



SPECIAL NOTICE

CALIFORNIA DEPARTMENT
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CDTFA WEBSITE
www.cdtfa.ca.gov

CUSTOMER SERVICE CENTER
1-800-400-7115

TTY
711

Revisions to the Train Operator Information Report *and* Launch of New Online Filing Effective August 12, 2019

Your *Train Operator Information Report* will be revised and your train operator account will be included in our 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-PT, *Train Operator Information Report*

- If you are reporting activity, you are required to submit the following schedule with your report:
 - *Receipt Schedule TO - Train Operator*

File online

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

- To document fuel received during your reporting period, you will be able to complete your activity online using a flat file (FLT) 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 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 August 2019.

New requirements for FLT file 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 file. For an amendment or supplemental filing, the purpose code will be left blank.
 - 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.