



State of California

Labor and Workforce
Development Agency

Employment Development
Department

REPORT NEW EMPLOYEES AND INDEPENDENT CONTRACTORS TO THE EDD

PROVIDE SUPPORT FOR CALIFORNIA CHILDREN



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.

Why do I have to report?

The federal New
Employee Registry
(NER) program, part
of the welfare reform
legislation, requires
employers to report newly-
hired or rehired employees to
the Employment Development
Department (EDD). The California
Legislature expanded the reporting to
require businesses and government
entities to report the independent
contractors they hire.

What's the benefit?

The information you provide to the EDD is
cross-matched against a list of parents who are
delinquent in their child support obligations.
Child support agencies are then able to locate these
parents to establish a payment order or enforce an existing order.

*Businesses and
government entities
are required to
report new employees
and independent
contractors to the
Employment
Development
Department.*

NEW EMPLOYEE REGISTRY (NER)



WHO MUST REPORT

- ◆ All employers and government entities.
- ◆ Multistate employers who report new employees electronically may select one state to report.

WHO TO REPORT

All newly hired or rehired employees. Rehired employees are those who left your employment and you rehired them after a separation of at least 60 consecutive days.

WHEN TO REPORT

Within 20 days of the newly hired or rehired employee's start-of-work date.

NON-REPORTING PENALTIES

A \$24 penalty may be assessed for each failure to report or \$490 if the failure is intentional between the employer and employee.

WHAT TO REPORT

You are required to provide the following information:

EMPLOYER OR GOVERNMENT ENTITY	NEW EMPLOYEE
<ul style="list-style-type: none"> ◆ EDD employer payroll tax account number ◆ Federal employer identification number (FEIN) ◆ Business name ◆ Address ◆ Phone number ◆ Contact person 	<ul style="list-style-type: none"> ◆ First name, middle initial, and last name ◆ Social Security number ◆ Address ◆ Start-of-work-date

FOR ADDITIONAL INFORMATION

General Inquiries: 916-657-0529

Websites:

EDD – www.edd.ca.gov
 EDD e-Services for Business – www.edd.ca.gov/e-Services_for_Business
 ICR – www.edd.ca.gov/Payroll_Taxes/Independent_Contractor_Reporting.htm
 NER – www.edd.ca.gov/Payroll_Taxes/New_Hire_Reporting.htm
 FSET – www.edd.ca.gov/Payroll_Taxes/Bulk_Transmissions.htm

HOW TO REPORT

- ◆ File online using any of the options available with the EDD e-Services for Business. Visit our web page at www.edd.ca.gov/e-Services_for_Business to choose the option best for you, or
- ◆ File a *Report of New Employee(s)*, **DE 34**, or
- ◆ File a copy of the employee's Form W-4 (be sure to include your employer payroll tax account number and the date the employee started working for you).

WHERE TO REPORT

File online at www.edd.ca.gov/e-Services_for_Business
 OR
 Mail forms to:
 Employment Development Department
 PO Box 997016, MIC 96
 West Sacramento, CA 95799-7016
 OR
 Fax forms to: 916-319-4400

INDEPENDENT CONTRACTOR REPORTING (ICR)



WHO MUST REPORT

Any business or government entity required to file a Form 1099-MISC for services performed by an independent contractor.

WHO TO REPORT

An individual (independent contractor) who receives compensation for work performed or who enters into a contract for services for which a federal Form 1099-MISC will be filed.

WHEN TO REPORT

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 is earlier.

WHAT TO REPORT

You are required to provide the following information:

BUSINESS OR GOVERNMENT ENTITY	INDEPENDENT CONTRACTOR
<ul style="list-style-type: none"> ◆ Federal employer identification number (FEIN), EDD employer payroll tax account number, and/or Social Security number ◆ Business name ◆ Address ◆ Phone number ◆ Contact person 	<ul style="list-style-type: none"> ◆ First name, middle initial, and last name ◆ Social Security number ◆ Address ◆ Start date of contract ◆ Amount of contract (including cents) ◆ Contract expiration date ◆ Ongoing contract (check box, if applicable)

TO OBTAIN FORMS

Forms are available on the EDD website at www.edd.ca.gov or call the Taxpayer Assistance Center at 888-745-3886. For TTY (nonverbal) access, call 800-547-9565.