

Electronic Funds Transfer (EFT) Quick Reference

Before you call or visit the Web site, be ready with your:

- Employer account number
- Security code
- Tax type code
- Payroll date or quarter ending date
- Tax amounts
- Verification code

*Please review the instructions on page 2 before placing your call or using the Web site.
SDI includes Paid Family Leave (PFL).



TAX TYPE CODES

Code:	Description:
SDI*/PIT Codes: 01100 01101 01102 01104	Semi-weekly Deposits Monthly Deposits Next Banking Day Deposits Quarterly SDI*/PIT Deposits
UI/ETT Code: 01300	Quarterly UI/ETT Payment
P&I Code: 20000	Self-Assessed Penalty & Interest Payments

Questions and Answers

Q: HOW DO I ENSURE A TIMELY TAX DEPOSIT?

- A:** Report your payment **before** 3:00 p.m., Pacific Time:
- **For Semi-Weekly and Monthly Deposits** – on or before the tax due date.
 - **For Next Banking day Deposits** – on or before the second bank day following your payroll date.
 - **For Quarterly SDI/PIT or UI/ETT payments** – on or before the last timely date for the quarter.

Note: Payments Reported on due day, after 3:00 p.m., Pacific time, will not be processed until the next banking day, and will be considered late.

Q: HOW DO I CALCULATE MY VERIFICATION CODE?

- A:** Assume a tax payment of \$75,150.55
- a) Total all digits in the tax payment:
 $7 + 5 + 1 + 5 + 0 + 5 + 5 = 28$
 - b) Count the number of digits in your tax payment: 7, 5, 1, 5, 0, 5, 5 = 7
 - c) Add a + b. In this example, the verification code is $28 + 7 = 35$

Q: WHAT IS WAREHOUSING?

- A:** Warehousing is the reporting and electronic storage of a payment up to 60 days before its due date. The payment is transferred at a predetermined settlement date reported by the taxpayer.

Q: MAY I CANCEL A PAYMENT?

- A:** Yes. Call the data collector at 1-800-554-7500 **before** 3:00 p.m., Pacific time, the **same day the transaction was reported by phone or by Web site**. Follow the prompts:
- Cancellation – press 2# for EDD payments, then press 2#, for operator assistance. Keep the cancellation reference number for your records.
 - If 3:00 p.m. deadline is missed, call EDD's EFT Unit at (916) 654-9130 for assistance.

Note: Warehoused payments can be cancelled on the day before settlement date if the call is completed before 3:00 p.m., Pacific time.

Q: MAY I INQUIRE ABOUT A PREVIOUS PAYMENT?

- A:** Yes. There are two inquiry methods.
- **Telephone Method** - Call the data collector at 1-800-554-7500, press 2# for EDD payments, then press 2# for operator assistance.
 - **Web site Method** - access www.payments-govonesolutions.com/caedd. Log on to the govONESolution payment system then select payment inquiry. The payment inquiry screen allows you to review up to 100 payments that were processed in the last 600 days.

Q: MAY I PAY UI/ETT AND SDI/PIT IN ONE PAYMENT?

- A:** No. You report two payments. One payment for SDI/PIT and a second payment for UI/ETT.

EFT Quick Reference for ACH Debit Payers Telephone and Web Site Script Employment Development Department

All new EFT ACH Debit payers must change the "0000" generic security code to a permanent security code by **calling 1-800-554-7500**, whether payments are made by phone or by Web site.

Web site payers - after changing the security code by phone access www.payments-govonesolutions.com/caedd and follow the prompts to log on and make payments. For Web site technical help call **1-800-662-6311**.

Telephone payers - can change the generic security code to a permanent security code by following the prompts below while reporting their first payment.

Call 1-800-554-7500 After each entry, press # if correct, or (*) if incorrect. Press (*) three times for an operator.

TELEPHONE CALLERS WILL HEAR: "Welcome to the California EFT system. If you are calling from a touch-tone phone, **press 1** now. If you have a rotary phone, please hold the line for operator assistance." **Press 2** for EDD payments, then choose one of the following:

- Press 1** to report a tax payment.
- Press 2** to perform a cancellation or inquiry.
- Press 3** to change a security code.

1. **8-digit EDD Employer Account Number** (no dashes or spaces).
2. **Security code.**
3. **Tax type code.** See page 1 for a list of tax type codes.
4. **Payroll Date/Quarter Ending Date (MMDDYY).**
 - Tax type codes 01100, 01101, 01102, and 20000, use payroll date.
 - Tax type codes 01104 and 01300, use the quarter ending date. Valid dates: March 31, June 30, September 30, or December 31.
5. **Enter State Disability Insurance** for tax type codes 01100, 01101, 01102, or 01104.
Enter Unemployment Insurance for tax type code 01300.
Enter Penalty amount for tax type code 20000.

6. **Enter Personal Income Tax** amount for tax type codes 01100, 01101, 01102, or 01104.
Enter Employment Training Tax amount for tax type code 01300.
Enter Interest amount for tax type code 20000.
7. **Enter your total payment amount.**
8. **Enter your Verification Code** (see page 1).
NOTE: Step 9 is optional. If you are not warehousing a payment, press #. Do not enter a date.
9. **Enter the date you would like your bank account debited (MMDDYY).**
10. **TELEPHONE PAYERS:** Your tax report was accepted. Your Reference Number is _____. Please record this number for your records.
11. *To disconnect, **press 1**. To continue with additional functions, **press 2**.*

WEB SITE PAYERS: A Payment Acknowledgement screen provides a payment confirmation number—print this page for your records. If you are finished, click "Log Off" button at top right of screen. To continue with additional payments, click "New Payment" at bottom of screen.

Thank you for using EDD's EFT system!

TELEPHONE PAYERS CALL 1-800-554-7500	WEB SITE PAYERS ACCESS www.payments-govonesolutions.com/caedd
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