
I Want to Adjust a Tax Return or Wage Report

- *Employer of Household Worker(s) Quarterly Report of Wages and Withholding (DE 3BHW)*
- *Employer of Household Worker(s) Annual Payroll Tax Return (DE 3HW)*
- *Quarterly Contribution Return (for Voluntary Plan Employers) (DE 3D)*
- *Quarterly Contribution Return and Report of Wages (DE 9)*
- *Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C)*
- *Quarterly Contribution Return for School Employers (DE 9423)*

Slide notes

The California Employment Development Department (EDD) developed this tutorial to assist you with navigating through e-Services for Business. Tax returns and wage reports can be adjusted using e-Services for Business.

This tutorial will show you how to adjust a Quarterly Contribution Return and Report of Wages (DE 9) and a Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C) for an employment tax account and can be used as a guide when filing other tax returns and wage reports if corrections need to be made.

We will begin at the e-Services for Business home page.

State of California
Employment Development Department

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My Profile

My Profile ALERTS I WANT TO More...

XXXX-XXXXXX
SMALL BUSINESS
456 ANY ST
SACRAMENTO CA 95814-0000

There are no alerts

Register a New Account (DE 1)
Add Access to Another Account
Attach a Bulk Payment File
Attach a Return File
Make Multiple Payments

SUMMARY RECENT ITEMS NAMES AND ADDRESSES

MY ACCOUNTS More...

Account Type	Account ID	Name	Balance
Employment Tax	XXX-XXXX-X	SMALL BUSINESS	0.00

Employer: Select the Account Type (e.g., Employment Tax) to file a return, make a payment, update account information, or for other options.

Agent/Employer Representative: Select Other Accounts from the top-right, then select the Account Type (e.g., Employment Tax) to file a return, make a payment, update account information, or for other options.

Slide notes

This is the e-Services for Business home page. Select the "Employment Tax" link for the account for which you would like to adjust a tax return.

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My Accounts » Account: XXX-XXXX-X Log Out

EMPLOYMENT TAX [Settings](#) ACCOUNT ALERTS [I WANT TO](#) [More...](#)

XXXX-XXXXXX
SMALL BUSINESS
456 ANY ST
SACRAMENTO CA 95814-0000

There are no alerts

Make a Payment
View My Payments
Update Account
Close Account
Get My UI Rate

LAST 12 PERIODS ALL PERIODS RECENT ITEMS NAMES AND ADDRESSES LOGONS

LAST 12 PERIODS [More...](#)

Period	Balance	Last Activity		
31-Mar-2017	0.00			
31-Dec-2016	0.00			
30-Sep-2016	0.00			
30-Jun-2016	0.00	01-Jul-2016	Processed	Tax Return
31-Mar-2016	0.00	02-Aug-2016	Processed	Wage Report
31-Dec-2015	0.00	04-Jan-2016	Processed	Tax Return
30-Sep-2015	0.00	01-Oct-2015	Processed	Wage Report

javascript;

Slide notes

Select the Period link for the period you wish to adjust. For this example, we select “30-June-2016.”

The screenshot shows the EDD website interface. At the top, the browser address bar displays <https://eddservices.edd.ca.gov>. The header includes the State of California logo and the text 'State of California Employment Development Department'. Below the header is a navigation bar with links for 'e-Services FAQs', 'e-Services Tutorials', 'Contact Payroll Taxes', and 'Employer Services Online'. The main content area is titled 'My Accounts » Account: XXX-XXXX-X » 30-Jun-2016'. It features three columns: 'PERIOD 30-JUN-2016' with account details, 'PERIOD ALERTS' showing 'There are no alerts', and 'I WANT TO' with links for 'Make a Payment' and 'File or Adjust a Return'. A red box highlights the 'File or Adjust a Return' link, with a callout box containing the text 'Select "File or Adjust a Return"'. Below these sections is a 'SUMMARY' table and a 'PERIOD ACTIVITY' table. The footer contains links for 'Contact EDD', 'Conditions of Use', 'Privacy Policy', 'Accessibility', and 'Site Map', along with a copyright notice for 2016.

SUMMARY		PERIOD ACTIVITY		
Tax	200.00	25-Jul-2016	Posted	Payment for \$100.00
Credit	200.00	25-Jul-2016	Posted	Payment for \$100.00
Balance	0.00	01-Jul-2016	Processed	Wage Report
		01-Jul-2016	Processed	Tax Return

Slide notes

This page displays all alerts and activity for the period we just selected. Select "File or Adjust a Return" from the "I WANT TO" menu.

