

SMALL BUSINESS EMPLOYER ADVISORY COMMITTEE

INTRODUCTION

The Small Business Employer Advisory Committee (SBEAC) is a diverse group of business owners, business associations, trade organizations, and representatives from the Employment Development Department (EDD). The SBEAC collaborates on California employment issues and experiences, and discusses the EDD's practices, policies, and procedures and the impact they have on California's small business employer community. The goal of the SBEAC is to work in partnership to better serve California's small businesses.

COMMITTEE PURPOSE

The SBEAC provides small business employers and the EDD's Tax Branch the opportunity to better understand each other's needs by addressing issues of mutual concern. The SBEAC plays a significant role on behalf of the small business employer community in California and has provided feedback to the EDD's Tax Branch on various tax policy and procedural initiatives.

The committee's focus is on three main areas:

- To provide Tax Branch with the customer's perspective on the EDD's programs and services.
- To identify ways for the EDD's employment tax program to better serve the small business employer community.
- To propose employer education and outreach programs.

The following examples outline the contributions the SBEAC has made to the state's employment tax program:

- **e-Services for Business and the Accounting and Compliance Enterprise System (ACES)** – The SBEAC has been an integral part of the success of ACES through participating in discussions about processes, forms, marketing, and the testing of [e-Services for Business](#). Committee members ensured that the concerns of the small business employer were heard throughout the development of this system, and they continue to play a vital role in the continuous improvement of e-Services for Business, including:
 - o Providing feedback regarding system updates.
 - o Testing and providing recommendations regarding the e-Services for Business User Guide.

- **Ongoing involvement with EDD payroll tax forms, publications, and programs** – The SBEAC provides ongoing feedback and offers recommendations concerning the EDD's forms, publications, and programs. Examples include:
 - o Redesigned [DE 1](#) registration forms, which consolidated elements from the now obsolete *Change of Employer Account Information*, [DE 24](#).
 - o Reviewed and provided input on the content and design of both the Tax Branch *Mandatory E-file and E-pay for all Employers Tip Card*, [DE 536](#), and the Unemployment Insurance Branch *SIDES Tip Card*, [DE 8807](#).
 - o Reviewed program tutorials to ensure information is clear for the small business employer community.
- **Development of the *Employment Determination Guide*, [DE 38](#)** – The SBEAC was an integral part of the creation of this guide which was designed to assist the small business employer in determining whether a worker is an employee or an independent contractor for California payroll tax purposes.
- **Tax Branch Management Institute** – As part of the EDD's continuing education of its leadership team, the SBEAC participates in a yearly panel discussion to ensure the perspective of small business employers is heard.

ADDITIONAL INFORMATION

For more information, visit www.edd.ca.gov/Payroll_Taxes/Small_Business_Employer_Advisory_Committee.htm or contact SBEAC at pmsg@edd.ca.gov.

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