

# 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](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.



**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](http://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 11:00 a.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 11:00 a.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



**San Jose Office**  
 250 South Second Street, Auditorium  
 San Jose, CA 95113-2706 • 1-408-277-1231

**Basic Sales and Use Tax Classes**

DATE	TIME	LANGUAGE
March 13, 2019	1:00 p.m. to 4:00 p.m.	English
May 15, 2019	5:30 p.m. to 7:30 p.m.	English
July 16, 2019	9:00 a.m. to 12:00 p.m.	English
September 17, 2019	1:00 p.m. to 4:00 p.m.	English
November 13, 2019	5:30 p.m. to 7:30 p.m.	English

**Online Filing Clinics**

DATE	TIME	LANGUAGE
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 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 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
October 31, 2019	8:00 a.m. to 5:00 p.m.	English & Spanish



**Salinas Office**  
 950 East Blanco Road, Suite 202  
 Salinas, CA 93901 • 1-831-754-4500

**Basic Sales and Use Tax Classes**

DATE	TIME	LANGUAGE
March 12, 2019	1:00 p.m. to 4:00 p.m.	English
May 14, 2019	5:30 p.m. to 7:30 p.m.	English
July 17, 2019	9:00 a.m. to 12:00 p.m.	English
September 18, 2019	1:00 p.m. to 4:00 p.m.	English
November 12, 2019	5:30 p.m. to 7:30 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/)