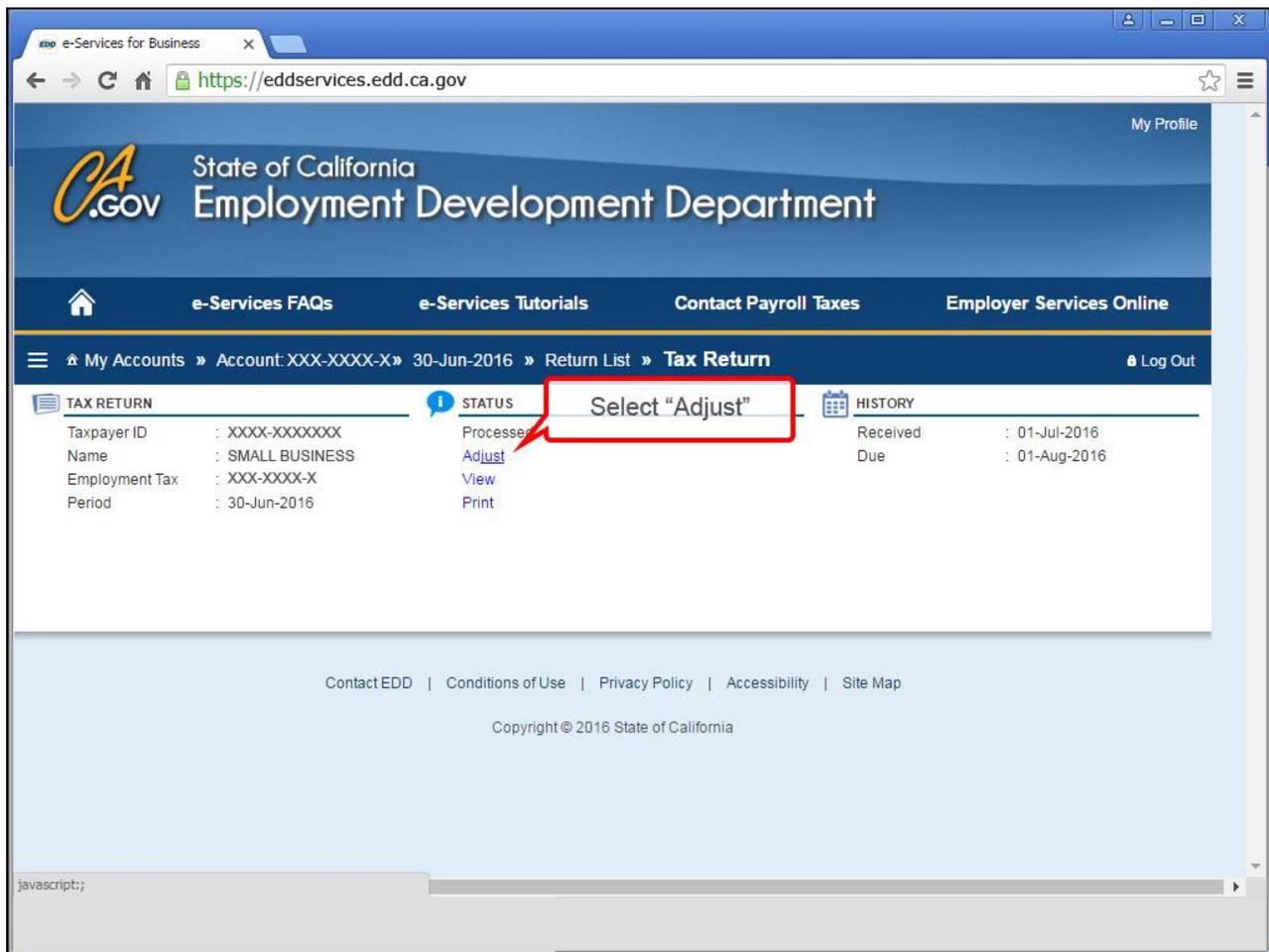
The screenshot displays the EDD e-Service portal. The header includes the CA.gov logo and the text 'State of California Employment Development Department'. Below the header is a navigation bar with links for 'e-Service FAQs', 'e-Service Tutorials', 'Contact Payroll Taxes', and 'Employer Services Online'. The main content area shows a breadcrumb trail: 'My Accounts » Account: XXX-XXXX-X » 30-Jun-2016 » Return List'. A 'RETURN LIST' table is displayed with the following data:

Received Date	Due Date	Return	Status
		File Now Tax Return	
		File Now Wage Report	
01-Jul-2016	01-Aug-2016	View Return Tax Return	Processed
01-Jul-2016	01-Aug-2016	View Return Wage Report	Processed

The text '4 Rows' is visible below the table. At the bottom of the page, there are links for 'Contact EDD', 'Conditions of Use', 'Privacy Policy', 'Accessibility', and 'Site Map', along with the copyright notice 'Copyright © 2016 State of California'.

Slide notes

Select the "View Return" link next to the Tax Return.



Slide notes

This page displays information about the Tax Return, such as when it was filed and the status of the request. Select "Adjust" to adjust the return.

Step 1: Select an option

I Have Payroll to Report No Payroll to Report

Step 2: Enter Wage Information

Instructions

Total Subject Wages Paid this Quarter

Unemployment Insurance (UI) Total employee wages up to \$7000 per employee per calendar year.	UI % 6.20	x	UI Wages <input type="text" value="6,000.00"/>	=	UI Contributions 372.00
Employment Training Tax (ETT) Total employee wages up to \$7000 per employee per calendar year.	ETT % 0.00	x	ETT Wages 6,000.00	=	ETT Contributions 0.00
State Disability Insurance (SDI) Total employee wages up to \$106742 per employee per calendar year.	SDI % 0.90	x	SDI Wages <input type="text" value="6,000.00"/>	=	SDI Contribution <input type="text" value="54.00"/>

Personal Income Tax (PIT) Withheld

Subtotal (Sum of UI, ETT, SDI and PIT) 426.00

Less: Contributions and Withholdings Paid for the Quarter
Does not include Penalty & Interest payments.

Total Taxes Due or Overpaid 426.00

Step 3: Other Options

Supplemental Amended

Required

Submit Cancel

Slide notes

Here we can see the previously filed Tax Return with the figures already prepopulated.

The fields Total Subject Wages Paid this Quarter, UI Wages, SDI Wages, SDI Contribution, Personal Income Tax (PIT) Withheld, and Less Contributions and Withholdings Paid for the Quarter are now editable.

