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# I Want to File 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. Here is a list of tax returns and wage reports you can file using e-Services for Business.

This tutorial will show you how to file 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 in e-Services for Business.

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

The screenshot shows the e-Services for Business website for the State of California Employment Development Department. The page is titled "My Accounts" and displays user profile information, including a masked name and address. A "MY ACCOUNTS" section contains a table with the following data:

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

A red box highlights the text "Select 'Employment Tax'" which is a link to the "Employment Tax" account type in the table. Below the table, there are instructions for employers and agent/employer representatives regarding account selection.

## 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 file a tax return.

State of California  
Employment Development Department

My Profile

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

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

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

XXX-XXXX-X  
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

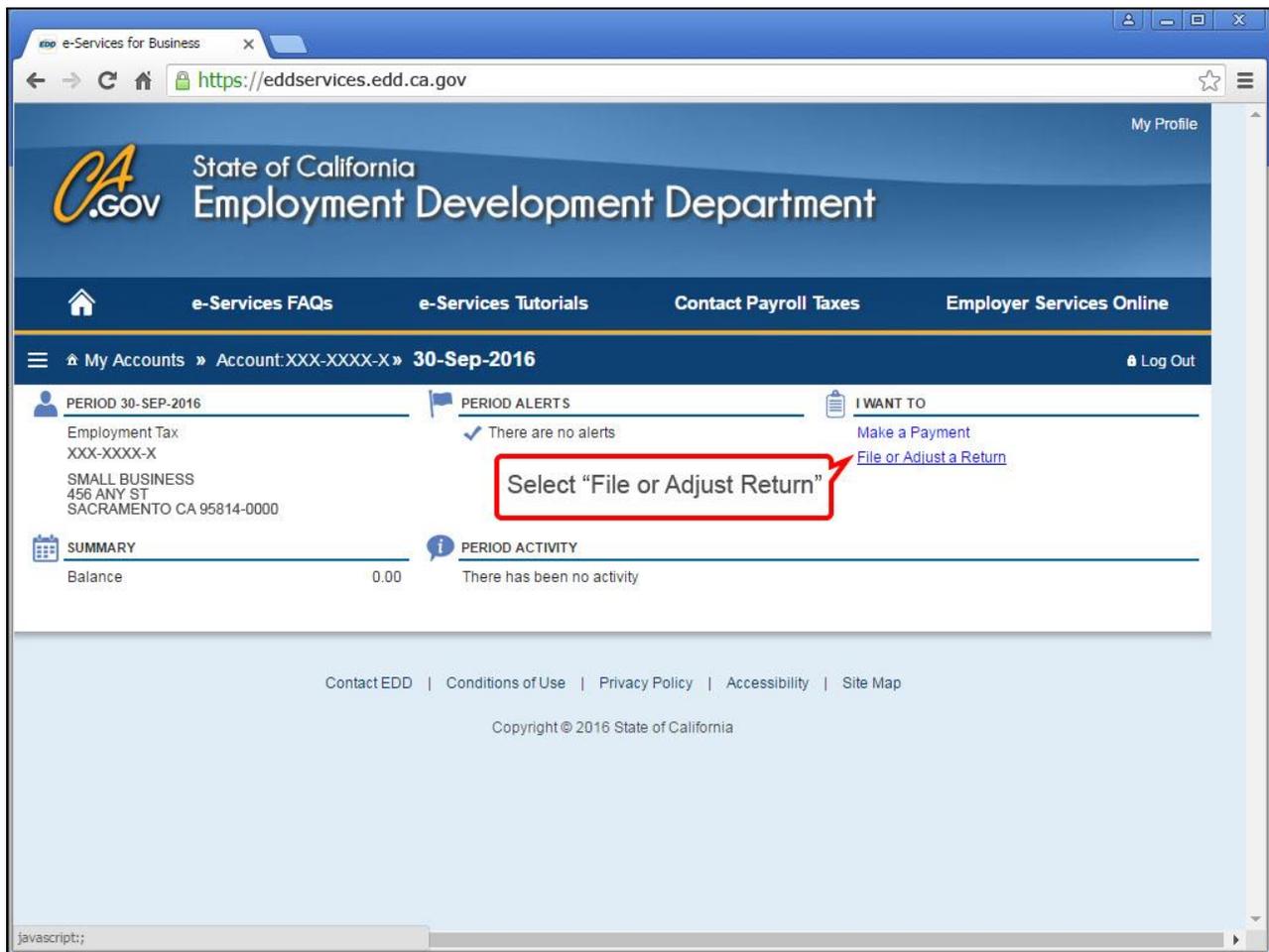
LAST 12 PERIODS ALL PERIODS RECENT ITEMS NAMES AND ADDRESSES LOGONS

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

Period	Balance	Activity		
31-Mar-2017				
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
30-Jun-2015	0.00	16-Jul-2015	Processed	Wage Report
31-Mar-2015	0.00	22-Apr-2015	Processed	Wage Report

## Slide notes

This is the "Account" home page. Select the period for which you would like to file a tax return or wage report. For this example, we selected 30-September-2016



## 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.

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My Accounts » Account:XXX-XXXX-X » 30-Sep-2016 » Return List

Received Date	Due Date	Return	Status
	31-Oct-2016	<a href="#">File Now</a> Tax Return	Outstanding
	31-Oct-2016	<a href="#">File Now</a> Wage Report	Outstanding

