

## EDD QUARTERLY RETURN PROCESS

1. Run Escape's Pay91a for the appropriate quarter
2. Report SUI Wages on Form DE9423
  - a. Complete Line A using the Number of Employees Paid found on the last page of the Pay91a
  - b. Line B is the Total SUI Wages on the last page of the Pay91a
    - i. When there are Negative Amounts, Line B is the *Positive* SUI Wages amount
  - c. Line C is the Total SUI Wages on Line B multiplied by the Employer SUI contribution rate (current Payroll Rates can be found on Escape's Home Page). This amount should be the same Total SUI Deducted amount found on the last page of the Pay91a
    - i. When there are Negative Amounts, Line C is the *Positive* SUI Deducted amount
  - d. Line D is left blank when *there are no negative amounts*
    - i. When there are Negative Amounts, Line D is the *Negative* SUI Deducted amount
  - e. Line E is the Total SUI Taxes Due and the amount you owe (Line C minus Line D)
  - f. When there are Negative Amounts, also complete Form DE938SEF to report adjustments to prior quarters
3. Report SDI Wages (if applicable) on EDD's website and make payment electronically either by scheduling EDD to pull the funds from the district's clearing account (after funds have been deposited to the account to cover the payment) or by credit card
  - a. Report the Total SDI Wages (SDI Capped Wages when applicable)
    - i. When there are Negative Amounts, use the *Positive* SDI Wages amount and *Positive* SDI Deducted amount
  - b. When there are Negative amounts also file online an adjustment to both the Wage Report and the Tax Return when applicable
4. Send to Janelle Sarsfield at SCOE through AV or email to [Jsarsfield@scoe.org](mailto:Jsarsfield@scoe.org)
  - a. Copy of the Pay91a – Only the page with “There are no negative amounts for this Org” or when there are negatives, the last page with the Negative Totals
  - b. Copy of the DE9423
  - c. Copy of the DE9 (if applicable)