



SPECIAL NOTICE

CALIFORNIA DEPARTMENT
OF TAX AND FEE
ADMINISTRATION
450 N Street
Sacramento, CA 95814

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Governor

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Secretary
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CDTFA WEBSITE
www.cdtfa.ca.gov

CUSTOMER SERVICE CENTER
1-800-400-7115
CRS
711

Revisions to the Public Warehouse Distilled Spirits Inventory Report *and* Launch of Online Filing Effective November 9, 2020

Your *Public Warehouse Distilled Spirits Inventory Report* will be included in our online services system on November 9, 2020. To help you prepare, here are some important details about the reporting changes and filing online with the California Department of Tax and Fee Administration (CDTFA).

What to expect

CDTFA-506-PW, *Public Warehouse Distilled Spirits Inventory Report*

- Public Warehouse Information Section:
 - Your *CDTFA Public Warehouse Account Number* will be required.
 - Your account number will be created and will be available in our online services system in November 2020.
 - If you are unable to login to obtain your account number, please contact us. For CDTFA contact information, see *How to prepare* on the next page.
- Distilled Spirit Licensee Information Section:
 - As a reminder, you will need to provide the *Distilled Spirit Licensee's CDTFA Account Number*.
 - These account numbers are located on our online *Tax Guide for Alcoholic Beverage*, under the *List of Licensees for Reporting Purposes* at www.cdtfa.ca.gov/taxes-and-fees/alcoholic-beverage-tax.htm#resources.
- No Longer Required:
 - Notarization of your report.
 - The two-part *Public Warehouse Distilled Spirits Inventory Report*, CDTFA-1247-A and CDTFA-1247-B.

File online

Go Paperless! File your report in our online services system, CDTFA's preferred filing method, starting November 9, 2020.

- You will need to create a login before you can file online. See *How to login* below.
- Your *CDTFA Account Number*, Reporting Period, and Address will automatically display.
- You will be able to upload your report using an electronic template or add records individually.
- We will email you a courtesy reminder to the email address we have on file prior to each filing due date. See *How to prepare* on the next page.
- You will be able to file an amended report online for reporting periods after December 2020.

How to login

- Sign up for a new username and password.
 - This fall, we will mail you instructions on how to sign up for a new username and password and the security code needed to complete the sign-up process.

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Warehouse Distilled Spirits
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- Business owners who already have a username and password in the new system will automatically have access to the public warehouse account beginning November 9, 2020.

How to prepare

Please confirm or update your email and mailing address with us at STFRegUpdates@cdtfa.ca.gov or call our Customer Service Center at 1-800-400-7115 (CRS:711). Select the *Special Taxes and Fees* and follow the prompts for *Registration and Licensing* and then *Alcoholic Beverage Taxes*. Customer service representatives are available Monday through Friday from 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays.



Be Counted!

If we're not counted, we won't be seen or heard. Let's use our voices and fight for our families and communities by filling out the #2020Census! Education, healthcare, and infrastructure spending is determined from Census data. Get counted at californiacensus.org or by calling 1-844-330-2020 now.