

## If I have a problem reporting my payment, how do I get help?

### ACH Debit

- Telephone Reporting Option – press (\*) three times for an operator.
- PC Reporting Option(modem to modem) – call 1-800-662-6311 for technical assistance.
- Internet Reporting Option and all other questions – call EFT helpline at (916) 654-9130.

### ACH Credit

- Contact your bank program representative or software vendor.
- Still have questions? Call the EFT helpline at (916) 654-9130.

### How can I obtain EFT forms?

Request the EFT Authorization Agreement (DE 26) form and the EFT Information Guide (DE 27) by one of the following methods:

- Internet address:  
[www.edd.ca.gov](http://www.edd.ca.gov) – select “Forms & Publications”
- EFT Helpline:  
Telephone (916) 654-9130  
FAX (916) 654-7441
- Contact the Employment Tax Office listed in the state government pages of your local telephone directory.
- Write to:  
Attn: EFT Unit, MIC 15  
Employment Development Department  
PO Box 826880  
Sacramento, CA 94280-0001



STATE OF CALIFORNIA

LABOR AND WORKFORCE DEVELOPMENT AGENCY

EMPLOYMENT DEVELOPMENT DEPARTMENT

EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for alternate formats need to be made by calling (916) 654-9130 (voice), or TTY (800) 547-9565.

**EDD** Employment  
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**AN INTRODUCTION**

## Introduction

California law provides for remitting payroll taxes through Electronic Funds Transfer (EFT) rather than by check and a Payroll Tax Deposit (DE 88) coupon.

## What is EFT?

EFT is an automated system that allows the electronic transfer of funds from your bank account to the state's bank account through an Automated Clearing House (ACH). Employers initiate payments through their bank, by telephone, personal computer (PC) with a modem, or the Internet depending on the EFT payment option selected.

## What are the benefits of filing by EFT?

- **Reduced Paperwork** – DE 88 coupons are eliminated.
- **Less time spent filing taxes** – No checks to write or forms to complete and mail.
- **Better cash flow management** – Know when funds will be debited from your bank account.
- **Payments post quickly** – Posted to your EDD account within four business days following payment initiation.
- **Payment History** – Internet Reporting Option allows all ACH Debit customers to view any of their EFT payments up to 100 payments for the last 600 days.
- **Electronic payments do not get lost in the mail.**

## Am I required to pay taxes by EFT?

Yes, if your personal income tax and state disability insurance deposits **averaged** \$20,000 or more during the prior state fiscal year (July 1 to June 30). In October of the year prior to the year of required participation, EDD mails a notification letter to first time mandatory filers.

**NOTE:** Effective January, 2004, state disability insurance includes any amount for Paid Family Leave.

## Can I participate on a voluntary basis?

Yes. The majority of EFT participants voluntarily pay their taxes by EFT because of the benefits it provides.

## How do I register for EFT?

Obtain an EFT Authorization Agreement (DE 26) form through the Internet address or EFT Helpline telephone number listed on the other side of this brochure. Submit a completed DE 26 choosing either the ACH Debit Method or the ACH Credit Method described below.

### ACH Debit Registration

Provide a bank account number and a bank routing transit number with a voided check on the DE 26. These numbers are used for debiting your account each time a payment is reported. Debit method services are provided at no cost to the user.

### ACH Credit Registration

Register by indicating "ACH Credit" on the DE 26. No bank account information is required. Before registering, verify that your bank is capable of initiating ACH credit transactions and/or if they charge set up or transaction fees.

**NOTE:** *You must be a registered EFT customer before using any of the payment options.*

## How do I report an EFT payment?

**ACH Debit** – Debit filers report payments to the state's data collector on or before the due date by telephone or PC. Your bank account is debited the next banking day or

on a future date of your choice. Choose one of the ACH Debit options below:

### Telephone Reporting Option

Payments are reported to the data collector using a toll-free telephone number. You are prompted to enter payment information to initiate your transaction.

### PC Reporting Option (modem to modem)

Order the data collector's easy-to-use software at 1-800-662-6311. The software has import and export functions only and your PC must have a modem. Enter payment information and export it to the data collector for payment initiation.

### Internet Reporting Option

EDD's data collector provides a secure Web site for initiating EFT payments. At [www.payments-govonesolutions.com/caedd](http://www.payments-govonesolutions.com/caedd), enter your EDD account number and EFT security code, then follow onscreen prompts to enter payment information. Payment history is also available on the Web site.

**ACH Credit** – Report payment information to your bank at least two days before the due date—ask your bank for the reporting date that ensures a timely payment. The bank debits your account and initiates a credit to the state's bank account.

## How will I know my payment was initiated?

**ACH Debit** – Receive confirmation from the state's data collector—on the phone, on the Web site, or through the modem, depending on the debit option used.

**ACH Credit** – Receive confirmation from your bank.

Your bank statement also provides proof of payment.