Tips for Completing Disability Insurance Claim Form

There are two ways to file a claim for Disability Insurance (DI) benefits: completing the paper application or completing the online application. Enclosed is the new version of the Claim for Disability Insurance Benefits, DE 2501, designed with Optical Character Recognition (OCR) functionality.

To avoid delays in claims processing when filing a claim using the paper application, please complete the form as follows:

- Use black ink only.

- Type or write clearly **within** the boxes provided.

- Fill out only the claimant's portion of the form (Part A).

- Include your Social Security number on all documents including attachments.

- Do not fax the form.

- Mail the completed form to the Employment Development Department (EDD) in the pre-addressed envelope provided.

- Do not mail this form to the EDD if you have already submitted your claim online.

State Disability Insurance (SDI) now offers faster processing of claims when you use the online claim application. This new system provides customers with electronic and automated options that are simple to use and available 24 hours a day, 7 days a week. Complete and submit a claim form on SDI Online at www.edd.ca.gov/Disability.

If you need assistance completing this form, or have any further questions, please contact us at 800-480-3287 (English) or 866-658-8846 (Spanish). TTY users, please call 800-563-2441. You may also access SDI information at www.edd.ca.gov.

EDD Employment Development Department
State of California