

AUTHORIZATION FOR RELEASE OF RECORDS

TO: EMPLOYMENT DEVELOPMENT DEPARTMENT

I, \_\_\_\_\_, authorize the Employment Development  
(type or print name)

Department (EDD) to release a copy of the following records pertaining to

myself, \_\_\_\_\_, covering the period  
(specify type of record, see below)

from \_\_\_\_\_ to \_\_\_\_\_ to the following individual or  
(month/day/year) (month/day/year)

entity:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State. Zip Code

This Authorization shall remain in effect for 90 days from the date below or until

\_\_\_\_\_  
(month/day/year)

A copy or facsimile of this Authorization shall be as valid as the original.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Types of records maintained by EDD: \_\_\_\_\_ Wages (reported by quarter)

[The disclosure of your social security number is voluntary. However, since most EDD records are filed by social security number, EDD may be unable to locate any or all of the records requested without disclosure of your social security number.]

## Wage Request Requirements

Arnold Schwarzenegger  
Governor

- All requests must be in writing and require:
  - ✓ Printed Name - include all names used to report wages (Maiden name, Married name, etc.)
  - ✓ SSN
  - ✓ Mailing Address
  - ✓ Years of requested history- if no specific time frame is noted, only wages for current quarters will be provided
  - ✓ Signature

- Requests received without the required information cannot be processed.

Requests may be faxed to (916) 255-6453 or sent by mail to:

Employment Development Department  
Document Management Group, MIC 23B  
P.O. Box 826880  
Sacramento, CA 94290

- We are unable to fax processed requests. Once processed, your work history will be sent to the mailing address provided in your request.
- We can provide a list of state wages as reported by the employer for 1997 through to the most current reported quarter. The wage information is provided by quarter only (**no exact dates**). Years prior to 1997 are no longer available.

***NOTE: Requests can be processed only if wages were reported to the state for the requested quarters. If there are no wage records for the quarters requested, we will be unable to process your request and you will be sent a letter to this effect.***

- We can provide employment information only, not unemployment and disability insurance information. For information on UI and DI benefits earned, contact the appropriate division at the numbers provided:
  - ▷ Unemployment Insurance. 1-800-795-0193
  - ▷ Disability Insurance, 1-800-480-3287
- EDD does not have federal information or copies of W-2's. You can contact the IRS, the State Controller, and the Franchise Tax Board at the numbers provided for more information about obtaining federal information or copies of W-2's.
  - ▷ IRS (Federal Information): 1-800-829-1040
  - ▷ State Controller (State Agency employees): 916-322-8052
  - ▷ FTB: 1-800-852-5711

### **PLEASE ALLOW UP TO EIGHT WEEKS FOR WAGE REQUEST PROCESSING.**

**Note: The processed work history will show only wages reported for both your name and SSN. If wages are reported for your SSN using any name other than the one listed on the request, that wage information cannot be provided to you. If you suspect identity theft, contact the EDD Fraud Hotline at 1-800-229-6297.**

If you have any additional questions regarding wage history requests, call (916) 255-6451.