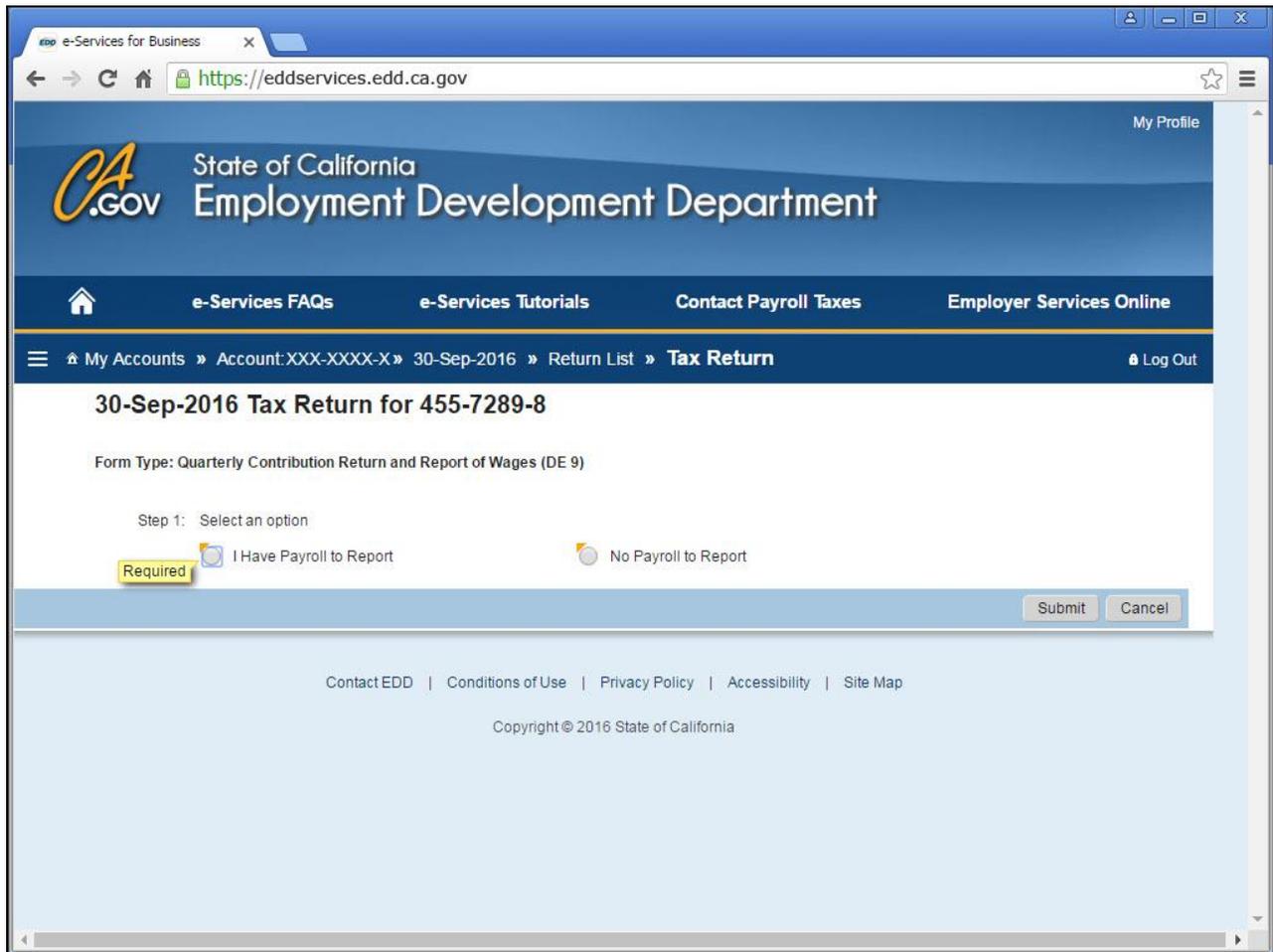
2 Rows

Contact EDD | Conditions of Use | Privacy Policy | Accessibility | Site Map

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### Slide notes

Select "File Now" next to "Tax Return."



### Slide notes

For this demonstration, we are going to select “I Have Payroll to Report.”

e-Services for Business

https://eddservices.edd.ca.gov

### 30-Sep-2016 Tax Return for XXX-XXXX-X

Form Type: Quarterly Contribution Return and Report of Wages (DE 9)

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					0.00
Unemployment Insurance (UI) <small>Total employee wages up to \$7000 per employee per calendar year.</small>	UI %	UI Wages	=	UI Contributions	
	6.20	0.00		0.00	
Employment Training Tax (ETT) <small>Total employee wages up to \$7000 per employee per calendar year.</small>	ETT %	ETT Wages	=	ETT Contributions	
	0.00	0.00		0.00	
State Disability Insurance (SDI) <small>Total employee wages up to \$106742 per employee per calendar year.</small>	SDI %	SDI Wages	=	SDI Contribution	
	0.90	0.00		0.00	
Personal Income Tax (PIT) Withheld					0.00
Subtotal (Sum of UI, ETT, SDI and PIT)					0.00
Less: Contributions and Withholdings Paid for the Quarter <small>Does not include Penalty &amp; Interest payments.</small>					0.00
Total Taxes Due or Overpaid					0.00

Submit    Cancel

**Slide notes**

Select the "Instructions" link for assistance, if needed.

e-Services for Business

https://eddservices.edd.ca.gov

### 30-Sep-2016 Tax Return for XXX-XXXX-X

Form Type: Quarterly Contribution Return and Report of Wages (DE 9)

