

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.



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
June 13, 2018	1:00 p.m.-4:00 p.m.	English
August 15, 2018	5:30 p.m.-7:00 p.m.	English
October 24, 2018	1:00 p.m.-4:00 p.m.	English

Online Filing Clinics

DATE	TIME	LANGUAGE
July 30, 2018	8:00 a.m.-5:00 p.m.	English
July 31, 2018	8:00 a.m.-5:00 p.m.	English
October 30, 2018	8:00 a.m.-5:00 p.m.	English
October 31, 2018	8:00 a.m.-5:00 p.m.	English

Salinas Office

950 East Blanco Road, Suite 202
Salinas, CA 93901 ■ 1-831-754-4500

Basic Sales and Use Tax Classes

DATE	TIME	LANGUAGE
June 21, 2018	1:00 p.m.-4:00 p.m.	English
October 17, 2018	5:30 p.m.-7:30 p.m.	English
October 23, 2018	1:00 p.m.-4:00 p.m.	English



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
June 7, 2018	10:00 a.m.-12:30 p.m.	English
July 19, 2018	10:00 a.m.-12:30 p.m.	English
August 16, 2018	10:00 a.m.-12:30 p.m.	English
September 20, 2018	10:00 a.m.-12:30 p.m.	English
October 18, 2018	10:00 a.m.-12:30 p.m.	English
November 15, 2018	10:00 a.m.-12:30 p.m.	English

Online Filing Clinics

DATE	TIME	LANGUAGE
July 27, 2018	8:00 a.m.-5:00 p.m.	English
July 30, 2018	8:00 a.m.-5:00 p.m.	English
July 31, 2018	8:00 a.m.-5:00 p.m.	English
October 29, 2018	8:00 a.m.-5:00 p.m.	English
October 30, 2018	8:00 a.m.-5:00 p.m.	English
October 31, 2018	8:00 a.m.-5:00 p.m.	English

Find your nearest
office and attend
our classes!

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