476.00	238.00	
E. EMPLOYMENT TRAINING TAX (ETT Rate <u>0.1</u> % times B).....	7.00	14.00	7.00	
F. STATE DISABILITY INSURANCE* (SDI) Withheld (SDI Rate <u>1.0</u> % times C; complete Box 1 below if credit on row F).....	90.00	180.00	90.00	
G. PERSONAL INCOME TAX (PIT) Withheld (Complete Box 2 below if credit on line G.).....	150.00	300.00	150.00	
H. SUBTOTAL (Lines D, E, F, and G)	485.00	970.00	485.00	
I. Penalty (Refer to instructions on DE 9ADJ-I)			0.00	
J. Interest (Refer to instructions on DE 9ADJ-I)			0.00	
K. Erroneous SDI Deductions not refunded (See Box 1 , NOTE below)			0.00	
L. Less contributions and withholdings paid for the quarter			1,000.00	
M. Total taxes due or overpaid (H2 + I + J + K) - L			-30.00	

* Includes Paid Family Leave amount.

BOX 1. STATE DISABILITY INSURANCE OVERPAYMENTS (Must be completed for credit to be allowed.)

1. Was the credit claimed in column 3 withheld from the wages of employee(s)? Yes No
If yes, has this amount been refunded to employee(s)? Yes No

If not refunded: employee(s) no longer employed, unable to locate.

NOTE: The EDD cannot refund these contributions to you unless you first refund the erroneous deductions to the employee(s).
(List each employee name, Social Security Number, and amount of SDI not refunded.)

BOX 2. PERSONAL INCOME TAX OVERPAYMENTS (Must be completed for credit to be allowed.)

If you paid the Employment Development Department (EDD) more than the amount of California PIT withheld from wages of employee(s), you can adjust the amount reported by using this form. The EDD will allow credit adjustments prior to the issuance of Forms W-2. **If you have already issued Forms W-2, please read the additional information on page 2 before proceeding.**

1. Was the credit claimed in column 3 withheld from the pay of employee(s)? Yes No
If yes, has this credit been refunded to employee(s)? Yes No
2. Was the credit claimed in column 3 included on Forms W-2 issued to employee(s)? Yes No

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

Signature Jane Smith Title EMPLOYER Phone (123) 555-7899 Date 05/01/2018
(Owner, Accountant, Preparer, etc.)

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

FOR ILLUSTRATIVE PURPOSES ONLY



QUARTERLY CONTRIBUTION AND WAGE ADJUSTMENT FORM

BUSINESS NAME JOHN AND JANE SMITH

EMPLOYER ACCOUNT NO.

000-0000-0

SECTION III: QUARTERLY WAGE AND WITHHOLDING ADJUSTMENTS

Enter amount that should have been reported; if unchanged, leave field blank. Correcting the Social Security Number or Name requires a new form. *See Instructions for Completing the Quarterly Contribution and Wage Adjustment Form (DE 9ADJ-I),* for detailed instructions.

File this form
online through

e-Services for Business at

www.edd.ca.gov/e-Services_for_Business

YEAR / QUARTER SOCIAL SECURITY NUMBER

EMPLOYEE NAME (FIRST, MIDDLE INITIAL, LAST)

CHARLES T. TAYLOR

TOTAL SUBJECT WAGES

9,000.00

PIT WAGES

9,000.00

PIT WITHHELD

150.00

EMPLOYEE NAME (FIRST, MIDDLE INITIAL, LAST)

TOTAL SUBJECT WAGES

9,000.00

PIT WAGES

9,000.00

PIT WITHHELD

150.00

EMPLOYEE NAME (FIRST, MIDDLE INITIAL, LAST)

TOTAL SUBJECT WAGES

9,000.00

PIT WAGES

9,000.00

PIT WITHHELD

150.00

EMPLOYEE NAME (FIRST, MIDDLE INITIAL, LAST)

TOTAL SUBJECT WAGES

9,000.00

PIT WAGES

9,000.00

PIT WITHHELD

150.00

EMPLOYEE NAME (FIRST, MIDDLE INITIAL, LAST)

TOTAL SUBJECT WAGES

9,000.00

PIT WAGES

9,000.00

PIT WITHHELD

150.00

EMPLOYEE NAME (FIRST, MIDDLE INITIAL, LAST)

TOTAL SUBJECT WAGES

9,000.00

PIT WAGES

9,000.00

PIT WITHHELD

150.00

EMPLOYEE NAME (FIRST, MIDDLE INITIAL, LAST)

TOTAL SUBJECT WAGES

9,000.00

PIT WAGES

9,000.00

PIT WITHHELD

150.00

EMPLOYEE NAME (FIRST, MIDDLE INITIAL, LAST)

TOTAL SUBJECT WAGES

9,000.00

PIT WAGES

9,000.00

PIT WITHHELD

150.00

EMPLOYEE NAME (FIRST, MIDDLE INITIAL, LAST)

TOTAL SUBJECT WAGES

9,000.00

PIT WAGES

9,000.00

PIT WITHHELD

150.00

EMPLOYEE NAME (FIRST, MIDDLE INITIAL, LAST)

TOTAL SUBJECT WAGES

9,000.00

PIT WAGES

9,000.00

PIT WITHHELD

150.00

FEDERAL FORMS W-2 AND 1099

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. For 2018, you are required to provide your employees with Form W-2 by January 31, 2019*. Prepare the Form W-2 on the federal/state four-part paper form. To obtain these forms, go to www.irs.gov.

If you need information on Form W-2 reporting requirements, refer to the IRS *Employer's Tax Guide* (Publication 15, Circular E). For federal instructions on completing Form W-2, refer to the IRS publication 2018 General Instructions for Forms W-2 and W-3. To obtain these publications, access the IRS website at www.irs.gov or call the IRS at 800-829-3676.

In addition to the federal information required, you must include California Personal Income Tax (PIT) wages, PIT withholding, and State Disability Insurance (SDI) Tax 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
Box 19 (Local income tax)	The abbreviation "CASDI" and SDI withheld (For additional information, refer to "NOTE" below.)

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:

- Your business or entity name, address, Federal Employer Identification Number, and the Employment Development Department (EDD) eight-digit employer payroll tax account number.
- The employee's name, address, state, and Social Security number.
- The amount of SDI Tax actually withheld and/or paid directly by you under the state plan.
- If the wages were not subject to SDI, show "CASDI 0" (zero).
- If you pay SDI taxes without withholding SDI from the employee's wages, you should show the SDI taxes as if withheld and increase the amount you report according to the formula as shown on *Information Sheet: Social Security/Medicare/State Disability Insurance/Federal Income Taxes Paid by an Employer* (DE 231Q). The DE 231Q is available online at www.edd.ca.gov/pdf_pub_ctr/de231q.pdf or contact the Taxpayer Assistance Center at 888-745-3886.
- If you are covered under an authorized Voluntary Plan Disability Insurance (VPDI), enter "VPDI" and the VPDI amount actually withheld.

Generally, the amount reported as California PIT wages on Form W-2 (Box 16, state wages) is the same as the federal wages (Box 1). However, the amounts may differ based on:

- Federal and California differences in definition of:
 - Employee (refer to *Information Sheet: Types of Employment* [DE 231TE]).
 - Taxable wages (refer to *Information Sheet: Types of Payments* [DE 231TP]).
- The DE 231TE and DE 231TP are available online at www.edd.ca.gov/payroll_taxes/forms_and_publications.htm or contact the Taxpayer Assistance Center at 888-745-3886.
- Residency of the employee (refer to [page 16](#)).
- If the employee performs services in more than one state.

For additional information on federal and California differences, please contact the Taxpayer Assistance Center at 888-745-3886. If the employee performs services in more than one state, contact the other state(s) for guidance on how to complete the Form W-2 for that state.

If you discover an error on a previously issued Form W-2, refer to the IRS publication General Instructions for Forms W-2C and W-3C for guidance on completing an IRS *Corrected Wage and Tax Statement* (Form W-2C). To obtain these forms, access the IRS website at www.irs.gov or call 800-829-3676.

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

FEDERAL FORMS W-2 AND 1099 (cont.)

Do not send a copy of Form W-2 or Form W-2C to the State of California (the EDD or the Franchise Tax Board [FTB]). The Forms W-2 and W-2C are not filed with the state because you should already be reporting wage and withholding information to the EDD on the *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C). However, you must continue to send Forms W-2 and W-2C to your employees and the Social Security Administration.

Information Return (Form 1099-MISC)

Individuals, partnerships, corporations, or other organizations engaged in a trade or business in California may have a requirement to report independent contractor payments made in the course of their business. For 2018, you must provide a statement to each independent contractor by January 31, 2019*, containing the information furnished to the IRS and FTB. If you do not use the official IRS Form 1099-MISC to furnish the statement to recipients, refer to the IRS Publication 1179 for specific rules for substitute statements.

How to File

The FTB recommends that you file under the IRS Combined Federal/State Filing program. When you are approved and use the IRS Combined Federal/State Filing program, you only have to file once. The IRS will forward your California returns to the FTB. The following forms may be filed under this program: Forms 1099-DIV, 1099-G, 1099-INT, 1099-MISC, 1099-OID, 1099-PATR, 1099-R, and 5498. For information on the IRS Combined Federal/State Filing program, call 866-455-7438.

If you are not participating in the Combined Federal/State Filing program and file 250 or more information returns of one type, you must file directly with the FTB electronically. If you file less than 250 returns electronically or on paper with the IRS, you should use the same method to file with FTB.

If you file paper information returns with the IRS, **do not send a paper copy to the FTB**. The IRS will forward the information to the FTB. This applies to paper filing only.

Generally, the FTB's reporting requirements are the same as the IRS reporting requirements. For specific differences, go to www.ftb.ca.gov/businesses/infortrns/how_to_file.shtml.

Publications and Contact Information

To obtain Form 1099 reporting requirements and instructions, refer to the IRS Publication 1220 and the IRS General Instructions for Forms 1099, 1098, 5498, and W-2G on the IRS website at www.irs.gov or call 800-829-3676. For information on completing each form, refer to the individual instructions available for each information return type.

NOTE: California PIT withheld from pension, annuity, and other deferred income should be reported on the IRS form *Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.* (Form 1099-R). For instructions on completing Form 1099-R, the refer to IRS Instructions for Forms 1099-R and 5498. To obtain instructions, access the IRS website at www.irs.gov or call the IRS at 800-829-3676.

For more information, contact:

INTERNAL REVENUE SERVICE
866-455-7438
www.irs.gov
mccirp@irs.gov

FRANCHISE TAX BOARD
916-845-6304
www.ftb.ca.gov
irphelp@ftb.ca.gov

*Failure to provide an *Information Return* (Form 1099), if required, to each independent contractor may be subject to a penalty as imposed pursuant to Section 13052.5 of the California Unemployment Insurance Code or Section 19175 of the Revenue and Taxation Code (RTC). The amount of the penalty is determined based upon the unreported remuneration for personal services multiplied by the maximum rate as provided pursuant to Section 17041 of the RTC. Contact the EDD Taxpayer Assistance Center at 888-745-3886 for assistance.

NOTE: As of January 1, 2008, all employers are required to notify all of their employees of the federal Earned Income Tax Credit. Refer to [page 76](#) for details.

Changes to Your Business Status

A change to your business status occurs when you:

- Change your business name, address, or ownership.
- No longer have employees (business remains open).
- Reopen your employer payroll tax account.
- Purchase a business with employees.
- Close your business.
- Selling your business.

ACTION REQUIRED:

Notify the EDD of any change to your business status through e-Services for Business at www.edd.ca.gov/e-Services_for_Business.

BUSINESS NAME CHANGE

Make changes to your business name, corporation name, personal name (e.g., marriage), or change in ownership of the business online through e-Services for Business at www.edd.ca.gov/e-Services_for_Business.

MAILING ADDRESS CHANGE

Change your mailing address online through e-Services for Business at www.edd.ca.gov/e-Services_for_Business.

NO LONGER HAVE EMPLOYEES

If you no longer have employees and will not be reporting wages in any future quarter, you must submit a final DE 88, DE 9, and DE 9C. You may close your employer payroll tax account using e-Services for Business at www.edd.ca.gov/e-Services_for_Business. For more information, please visit the e-Services for Business FAQs category “Register, Close, or Reopen an Employer Payroll Tax Account”.

If you currently do not have employees but may have employees in future quarters, you are still required to file your DE 9 and DE 9C stating you have no payroll to report, otherwise the EDD may presume you have employees and assess your account.

If you resume paying wages in excess of \$100 in a calendar quarter (or \$750 for household employers), you may request to reopen employer payroll tax account at www.edd.ca.gov/e-Services_for_Business.

CLOSE YOUR BUSINESS

If you close your business, **you are required** to submit a final DE 88, DE 9, and DE 9C **within 10 days** of quitting business, **regardless** of the normal due dates. You may close your employer payroll tax account using e-Services for Business at www.edd.ca.gov/e-Services_for_Business. For more information, please visit the e-Services for Business FAQs category “Register, Close, or Reopen an Employer Payroll Tax Account”.

If you resume paying wages in excess of \$100 in a calendar quarter (or \$750 for household employers), you may request to reopen your employer payroll tax account at www.edd.ca.gov/e-Services_for_Business.

Reopen Your Employer Payroll Tax Account

If your employer payroll tax account was previously closed, but you recently paid wages in excess of \$100 in a calendar quarter (or \$750 for household employers), you may submit an online request to reopen your employer payroll tax account at www.edd.ca.gov/e-Services_for_Business, or go to www.edd.ca.gov/Payroll_Taxes/Forms_and_Publications.htm to complete and submit the appropriate DE 1 registration form.

Steps to Reopen an Employer Payroll Tax Account online:

1. Go to www.edd.ca.gov/e-Services_for_Business.
2. Select "Login"
3. Select the closed account number (in grey).
4. Select the "ReOpen" tab at the top.
5. Complete the online registration application.

Please allow three business days for processing, then log back into e-Services for Business to check the status of your request.

If you do not have a username/password, you must first complete the Employer Services Online enrollment process.

Note: If you are an agent, you must first add access to the employer payroll tax account.

PURCHASE, SELL, TRANSFER, OR CHANGE OWNERSHIP

Registered employers must report any change in business status; for example, any change in business name or legal entity, such as a change from partnership or limited liability company to corporation. Report changes through e-Services for Business at www.edd.ca.gov/e-Services_for_Business.

When there is a change in the ownership (add or remove partners/LLC members; change corporate name/officers) of a business entity type, the entity normally keeps the same EDD employer payroll tax account number and continues to make payroll tax deposits and file reports as though it was the same type of ownership for the entire year. The EDD must be notified of any change in the ownership of a business entity so that the taxpayer information can be updated. For additional information, contact the Taxpayer Assistance Center at 888-745-3886. If outside the U.S. or Canada, call 916-464-3502.

REMEMBER: Report changes through e-Services for business at www.edd.ca.gov/e-Services_for_Business.

Purchase a Business

If you purchase a business with employees (or a business that previously had employees), you may be held liable for the previous owner's EDD liability if a *Certificate of Release of Buyer* (DE 2220) is not obtained. To request a DE 2220, contact the Taxpayer Assistance Center at 888-745-3886. If outside the U.S. or Canada, call 916-464-3502.

Until a DE 2220 is issued, you (the buyer) must hold in escrow an amount sufficient to cover all amounts the seller owes to the EDD, up to the purchase price of the business. The DE 2220 is issued after the seller pays all amounts owed to the EDD. Payment must be made by cash, cashier's check, certified check, escrow check, or money order payable to the Employment Development Department.

For your protection, escrow funds should not be disbursed until the DE 2220 has been issued. For additional information the *Requirements for Obtaining Certificate of Release of Buyer (DE 2220) When a Business Is Sold* (DE 3409A) is available online at www.edd.ca.gov/pdf_pub_ctr/de3409a.pdf or contact the Taxpayer Assistance Center at 888-745-3886. If outside the U.S. or Canada, call 916-464-3502.

