cdtfa.ca.gov

Welcome to The CDTFA's Sales and Use Tax Return Preparation Class

Presentation Objectives

What is being taught in this seminar:

❖ How to create a Username and Password for full access to your account on our new online system.

❖ How to complete a basic sales and use tax return.

❖ How to electronically file and pay a basic sales and use tax return.

Get It in Writing

Revenue and Taxation Code Section 6596, *provides*

"If the [CDTFA] finds that a person's failure to file a timely return or pay is due to the person's reasonable reliance on written advice from the [CDTFA], the person may be relieved of taxes imposed by sections 6051 and 6201 and any penalty or interest added thereto…"

Online Services
Full Access to Your Account

Account Maintenance Capabilities with a
Username and Password:

- Register a new business activity
- Close a location/or account
- Update Identification number
- Change your business name
- (DBA)
- Request a payment plan
- Cancel an unprocessed draft of a return
- Store your payment information

- Amend a return
- Add a contact for books and records
- Print permit and/or license
- Renew cigarette/tobacco retailer license
- File/manage an appeal
- Request relief from penalty and/or from interest (for CDTFA or DMV errors)
- Submit a claim for refund
- Request reinstatement

Online Services
Full Access to Your Account

Account Maintenance Capabilities with a
Username and Password continued**:**

- Request innocent spouse relief
- View account balances
- Update location of books and records
- Update inventory address
- Update mailing/primary address
- View mailed correspondence
- Request access to an account

- Approve and cancel online service access for third parties
- Request to go paperless
- Monitor online activity
- Request Power of Attorney
- Request a filing extension
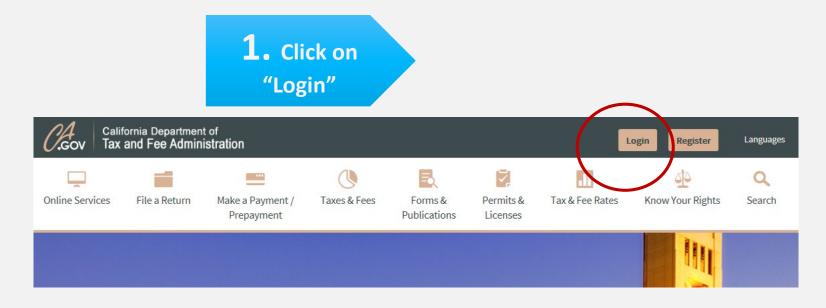
Online Services
Full Access to Your Account

Easy 2-Step Process!

1. Request a Security Code

**2. Register for a Username
and
create a Password**

First Time Users
The Registration Process

Online Services | *Requesting a Security Code*

Full Access to Account Features

cdtfa.ca.gov

1. Click on "Login"

First Time Users
The Registration Process

Online Services | *Requesting a Security Code*
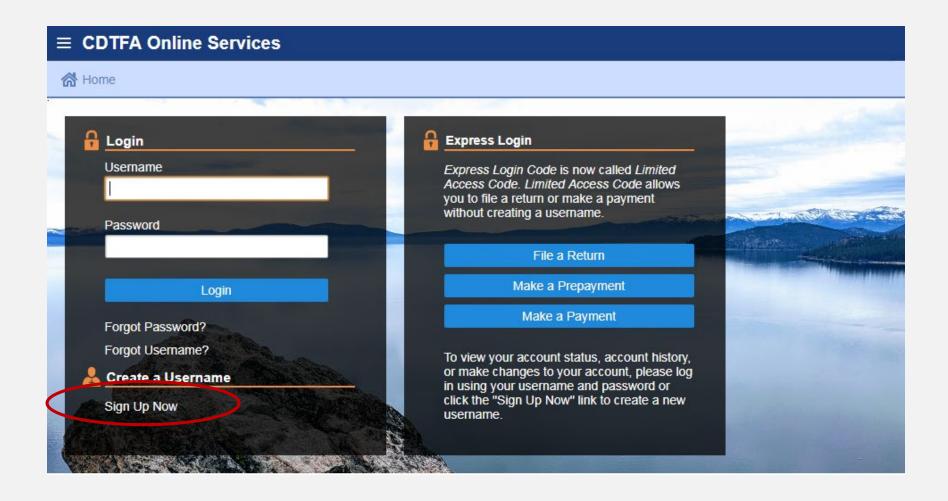## Full Access to Account Features

2. **Click on "File a sales and use tax return"**

View or Manage your Accounts

Due to an ongoing upgrade of our online services, view or maintain information for the following types of accounts by selecting the link below.

