

# ONLINE

CALIFORNIA DEPARTMENT OF  
TAX AND FEE ADMINISTRATION

cdtfa.ca.gov



CDTFA

SUBSCRIBE

**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



California Department of  
Tax and Fee Administration

Login

Register

File a Return Make a Payment Taxes & Fees Forms & Publications Permits & Licenses Tax Rates Know Your Rights Search

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

# CONNECT WITH US



CALIFORNIA DEPARTMENT OF  
TAX AND FEE ADMINISTRATION

450 N St. Sacramento, CA 95814

[www.cdtfa.ca.gov](http://www.cdtfa.ca.gov)

CALIFORNIA DEPARTMENT OF  
TAX AND FEE ADMINISTRATION

# 2018 Basic Sales and Use Tax CLASSES and Online Filing CLINICS



# 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, Spanish, Chinese, and Vietnamese. 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](http://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 • 1-800-257-2900

Basic Sales and Use Tax Classes		
DATE	TIME	LANGUAGE
April 18, 2018	9:30 a.m.-11:30 a.m.	English
April 19, 2018	9:30 a.m.-11:30 a.m.	Spanish
May 17, 2018	1:00 p.m.-3:00 p.m.	English
June 20, 2018	9:30 a.m.-11:30 a.m.	English
July 19, 2018	9:30 a.m.-11:30 a.m.	English
August 17, 2018	1:00 p.m.-3:00 p.m.	English
September 19, 2018	9:30 a.m.-11:30 a.m.	English
October 18, 2018	9:30 a.m.-11:30 a.m.	English
October 19, 2018	9:30 a.m.-11:30 a.m.	Spanish
November 15, 2018	1:00 p.m.-3:00 p.m.	English
December 19, 2018	9:30 a.m.-11:30 a.m.	English

Online Filing Clinics		
DATE	TIME	LANGUAGE
April 27, 2018	8:00 a.m.-5:00 p.m.	English & Spanish
April 30, 2018	8:00 a.m.-5:00 p.m.	English & Spanish
July 30, 2018	8:00 a.m.-5:00 p.m.	English & Spanish
July 31, 2018	8:00 a.m.-5:00 p.m.	English & Spanish
October 30, 2018	8:00 a.m.-5:00 p.m.	English & Spanish
October 31, 2018	8:00 a.m.-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, Ext. 3

Basic Sales and Use Tax Classes		
DATE	TIME	LANGUAGE
October 18, 2018	9:00 a.m.-11:00 a.m.	English

Tax Return Preparation Classes		
DATE	TIME	LANGUAGE
October 18, 2018	11:00 a.m.-12:00 p.m.	English

Find your nearest office and attend our classes!

REGISTER ONLINE AT  
[www.cdtfa.ca.gov/seminar/](http://www.cdtfa.ca.gov/seminar/)