NOTE: If you employ any of the former owner's workers immediately after the acquisition of the business, the wages paid to these employees during the same calendar year are considered as having been paid by you. Therefore, wages paid by the former owner in the current calendar year are applied to the taxable wage limits for Unemployment Insurance (UI) Tax, Employment Training Tax (ETT), and State Disability Insurance (SDI) Tax.

WHAT IS A SUCCESSOR EMPLOYER?

A successor employer is an employer who has acquired all or part of another employer's (predecessor's) business and continues to operate the business without substantial reduction of personnel resulting from the acquisition. The successor employer may receive all or part of the predecessor's UI reserve account balance by applying for a reserve account transfer. The transfer may result in an immediate reduction or increase of the successor's Unemployment Insurance (UI) tax rate. The successor employer must register acquired business with the EDD.

For more information on reserve account transfers, refer to [page 84](#) or call 916-653-7795.

NOTE: Acquiring all or part of the stock in a corporation does not constitute a new employing unit. The corporation retains the same EDD employer payroll tax account number.

IT IS AGAINST THE LAW TO CHANGE/PURCHASE A BUSINESS ENTITY SOLELY TO OBTAIN A LOWER UI RATE

Changing your business ownership solely for the purpose of obtaining an employer account with a lower UI contribution rate is not allowed. Section 1052 of the California Unemployment Insurance Code (CUIC) provides that a reserve account transfer will not apply to any acquisition, which is determined to have been made for the purpose of obtaining a more favorable UI contribution rate. The EDD aggressively pursues businesses practicing UI rate manipulation. To read more about UI rate manipulation, refer to [page 86](#).

ADDITIONAL REQUIREMENTS

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 Unemployment Insurance (UI), 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 the following notice if you are subject to:

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

Required Notices and Pamphlets

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

- The following pamphlets explain your employees' benefit rights:
 - *For Your Benefit: California's Programs for the Unemployed* (DE 2320) – Provides information on UI, DI, PFL, and Workforce Services benefits available to the employee and must be given when an employer discharges, lays off, or places an employee on a leave of absence.
 - *Disability Insurance Provisions* (DE 2515) – Provides information on the SDI program.
 - *Paid Family Leave* (DE 2511) – Provides information on PFL benefits.

NOTE: The publications listed above are available online at

www.edd.ca.gov/payroll_taxes/required_notices_and_pamphlets.htm. For additional information on your posting requirements, access the California Tax Service Center website at www.taxes.ca.gov. Voluntary Plan Disability Insurance (VPDI) insurers have similar literature. VPDI employers must also supply claim forms to their employees. For further information on VPDI, refer to [page 98](#).

- Notice required by the Earned Income Tax Credit Information Act (refer to [page 76](#) for details).
- Notice to Employee as to Change in Relationship – Written notice must be given immediately to employees of their discharge, layoff, leave of absence, or change in employment status, along with a DE 2320.

ADDITIONAL REQUIREMENTS (cont.)

The following sample meets the minimum requirements:

NOTICE TO EMPLOYEE AS TO CHANGE IN RELATIONSHIP	
(Issued pursuant to provisions of Section 1089 of the California Unemployment Insurance Code.)	
Name _____ SSN _____	
1. You were/will be laid off/discharged on _____, 20_____. (date)	
2. You were/will be on leave of absence starting _____, 20_____. (date)	
3. On _____ your employment status changed/will change as follows: (date)	
(Name of Employer)	
(By)	

You may wish to prepare the employee notice in duplicate and keep a copy for your files. Notices prepared by the employer **must** include the information shown on the Notice to Employee as to Change in Relationship (above).

- Notice of plant closure or mass layoff.
→ **ACTION REQUIRED:** Post the DE 1857A and provide a DE 2320, DE 2511, and DE 2515 to each of your employees. Provide the Notice to Employee as to Change in Relationship and/or Worker Adjustment and Retraining Notification (WARN) as applicable.

No written notice is required if it is a voluntary quit, promotion or demotion, change in work assignment or location (some changes in location require a WARN notice), or if work stopped due to a trade dispute.

Earned Income Tax Credit Information Act

You may be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner as the federal EITC and generally will not be used to determine eligibility for welfare benefits under California Law. To claim the California EITC, even if you do not owe California Taxes, you must file a California income tax return and complete and attach the California Earned Income Tax Credit Form (FTB 3514). For information on the availability of the credit, eligibility requirements, and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 800-852-5711 or visit their website at www.ftb.ca.gov/individuals/faq/net/900.shtml.

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

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

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

PLANT CLOSURE OR MASS LAYOFF (WARN)

Federal and California Worker Adjustment and Retraining Notification (WARN) legislation requires covered employers to provide 60 days advance notice of plant closings and mass layoffs. Advance notice provides employees and their families some transition time to adjust to the prospective loss of employment, to seek and obtain alternative jobs, and, if necessary, to acquire skill training or retraining that will allow these employees to successfully compete in the job market.

For the complete notification requirements of the California WARN legislation, carefully review the Labor Code provisions on the Department of Industrial Relations (DIR) website at www.dir.ca.gov/lawsandregs.html (select "California Labor Code," Part 4, Chapter 4, Sections 1400-1408).

The table below provides the general provisions of the federal and California WARN legislation.

Subject	Federal	California (Assembly Bill 2957 [2002], Koretz)
Covered Employers	Applicable only to employers with 100 or more full-time employees who must have been employed for at least 6 months of the 12 months preceding the date of required notice in order to be counted. (29 United States Code [USC] 2101 and 20 Code Federal Regulations [CFR] 639.3)	Applicable to a "covered establishment" with 75 or more full- or part-time employees. As under the federal WARN Act, employees must have been employed for at least 6 months of the 12 months preceding the date of required notice in order to be counted. (California Labor Code, Section 1400[a] and [h])
Plant Closings or Layoffs Requiring Notice	Plant closings involving 50 or more employees during a 30-day period. Layoffs within a 30-day period involving 50 to 499 full-time employees constituting at least 33 percent of the full-time workforce at a single site of employment. Layoffs of 500 or more employees are covered regardless of percentage of workforce. (29 USC, et seq., 2101 and 20 CFR 639.3)	Plant closure affecting any amount of employees. Layoff of 50 or more employees within a 30-day period regardless of percent of workforce. Relocation of at least 100 miles affecting any amount of employees. [California Labor Code Section 1400 (d)-(f)]
Legal Jurisdiction	Enforcement of WARN requirements through U.S. District Courts. The court, in its discretion, may allow the prevailing party a reasonable attorney's fee as part of the costs. (29 USC 2101, et seq.)	Suit may be brought in "any court of competent jurisdiction." The court may award reasonable attorney's fees as part of costs to any prevailing plaintiff. The California WARN law is in the Labor Code, and the authority to investigate through the examination of books and records is delegated to the Labor Commissioner. (California Labor Code, Sections 1404 and 1406)
Employer Liability	An employer who violates the WARN provisions is liable to each employee for an amount equal to back pay and benefits for the period of the violation, up to 60 days, but no more than one-half the number of days the employee was employed by the employer. (29 USC; 2104[a])	A possible civil penalty of \$500 a day for each day of violation. Employees may receive back pay to be paid at employee's final rate or three-year average rate of compensation, whichever is higher. In addition, employer is liable for cost of any medical expenses incurred by employees that would have been covered under an employee benefit plan. The employer is liable for a period of violation up to 60 days or one-half the number of days the employee was employed whichever period is smaller. (California Labor Code, Section 1403)

PLANT CLOSURE OR MASS LAYOFF (WARN) (cont.)

Subject	Federal	California (Assembly Bill 2957 [2002], Koretz)
Notice Requirements	<p>An employer must provide written notice 60 days prior to a plant closing or mass layoff to all of the following:</p> <ul style="list-style-type: none"> • Employees or their representative. • Employment Development Department Program Support Unit WARN Act Coordinator, MIC 50 PO Box 826880 Sacramento, CA 94280-0001 • The chief elected official of local government within which such closing or layoff is to occur. <p>(29 USC, 2102; 20 CFR 639.6)</p>	<p>An employer must give notice 60 days prior to a plant closing, layoff, or relocation. In addition to the notifications required under the federal WARN Act, notice must also be given to both of the following:</p> <ul style="list-style-type: none"> • The Local Workforce Development Board. • The chief elected official of each city and county government within which the termination, relocation, or mass layoff occurs. <p>(California Labor Code, Section 1401)</p>
Exceptions and Exemptions	<p>Regular federal, state, local, and federally recognized Indian tribal governments are not covered. (20 CFR 639.3)</p> <p>The following situations are exempt from notice:</p> <ul style="list-style-type: none"> • There is an offer to transfer employee to a different site within a reasonable commuting distance. (29 USC, 2101[b][2]; 20 CFR 639.5) • The closure is due to unforeseeable business circumstances or a natural disaster. (29 USC, 2103; 20 CFR 639.9) • The closing or layoff constitutes a strike or constitutes a lockout not intended to evade the requirement of this chapter. (29 USC, 2103[2]) 	<p>California WARN law does not apply when the closing or layoff is the result of the completion of a particular project or undertaking of an employer subject to Wage Orders 11, 12, or 16, regulating the Broadcast industry, regulating the Motion Picture Industry, or Construction, Drilling, Logging, and Mining Industries, and the employees were hired with the understanding that their employment was limited to the duration of that project or undertaking.</p> <p>(California Labor Code, Section 1400[g])</p> <p>The notice requirements do not apply to employees involved in seasonal employment where the employees were hired with the understanding that their employment was seasonal and temporary.</p> <p>(California Labor Code, Section 1400[g][2])</p> <p>Notice is not required if a mass layoff, relocation, or plant closure is necessitated by a physical calamity or act of war.</p> <p>(California Labor Code, Section 1401[c])</p> <p>Notice of a relocation or termination is not required where, under multiple and specific conditions, the employer submits documents to DIR, and DIR determines that the employer was actively seeking capital or business, and a WARN notice would have precluded the employer from obtaining the capital or business. (California Labor Code, Section 1402.5). This exception does not apply to notice of a mass layoff as fined defined in California Labor Code Section 1400(d).</p> <p>(California Labor Code, Section 1402.5[d])</p>

The EDD has established local Rapid Response Teams to assist employers and workers during a mass layoff or plant closure. These teams, facilitated through the America's Job Center of CaliforniaSM system, are a cooperative effort between the Local Workforce Development Area (Local Area) and the EDD. These teams disseminate information on the adult and dislocated worker services available under the Workforce Innovation and Opportunity Act and through the EDD Workforce Services and UI programs. If the dislocation is the result of foreign competition or foreign relocation, the dislocated worker may be eligible for assistance, income support, job search assistance/relocation, and/or training under the Trade Adjustment Assistance (TAA) programs. For information on TAA, refer to [page 100](#). To find out more about or request Rapid Response services, contact your nearest Local Area. The Local Area contact information is available on the EDD website at www.edd.ca.gov/jobs_and_training/local_area_listing_by_county.htm.

For more information about California's WARN requirements or services, contact the EDD at 916-654-7799, the Local Area in your area, or access the EDD website at www.edd.ca.gov/jobs_and_training/layoff_services_warn.htm.

For additional information on the federal WARN Act, access the U.S. Department of Labor's (DOL) website at www.dolleta.gov/layoff/warn.cfm.

U.S. GOVERNMENT CONTRACTOR JOB LISTING REQUIREMENTS

Employers with U.S. Government contracts or subcontracts who meet the criteria listed in the table below are required to list job openings with the state employment service system or with the National Labor Exchange website at <http://us.jobs/national-labor-exchange.asp>. In California, employers must list job openings with the EDD's CalJOBSSM at www.caljobs.ca.gov. Furthermore, employers are required to take affirmative action to employ and advance in employment, qualified disabled veterans, other protected veterans, Armed Forces service medal veterans, and recently separated veterans. They must also file an annual VETS-4212 Federal Contract Reporting with the U.S. Department of Labor to disclose the total number of all current employees in each job category and at each hiring location. For more information, access the U.S. Department of Labor's website at www.dol.gov/vets/vets4212.htm.

The table below provides the general provisions of the Federal Contractor Reporting requirements.

Subject	Subject Prior to December 1, 2003	On or after December 1, 2003
Job Listings	Employers with a federal government contract of \$25,000 or more, entered into prior to December 1, 2003, and not modified on or after December 1, 2003, if more than \$100,000, must list applicable job openings with the state National Labor Exchange website. In California, employers must list applicable jobs with the EDD's CalJOBS SM . (41 CFR 60-250.40)	Employers with a federal government contract of \$100,000 or more, entered into or modified on or after December 1, 2003, must list applicable job openings with the state employment service system or with the National Labor Exchange website. In California, employers must list applicable jobs with the EDD's CalJOBS SM . (41 CFR 60-300.40)
VETS-4212 Federal Contract Reporting	Employers with a federal government contract of \$25,000 or more, entered into prior to December 1, 2003, and not modified on or after December 1, 2003, if more than \$100,000, must file a VETS-4212 Federal Contract Reporting. (38 United States Code, Sections 4211 and 4212)	Employers with a federal government contract of \$100,000 or more entered into or modified on or after December 1, 2003, must file a VETS-4212 Federal Contract Reporting. (38 United States Code, Sections 4211 and 4212)
Affirmative Action Program	Employers with a federal government contract of \$50,000 or more, entered into prior to December 1, 2003, and not modified on or after December 1, 2003, if more than \$100,000 and have 50 or more employees, must prepare, implement, and maintain a written Affirmative Action Plan (AAP) for each of its establishments. (41 CFR 60-250.40)	Employers with a federal government contract of \$100,000 or more entered into or modified on or after December 1, 2003, and have 50 or more employees must prepare, implement, and maintain a written Affirmative Action Plan (AAP) for each of its establishments. (41 CFR 60-300.40)

Subscribe to the EDD no-fee email subscription services at
www.edd.ca.gov/about_edd/get_email_notices.htm.

RECORDKEEPING

Employers are required to keep payroll records for at least four years. If you believe that you are not a subject employer or that your employees are exempt, state law requires that you maintain records of payments made to people who provide services to your business 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, on a leave of absence, and independent contractors) and all payments made. Records must include the following information for each worker:

- Worker's:
 - Full name (first name, middle initial, and last name).
 - Social Security number.
- Date hired, rehired, or returned to work after a temporary layoff.
- Last date services were performed.
- Place of work.
- Monies paid:
 - Dates and amounts of payment.
 - Pay period covered.
- Cash or cash value of in-kind wages (such as meals, lodging, bonuses, gifts, and prizes) showing the nature of the payment, the period that the services were performed, and the type of special payment made.
- The amounts withheld from employee wages. (**NOTE:** You may be required to make withholding deposits. Refer to "Withholding Deposits" on [page 58](#).)
- Disbursement records showing payments to workers.
- Other information necessary to determine payments to workers.

If you have any questions on the records you must keep, please refer to the *Information Sheet: Employment Tax Audit Process* (DE 231TA). The DE 231TA form is available online at www.edd.ca.gov/pdf_pub_ctr/de231ta.pdf or contact the Taxpayer Assistance Center at 888-745-3886.

For the latest news and helpful information,
refer to the online quarterly **California Employer Newsletter** at
www.edd.ca.gov/payroll_taxes/california_employer_newsletter.htm.

EMPLOYERS' BILL OF RIGHTS

COMMITMENT

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

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 and assistance and to have all your questions answered.
- Receive a clear and accurate account statement if the EDD believes you owe taxes.
- Request a filing extension for up to 60 days. The law provides that the EDD may grant a filing extension where "good cause" is shown for a delay. (Refer to [page 112](#) for the definition of "good cause.")
- Request a waiver of penalty by showing "good cause" for filing a report or making a payment late.
- An impartial audit and a full explanation of our findings if your business is selected for an audit.
- Discuss the issue(s) with an EDD representative, supervisor, office manager, and the Taxpayer Advocate Office if you disagree with an action taken by the EDD.
- Appeal certain actions to the California Unemployment Insurance Appeals Board.