View Accounts

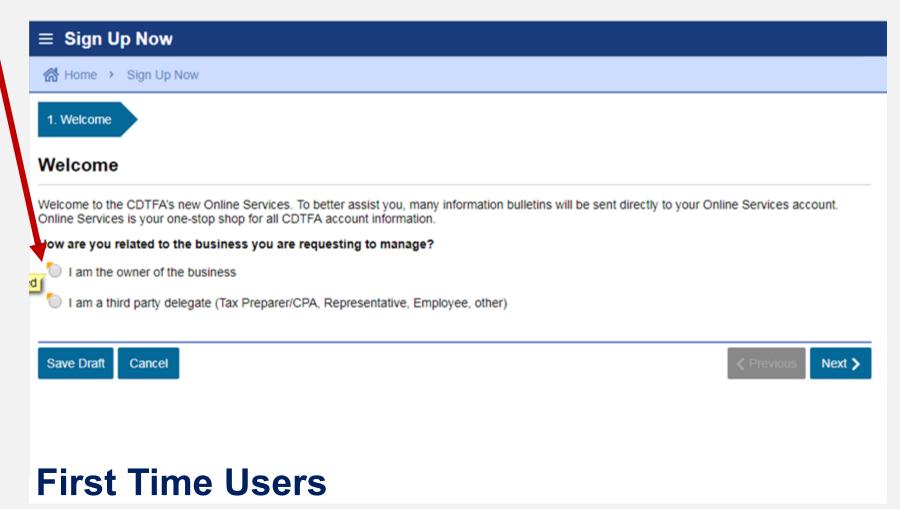- Sales and Use Tax
- Prepaid MTS
- Consumer Use Tax
- Customs Imports
- Motor Vehicle Pre-Collection
- Cigarette and Tobacco Retailer License
- California Tire Fee
- e-Waste Recycling Fee

Full Access to Your Account

First Time Users
The Registration Process

Online Services | Requesting a Security Code
Full Access to Account Features

First Time Users
The Registration Process

Online Services | *Requesting a Security Code*
Full Access to Account Features

You will be asked if you have received a security code. For first time users, you will click on "**No**" to request a security code.

First Time Users
The Registration Process

Online Services | *Requesting a Security Code*
Full Access to Account Features

Make sure you have your **Account Number** and **Limited Access Code** accessible

First Time Users
The Registration Process

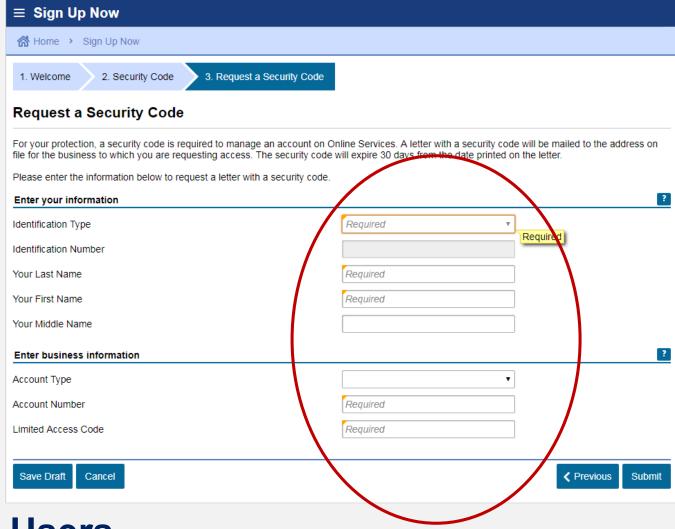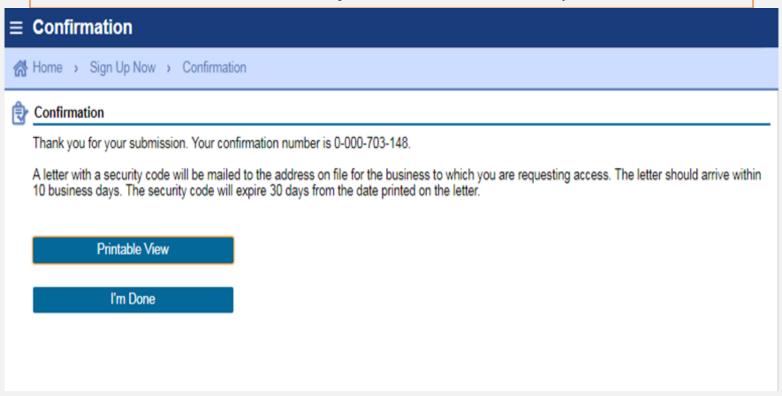# Online Services | *Requesting a Security Code*
Full Access to Account Features

Confirmation that a **Security Code** will be sent by mail

Confirmation

Home › Sign Up Now › Confirmation

Confirmation

Thank you for your submission. Your confirmation number is 0-000-703-148.

A letter with a security code will be mailed to the address on file for the business to which you are requesting access. The letter should arrive within 10 business days. The security code will expire 30 days from the date printed on the letter.

Printable View

I'm Done

First Time Users
The Registration Process

Online Services | *Registering for a Username and Password*
Full Access to Account Features

Click on Sign Up Now

First Time Users
Security Code Received

Online Services | *Registering for a Username and Password*
Full Access to Account Features

Designate whether you are the **owner** or a **third party delegate**

First Time Users
Security Code Received

Online Services │ *Registering for a Username and Password*
Full Access to Account Features

You will be asked if you have received a **Security Code**. Click "**Yes**"

First Time Users
Security Code Received

Online Services | *Registering for a Username and Password*
Full Access to Account Features

Enter **Security Code** and other identifying information

Fill in the required fields

First Time Users
Security Code Received

Online Services | *Registering for a Username and Password*
Full Access to Account Features

Fill in the required fields

Sign Up Now

Home › Sign Up Now

1. Welcome | 2. Security Code | 3. Business Information | **4. Login Information**

Login Information

Enter your username, password, and secret question to create your login.