Step 1: Select an option

I Have Payroll to Report       No Payroll to Report

Step 2: Enter Wage Information

Instructions

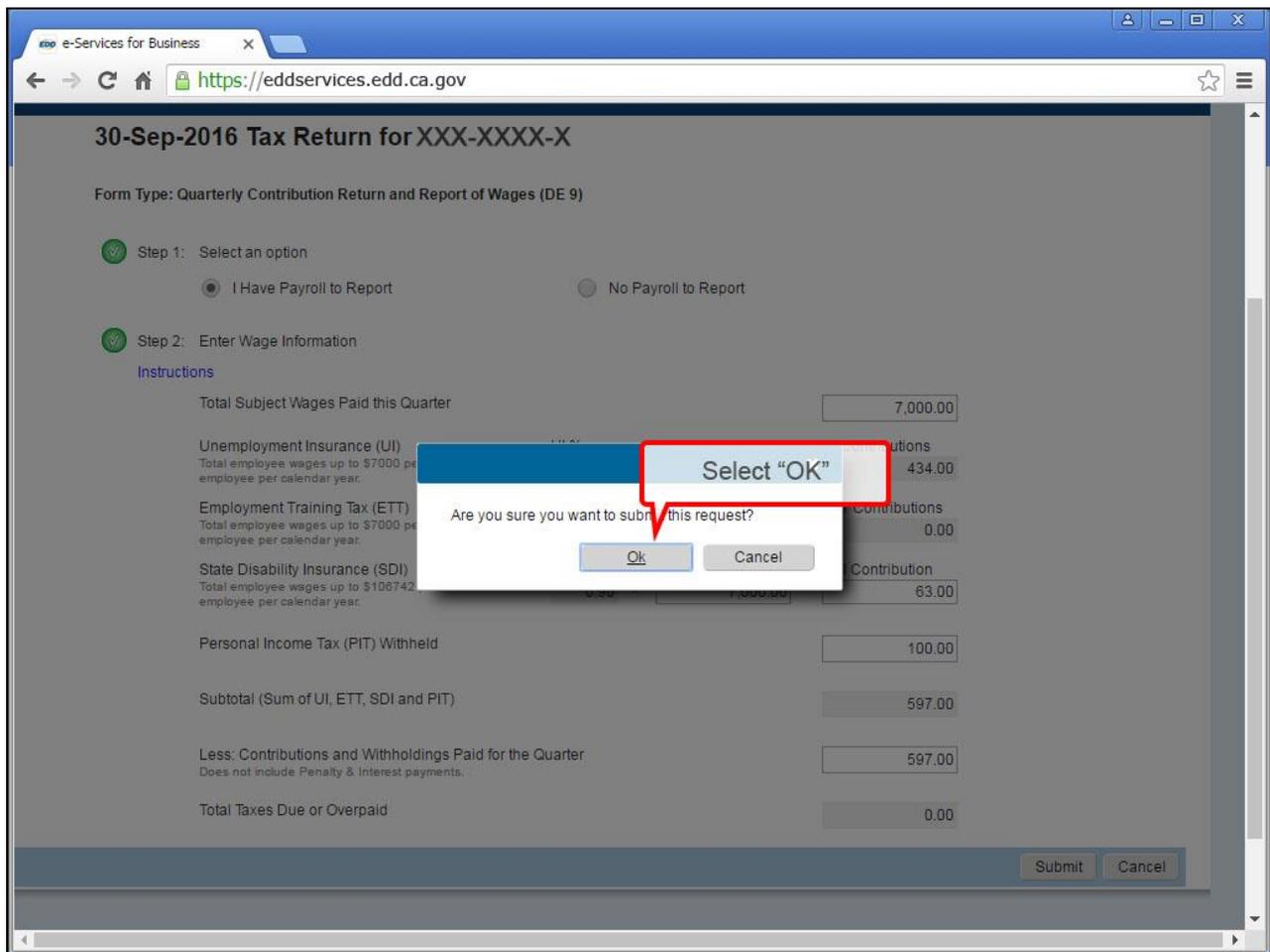
Total Subject Wages Paid this Quarter				7,000.00
Unemployment Insurance (UI) <small>Total employee wages up to \$7000 per employee per calendar year.</small>	UI % 6.20	x	UI Wages 7,000.00	= UI Contributions 434.00
Employment Training Tax (ETT) <small>Total employee wages up to \$7000 per employee per calendar year.</small>	ETT % 0.00	x	ETT Wages 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 7,000.00	= SDI Contribution 63.00
Personal Income Tax (PIT) Withheld				100.00
Subtotal (Sum of UI, ETT, SDI and PIT)				597.00
Less: Contributions and Withholdings Paid for the Quarter <small>Does not include Penalty &amp; Interest payments.</small>				597.00
Total Taxes Due or Overpaid				597.00

Submit    Cancel

Select "Submit"

