



California Employer Payroll Tax Account Number

Complete a Registration Application
For Employers of Household Workers



Welcome to the Employment Development Department's (EDD) video designed to help you register as Employers of Household Workers through e-Services for Business. It is important to note that before you can use e-Services for Business to register, you must obtain a username and password. Before proceeding with this video, please view the tutorial "I want to enroll for a username and password to use e-Services for Business." This tutorial can be viewed by selecting your "Back" button. Once you have your username and password, you can use this tutorial to assist you in registering for the California Employer Payroll Tax Account Number.



State of California

Employment Development Department

ARE YOU A HOUSEHOLD EMPLOYER?

If you pay people to work in or around your home, you may be considered a household employer. Household employment may occur in a variety of settings, such as a house, apartment, local chapter of a college fraternity, etc. For additional information about household employment, please review our *Household Employer's Guide* (DE 8829). Household employers are required to register with the Employment Development Department (EDD) for an Employer Payroll Tax Account Number. This tutorial will help you to register online. After viewing the tutorial, review our Web page, "Register as an Employer," to ensure you have the information you need to register. Once you have the information, select the e-Services for Business link under the Self Service Options.

PLEASE NOTE: In order to use the online registration application, you must enroll for a username and password.

If you pay people to work in or around your home, you may be considered a household employer. Household employment may occur in a variety of settings, such as a house, apartment, local chapter of a college fraternity, etc. For additional information about household employment, please review our *Household Employer's Guide* (DE 8829). Household employers are required to register with the EDD for an Employer Payroll Tax Account Number.



Welcome to the Employment Development Department homepage. This will be our starting point. On the homepage under the heading “Employer Services,” you will find a link to “Payroll Taxes” and “e-Services for Business.” Today we are going to select “Payroll Taxes” to start this process. After you have registered and are using e-Services for Business to manage your account, you may wish to use the “e-Services for Business” link directly.

PLEASE NOTE: In order to use the online registration application, you must enroll for a username and password.

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Whether you are starting a new business, an existing employer, or a household employer, our goal is to help you find the resources and information that you need to succeed. For the latest news, visit Payroll Tax News, the California Employer Newsletter, and subscribe to EDD's e-mail subscription services. Our business is your success.

e-Services for Business

- Enroll or Login
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- Enrollment Information
- Video Tutorials
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Getting Started

- What Are State Payroll Taxes?
- Register as an Employer
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- File and Pay Taxes
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- Forms and Publications
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- Report Fraud - Underground Economy
- Joint Enforcement Strike Force (JESF)
- Improper UI Payments
- Protect Your Business
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Here on the “Payroll Taxes” page you will find access to a lot of helpful information to assist you. We are going to select the link “Register as an Employer” under the “Getting Started” heading.

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Am I Required to Register as an Employer?

- What Information Do I Need to Register with the EDD?
- How Do I Register with the EDD?
- Not Sure if You Must Register with the EDD?
- When Does a Business Become Subject to State Payroll Taxes?
- When Does an Employer of Household Workers Become Subject to State Payroll Taxes?
- Employer Responsibilities
- State Income Tax Withholding
- Sole Corporate Shareholder Exclusion
- Alternate Registration Option
- Resources for New Business Owners

What Information do I Need to Register with the EDD?

Select your business type below to determine what information you will need to successfully complete your registration application.

- Commercial Employers-Individual Owners, Co-Ownerships, General Partnerships
- Commercial Employers-Corporations, Limited Liability Company (LLC), Limited Liability Partnerships (LLP), Limited Partners (LP)
- Employers of Household Workers
- Specialty Employers
 - Agricultural Employers
 - Church and Religious Order Employers
 - Disability Insurance Elective Coverage (DIEC)
 - Public Entity Employers
 - Employers Depositing Only Personal Income Tax (PIT Only) Withholding (including Payers of Pensions and Annuities)
 - Public School Employers
 - Indian Tribe Employers

Use e-Services for Business to apply for your employer payroll tax account number. It is fast, easy, secure, and available 24 hours a day/7 days a week.

- Enroll for a username and password
 - Follow the instructions on the e-Services for Business Enrollment Information page
- Complete the online registration application
- Use e-Services for Business to file returns, make deposits, and keep your account information up to date.

How Do I Register with the EDD?

Use e-Services for Business to apply for your employer payroll tax account number. It is fast, easy, secure, and available 24 hours a day/7 days a week.

- Enroll for a username and password
 - Follow the instructions on the e-Services for Business Enrollment Information page

Back to Top

As you can see by the links at the top of the page, there is great information to help you if you aren't sure if you have to register or what your responsibilities are as an employer. Now we are going to select the "What Information do I Need to Register with the EDD?" link. Select the "Employers of Household Workers" link. This page will provide you with the types of information that will be required to register. Gathering information prior to starting the registration process will save you time later.

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Whether you are starting a new business, an existing employer, or a household employer, our goal is to help you find the resources and information that you need to succeed. For the latest news, visit Payroll Tax News, the California Employer Newsletter, and subscribe to EDD's e-mail subscription services. Our business is your success.