Username	*Required*
Confirm Username	*Required*
Password	*Required*
Confirm Password	*Required*
Secret Question	*Required*
Secret Answer	*Required*
Confirm Secret Answer	*Required*

Password Rules

Passwords cannot be reused

Minimum 8 characters

Passwords must contain both letters and numbers

Passwords must contain both uppercase and lowercase letters

Passwords must contain special characters

Save Draft   Cancel   ‹ Previous   Next ›

First Time Users
Security Code Received

Online Services | *Registering for a Username and Password*

Full Access to Account Features

Fill in the required fields

First Time Users

Security Code Received

Online Services | *Registering for a Username and Password*

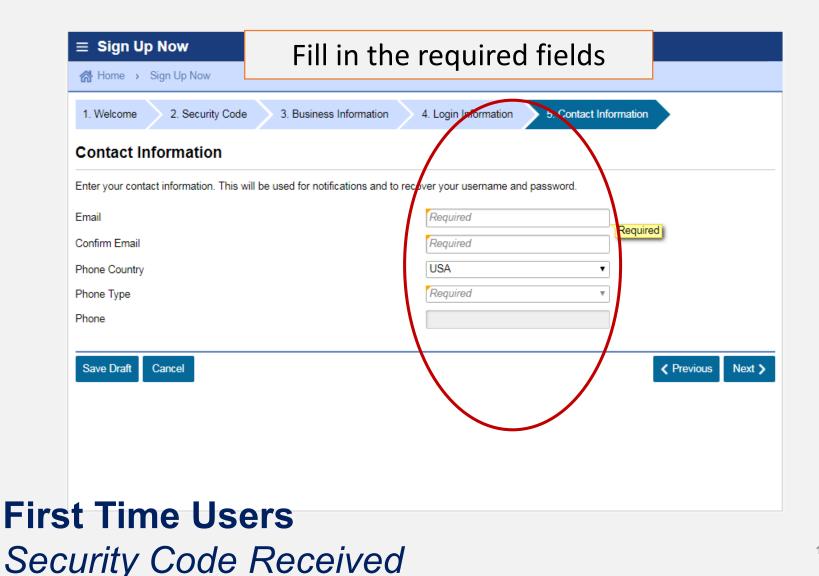## Full Access to Account Features

First Time Users

Security Code Received

Online Services | *Registering for a Username and Password*
Full Access to Account Features

Confirmation that your **Username and Password** are now ready for use!

First Time Users
Security Code Received

Online Services | *Logging in with a Username and Password*
Full Access to Account Features

Enter your
Username
and
Password

Registered User
Account Management

Online Services │ *Logging in with a Username and Password*
Full Access to Account Features

Registered User
Account Management

Online Services | *Logging in with a Username and Password*
Full Access to Account Features

Registered User
Account Management

Full Access to Account Features

An **alert** is an indication that something is outstanding on your account such as an outstanding balance, a delinquent return, or if you have any unread letters, etc. If you have an alert, you will see the **alert symbol** under alerts and under the respective account.

Logged On
Useful Prompts

Online Services | *Managing Your Account*
Full Access to Account Features

"**I Want To**" Options

Tab Options
- Accounts
- Submissions
- Correspondence
- Names and Addresses
- Logons

Logged On
Useful Prompts

File a Return

Information needed to file your return

- Total gross sales

- Purchases subject to use tax

- Deductions

- Exemptions

- Sales subject to district taxes (by location)

Sample
Sales and Use Tax
Return Scenario
Bob Smith dba
Bob's Bikes

Sample Return Scenario

1

Bob's sales of bicycles, parts, and labor (both repair and assembly) totaled $100,000

Sample Return Scenario 2

Bob removed a bicycle from inventory and gave it to his son in Los Angeles. The bicycle, which cost $2,500, was purchased by Bob without paying tax by using a resale certificate

Sample Return Scenario

3

Bob sold bicycles and parts in the amount of $20,000 to Billy's Bicycle Store. Bob has a resale certificate on file for Billy's Bicycle Store.

Sample Return Scenario

4

Bob charges for bicycle repair labor totaled $1,500

5

Bob sold a bicycle to the U.S. government for $2,000

Sample Return Scenario
6

$21,000 in total sales shipped out of state

Sample Return Scenario

7

Bob used his own truck to deliver bicycles totaling $2,000 to Orange County

8

Bob made $49,000 in sales at the Los Angeles County store

Sample Return Scenario

9

Bob used UPS to ship $4,000 of bicycles to San Francisco. Bob is not "engaged in business" in the city or county of San Francisco

10

Bob used his own truck to deliver bicycles totaling $3,000 to Ventura County (7.25%)

File a Return
Logging In

Username and Password
Or
Limited Access Code

File a Return | *Username and Password Option*
Logged Into Full Account Features

Select "File and/or View a Return"

File a Return | Username and Password Option
Logged Into Full Account Features

Select the filing period

File a Return | *Username and Password Option*
Logged Into Full Account Features

The bar below the Menu tracks the stages as you advance in your online services profile.

