



# 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.



### Riverside Office

3737 Main Street, Victoria Room 205  
Riverside, CA 92501-3395 • 1-951-680-6400

#### Basic Sales and Use Tax Classes

DATE	TIME	LANGUAGE
April 24, 2018	9:00 a.m.-10:30 a.m.	Spanish
April 25, 2018	9:00 a.m.-10:30 a.m.	English
May 22, 2018	9:00 a.m.-10:30 a.m.	English
June 19, 2018	9:00 a.m.-10:30 a.m.	English
July 24, 2018	9:00 a.m.-10:30 a.m.	Spanish
July 25, 2018	9:00 a.m.-10:30 a.m.	English
August 22, 2018	9:00 a.m.-10:30 a.m.	English
September 19, 2018	9:00 a.m.-10:30 a.m.	English
October 23, 2018	9:00 a.m.-10:30 a.m.	Spanish
October 24, 2018	9:00 a.m.-10:30 a.m.	English
November 13, 2018	9:00 a.m.-10:30 a.m.	English
December 18, 2018	9:00 a.m.-10:30 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

#### Tax Return Preparation Classes

DATE	TIME	LANGUAGE
April 24, 2018	10:30 a.m.-11:00 a.m.	Spanish
April 25, 2018	10:30 a.m.-11:00 a.m.	English
July 24, 2018	10:30 a.m.-11:00 a.m.	Spanish
July 25, 2018	10:30 a.m.-11:00 a.m.	English
October 23, 2018	10:30 a.m.-11:00 a.m.	Spanish
October 24, 2018	10:30 a.m.-11:00 a.m.	English



### Rancho Mirage Office

35-900 Bob Hope Drive, Suite 280  
Rancho Mirage, CA 92270-1768 • 1-760-770-4828

#### Basic Sales and Use Tax Classes

DATE	TIME	LANGUAGE
April 26, 2018	9:00 a.m.-10:30 a.m.	English
July 26, 2018	9:00 a.m.-10:30 a.m.	English
October 25, 2018	9:00 a.m.-10:30 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

#### Tax Return Preparation Classes

DATE	TIME	LANGUAGE
April 26, 2018	10:30 a.m.-11:00 a.m.	English
July 26, 2018	10:30 a.m.-11:00 a.m.	English
October 25, 2018	10:30 a.m.-11:00 a.m.	English

Find your nearest  
office and attend  
our classes!

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