

## **INFORMATION REGARDING EDD REQUEST FOR INCOME VERIFICATION DOCUMENTS**

### **Why did I receive a notice from the EDD requesting documents verifying my 2019 income?**

The EDD is now requesting income verification documents for calendar year 2019 from PUA benefit recipients receiving more than the \$167 minimum weekly benefit amount. PUA recipients who have UI Online accounts are receiving notifications on their UI Online home page asking them to upload income documents. PUA recipients who don't have UI Online accounts are receiving paper notices in the mail.

### **Why are only some PUA recipients receiving income verification requests, and not others?**

It appears to be an audit for PUA benefit recipients who are receiving more than the \$167 minimum weekly benefit amount. Members receiving the \$167 minimum weekly benefit amount have reported that they haven't gotten any such income verification requests.

### **Is there a deadline to provide the EDD with documents verifying my 2019 income?**

Yes, according to the EDD, you have 21 days from the date of your notice. If you have a UI Online account, your upload deadline will be on your UI Online home page under the Notifications section. We recommend that you upload your documents before your deadline to avoid delays due to possible technical difficulties. If you don't have a UI Online account and you received a paper notice in the mail, your submission deadline should be on your paper notice. The upload/submission deadline provided by the EDD on each member's notice (either through email or paper) is usually 21 days from the date of each member's own notice.

### **What if I don't submit documents to verify my 2019 income within the deadline?**

You must upload the required documents to avoid a decrease in your weekly benefit amount. If you were paid benefits, you may have to repay the EDD what you were not entitled to receive.

### **What documents should I submit to verify my 2019 income?**

You may submit one or more of the following documents: federal tax return (IRS Form 1040, Schedule C or F); state tax return (CA Form 540); W-2; paycheck stubs; payroll history; bank receipts; business records; contracts; invoices and corresponding documents; any other documents to prove your 2019 income. For self-employment, the documents must show your **net** income (i.e. Schedule C, line 31). Tax documents such as the IRS 1040 and an associated Schedule C are preferred. IRS Form 1099-MISC is not an acceptable income document. For regular employment, the documents must show your gross income, such as W-2. Providing check stubs showing your earnings each quarter would also be helpful.

**How do I submit my income verification documents?**

Log in to your UI Online account (if you have one) and go to the Upload Income Documents for PUA section on the home page to provide the required documents. You'll need to submit your documents through an upload link which opens DocuSign to attach your documents. If you don't have a UI Online account or if you prefer to mail your documents, then you can mail your documents to:

Employment Development Department  
PUA 2019 Income Verification  
PO Box 989726  
West Sacramento, CA 95798-9726

If you choose to mail your documents, make sure you write your 10-digit EDD Customer Account Number (EDDCAN) clearly at the top of each page. Do not mail your documents if you submit them online because this may delay processing.

**How do I inform the EDD that I do not have any 2019 income verification documents?**

If you have a UI Online account, login and select "No" to the question "Do you have Documents to Upload?" Upon clicking "No", you will get the following message: "If you don't submit the required documents, your weekly benefit amount will decrease to as low as \$167 going forward. You'll be required to repay the EDD difference for each week you were paid." If you received a notice in the mail, write "No income documents for 2019" above the signature line before you sign, date, and mail the notice back to the EDD.

**I received a notice in the mail from the EDD asking me to verify my 2019 income. What should I do?**

If you received a notice in the mail, follow the instructions on the notice and submit it along with your income documents.

**If I've already returned to work and am no longer receiving PUA benefits, do I still have to verify my income?**

Yes, if you were paid benefits and you don't submit the required documents, you may have to repay the EDD what you were not entitled to receive.