Complete the form with your new wage and contribution information.

e-Services for Business

https://eddservices.edd.ca.gov

Step 1: Select an option

I Have Payroll to Report No Payroll to Report

Step 2: Enter Wage Information

Instructions

Total Subject Wages Paid this Quarter

Unemployment Insurance (UI) <small>Total employee wages up to \$7000 per employee per calendar year.</small>	UI % 6.20	x	UI Wages <input type="text" value="7,000.00"/>	=	UI Contributions 434.00
Employment Training Tax (ETT) <small>Total employee wages up to \$7000 per employee per calendar year.</small>	ETT % 0.00	x	ETT Wages <input type="text" value="7,000.00"/>	=	ETT Contributions 0.00
State Disability Insurance (SDI) <small>Total employee wages up to \$106742 per employee per calendar year.</small>	SDI % 0.90	x	SDI Wages <input type="text" value="7,000.00"/>	=	SDI Contribution <input type="text" value="63.00"/>

Personal Income Tax (PIT) Withheld

Subtotal (Sum of UI, ETT, SDI and PIT)

Less: Contributions and Withholdings Paid for the Quarter
Does not include Penalty & Interest payments.

Total Taxes Due or Overpaid

Step 3: Other Options

Supplemental

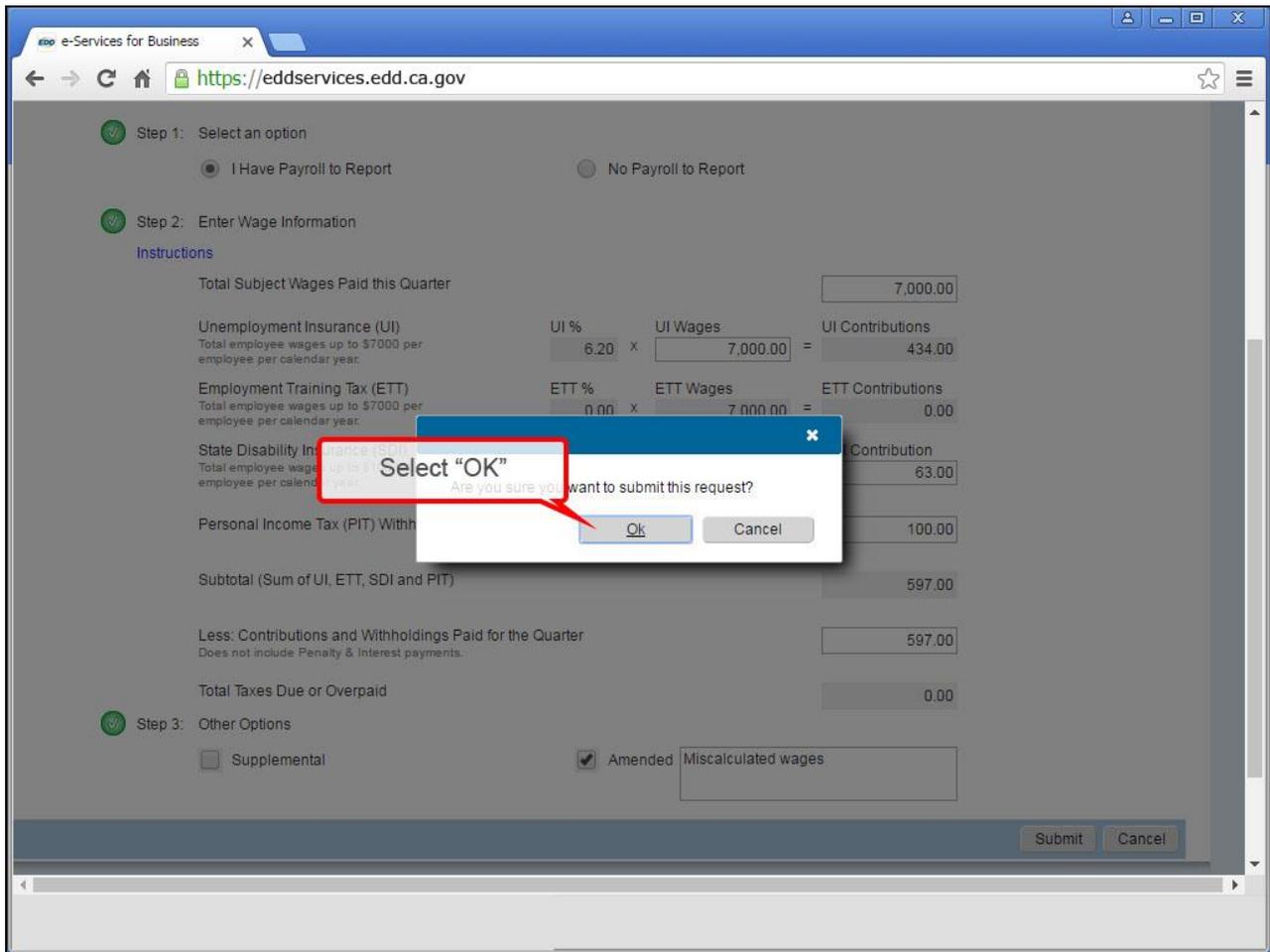
Amended

Select "Submit"