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While identifying the information that you may need to register, if you would like additional information about what to expect as a new user with e-Services for Business, select the “Enrollment Information” under the heading “e-Services for Business.”

The screenshot shows the State of California Employment Development Department website. The header includes the CA.GOV logo and the text "State of California Employment Development Department". A search bar is located in the top right corner. The navigation menu contains links for "About EDD", "Find a Job", "File & Manage a Claim", "Employer Services", and "EDD News".

e-Services for Business Enrollment Information

New and existing EDD customers must complete a one-time enrollment process to use e-Services for Business.

- 1. Enroll as a New User on e-Services for Business:**

On the e-Services for Business page, select "e-Services Login." On the e-Services for Business Login page, select "Enroll for a username and password" to begin the enrollment process. Once you successfully enroll, an e-mail will be sent to you to verify your e-mail address.

Note to Payroll Agents: You only need one username to gain online access and manage multiple client accounts in e-Services for Business.
- 2. Finalize Your Enrollment Process:**

Once you receive your verification e-mail address, select the link within the e-mail to complete the enrollment process. The link will direct you to an Enrollment verification page. If you do not verify your e-mail address within 24 hours, then you must wait at least 48 hours from the time your verification e-mail address was originally sent before restarting the enrollment process.
- 3. Prepare to use e-Services for Business: Employers:**

From the Enrollment Verification page, select e-Services for Business then select e-Services Login which will route you to the login page where you enter your username and password.

For new employers who need to obtain an employer payroll tax account number:

To apply for an employer payroll tax account number select "New Customer." Then select "Register for Employer Payroll Tax Account Number" and complete the online registration application. Before accessing the online registration application, please read "Am I Required to Register as an Employer?" to determine the required information you must have available to complete the application.

If you already have an employer payroll tax account number:

To gain online access and manage an existing employer payroll tax account number, select "Existing Customer." You will be asked a series of questions about your

Here you can view additional information about the step-by-step enrollment process.

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When you have all of your information available, you can start the login process. You can access the e-Services for Business login screen from multiple locations on the website. For this tutorial, you will access it from the “Payroll Taxes” page. Please select the “Enroll or Login” link.

State of California
Employment Development Department

Wednesday, November 13, 2014

e-Services for Business Login

Employers and/or agents using e-Services for Business or eWOTC will only need to enroll once, and will use the same username and password to access e-Services for Business or eWOTC.

e-Services for Business

Payroll agents are advised to only enroll once, and use e-Services for Business to establish multiple client accounts.

Work Opportunity Tax Credit Online (eWOTC)

Work Opportunity Tax Credit (WOTC) employers and agents will potentially have multiple staff enrolling, each with their own username and password.

New User: [Enroll for a username and password](#)

Username: [Forgot username?](#)

Password: [Forgot password?](#)

Note: Password is case sensitive

Having problems logging in? Visit the [FAQs - e-Services for Business General Questions](#)

Browser Requirements

You must use a browser that supports 128-bit encryption. If your browser states that you cannot login, you may need to update your browser. This website is best viewed using Internet Explorer 8.0 and higher. If you do not have any of these versions, you can download [Microsoft's Internet Explorer](#).

Important Links

- [e-Services for Business](#)
- [Browser Requirements](#)
- [EDD Home Page](#)

e-Services for Business

- [e-Services for Business Information](#)
- [e-Services for Business Video Tutorials](#)
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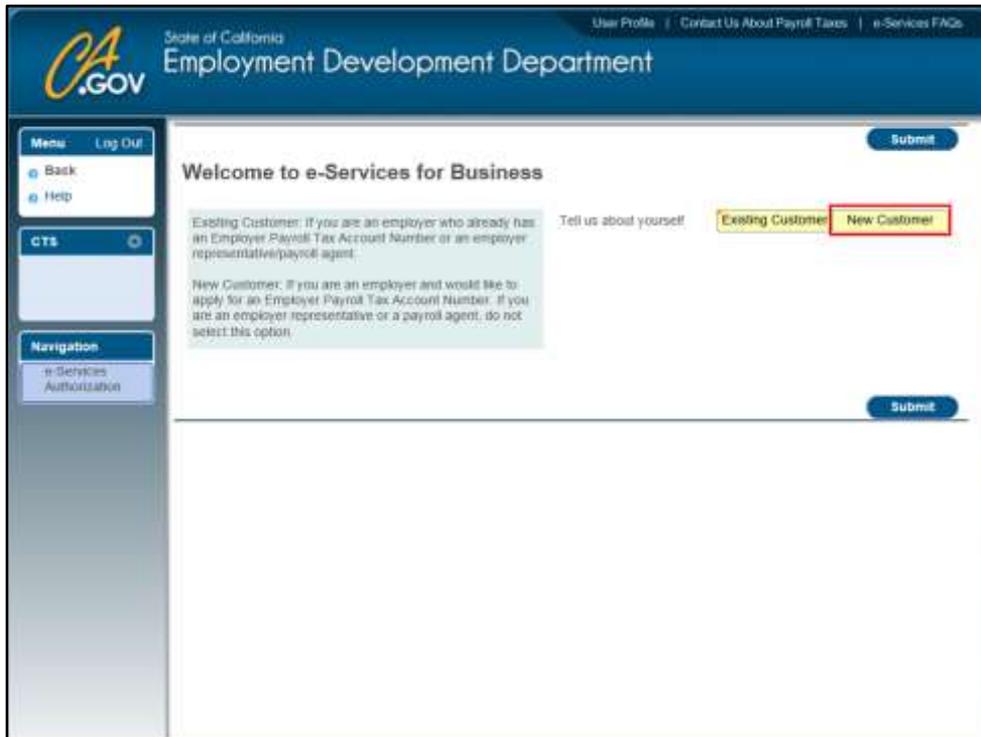
eWOTC

