

# UI How-To: Make Sure EDD Has Your Earnings History

You may be eligible for unemployment insurance if the company you worked for paid you as an independent contractor or did not pay payroll taxes on your claim. Many workers who are classified as “Independent Contractors,” including gig workers, delivery workers, janitors, nail technicians, and workers who work scheduled shifts, are often employees under California law. If you are an employee under California law, you can access unemployment insurance, even if your employer paid you as a contractor. **But you will need to take a few extra steps to make sure you receive the benefits you are entitled.**

## How to add wages to your UI claim

Once you have filed your Unemployment Insurance Claim and have received a Notice of Unemployment Insurance Award, follow the below steps to initiate an investigation of the wages you have earned, so you can get all the benefits you deserve. **A video describing steps 4-7 is available at [bit.ly/EDD-ADD-WAGES](https://bit.ly/EDD-ADD-WAGES).**

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- Step 1.** Gather evidence of your wage information, including 1099s, 1099-Ks, and 1099-MISCs you received from 2019 and 2018. If your 1099s do not show your monthly earnings, or you did not receive 1099s or 1099-Ks, gather other evidence of your earnings, such as pay stubs, bank deposits, or screen captures from the company app showing how much you earned.
  - Step 2.** Cross out the incorrect information on your Notice of Award, and write in the correct amount for each of the four quarters in the table of the Notice of Award, using the information from your 1099s and other evidence. (See visual instructions on next page.)
  - Step 3.** Mail copies of the wage information to EDD by sending them to the address listed at the top left corner of your "Notice of Unemployment Insurance Award" letter.
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- Step 4.** Log onto UI Online at [uio.edd.ca.gov](https://uio.edd.ca.gov), click the UI Online button, and then click the “Contact Us” tab on the right side of the webpage.
  - Step 5.** Select “Claim Questions” under the Question Category dropdown menu. Then select “Missing Wages from Claims” from the Question Topic dropdown menu.
  - Step 6.** Briefly state why EDD does not have your wage information. If you drive for Uber, you can write the following (filling in the appropriate information):  

I was misclassified by Uber as an independent contractor, and my notice of award does not reflect the wages I earned while working for Uber. According to the 1099-K I received from Uber, I earned \$XX,XXX between January and March, earned \$XX,XXX between April and June, earned \$XX,XXX between July and September, and earned \$XX,XXX between October and December. According to the 1099-K for 2018, I earned \$XX,XXX between October and December 2018.
  - Step 7.** Click “Submit”

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## An Illustrated Guide to Steps One through Step Three

**Step One**  
Gather 1099-Ks and other evidence of wages

CORRECTED (if checked)

FILED name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.  
**LYFT, INC**  
 156 BERRY ST. SUITE 5000  
 SAN FRANCISCO, CA 94107

FILED TIN: 20-8608830  
 PAYEE'S TIN:

OMB No. 1545-2209  
**2019**  
 Form 1099-K  
**Payment Card and Third Party Network Transactions**

1a Gross amount of payment card/third party network transactions: \$23,534.31  
 1b Card Not Present transactions:

2 Number of payment transactions: 2365  
 3 Federal income tax withheld: \$0,074.40

4 Merchant category code: 4121  
 Copy B For Payee  
 This is important tax information and a being furnished to the IRS; if you are required to file a return, a negligence penalty may apply.

5a January: \$3,620.08  
 5b February: \$0,074.40  
 5c March: \$1,497.72  
 5d April: \$0,360.84  
 5e May: \$0,360.84  
 5f June: \$0,030.02  
 5g July: \$3,137.00  
 5h August: \$0,834.30  
 5i September: \$0,834.30  
 5j October: \$0,834.30  
 5k November: \$0,834.30  
 5l December: \$0,834.30

6 State: CA

Check to indicate if FILER is a (n):  
 Payment settlement entity (PSE)   
 Electronic Payment Facilitator (EPF)   
 Other (third party)

Check to indicate transactions reported are:  
 Payment card   
 Third party network

**Note**  
On 1099-Ks, wages are broken out month by month

PSE's name and telephone number:  
 Account number (see instructions)  
 Form 1099-K

EDD Call Center  
 PO Box  
 City, CA ZIP Code



Mail Date: 00/00/0000

**Step Two**

a. Cross out the incorrect information on Notice of Award.

b. Write in the correct information, using the evidence you've gathered. If a 1099 does not have information about when you were paid during a year, and you were paid over the course of the entire year, you can divide the total on the 1099 by four and put that amount for each quarter. But if you were paid substantially during a single quarter, its better to report your earnings more precisely.

**NOTICE OF UNEMPLOYMENT INSURANCE AWARD**

1. Claim Beginning Date: 00/00/0000  
 2. Claim Ending Date: 00/00/0000  
 3. Maximum Benefit Amount: \$0000  
 4. Weekly Benefit Amount: \$000  
 5. Total Wages: 00,000.00  
 6. Highest Quarter Earnings: 0,000.00

7. This item does not apply to your claim. For more information, see item 7 on the reverse.  
 8. **You must look for full time work each week.** For more information, refer to the handbook, *A Guide to Benefits and Employment Services*, DE 1275A, available online at [www.edd.ca.gov/forms/](http://www.edd.ca.gov/forms/).  
 9. This item does not apply to your claim.  
 10. This Claim Award is calculated based on the (Standard or Alternate) Base Period.

11. Employee Name:	12. Employee Wages for the Quarter Ending:				13. Employer Name:
	Month/Year	Month/Year	Month/Year	Month/Year	
Claimant's Name	<del>0,000</del>	<del>0,000</del>	<del>0,000</del>	<del>0,000</del>	Uber Technologies, Inc.
14. TOTALS:	<del>0,000</del>	<del>0,000</del>	<del>0,000</del>	<del>0,000</del>	

\$6,540.56 | \$5,430.17 | \$1,654.04 | \$9,002.17 | Uber Technologies, Inc.  
 \$0,000.00 | \$1,139.10 | \$7,134.93 | \$1,015.17 | Lyft, Inc.  
 \$6,540.56 | \$6,569.27 | \$8,788.97 | \$10,017.34 | Total Wages

**Step Three**

Mail form and 1099s or other wage information to address on left hand corner of Notice

# UI How-To: Make Sure EDD Has Your Earnings History

## An Illustrated Guide to Steps Four through Step Seven

The screenshot shows the California Employment Development Department (EDD) website. At the top right, a red box labeled "Step Four" has an arrow pointing to the "Contact Us" link in the navigation bar. Below the navigation bar, the "Contact Us" page is displayed. A red box labeled "Step Five" points to the "Question Category" dropdown menu, which is set to "Claim Questions" and the "Question Topic" dropdown menu, which is set to "Missing Wages from Claim". Below this, there is an "Information" section with text about checking the Notice of Unemployment Insurance Award and reporting missing wages. A red box labeled "Step Six" points to a text area containing a sample question: "I was misclassified by Uber as an independent contractor, and my notice of award does not reflect the wages I earned while working for Uber. According to the 1099-K I received from Uber, I earned \$XX,XXX between January and March, earned \$XX,XXX between April and June, earned \$XX,XXX between July and September, and earned \$XX,XXX between October and December. According to the 1099-K for 2018, I earned \$XX,XXX between October and December 2018." A red box labeled "Step Seven" points to the "Submit" button at the bottom of the page.