Required

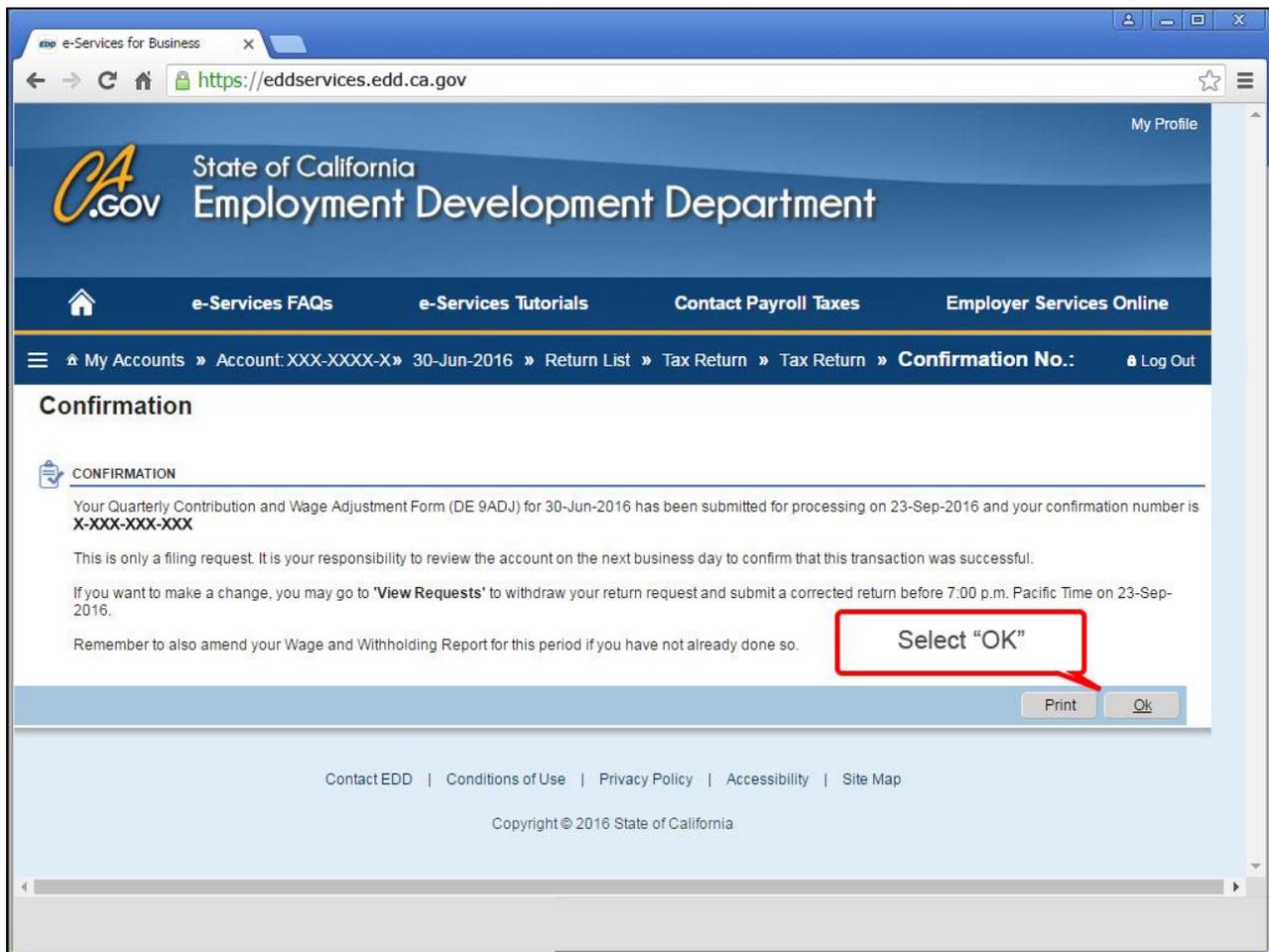
Slide notes

The "Reason for Adjustment" field is required. Enter your reason for adjusting the tax return. Select Submit.



Slide notes

Are you sure you want to submit this request? Select "OK."



Slide notes

Here is your confirmation number for the form you completed. You can print a copy for your records, and then select "OK" to continue.

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Employment Development Department

My Profile

e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

My Accounts » Account: XXX-XXXX-X » 30-Jun-2016 » Return List Log Out

Received Date	Due Date	Return	Status
		File Now	
		File Now	
23-Sep-2016	01-Aug-2016	View Request	Pending...
01-Jul-2016	01-Aug-2016	View Return Wage Report	Processed

