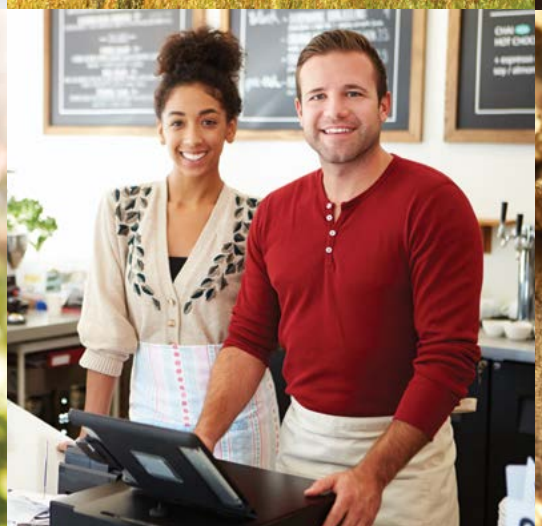
CDTFA
CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

STRIKING GOLD IN CALIFORNIA

What You Need to Know About Taxes and Your Small Business



Every year in CALIFORNIA,

thousands of small businesses start up. Unfortunately, thousands of small businesses also go out of business each year. The Internal Revenue Service (IRS) and California state tax agencies work together to educate small business owners about business tax obligations and to direct them to appropriate sources within each agency for accurate information. Your city or county may have tax or license requirements not covered in this publication. For additional information on local tax or license requirements, visit *www.calgold.ca.gov.*

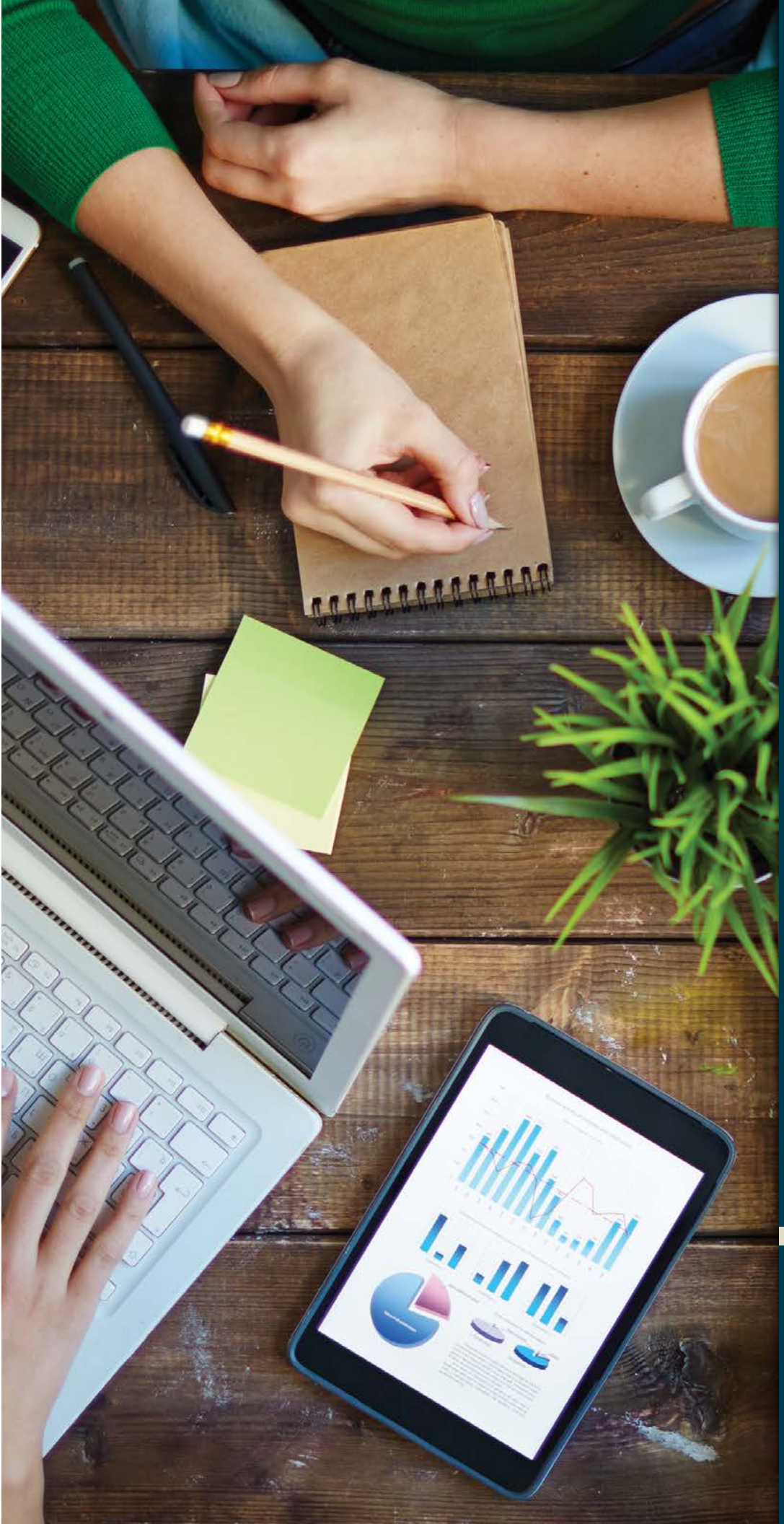
For the new business owner, one of the first critical questions is deciding which form of ownership will best meet your business needs. Although there are many forms of businesses to choose from, listed below are the most common types used by start-up businesses.