The *Employers' Bill of Rights* (DE 195) brochure has been developed to inform you of your rights during the employment taxation process. The DE 195 is available online at www.edd.ca.gov/pdf_pub_ctr/de195.pdf or contact the Taxpayer Assistance Center at 888-745-3886.

OFFICE OF THE TAXPAYER RIGHTS ADVOCATE

The EDD 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: 866-594-4177
Phone: 916-654-8957
Fax: 916-654-6969

OFFICE OF THE TAXPAYER RIGHTS ADVOCATE (cont.)

Settlements Office

The Settlements Program provides employers and the state an opportunity to avoid the cost of prolonged litigation associated with resolving disputed payroll tax issues (e.g., petitions for reassessment, appeals, or denial of refund claims).

When reviewing a settlement offer, the EDD considers the risks and costs for the state associated with litigating the issues, balanced against the benefit of reaching a settlement agreement. Final tax liabilities, cases still in process, cases involving fraud or criminal violations, and issues solely involving fairness or financial hardship are generally not eligible. Depending on the reduction of tax and penalties, settlement agreements are subject to approval by an Administrative Law Judge, the California Unemployment Insurance Appeals Board, and/or the Attorney General's office.

If you have questions, please contact the Settlements Office at 916-653-9130. The *Information Sheet: Settlements Program* (DE 231SP) is available online at www.edd.ca.gov/pdf_pub_ctr/de231sp.pdf or contact the Taxpayer Assistance Center at 888-745-3886.

Settlement offers must be in writing and be submitted to:

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

**Phone: 916-653-9130
Fax: 916-449-2161
Electronically: TAXTSDSG@edd.ca.gov**

PROTECTING YOUR PRIVACY

The EDD recognizes that your privacy is a personal and fundamental right without exception. The EDD will value and protect your privacy and place 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 through a written authorization or *Power of Attorney Declaration* (DE 48). The DE 48 is available online at www.edd.ca.gov/pdf_pub_ctr/de48.pdf or contact the Taxpayer Assistance Center at 888-745-3886.

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

OFFERS IN COMPROMISE (OIC)

An Offer in Compromise (OIC) enables a qualified applicant to reduce an employment tax liability to less than full value. To qualify for an OIC, all of the following are required:

- The liability must be final and undisputed.
- The employer's account must be inactive and out-of-business or the applicant must no longer have a controlling interest or any association with the business that incurred the liability.
- The applicant must meet all financial requirements.
- Full financial disclosure is required before an offer can be analyzed.

If you have questions, contact the OIC office at 916-464-2739. The *Information Sheet: Offers in Compromise* (DE 631C) is available online at www.edd.ca.gov/pdf_pub_ctr/de631c.pdf.

UNEMPLOYMENT INSURANCE – TAXES

Purpose: The Unemployment Insurance (UI) program provides financial assistance to individuals who are temporarily out of work through no fault of their own. In California, this program is financed entirely by employers.

METHODS OF PAYING FOR UI BENEFITS

Experience Rating Method

The experience rating method is used by the majority of employers. For a detailed explanation of the experience rating method, refer to "How Your UI Tax Rate Is Determined" below, obtain *Information Sheet: California System of Experience Rating* (DE 231Z) online at www.edd.ca.gov/pdf_pub_ctr/de231z.pdf, or contact the Taxpayer Assistance Center at 888-745-3886.

Reimbursable Method

Public employers and nonprofit organizations described under Section 501(c)(3) of the Internal Revenue Code have the option of becoming "reimbursable" employers. Employers electing the **reimbursable method** (also known as the cost-of-benefits method) are required to reimburse the UI Fund on a dollar-for-dollar basis for all benefits paid to their former employees and charged to their account. Reimbursable employers are billed quarterly and payment is due within 30 days of the statement date.

For public employers, financing under the reimbursable method **must** remain in effect for **two** complete calendar years. For nonprofit employers, financing under the reimbursable method **must** remain in effect for **five** complete calendar years. Employers who terminate their reimbursable coverage remain liable for UI benefits paid to their former employees covered under this program for a period of **three** calendar years.

For a detailed explanation of the reimbursable method, refer to *Information Sheet: Nonprofit and/or Public Entities* (DE 231NP) and *Potential Liability for Unemployment Insurance (UI) Benefits When Electing the Reimbursable Method of Financing Under the California Unemployment Insurance Code (CUIC)* (DE 1378F). To obtain these publications, access the EDD website at www.edd.ca.gov/payroll_taxes/forms_and_publications.htm or contact the Taxpayer Assistance Center at 888-745-3886. For additional information, contact:

**Employment Development Department
Reimbursable Accounting Group, MIC 19
PO Box 826880
Sacramento, CA 94280-0001**

Phone: 916-653-5846

School Employees Fund (SEF) Method

Public school districts (kindergarten through 12th grade), community colleges, and charter schools may elect to participate in the School Employees Fund (SEF), which is a special UI reimbursable financing method available for school districts. Additional information is available online at www.edd.ca.gov/payroll_taxes/school_employees_fund.htm or contact the SEF Unit at 916-653-5380.

HOW YOUR UI TAX RATE IS DETERMINED

Tax Rate Schedules

The UI tax rates are based on one of seven tax rate schedules (AA through F) established by law. The first step in the annual process of establishing the UI tax rates for the calendar year is for the EDD to determine which of the seven tax rate schedules will be in effect. Employers are assigned their UI tax rates from the same rate schedule.

New Employer – UI Tax Rate and Reserve Account

A UI reserve account is a nonmonetary account that is set up when an employer registers with the EDD. New employers are assigned a 3.4 percent (.034) UI contribution rate for a period of two to three years. This will depend on when the employer meets the criteria under Section 982(b) of the California Unemployment Insurance Code (CUIC). After that an employer's UI contribution rate is determined by his/her experience rating and the condition of the UI Fund.

Subscribe to the EDD no-fee email subscription services at
www.edd.ca.gov/about_edd/get_email_notices.htm.

NOTICE OF TAX RATES

Each December, the EDD mails the *Notice of Contribution Rates and Statement of UI Reserve Account* (DE 2088) that shows your Unemployment Insurance (UI), Employment Training Tax (ETT), and State Disability Insurance (SDI) tax rates and taxable wage limits for the upcoming year. If you have address changes and/or agent updates, please contact the EDD immediately in order to receive your notice timely.

Any item on the DE 2088 may be protested except the ETT and SDI tax rates, which are specifically set by law. The protest must be filed in writing and postmarked within 60 days of the issued date shown on the notice. Please include your employer payroll tax account number, the specific item you wish to protest, and the reason you are protesting. You may request up to a 60-day extension. The extension request must be in writing, show good cause, and be postmarked before the protest deadline.

For further information, please refer to the *Explanation of the Notice of Contribution Rates and Statement of UI Reserve Account (DE 2088) for the Period of January 1, 2018, to December 31, 2018* (DE 2088C) included with the DE 2088 or call the Taxpayer Assistance Center at 888-745-3886. The DE 2088C is available online at www.edd.ca.gov/pdf_pub_ctr/de2088c.pdf.

FEDERAL UNEMPLOYMENT TAX ACT (FUTA) CERTIFICATION

The Internal Revenue Service (IRS) uses the Federal Unemployment Tax Act (FUTA) certification process to verify that the total taxable wages claimed on the *Employer's Annual Federal Unemployment (FUTA) Tax Return* (Form 940) or the federal *Household Employment Taxes* (Form 1040, Schedule H) was actually paid to the state. Under this "dual" system, you are subject to both the state and federal payroll tax requirements.

You are required to file reports and pay UI taxes with the EDD. You are also required to file a Form 940 with IRS to report total taxable UI wages and pay any federal Unemployment Tax due. Generally, you can take a federal credit against your FUTA tax for the UI taxes you paid to California.

On an annual basis, the IRS and the EDD compare amounts reported on your IRS Form 940 to the Total Subject Wages (Line C) and UI Taxable Wages (Line D2) reported on your EDD *Quarterly Contribution Return and Report of Wages* (DE 9). When an "out-of-balance" condition exists, reconciliation must be made or an assessment may be issued by either the IRS or the EDD.

If you have questions regarding the FUTA certification process, please contact the EDD FUTA Certification Unit at 916-654-8545.

RESERVE ACCOUNT TRANSFERS

When an employer acquires all or part of an ongoing business and continues to operate the business without substantial reduction of personnel resulting from the acquisition, the employer may request the previous owner's UI reserve account balance be transferred to the new ownership by completing an *Application for Transfer of Reserve Account* (DE 4453) or file electronically by accessing the EDD website at www.edd.ca.gov/e-Services_for_Business. If the EDD approves the transfer, the UI tax rate will be redetermined and may result in an immediate reduction or increase in the UI tax rate. For further information regarding reserve account transfers, call 916-653-7795.

NOTE:

- When a UI reserve account transfer has been approved, the employer requesting the transfer will receive a revised DE 2088 stating the UI tax rate.
- Employers who receive a reserve account transfer accept responsibility for the UI benefit charges for the previous owner's former employees. This may increase your UI tax rate in future years.
- A reserve account transfer cannot be reversed once it has been completed.
- There are time limits to qualify for a reserve account transfer. Apply for a reserve account transfer immediately after purchasing an ongoing business.

WAGES IN ANOTHER STATE

Section 930.1 of the California Unemployment Insurance Code (CUIC) provides that a California employer who pays wages to an employee for employment subject to the unemployment insurance laws of another state (and reports to that state), can use such wages in computing the UI taxable wage limit in the same calendar year, if the individual is subsequently transferred to California. Such wages may not be used to arrive at the taxable wage limit for disability insurance purposes.

INTERSTATE RECIPROCAL COVERAGE ELECTIONS FOR MULTISTATE WORKERS

When an individual performs services in two or more states and the services are not localized in any one state, under the provisions of California Unemployment Insurance Code (Sections 602 and 603), the employer may request to report the individual's services to one state.

Upon approval for Unemployment and Disability Insurance purposes, the employer may report to any state in which (a) services are performed, (b) the employee has residence, or (c) the employer maintains a place of business.

NOTE: Special reporting may be required for California Personal Income Tax withholding purposes.

For additional information, the *Information Sheet: Multistate Employment* (DE 231D) is available online at www.edd.ca.gov/pdf_pub_ctr/de231d.pdf or contact the Taxpayer Assistance Center at 888-745-3886.

TIPS FOR REDUCING YOUR UI TAX RATE

UI tax works like any other insurance premium. An employer may pay a lower rate when former employees make fewer claims on the employer's payroll tax account. The following steps may help reduce your UI tax rate:

- Maintain a stable workforce; it could save you UI taxes. High employee turnover increases the potential for benefits to be charged to your reserve account.
- Submit your *Payroll Tax Deposit*, DE 88 within the required time limits to ensure your UI contributions are included in calculating your UI tax rate for the following year.
- Respond timely to the *Benefit Audit* (DE 1296B and DE 1296NER). It may lead to the reversal of related charges to your reserve or reimbursable account. For additional information, refer to "Benefit Audits to Determine Fraud" on [page 93](#).
- Respond timely to the *Notice of Unemployment Insurance Claim Filed* (DE 1101CZ or DE 1101ER) if you believe that a former employee does not meet the UI eligibility criteria. A timely response to a DE 1101CZ or DE 1101ER may reduce charges to your reserve account. 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). Learn more at www.edd.ca.gov/SIDES.
- Respond timely to the *Notice of Wages Used for Unemployment Insurance (UI) Claim* (DE 1545) if you believe the wages used to establish a claim are incorrect, the employee is still working, or if you believe a former employee does not meet the UI eligibility criteria. A timely response to a DE 1545 may reduce charges to your reserve account.
- Conduct and document an exit interview to help you to understand why the employee is leaving. This may result in changes to your policies or procedures that will assist you in retaining your employees. Written documentation of the exit interview may be important in supporting your protest.
- Permit leaves of absence because they may help keep fully trained personnel.
- Keep good personnel records to justify any action(s) taken. Give written warnings prior to discharging an employee and keep a copy of these warnings and other supporting information.
- Protest UI benefit claims for former employees who you believe are not eligible for benefits (e.g., employee voluntarily quit or was discharged for misconduct, etc.). Answer UI claim notices promptly, accurately, and in detail.
- Rehire former employees who are currently receiving UI benefits that may be charged against your reserve account.
- Report refusals of work to the EDD.
- Provide clear, specific answers to phone interview questions from EDD personnel.
- Review your *Statement of Charges to Reserve Account* (DE 428T) and report inaccuracies within the protest time limits.
- Bring witnesses with firsthand knowledge of pertinent facts when attending an appeal hearing.

For additional information on the UI program or assistance in reducing UI costs, the booklet *Managing Unemployment Insurance Costs* (DE 4527) is available online at www.edd.ca.gov/pdf_pub_ctr/de4527.pdf.

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

FRAUD PREVENTION, DETECTION, REPORTING, AND UI RATE MANIPULATION

The EDD recognizes your concerns about imposter fraud and the threat of identity theft. Imposter fraud and identity theft occurs when someone steals your employees' employment and/or personal information and uses that information for personal gain. We actively investigate cases of imposter fraud and are committed to taking the steps necessary to protect the integrity of the Unemployment Insurance (UI) Fund. To assist in these efforts, you may receive a *Request for Additional Information* (DE 1326ER) asking you to validate information provided to us by an individual when we suspect a UI claim may have potential identity or imposter issues. Completing and returning the DE 1326ER with the requested information will assist us in resolving these issues promptly. Information about our fraud detection and prevention activities is available online at www.edd.ca.gov/unemployment/responding_to_ui_claim_notices.htm.

We also encourage you to take all necessary steps to protect your employees' Social Security numbers (SSN) and other identifying information. A key way to protect yourself and your employees is by properly disposing of your old payroll records. California law requires you to properly destroy (e.g., shred, erase, etc.) the personal information on all records under your control. Your employees may sue you for civil damages if you fail to protect their confidential information. For more information on California privacy legislation and protecting yourself and your employees from identity theft, visit the Office of Privacy Protection website at <http://oag.ca.gov/privacy>.

To minimize potential fraud and protect your UI reserve account, we urge you to carefully review each EDD statement and/or notice and respond as directed in a timely manner to any items for which you have questions. If you suspect your payroll or personnel data has been compromised, please report the incident immediately to our toll-free Fraud Hotline at 800-229-6297 or submit the fraud reporting form online from the EDD website at www.edd.ca.gov/unemployment/fraud_prevention.htm.

Additionally, the Social Security Administration (SSA) offers employers and authorized agents a service for verifying employees' SSNs. For information on how to access the SSA's SSN verification service, access the SSA website at www.ssa.gov/employer/ssnv.htm or contact your local SSA office.

To learn about steps that you can take to fight imposter fraud, protect your employees, and control your UI costs, the brochure *How You Can Prevent Unemployment Insurance Imposter Fraud* (DE 2360ER) is available online at www.edd.ca.gov/pdf_pub_ctr/de2360er.pdf.

UI RATE MANIPULATION

There are several types of schemes businesses use to unlawfully lower their UI contribution rates. These UI rate manipulation schemes typically involve a business with a high UI tax rate obtaining a lower UI rate through the creation of a new corporate entity or through the purchase of a shell business with a low UI rate. The practice of UI rate manipulation threatens the stability of California's UI Fund and creates an unfair advantage for those businesses that use these schemes to lower their rates.

In 2005, California implemented a new law to prevent UI rate manipulation; it requires employers who are illegally lowering their UI rates to pay at the highest rate provided by law plus an additional 2 percent. The new law also provides for the greater of a \$5,000 penalty or 10 percent of underreported contributions, penalty, or interest for anyone knowingly advising another person or business to violate California's UI rate and reporting laws.

This law also made changes regarding the transfer of UI reserve account balances and specified that whenever a business transferred all or part of its business or payroll to another employer, the reserve account attributable to the transferred business will also be transferred if they are under common ownership, management, or control. It also provides that the transfer will be denied if the acquisition was for the purpose of obtaining a lower UI rate.