File a Return | *Limited Access Code*
Logging In

Select "Sales & Use Tax Return" under "I want to File a"

☰ **Menu**

🏠 Home › File a Return

Filter

I Want to File a

📋 Sales & Use Tax Return

📋 Use Tax Return

📋 California Tire Fee Return

📋 Electronic Waste Recycling Return

📋 Prepaid Mobile Telephony Services Surcharge Return

File a Return | *Limited Access Code*
Logging In

File a Return | *Business Activities*
Sample Return Scenario

1. Business Activities

Business Activities

Did your business conduct any of the following business activities for this filing period?   [Yes | No]

- Shipping taxable goods from an out of state location to customers in California
- Itinerant sales (i.e., food truck, door to door sales, etc.)
- Vending machine sales
- Auction events transacted at temporary location(s)
- Construction contracts involving the installation of materials and/or fixtures
- Long-term leases over 30 days (other than motor vehicles)
- Leasing of motor vehicles - acquired from out-of-state or used car dealership
- Out-of-state leasing
- Claiming credit for tax paid to another state

Do you sell Motor Vehicle Fuel?   [Yes | No]

Save Draft   Cancel   Next >

This page will only appear for first time filers. Thereafter, your return will begin on the following page for future filings.

File a Return | *Gross Sales*
Sample Return Scenario

1 Bob's sales of bicycles, parts, and labor (both repair and assembly) amounted to $100,000

File a Return | *Purchases Subject To Use Tax*
Sample Return Scenario

2
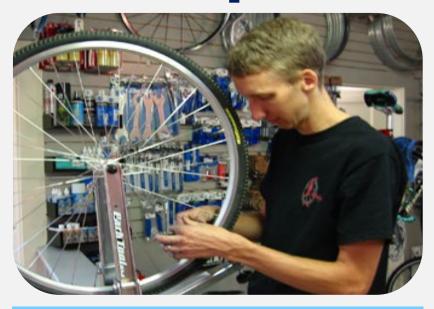
Bob removed a bicycle from inventory and gave it to his son in Los Angeles. Bob purchased the bicycle which cost $2,500 without paying tax by using a resale certificate.

☰ **Menu**   Welcome, BOB SMITH ⚙ Settings   🔒 Log Off

🏠 Home › Manage Payments and Returns › 30-JUN-2018 › Sales & Use Tax Return

Account Number: 555-XXXXXX
Filing Period 30-JUN-2018

1. Sales and Purchase Information

Sales and Purchase Information

Total Gross Sales (i.e. Taxable and nontaxable sales for the reporting period, including lease and rental receipts)	100,000.00
Purchases subject to use tax (i.e., items removed from inventory for business or personal use, out of state purchases, etc.)	2,500.00
Sales of fixtures and equipment (i.e. Sales of business assets)	0.00
Total Sales and Purchases	102,500.00

Save Draft   Cancel   Next >

File a Return | State Fair Sales
Sample Return Scenario

File a Return | *Deductions – Sales For Resale*
Sample Return Scenario

3

Bob sold bicycles and parts in the amount of $20,000 to Billy's Bicycle Store (a resale certificate is on file for Billy's Bicycle Store)

☰ **Menu**　　　　Welcome, BOB SMTH　⚙ Settings　🔒 Log Off

🏠 Home　›　Manage Payments and Returns　›　30-JUN-2018　›　Sales & Use Tax Return

Account Number: 555-XXXXXXX
Filing Period 30-JUN-2018

1. Sales and Purchase Information　　2. State Fair Sales　　**3. Deductions**

Deductions

Sales to other retailers for resale	20,000.00
Nontaxable sales of food products	0.00
Nontaxable labor (repair and installation)	0.00
Sales to the United States Government	0.00
Sales in interstate or foreign commerce	0.00
Sales tax (if any) included in Gross Sales	0.00

Other Deductions - To enter information, click on a box in the empty row.　　? Filter

Other deduction	Description	Deduction amount

Total deductions　　44,500.00

Save Draft　Cancel　　　‹ Previous　Next ›

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File a Return | *Deductions – Nontaxable Labor*
Sample Return Scenario

4

Charged $1,500 for bicycle repair labor

File a Return |
Sample Return Scenario

Deductions – Sales To The U.S. Government

5

Sold to the U.S. government a $2,000 bicycle

File a Return | *Deductions – Sales in Interstate or Foreign Commerce*
Sample Return Scenario

6

Bob used United Parcel Service (UPS) to ship $21,000 of bicycles out of state

File a Return | *District Tax Allocation*
Sample Return Scenario

7

Bob used his own truck to deliver $2,000 of bicycles to Orange County.

