

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.

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



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





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
March 6, 2019	9:00 a.m. to 12:00 p.m.	English
June 5, 2019	9:00 a.m. to 12:00 p.m.	English
September 4, 2019	9:00 a.m. to 12:00 p.m.	English
December 4, 2019	9:00 a.m. to 12:00 p.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
April 30, 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

Tax Return Preparation Class

DATE	TIME	LANGUAGE
January 24, 2019	10:00 a.m. to 12:00 p.m.	English
February 28, 2019	10:00 a.m. to 12:00 p.m.	English
March 28, 2019	10:00 a.m. to 12:00 p.m.	English
April 25, 2019	10:00 a.m. to 12:00 p.m.	English
May 23, 2019	10:00 a.m. to 12:00 p.m.	English
June 27, 2019	10:00 a.m. to 12:00 p.m.	English
July 25, 2019	10:00 a.m. to 12:00 p.m.	English
August 22, 2019	10:00 a.m. to 12:00 p.m.	English
September 26, 2019	10:00 a.m. to 12:00 p.m.	English
October 24, 2019	10:00 a.m. to 12:00 p.m.	English
November 20, 2019	10:00 a.m. to 12:00 p.m.	English

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
January 16, 2019	8:30 a.m. to 10:30 a.m.	Spanish
January 17, 2019	1:30 p.m. to 3:30 p.m.	English
January 17, 2019	6:00 p.m. to 8:00 p.m.	English
March 23, 2019	9:00 a.m. to 11:00 a.m.	English
April 17, 2019	9:00 a.m. to 11:00 a.m.	Spanish
April 18, 2019	1:30 p.m. to 3:30 p.m.	English
April 18, 2019	6:00 p.m. to 8:00 p.m.	English
July 16, 2019	6:00 p.m. to 8:00 p.m.	English
July 17, 2019	9:00 a.m. to 11:00 a.m.	Spanish
July 17, 2019	1:30 p.m. to 3:30 p.m.	English
September 21, 2019	9:30 a.m. to 11:00 a.m.	Spanish
October 22, 2019	8:30 a.m. to 10:30 a.m.	Spanish
October 22, 2019	1:30 p.m. to 3:30 p.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

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

Basic Sales and Use Tax Classes

DATE	TIME	LANGUAGE
March 21, 2019	9:00 a.m. to 12:00 p.m.	English
June 20, 2019	9:00 a.m. to 12:00 p.m.	English
September 19, 2019	9:00 a.m. to 12:00 p.m.	English
December 5, 2019	9:00 a.m. to 12:00 p.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
April 30, 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

Tax Return Preparation Classes

DATE	TIME	LANGUAGE
February 13, 2019	10:00 a.m. to 12:00 p.m.	English
March 20, 2019	10:00 a.m. to 12:00 p.m.	English
April 17, 2019	10:00 a.m. to 12:00 p.m.	English
May 29, 2019	10:00 a.m. to 12:00 p.m.	English
June 12, 2019	10:00 a.m. to 12:00 p.m.	English
July 17, 2019	10:00 a.m. to 12:00 p.m.	English
August 21, 2019	10:00 a.m. to 12:00 p.m.	English
September 25, 2019	10:00 a.m. to 12:00 p.m.	English
October 16, 2019	10:00 a.m. to 12:00 p.m.	English
November 21, 2019	10:00 a.m. to 12:00 p.m.	English

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

Basic Sales and Use Tax Classes

DATE	TIME	LANGUAGE
January 23, 2019	9:00 a.m. to 11:00 a.m.	English
January 23, 2019	1:30 p.m. to 3:30 p.m.	Spanish
April 17, 2019	9:00 a.m. to 11:00 a.m.	English
April 17, 2019	1:30 p.m. to 3:30 p.m.	Spanish
July 17, 2019	9:00 a.m. to 11:00 a.m.	English
July 17, 2019	1:30 p.m. to 3:30 p.m.	Spanish
October 23, 2019	9:00 a.m. to 11:00 a.m.	English
October 23, 2019	1:30 p.m. to 3:30 p.m.	Spanish

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 26, 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 29, 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

Find your nearest office
 and attend our classes!

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