For more information about UI rate manipulation, access the EDD website at www.edd.ca.gov/payroll_taxes/suta_dumping.htm or contact the Taxpayer Assistance Center at 888-745-3886. If outside the U.S. or Canada, call 916-464-3502.

For the latest news and helpful information,
refer to the online quarterly **California Employer Newsletter** at
www.edd.ca.gov/payroll_taxes/california_employer_newsletter.htm.

UNEMPLOYMENT INSURANCE (UI) FUNDING

The California UI program is funded through payroll taxes paid by employers. These taxes are placed in the UI Fund and benefits are paid to qualified claimants from this fund. The individual tax reserve account established for each employer has no monetary value. The reserve account is an accounting tool used to keep track of credits and charges made against the employer's account to determine his/her annual UI tax rate. For additional information, please refer to "Unemployment Insurance Taxes" on [page 83](#).

BENEFIT AMOUNT

The maximum amount of UI benefits payable to a claimant during a regular benefit year is 26 times the claimant's weekly benefit amount or one-half of the total base period earnings, whichever is less. The benefit year is a 52-week period starting on the effective date of a new UI claim. 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 the date the claim begins and whether the claim is for UI or for Disability Insurance (DI).

For UI, there are two types of base periods that may be used to establish a claim: the Standard Base Period (SBP) and the Alternate Base Period (ABP). The SBP is the **FIRST** four of the last five completed calendar quarters prior to the beginning date of the UI claim. If a claimant does not have sufficient wages in the SBP to establish a claim, the EDD will consider whether the claimant qualifies to file a claim using the ABP. The ABP is the four most recently completed calendar quarters prior to the beginning date of the claim. The ABP can ONLY be used to file a UI claim when there are not enough wages earned in the SBP to file a monetarily valid UI claim. Refer to [page 95](#) for more information about the ABP.

Current Weekly UI Benefit Amount			Maximum Charged to Reserve Account for Each Employee for a Regular Claim
Year	Minimum	Maximum	
2018	\$40	\$450	\$11,700
2017	\$40	\$450	\$11,700

BENEFIT QUALIFICATIONS

To be eligible for UI benefits, claimants must:

- Be unemployed through no fault of their own.
- Be totally or partially unemployed and registered for work with the EDD, as required.
- Accurately report on all earnings during their weekly claim certification – even those from part-time or temporary work.
- Be physically **able to work** in their usual occupation or in other work for which they are reasonably qualified.
- Be **available for work** by being ready and willing to immediately accept suitable work in their usual occupation or in an occupation for which they are reasonably qualified.
- Be actively **seeking work** on their own behalf.
- Have received a minimum amount of wages during the base period. (For additional information, please refer to "Qualifying UI Wages" on [page 88](#).)
- Comply with regulations in regard to filing claims.

Once a claim is filed, EDD staff will determine if there are eligibility issues. An EDD representative may call employers as well as claimants to resolve eligibility issues.

A claimant may be ineligible for UI benefits if the claimant:

- Was discharged for misconduct connected to his/her work. (Proof of misconduct rests with the employer.)
- Voluntarily quit without "good cause" (includes quitting for personal reasons, to go to school, or to move).
- Files a UI claim during a recess period, if he/she worked for a school employer, and had reasonable assurance of returning to work for a school employer.
- Refused suitable work without "good cause."
- Failed to take part in reemployment services.
- Failed to apply for a job when referred by a public employment office.
- Failed to make reasonable efforts to look for work.
- Failed to comply with regulations.
- Made false statements or withheld information for the purpose of receiving UI benefits.
- Is not legally entitled to work in the U.S.
- Is not able to work or is not available for work.
- Is working full-time or earns wages totaling more than 25 percent of their weekly UI benefit amount.
- Voluntarily left work due to a trade dispute.

Certain types of employees are not covered for UI benefits. For additional information, please refer to:

- *Information Sheet: Types of Employment* (DE 231TE).
- *Information Sheet: Types of Payments* (DE 231TP).

Online at www.edd.ca.gov/payroll_taxes/form_and_publications.htm.

QUALIFYING UI WAGES

To have a valid Unemployment Insurance (UI) claim, individuals must have earned:

- \$1,300 or more in **covered employment wages** in one quarter of the base period, or
- \$900 or more in **covered employment wages** in the base-period quarter with the highest earnings and earned at least 1.25 times the high quarter earnings during the entire base period.

Certain types of payments made to employees are not considered covered employment (wages) for UI purposes. For additional information, refer to *Information Sheet: Types of Payments* (DE 231TP) online at www.edd.ca.gov/pdf_pub_ctr/de231tp.pdf. The table shows if certain types of jobs and types of income are taxable for UI. If the table shows that a job or type of income is "not subject" to UI tax, then that income is excluded from establishing a UI claim.

UI ELIGIBILITY DETERMINATION

The Employment Development Department (EDD) schedules fact-finding phone interviews or sends questionnaires when there are eligibility questions regarding a claim. Our staff will talk to the claimant, employer, and appropriate third parties as necessary to make a decision. Based on the decision, benefits will either be paid or denied. If benefits are denied, a notice will be issued to the claimant. If the employer responds timely to the first notice sent by the EDD and addresses the issue being decided, a notice will also be sent to the employee.

NOTE: The maximum amount an employer can be charged on a regular claim is \$11,700. Refer to "Benefit Amount" on [page 87](#). In addition, an employer's reserve account may be subject to charges for benefits paid on a Training Extension (TE) claim. Claimants who have been approved for California Training Benefits (a program established to retain displaced workers who need new skills to return to work) may be eligible for a TE claim. A claimant with a TE claim is eligible to receive a maximum of 52 times his/her weekly benefit amount on the regular claim, which includes the maximum benefit award of the regular claim.

HOW TO DESIGNATE AN AGENT OR SINGLE ADDRESS

Tax-Rated Employers or Reimbursable Employers

Tax-Rated or Reimbursable Employers may make address changes or designate an agent by contacting the EDD Tax Branch. Refer to Change of Status information on [page 73](#).

Reimbursable Employers

Public entity and nonprofit employers should also submit the single agent address or agent information to the EDD Tax Branch to have the address on file changed. To have the *Notice of Unemployment Insurance Claim Filed* (DE 1101CZ) and tax forms sent to the designated single address, refer to "Changes to Your Business Status" information on [page 73](#).

In addition, public entity and nonprofit employers and their agents must elect to have the notice of new or additional claim (DE 1101CZ or DE 1101ER) sent to a designated single address, per Section 806 of the California Unemployment Insurance Code.

Requests for designation of a single address should be sent to:

**Employment Development Department
Unemployment Insurance Division, MIC 40
PO Box 826880
Sacramento, CA 94280-0001**

Fax: 916-654-8117

HOW TO REQUEST AN ELECTRONIC DE 1545

Employers and their agents may electronically obtain the *Notice of Wages Used for Unemployment Insurance (UI) Claim* (DE 1545) through the Electronic Data Interchange (EDI). To obtain information about EDI, contact:

**Employment Development Department
Employer Assistance Unit, MIC 16
PO Box 826880
Sacramento, CA 94280-0001**

Phone: 916-464-2325

RESPONDING TO NOTICES

You need to respond timely and in writing to the *Notice of Unemployment Insurance Claim Filed* (DE 1101CZ or DE 1101ER), *Notice of Wages Used for Unemployment Insurance (UI) Claim* (DE 1545), or the *Notice of Potential Increased Liability For Training Extension Benefits* (DE 1545TE) if:

- The claimant was terminated or voluntarily quit.
- You have knowledge of information that might affect the claimant's eligibility for UI benefits.
- The claimant's name and Social Security number are not correct.
- You want a written decision of eligibility that provides you appeal rights to the EDD's decision.
- The claimant's work was in non-covered employment for UI purposes and the wages should not be used to establish a UI claim, including work performed as an elected official.

If you believe the claimant is not entitled to benefits, it is important to protest in writing when you receive the first notice and within the protest time limits. Refer to [page 90](#) for the Claim Notices and Protest Time Limits table. Your response must include any facts that may affect the claimant's eligibility for UI benefits or the potential liability of your UI reserve account for benefits paid to the claimant.

Protests to the DE 1101CZ, DE 1101ER, DE 1545, DE 1545R, or DE 1545TE should be in writing and mailed to the address noted on the form within the protest time limits of that form. Employers and third-party administrators can elect to electronically receive and respond to the EDD's *Notice of Unemployment Insurance Claim Filed* (DE 1101CZ) using SIDES. Learn more at www.edd.ca.gov/SIDES. Protests may be written on the notice or included in a separate letter and should contain the following information:

- Employer's payroll tax account number, name, and address.
- Claimant's name and Social Security number.
- Beginning date of the claim.
- Date of separation from employment.
- Dates of separation(s) and rehire(s) during and following the quarters shown on the DE 1545.
- Information supporting your belief of the claimant's ineligibility. (Refer to [page 87](#) for a list of disqualifying events.) Protests should include specific facts and circumstances. General statements (e.g., employee was fired for misconduct) should be supported with specific events and documentation. This will result in better eligibility decisions based on the facts.
- If the wage information listed on the DE 1545 or DE 1545TE is incorrect, please inform the EDD in writing at:

**Employment Development Department
Employers Assistance Unit, MIC 16
PO Box 826880
Sacramento, CA 94280-0001**

Include the following information with your correction of wage information:

- Employer's payroll tax account number, name, and address.
- Claimant's name and Social Security number.
- Beginning date of the claim.
- Correction to the wage information. Please provide supporting documentation to 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).
- Name, signature, and phone number of the employer or employer representative preparing the wage correction.
- Date of the wage correction.
- The protest should be signed by the person having personal knowledge of the facts or having access to records containing the facts.

REMEMBER: If a written protest is not submitted, or submitted untimely, for the DE 1101CZ, DE 1101ER, DE 1545, or DE 1545TE, you waive your right to protest your UI reserve account's potential liability for benefits paid to the claimant and your right to appeal the EDD determination.

SUBSEQUENT BENEFIT YEAR

If you receive a notice that a subsequent benefit year has been established, you must resubmit any facts you furnished on the initial *Notice of Unemployment Insurance Claim Filed* (DE 1101CZ or DE 1101ER) to be entitled to a determination and/or ruling based on such facts for the later benefit year.

CLAIM NOTICES AND PROTEST TIME LIMITS	
Notice	Postmarked Within
DE 1101CZ or DE 1101ER Mailed to the last employer when a current or former employee files a new UI claim or an existing claim is reopened.	Ten (10) calendar days of the date mailed to you (the date is printed on the top-right side of the DE 1101CZ and the DE 1101ER).
DE 1545 Issued to all base-period employers after a claimant receives the first UI payment. This notice informs each employer of the wages used to establish the claim and the amount of potential charges to their UI reserve account for that claim. NOTE: Employers and their agents may obtain the DE 1545 electronically. (Refer to "How to Request an Electronic DE 1545" on page 88 .)	The deadline to submit a ruling request is located on the top-right side of the DE 1545. To request a ruling, submit separation information within fifteen (15) calendar days from the mail date. If wage information is incorrect, submit the information within thirty (30) calendar days.
DE 1545TE Mailed to base-period employers only when a former employee has been approved for the California Training Benefits (CTB) program. This form 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. When protesting a former employee's eligibility for the CTB program, employers should address the particular criteria that individuals must meet under Section 1269 and 1269.1 of the California Unemployment Insurance Code (CUIC).	Fifteen (15) calendar days from the mail date.

NOTE: If you respond untimely, provide the reason you are submitting the eligibility information untimely and the EDD will determine if you had "good cause" for not submitting your response timely. If there is a finding of "good cause," you will be entitled to receive a notice of determination or ruling. If it is determined that you did not have "good cause" for the late response, a *Response to Employer Communication* (DE 4614) will be issued. This form can be appealed if you disagree with the determination. Also, if you respond untimely with eligibility information, the EDD will conduct a determination of eligibility with the claimant regardless of whether you are entitled to a notice of determination or ruling.

Subscribe to the EDD no-fee email subscription services at
www.edd.ca.gov/about_edd/get_email_notices.htm.

NOTICES OF DETERMINATION, RULING, OR MODIFICATION

You will receive one of the following DE 1080 notices in response to eligibility issues you reported on the *Notice of Unemployment Insurance Claim Filed* (DE 1101CZ or DE 1101ER), *Notice of Wages Used for Unemployment Insurance (UI) Claim* (DE 1545), or the *Notice of Potential Increased Liability For Training Extension Benefits* (DE 1545TE).

Notice	Purpose
DE 1080EZ:	<p>Reimbursable Employer(s):</p> <p>Sent to an employer who responds timely to a DE 1101CZ or DE 1101ER, and who submits information about quits and discharges. The notice informs the employer whether or not the claimant was found eligible for Unemployment Insurance (UI) benefits.</p> <p>Tax-rated and Reimbursable Employers(s):</p> <p>Sent to an employer who responds timely to a DE 1101CZ, DE 1101ER, DE 1545, or DE 1545TE, or who provides eligibility information about issues other than quits or discharges that can affect a claimant's eligibility for UI benefits, such as job refusals or a claimant's unavailability for work because of school attendance, lack of child care, etc. The notice informs the employer whether or not the claimant was found eligible to receive UI benefits. Refer to page 87 for a list of disqualifying events.</p>
• Notice of Determination/Ruling	Sent to a tax-rated employer who responds timely to a DE 1101CZ or DE 1101ER with eligibility information regarding a voluntary quit or discharge. The ruling portion of this notice informs the employer whether or not the reserve account will be charged for UI benefits paid.
• Notice of Ruling	Sent to a tax-rated employer who responds timely to a DE 1545 with separation information. The separation must have occurred during or after the base period of the claim. This notice informs the employer whether or not the reserve account will be charged for UI benefits paid.
DE 1080M:	<p>Sent to the employer who previously received a DE 1080EZ stating that the claimant was disqualified. This form informs the employer that the claimant's disqualification period is over. This notice does not change the original ruling issued to the employer.</p>
• Notice of Modification	

REMEMBER: Employers who finance UI coverage under one of the reimbursable financing methods receive Notices of Determination, but do not receive Notices of Ruling because they do not have a UI reserve account.

The *Notice of Potential Increased Liability for Training Extension Benefits* (DE 1545TE) provides base-period employers with a timely notice of maximum amount of potential UI benefits, including training extension benefits that may be charged to their accounts. This form is mailed to base-period employers only when a former employee has been approved for the California Training Benefits (CTB) program. When protesting a claimant's eligibility for the CTB program, employers should address the particular criteria that individuals must meet under Section 1269 and 1269.1 of the California Unemployment Insurance Code (CUIC).

UNEMPLOYMENT INSURANCE (UI) BENEFITS – APPEAL RIGHTS

You have the right to file an appeal if you do not agree with a decision made by the Employment Development Department (EDD) about your:

- Former employee's right to receive UI benefits.
- UI reserve account being charged for benefits paid to a former employee.

You must send your written appeal to the EDD within thirty (30) calendar days of the date the decision was mailed to you. The EDD will send you an acknowledgment of receipt and registration of your appeal with the phone number for the Office of Appeal hearing the case. The Office of Appeal will schedule a hearing with an Administrative Law Judge (ALJ). Both you and your former employee will be notified of the date, time, and place of the hearing at least ten (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 Pamphlet* (DE 6412TF)

For copies of these publications, write to the California Unemployment Insurance Appeals Board at the address shown on the following page. You may also download these forms from the CUIAB website at www.cuiab.ca.gov/forms.asp. If you have any questions about filing an appeal, please contact the EDD at 800-300-5616.

NOTE: An EDD Appeal Form (DE 1000M) is enclosed with all DE 1080s. The DE 1000M is available online at www.edd.ca.gov/pdf_pub_ctr/de1000m.pdf.

FALSE STATEMENT PENALTY

Section 1142(a) of the California Unemployment Insurance Code (CUIC) provides that an employer and/or the employer's agent may be assessed a cash penalty from 2 to 10 times the claimant's weekly benefit amount if it is determined that the employer, employer representative, employer officer, or employer agent willfully made a false statement or misrepresentation or failed to report a material fact concerning the claimant's termination of employment.