- [Work Opportunity Tax Credit \(WOTC\)](#)
- [Basic Facts about WOTC](#)
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- [Contact Us - About WOTC](#)

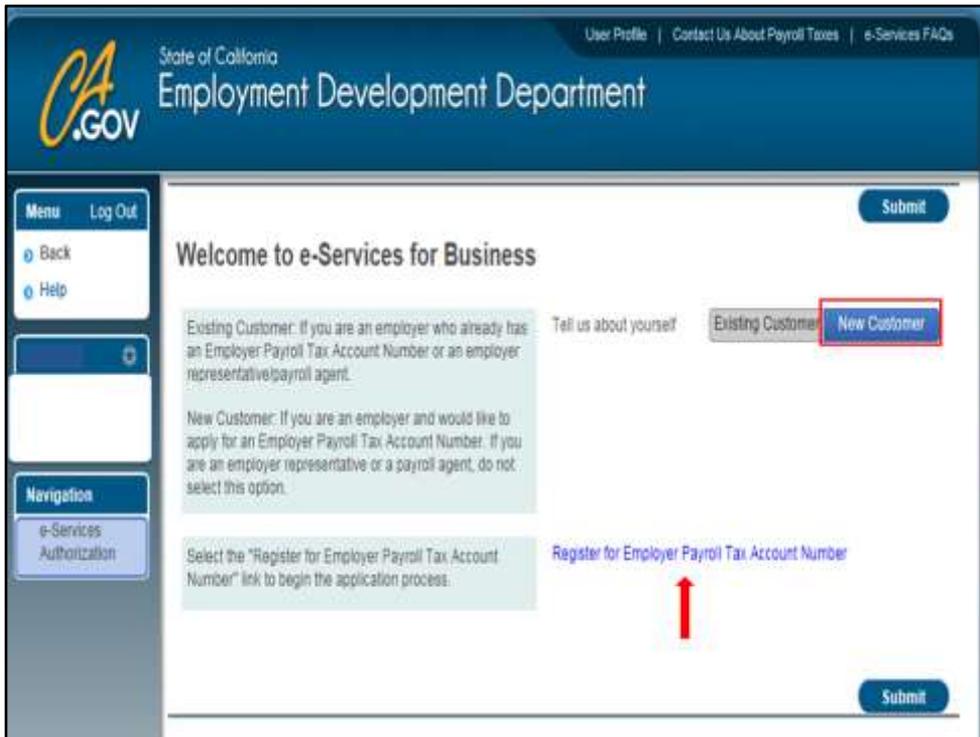
Related Links

- [Franchise Tax Board](#)
- [Board of Equalization](#)
- [CMI Support Services](#)

Enter your username and password that you created previously and select “Login.” If you haven’t created one, before proceeding with this video, please view the tutorial “I want to enroll for a username and password to use e-Services for Business.” You can access the tutorial by selecting your “Back” button. Once you have your username and password, you can use this tutorial to assist you in registering with the EDD.



Let's begin the registration process. When you log into e-Services for Business for the first time, you will select "New Customer" and "Submit." Please note, as you move through the registration process, there are blue boxes on the left side of the page with helpful information. Select "Submit" to continue.



Select the “Register for Employer Payroll Tax Account Number” link.

The screenshot shows the State of California Employment Development Department website. The header includes the CA.GOV logo and the text "State of California Employment Development Department". In the top right corner, there are links for "User Profile", "Contact Us About Payroll Taxes", and "e-Services FAQs".

On the left side, there is a navigation menu with "Menu" and "Log Out" at the top, followed by "Back" and "Help" with circular icons. Below that is a search bar. Further down, there is a "Navigation" section with "e-Registration" and "Attachments Add".

The main content area is titled "Register for Employer Payroll Tax Account Number". At the top of this section, there are three buttons: "Previous", "Reason for Application" (which is the current step), and "Next". A red arrow points to the "Next" button.

Below the title, there is a paragraph of text: "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, the business is considered an employer and must register with the Employment Development Department (EDD) within 15 days after paying wages in excess of \$100 in a quarter (household employers must register after paying wages in excess of \$750 in a quarter)."

