WORK WITH EDD

TO STOP
UI IMPOSTER FRAUD

To assist in fraud prevention efforts, you may receive a Request for Additional Information (DE 1326ER) to verify information that will authenticate an individual's identity. By completing and returning the DE 1326ER to EDD in a timely manner, you will help protect your UI employer account and your employees from fraud. Questions regarding your reserve or reimbursable account should be directed to the telephone numbers listed below:

TAX RATED EMPLOYERS
Contribution Rate Group at 916-653-7795

REIMBURSABLE EMPLOYERS
Reimbursable Accounting Group at 916-653-5846

The brochure Protect Your Identity and Stop Unemployment Insurance Imposter Fraud (DE 2360EE) provides resources for employees who may be victims of identity theft or UI imposter fraud. Employers can order copies of this brochure by calling 916-255-1743.
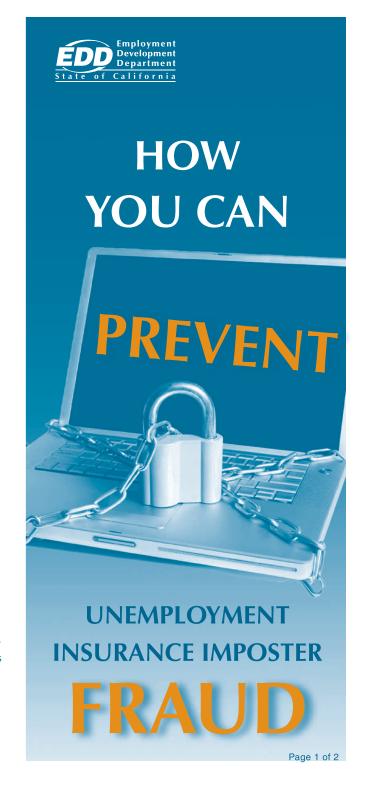
STATE OF CALIFORNIA

LABOR AND WORKFORCE
DEVELOPMENT AGENCY

EMPLOYMENT DEVELOPMENT
DEPARTMENT

EDD Employment
Development
Department
State of California

HOW
YOU CAN
PREVENT

UNEMPLOYMENT
INSURANCE IMPOSTER
FRAUD

THE EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)
is committed to maintaining the integrity of the Unemployment Insurance (UI) Program.
Here are tips on how you can help EDD prevent UI imposter fraud and identity theft and,
at the same time, help control your UI costs.

VERIFY

SOCIAL SECURITY NUMBERS

At the time of hire, verify that your employees' names and Social Security Numbers (SSNs) match the Social Security Administration's (SSA) records. The SSA offers employers and authorized reporting agents several methods for verifying employees' SSNs:

■ **ONLINE VERIFICATION**

Verify up to 10 names and SSNs online and receive immediate results. This option is ideal to verify the SSNs of new hires. For large volume verification, upload batch files of up to 250,000 names and SSNs and typically receive results the next government business day.

■ **ADDITIONAL VERIFICATION OPTIONS**

Verification requests may also be submitted on paper or over the phone by calling **1-800-772-6270**. For more information about online and other SSN verification options, visit the SSA's Web site at **www.ssa.gov/employer/ssnv.htm**.

Employers may also verify employment authorization of newly hired employees by participating in the E-Verify Program at **https://www.vis-dhs.com/EmployerRegistration**. For more information, contact the U.S. Citizenship and Immigration Services (USCIS) at **1-888-464-4218**.

DESTROY

RECORDS PROPERLY

An important way to protect yourself and your employees is by properly disposing of old payroll records. California law requires you to properly destroy (i.e., shred, erase, etc.) the personal information in all records under your control when disposing of them. For more information on protecting yourself and your employees from identify theft, and updates on recent privacy protection legislation, visit the California Office of Privacy Protection Web site at **www.privacy.ca.gov**.

REVIEW

YOUR EMPLOYER NOTICES

UI benefits paid to your former employees represent a charge to your reserve or reimbursable account and, in the case of tax rated employers, may impact your employer contribution rate for UI. To protect these accounts, employers should carefully review all notices including the Notice of Unemployment Insurance Claim Filed (DE 1101 series), Request for Additional Information (DE 1326ER), and the Notice of Wages Used for Unemployment Insurance Claim (DE 1545 series) and respond promptly if there are any discrepancies.

KEEP

GOOD EMPLOYMENT RECORDS

When an individual's employment ends with you for any reason, be sure to keep detailed records so you can respond to EDD notices, telephone calls, or investigations.

PROTECT

YOUR EMPLOYEES

Use an alternate employee number rather than a Social Security Number to identify employees on internal time cards, correspondence, etc. Do not openly display or discuss personnel information.

REPORT

SECURITY VIOLATIONS OF
YOUR PAYROLL OR PERSONNEL DATA

If your payroll or personnel data has been compromised, or you suspect fraudulent activity on your UI employer account, report it online via a secure connection at **www.edd.ca.gov** or call EDD's toll-free Fraud Hotline at **1-800-229-6297**.

For more information on UI Fraud, visit the EDD Web site at **www.edd.ca.gov**.