Section 1142(b) of the CUIC provides that an employer and/or the employer's agent may be assessed a cash penalty from 2 to 10 times the claimant's weekly benefit amount if it is determined that the employer, employer representative, employer officer, or employer agent willfully made a false statement or representation or willfully fails to report a material fact concerning the claimant's reasonable assurance of reemployment as fined defined in Section 1253.3 of the CUIC.

Section 1142.1 of the CUIC provides that an employer may be assessed a cash penalty from 2 to 10 times the claimant's weekly benefit amount if it is determined that the employer, employer representative, employer officer, or employer agent, where the claimant was performing services for an educational institution as fined defined in Section 1253.3, willfully makes a false statement or representation or fails to report a material fact concerning the claimant's termination of employment or regarding any week during which services were performed (as provided in Section 1253.3) or any time granted to the claimant for professional development while working for that employer.

If you are not in agreement with the *Notice of Determination or Assessment Under UI Code Section 1142(A)* (DE 3807 SEP) or *Notice of Determination or Assessment Under UI Code Section 1142(B)* (DE 3807 RA), you may file a *Notice of Petition Rights* (DE 2350) to an Administrative Law Judge (ALJ) of the California Unemployment Insurance Appeals Board (CUIAB). The CUIAB, established separate and apart from the EDD, reviews, hears, and renders impartial and independent decisions in tax and benefit matters related to the CUIC.

Prepare an original and a copy of the petition. The petition may be informal but must be in writing and should:

- Show your EDD employer payroll tax account number and the date of the assessment. For faster processing, enclose a copy of the DE 3807 SEP or DE 3807 RA with your petition.
- Provide the claimant's name and Social Security number.
- Clearly indicate that it is a "Petition for Reassessment."
- Describe the reason for the petition and specify the facts or grounds for requesting a reassessment.
- Be signed by you or your authorized agent.
- State your address or that of your agent, if any.

To be timely, the petition must be mailed or delivered to the office shown below within **thirty (30) calendar days** from the date of assessment. The time to protest can be extended by an ALJ for not more than thirty (30) days but **only if** "good cause" for the delay is shown. Mail or deliver the original and a copy of your petition for reassessment to:

California Unemployment Insurance Appeals Board
Sacramento Office of Appeals
2400 Venture Oaks Way, Suite 150
Sacramento, CA 95833-4224

BENEFIT AUDITS TO DETERMINE FRAUD

The benefit audit process leads to the recovery of improper Unemployment Insurance (UI) benefit payments and the potential reversal of related charges to the employer's reserve account when the EDD determines that the claimant was not entitled to UI benefits. The *Benefit Audit* (DE 1296B) identifies individuals who may have improperly received UI benefits for weeks in which they worked and had earnings. The EDD has several processes to detect and deter fraud; thereby, protecting the integrity of the UI program. Each quarter, as part of the EDD fraud detection efforts, DE 1296B audit forms are mailed to employers to request wage information for specific weeks that their California employees may have worked.

Each quarter, EDD also runs a cross-match with other states' wage records. If it appears an individual may have worked in another state while receiving California UI benefits, then an *Interstate Unemployment Insurance Benefit Payment Audit* (IB 8605) form will be sent to out-of-state employers.

BENEFIT AUDITS TO DETERMINE FRAUD (cont.)

Additionally, as part of our continuing efforts to detect and deter fraud, the EDD cross-matches the Social Security number and Start-of-Work Date (SWD) from the New Employee Registry information reported by employers with UI benefit payment information. An accurate SWD (not the hire date) is important for this cross match process. If a match is identified, a *New Employee Registry Benefit Audit* (DE 1296NER) audit form will be sent to the employer requesting earnings and eligibility information. The returned employer information is used to identify benefit overpayments and to recover the improper benefit payments.

The DE 1296NER audit form enables the EDD to detect fraud up to six months sooner than the quarterly Benefit Audit Process and protects the UI Fund by reducing overpayments. Employers who have responded to the DE 1296NER audit form will not receive a DE 1296B for the same employee for the same quarter.

Employers are required by state and federal laws to respond to the DE 1296B, the DE 1296NER, and the IB 8605 benefit audits. **Employers' participation in these processes is essential to detect potential fraud and to protect the integrity of the UI program.**

Questions or comments about the benefit audit process should be sent to:

**Employment Development Department
PO Box 3038, MIC 16A
Sacramento, CA 95812-3038**

Phone: 866-401-2849

Additional information is available online at www.edd.ca.gov/unemployment/benefit_audit.htm.

BACK PAY AWARD

Employees who receive Unemployment Insurance (UI) benefits and later receive back pay awards or settlements must have the Back Pay Award or settlement allocated to the period for which it was awarded. The EDD must be reimbursed an amount that equals the amount of UI benefits received if the Back Pay Award covers the same period for which UI benefits were paid. Back pay is considered wages and should be reported within thirty (30) days from the settlement or agreement date.

A determination must be made regarding who is responsible to repay the EDD for the overpaid benefit amounts. If the Back Pay Award agreement states that the employer will withhold overpayment amounts from the Back Pay Award or settlement, the employer is responsible for submitting the amounts withheld to the EDD to clear the overpayment. The employer must provide the claimant's name and complete Social Security number and information concerning the period covered by the Back Pay Award.

At the employer's request, the EDD will determine the amount of UI benefits to be repaid, establish an overpayment, and notify the claimant and employer. ("Employer" refers to both tax-rated and reimbursable employers.) Reimbursable employers will receive credits against their future charges only after the liability has been paid. For further information, contact:

**Employment Development Department
Back Pay Awards Coordinator, MIC 8, OARG
PO Box 826880
Sacramento, CA 94280-0001**

Phone: 916-431-9428

WORKERS' COMPENSATION BENEFITS

Employees who received UI benefits and later receive workers' compensation benefits in the form of Temporary Total Disability (TTD) benefits, Vocational Rehabilitation Maintenance Allowance (VRMA), or settlements for the same period must repay the EDD an amount equal to the UI benefits received. For further information, contact:

**Employment Development Department
Workers' Compensation Specialist
PO Box 2588
Rancho Cordova, CA 95670**

Phone: 916-464-0713

STATEMENT OF CHARGES

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 for the prior one-year period from July 1 through June 30. 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 tax year. It is important to review your statement carefully and respond timely if you do not agree with the charges. You have sixty (60) days from the issued date on your statement to protest any charges you believe are incorrect. An extension of up to sixty (60) days may be granted for good cause if your request is submitted before the protest deadline. When filing your protest, you must include your EDD employer payroll tax account number, the claimant's name, Social Security number, claim date, the dollar amount, and the specific reason.

Mail your protest to:

**Employment Development Department
Contribution Rate Group, MIC 4
PO Box 826880
Sacramento, CA 94280-0001**

If you have address changes and/or agent updates, inform the EDD immediately in order to receive your DE 428T timely.

For further information, refer to the *Explanation and Instruction Sheet* (DE 428C) included with the DE 428T or contact the Taxpayer Assistance Center at 888-745-3886. The DE 428C is also available online at www.edd.ca.gov/pdf_pub_ctr/de428c.pdf.

ALTERNATE BASE PERIOD

The Alternate Base Period (ABP) program in accordance with California law. The ABP provisions apply to claimants who do not qualify for a UI claim based on the "Standard" Base Period, and who do qualify for a UI claim based on the "Alternate" Base Period. The Standard Base Period is fined defined as the first four of the last five completed calendar quarters prior to the beginning date of the claim; the ABP is the four most recently completed calendar quarters.

The ABP legislation does not change the legal requirements for employers' quarterly wage reporting.

In addition to employers' current quarterly wage reporting, if the ABP wages are not showing in the EDD database, employers will be asked to provide the wages for claimants. At times, employers may be asked to provide wages prior to the quarterly wage reporting. The EDD will only request wages from employers if it appears that claimants have enough wages to qualify for a UI claim using the ABP. If it is necessary for the EDD to obtain the wages from the employer, the EDD will mail the employer a *Request for Wages* (DE 1919) to request wage information for each of the five most recently completed quarters. This will assist the EDD in determining if the claimant qualifies for a claim using the SBP or ABP. Employers have ten (10) days to respond to the EDD request.

In addition to mailing the employer a DE 1919, the EDD will mail the claimant an *Affidavit of Wages* (DE 23A) to request the wage information. If the employer does not respond to the EDD request for wage information within the ten (10) days, and the claimant provides the DE 23A along with tangible evidence of the wages earned, the EDD will file the claim based on the wage information provided by the claimant.

If the base period wages on an ABP claim are later adjusted when the quarterly wages are reported by the employer, an overpayment may not be established on the ABP claim unless the claim was based on fraudulent information provided by the claimant. This means that, if employers do not respond timely to the EDD original DE 1919, they may incur reserve account charges they might not have otherwise incurred.

LAYOFF ALTERNATIVES

Partial UI Claims

The Partial UI Claim program enables employers to keep trained employees who are partially employed during slow business periods. Employers may use the Partial UI Claim program if employees are temporarily working reduced hours or have been placed on layoff status for no more than two consecutive weeks. For information about partial claims and the partial forms, *Notice of Reduced Earnings* (DE 2063) and *Notice of Reduced Earnings (Fisherman)* (DE 2063F), access the EDD website at www.edd.ca.gov/unemployment/faq_-_partial_claims.htm.

If you participate in the program, you should:

- Instruct your employees to call the EDD UI toll-free numbers to file a UI claim by phone.
- Instruct your employees to advise the EDD that he/she is participating in the Partial UI Claims program.
- Complete the employer portion of the *Notice of Reduced Earnings* (DE 2063) and issue it to your employees.
- Instruct employees to complete and sign the DE 2063 and mail it to the EDD.

If an employee has no wages (does not work) for two consecutive weeks, instruct the employee to contact the EDD to obtain the regular *Continued Claim* (DE 4581) form. Participation in this program may increase the employer's UI tax rate.

For more information about partial UI claims, contact one of the toll-free UI phone numbers on [page 109](#) or access the EDD website at www.edd.ca.gov/unemployment/partial_claims.htm.

Work Sharing Program

The Work Sharing program is available to employers who reduce employee wages and hours as an alternative to a layoff. The affected workforce or work unit(s) must consist of two or more employees who comprise at least 10 percent of the workforce or work unit(s) and the employer must meet other requirements in order to participate.

The employer must sign a *Work Sharing (WS) Unemployment Insurance Plan Application* (DE 8686) with the EDD and comply with all requirements to remain eligible for participation. The DE 8686 must be periodically renewed.

Participation in this program may increase the employer's UI tax rate. If you are interested in participating in the program or would like additional information, access the EDD website at

www.edd.ca.gov/unemployment/work_sharing_claims.htm or contact:

**Employment Development Department
Special Claims Office
PO Box 419076
Rancho Cordova, CA 95741-9076**

**Phone: 916-464-3343
Fax: 916-464-2616
Alternate fax: 916-464-3333**

NOTE: Employees participating in the Work Sharing or Partial Claims programs cannot use Tele-CertSM or and EDD UI OnlineSM to certify for Unemployment Insurance (UI) weekly benefits. Participants of these programs are required to continue using the existing paper continued claim form by mail.

NOTICE OF LAYOFF

Employers with at least 100 full-time employees who plan plant closures resulting in employment loss of 50 or more full-time employees within a 30 day period or mass layoffs of 50 to 499 full-time employees constituting at least 33% of the full-time workforce at a single site of employment within a 30-day period or layoff of 500 or more employees regardless of percentage of workforce, must give affected employees at least 60 days written notice. Please refer to "Plant Closure or Mass Layoff (WARN)" on [page 77](#) for additional information.

WAGES NOTICES

In the event of a layoff or business closure involving 10 or more employees, the EDD Wages Notice Group will investigate and post Electronic Wages Notices (EWN) for staff in the EDD offices to use. The EWNs contain wage findings (e.g., findings on in-lieu-of-notice pay and bonuses) to ensure consistent determinations when several employees may be affected by the same set of facts. For additional information, access the EDD website at www.edd.ca.gov/unemployment/mass_layoffs_and_wage_notices.htm.

STATE DISABILITY INSURANCE (SDI) PROGRAM

The SDI program provides Disability Insurance (DI) and Paid Family Leave (PFL) benefits to eligible workers who need time off work. The SDI program is state mandated and funded by employee payroll deductions.

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 perform their regular or customary work due to a non-work-related illness or injury, pregnancy, or childbirth.

PFL is also a component of the SDI program. PFL provides benefits to eligible 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 also available to new parents who need time to bond with a new child through birth, adoption, or foster care placement.

Employers, claimants, physicians/practitioners, and voluntary plan administrators may securely submit DI and PFL claim information online. For additional information, visit the SDI website at www.edd.ca.gov/disability.

TAXES – WHO PAYS FOR SDI?

The SDI program (DI and PFL) is funded through mandatory employee payroll deductions for most California workers. California law requires employers to provide coverage for employees with payroll in excess of \$100 in a calendar quarter. There are a few exceptions. Those specifically excluded are:

- Some domestic workers.
- Some governmental employees.
- Employees of interstate railroads.
- Employees of some nonprofit agencies.
- Individuals claiming a religious exemption.

NOTE: When a worker has more than one employer during a calendar year, it is possible that excess SDI contributions may be withheld from the worker's wages. Workers should request a refund of excess SDI withholdings on their California income tax return.

The SDI tax rate may be adjusted annually to not more than 1.5 percent (.015) or less than 0.1 percent (.001) depending on the balance in the Disability Fund. Employee contributions withheld are paid by the employer to either the Disability Fund or a Voluntary Plan (refer to [page 98](#)).

EMPLOYEE BENEFITS

Eligible claimants may file for DI or PFL benefits for each occurrence of disability or period of family leave.

The *Disability Insurance Provisions* (DE 2515) brochure contains general information on DI eligibility. The *Paid Family Leave* (DE 2511) brochure contains general information on PFL eligibility. The *Claim for Disability Insurance (DI) Benefits* (DE 2501) and *Claim for Paid Family Leave (PFL) Benefits* (DE 2501F) are forms that contain additional program information and applications to apply for benefits. Claimants can also apply through SDI Online at www.edd.ca.gov/disability.

California employers whose employees are subject to SDI contributions must provide new employees the DE 2515 and the DE 2511 and post the *Notice to Employees* (DE 1857A) poster. The California Unemployment Insurance Code (CUIC) requires employers to provide general DI information to each employee leaving work due to a non-occupational illness or injury, pregnancy, or childbirth. Employers are also required to provide PFL information to each employee leaving work to care for a seriously ill family member or to bond with a new child through birth, adoption, or foster care placement. The brochures and applications are provided to employers at no cost. Additional copies may be ordered online at www.edd.ca.gov/Forms or contact the Taxpayer Assistance Center at 888-745-3886.

CLAIM NOTICES

When a DI claim is filed, the employer(s) shown 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). Employers are required to complete and return the DE 2503 or DE 2503F **within two working days**. The DE 2503 can also be submitted online using SDI Online at www.edd.ca.gov/disability.

To deter fraud, please respond immediately if you are not the employer shown on the DE 2503 or DE 2503F, or if the claimant:

- Is not your employee.
- Has quit his/her job.
- Is receiving wages.
- Has not stopped working.
- Is known to be working for another employer.

NOTE: Your Unemployment Insurance reserve account will not be affected when your employees file DI and/or PFL claims. Because employees pay for DI and PFL through payroll deductions, you will not be notified of claimant eligibility for DI/PFL benefits.

SDI ONLINE

SDI Online is an electronic claim filing system available to employers, claimants, physicians/practitioners, and voluntary plan third-party administrators for submission of DI and PFL claim information. Employers can securely submit employee information (wages earned, last day worked, etc.) for DI claims online. For additional information, visit the SDI website at www.edd.ca.gov/disability.