Below this text, there is a prompt: "Select one of the following reasons for requesting a new employer payroll tax account number". To the right of this prompt are three buttons: "New Business", "Hired Employees" (which is highlighted with a red box), and "Other".

Below the buttons, there is a section titled "Hired Employees: Select if this is a current business that has hired employees." At the bottom right of the form, there are two buttons: "Save & Finish Later" and "Cancel".

Select one of the following reasons for requesting a new employer payroll tax account number. For this tutorial, we will select "Hired Employees." Select "Next" to continue.

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Tell us what type of business you have.

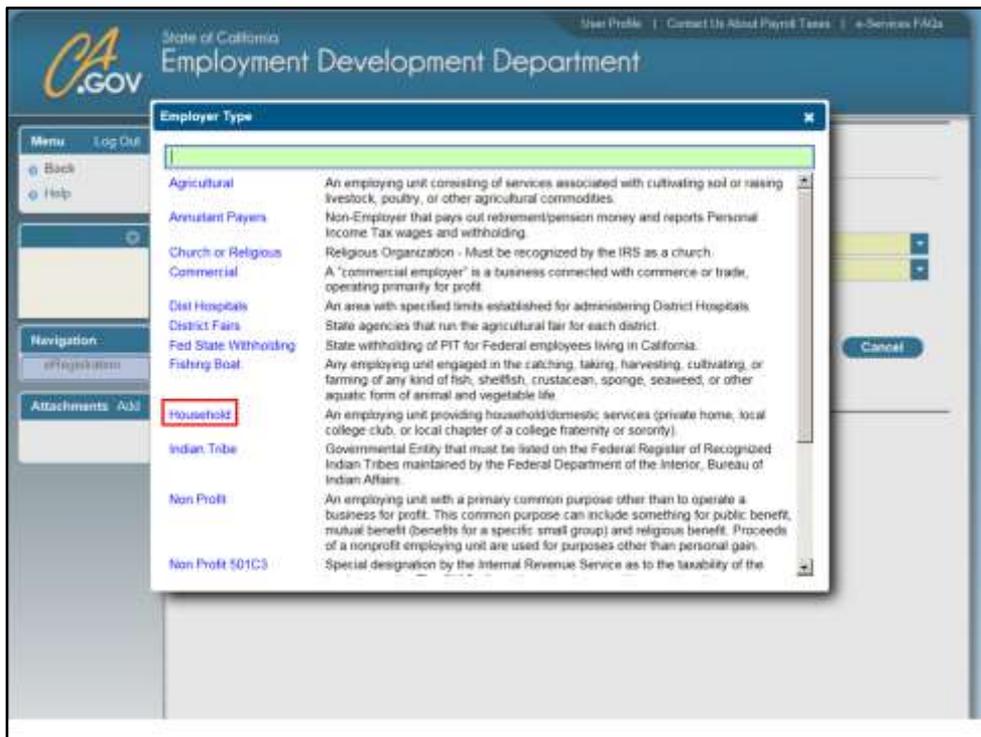
To see a description of each Employer Type and Organization Type, select the "i" icon that appears in each list.

Employer Type
Organization Type

Required

Save & Finish Later Cancel

Next, tell us what type of business you have, using the drop-down menus. If you need additional information, select the “i” icon.



Selecting the “i” icon will bring up a menu in this example for “Employer Type.” For this example, we will select “Household.”

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Tell us what type of business you have

To see a description of each Employer Type and Organization Type, select the ↓ icon that appears in each list

If you pay less than \$20,000 per year, you may elect to pay California payroll taxes annually.

Employer Type: **Household**

Organization Type: **Individual / Sole Proprietor**

Do you elect to pay your CA payroll taxes on an annual basis? Yes No

Save & Finish Later Cancel

Next, answer “Yes” or “No” to the question, “Do you elect to pay your CA payroll taxes on an annual basis?” For more information about this election, refer to *Information Sheet: Household Employment* (DE 231L) available on the EDD website at http://www.edd.ca.gov/pdf_pub_ctr/de231l.pdf.

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Tell us what type of business you have.

To see a description of each Employer Type and Organization Type, select the icon that appears in each field.

Employer Type: Household
Organization Type: Individual / Sole Proprietor

If you pay less than \$20,000 per year, you may elect to pay California payroll taxes annually.

Do you elect to pay your CA payroll taxes on an annual basis? Yes No

Save & Finish Later Cancel

For this example, we will select “No” and select “Next.” Remember, at any time, you may choose to save this application and return later by selecting “Save & Finish Later.”

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From 7/1/2014 to 9/30/2014 you first paid cash wages of:

- **Less than \$750:** You are not required to register.
- **Between \$750 to \$999.99:** You are required to register, to report employee wages, and withhold State Disability Insurance (SDI) from your employees' wages.
- **\$1,000 or more:** You are required to register, to report employee wages, pay Unemployment Insurance (UI) and Employment Training Tax (ETT), and withhold State Disability Insurance (SDI) from

In the prior quarter, what was the total of cash wages paid?