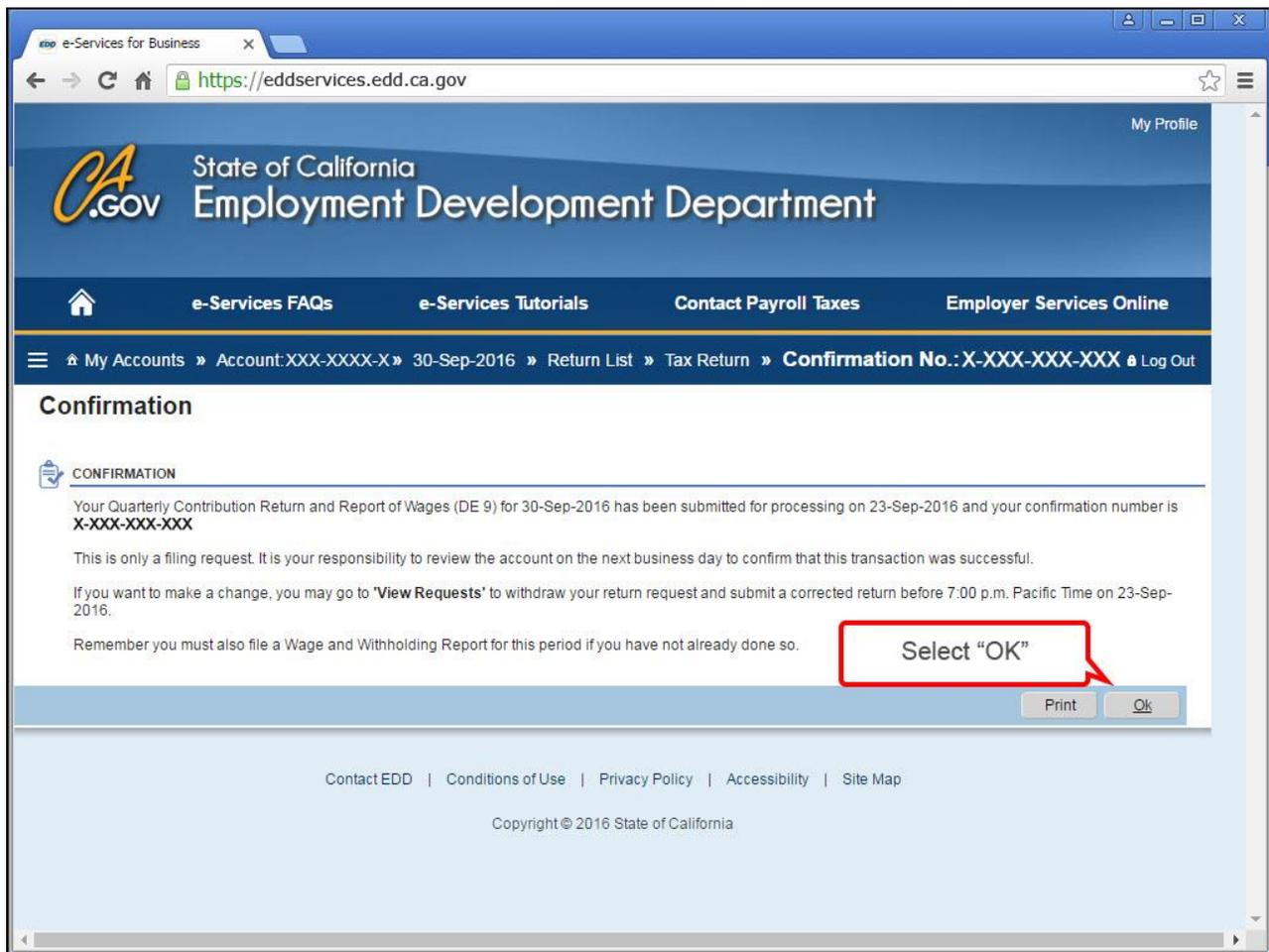
**Slide notes**

When the information is completed, select "Submit."



### Slide notes

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



## 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.

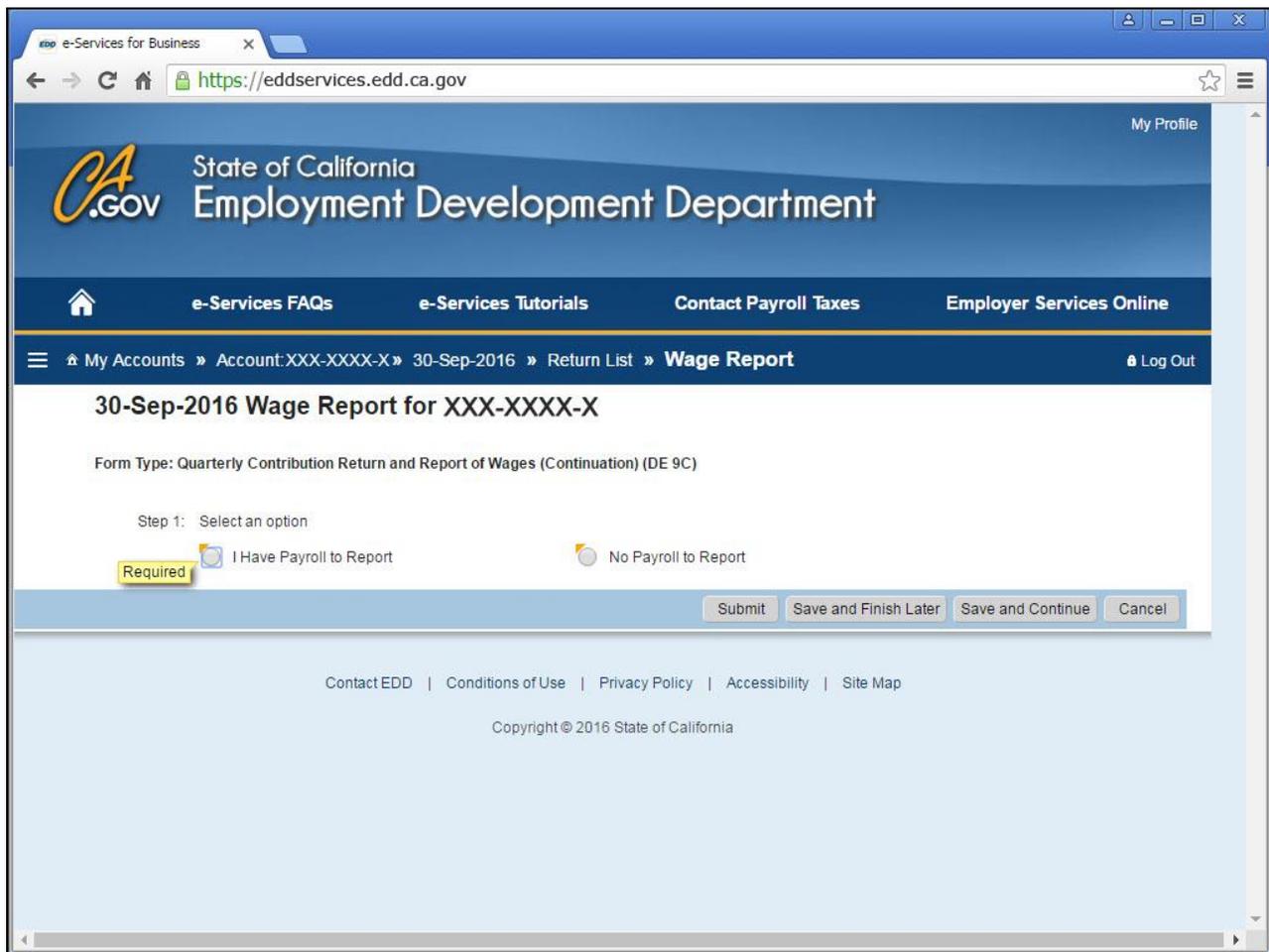
The screenshot shows the EDD website interface. The breadcrumb trail is: My Accounts » Account:XXX-XXXX-X » 30-Sep-2016 » Return List. The 'Return List' table has the following data:

