

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.



Santa Clarita Office

25360 Magic Mountain Pkwy, Suite 330
Santa Clarita, CA 91355-6065 ▪ 1-661-222-6000

Basic Sales and Use Tax Classes

DATE	TIME	LANGUAGE
June 14, 2018	9:00 a.m.-10:00 a.m.	English
June 14, 2018	10:30 a.m.-11:30 a.m.	Spanish
September 13, 2018	9:00 a.m.-10:00 a.m.	English
September 13, 2018	10:30 a.m.-11:30 a.m.	Spanish
December 13, 2018	9:00 a.m.-10:00 a.m.	English
December 13, 2018	10:30 a.m.-11:30 a.m.	Spanish

Online Filing Clinics

DATE	TIME	LANGUAGE
April 26, 2018	8:00 a.m.-5:00 p.m.	English & Spanish
July 26, 2018	8:00 a.m.-5:00 p.m.	English & Spanish
July 27, 2018	8:00 a.m.-5:00 p.m.	English & Spanish
October 30, 2018	8:00 a.m.-5:00 p.m.	English & Spanish

Fresno Office

8050 N. Palm Avenue, Suite 205
Fresno, CA 93711-5510 ▪ 1-559-440-5330

Basic Sales and Use Tax Classes

DATE	TIME	LANGUAGE
April 19, 2018	9:00 a.m.-11:00 a.m.	English
July 19, 2018	6:00 p.m.-8:00 p.m.	English
July 26, 2018	9:00 a.m.-11:00 a.m.	Spanish
July 26, 2018	1:30 p.m.-3:30 p.m.	English
October 25, 2018	9:00 a.m.-11:00 a.m.	English

Ventura Office

4820 McGrath Street, Suite 260
Ventura, CA 93003-7778 ▪ 1-805-677-2700

Basic Sales and Use Tax Classes

DATE	TIME	LANGUAGE
April 12, 2018	9:00 a.m.-12:00 p.m.	English
July 19, 2018	9:00 a.m.-12:00 p.m.	English
October 18, 2018	9:00 a.m.-12:00 p.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

Bakersfield Office

1800 30th Street, Suite 380
Bakersfield, CA 93301-1922 ▪ 1-661-395-2880

Basic Sales and Use Tax Classes

DATE	TIME	LANGUAGE
April 19, 2018	9:00 a.m.-11:00 a.m.	English
July 25, 2018	9:00 a.m.-11:00 a.m.	English
July 25, 2018	1:30 p.m.-3:30 p.m.	Spanish
October 25, 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/