EMPLOYER-SPONSORED VOLUNTARY PLAN

California law allows an employer or a majority of employees to apply to the EDD for approval of a Voluntary Plan (VP) for the payment of Disability Insurance (DI) and Paid Family Leave (PFL) benefits in place of the mandatory State Disability Insurance (SDI) coverage. A VP must provide all the benefits of SDI, at least one benefit that is better than SDI, and it cannot cost employees more than SDI. To be approved for a VP, the employer must post a security deposit with the EDD.

Once a VP is approved, the employer is no longer required to send SDI withholdings to the EDD for those employees covered by the VP. Instead, the employer holds the VP contributions in a trust fund to pay DI or PFL benefit claims and approved expenses. The VP employer pays a quarterly assessment to the EDD based on the taxable wages of employees participating in the plan and other factors.

A VP must provide better coverage without additional cost to the employees. Based on claims experience, excess funds may be used to increase benefit levels or lower contributions. Please note that any money collected for VP purposes must be used only for the benefit of employees who contribute to the plan.

An employer considering a VP commitment should be aware that the employer takes ultimate responsibility for the plan benefits and expenses. If the accumulated VP trust fund is inadequate to cover benefits or expenses, the employer is responsible to cover the deficit; employer loans made to the VP may be recovered from future excess VP trust funds. If a plan terminates and there are insufficient trust funds, the employer must assume the financial obligation until all plan liabilities have been met.

Additional information about the VP option is available online at www.edd.ca.gov/disability/vp_information.htm, or call 916-653-6839, TTY at 800-563-2441, or write to:

**Employment Development Department
Disability Insurance Branch, MIC 29 VP
PO Box 826880
Sacramento, CA 94280-0001**

SELF-EMPLOYED BENEFITS

Any self-employed individual who receives the major part of his or her income from the trade, business, or occupation in which he or she is self-employed may elect coverage for themselves. Under provisions in the California Unemployment Insurance Code (CUIC), self-employed individuals, who are employers, may elect Unemployment Insurance (UI) and State Disability Insurance (SDI) or Disability Insurance (DI) only coverage for themselves. Self-employed individuals, who are not employers, may only elect DI coverage for themselves.

Self-employed individuals who elect coverage pay at a rate determined by the prior annual combined usage of all participants.

For further information on elective coverage, the *Information Sheet: Elective Coverage for Employers and Self-Employed Individuals* (DE 231EC) is available online at www.edd.ca.gov/pdf_pub_ctr/de231ec.pdf.

For additional information, the *Fact Sheet: Disability Insurance Elective Coverage Program (DIEC)* (DE 8714CC) is available online at www.edd.ca.gov/pdf_pub_ctr/de8714cc.pdf. All forms are available by contacting the Taxpayer Assistance Center at 888-745-3886.

WORKERS' COMPENSATION INSURANCE

Workers' Compensation insurance is an employer paid indemnity that provides benefits to eligible workers experiencing a loss of wages when they are unable to perform their regular or customary work due to an occupational illness or injury. Generally, employees are not eligible for SDI when receiving workers' compensation benefits unless the SDI rate is greater than the workers' compensation rate. For additional information, visit the Department of Industrial Relations website at www.dir.ca.gov.

If you have **any** employees, you are required by law to have workers' compensation insurance. Failure to do so is a crime and may result in penalties and closure of your business.

If you have questions about workers' compensation insurance or how to obtain coverage, contact your insurance agent or the Division of Workers' Compensation at 800-736-7401.

ADDITIONAL INFORMATION

For information regarding the SDI program, access the EDD website at www.edd.ca.gov/disability or contact DI at 800-480-3287 or PFL at 877-238-4373.

NOTE: To provide affordable benefits to eligible workers, the SDI program has systems in place to detect and deter fraud. Report suspected fraudulent activity to the EDD Fraud Hotline at 800-229-6297 or at www.edd.ca.gov/disability.

EMPLOYMENT AND TRAINING SERVICES

EDD WORKFORCE SERVICES

The EDD Workforce Services Branch provides services to bring California employers together with qualified job seekers. The EDD Workforce Services Branch offers an Internet-based system called CalJOBSSM, a self-service labor exchange, which provides quick access to a large pool of job-ready applicants. Employers with Internet access can enter their own job listings and update or close orders.

Employers without Internet access, or who have special requirements, can be served by customer service representatives who take job opening information by phone or fax, and assist employers in finding qualified applicants. There are no fees to use CalJOBSSM.

To register with CalJOBSSM, you will need your EDD employer payroll tax account number. To access CalJOBSSM, visit the website at www.caljobs.ca.gov or call the Customer Support Desk at 800-758-0398 for assistance. If you do not have an EDD employer payroll tax account number, please refer to [page 7](#) for information about obtaining one.

For more information on these and other services, visit the EDD website at www.edd.ca.gov/jobs_and_training/employers_businesses.htm or contact your nearest Workforce Services Office or America's Job Center of CaliforniaSM. To locate your nearest office, go to www.edd.ca.gov/office_locator/.

EMPLOYMENT TRAINING PANEL (ETP)

The Employment Training Panel (ETP) is a statewide business-labor training and economic development program. The ETP provides funding to employers to assist in upgrading the skills of their workers through training that leads to good paying, long-term jobs. The ETP was created in 1982 by the California State Legislature and has invested over \$1.4 billion for the successful training and employment retention of over a million workers for more than 80,000 California businesses to date. The ETP is a funding agency, not a training agency. Businesses determine their own training needs and how best to provide training.

Purpose: The ETP funds training to foster job creation and the retention of workers in secure, full-time employment in targeted industries in order to improve California's competitiveness in a global economy and to advance the skills of the state's workforce. The ETP's Core Funding Program primarily funds retraining of currently employed workers in companies threatened by out-of-state competition and has placed special emphasis on training for small businesses with fewer than 100 employees in California.

Funding

The legislature established the Employment Training Tax (ETT) in 1982. All tax-rated employers, including new employers, are subject to the ETT. Employers with positive reserve accounts are assessed 0.1 percent (.001) on the first \$7,000 of each employee's wages. Employers do not pay the ETT while their accounts have a negative reserve balance, but they must pay a higher rate of Unemployment Insurance (UI) tax. The maximum ETT collected is \$7 per employee, per year. The ETP's Core Funding Program is funded by the ETT. The ETP has also received additional funding for alternative programs. This additional funding has been through partnerships with the California Energy Commission (CEC), as well as through funding from the Labor and Workforce Development Agency (LWDA) and the Employment Development Department (EDD) to fund specific training programs.

How Is ETP Different?

The ETP's performance-based contracts ensure that ETP funded training results in good-paying, secure jobs. Before an employer may earn training cost reimbursement, trainees must receive a certain number of training hours and must complete the required retention period at their job, depending on the contract type, as well as meet the required ETP minimum wage. The employer determines the training courses, trainers, and types of training that best meet their business needs.

GENERAL INFORMATION

The ETP contracts directly with tax-rated employers, groups of employers (including associations and chambers of commerce), training agencies, vocational schools, Workforce Development Boards (WDB), and grant recipients under the Workforce Innovation and Opportunity Act (WIOA).

Under its Core Funding Program, the ETP funds the following types of training to promote a healthy labor market in a growing and competitive economy:

- **Retraining** – Helps companies facing out-of-state competition by upgrading the job skills of current employees.
- **New-Hire Training** – Trains unemployed workers eligible to receive California UI benefits or who have exhausted UI benefits within 24 months of the start of training.
- **Special Employment Training (SET)** – The ETP provides limited funding for SET projects to improve the skills and employment security of frontline workers (workers directly producing goods or services) in occupations that pay at least the state average hourly wage. SET projects are not subject to ETP's out-of-state competition requirement, but are a priority for workforce training. SET funding also allows training of frontline workers who earn below the state average, if they are in the following categories:
 - **Workers in High Unemployment Areas** – Provides training funds for workers in areas where the unemployment rate is significantly higher than the state average.
 - **Small Business Skills** – Training for small business owners to enhance the competitive position of their business. Owners must have at least one, but no more than nine, full-time employee(s).
 - **Workers With Multiple Barriers to Employment** – Training for individuals with barriers to full-time employment, such as, but not limited to, physical disabilities, lack of work history, and limited communication and literacy skills.
 - **Seasonal Industries** – Training funds for workers employed by companies in seasonal industries.

Additional information can be found on the ETP website at www.edp.ca.gov including how to apply for funds, eligible entities, training methods, reimbursement rates, and ETP Annual Reports. Interested parties may also contact one of the following ETP offices:

Sacramento Central Office	916-327-5640
North Hollywood Regional Office	818-755-1313
Sacramento Regional Office	916-327-5239
San Diego Regional Office	858-300-6448
San Francisco Bay Area Regional Office	650-655-6930

TRADE ADJUSTMENT ASSISTANCE

The Trade Adjustment Assistance (TAA) program is a federal program established to help American workers who have lost their jobs or had their hours and wages reduced as a result of foreign trade.

The TAA program is administered by the Employment Development Department (EDD) and may provide training, job search assistance, relocation assistance, and weekly income support to trade impacted workers. To obtain and file a *Petition for Trade Adjustment Assistance* (ETA 9042), workers may access the U.S. Department of Labor (DOL) website at www.doleta.gov/tradeact, contact any local EDD Workforce Service Office, or call the TAA Coordinator at 916-654-7570.

For additional information on the TAA program, call the DOL at 209-693-3560 or 888-365-6822.

Subscribe to the EDD no-fee email subscription services at
www.edd.ca.gov/about_edd/get_email_notices.htm.

WORK OPPORTUNITY TAX CREDIT

The Work Opportunity Tax Credit (WOTC) is a federal tax credit available to employers for hiring individuals from certain target groups who have consistently faced significant barriers to employment.

To be considered for the tax credit, employers must submit properly completed forms to the Employment Development Department (EDD) within 28 days of the employee's start date to determine if their new hire meets the eligibility criteria.

For identification of target groups and additional information, visit the EDD website at www.edd.ca.gov/wotc, call 866-593-0173 or email WOTCSupport@edd.ca.gov.

eWOTC

eWOTC is an online service to submit, view, and manage Work Opportunity Tax Credit (WOTC) Request for Certification applications. This system significantly increases efficiency in processing new applications and decreases the waiting period for approvals.

To take full advantage of the benefits offered by eWOTC, employers with 25 or more employees and all agents/consultants must complete a one-time eWOTC enrollment process to be able to submit WOTC Request for Certification applications online. Additional information is available online at www.edd.ca.gov/wotc.

Employers with 24 employees or less, without agent/consultant representation, are also encouraged to submit new applications online through eWOTC, but they may also mail applications to the address below. Please note that mailed applications will take longer to process.

Employment Development Department
Attention: Work Opportunity Tax Credit Authorization Center
2901 50th Street
Sacramento, CA 95817

WORKFORCE INNOVATION AND OPPORTUNITY ACT

The federal Workforce Innovation and Opportunity Act (WIOA) of 2014 provides a comprehensive range of workforce development activities to help job seekers access employment, education, training, and supportive services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Workforce development activities authorized under WIOA are provided at the local level to adults, dislocated workers, youth, veterans, including persons with disabilities and individuals with barriers to employment. The purpose of WIOA is to promote employment, earnings, and occupational skills of participants. In turn, this improves the quality of the workforce and enhances the productivity and competitiveness of California's economy.

The WIOA authorizes a variety of services to employers. Services are designed and administered by Local Workforce Development Boards (Local Board). Local services are provided by America's Job Center of CaliforniaSM locations and may include:

- Applicant screening/referral
- Business closure assistance
- Customized training
- Enterprise zone tax credits
- Entrepreneurial training
- Job placement assistance
- Labor market information
- On-the-Job training
- Training subsidies

In California, 46 Local Workforce Development Areas (Local Area) are designated by the Governor to administer local WIOA services. The chief local official of each Local Area appoints a Local Board which consists of representatives from private sector businesses, organized labor, community-based organizations, local government agencies, and local education agencies. The Local Boards designate America's Job Center of CaliforniaSM operators, provide policy guidance, and oversee the workforce development activities within their Local Area.

For more information, access the EDD website at www.edd.ca.gov/jobs_and_training/workforce_innovation_and_opportunity_act.htm or contact the Workforce Services Branch at 916-654-7799.

LABOR MARKET INFORMATION

Purpose: The EDD Labor Market Information Division (LMID) collects, analyzes, and publishes information about California's labor market and economy. Labor market information helps employers, policy makers, and researchers develop plans and make important business decisions.

What Labor Market Information Is Available online?

The LMID website at www.labormarketinfo.edd.ca.gov organizes information by customer type. For instance, employers can find information that is specific to their needs by selecting the Business/Employers link under the "LMI by Customer" heading. This page contains links to:

- Affirmative Action and Equal Employment Opportunity Planning Information – Get population, labor force, and summary occupational information to help with developing affirmative action programs.
- Local Area Profile – Find an overview of labor market information in the state or a county, including employment and unemployment, industry payroll information, wages, the consumer price index, and more.
- Occupational Profile – Find occupational descriptions, wages, employment projections, training providers, and skills for specific occupations. Use this information to create job descriptions for your vacancy announcements or compare wages you pay to average local wages.
- CalJOBSSM – Post your job vacancies and review résumés of prospective employees at no cost on California's online job opening system.
- Training and Apprenticeships – Find out about what training is available to develop the skills of your employees.
- Other EDD resources, labor market publications, and the data library.
- Information about workplace issues, including those related to benefits, meal breaks, and pay are available from the Department of Industrial Relations, and can be accessed at www.dir.ca.gov.

For assistance, contact your local Labor Market (LM) consultant. Contact information for the LM consultants can be found at www.labormarketinfo.edd.ca.gov/file/resource/LMIConsultants.pdf or you can contact the LMID at 916-262-2162.

Multiple Location and/or Function Employers

When an employer maintains a business with more than one physical location or conducts more than one business activity/function at the same location, and the secondary location has a total of 10 or more employees, the employer is considered to be a multiple establishment employer. A primary location is defined as the one with the highest number of employees. If your firm fits the multiple location criteria and you are not currently completing a *Multiple Worksite Report* (BLS 3020), please contact the LMID's Employment and Payroll Group at 916-262-1856.

REMEMBER: Filing the *Multiple Worksite Report* (BLS 3020) is mandatory and must be done on a quarterly basis.

The LMID mails the federal form BLS 3020 to multiple worksite business owners at the close of each quarter (e.g., December 31, 2017). Employers have until the end of the following month (e.g., January 31, 2018) to return the BLS 3020 form to the EDD.

How Your Industry Code Is Determined

All businesses and government organizations are assigned an industry classification code from the North American Industry Classification System (NAICS), which allows the U.S. Bureau of Labor Statistics to tabulate national and state economic data by industry. Most new employers are assigned an industry code based on their response to Section P (industry activity) of the *Commercial Employer Account Registration and Update Form* (DE 1). Each year, selected employers are sent an *Industry Verification Form* (BLS 3023 NVS or NVM) to verify the accuracy of their industry code and physical location address. This process is known as the Annual Refile Survey (ARS). Other employers, who have not yet been assigned an industry code, may receive an *Industry Classification Form* (BLS 3023 NCA). Please answer ALL questions about your business and industry thoroughly when completing these forms. For additional information, call 800-562-3366.

NOTE: The BLS 3023-NVS form can now be filed electronically by using the Web ID and Password located in the upper right-hand corner of the form. To complete the form electronically, log on to <https://idcfars.bls.gov/>.

LABOR MARKET INFORMATION (cont.)

The Importance of Occupational Information

The LMID collects data directly from employers primarily using surveys, such as the Occupational Employment Statistics (OES) Survey, to learn about the occupations used by employers and the wages paid for those occupations. The OES program produces employment and wage estimates annually for more than 827 occupations by industry and geographic area.

Occupational information forms the basis of good decisions made by employers, job seekers, workforce and economic development professionals, educators, public program planners, and policy makers. For example:

- Employers use occupational information for salary negotiations, to project future skills needs, and to keep a competitive edge in the local community.
- Job seekers use occupational information to become better informed about the education, training, skill, and ability requirements for specific occupations thus enabling them to make better decisions when preparing and applying for desired jobs.
- Economic developers use wage data for business attraction and retention.
- Educators and trainers use occupational information to identify areas where vocational and educational programs are needed and to create or modify curriculum to better prepare students to meet the needs of employers.