Received Date	Due Date	Return	Status
	31-Oct-2016	Wage Report	Outstanding
23-Sep-2016	31-Oct-2016		Pending...

A red box highlights the 'Return List' breadcrumb. Another red box highlights the 'File Now' link next to the 'Wage Report' row. A red arrow points to the 'File Now' link with the text 'Select "File Now"'. The footer contains 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

Next we are going to file a Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C). We are on the "Return List" page for 30-Sep-2016. Select "File Now" next to "Wage Report."



## Slide notes

Step 1. Select an option, indicated if you have payroll to report or you do not have payroll to report. For this example, we selected "I Have Payroll to Report."

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

My Accounts » Account:XXX-XXXX-X » 30-Sep-2016 » Return List » **Wage Report** Log Out

### 30-Sep-2016 Wage Report for XXX-XXXX-X

Form Type: Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C)

Step 1: Select an option

I Have Payroll to Report **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
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Wage Detail Totals**

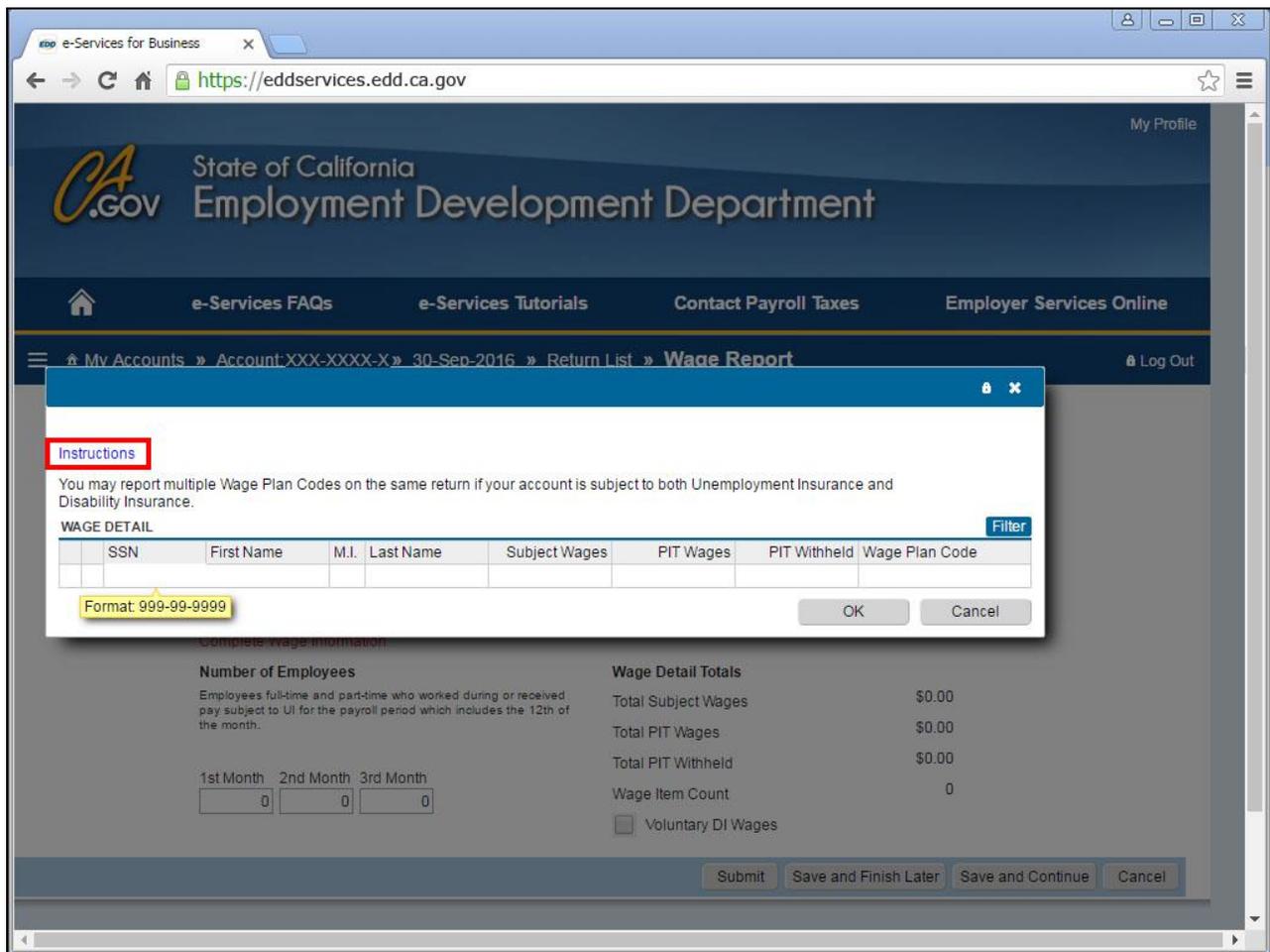
Total Subject Wages	\$0.00
Total PIT Wages	\$0.00
Total PIT Withheld	\$0.00
Wage Item Count	0