Sole Proprietor. A sole proprietorship is a business owned and operated by one individual. The owner is personally liable for all obligations (including debts) of the business, entitled to all of its profits, and exercises complete managerial control. The profits or losses generated from the sole proprietorship are reported on the individual's personal income tax return. A sole proprietorship is the easiest form of business to set up and most common for the small business owner.

Partnership. A partnership is a business entity that can be created by two or more persons who agree to carry on a trade or business. Each person contributes things such as money, property, labor, or skill, and shares in the profits and losses of the business. A partnership must file an annual information return to report the income, deductions, gains, losses, etc., from its operations. The profits or losses generated by a partnership "flow through" to its partners and each partner is responsible for paying taxes on their distributed share.

Corporation. A corporation is a separate legal entity owned by shareholders. Corporations are taxed annually on their earnings and the shareholders are taxed on any earnings distributed as dividends. This form of business allows prospective shareholders to exchange money, property, or both for the corporation's capital stock. The process of creating a corporation, called incorporation, gives the company separate legal standing from its owners and protects the owners from being personally liable in the event that the company is sued.

Limited Liability Company (LLC). An LLC is a newer form of business entity. It has advantages over corporations and partnerships. The LLC's main advantage over a partnership is that, like the owners (shareholders) of a civil law corporation, the liability of the owners (members) of an LLC for debts and obligations of the LLC is limited to their financial investment. However, like a general partnership, members of an LLC have the right to participate in the management of the LLC, unless the LLC's articles of organization and operating agreement provide that the LLC is to be managed by managers.



This publication covers the federal and California state tax filing requirements for small businesses that are set up as sole proprietorships. The index in the back of this booklet can be used to find tax information for corporations, partnerships, and other types of business entities.

For more information on types of business entities, refer to the Franchise Tax Board's (FTB) publication FTB 1123, *Forms of Ownership.*

For more information about starting and running a small business, visit the California Tax Service Center website at *www.taxes.ca.gov*, or the GO-Biz website at *www.business.ca.gov.*

The statements in this booklet are general and current as of the publication date. Tax law is complex and subject to change. Therefore, if there is a conflict between the law and this booklet, any decisions will be based on the law.

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INTRODUCTION

The Internal Revenue Service (IRS) administers all federal taxes except alcohol, tobacco, and customs duties. For information on other federal taxes, please contact the IRS at 1-800-829-1040, or visit *www.irs.gov.*

The Franchise Tax Board (FTB) administers two of California's major tax programs essential to our state—Personal Income Tax and Corporation Tax. For more information on FTB programs and detailed information on small business filing requirements, please contact the FTB at 1-800-852-5711, or visit *www.ftb.ca.gov.*

The Employment Development Department (EDD) administers four state payroll taxes—Unemployment Insurance (UI), Employment Training Tax (ETT), State Disability Insurance (SDI), and Personal Income Tax (PIT). The EDD offers several electronic filing and payment options through the e-Services for Business. For more information on this program and detailed information on employer requirements, please contact the EDD at 1-888-745-3886, or visit *www.edd.ca.gov.*

The California Department of Tax and Fee Administration (CDTFA) administers more than 30 tax and fee programs that generate revenue essential to our state. More than one million businesses in nearly every field of commercial activity are registered with the CDTFA. For more information on these programs, please contact the CDTFA at 1-800-400-7115 (TTY:711), or visit *www.cdtfa.ca.gov.*

Now that you have your own business, you have different tax requirements than you had as an employee. Forms you may have to file as a small business owner in California are listed in the next few sections.