8

Sales in the amount of $49,000 were made out of Bob's store located in Los Angeles County.

≡ **Menu**   Welcome, BOB SMITH ⚙ Settings 🔒 Log Off

🏠 Home > Manage Payments and Returns > 30-JUN-2018 > Sales & Use Tax Return

Account Number: 555-XXXXXX
Filing Period 30-JUN-2018

1. Sales and Purchase Information 2. State Fair Sales 3. Deductions 4. Schedule A - District Tax Allocation

Schedule A - District Tax Allocation

Taxable transactions to be allocated below   58,000.00

To enter your taxable transactions in the District Tax Schedule, click in the *Taxable Amount* column corresponding to the District.

To enter a new District, begin by clicking within the County box in an empty row.

District Tax Schedule   ? Filter

County	City	Taxable Amount	Adjustments	Net Taxable Amount	Rate	District Tax Due
✖ Los Angeles County	Los Angeles County - Unincorporated (Effective	49,000.00	0.00	49,000.00	0.02250	1,102.50
✖ Orange County	Orange County - Unincorporated (Effective Date	2,000.00	0.00	2,000.00	0.00500	10.00
2 Rows		51,000.00	0.00	51,000.00		1,112.50

Transactions subject to only the state rate of 7.25% (not subject to district tax)   7,000.00

Amount remaining to be allocated   0.00

Save Draft   Cancel   ‹ Previous   Next ›

District Tax

55

File a Return | *District Tax Allocation*
Sample Return Scenario

Bob used UPS to ship $4,000 of bicycles to San Francisco County.

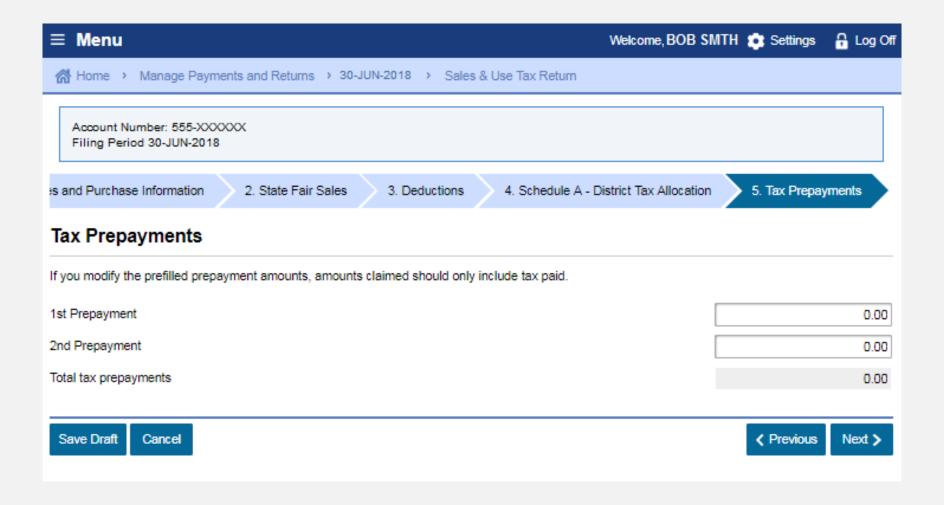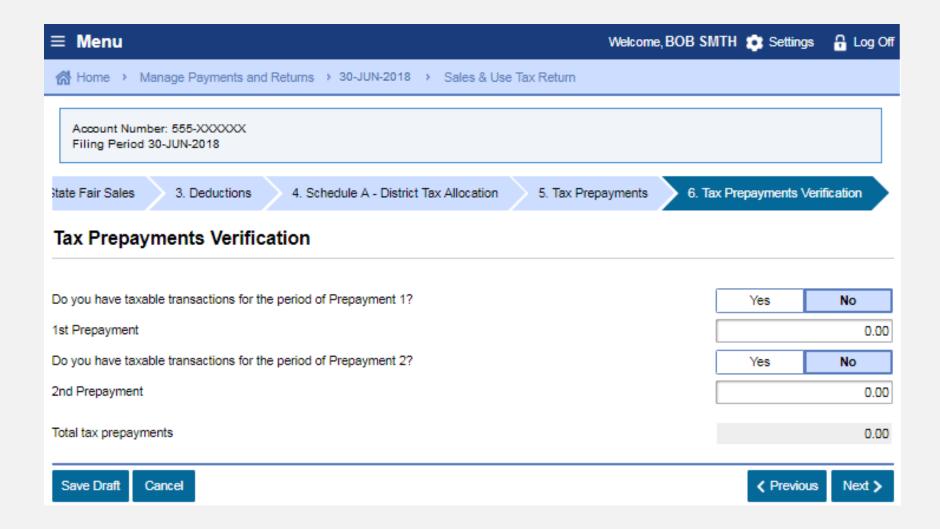Bob used his own truck to deliver $3,000 of bicycles to Ventura County (7.25%).

which you do not need to collect a district tax.