Voluntary DI Wages

Submit Save and Finish Later Save and Continue Cancel

## Slide notes

Step 2. Select "Enter Wages."



## Slide notes

Select the "Instructions" link for assistance, if needed. Complete wage information for each employee.

The screenshot shows the EDD website interface. At the top, the browser address bar displays <https://eddservices.edd.ca.gov>. The page header includes the State of California logo and the text "State of California Employment Development Department". Navigation links include "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". The breadcrumb trail shows "My Accounts » Account: XXX-XXXX-X » 30-Sep-2016 » Return List » Wage Report".

A modal dialog box is open in the center, titled "Instructions". It contains the following text: "You may report multiple Wage Plan Codes on the same return if your account is subject to both Unemployment Insurance and Disability Insurance." Below this is a section titled "WAGE DETAIL" with a "Filter" button. A table with the following data is displayed:

SSN	First Name	M.I.	Last Name	Subject Wages	PIT Wages	PIT Withheld	Wage Plan Code
654-32-1354	ANNE		WAGES	7,000.00	7,000.00	100.00	S

Below the table are "OK" and "Cancel" buttons. A red box highlights the "OK" button with the text "Select 'OK'".

Below the dialog box, there are input fields for "1st Month", "2nd Month", and "3rd Month", each with a "0" value. To the right, there are summary fields: "Total PIT Withheld" (\$0.00), "Wage Item Count" (0), and a checkbox for "Voluntary DI Wages". At the bottom of the page, there are "Submit", "Save and Finish Later", "Save and Continue", and "Cancel" buttons.

**Slide notes**

Select "OK" to continue.

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My Accounts » Account:XXX-XXXX-X » 30-Sep-2016 » Return List » **Wage Report**   Log Out

### 30-Sep-2016 Wage Report for XXX-XXXX-X

Form Type: Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C)

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
1	1	1

**Wage Detail Totals**

Total Subject Wages	\$7,000.00
Total PIT Wages	\$7,000.00
Total PIT Withheld	\$100.00
Wage Item Count	1