4 Rows

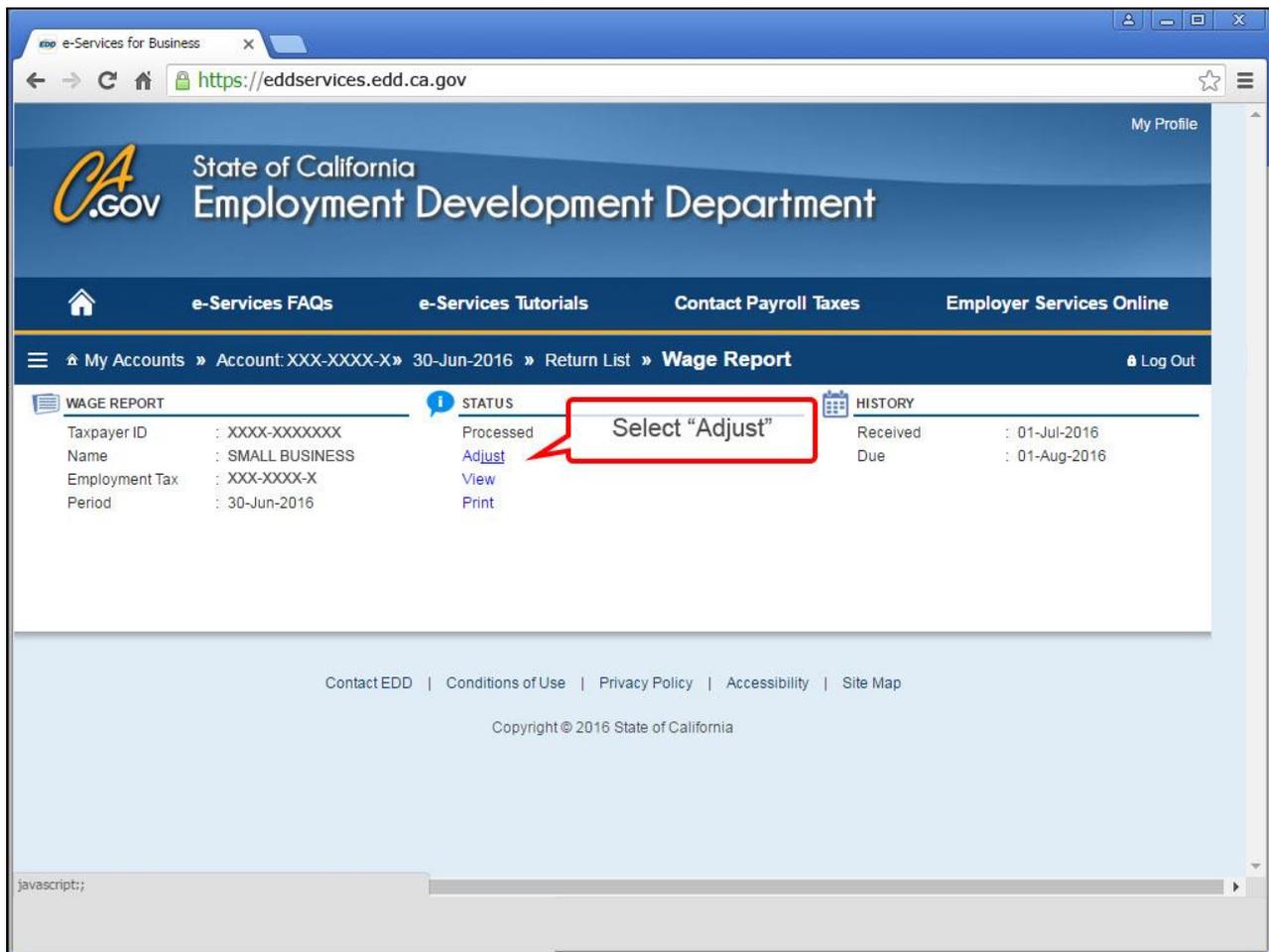
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Slide notes

Next we are going to adjust a Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C). We are on the "Return List" page for 30-June-2016.

Select the "View Return" next to the processed Wage Report.



Slide notes

This page displays information about the Wage Report, such as when it was filed and the status of the request. Select "Adjust" to adjust the report.

Step 1: Select an option

I Have Payroll **Select "Enter Wages"** No Payroll to Report

Step 2: Enter Wages or Import File (CSV Instructions)

Complete Wage Information

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

1st Month 2nd Month 3rd Month

Voluntary DI Wages

Amended Grand Totals
Report the correct grand totals for all employees, not just the amended employees.

Total Subject Wages Required

Total PIT Wages Required

Total PIT Withheld Required

Wage Item Count Required

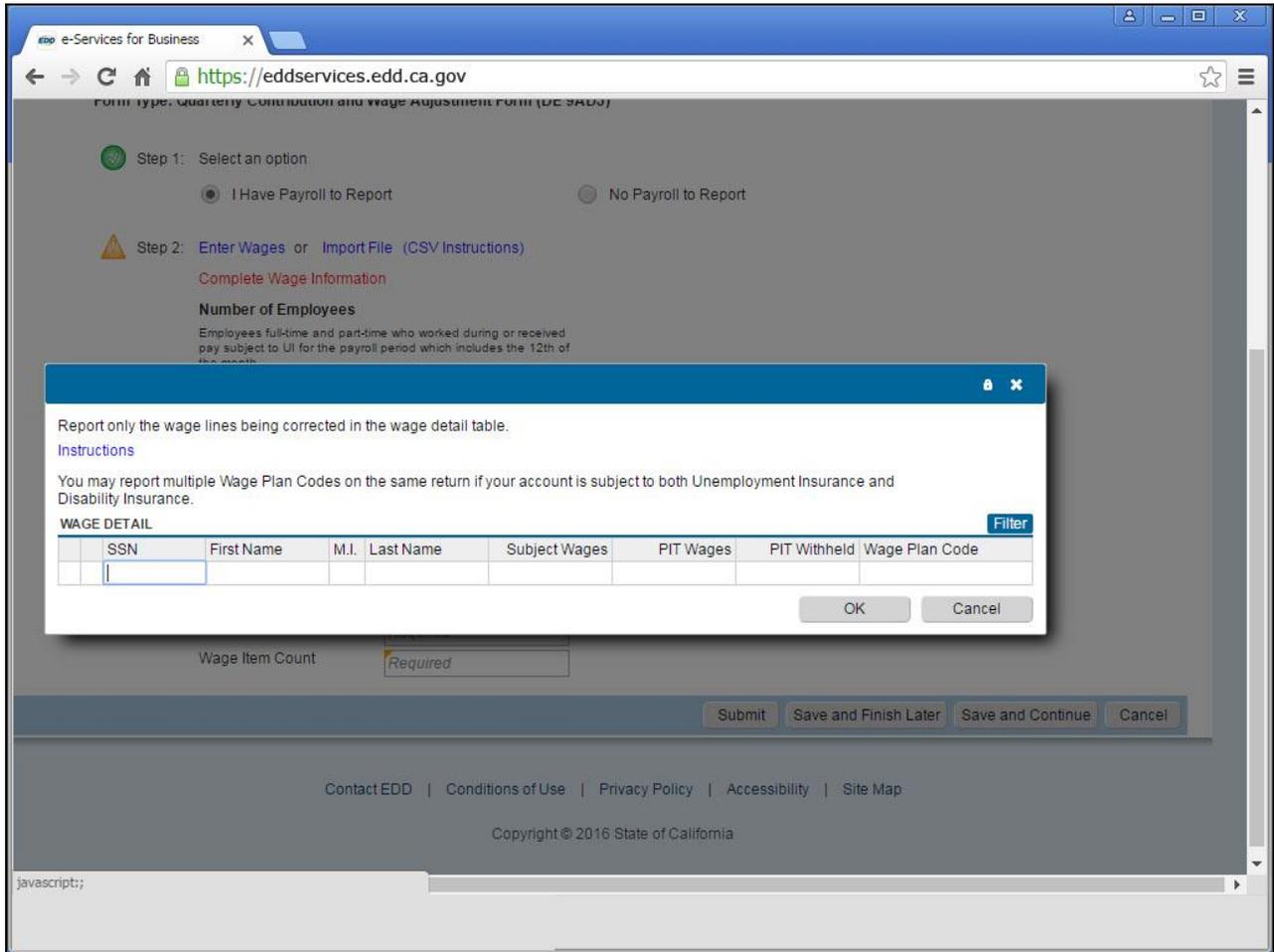
Submit Save and Finish Later Save and Continue Cancel

