

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



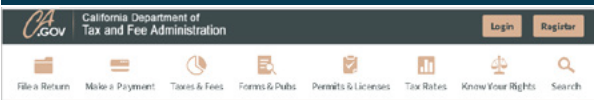
Instructor-Led Classes – Our Instructor-led classes assist you in preparing sales and use tax returns, supporting and reporting exempt sales, using a resale certificate, determining what is taxable and nontaxable labor, and maintaining adequate records.

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.

Glendale Office

505 N. Brand Boulevard, 7th Floor
Glendale, CA 91203 • 1-818-543-4979

Basic Sales and Use Tax Classes

| DATE | TIME | LANGUAGE |
|--------------------|-------------------------|----------|
| January 9, 2019 | 9:00 a.m. to 11:00 a.m. | English |
| February 8, 2019 | 9:00 a.m. to 11:00 a.m. | English |
| March 13, 2019 | 9:00 a.m. to 11:00 a.m. | Spanish |
| March 13, 2019 | 1:30 p.m. to 3:30 p.m. | English |
| April 17, 2019 | 5:30 p.m. to 7:30 p.m. | English |
| May 17, 2019 | 9:00 a.m. to 11:00 a.m. | English |
| June 1, 2019 | 9:00 a.m. to 11:00 a.m. | Spanish |
| June 13, 2019 | 9:00 a.m. to 11:00 a.m. | English |
| July 13, 2019 | 9:00 a.m. to 11:00 a.m. | English |
| August 14, 2019 | 9:00 a.m. to 11:00 a.m. | English |
| September 12, 2019 | 9:00 a.m. to 11:00 a.m. | Spanish |
| September 12, 2019 | 1:30 p.m. to 3:30 p.m. | English |
| October 9, 2019 | 9:00 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 & 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 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 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 • 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 |
| April 18, 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 |

Tax Return Preparation Class

| DATE | TIME | LANGUAGE |
|-------------------|--------------------------|----------|
| January 17, 2019 | 10:45 a.m. to 11:45 a.m. | English |
| April 18, 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 |

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 |
| April 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 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 |

Find your nearest office and attend our classes!

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