



This form will be the basic record of YOUR Account.  
**DO NOT FILE FORM UNTIL YOU HAVE PAID WAGES THAT EXCEED \$100.00 IN CALENDAR QUARTER.**  
 Please read **INSTRUCTIONS** on the back before completing form.  
**PLEASE PRINT OR TYPE IN BLUE OR BLACK INK ONLY.**  
 Submit or fax form to \_\_\_\_\_

EMPLOYMENT DEVELOPMENT DEPARTMENT  
 ACCOUNT SERVICES GROUP, MIC 28  
 P.O. BOX 826880  
 SACRAMENTO CA 94280-0001  
 888-745-3886 FAX 916-654-9211  
 www.edd.ca.gov

**REGISTRATION FORM FOR COMMERCIAL EMPLOYERS** See reverse for registration information for other business types.

<b>EDD ACCOUNT NUMBER</b>	<b>Dept. Use Only:</b>	<b>QUARTER</b>	<b>ONLINE PROCESS DATE</b>
-       -			

A. LIST NAMES OF: OWNER(S), PARTNER(S) *, CORP OFFICERS, OR LLC/LLP Members/Managers/Officers	TITLE	SOCIAL SECURITY #	CALIFORNIA DRIVER'S LIC #

*Note: If entity is a Limited Partnership, indicate General Partner with an (\*). List additional partners, LLC/LLP members/officers/managers on a separate sheet.*

B. BUSINESS NAME: (If none, enter N/A)	C. DATE OWNERSHIP BEGAN OPERATING: MM __ DD __ YYYY	D. FEDERAL TAX ID #:
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E. CORPORATION / LLC / LLP/LP NAME: (If none, enter N/A)	E1. SECRETARY OF STATE CORP / LLC / LLP ID #
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F. PHYSICAL BUSINESS LOCATION: (Number and Street, not P.O. Box)	CITY	STATE	ZIP CODE	PHONE NUMBER ( )
G. MAILING ADDRESS: (P.O. Box / Number and Street, only if different than F)	CITY	STATE	ZIP CODE	PHONE NUMBER ( )

*Note: If you have multiple CA locations, please attach the physical business addresses on a separate sheet of paper.*

H. INDICATE FIRST QUARTER & YEAR WAGES EXCEEDED \$100:  Jan-Mar 20\_\_  Apr-Jun 20\_\_  Jul-Sept 20\_\_  Oct-Dec 20\_\_

I. HAVE YOU EVER OWNED OR BEEN A PRINCIPAL OWNER IN A BUSINESS REGISTERED WITH THE EDD: <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, complete J. _____	J. FORMER EDD ACCOUNT NUMBER(S): _____ BUSINESS NAME: _____ ADDRESS: _____ <small>NOTE: If necessary, please provide additional information on a separate sheet.</small>
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K. THIS IS A:  New Business  Hired Employees  Purchased a Business \*\*  Other (Specify) \_\_\_\_\_

\*\* If business was purchased, mark appropriate box and complete the information below.  All  Part

1. Previous Owner      2. Previous Business Name      3. Previous EDD Account #      4. Purchase Price      5. Date of Transfer

\_\_\_\_\_

*Note: For all other changes in form/ownership to your account, please use the Change of Employer Account Information (DE 24).*

L. ENTER THE NUMBER OF EMPLOYEES: Number of employees working in CA _____ Number of employees residing in CA and working out of CA _____	M. EMPLOYEE IS: <input type="checkbox"/> Spouse <input type="checkbox"/> Minor Child (Under 18) <input type="checkbox"/> Employer's Parent If Yes to any of the above, please refer to instructions on reverse.
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N. TAXPAYER TYPE:

<input type="checkbox"/> Individual Owner	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Estate Administration	<input type="checkbox"/> Other (Specify) _____
<input type="checkbox"/> Co-Ownership	<input type="checkbox"/> Association	<input type="checkbox"/> Trusteeship	
<input type="checkbox"/> General Partnership	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Joint Venture	
<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> Receivership	