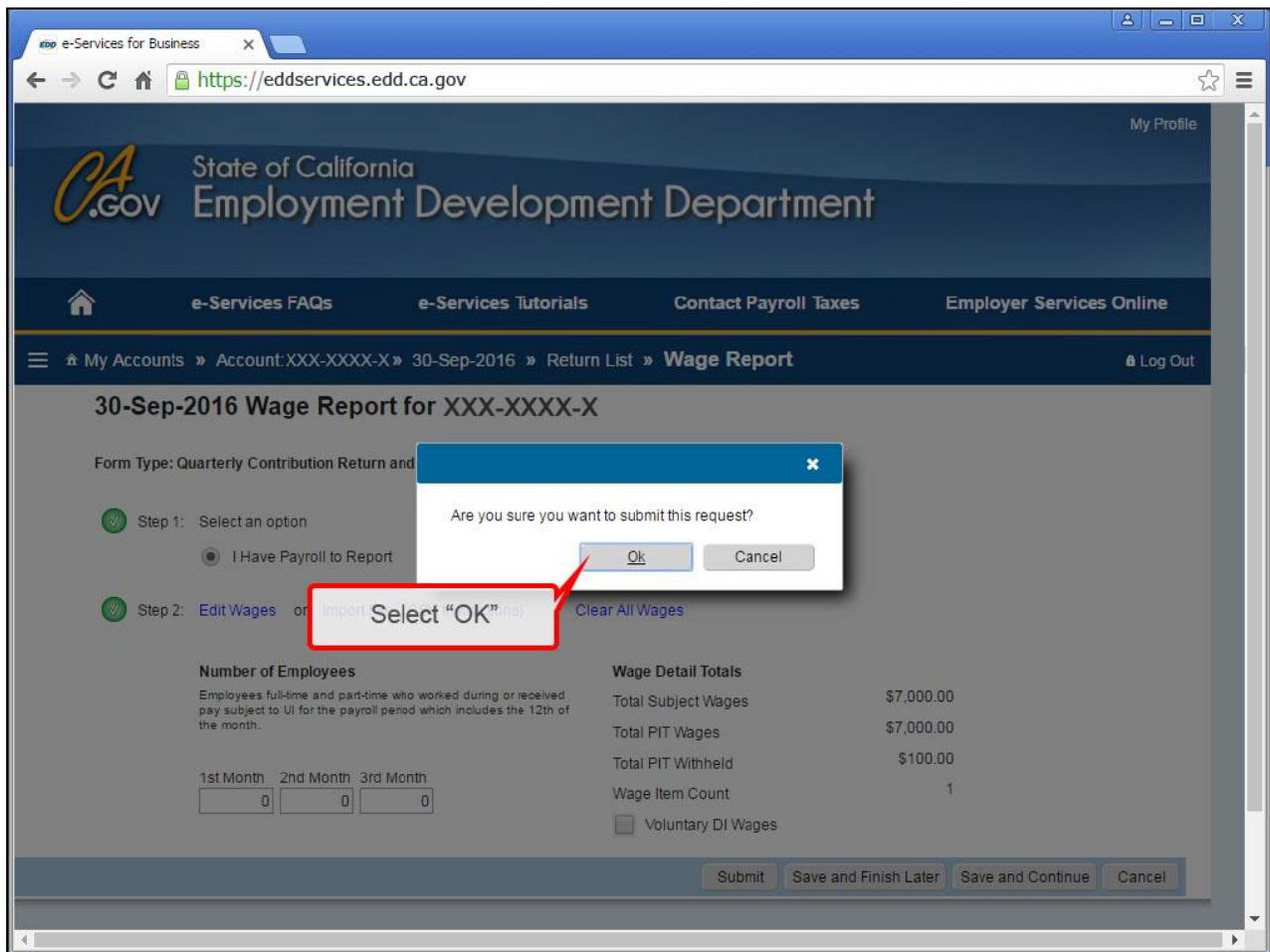
Voluntary DI Wages

Select "Submit"

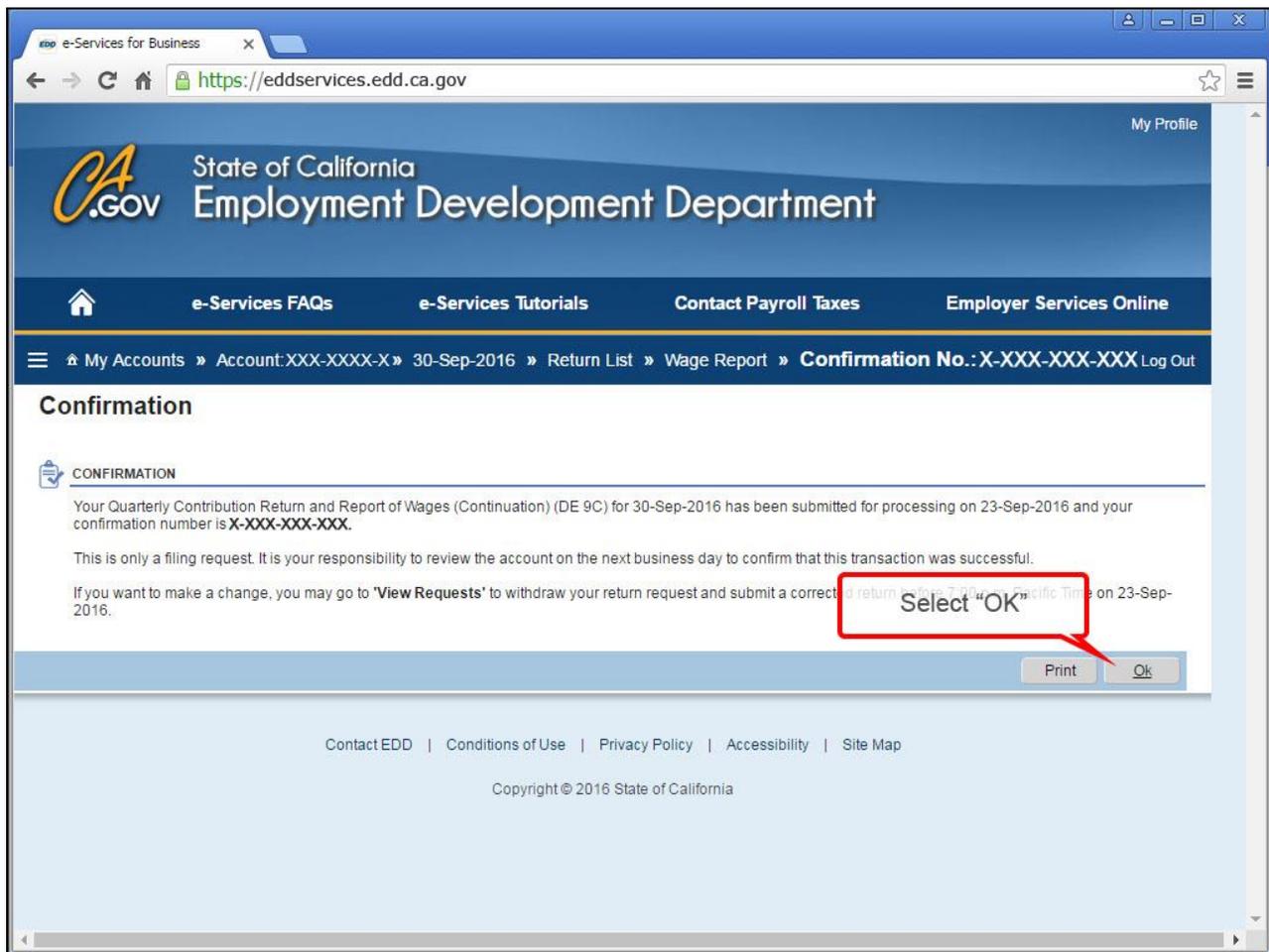
## Slide notes

The "Wage Detail Totals" are populated from the wage report that we just entered. Enter the number of employees that worked each month of the quarter. Select "Submit" to send this request.