It is extremely important that you respond to a request for information from the LMID. Our ability to obtain information from employers about the occupations found in California is essential for the development of tools used by decision makers throughout our economy. If you have received an **OES Survey**, or would like more information about this program, contact the EDD toll-free at 800-826-4896 or send an email to LMOccupationalSurvey@edd.ca.gov.

To access occupational information from the LMID, go to www.labormarketinfo.edd.ca.gov and select “Occupations” or “Wages” under the “LMI by Subject” section of the website.

INFORMATION AND ASSISTANCE BY TOPIC

If you have any questions regarding the following topics, please contact the designated agency or office.

TOPIC	DESCRIPTION	CONTACT
California Personal Income Tax (PIT) Withholding	To request the California PIT withholding tables or for information on whether payments are subject to California PIT withholding.	EDD Taxpayer Assistance Center Phone: 888-745-3886 Outside the U.S. or Canada, call 916-464-3502 www.edd.ca.gov
	Information on programming your computer or acceptable computer software programs to calculate California PIT withholding. NOTE: When you call the Franchise Tax Board's (FTB) assistance number, please request to speak to their Statistical Research Section so they can provide the appropriate assistance.	Statistical Research Section Franchise Tax Board MS 351 PO Box 1468 Sacramento, CA 95812-1468 Automated phone service: 916-845-7057 tax practitioner line Assistance: 800-852-5711 Hearing-impaired (TTY): 800-822-6268 www.ftb.ca.gov
California Tax Service Center (CTSC)	This is a joint tax agency website. It contains tax-related information from the Employment Development Department, the Franchise Tax Board, Board of Equalization, and the Internal Revenue Service.	www.taxes.ca.gov
CalJOBSSM	An online labor exchange system featuring self-service options to search for jobs, build résumés, find qualified candidates for employment, and gather information on education and training programs. Employers and job seekers may contact the nearest America's Job Center of California SM for additional assistance. www.americasjobcenter.ca.gov	CalJOBS SM Helpline Monday through Friday 8 a.m. to 5 p.m. (PT) English 800-758-0398 Spanish 855-716-3518 www.caljobs.ca.gov Workforce Services Division, MIC 50 PO Box 826880 Sacramento, CA 94280-0001 www.edd.ca.gov/jobs_and_training
Disability Insurance (DI)	Disability Insurance (DI) is a component of the State Disability Insurance (SDI) program. DI provides partial wage replacement benefits to California workers who are unable to work due to a non-work-related illness or injury, pregnancy, or childbirth.	EDD Disability Insurance: <ul style="list-style-type: none">• English 800-480-3287• Spanish 866-658-8846 Hearing Impaired (TTY): 800-563-2441 www.edd.ca.gov/disability
e-Services for Business	A convenient and secure method for managing your employer payroll tax account, filing most of your returns and reports, and paying tax deposits and liabilities over the Internet. Refer to page 50 for additional information.	EDD Email: ecom@edd.ca.gov www.edd.ca.gov/e-Services_for_Business

TOPIC	DESCRIPTION	CONTACT
Economic Development	The EDD Labor Market Information Division offers data on occupational wages and outlook, employment by industry, and state and local labor market.	EDD Labor Market Information Division Phone: 916-262-2162 www.labormarketinfo.edd.ca.gov
Employee Eligibility to Work	Under federal law, employers are required to verify that every individual (citizen, national, or alien) whom they hire has the right to work in the U.S. The U.S. Citizenship and Immigration Services (USCIS) requires you to complete an <i>Employment Eligibility Verification</i> (Form I-9) for each person hired to verify employment eligibility.	U.S. Citizenship and Immigration Services Business Liaison Automated phone service: 800-357-2099 Request a copy of the Handbook for Employers: <i>Guidance for Completing Form I-9</i> (M-274). www.uscis.gov/portal/site/uscis
Employer Requirements	The Taxpayer Assistance Center can answer your payroll tax questions (e.g., employee and independent contractor status, employer registration, independent contractor reporting, and new employee reporting).	EDD Taxpayer Assistance Center Phone: 888-745-3886 www.edd.ca.gov/payroll_taxes/contact_us_about_payroll_taxes.htm
Employer Rights During the Employment Tax Audit and Collection Process	Employer rights are protected by the Taxpayer Advocate Office during the employment tax audit and collection process. You may request assistance from this office after first attempting to resolve an issue with the EDD representative, supervisor, and office manager.	EDD Taxpayer Advocate Office, MIC 93 PO Box 826880 Sacramento, CA 94280-0001 Toll-Free: 866-594-4177 Phone: 916-654-8957 Fax: 916-654-6969 www.edd.ca.gov/payroll_taxes/taxpayer_advocate.htm
Employment Development Department (EDD) Website	Provides a variety of information on the EDD programs and services, forms and publications, and links to other government sites.	EDD www.edd.ca.gov
Employment Tax Rates	A <i>Notice of Contribution Rates and Statement of UI Reserve Account</i> (DE 2088) is mailed annually by December 31 to notify employers of their UI, ETT, and SDI tax rates. For additional information, refer to page 84 . Protests to the DE 2088 must be submitted within 60 days of the "issued date" on the notice.	EDD Rate Management Group, MIC 4 PO Box 826880 Sacramento, CA 94280-0001 Phone: 916-653-7795 (24-hour automated phone system)
Employment Training Panel	Provides employers funding to train and retain workers in targeted industries in performance-based contracts. Includes retraining current employees, training new hires (unemployed individuals), and Special Employment Training program. For additional information, refer to page 99 .	Employment Training Panel Sacramento Central Office 916-327-5640 Regional Offices: North Hollywood 818-755-1313 Sacramento 916-327-5239 San Diego 858-300-6448 San Francisco Bay Area 650-655-6930 www.etp.ca.gov

TOPIC	DESCRIPTION	CONTACT
Federal Tax Requirements	For federal employment tax and personal income tax requirements, contact the Internal Revenue Service (IRS). The federal <i>Employer's Tax Guide</i> (Publication 15, Circular E) and <i>Employer's Supplemental Tax Guide</i> (Publication 15-A) are available from IRS.	Internal Revenue Service Phone: 800-829-4933 www.irs.gov
Federal Unemployment Tax Act (FUTA) Certification	The method the IRS uses to verify with the states that the credit claimed on the Form 940 or Form 1040, Schedule H, was actually paid to the state. Refer to page 84 for additional information.	EDD FUTA Certification Unit Phone: 916-654-8545
Forms <ul style="list-style-type: none">• Alternate Tax Forms• Tax Forms and Publications	The requirements and approval for using alternate forms to file your payroll tax reports can be obtained by contacting the Alternate Forms Coordinator.	EDD Alternate Forms Coordinator Phone: 916-255-0649
	Tax forms and publications are available through the Internet and Employment Tax Offices.	EDD Less than 25 copies: 888-745-3886 25 copies or more: 916-322-2835 www.edd.ca.gov/payroll_taxes/forms_and_publications.htm www.edd.ca.gov/office_locator/
Job Referral and Recruitment Services	All questions regarding the EDD Workforce Services or Workforce Innovation and Opportunity Act (WIOA) services.	EDD or local America's Job Center of California SM www.edd.ca.gov/office_locator/ Employers: www.edd.ca.gov/jobs_and_training/employers_businesses.htm WIOA: www.edd.ca.gov/jobs_and_training/workforce_innovation_and_opportunity_act.htm www.edd.ca.gov/jobs_and_training/job_seeker_information.htm
Labor Law Requirements	All questions regarding the EDD Workforce Services or Workforce Innovation and Opportunity Act (WIOA) services.	Department of Industrial Relations www.dir.ca.gov
Labor Market Information	California's labor market information can help with important business decisions. Data available includes occupational employment and wage data, industry employment, labor force, and selected population characteristics.	EDD Labor Market Information Division Phone: 916-262-2162 www.labormarketinfo.edd.ca.gov

TOPIC	DESCRIPTION	CONTACT
Paid Family Leave (PFL)	<p>Paid Family Leave (PFL) is a component of the State Disability Insurance (SDI) program. PFL provides benefits to eligible 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 also available to new parents who need time off to bond with a new child through birth, adoption, or foster care placement.</p>	<p>EDD Paid Family Leave:</p> <ul style="list-style-type: none"> • English.....877-238-4373 • Spanish877-379-3819 • Cantonese866-692-5592 • Vietnamese.....866-692-5596 • Armenian866-627-1567 • Tagalog866-627-1568 • Punjabi866-627-1569 <p>Hearing Impaired (TTY): 800-445-1312 www.edd.ca.gov/disability</p>
Payroll Tax Seminars	<p>Seminar topics include reporting requirements, how to complete payroll tax forms, and independent contractor and employee issues.</p>	<p>EDD Taxpayer Assistance Center Phone: 888-745-3886 Register online at www.edd.ca.gov/payroll_tax_seminars/.</p>
Reimbursable Method of Paying Unemployment Insurance (UI) Benefits	<p>Public employers and certain nonprofit organizations have the option of becoming "reimbursable" employers. Employers using this method to pay UI benefits are required to reimburse the UI Fund on a dollar-for-dollar basis for all UI benefits paid to their former employees.</p>	<p>EDD Reimbursable Accounting Group, MIC 19 PO Box 826880 Sacramento, CA 94280 Phone: 916-653-5846</p>
School Employees Fund (SEF)	<p>Only public school employers (kindergarten through 12th grade), community colleges, and charter schools may elect to participate in the SEF (UI program) to finance UI benefits.</p>	<p>EDD School Employees Fund, MIC 13 PO Box 826880 Sacramento, CA 94280 Phone: 916-653-5380 www.edd.ca.gov/payroll_taxes/school_employees_fund.htm</p>
Small Business Assistance Center	<p>Located on the California Tax Service Center website, it provides helpful information about starting, running, or closing your business.</p>	<p>www.taxes.ca.gov</p>
State Disability Insurance (SDI) Program	<p>The SDI program provides two benefits: Disability Insurance (DI) and Paid Family Leave (PFL). DI benefits are paid to eligible workers who need time off work due to a non-work-related illness, or injury, pregnancy, or childbirth. PFL benefits are paid to workers who take time off work to care for a seriously ill family member. Benefits are also available to new parents who need time to bond with a new child through birth, adoption, or foster care placement. The SDI program is funded through employee payroll deductions.</p>	<p>EDD Disability Insurance:</p> <ul style="list-style-type: none"> • English.....800-480-3287 • Spanish866-658-8846 <p>Hearing Impaired (TTY): 800-563-2441</p> <p>Paid Family Leave:</p> <ul style="list-style-type: none"> • English.....877-238-4373 • Spanish877-379-3819 • Cantonese877-692-5595 • Vietnamese.....866-692-5596 • Armenian866-627-1567 • Tagalog866-627-1568 • Punjabi866-627-1569 <p>Hearing Impaired (TTY): 800-445-1312 www.edd.ca.gov/disability</p>

TOPIC	DESCRIPTION	CONTACT
SDI Online	<p>SDI Online is an electronic claim filing system available to claimants and physicians/practitioners, for submission of Disability Insurance (DI) and Paid Family Leave (PFL) claim information. Employers and voluntary plan (VP) third-party administrators can securely submit employee information for DI claims online.</p>	<p>EDD SDI Online Phone: 855-342-3645 This phone number is dedicated to employers and physicians/practitioners with inquiries related specifically to SDI. www.edd.ca.gov/disability/SDI_online.htm</p>
State Information Data Exchange System (SIDES)	<p>SIDES is a secure and timely way for employers and third party administrators to electronically receive and respond to the EDD's <i>Notice of Unemployment Insurance Claim Filed</i> (DE 1101CZ). SIDES streamlines communication to helps employers manage their UI account and reduce improper payments.</p>	<p>EDD SIDES E-Response Technical Support: 855-327-7057 NASWA SIDES Web Service Technical Support tom.byerley@itsc.org This number is for employers with inquiries related specifically to SIDES. Employers with questions about the Unemployment Insurance (UI) program should use the phone numbers listed below under Unemployment Insurance (UI) Benefits.</p>
<p>Tax Debt – California Payroll Taxes</p> <ul style="list-style-type: none"> • Offers in Compromise • Settlements Program 	<p>Enables a qualified tax debtor to eliminate an employment tax liability at less than full value.</p>	<p>EDD Offers in Compromise Phone: 916-464-2739</p>
	<p>Provides employers and the state an opportunity to avoid the cost of prolonged litigation associated with resolving disputed employment tax issues.</p>	<p>EDD Settlements Office, MIC 93 PO Box 826880 Sacramento, CA 94280-0001 Phone: 916-653-9130 Fax: 916-653-7986</p>
Taxpayer Assistance Center	<p>For general tax information, call our toll-free number. Taxpayer Assistance Center staff is available 8 a.m. to 5 p.m., PT, Monday through Friday. The Center is closed on state holidays.</p>	<p>EDD Taxpayer Assistance Center Phone: 888-745-3886 Outside the U.S. or Canada, call 916-464-3502</p>

TOPIC	DESCRIPTION	CONTACT
Taxpayer Advocate Office	If you are unable to resolve an employment tax problem with an EDD representative, supervisor, and office manager, you can contact the Taxpayer Advocate Office for assistance.	<p>EDD Taxpayer Advocate Office, MIC 93 PO Box 826880 Sacramento, CA 94280-0001</p> <p>Toll-Free: 866-594-4177 Phone: 916-654-8957 Fax: 916-654-6969</p> <p>www.edd.ca.gov/payroll_taxes/taxpayer_advocate.htm</p>
Underground Economy	Investigates businesses that are paying workers undocumented cash payments or not complying with labor and licensing laws.	<p>EDD Underground Economy Operations</p> <p>Hotline: 800-528-1783 Email: ueo@edd.ca.gov</p> <p>www.edd.ca.gov/payroll_taxes/underground_economy_operations.htm</p>
Unemployment Insurance (UI) Benefits	Provides temporary income to unemployed workers who meet the UI eligibility requirements.	<p>EDD Unemployment Insurance Services</p> <p>Phone English: 800-300-5616 Spanish: 800-326-8937 Cantonese: 800-547-3506 Vietnamese: 800-547-2058 Mandarin: 866-303-0706 Hearing Impaired (TTY): 800-815-9387 UI program self-service: 866-333-4606</p> <p>Employer Information: Employers who call should listen to the introduction message, select language choice, and press "5" for the employer menu (available in English and Spanish) that provides UI and Workforce Service information. Employers can access the EDD website at www.edd.ca.gov/unemployment/ and select the "Employer Information" link.</p> <p>Claimant Information To file for UI online using the Internet: complete the eApply4UI application online at www.edd.ca.gov/eapply4ui.</p> <p>To file for UI by phone, call one of the above phone numbers listed and speak with an EDD representative 8 a.m. to 12 noon (PT) Monday to Friday.</p> <p>To file for UI by fax or mail, go online to www.edd.ca.gov/eapply4ui.</p>

TOPIC	DESCRIPTION	CONTACT
Unemployment Insurance (UI) Benefit Charges	<p>A <i>Statement of Charges to Reserve Account</i> (DE 428T) is mailed annually in September. This statement is an itemized list of UI charges to your reserve account. For additional information, refer to page 95.</p> <p>Protests to the DE 428T must be submitted within 60 days of the "issued date" on the notice.</p>	EDD Contribution Rate Group, MIC 4 PO Box 826880 Sacramento, CA 94280-0001 Phone: 916-653-7795 (24-hour automated phone system)
Workers' Compensation Insurance	If you have employees, you are required by law to have workers' compensation insurance coverage. Failure to do so is a crime and may result in penalties and closure of your business.	Your insurance agent or Division of Workers' Compensation Phone: 800-736-7401 www.dir.ca.gov
Workforce Service	The EDD Workforce Services Branch offers a variety of services that bring employers with job openings together with qualified job seekers.	EDD Find a Workforce Services site nearest you at www.edd.ca.gov/office_locator/ .
Work Opportunity Tax Credit (WOTC)	The Employment Development Department is the WOTC certifying agency for California employers. WOTC promotes the hiring of individuals who qualify as a member of a target group, and provides a federal tax credit to employers who hire these individuals.	EDD Workforce Services Phone: 866-593-0173 www.edd.ca.gov/wotc Email: WOTCSupport@edd.ca.gov

For the latest news and helpful information,
refer to the online quarterly **California Employer Newsletter** at
www.edd.ca.gov/payroll_taxes/california_employer_newsletter.htm.

