



AFFIDAVIT OF MAILING

Please read instructions on the following page prior to completing this form.

Account No. _____ Business Name _____

I, _____, declare that on _____
(Print Name) (Date Originally Mailed)

I mailed the following document(s):

- DE 3BHW, *Employer of Household Worker(s) Quarterly Report of Wages and Withholdings*, for quarter ending _____.
- DE 3D, *Quarterly Contribution Return (Voluntary Plan)*, for quarter ending _____.
- DE 3HW, *Employer of Household Worker(s) Annual Payroll Tax Return*, for year ending _____.
- DE 6, *Quarterly Wage and Withholding Report*,¹ for quarter ending _____.
- DE 7, *Annual Reconciliation Statement*,¹ for the year _____.
- DE 9, *Quarterly Contribution Return and Report of Wages*,² for quarter ending _____.
- DE 9C, *Quarterly Contribution Return and Report of Wages (Continuation)*,² for quarter ending _____.
- DE 88, *Payroll Tax Deposit*, for payroll date _____.

PAYMENT TYPE: Next-Day Semiweekly Monthly Quarterly

Check No. _____ Date _____ Amount _____

Other _____

by placing them in the United States mailbox/post office located at:

The document(s) was/were contained in (a) sealed envelope(s) with postage fully prepaid and properly addressed to the Employment Development Department (EDD).

I declare under penalty of perjury that the foregoing is true and correct.

Executed at _____, _____ on _____
(City) (State) (Date)

(Signature and title of person who mailed the document[s].)

(Business Address)

(City) (State) (ZIP Code)

(Business Phone)

¹ For calendar years ending December 31, 2010, and prior.

² For calendar years beginning January 1, 2011, and after.

Instructions for Completing *Affidavit of Mailing* (DE 2251A)

NOTICE: This form will not be processed unless it is accurately completed according to the following instructions:

- Enter the eight-digit EDD account number and the business name as registered with the EDD.
- Enter the person's name who will sign the affidavit and who actually deposited the envelope in the United States mail.
- Enter the date the envelope was originally deposited in the United States mail.
- Check the appropriate box(es) and enter the period covered by the document mailed.
- Enter the check number or warrant number (not federal reserve or bank number), date, and amount.
- Enter the exact location of United States mailbox or United States post office branch where the envelope was deposited.
- Enter the city, state, and date the affidavit was signed.
- The signature and title of the person signing under penalty of perjury, address of the business, and phone number, including area code, of the business.

Please mail this form to the address shown on the correspondence which accompanied this form or to P.O. Box 826805, Sacramento, CA 94205-0001.