

REPORTING NEW EMPLOYEES AND INDEPENDENT CONTRACTORS

As a business or government entity doing business in California, you are required to report certain information on employees and independent contractors you hire to the Employment Development Department (EDD).

This information will assist in locating parents who are delinquent in their child support payments.

The reporting requirements for both new employees and independent contractors are listed below.

NEW EMPLOYEE REPORTING

Background:

In 1996, Congress enacted the Personal Responsibility and Work Opportunity Reconciliation Act, requiring all employers to report certain information on newly hired and rehired employees. The federal requirement was implemented by California effective July 1, 1998.

Reporting Requirements for California Employers

California employers are required to report information on newly hired or rehired employees who work in California to the EDD's New Employee Registry (NER). However, multistate employers may elect to report electronically all newly-hired or rehired employees to one state in which they have employees. The State of California encourages multistate employers to report California employees to the California NER.

Who Must Be Reported

NEWLY-HIRED EMPLOYEES are those individuals who have not previously been included on your payroll.

REHIRED EMPLOYEES are those individuals who were previously included on your payroll; left your employment due to furlough, termination, separation, layoff, or unpaid leave of absence; and are now returning to your employment.

An individual is considered a new hire or rehire on the first day they perform service for wages (the first day of work).

When to Report

Information on newly-hired or rehired employees must be reported within 20 days of their start-of-work date.

Employers who choose to report electronically must submit two transmissions each month that are not less than 12 or more than 16 days apart.

INDEPENDENT CONTRACTOR REPORTING

Background:

In 1999, California enacted a law requiring businesses and government entities to report similar information on independent contractors. This requirement was effective January 1, 2001.

Reporting Requirements for Businesses and Government Entities Doing Business in California

Any business or government entity (defined as a "service-recipient") that is required to file federal Form 1099-MISC for services performed by an independent contractor (defined as a "service-provider") must report. A service-recipient means any individual, person, corporation, association, or partnership, or agent thereof, doing business in this state, deriving trade or business income from sources within this state, or in any manner in the course of trade or business subject to the laws of this state. An independent contractor is defined as an individual who is not an employee of the business or government entity for California purposes and who receives compensation or executes a contract for services performed for that business or government entity either in or outside of California.

Who Must Be Reported

Any individual whom the business or government entity is required to provide a federal Form 1099-MISC for services performed as an independent contractor. This does not include an independent contractor who is a corporation, general partnership, limited liability partnership, or limited liability company. In general, independent contractors who are sole proprietors are to be reported.

When to Report

You must report independent contractor information to the EDD within twenty (20) days of EITHER making payments totaling \$600 or more for services performed OR entering into a contract for \$600 or more for services performed, whichever is earlier. If the threshold is met, reporting is required in each calendar year, but only once in a calendar year.

NEW EMPLOYEE REPORTING

(continued)

Required Information

The following information must be reported to the EDD:

Employer Information

- Business name, address, and phone number.
- EDD employer account number.
- Federal Employer Identification Number.
- Contact person.

Employee Information

- First name, middle initial, and last name.
- Social Security Number.
- Address.
- Start-of-work date.

Reporting Methods

Employers may elect any of the following methods to report new employee information to the EDD:

- File online using any of the options available with the EDD's e-Services for Business. Visit the website at <https://eddservices.edd.ca.gov> to choose the option best for you, or
- File a *Report of New Employee(s)* (DE 34) form, or
- File a copy of employee's Form W-4 (be sure to include your employer account number and the date the employee started working for you).

Where to Send Reports

Employment Development Department
P.O. Box 997016, MIC 96
West Sacramento, CA 95799-7016
Fax: 916-319-4400

Additional Information

For further assistance, please contact the Taxpayer Assistance Center at 888-745-3886, or visit the nearest Employment Tax Office listed in the *California Employer's Guide* (DE 44), or access the EDD's website at www.edd.ca.gov/Payroll_Taxes/.

INDEPENDENT CONTRACTOR REPORTING

(continued)

Required Information

The following information that applies must be reported to the EDD:

Business or Government Entity Information

- Business name, address, and phone number.
- Federal Employer Identification Number, EDD Employer Account Number, and/or Social Security Number.

Independent Contractor Information

- First name, middle initial, and last name.
- Social Security Number.
- Address.
- Start date of contract or date \$600 or more is paid.
- Amount of contract (including cents).
- Contract expiration date.
- Ongoing contract (check box if applicable).

Reporting Methods

Business and government entities may elect any of the following methods to report independent contractor information to the EDD:

- File online using any of the options available with the EDD's e-Services for Business. Visit the website at <https://eddservices.edd.ca.gov> to choose the option best for you, or
- File a *Report of Independent Contractor(s)* (DE 542) form.

