

INSTRUCTIONS FOR REGISTRATION FORM FOR COMMERCIAL/PACIFIC MARITIME/FISHING BOAT EMPLOYERS

An employer is required by law to file a registration form with the Employment Development Department (EDD) within **fifteen (15) calendar days** after paying over \$100 in wages for employment in a calendar quarter, or whenever a change in ownership occurs. Please complete all items on the front of this DE 1 and do **one** of the following:

- Mail your completed registration form to EDD, Account Services Group MIC 28, PO Box 826880, Sacramento, CA 94280-0001 **or**
- Fax your completed registration form to EDD at (916) 654-9211 **or**
- Call for telephone registration at (916) 654-8706

There are industry specific registration forms related to each type of employer. Please use the appropriate form to register. A complete list of registration forms is located on the front of this form.

NEED MORE HELP OR INFORMATION?

- Call Account Services Group (ASG) in Sacramento at (916) 654-7041 with questions regarding this form or the registration and account number assignment process.
- Contact the nearest Taxpayer Education and Assistance (TEA) office listed in your local telephone directory under State Government, EDD or call a TEA Customer Service Representative at 1-888-745-3886 with questions about whether your business entity is subject to reporting and paying state payroll taxes. For TTY (nonverbal) access, call 1-800-547-9565.
- Access the EDD Web site at www.edd.ca.gov

- A. 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, purchase price, date ownership was transferred to this ownership and EDD account number.
- B. PRIOR REGISTRATION** - If any part of the ownership shown in items E, F, or G are operating or have ever operated at another location, check "Yes" and provide account number, business name, and address.
- C. WAGES** - Check the box for the quarter in which you first paid over \$100 in wages.
- D. BUSINESS NAME** - Enter the name by which your business is known to the public. Enter "None" if no business name is used. Enter the date the new ownership began operating. Enter Federal Employer Identification Number. If not assigned, enter "Applied For".
- E. INDIVIDUAL OWNER** - Enter the full given name, middle initial, surname, title, social security number, and driver's license number.
- F. CORPORATION/LLC/LLP/LP NAME** - Enter Corporation/LLC/LLP/LP name exactly as spelled and registered with the Secretary of State. Include the California Corporate/LLC/LLP/LP identification number.
- G. LIST ALL PARTNERS, CORPORATE OFFICERS, OR LLC/LLP MEMBERS/MANAGERS/OFFICERS** - Enter the name, title, social security number and driver's license of each individual.
- H. MAILING ADDRESS** - Enter the mailing address where EDD correspondence and forms should be sent. Provide daytime business phone number.
- I. BUSINESS ADDRESS** - Enter the California address and telephone number where the business is physically conducted. If there is more than one California location, list the business addresses on a separate sheet and attach to this form.
- J. ORGANIZATION TYPE** - Check the box that best describes the legal form of the ownership shown in items E, F, or G.
- K. EMPLOYER TYPE** - Check the box that best describes your employer type.
- L. INDUSTRY ACTIVITY** - Check the 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 Web site:
www.census.gov/epcd/www/naics.html

Enter the number of California employees. Check "Yes" if there are multiple locations under this EDD Account Number.

- M. CONTACT PERSON FOR BUSINESS** - Enter the name, title/company address, and phone number of the person authorized by the ownership shown in items E, F, or G to provide EDD staff information needed to maintain the accuracy of your employer account.
- N. DECLARATION** - This declaration should be signed by one of the names shown in item(s) E or G.
- O. PAYROLL TAX EDUCATION** - EDD provides educational opportunities for taxpayers to learn how to report employees' wages and pay taxes, pointing out the pitfalls that create errors and unnecessary billings. Help is only a telephone call or Web site away.

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 notifying ASG of all future changes to the original registration information.