



## INSTALLMENT AGREEMENT REQUEST (DE 927B) INSTRUCTIONS

Complete all requested information. Write "N/A" (not applicable) in those areas that do not apply to your business. If the form is incomplete or unsigned, we will not be able to consider your request for an installment agreement.

If you are an individual owner, partner, or responsible person assessed under Section 1735 of the California Unemployment Insurance Code (CUIC) and the business is no longer active, complete the section that requests information about your current employer.

If the installment agreement you are requesting exceeds one year in length, you must complete a financial statement and submit the required documents for substantiation. **Financial Statement (DE 926B)** and/or the **Financial Statement for Businesses (DE 926C)** are available, but any recent financial statement which has substantially the same data is acceptable.

For account balance information, please refer to the most recent **Employer Account Statement (DE 2176)** or you may call our Taxpayer Assistance Center at **1-888-745-3886**.

A Good Faith payment is required when requesting an installment agreement.

All missing and delinquent reports must be filed before requesting an installment agreement.

An approved installment agreement does **not** prevent an offset of any State or Federal Income Tax refund; however, it may prevent involuntary collection actions. Any offset amount received will not affect your scheduled payments but may reduce the length of the agreement.

An approved installment agreement does **not** prevent a lien from being filed. EDD will file a Notice of State Tax Lien for outstanding liabilities.

**Send Good Faith payment and completed DE 927B to:**

**EDD  
P.O. Box 826846, MIC 3A  
Sacramento, CA 94246-0001**

To ensure proper posting of funds to your account, please make sure your employer account number is on your check or money order.

More information on installment agreements can be found in the Information Sheet: Installment Agreement (DE 631P).

Forms and publications are available on EDD's Web site at [www.edd.ca.gov/taxrep/taxform.htm](http://www.edd.ca.gov/taxrep/taxform.htm). To request forms or publications be mailed or faxed to you, you may call our Taxpayer Assistance Center at **1-888-745-3886**.