Less than \$750	Required
Between \$750 to \$999.99	
\$1,000 or more	

Save & Finish Later Cancel

Specify how much you paid in total cash wages within the time period shown. The box on the left side of the screen will assist you, then select one of the corresponding yellow boxes on the right.

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- **Less than \$750:** You are not required to register.
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- **\$1,000 or more:** You are required to register, to report employee wages, pay Unemployment Insurance (UI) and Employment Training Tax (ETT), and withhold State Disability Insurance (SDI) from your employees' wages.

In the prior quarter, what was the total of cash wages paid?

Less than \$750
 Between \$750 to \$999.99
 \$1,000 or more

From 10/1/2014 to 12/31/2014 you first paid cash wages of:

- **Less than \$750:** You are not required to register.
- **Between \$750 to \$999.99:** You are required to register, to report employee wages, and withhold State Disability Insurance (SDI) from your employees' wages.
- **\$1,000 or more:** You are required to register, to report employee wages, pay Unemployment Insurance (UI) and Employment Training Tax (ETT), and withhold State Disability Insurance (SDI) from your employees' wages.

In the current quarter, what is the total of cash wages paid?

Less than \$750
 Between \$750 to \$999.99
 \$1,000 or more

Save & Finish Later Cancel

“In the prior quarter, what was the total of cash wages paid?” The next part of this question is to determine how much you paid in total cash wages for the current quarter. For this example, we will select “Less than \$750” as being paid in the prior quarter. The box on the left is there again to assist you, then select one of the corresponding yellow boxes on the right.

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From 7/1/2014 to 9/30/2014 you first paid cash wages of:

- **Less than \$750:** You are not required to register.
- **Between \$750 to \$999.99:** You are required to register, to report employer wages, and withhold State Disability Insurance (SDI) from your employees' wages.
- **\$1,000 or more:** You are required to register, to report employee wages, pay Unemployment Insurance (UI) and Employment Training Tax (ETT), and withhold State Disability Insurance (SDI) from your employees' wages.

In the **prior quarter**, what was the total of cash wages paid?

Less than \$750

Between \$750 to \$999.99

\$1,000 or more

From 10/1/2014 to 12/31/2014 you first paid cash wages of:

- **Less than \$750:** You are not required to register.
- **Between \$750 to \$999.99:** You are required to register, to report employer wages, and withhold State Disability Insurance (SDI) from your employees' wages.
- **\$1,000 or more:** You are required to register, to report employee wages, pay Unemployment Insurance (UI) and Employment Training Tax (ETT), and withhold State Disability Insurance (SDI) from your employees' wages.

In the **current quarter**, what is the total of cash wages paid?

Less than \$750

Between \$750 to \$999.99

\$1,000 or more

Save & Finish Later Cancel

We have selected "Between \$750 to \$999.99." Select "Next" to continue.

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Register for Employer Payroll Tax Account Number

Location of Employee Services: Select the answer that best describes the location of the employees' residence and work locations.

Yes: This business has employees working in California. Do you have employees working in California? Yes No

No: This business does not only have employees working in California.

Employee Information: "Employment" does not include service performed by a child under the age of 18 years in the employ of his/her father or mother, or service performed by an individual in the employ of his/her son, daughter, or spouse, including, effective January 1, 2005, the employee's registered domestic partner. (Section 631 of the California Unemployment Insurance Code)

Yes: All employees are family members. Do you only employ your spouse, parents or minor child(ren)? Yes No

No: We employ at least one non-family member.

Save & Finish Later Cancel

Next, we need to know if you have employees working in California and whether they are family members. Select "Yes" or "No" for each question.

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Location of Employee Services: Select the answer that best describes the location of the employees' residence and work locations.

Yes: This business has employees working in California. Do you have employees working in California?

No: This business does not have employees working in California.

Employee Information: "Employment" does not include service performed by a child under the age of 18 years in the employ of his/her father or mother, or service performed by an individual in the employ of his/her son, daughter, or spouse, including, effective January 1, 2005, the employee's registered domestic partner. (Section 637 of the California Unemployment Insurance Code)

Yes: All employees are family members. Do you only employ your spouse, parents, or minor child(ren)?

No: We employ at least one non-family member.

For this example, we will select "Yes" to the question, "Do you have employees working in California" and "No" to the question, "Do you only employ your spouse, parents, or minor child(ren)?" Select "Next" to continue.

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Owner Information

T. TAXPAYER
Responsible Party

Enter the owner's First Name, Middle Initial, and Last Name.

Enter the owner's Social Security Number.

Enter the owner's date of birth.

Enter the owner's California Driver License Number. Only California Driver License Numbers are accepted.

ID: SSN EIN

Name Formal: Business Entity Individual

Business Name:

First Name / Middle Initial:

Last Name / Suffix: TAXPAYER

Date of Birth:

CA Driver License No.:

Save & Finish Later Cancel

Next, we will ask for “Owner Information.” In this example we will assume certain items common to some household employers. We selected “SSN” and “Individual” and will enter a Social Security number, name, date of birth, and driver license information. Select “Next” to continue.

