



# Information Update

You may now file a petition for redetermination (appeal) using CDTFA's online services at [onlineservices.cdtfa.ca.gov](https://onlineservices.cdtfa.ca.gov). To submit a petition for redetermination, simply log in using your username and password and click on the account for which you want to submit a petition. The petition for redetermination is located under the *I Want To* section, *More* subsection. Simply select the *Submit a Petition for Redetermination* link and follow the prompts.

BUSINESS NAME	ACCOUNT NUMBER
TAXPAYER NAME	TYPE OF TAX OR FEE

**PETITION FOR REDETERMINATION**  
**Administrative Appeal**

Generally, if you have received a notice of amount due from the California Department of Tax and Fee Administration (CDTFA), you may file an administrative appeal of that notice using this Petition for Redetermination. There are two important deadlines:

1. If you received a *Notice of Determination*, a *Notice of Deficiency Assessment*, or a *Notice of Successor Liability*, you have **30 days** from the date on the notice to appeal.
2. If you received a *Jeopardy Notice of Determination*, you only have **10 days** from the date listed on that document to appeal and pay the amount due or a deposit security considered acceptable by the CDTFA.

Please look carefully at the notice you received to find the specific conditions and requirements for filing this petition. You should be prepared, upon request, to provide documentation that supports the specific grounds upon which your petition is founded.

I am filing a petition of the notice dated \_\_\_\_\_ for the period \_\_\_\_\_ in the amount of \$ \_\_\_\_\_.

Please indicate below the specific grounds upon which the petition is founded (*required*):

- In addition, I have new documentation ready to present for review and consideration (*please attach or provide a list and detailed description of the new documentation to be provided*):

You have the right to, and may request, an appeals conference. *During the review of your petition, we may ask you to reaffirm your request for an appeals conference. You must respond timely to that request for affirmation.* If your case is accepted into the administrative appeals process, you may request that your case be considered under the CDTFA's Settlement Program. Review under the Settlement Program is confidential and will not affect your appeal rights.

If appealing, please indicate your request(s) below:

- I request an appeals conference with an Appeals Bureau attorney or auditor at CDTFA's nearest office or in the CDTFA's Headquarters office in Sacramento.
- I request my appeal be considered under the Settlement Program.

SIGNATURE	DATE SIGNED	DAYTIME TELEPHONE NUMBER
PRINTED NAME	TITLE/CAPACITY	EMAIL ADDRESS

*If there is a conflict between this form or the notice you received and the law, the law is controlling. The filing of this form does not protect your right to a refund of tax, fee, interest, or penalty amounts paid in excess of amounts legally due. You must file a timely claim for refund if you believe you have overpaid tax, fee, interest, or penalty amounts. Filing a Petition for Redetermination will not prevent interest from accruing on any unpaid tax/fee due.*