Special Notice

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION
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CDTFA WEBSITE
www.cdtfa.ca.gov

CUSTOMER SERVICE CENTER
1-800-400-7115

TTY
711

Making a Sales and Use Tax Prepayment

The California Department of Tax and Fee Administration (CDTFA) implemented a new online services system on May 7, 2018. As a result, some of our processes have changed, including the way prepayments are made.

Below are some important details about making a sales and use tax prepayment in the new online system:

- You are no longer required to report the sales associated with your prepayment.
- The system will only require that a payment be made.
- If you did not make any sales during the prepayment period, you **do not** need to make that prepayment. You will simply indicate, on your quarterly return, that you did not have sales to report for the prepayment period.
- When making your prepayment online, you must indicate the *Payment Type* by selecting *Prepayment 1* or *Prepayment 2* for the quarter.
- Your prepayments will automatically populate on your quarterly return.
- For prepayment instructions and due dates, please see CDTFA-367-SUT, *Filing Instructions for Sales and Use Tax Accounts on a Quarterly and Prepayment Filing Basis*, at *www.cdtfa.ca.gov/formspubs/cdtfa367sut.pdf*.
- For step-by-step resources and video tutorials on how to make a prepayment and other online services topics, please visit our *Resources* and *Tutorials* pages on our website at *www.cdtfa.ca.gov/services/*.

For more information on making a prepayment, please contact our Customer Service Center at 1-800-400-7115 (TTY:711) Monday through Friday, 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays.