

ONLINE



CDTFA

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



CDTFA

2019

Basic Sales and Use Tax Classes and Online Filing Clinics



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



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.

Rancho Cucamonga Office

10760 4th Street, Suite 200
Rancho Cucamonga, CA 91730 • 1-909-257-2900

Basic Sales and Use Tax Classes

DATE	TIME	LANGUAGE
January 23, 2019	9:30 a.m. to 11:30 a.m.	English
January 24, 2019	9:30 a.m. to 11:30 a.m.	Spanish
February 19, 2019	9:30 a.m. to 11:30 a.m.	English
March 27, 2019	9:30 a.m. to 11:30 a.m.	English
April 18, 2019	9:30 a.m. to 11:30 a.m.	English
April 19, 2019	9:30 a.m. to 11:30 a.m.	Spanish
May 23, 2019	9:30 a.m. to 11:30 a.m.	English
June 26, 2019	9:30 a.m. to 11:30 a.m.	English
July 24, 2019	9:30 a.m. to 11:30 a.m.	English
July 25, 2019	9:30 a.m. to 11:30 a.m.	Spanish
August 28, 2019	9:30 a.m. to 11:30 a.m.	English
September 25, 2019	9:30 a.m. to 11:30 a.m.	English
October 23, 2019	9:30 a.m. to 11:30 a.m.	English
October 24, 2019	9:30 a.m. to 11:30 a.m.	Spanish
November 21, 2019	9:30 a.m. to 11:30 a.m.	English
December 17, 2019	9:30 a.m. to 11:30 a.m.	English

Online Filing Clinics

DATE	TIME	LANGUAGE
January 28, 2019	8:00 a.m. to 5:00 p.m.	English & Spanish
January 29, 2019	8:00 a.m. to 5:00 p.m.	English & Spanish
January 30, 2019	8:00 a.m. to 5:00 p.m.	English & Spanish
January 31, 2019	8:00 a.m. to 5:00 p.m.	English & Spanish
April 26, 2019	8:00 a.m. to 5:00 p.m.	English & Spanish
April 29, 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 29, 2019	8:00 a.m. to 5:00 p.m.	English & Spanish
July 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 28, 2019	8:00 a.m. to 5:00 p.m.	English & Spanish
October 29, 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
October 31, 2019	8:00 a.m. to 5:00 p.m.	English & Spanish

West Covina Office

1521 West Cameron Avenue, 2nd Floor Training Room
West Covina, CA 91790-2738 • 1-626-480-7200

Basic Sales and Use Tax Classes

DATE	TIME	LANGUAGE
January 17, 2019	9:30 a.m. to 10:30 a.m.	English
July 18, 2019	9:30 a.m. to 10:30 a.m.	English
October 17, 2019	9:30 a.m. to 10:30 a.m.	English
November 14, 2019	9:30 a.m. to 10:30 a.m.	English
December 12, 2019	9:30 a.m. to 10:30 a.m.	English

Online Filing Clinics

DATE	TIME	LANGUAGE
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
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 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

Tax Return Preparation Classes

DATE	TIME	LANGUAGE
January 17, 2019	10:45 a.m. to 11:45 a.m.	English
July 18, 2019	10:45 a.m. to 11:45 a.m.	English
October 17, 2019	10:45 a.m. to 11:45 a.m.	English
November 14, 2019	10:45 a.m. to 11:45 a.m.	English
December 12, 2019	10:45 a.m. to 11:45 a.m.	English

Find your nearest office and attend our classes!

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