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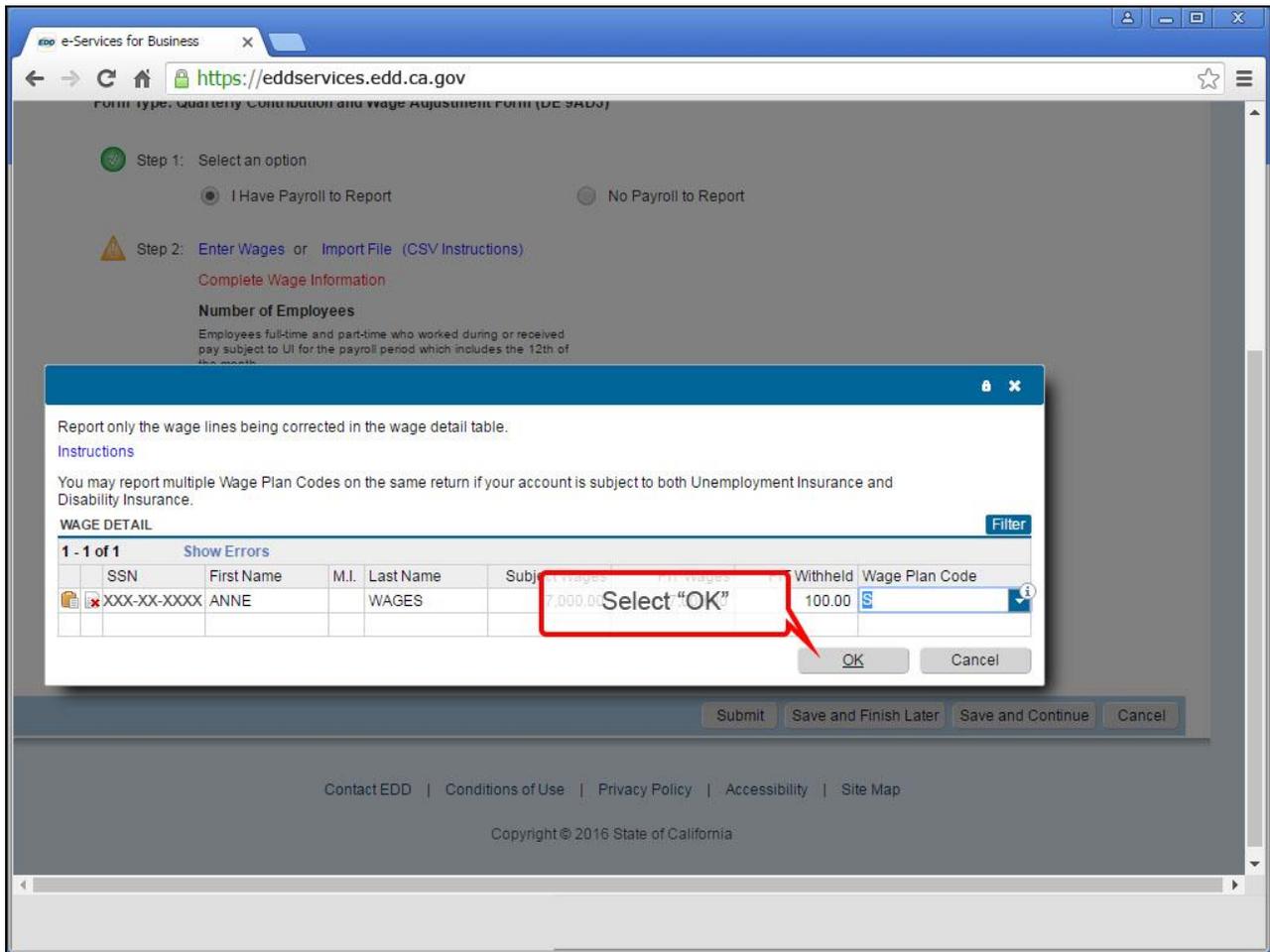
Slide notes

Select the "Enter Wages" link.