GLOSSARY

Automated Clearing House (ACH)	Any entity that operates as a clearing house for electronic debit or credit transactions pursuant to an Electronic Funds Transfer (EFT) agreement with an association that is a member of the National ACH Association.
Base Period	The base period consists of four calendar quarters of three months each. When a base period begins and which calendar quarters are used depends on what date the claim begins and whether the claim is for Unemployment Insurance or for State Disability Insurance. For Unemployment Insurance, there are two types of base periods: the Standard Base Period (see “Base Period, Standard [UI]”) and Alternate Base Period (see “Base Period, Alternate [UI]”). 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.
Base Period, Alternate (UI)	The UI Alternate Base Period is the last four completed calendar quarters prior to the beginning date of the claim. The Alternate Base Period can only be used if an individual cannot monetarily establish a valid UI claim using the Standard Base Period.
Base Period Employer	Employers who paid the earnings used to establish a UI claim and calculate an award.
Base Period, Standard (UI)	The UI Standard Base Period is the first four of the last five completed calendar quarters prior to the beginning date of the claim.
CCR	The California Code of Regulations is available online at www.calregs.com .
CUIAB	The California Unemployment Insurance Appeals Board is available online at www.cuiab.ca.gov .
California Unemployment Insurance Code (CUIC)	The laws administering California’s Unemployment Insurance (UI), Employment Training Tax (ETT), State Disability Insurance (SDI), and Personal Income Tax (PIT) programs. The CUIC is available online at http://leginfo.legislature.ca.gov/faces/codes.xhtml .
Cash Wages	Checks and currency paid to employees.
Charges	Amounts deducted from an employer’s reserve account or amounts reimbursable for state UI benefits paid to former employees.
Claim	An application for UI, DI, or PFL benefits.
	<ul style="list-style-type: none">• Unemployment Insurance (UI) – The process that establishes a UI benefit year is called a new claim. <i>Weekly Continued Claim</i> (DE 4581) forms are used by claimants to certify for UI benefits during the benefit year. The EDD has two new methods that unemployed individuals may use to certify for UI benefits. Rather than filling out and submitting a paper DE 4581 by mail, EDD Tele-CertSM allows individuals to certify for benefits using the phone and EDD UI OnlineSM allows individuals to certify for UI benefits through the EDD website. After establishing a benefit year, claimants can interrupt their claims for a variety of reasons; for example, the claimant may 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 during the benefit year.• Disability Insurance (DI) – The application that establishes a DI benefit period is called a first claim. Subsequent certifications on an active DI claim are called continued claims. For each separate period of disability, a new first claim must be filed.• Paid Family Leave (PFL) – The application that establishes a PFL benefit period is called a first claim. Subsequent certifications on that claim are called continued claims. For each separate period of family leave, a new first claim must be filed.
Claimant	A wage-earner who files a claim for UI, DI, or PFL benefits.
Contributions	Employer’s payroll tax payments for UI and ETT. The CUIC refers to taxes under its provision as “contributions.” In this guide, “contributions” are generally referred to as “taxes.”
Deposit	An amount of money electronically submitted to the EDD with a <i>Payroll Tax Deposit</i> (DE 88) through the EDD e-Services for Business website at www.edd.ca.gov/e-Services_for_Business . For additional information, refer to page 57 .

Determination	A decision regarding a claimant's eligibility to receive UI, DI, or PFL benefits.
Disability Insurance (DI)	Benefits paid to eligible California workers who have a loss of wages when they are unable to perform their regular or customary work due to a non-work-related illness or injury, pregnancy, or childbirth. DI is a component of the State Disability Insurance (SDI) program and funded through SDI employee payroll withholdings.
Electronic Funds Transfer (EFT)	An electronic method of remitting state payroll tax payments. Funds are transferred from your bank account (with payment information) to the state's account.
Employee	A wage-earner in employment covered by the CUIC.
Employer Payroll Tax Account Number	The Employment Development Department (EDD) eight-digit employer payroll tax account number assigned to each registered employer (e.g., 000-0000-0). Always refer to your EDD 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.
Employment Taxes	Unemployment Insurance (UI) Tax, Employment Training Tax (ETT), State Disability Insurance (SDI) Tax, and Personal Income Tax (PIT) withholding.
Employment Training Fund	A special fund in the State Treasury for depositing into or transferring all ETT contributions collected from employers.
Employment Training Panel (ETP)	Administers the employment training funds that are provided by the ETT to train and retain workers with job skills needed by employers. Funds may be used to train unemployed individuals or to train and retain current workers of businesses, primarily businesses facing out-of-state competition.
Employment Training Tax (ETT)	An employer-paid tax that funds jobs skills training for employees in targeted industries to improve the competitiveness of California businesses. Employers subject to ETT pay one-tenth of one percent (.001) of the first \$7,000 in wages paid to each employee per year.
E-file and E-pay Mandate	State law now requires all employers to electronically submit employment tax returns, wage reports, and payroll tax deposits to the Employment Development Department (EDD). This law was phased in over two years beginning January 1, 2017, for employers with 10 or more employees. All remaining employers became subject to this requirement as of January 1, 2018.
e-Services for Business	Online tool that allows employers to manage their employer payroll tax accounts through the Internet. New employers can register for an employer payroll tax account online. Registered employers can access account and payment information, file most returns and reports, pay tax deposits and tax liabilities, review statements, correspondence, and email messages, obtain tax rates, change addresses, make payment arrangements, close and/or reopen their account. For additional information about the EDD e-Services for Business, refer to page 50 .
Excluded Employment	Employment specifically excluded from pursuant to the CUIC.
Experience Rating	The system by which an employer's UI contribution rate is determined each calendar year based on previous employment experience.
Good Cause	A substantial reason that provides a legal basis for an employer filing a tax report or payment late. "Good cause" cannot exist unless there are unusual circumstances or circumstances that could not be reasonably foreseen; for example, earthquakes or floods. For more information, contact the Taxpayer Assistance Center at 888-745-3886.
Household Employment	Describes employment of a household nature.
Independent Contractor	An independent contractor (service-provider) is any individual who is not an employee of the service-recipient for California purposes and who receives compensation or executes a contract for services performed for that business or government entity in or outside of California. For additional information about filing the <i>Report of Independent Contractor(s)</i> (DE 542), refer to page 55 .
Interstate Benefit Audit	Each quarter, the EDD runs a cross-match with wages earned in other states against California's Unemployment Insurance Benefits paid file. When the crossmatch identifies an overlap between the earnings reported by the out-of-state employers and weeks the claimant was paid UI benefits, the system automatically generates the <i>Interstate Unemployment Insurance Benefit Payment Audit</i> (IB 8605) that is mailed to the out-of-state employer(s).

Labor Market Information	California's labor market information can help in making important business decisions. Data available includes occupational employment and wage data, industry employment, labor force, occupation and industry projections of employment, and selected population characteristics.
Mid-month Employment	The number of full-time and part-time employees who worked during or received pay subject to UI for the payroll period that includes the 12th day of the month.
Multiple Establishment Employer	An employer that maintains a business at more than one physical location and/or conducts more than one business activity/function at the same location and the secondary locations have a total of 10 or more employees.
New Employee Registry (NER)	California's new hire reporting program. Employers are required to report their new or rehired employees within 20 days of their start-of-work date (refer to <i>Report of New Employee(s)</i> [DE 34] on page 53).
North American Industry Classification System (NAICS)	The six-digit industry classification code that identifies the primary business functions of an employer's business. Visit the United States Census Bureau website at www.census.gov/eos/www/naics for more information.
Paid Family Leave (PFL)	Benefits paid to eligible California workers who take time off work to care for a seriously ill family member or to bond with a new child. PFL is a component of the State Disability Insurance (SDI) program and is funded through SDI employee payroll withholdings.
Payroll Period	The frequency you pay wages: daily, weekly, bi-weekly (every two weeks), semi-monthly (twice a month), etc.
Payroll Records	Records providing an accurate account of all workers (employed, laid off, on a leave of absence, or an independent contractor) and all payments made.
Payroll Taxes (State)	Unemployment Insurance (UI) Tax, Employment Training Tax (ETT), State Disability Insurance (SDI) Tax, and Personal Income Tax (PIT) withholding.
Personal Income Tax (PIT) Wages	All wages paid during the periods that are subject to PIT, even if they are not subject to PIT withholding. The PIT wages consist of all compensation for services by employees for their employer and include, but are not limited to, salaries, fees, bonuses, commissions, and payments in forms other than cash or checks. Wages in any form other than cash or checks are measured by the fair market value of the goods, lodging, meals, or other compensation given in payment for the employee's services. The calendar year total for PIT wages should agree with the amount reported on the individual's <i>Wage and Tax Statement</i> (Form W-2), in Box 16 (State Wages, Tips, etc.).
Personal Income Tax (PIT) Withholding	California PIT is withheld from employees' pay based on the <i>Employee's Withholding Allowance Certificate</i> (Form W-4 or DE 4) on file with the employer.
Predecessor	A previous owner registered with the EDD as an employer.
Prepayments (UI and ETT)	UI or ETT taxes that an employer voluntarily sends to the EDD during a quarter even though they are not due until the end of the quarter.
Registered Domestic Partner	A domestic partnership registered with the Secretary of State in California pursuant to Section 297 of the Family Code.
Reimbursable Employer	A public entity employer or certain types of nonprofit employers who are permitted by law to be billed for UI benefits after they are paid to former employees.
Reserve Account	A book account kept for each tax-rated employer to measure employment experience and set the employer's UI tax rate.
Ruling on Benefit Claim	For tax-rated employers, a ruling is the EDD decision as to whether an employer's reserve account will be charged for UI benefits. The ruling is based on the reason for separation.
Ruling on Tax Question	A decision, in writing, as to an employer's subject status or tax liability in the stated circumstances.
School Employees Fund (SEF)	A UI financing method available only to public schools (kindergarten through 12 th grade) community colleges, and charter schools.
SDI	State Disability Insurance.

SDI Online	An electronic claim filing system available to claimants and physicians/practitioners for submission of Disability Insurance (DI) and Paid Family Leave (PFL) claim information. Employers and voluntary plan third-party administrators can securely submit employee (wages earned, last day worked, etc.) for DI claims online.
Service-Provider	A service-provider (independent contractor) is any individual who is not an employee of the service-recipient for California purposes and who receives compensation or executes a contract for services performed for that business or government entity in or outside of California.
Service-Recipient	Any business or government entity that, for California purposes, pays compensation to an independent contractor (service-provider) or executes a contract for services to be performed by an independent contractor in or outside of California.
Settlement Date	The date an electronic payment transaction is completed and posted on the books of the Federal Reserve Bank and the state's bank account.
SIDES	State Information Data Exchange System. Allows employers and third-party administrators to electronically receive and respond to the EDD's <i>Notice of Unemployment Claim Filed</i> (DE 1101CZ).
SSN	Also known as Social Security number. All employee wage records and claim actions are filed under this number, rather than by name.
State Disability Insurance (SDI)	The SDI program provides 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 or injury, pregnancy, or childbirth. PFL benefits are paid to eligible California workers who take time off work to bond with a new child or to care for an ill family member. The SDI program is funded by mandatory payroll withholdings from employee wages.
Subject Employer	An employer who is liable pursuant to the rules and provisions of the CUIC.
Subject Quarter	The calendar quarter when an employer first meets the requirements for reporting their payroll taxes.
Subject Wages	Subject wages are used to determine UI, DI, and PFL benefits. Generally, all wages are considered subject wages regardless of the UI and SDI taxable wage limits. Refer to the inside front cover of this guide for current rates and taxable wage limits. For special classes of employment and payments that may not be considered subject wages, refer to <i>Information Sheet: Types of Employment</i> (DE 231TE) and <i>Information Sheet: Types of Payments</i> (DE 231TP).
Successor	A change in ownership or a new ownership of a business already registered with the EDD as an employer.
Tax-Rated Employer	An employer who is required to register with the EDD and pay UI taxes each year on wages paid to each of their employees, up to the UI taxable wage limit.
Taxable Wage Limit	The maximum amount of an employee's wages that certain taxes apply to in a calendar year. Refer to the inside front cover of this publication for taxable wage limits.
Taxable Wages	Compensation paid for "covered employment" up to the taxable wage limits for the year. Compensation includes wages and allowances such as meals, lodging, and other payments in lieu of money for services rendered in employment.
Unemployment Insurance (UI)	Benefits paid to eligible California workers who are unemployed. Recipients must meet specific qualifications to receive benefits. UI is funded by employer payroll taxes.
UI and ETT Prepayment	The UI or ETT taxes that an employer voluntarily sends to the EDD during a quarter even though they are not due until the end of the quarter.
Voluntary Plan (VP)	California law allows an employer or a majority of employees to apply to the EDD for approval of a VP for the payment of DI and PFL benefits in place of the mandatory SDI State Plan. A VP must provide all the benefits of SDI, at least one benefit that is better than SDI, and it cannot cost employees more than SDI. Once a VP is approved, an employer is no longer required to send SDI withholdings to the EDD. Instead, the employer holds the contributions in a separate trust fund to pay the DI and PFL benefits and approved expenses.

Wage Detail	<i>Quarterly Contribution Return and Report of Wages (Continuation)</i> (DE 9C) filed each quarter listing employee(s) full name, SSN, total subject wages, PIT wages, and PIT withholding.
Wages	All payments made to employees, whether paid by check, cash, or the reasonable cash value of noncash payments, such as meals and lodging.
Work Opportunity Tax Credit (WOTC)	Federal tax credits for employers who hire and retain job seekers from any one of 10 different target groups.
Worker Adjustment and Retraining Notification (WARN) Act	Requires certain employers to give advance notice in the event of a plant closure or mass layoff.

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INSTRUCTIONS FOR ORDERING FORMS AND PUBLICATIONS

Reminder: All employers are required to electronically submit employment tax returns, wage reports, and payroll tax deposits to the Employment Development Department (EDD) as of January 1, 2018. Refer to page 49 for information on the e-file and e-pay mandate.

The Employment Development Department (EDD) provides easy access to its forms, publications, and information sheets by phone or online at www.edd.ca.gov. If you require additional assistance, contact the Taxpayer Assistance Center at 888-745-3886.

By Phone: For quantities of 25 or more, call 916-322-2835.
For quantities of less than 25, call 888-745-3886 (toll-free).

Download Online Forms and Publications: www.edd.ca.gov/payroll_taxes/forms_and_publications.htm

Internet Order Form: www.edd.ca.gov/forms/

Request Annual Mailing Employer Guide: https://eddservices.edd.ca.gov/tap/open/annualguide/_#1

The *California Employer's Guide* (DE 44) is no longer automatically mailed to all employers. The guide is available to view and download online at www.edd.ca.gov/pdf_pub_ctr/de44.pdf. Employers who wish to receive a paper guide each year must submit their request at https://eddservices.edd.ca.gov/tap/open/annualguide/_#1. You will receive a paper version of the guide each year until you access this link and specify you no longer want the paper guide.

California passed Assembly Bill (AB1245) (Chapter 222, Statutes of 2015) requiring all employers to electronically submit employment tax returns, wage report, and payroll tax deposits to the Employment Development Department.

For the latest news and helpful information,
refer to the online quarterly **California Employer Newsletter** at
www.edd.ca.gov/payroll_taxes/california_employer_newsletter.htm.

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



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LABOR AND WORKFORCE DEVELOPMENT AGENCY

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