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Date Ownership Began Operating:
 Enter the date the business began operating

Previously Been a Principal Owner Registered with EDD:
 Let the EDD know if you previously were an owner of the business that was registered with the EDD.

Industry Activity:
 Select the industry activity that best describes your business from the drop-down menu.

Describe Product/Service in Detail:
 Describe specific product or service provided by your business.

Doing Business As (DBA) Name:
 Enter the DBA name of your company, if applicable.

Enter the Federal Employer Identification Number (FEIN) assigned by the Internal Revenue Service. If you do not have a FEIN, select a reason from the drop-down menu.

Date Ownership Began Operating
 Previously Been a Principal Owner Registered with EDD?
 Yes No **Required**

Industry Activity
 Describe Product / Service in Detail

DBA Name

I have a Federal Tax ID No.
 Federal Tax ID No. (FEIN)
 Reason for not providing a FEIN

Save & Finish Later Cancel

This page is for information about your business. The “Date Ownership Began Operating” can be typed into the field directly or you can select a date using the calendar icon.

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Date Ownership Began Operating:
 Enter the date the business began operating.

Previously Been a Principal Owner Registered with EDD:
 Let the EDD know if you previously were an owner of the business that was registered with the EDD.

Industry Activity:
 Select the industry activity that best describes your business from the drop-down menu.

Describe Product/Service in Detail:
 Describe specific product or service provided by your business.

Doing Business As (DBA) Name:
 Enter the DBA name of your company, if applicable.

Enter the Federal Employer Identification Number (FEIN) assigned by the Internal Revenue Service. If you do not have a FEIN, select a reason from the drop-down menu.

Date Ownership Began Operating
 Previously Been a Principal Owner Registered with EDD?

Industry Activity
 Describe Product / Service in Detail

DBA Name

I have a Federal Tax ID No.
 Federal Tax ID No. (FEIN)
 Reason for not providing a FEIN

Save & Finish Later Cancel

Calendar: Nov 2014
 Su Mo Tu We Th Fr Sa
 1 2 3 4 5 6 7 8
 9 10 11 12 13 14 15
 16 17 18 19 20 21 22
 23 24 25 26 27 28 29
 Today Done

Yes No

Then select a date from the calendar.

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Date Ownership Began Operating:
 Enter the date the business began operating.

13-Nov-2014
 Yes No

Previously Been a Principal Owner Registered with EDD:
 Let the EDD know if you previously were an owner of the business that was registered with the EDD.

Industry Activity:
 Select the industry activity that best describes your business from the drop-down menu.

Other
 Describe Product / Service in Detail
 employ household workers

Describe Product/Service in Detail:
 Describe specific product or service provided by your business.

Doing Business As (DBA) Name:
 Enter the DBA name of your company, if applicable.

DBA Name

Enter the Federal Employer Identification Number (FEIN) assigned by the Internal Revenue Service. If you do not have a FEIN, select a reason from the drop-down menu.

I have a Federal Tax ID No.
 Federal Tax ID No. (FEIN)
 Reason for not providing a FEIN
 Yes No
 Don't have a FEIN

Save & Finish Later Cancel

Complete the rest of this screen. The boxes on the left can assist you. Some of the entry fields also have drop-down menus where you can make a selection or type in a response. When the information is correct, select “Next” to continue.

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Enter your current business location address, city, state, and ZIP Code.

Business Location Address

Country: USA
 Street: [Redacted]
 Unit: [Redacted]
 City: [Redacted]
 State / ZIP Code: CALIFORNIA

Mailing Address

My Mailing Address is the same as my Location Address: Yes No

Business E-mail Address

Business E-mail Address: [Redacted]
 Allow E-mail Contact?: Yes No

Is the mailing address same as the location?
Yes: The mailing address is the same as the location address.
No: The mailing address is different than the location address.

Enter business e-mail address.
Yes: I would like to be contacted via e-mail regarding my registration request.
No: I would not like to be contacted via e-mail regarding my registration request.

Save & Finish Later Cancel

Next, provide the business location, mailing address, and e-mail information. Select “Next” to continue.

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Business Contact Information
 Enter the phone number, and fax number of your business.

Phone Number / Ext. [] []
 Fax Number [] []

Taxpayer Representative Contact Information:
 Enter the name, phone number, and e-mail address, of the person authorized to provide the EDD with information needed to maintain your employer account. If the contact person is an outside accountant, agent, or tax representative, also complete and submit a Power of Attorney Declaration (DE 48).

First Name / Middle Initial [] []
 Last Name / Suffix [] []
 Phone Number / Ext. [] []
 Fax Number [] []
 E-mail Address [] [] [] [] [] []

Add Taxpayer Representative Address? Yes No

Save & Finish Later Cancel

The next screen is very important. You want to make sure the EDD has the correct information to contact you, or the person you designate as your representative, to ensure your account is accurate. Complete these fields with your contact information. If you want to add a Taxpayer Representative Contact, enter their information. If this contact person is an outside accountant, agent, or tax representative, complete a *Power of Attorney Declaration (DE 48)* available on the EDD website to authorize them to act on your behalf. Select “Next” to continue.

