

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 Diego Office		
15015 Avenue of Science, Suite 200 San Diego, CA 92128 ■ 1-858-385-4700		
Basic Sales and Use Tax Classes		
DATE	TIME	LANGUAGE
April 20, 2018	10:00 a.m.-12:00 p.m.	English
May 18, 2018	10:00 a.m.-12:00 p.m.	English
June 15, 2018	10:00 a.m.-12:00 p.m.	English
July 16, 2018	10:00 a.m.-12:00 p.m.	English
July 16, 2018	1:00 p.m.-3:00 p.m.	Spanish
August 20, 2018	10:00 a.m.-12:00 p.m.	English
September 21, 2018	10:00 a.m.-12:00 p.m.	English
October 19, 2018	10:00 a.m.-12:00 p.m.	English
December 10, 2018	10:00 a.m.-12:00 p.m.	English

Online Filing Clinics		
DATE	TIME	LANGUAGE
April 26, 2018	8:00 a.m.-5:00 p.m.	English
April 27, 2018	8:00 a.m.-5:00 p.m.	English
April 30, 2018	8:00 a.m.-5:00 p.m.	English
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/