



SPECIAL NOTICE

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

GAVIN NEWSOM
Governor

MARYBEL BATJER
Secretary
Government Operations Agency

NICOLAS MADUROS
Director

CDTFA WEBSITE
www.cdtfa.ca.gov

CUSTOMER SERVICE CENTER
1-800-400-7115

TTY
711

Revisions to the Terminal Operator Information Report and Launch of New Online Services System Effective August 12, 2019

Your *Terminal Operator Information Report* will be revised and your terminal operator account will be included in our new online services system on August 12, 2019. To help you prepare, here are some important details about reporting changes and online filing with the California Department of Tax and Fee Administration (CDTFA).

What to expect

CDTFA-506-PO, *Terminal Operator Information Report*

- If you are reporting activity, you are required to submit the following schedules with your report:
 - *Schedule 15A - Terminal Operator Receipts*
 - *Schedule 15B - Terminal Operator Disbursements by Position Holder*
 - *Schedule 15C - Ending Inventory by Product Code*

File online

Go Paperless! File your return in our online services system, CDTFA's preferred filing method.

- To document liquid products receipts and/or disbursements during the reporting period, you will be able to complete your activity online using a flat file (FLT) or electronic data interchange (EDI) format.
- You will need to create a new login before you can file in the new system. See *How to login* on the next page.
- We will email you a courtesy reminder prior to each filing due date to the email address we have on file. See *How to prepare* on the next page.
- You will be able to file an amended report in the new system for reporting periods after August 2019.

New requirements for FLT and EDI uploads:

- Enter any CDTFA account number requested using all 9 digits without letters or dashes.
- Purpose codes will be used as follows:
 - For an original report, enter "00" as purpose code on the cover of the FLT or EDI file. For an amendment or supplemental filing, the purpose code will be left blank.

Special Notice

*Revisions to the Terminal
Operator Information Report
and Launch of New Online
Services System Effective
August 12, 2019*

- Use the purpose transaction type such as “Blank”-Original, “6R”-Resubmission, or “6S”-Supplemental.
- The updated online filing guide, FLT templates, and electronic map specifications will be available online at www.cdtfa.ca.gov/taxes-and-fees/mofuel-efiling.htm to assist you.

Reminder – All mandatory fields will be required in our new online services system. This includes: all contact types being completed with a contact name and information; TIA control figures need to be provided; DUNS number needs to accurately state who the file is for CDTFA or IRS; reference requirements must include the state(s) that you represented (for example, CA); and do not duplicate any entries.

How to login

- The current *Username*, *Password*, and *Express Login* for this account will not be moved to the online services system.
- You will need to sign up for a new *Username* and *Password*. We will mail a security code to the address we have on file so you can complete the login process. Watch for our letter with information about how to sign up.

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 (TTY:711), then select the *Special Taxes and Fees* option and follow the prompts for *Fuel Taxes*. Customer service representatives are available Monday through Friday from 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays.

Questions

For more information on the upcoming changes to our online services, please see our FAQ page at www.cdtfa.ca.gov/services/cros.htm.