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I certify under penalty of perjury that the information provided is true, correct, and complete, and that these actions are not being taken to receive a more favorable Unemployment Insurance rate. I further certify that I have the authority to sign on behalf of this business.

Provide your first name, last name, title, and daytime phone number.

Provide information about your payroll reporting agent, if applicable.

Select your agent from the drop-down list provided. If your agent is not listed, answer "Yes" to the question, "Agency not listed above?"

First Name / Middle Initial
 Last Name / Suffix
 Title
 Phone Number / Ext.

Are You an authorized Payroll Agent? Yes No
 Does this business use professional assistance (bookkeeping, accounting, etc.) for payroll reporting? Yes No

Please specify agency where you want your tax mailings sent.
 Agency not listed above? Yes No **Required**

Save & Finish Later Cancel Submit

Finally, you must complete the declaration page. On this page, you certify under penalty of perjury that the information provided is true, correct, and complete, and that these actions are not being taken to receive a more favorable Unemployment Insurance rate. You further certify that you have the authority to sign on behalf of this business. Complete your information and the information regarding payroll agents.

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I certify under penalty of perjury that the information provided is being taken to receive a more favorable Unemployment Insurance benefit of this business.

Provide your first name, last name, title, and daytime phone number.

First
 Last
 Title
 Phone

Provide information about your payroll reporting agent, if applicable.

Are you a professional service for your business?
 Doe
 at
 for
 your
 business?

Select your agent from the drop-down list provided. If your agent is not listed, answer "Yes" to the question, "Agency not listed above?"

ALTRIS INC
 AAATL0210.FULL.WORKSHEET

Agency not listed above? Yes No **Required**

Save & Finish Later Cancel Submit

For this example, we have stated we are not a payroll agent and yes to whether we use a professional service for our payroll. If you want any mailings to be sent to this agent, select the payroll agent from the drop-down menu, if found.

Register for Employer Payroll Tax Account Number

I certify under penalty of perjury that the information provided is true, correct, and complete, and that these actions are not being taken to receive a more favorable Unemployment Insurance rate. I further certify that I have the authority to sign on behalf of this business.

Provide your first name, last name, title, and daytime phone number.

First Name / Middle Initial: [Text Field]
 Last Name / Suffix: [Text Field]
 Title: [Text Field]
 Phone Number / Ext.: [Text Field]

Provide information about your payroll reporting agent, if applicable.

Are You an authorized Payroll Agent?
 Does the business use professional assistance (bookkeeping, accounting, etc.) for payroll reporting?

Select your agent from the drop-down list provided. If your agent is not listed, answer "Yes" to the question, "Agency not listed above?"

Please specify agency where you want your tax mailings sent.

[Drop-down menu]
 Agency not listed above?

Enter your agent's current address.

Agency Name: [Text Field] Required
 Address:
 Country: [Drop-down menu: USA]
 Street: [Text Field]
 Unit: [Drop-down menu]
 City: [Text Field]
 State / ZIP Code: [Drop-down menu: CALIFORNIA]

If your agent was not on the list, select “Yes” in the field “Agency not listed above?” and enter the agency’s name and address.

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I certify, under penalty of perjury that the information provided is true, correct, and complete, and that these actions are not being taken to receive a more favorable Unemployment Insurance rate. I further certify that I have the authority to sign on behalf of this business.

Provide your first name, last name, title, and daytime phone number.

First Name / Middle Initial

Last Name / Suffix

Title

Phone Number / Ext.

Provide information about your payroll reporting agent, if applicable.

Select your agent from the drop-down list provided. If your agent is not listed, answer "Yes" to the question, "Agency not listed above?".

Enter your agent's current address.