File a Return | *Tax Prepayments*
Sample Return Scenario

File a Return | *Tax Prepayments Verification*
Sample Return Scenario

File a Return | *Excess Tax Collected*
Sample Return Scenario

≡ **Menu**   Welcome, BOB SMTH ⚙ Settings   🔒 Log Off

🏠 Home › Manage Payments and Returns › 30-JUN-2018 › Sales & Use Tax Return

Account Number: 555-XXXXXXX
Filing Period 30-JUN-2018

...tions | 4. Schedule A - District Tax Allocation | 5. Tax Prepayments | 6. Tax Prepayments Verification | **7. Excess Tax Collected**

Excess Tax Collected

If you have collected more sales tax from your customers than the amount due calculated on your return, enter the difference in this field.

Excess tax collected can occur in the following situations:

- When tax is computed on a transaction which is not subject to tax;
- When tax is computed on an amount in excess of the amount subject to tax;
- When tax is computed using a tax rate higher than the rate imposed by law and;
- When mathematical or clerical errors result in an overstatement of the tax on a billing.

Total State, County, Local, and District Tax	5,318.00
Excess tax collected	0.00
Total Tax	**5,318.00**

Save Draft   Cancel   ‹ Previous   Next ›

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File a Return | *Summary*
Sample Return Scenario

File a Return | Preparer Information
Sample Return Scenario

File a Return | Declaration
Sample Return Scenario

It is my intent to electronically file (e-file) my tax return with the California Department of Tax and Fee Administration.

I declare that all the information I provide for this e-file return has been examined by me and to the best of my knowledge and belief is a true, correct, and complete return. Regardless of the method of payment chosen, I understand that if the CDTFA does not receive full payment of my tax liability, I remain liable for all applicable tax, interest, and penalties.

By selecting "OK", I am declaring my understanding of the above and my intent to e-file.

It is suggested that you print a copy of this declaration for your records.

Password

Required

OK   Cancel

Sales and Use Tax Return Submission | *"I'm Done"*
Sample Return Scenario

Menu

Welcome, BOB SMTH ⚙ Settings 🔒 Log Of

🏠 Home › Manage Payments and Returns › 30-JUN-2018 › Sales & Use Tax Return

Confirmation

*This is confirmation of your return filing **only**. Select a payment option:*
- *To submit a payment electronically, select "Make a Payment"*
- *To mail in payment by check, select "Print a Payment Voucher"*

Your return has been submitted on 8/23/2018 at 01:41:23 PM and your filing confirmation number is: **0-000-008-312.**

Taxpayer Name:	BOB SMITH
Account Type:	SALES AND USE TAX
Account Number:	555-XXXXXX
Filing Period:	01-Apr-2018 to 30-Jun-2018
Due Date:	31-Jul-2018

Tax/Fee:	$5,318.00
Penalty:	$0.00
Interest:	$0.00
Total Amount Due:	$5,318.00

Please Note:
The total amount shown above reflects amounts calculated at the time of submission and is based on the unverified information you provided which may differ from records available to the California Department of Tax and Fee Administration (CDTFA). You may be contacted regarding the difference in the tax due date, tax, penalty and interest due.

You reported monthly prepayments appear to be understated when compared to the total tax you reported for the entire quarter on your return. An underpayment of prepayments may result in a penalty assessment. Please review your records to confirm that the calculation of your prepayments follows one of the available prepayment options.

Make a Payment

Print a Payment Voucher

Print Return (PDF)

I'm Done

Sales and Use Tax
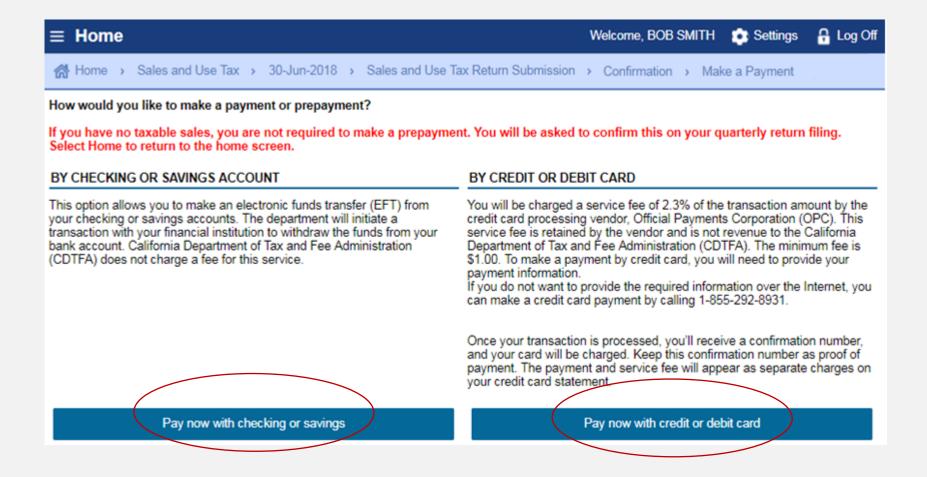# Return Submission | *"I'm Done"*
Sample Return Scenario

