

FREE Basic Sales and Use Tax Classes and Online Filing Clinics

Basic Sales and Use Tax Classes

This class will assist you in preparing your sales and use tax information to file online with the California Department of Tax and Fee Administration (CDTFA), or file a paper return if online filing is not available, or if you are exempt from filing electronically. Participants are encouraged to bring their questions and any documentation relating to the upcoming return period.

The instructor will cover the following areas:

- Preparing a sales and use tax return
- Filing online
- Supporting and reporting exempt sales
- Using a resale certificate
- Determining what is taxable and nontaxable labor
- Maintaining adequate records

Online Filing Clinics

These clinics are all day walk-in events to assist taxpayers at a time that is convenient to them within our office hours of 8:00 a.m. to 5:00 p.m. Most returns take only a few minutes to process. Staff will be available to help taxpayers file their returns.

Offices that do not have scheduled clinics will provide any taxpayer individually with filing assistance/training when they call or visit our office, or you can reach us toll-free at 1-800-400-7115 (TTY:711).

Classes are conducted in English and Spanish. Schedule of dates, times, and locations are listed on the following pages.

For more information, please contact the corresponding CDTFA telephone number or visit our website at www.cdtfa.ca.gov.

Tax Return Preparation Classes*

Get step-by-step instruction on filing a sales and use tax return electronically with the CDTFA. Learn how to pay use tax, calculate deductions, and allocate district tax when it's applicable to your sales. You'll discover all the benefits of becoming an eClient, and leave with the knowledge to easily file and pay completely online!

** If you do not see this class listed separately, the content is included in the Basic Sales and Use Tax class.*

Please check our website periodically for changes to our seminar schedule.



Online Video – Our online videos give basic information about sales and use tax and introduce the services offered by the CDTFA to help you start and run your business in California.

CLASSES



Instructor-Led Classes – Our Instructor-led classes assist you in preparing sales and use tax returns, supporting and reporting exempt sales, using a resale certificate, determining what is taxable and nontaxable labor, and maintaining adequate records.

HELP



One-to-One Help – If at any time you need assistance, feel free to call us at 1-800-400-7115 (TTY:711). Customer service representatives are available to assist you Monday through Friday, 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays.

LEARN



Online Services

Learn How To:

- Quickly and easily register with the CDTFA and get your permit, license, or account
- Keep accurate and complete records
- Document sales that are exempt from tax
- File your return
- Make a payment

www.cdtfa.ca.gov

THANK YOU FOR CONNECTING WITH US



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



CDTFA

2019 Basic Sales and Use Tax Classes and Online Filing Clinics





San Francisco Office
 121 Spear Street, Suite 460
 San Francisco, CA 94105-1584 • 1-415-356-6600

Basic Sales and Use Tax Classes		
DATE	TIME	LANGUAGE
January 15, 2019	10:00 a.m. to 12:00 p.m.	English
March 14, 2019	10:00 a.m. to 12:00 p.m.	English
May 9, 2019	10:00 a.m. to 12:00 p.m.	English
June 11, 2019	10:00 a.m. to 12:00 p.m.	English
July 18, 2019	10:00 a.m. to 12:00 p.m.	English
August 15, 2019	10:00 a.m. to 12:00 p.m.	English
September 19, 2019	10:00 a.m. to 12:00 p.m.	English
October 17, 2019	5:00 p.m. to 7:00 p.m.	English
November 7, 2019	10:00 a.m. to 12:00 p.m.	English

Online Filing Clinics		
DATE	TIME	LANGUAGE
January 29, 2019	8:00 a.m. to 5:00 p.m.	English
January 30, 2019	8:00 a.m. to 5:00 p.m.	English
January 31, 2019	8:00 a.m. to 5:00 p.m.	English
April 26, 2019	8:00 a.m. to 5:00 p.m.	English
April 29, 2019	8:00 a.m. to 5:00 p.m.	English
April 30, 2019	8:00 a.m. to 5:00 p.m.	English
July 29, 2019	8:00 a.m. to 5:00 p.m.	English
July 30, 2019	8:00 a.m. to 5:00 p.m.	English
July 31, 2019	8:00 a.m. to 5:00 p.m.	English
October 29, 2019	8:00 a.m. to 5:00 p.m.	English
October 30, 2019	8:00 a.m. to 5:00 p.m.	English

Oakland Office
 1515 Clay Street, Suite 303
 Oakland, CA 94612-1432 • 1-510-622-4100