ON YOUR INCOME – TAXES ADMINISTERED BY THE INTERNAL REVENUE SERVICE (IRS)

Federal Income Tax

To report the income from your business, you must file Form 1040, *U.S. Individual Income Tax Return*, instead of 1040-EZ or 1040-A, and attach a Schedule C, *Profit or Loss From Business*, or Schedule C-EZ, *Net Profit From Business* (see IRS publication 334, *Tax Guide for Small Business*).

Federal income tax is a pay-as-you-go tax. Formerly, if you were an employee, your employer withheld income tax from your pay. As the owner of your own business, if your taxes are not withheld in the normal course of your business, you must make estimated tax payments using Form 1040-ES, *Estimated Tax for Individuals*. Any tax still due after all estimated tax payments have been submitted must be paid with the income tax return (see IRS publication 505, *Tax Withholding and Estimated Tax)*.

TAX	REPORT TO
ON YOUR INCOME	**THE INTERNAL REVENUE SERVICE**
WITH	Form 1040, *U.S. Individual Income Tax Return,* Schedule C, *Profit or Loss From Business,* or Schedule C-EZ, *Net Profit From Business*, and Schedule SE, *Self-Employment Tax*
IF YOU HAVE EMPLOYEES	**THE INTERNAL REVENUE SERVICE**
WITH	Form 941, *Employers Quarterly Federal Tax Return,* or Form 944, *Employers Annual Federal Tax Return* Form W-2, *Wage and Tax Statement* Form W-3, *Transmittal of Wage and Tax Statements* Form 940, *Employer's Annual Federal Unemployment (FUTA) Tax Return*
IF YOU SELL MERCHANDISE	**THERE IS NO FEDERAL SALES TAX**

For fast, easy, and accurate filing, use our electronic filing options listed, beginning on page 12.

Sole Proprietors and Small Business Owners

	WHAT FORM DO I USE?	WHEN IS IT DUE?	WHERE DO I FILE AND PAY?
FILING	Form 1040, and attach Schedule C, or Schedule C-EZ, and Schedule SE	April 15 *of the following year*	Refer to Form 1040, *Instructions*, or visit *www.irs.gov.* **Keyword(s):** "where to file"
PAYING ESTIMATED TAXES	Submit payment with Form 1040-ES.*	**Four times a year:** - April 15 - June 15 - September 15 - January 15 *of the following year*	Refer to Form 1040-ES, *Instructions*, or visit *www.irs.gov.* **Keyword(s):** "estimated taxes"

For fast, easy, and accurate filing, use our electronic filing options listed, beginning on page 12.

*Any tax still due must be paid with the return.

IF YOU HAVE EMPLOYEES – TAXES ADMINISTERED BY THE INTERNAL REVENUE SERVICE (IRS)

Federal Employment Tax

Federal law requires you, as an employer, to withhold, report, and pay to the federal government certain deductions from your employees' wages. You must deduct:

- The employees' federal income tax;
- The employees' contribution to Social Security tax; *and*
- The employees' contribution to Medicare.

As an employer, you must also report and pay a matching contribution to the Federal Insurance Contributions Act (FICA) (see IRS publication 15, *[Circular E], Employer's Tax Guide)*.

You must apply for an Employer Identification Number (EIN) using Form SS-4, *Application for Employer Identification Number*. Apply online at *www.irs.gov* (keyword "online EIN"). Use this EIN to identify your business when you report federal employment taxes. You report these taxes each quarter on Form 941, *Employers Quarterly Federal Tax Return,* or, if qualified, report yearly on Form 944, *Employers Annual Federal Tax Return*.

Federal Employment Tax

QUARTER DATE	QUARTER ENDS	DUE DATE OF THE RETURN
First January, February, March	March 31	April 30
Second April, May, June	June 30	July 31
Third July, August, September	September 30	October 31
Fourth October, November, December	December 31	January 31 *of the following year*

At the end of the year (by the following January 31), you must give each of your employees a Form W-2, *Wage and Tax Statement*, reporting the employee's total wages earned and the federal and state taxes withheld, plus contributions to benefit plans. You must file copies of all Forms W-2 and a consolidating Form W-3, *Transmittal of Wage and Tax Statements*, with the Social Security Administration by the last day of February. The forms are due March 31, if filed electronically.