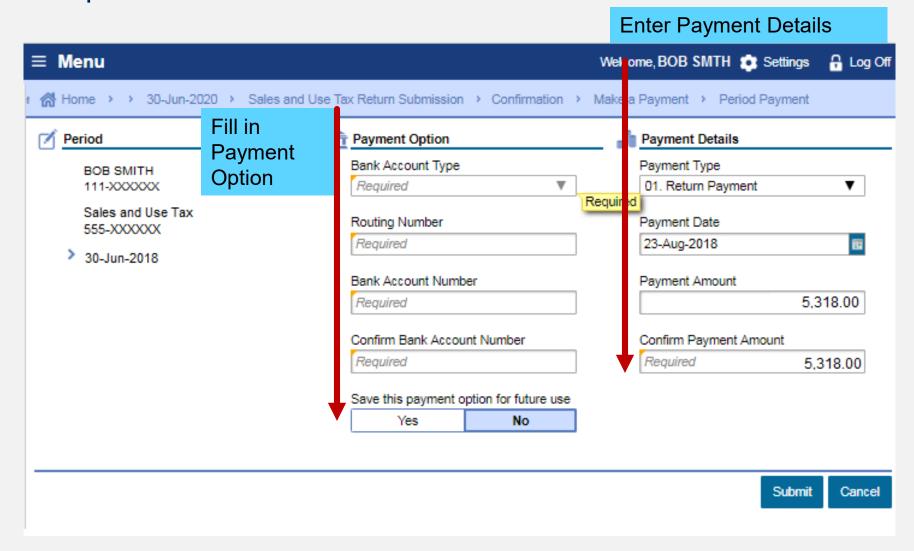# *Make a Payment | Paper Check Option*
Sample Return Scenario

A payment voucher will print if you choose the "Print a Voucher" option on the Confirmation page.

✂ **Please cut along the line and return the bottom portion with your payment.**

PAYMENT VOUCHER

CDTFA-5000 (08-17)

Period End Date: 30-Jun-2018
Account Number: 555-XXXXXX
Voucher Type: Return Payment

CDTFA USE ONLY

Amount Due: 5,318.00

Make check payable and send with the voucher to:
California Department of Tax and Fee Administration
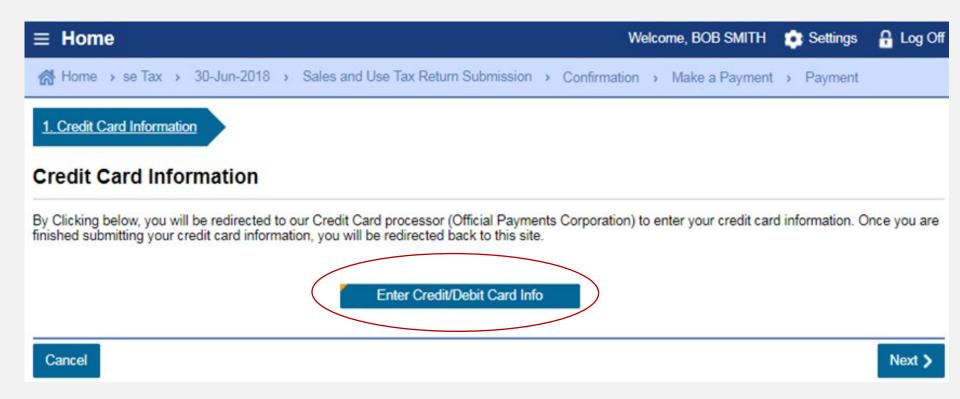PO Box 942879
Sacramento CA 94279-3535

BOB SMITH

$ ☐☐☐☐☐☐☐☐☐.☐☐

Please write your Account number and tax period end date on your check.

Make a Payment | *Electronic Options*
Sample Return Scenario

Make a Payment | *Checking or Savings*
Sample Return Scenario

Enter Payment Details

Menu

Welcome, BOB SMTH ⚙ Settings 🔒 Log Off

🏠 Home › › 30-Jun-2020 › Sales and Use Tax Return Submission › Confirmation › Make a Payment › Period Payment