Basic Sales and Use Tax Classes		
DATE	TIME	LANGUAGE
January 16, 2019	9:00 a.m. to 12:00 p.m.	English
April 3, 2019	9:00 a.m. to 12:00 p.m.	English
June 5, 2019	9:00 a.m. to 12:00 p.m.	English
August 14, 2019	9:00 a.m. to 12:00 p.m.	English
October 9, 2019	9:00 a.m. to 12:00 p.m.	English
December 4, 2019	9:00 a.m. to 12:00 p.m.	English

Online Filing Clinics		
DATE	TIME	LANGUAGE
January 29, 2019	8:00 a.m. to 5:00 p.m.	English
January 30, 2019	8:00 a.m. to 5:00 p.m.	English
January 31, 2019	8:00 a.m. to 5:00 p.m.	English
April 26, 2019	8:00 a.m. to 5:00 p.m.	English
April 29, 2019	8:00 a.m. to 5:00 p.m.	English
April 30, 2019	8:00 a.m. to 5:00 p.m.	English
July 29, 2019	8:00 a.m. to 5:00 p.m.	English
July 30, 2019	8:00 a.m. to 5:00 p.m.	English
July 31, 2019	8:00 a.m. to 5:00 p.m.	English
October 29, 2019	8:00 a.m. to 5:00 p.m.	English
October 30, 2019	8:00 a.m. to 5:00 p.m.	English
October 31, 2019	8:00 a.m. to 5:00 p.m.	English

REGISTER ONLINE AT
www.cdtfa.ca.gov/seminar/



Find your nearest office
 and attend our classes!



Santa Rosa Office
 50 D Street, Suite 230
 Santa Rosa, CA 95404 • 1-707-576-2100

Basic Sales and Use Tax Classes		
DATE	TIME	LANGUAGE
January 29, 2019	9:00 a.m. to 11:00 a.m.	English
February 27, 2019	9:00 a.m. to 11:00 a.m.	English
March 27, 2019	9:00 a.m. to 11:00 a.m.	Spanish
April 24, 2019	9:00 a.m. to 11:00 a.m.	English
May 29, 2019	9:00 a.m. to 11:00 a.m.	English
June 26, 2019	9:00 a.m. to 11:00 a.m.	English
July 24, 2019	9:00 a.m. to 11:00 a.m.	English
August 28, 2019	9:00 a.m. to 11:00 a.m.	English
September 25, 2019	9:00 a.m. to 11:00 a.m.	English
October 23, 2019	9:00 a.m. to 11:00 a.m.	English
November 20, 2019	9:00 a.m. to 11:00 a.m.	English

Online Filing Clinics		
DATE	TIME	LANGUAGE
January 31, 2019	8:00 a.m. to 5:00 p.m.	English & Spanish
April 30, 2019	8:00 a.m. to 5:00 p.m.	English & Spanish
July 31, 2019	8:00 a.m. to 5:00 p.m.	English & Spanish
October 30, 2019	8:00 a.m. to 5:00 p.m.	English & Spanish

Fairfield Office
 2480 Hilborn Road, Suite 200
 Fairfield, CA 94534 • 1-707-427-4800

Basic Sales and Use Tax Classes		
DATE	TIME	LANGUAGE
January 23, 2019	9:00 a.m. to 11:00 a.m.	English
February 20, 2019	9:00 a.m. to 11:00 a.m.	English
March 20, 2019	9:00 a.m. to 11:00 a.m.	English
April 17, 2019	9:00 a.m. to 11:00 a.m.	English
May 22, 2019	9:00 a.m. to 11:00 a.m.	English
June 19, 2019	9:00 a.m. to 11:00 a.m.	English
July 17, 2019	9:00 a.m. to 11:00 a.m.	English
August 21, 2019	9:00 a.m. to 11:00 a.m.	English
September 18, 2019	9:00 a.m. to 11:00 a.m.	English
October 16, 2019	9:00 a.m. to 11:00 a.m.	English
November 13, 2019	9:00 a.m. to 11:00 a.m.	English

Online Filing Clinics		
DATE	TIME	LANGUAGE
January 31, 2019	8:00 a.m. to 5:00 p.m.	English & Spanish
April 30, 2019	8:00 a.m. to 5:00 p.m.	English & Spanish
July 31, 2019	8:00 a.m. to 5:00 p.m.	English & Spanish
October 30, 2019	8:00 a.m. to 5:00 p.m.	English & Spanish

Tax Return Preparation Classes		
DATE	TIME	LANGUAGE
January 16, 2019	9:00 a.m. to 11:00 a.m.	English
April 10, 2019	9:00 a.m. to 11:00 a.m.	English
July 10, 2019	9:00 a.m. to 11:00 a.m.	English
October 9, 2019	9:00 a.m. to 11:00 a.m.	English