O. EMPLOYER TYPE: <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> PACIFIC MARITIME <input type="checkbox"/> FISHING BOAT	P. INDUSTRY ACTIVITY: Check the industry, product, or service that represents the greatest portion of your sales or revenue: <input type="checkbox"/> Services <input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Manufacturing <input type="checkbox"/> Professional Employer Organization <input type="checkbox"/> Temp Services <input type="checkbox"/> Leasing Employer <input type="checkbox"/> Other (Specify) _____ <b>Also, describe specific product and/or service in detail:</b> _____
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Q. CONTACT PERSON FOR BUSINESS:	TITLE/COMPANY NAME	DAYTIME PHONE NUMBER: ( )
ADDRESS: _____	FAX NUMBER: ( ) _____	
E-MAIL ADDRESS: _____	BUSINESS WEBSITE: _____	

R. DECLARATION  
 I certify under penalty of perjury that the above information is true, correct and complete, and that these actions are not being taken to receive a more favorable Unemployment Insurance Rate. I further certify that I have the authority to sign on behalf of the above business.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
(Owner, Corporate Officer, Partner, LLC/LLP Member/Manager, or authorized Agent)

Printed Name: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_ Date: \_\_\_\_\_

## INSTRUCTIONS FOR REGISTRATION FORM FOR COMMERCIAL EMPLOYERS

An employer is required by law to file a registration form with the Employment Development Department (EDD) within fifteen (15) days after paying over \$100 in wages for employment in a calendar quarter. Please complete the registration process by doing one of the following:

- Register online from the EDD's e-Services for Business at <https://eddservices.edd.ca.gov>.
  - Mail your completed registration form to the EDD, Account Services Group (ASG) MIC 28, P.O. Box 826880, Sacramento, CA 94280-0001.
  - Fax your completed registration form to the EDD at 916-654-9211.
  - Call for telephone registration at 916-654-8706.
  - If you are already registered and have a change in form or ownership, please complete a *Change of Employer Account Information* (DE 24).
  - Attach additional sheets if your information will not fit in the space provided.
- Industry specific registration forms for Agricultural, Government/Schools/Indian Tribes, Household Workers, Nonprofit, or Personal Income Tax Only, are available online at [www.edd.ca.gov/Payroll\\_Taxes/Forms\\_and\\_Publications.htm#Forms](http://www.edd.ca.gov/Payroll_Taxes/Forms_and_Publications.htm#Forms).

### NEED MORE HELP OR INFORMATION?

- If you have questions regarding this form or the registration account number and assignment process and about whether your business entity is subject to reporting and paying state payroll taxes, you may visit our website at [www.edd.ca.gov/Payroll\\_Taxes/Reporting\\_Requirements.htm](http://www.edd.ca.gov/Payroll_Taxes/Reporting_Requirements.htm). You may also call our Taxpayer Assistance Center at 888-745-3886. For TTY (nonverbal) access, call 800-547-9565. Outside the U.S. or Canada, call 916-464-3502.
- The EDD provides seminars and other educational opportunities for taxpayers to learn how to report employees' wages and pay taxes, pointing out the pitfalls that create errors and unnecessary billings. Visit our website at [www.edd.ca.gov/Payroll\\_Tax\\_Seminars/](http://www.edd.ca.gov/Payroll_Tax_Seminars/) or call us at 888-745-3886 for more information.
- Access the EDD website at [www.edd.ca.gov](http://www.edd.ca.gov).