Period

BOB SMITH
111-XXXXXX

Sales and Use Tax
555-XXXXXX

› 30-Jun-2018

Fill in Payment Option

Payment Option

Bank Account Type
| Required ▼ |

Required

Routing Number
| Required |

Bank Account Number
| Required |

Confirm Bank Account Number
| Required |

Save this payment option for future use
| Yes | **No** |

Payment Details

Payment Type
| 01. Return Payment ▼ |

Payment Date
| 23-Aug-2018 📅 |

Payment Amount
| 5,318.00 |

Confirm Payment Amount
| Required | 5,318.00 |

Submit   Cancel

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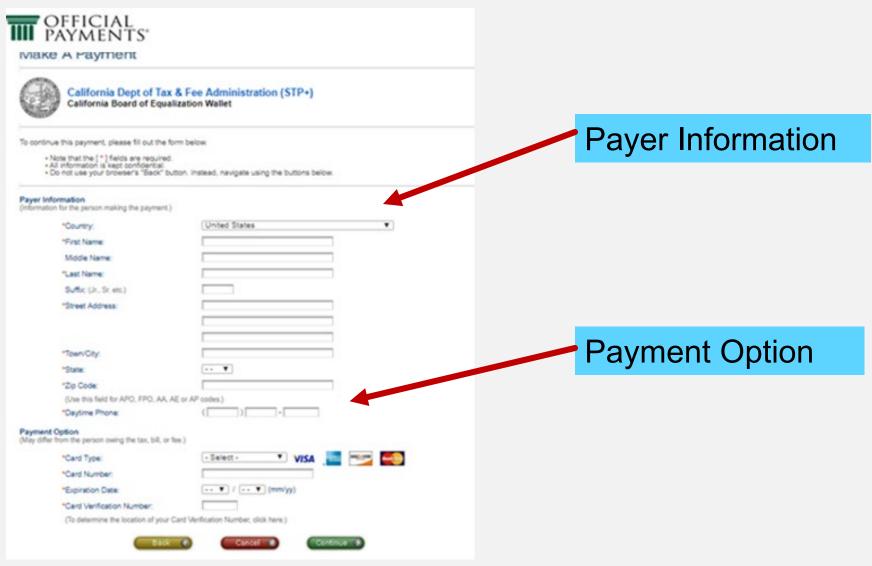# *Make a Payment | Credit Card*
Sample Return Scenario

Make a Payment | Credit Card
Sample Return Scenario

Payments are made through the credit card vendor, Official Payments Corporation (OPC).
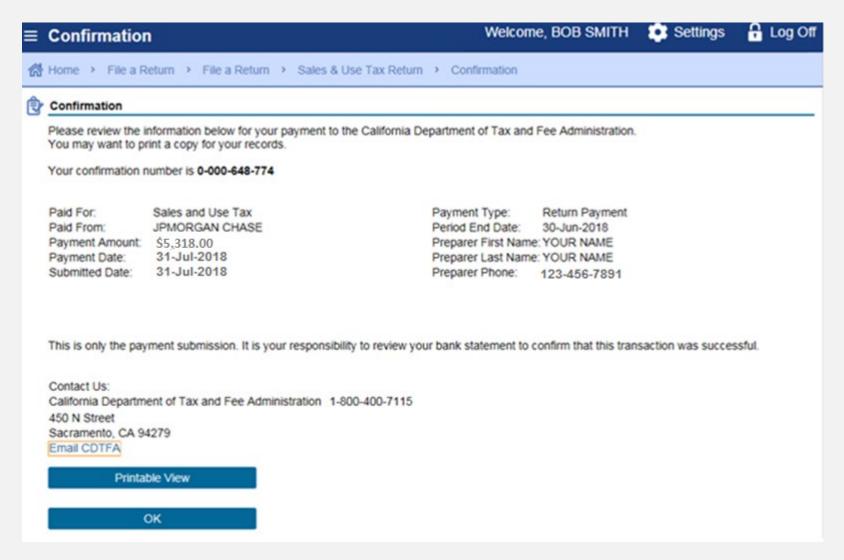
A 2.3% convenience fee is charged by OPC. This money does not come to the State.

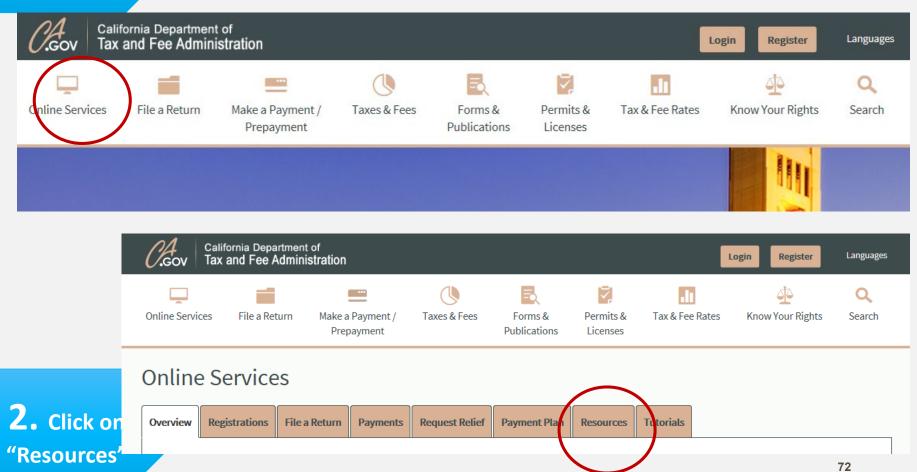# *Make a Payment | Credit Card*
Sample Return Scenario

Payer Information

Payment Option

Make a Payment | *Payment Confirmation*
Sample Return Scenario

Online Services Resources

www.cdtfa.ca.gov

1. Click on "Online Services"

2. Click on "Resources"

Online Services Resources

We wish you success in your business venture