Where to Send Reports

Employment Development Department
P.O. Box 997350, MIC 96
Sacramento, CA 95899-7350
Fax: 916-319-4410

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling 888-745-3886 (voice) or TTY 800-547-9565.

This information sheet is provided as a public service and is intended to provide nontechnical assistance. Every attempt has been made to provide information that is consistent with the appropriate statutes, rules, and administrative and court decisions. Any information that is inconsistent with the law, regulations, and administrative and court decisions is not binding on either the Employment Development Department or the taxpayer. Any information provided is not intended to be legal, accounting, tax, investment, or other professional advice.

REPORT OF NEW EMPLOYEE(S)

See detailed instructions on reverse. Please type or print.
NOTE: Report new employees within 20 days of start-of-work date.



00340600



DATE CA EMPLOYER ACCOUNT NO. BRANCH CODE FEDERAL ID NO.

BUSINESS NAME CONTACT PERSON TELEPHONE NO.

ADDRESS STREET CITY STATE ZIP

EMPLOYEE FIRST NAME MI EMPLOYEE LAST NAME
SOCIAL SECURITY NO. STREET NO. STREET NAME UNIT/APT
CITY STATE ZIP START-OF-WORK DATE

EMPLOYEE FIRST NAME MI EMPLOYEE LAST NAME
SOCIAL SECURITY NO. STREET NO. STREET NAME UNIT/APT
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SOCIAL SECURITY NO. STREET NO. STREET NAME UNIT/APT
CITY STATE ZIP START-OF-WORK DATE



INSTRUCTIONS FOR COMPLETING THE REPORT OF NEW EMPLOYEE(S)

WHO MUST BE REPORTED:

Federal law requires all employers to report all newly hired or rehired workers to the Employment Development Department (EDD) within 20 days of their start-of-work date. State and county agencies use this information to assist them in locating parents who are delinquent in their child support obligations.

An individual is considered a **new hire** on the first day in which he/she performs services for wages. An individual is considered a **rehire** if the employer/employee relationship has ended and the returning individual is required to submit a Form W-4 to the employer.

WHAT MUST BE REPORTED ON THIS FORM:

Employer's:

- California Employer Account Number
on each form completed
- Branch Code - Complete only if employer was assigned a Branch Code number
- Federal Employer Identification Number
- Business name and address
- Contact person and telephone number

Employee's

- First name, middle initial, and last name
- Social Security Number
- Home address
- Start-of-work date

HOW TO COMPLETE THIS FORM:

Please complete the following information in the spaces provided. If you type the information, ignore the boxes and type in UPPER CASE as shown. Do not use dashes or slashes.

EMPLOYEE FIRST NAME IMOGENE	MI A	EMPLOYEE LAST NAME SAMPLE	
SOCIAL SECURITY NO. 123456789	STREET NO. 1234	STREET NAME ANY STREET	UNIT/APT 312

If you **handwrite this form**, print each letter or number in a separate box as shown. Do not use commas or periods.

EMPLOYEE FIRST NAME I M O G E N E	MI A	EMPLOYEE LAST NAME S A M P L E	
SOCIAL SECURITY NO. 1 2 3 4 5 6 7 8 9	STREET NO. 1 2 3 4	STREET NAME A N Y S T R E E T	UNIT/APT 3 1 2

ADDITIONAL INFORMATION:

If you have any questions concerning the new employee reporting requirement, you may visit our Web site at www.edd.ca.gov/Payroll_Taxes/New_Hire_Reporting.htm, call the New Employee Registry and Independent Contractor Reporting telephone line at (916) 657-0529, call the Taxpayer Assistance Center at (888) 745-3886, or visit your local Employment Tax Office listed in the *California Employer's Guide* (DE 44).

To obtain additional DE 34 forms:

- Visit our Web site at www.edd.ca.gov/Forms/default.asp; or
- For 25 or more forms, call (916) 322-2835
- For less than 25 forms, call (916) 657-0529 or call (888) 745-3886

HOW TO REPORT:



For a faster, easier, and more convenient method of reporting your DE 34 information, you are encouraged to report online using any of the options available with EDD's Expanded e-Services for Business. Visit our Web site at <https://eddservices.edd.ca.gov> to choose the option that is best for you.

To file a DE 34 form, complete the information in the spaces provided on the form and fax it to (916) 319-4400 or mail it to the following address:

EMPLOYMENT DEVELOPMENT DEPARTMENT
Document Management Group, MIC 96
P.O. Box 997016
West Sacramento, CA 95799-7016