Slide notes

Complete the form with your new wage information.



Slide notes

Select "OK" to continue.

e-Services for Business

https://eddservices.edd.ca.gov

Form type: Quarterly Contribution and Wage Adjustment Form (DE 9403)

Step 1: Select an option

I Have Payroll to Report No Payroll to Report

Step 2: [Edit Wages](#) or [Import File \(CSV Instructions\)](#) [Clear All Wages](#)

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

1st Month 2nd Month 3rd Month

Voluntary DI Wages

Adjusted Grand Totals
Report the correct grand totals for all employees, not just the adjusted employees.

Total Subject Wages	<input type="text" value="Required"/>	<input type="text" value="Required"/>
Total PIT Wages	<input type="text" value="Required"/>	<input type="text" value="Required"/>
Total PIT Withheld	<input type="text" value="Required"/>	
Wage Item Count	<input type="text" value="Required"/>	

Step 3: Other Options

Supplemental Amended

Submit Save and Finish Later Save and Continue Cancel

Slide notes

Now complete the “Adjusted Grand Totals” section. Report the grand totals for all employees, not just the adjusted employees. Enter the reason for adjusting this wage report.

e-Services for Business

https://eddservices.edd.ca.gov

Form type: Quarterly Contribution and Wage Adjustment Form (DE 940)

Step 1: Select an option

I Have Payroll to Report No Payroll to Report

Step 2: [Edit Wages](#) or [Import File \(CSV Instructions\)](#) [Clear All Wages](#)

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

1st Month 2nd Month 3rd Month

Voluntary DI Wages

Adjusted Grand Totals
Report the correct grand totals for all employees, not just the adjusted employees.

Total Subject Wages	<input type="text" value="7,000.00"/>
Total PIT Wages	<input type="text" value="7,000.00"/>
Total PIT Withheld	<input type="text" value="100.00"/>
Wage Item Count	<input type="text" value="1"/>

