

## Checklist for Completing the *Quarterly Wage and Withholding Report* (DE 6)

Completing the DE 6 with correct information can save time and money for both the employer and EDD.



For a faster, easier, and more convenient method of reporting, you may e-File your DE 6 using the Internet at [www.edd.ca.gov](http://www.edd.ca.gov). This reduces reporting errors and eliminates the need for mailing your DE 6.

If you are still filing a paper DE 6, the following checklist can help prevent reporting errors and erroneous Unemployment Insurance and State Disability Insurance benefit claims.

✓ **Are the following correct?**

- Your Employer Account Number and business name.
- The year and quarter you are reporting.  
(Example: 084 for the quarter ended December 31, 2008.)
- The social security numbers and names of your employees.
- The number of **part-time** and full-time employees in box A.

✓ **To prevent your DE 6 from being misread:**

- Type and use font size 12 in upper-case letters.
- If using a pen, print neatly.
- Use only black ink.

✓ **Verify the monetary amounts.**

- Include dollars and cents. Do not use dashes, commas, or slashes (- , /).
- Are your employees' wages and withholding amounts correct?
- Are page totals and the grand totals correct?

✓ **What to do if you have no payroll for the quarter?**

- Enter zeros in each box in Item A. Check box "C," No Payroll. Sign, date, provide your telephone number on the form, and send to EDD.

✓ **What to do if you are out of business?**

- Check box "D," Out of Business/Final Report. Check this box if this is your final report and you will not be reporting wages in any subsequent quarter. You must also complete an *Annual Reconciliation Statement* (DE 7) and pay any amounts due with a *Payroll Tax Deposit* (DE 88) within 10 days of quitting business to avoid penalty and interest charges.

Employers are responsible to ensure the DE 6 is correct and timely even though you have a payroll service, bookkeeper, or accountant prepare the DE 6.

Do not submit your DE 6 in spreadsheet form. An alternate form DE 6, prepared by your payroll preparer, must first be approved by the Department's Alternate Forms Coordinator. Please call (916) 255-0649 for additional information.

Call the Taxpayer Assistance Center at 1-888-745-3886 if you have any questions.