### 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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My Profile

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

EMPLOYMENT TAX [Settings](#) ACCOUNT ALERTS  There are no alerts I WANT TO [More...](#)

XXX-XXXX-X  
SMALL BUSINESS  
456 ANY ST  
SACRAMENTO CA 95814-0000

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

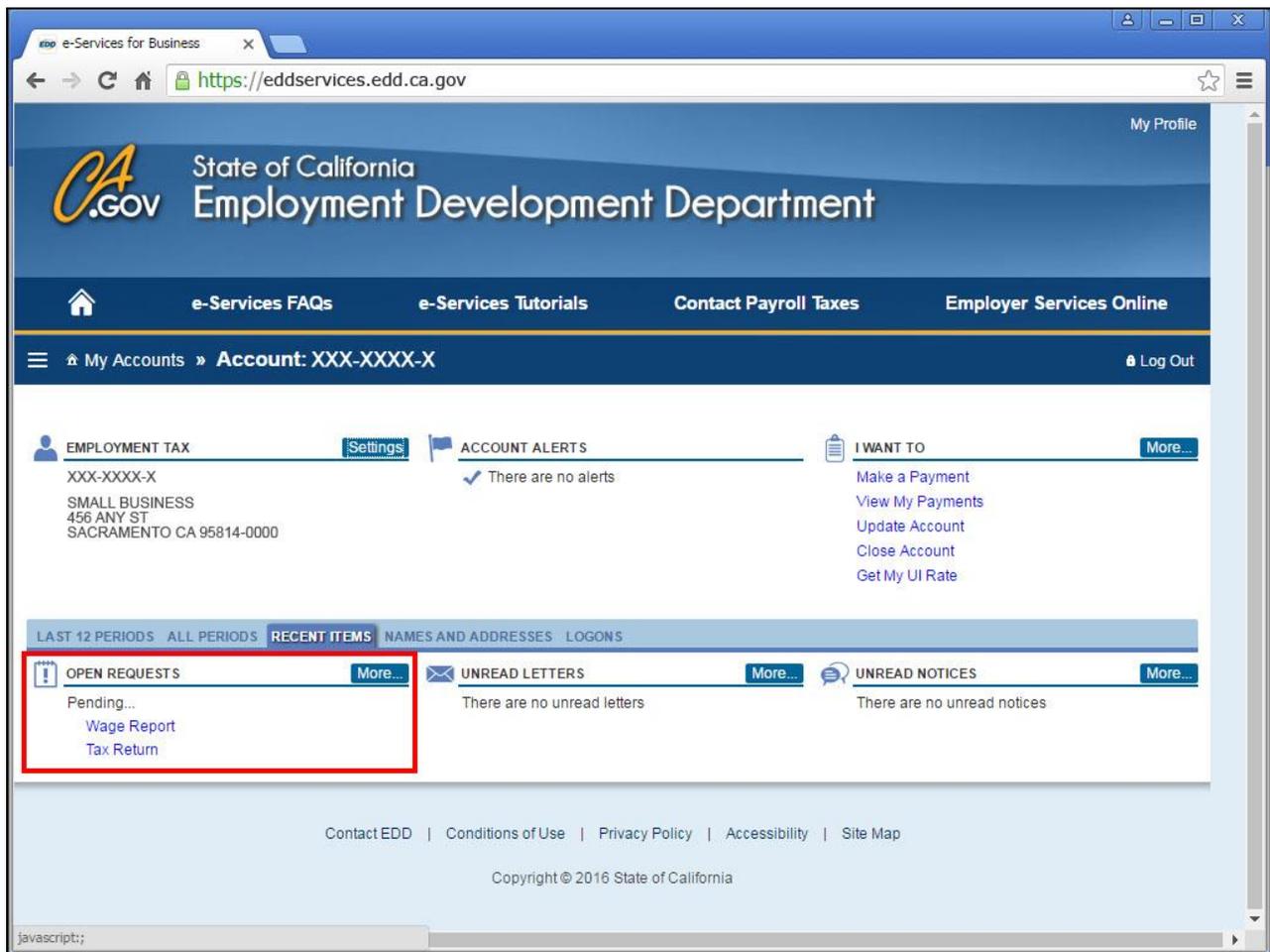
LAST 12 PERIODS ALL PERIODS RECENT ITEMS NAMES AND ADDRESSES LOGONS

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
30-Jun-2015	0.00	16-Jul-2015	Processed	Wage Report
31-Mar-2015	0.00	22-Apr-2015	Processed	Wage Report

## Slide notes

Select "Recent Items."



## Slide notes

Here we can see that the tax return and wage report are now pending.

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Other Resources  
[www.edd.ca.gov](http://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 file 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](http://www.edd.ca.gov) or by calling the Taxpayer Assistance Center at 1-888-745-3886.