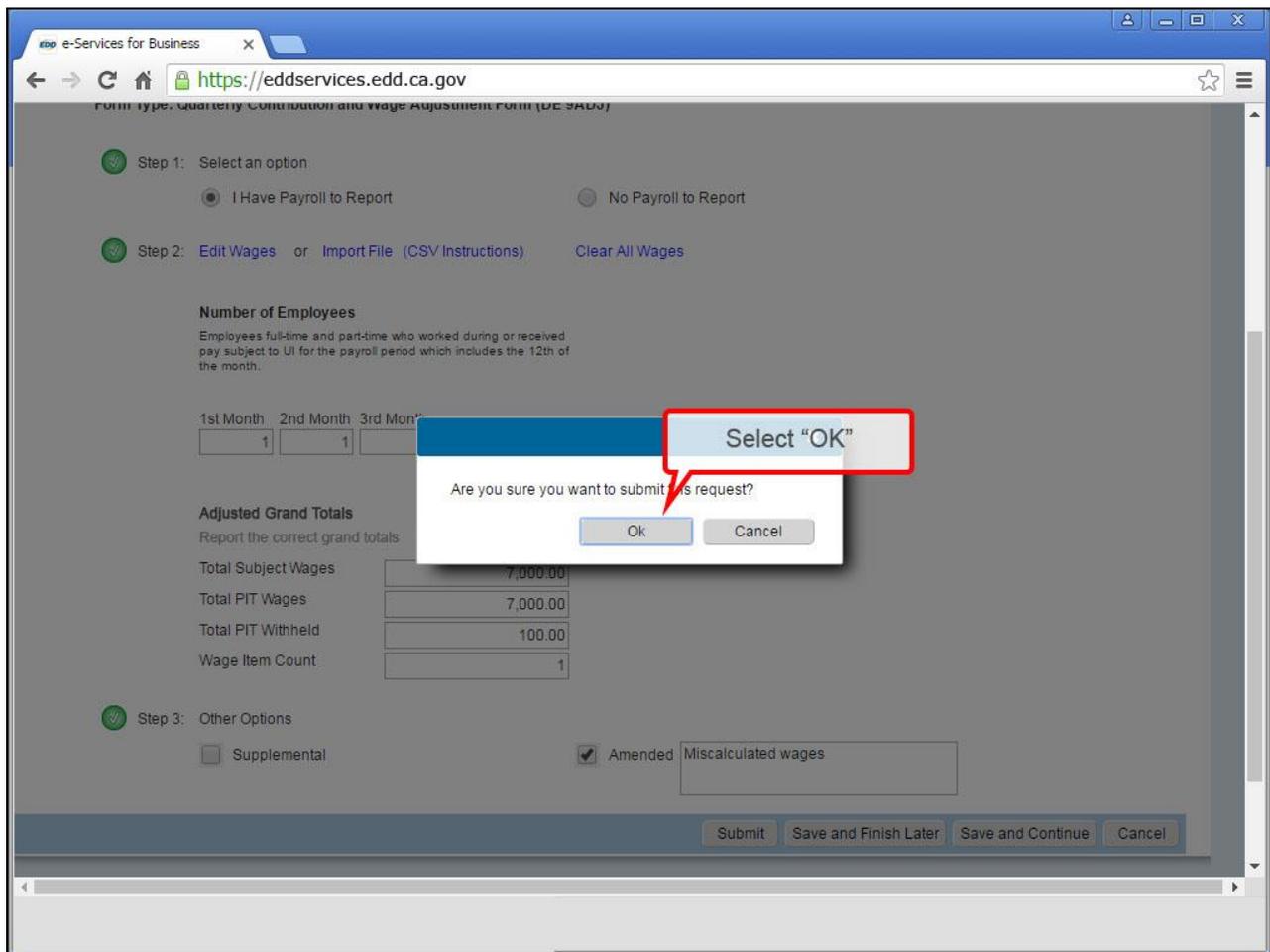
Step 3: Other Options

Supplemental Amended Miscalculated wages

Select "Submit" Required

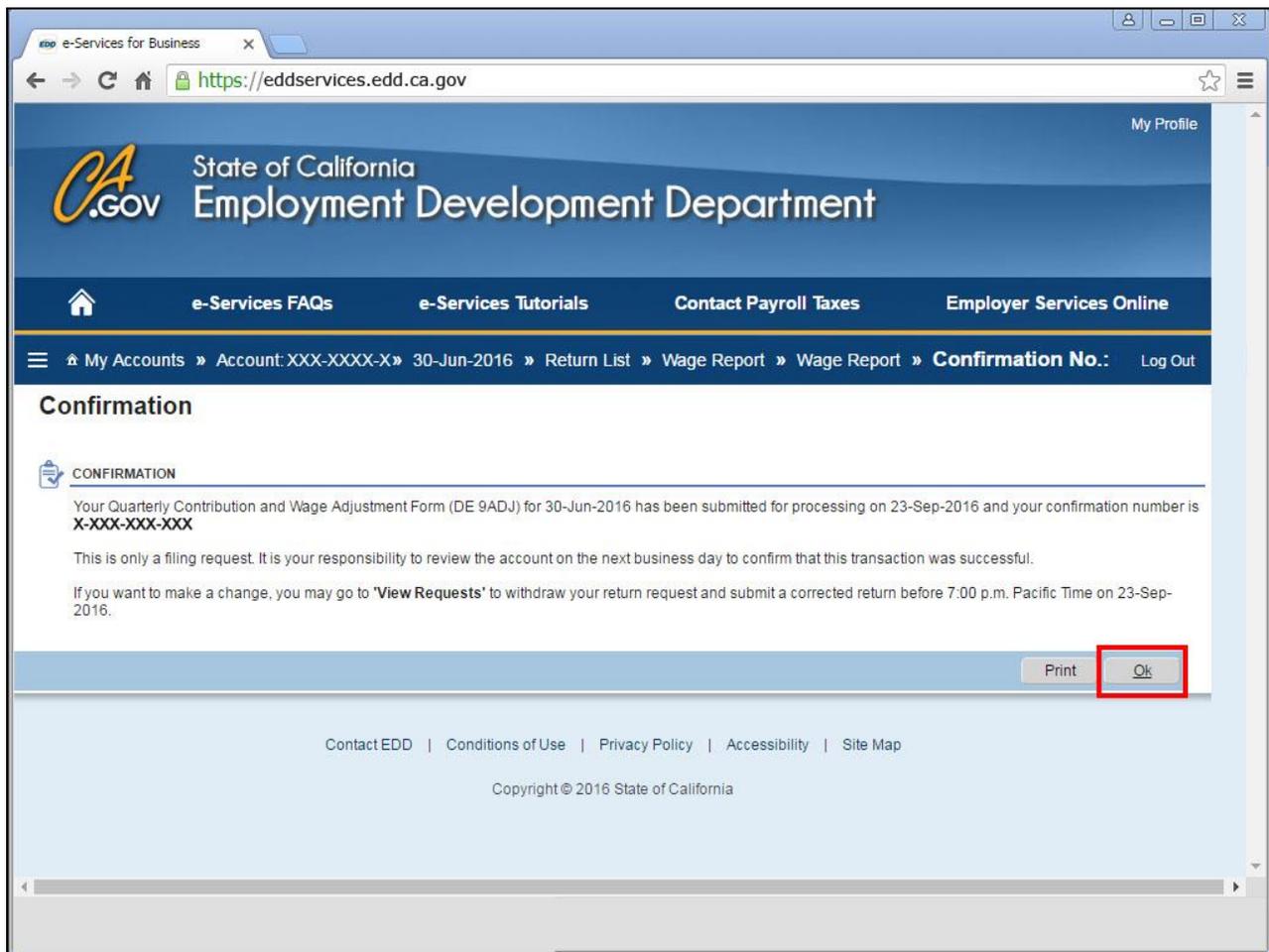
Slide notes

When this is completed, select "Submit."



Slide notes

Are you sure you want to submit this request? Select "OK."



Slide notes

Here is your confirmation number for the form you completed. You can print a copy for your records, and then select "OK" to continue.

Other Resources
www.edd.ca.gov

Taxpayer Assistance Center
1-888-745-3886

Slide notes

Thank you for taking the time to watch this tutorial on how to adjust a tax return and wage report on e-Services for Business.

Be sure to view our other tutorials demonstrating how to make a payment, get your UI Rate, and the many other actions available in e-Services for Business.

Other resources are available at www.edd.ca.gov or by calling the Taxpayer Assistance Center at 1-888-745-3886.