

## HOW TO PAY PAYROLL TAXES YOURSELF

### IRS

State: California

This information provided for informational purposes only. User must do their own research based on current payment policies of the IRS and their state. Use of this information is provided free of charge and cannot bind Pink Payroll or its owners, subsidiaries or employees to an agreement or contract. Use at your own discretion and risk.

As with most things, the first time understanding this might seem confusing. Be patient. Print your payroll reports, have the Payroll Expense Summary on top, find the DE-88 Coupon, then read on. We suggest you go over twice. Once you understand, it should be fairly routine.

**Note: Always submit electronic payments one day in advance of due date. Check the daily submission deadlines with the IRS and State(s) online.**

### **SECTION 1: HOW TO MAKE PAYMENTS**

**PAYROLL EXPENSE SUMMARY REPORT:** If this report has been provided as part of your reports package, the information at the top has contact information for the IRS and California. These agencies can direct you to payment options.

### **IRS PAYMENTS – EFTPS**

#### **ONLINE OR TELEPHONE PAYMENT**

EFTPS: register in advance. <https://www.eftps.gov/eftps/>

Pay by internet or phone (automated menu). This service will debit your bank account.

#### **CREDIT CARD PAYMENT**

[www.irs.gov/uac/Pay-Taxes-by-Credit-or-Debit-Card](http://www.irs.gov/uac/Pay-Taxes-by-Credit-or-Debit-Card)

#### **CHECK (by Mail) PAYMENT**

Information not provided due to limitations imposed by IRS on this method

### **STATE: CALIFORNIA Employment Development Department (EDD)**

#### **ONLINE PAYMENT BY BANK DEBIT (ACH)**

1. Get our your DE-88 Coupon to locate the amount due.
2. One Time payments can be made without preregistering online. Call 1-888-745-3886 for help to navigate to the menu. It can be a little difficult to find yourself.

3. Register your business account with EDD. Online access to pay online:  
<https://eddservices.edd.ca.gov/tap/secure/eservices>

## **CHECK PAYMENT**

For clients who are “Notice Only” and pay their own taxes, our system emails you a “DE-88” coupon with each payroll. Enclose a check for the total on the coupon, with the coupon, and mail to:

Employment Development Department  
P.O. Box 826276  
Sacramento, CA 94230-6276

Online instructions for this coupon are online: [http://www.edd.ca.gov/pdf\\_pub\\_ctr/de88alli.pdf](http://www.edd.ca.gov/pdf_pub_ctr/de88alli.pdf)

## **SECTION 2: WHAT TAXES ARE DUE?**

This is general information. For your specific taxes and due dates, look at your payroll reports.

**941 Taxes:** IRS taxes that are due in one lump sum. This is a combination of 1) Employee Withholding, 2) Employer and Employee Medicare, and 3) Employee and Employer Social Security Tax. Your due date will be on the Payroll Expense Summary Report; this 941 Tax is totaled as ONE AMOUNT.

The date these are due is determined by the IRS. However, we often choose the SemiWeekly Depositor (sooner due date) rather than the Monthly because we cannot guarantee you will provide us the letter from the IRS showing a change in payment due date and want to insure your taxes are timely. You may call the IRS if you want to verify your schedule. Options are: Monthly by the 15<sup>th</sup>, SemiWeekly, Next Day.

**California State Withholding and Disability (SIT and SDI):** These two taxes are paid together. Our system pays these following the IRS 941 Schedule (see above). The DE-88 Coupon is generated with your reports. If you are **SEMI-WEEKLY DEPOSITOR**, then the DE-88 is generated each payroll. If you are a **MONTHLY** depositor, the DE-88 is generated after the last payroll of the month.

**Unemployment Taxes:** These are due QUARTERLY, usually by the 31<sup>st</sup> of the month following the end of the quarter:

1. Federal Unemployment 940:
2. State Unemployment & ETT: DE-88 Coupon will be provided with your last payroll of each quarter that includes this tax
3. Summary: when you see the due dates on the Payroll Expense Summary you will see a future date of either 1/31, 4/30, 7/31 or 10/31, meaning you don't need to pay with each payroll.