

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.

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.



Sacramento Office

3321 Power Inn Road, Room A
Sacramento, CA 95826-3889 • 1-916-227-6700

Basic Sales and Use Tax Classes

DATE	TIME	LANGUAGE
June 13, 2018	9:00 a.m.-11:00 a.m.	English
June 13, 2018	2:00 p.m.-4:00 p.m.	English
July 11, 2018	9:00 a.m.-11:00 a.m.	English
July 11, 2018	2:00 p.m.-4:00 p.m.	English
August 8, 2018	9:00 a.m.-11:00 a.m.	English
August 8, 2018	2:00 p.m.-4:00 p.m.	English
September 12, 2018	9:00 a.m.-11:00 a.m.	English
September 12, 2018	2:00 p.m.-4:00 p.m.	English
October 10, 2018	9:00 a.m.-11:00 a.m.	English
October 10, 2018	2:00 p.m.-4:00 p.m.	English
November 14, 2018	9:00 a.m.-11:00 a.m.	English
November 14, 2018	2:00 p.m.-4:00 p.m.	English
December 12, 2018	9:00 a.m.-11:00 a.m.	English
December 12, 2018	2:00 p.m.-4:00 p.m.	English

Fairfield Office

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

Online Filing Clinics

DATE	TIME	LANGUAGE
July 31, 2018	8:00 a.m.-5:00 p.m.	English & Spanish
October 31, 2018	8:00 a.m.-5:00 p.m.	English & Spanish

Redding Office

2881 Churn Creek Road, Suite B
Redding, CA 96002-1146 • 1-530-224-4729

Basic Sales and Use Tax Classes

DATE	TIME	LANGUAGE
June 20, 2018	9:00 a.m.-11:00 a.m.	English
June 20, 2018	2:00 p.m.-4:00 p.m.	English
July 18, 2018	9:00 a.m.-11:00 a.m.	English
July 18, 2018	2:00 p.m.-4:00 p.m.	English
August 15, 2018	9:00 a.m.-11:00 a.m.	English
August 15, 2018	2:00 p.m.-4:00 p.m.	English
September 19, 2018	9:00 a.m.-11:00 a.m.	English
September 19, 2018	2:00 p.m.-4:00 p.m.	English
October 17, 2018	9:00 a.m.-11:00 a.m.	English
October 17, 2018	2:00 p.m.-4:00 p.m.	English
November 21, 2018	9:00 a.m.-11:00 a.m.	English
December 19, 2018	9:00 a.m.-11:00 a.m.	English
December 19, 2018	2:00 p.m.-4:00 p.m.	English

Stockton Office

31 East Channel Street, Auditorium
Stockton, CA 95202-2314 • 1-209-942-6094

Basic Sales and Use Tax Classes

DATE	TIME	LANGUAGE
May 22, 2018	9:00 a.m.-11:00 a.m.	English
May 22, 2018	2:00 p.m.-4:00 p.m.	Spanish
June 14, 2018	9:00 a.m.-11:00 a.m.	English
July 11, 2018	9:00 a.m.-11:00 a.m.	English
October 17, 2018	9:00 a.m.-11:00 a.m.	English

Find your nearest
office and attend
our classes!

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