Agency Name

Address

Country

Street

Unit

City

State / ZIP Code

Are You an authorized Payroll Agent? Yes No

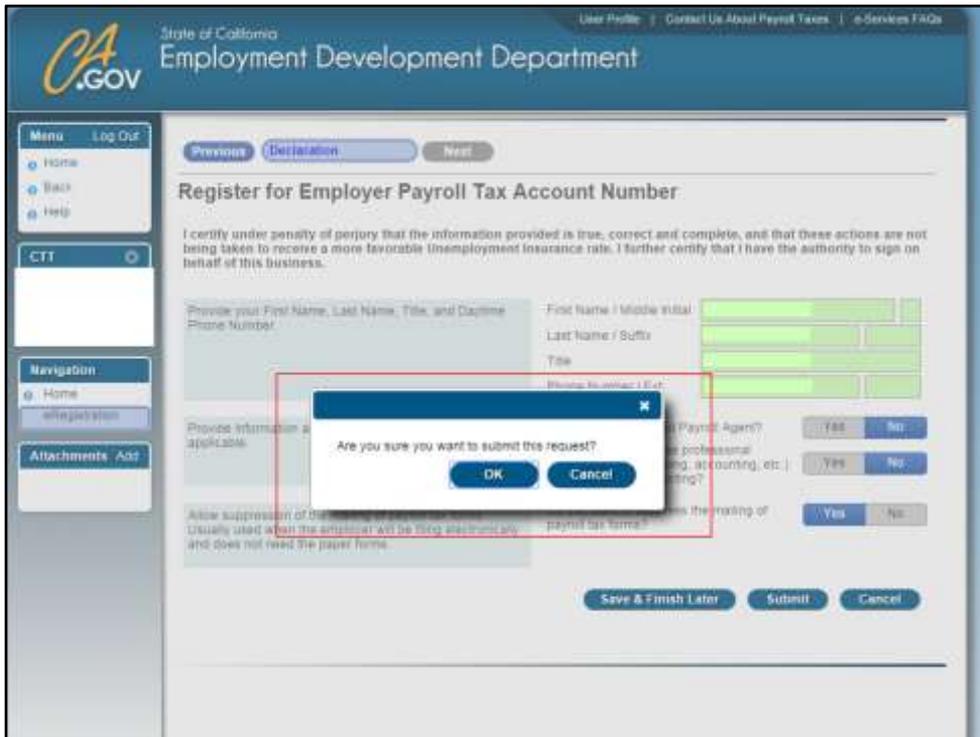
Does this business use professional assistance (bookkeeping, accounting, etc.) for payroll reporting? Yes No

Please specify agency where you want your tax mailings sent.

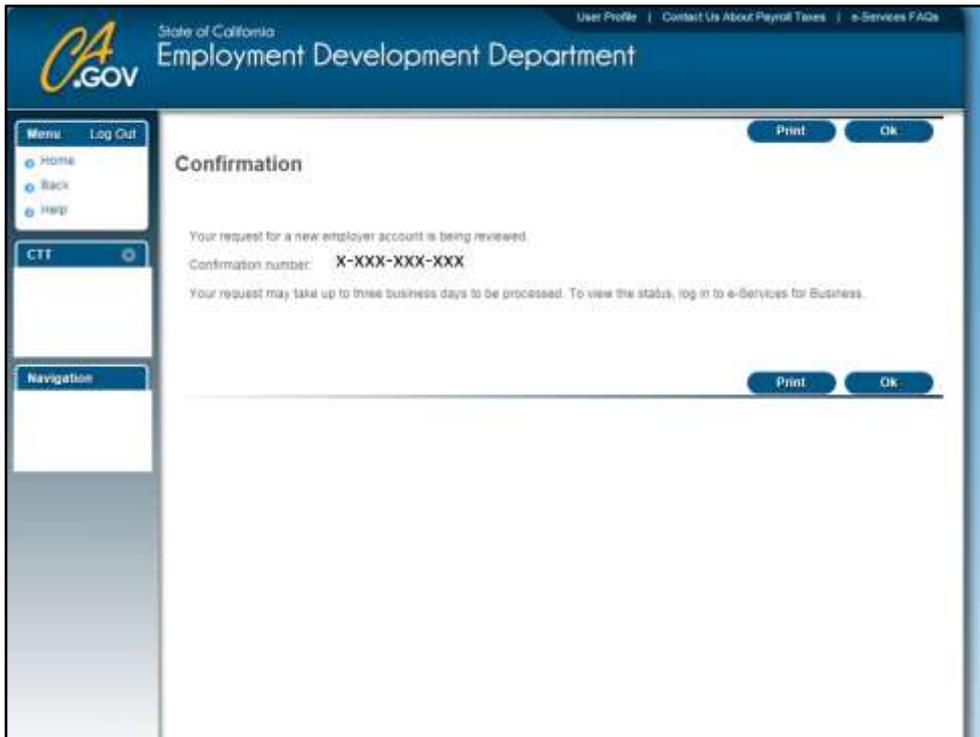
Agency not listed above? Yes No

Save & Finish Later Cancel Submit

Once all information has been completed, select "Submit" to complete the application. You may also review your previous entries by using the "Previous" and "Next" buttons at the top of the screen, or the "Save & Finish Later" button at the bottom of the screen if you want to return later and submit your application then. For this example, we are going to select "Submit."



If you are sure you want to submit this request, select "OK."



Congratulations! You have successfully applied for an Employer Payroll Tax Account Number. Please print this screen with your confirmation number for your records. Once your request has been processed, you will received an e-mail to the e-mail address you used to enroll in e-Services for Business. Most requests are processed within a few minutes, but may take up to three business days. If you have additional questions, please refer to our FAQs on the e-Services for Business page.



Other resources are available at www.edd.ca.gov or by contacting the Taxpayer Assistance Center at 888-745-3886. Thank you for watching this tutorial on how to log in and use e-Services for Business as a Household Employer.

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.



Other resources are available at www.edd.ca.gov or by contacting the Taxpayer Assistance Center at 888-745-3886. Thank you for watching this tutorial on how to log in and use e-Services for Business as a Household Employer.