- A. **LIST INDIVIDUAL OWNER(S), PARTNER(S), CORPORATE OFFICER(S), OR LLC/LLP Members/Managers/Officers** – Enter name, title, Social Security Number, and California driver's license number of each individual.
- B. **BUSINESS NAME** – Enter name by which your business is known to the public. Enter "N/A" if business name is not different from Box A.
- C. **OWNERSHIP BEGAN** – Enter date the new ownership began operating.
- D. **FEDERAL TAX NUMBER** – Enter Federal Employer Identification Number. If not assigned, enter "Applied For."
- E. **CORPORATION/LLC/LLP/LP NAME** – Enter Corporation/LLC/LLP/LP name exactly as spelled and registered with the Secretary of State.  
E1. **SECRETARY OF STATE CORP/LLC/LLP ID NUMBER** – Enter the California Corporate/LLC/LLP/LP identification number.
- F. **PHYSICAL BUSINESS LOCATION** – Enter the California street address (not P.O. Box) and phone number where business is physically conducted. If you have multiple California locations, please attach the physical business addresses on a separate sheet of paper.
- G. **MAILING ADDRESS** – Enter mailing address where the EDD correspondence and forms should be sent. Provide daytime phone number.
- H. **INDICATE FIRST QUARTER AND YEAR WAGES EXCEEDED \$100** – Check the appropriate box for the quarter in which you first paid over \$100 in wages. These wages are subject to Unemployment Insurance, Employment Training Tax, and State Disability Insurance withholdings.
- I. **PRIOR REGISTRATION** – If any part of the ownership shown in items A, B, or E are operating or have ever operated a business at another location, check "Yes" and provide account number, business name, and address in box J.
- J. **FORMER BUSINESS INFORMATION** – If "Yes" is checked in box I, provide former EDD account number, business name, and address.
- K. **STATUS OF BUSINESS** – Check the box that best describes why you are completing this form. If the business was purchased, provide previous owner and business name, EDD account number, purchase price, and date ownership was transferred to this ownership.
- L. **NUMBER OF EMPLOYEES** – Enter the number of employees working in California (CA) or, when applicable, enter the number of employees residing in CA and working outside of CA. Refer to *Information Sheet: Employment* (DE 231) and *Information Sheet: Multi-State Employment* (DE 231D) on our website at [www.edd.ca.gov/Payroll\\_Taxes/Forms\\_and\\_Publications.htm#Publications](http://www.edd.ca.gov/Payroll_Taxes/Forms_and_Publications.htm#Publications) for additional information.
- M. **FAMILY EMPLOYEES** – Refer to *Information Sheet: Family Employment* (DE 231FAM) and *Information Sheet: Specialized Coverage* (DE 231SC) on our website at [www.edd.ca.gov/Payroll\\_Taxes/Forms\\_and\\_Publications.htm#Publications](http://www.edd.ca.gov/Payroll_Taxes/Forms_and_Publications.htm#Publications) for additional information.
- N. **TAXPAYER TYPE** – Check box that best describes the legal form of the ownership shown in items A, B, or E. Co-ownership is defined as husband/wife, spouse, or registered domestic partners. If other, please specify.
- O. **EMPLOYER TYPE** – Check box that best describes your employer type.
- P. **INDUSTRY ACTIVITY** – Check box that best describes the industry activity of your business. Describe the particular product or service in detail. This information is used to assign an Industrial Classification Code to your business. If you would like more information on industry coding or the North American Industry Classification System (NAICS), you can visit the website at [www.census.gov/epcd/www/naics.html](http://www.census.gov/epcd/www/naics.html).
- Q. **CONTACT PERSON FOR BUSINESS** – Enter the name, title/company name, address, daytime phone number, fax number, e-mail address, and business website of the person authorized by the ownership shown in item A to provide the EDD staff information needed to maintain the accuracy of your employer account.
- R. **DECLARATION** – This declaration must be signed by an individual having the authority to sign on behalf of the business.

We will **notify** you of your **EDD Account Number** by mail. To help you understand your tax withholding and filing responsibilities, you will be sent a **California Employer's Guide (DE 44)**. Please keep your account status current by completing a **Change of Employer Account Information (DE 24)** for all future changes to the original registration information. The DE 44 and DE 24 can be accessed through our website at [www.edd.ca.gov/Payroll\\_Taxes/Forms\\_and\\_Publications.htm](http://www.edd.ca.gov/Payroll_Taxes/Forms_and_Publications.htm).