The law requires you to deposit these taxes on a regularly scheduled basis using the Electronic Federal Tax Payment System® (EFTPS) if they total $2,500 or more for the quarter. How often you have to make these deposits depends on the amount of employment taxes you owed previously. As a new employer, you will most likely be required to deposit once a month. Any tax still due by the due date must be paid with the return (see IRS publication 15, *[Circular E], Employer's Tax Guide*). You will make all deposits using the EFTPS®.

It is important to properly classify people who work for you as employees or independent contractors. Factors to consider can be found in IRS publication 15-A, *Employer's Supplemental Tax Guide*, and EDD Form DE 231, *Information Sheet: Employment*. Contact the IRS and EDD if you have questions or need more information.

	WHAT FORM DO I USE?	WHEN IS IT DUE?	WHERE DO I FILE AND PAY?
FILING	Form 941 or Form 944 *(if qualified)*	**Form 941:** - April 30 - July 31 - October 31 - January 31 *of the following year* **Form 944:** - January 31 *of the following year*	Refer to Form 941 or 944, *Instructions,* or visit *www.irs.gov.* **Keyword(s):** "where to file"
FILING	Form W-2	January 15 *of the following year*	Give to your employees
FILING	Copies of Form W-2 and Form W-3	February 28 *of the following year* or March 31, if filed electronically	**File electronically at:** *www.ssa.gov/employer* **Mail to:** Social Security Administration Data Operations Center Wilkes-Barre, PA 18769-0001
PAYING	Submit payment through the Electronic Federal Tax Payment System (EFTPS®).	New business owners are generally monthly depositors. See IRS publication 15, *(Circular E), Employers Tax Guide,* or visit *www.irs.gov.* **Keyword(s):** "payroll deposits"	Use your computer or telephone to pay electronically using EFTPS®. Enroll at *www.EFTPS.gov* or contact EFTPS® at 1-800-555-4477.

For fast, easy, and accurate filing, use our electronic filing options listed, beginning on page 12.

Agricultural employers file Form 943, *Employer's Annual Tax Return for Agricultural Employees*, instead of Form 941. The form is due by January 31 *of the following year.*

Federal Unemployment Tax Act (FUTA)

The law requires you, as an employer, to pay a tax that is used to administer your state's unemployment program. You report this tax annually on Form 940, *Employer's Annual Federal Unemployment (FUTA) Tax Return*. You use the same Employer Identification Number (EIN) that you reported on Form 941, *Employer's Quarterly Federal Tax Return*. You must make federal tax deposits for accumulated FUTA taxes that total over $500 at the end of any quarter. Any tax still due by the due date indicated on Form 940 must be paid with the return (see IRS publication 15, *[Circular E], Employer's Tax Guide*).

	WHAT FORM DO I USE?	WHEN IS IT DUE?	WHERE DO I FILE AND PAY?
FILING	Form 940	January 31 *of the following year*	Refer to Form 940, *Instructions*, or visit *www.irs.gov*. **Keyword(s):** "where to file"
PAYING	Submit payment through the Electronic Federal Tax Payment System (EFTPS®).	- April 30 - July 31 - October 31 - January 31 *of the following year*	Use your computer or telephone to pay electronically using EFTPS®. Enroll at *www.EFTPS.gov* or contact EFTPS® at 1-800-555-4477.

For fast, easy, and accurate filing, use our electronic filing options listed, beginning on page 12.

ON YOUR INCOME – TAXES ADMINISTERED BY THE FRANCHISE TAX BOARD (FTB)

California State Income Tax

If you are a California resident, and meet the filing requirements for income earned, in general, you must file Form 540, *California Resident Income Tax Return*. If you are a nonresident or part-year resident of the state, and meet the filing requirements for income earned, in general, you must file Form 540-NR, *California Nonresident or Part-Year Resident Income Tax Return*. To report the income from your business, attach Form 540 or Form 540-NR to a copy of your federal tax return, including Form 1040 – Schedule C, *Profit or Loss From Business*, or Form 1040 C-EZ, *Net Profit From Business*. There are differences between California and federal law. Use Form 540 – Schedule CA, *California Adjustments – Residents*, or Form 540-NR – Schedule CA, *California Adjustments – Nonresidents and Part-Year Residents,* to make adjustments to your federal adjusted gross income, and to your federal itemized deductions using California law.

Generally, in California, estimated tax payments are required if your taxes are not withheld in the normal course of your business. Use Form 540-ES and the *California Estimated Tax Worksheet,* to determine if you owe tax, and to figure the required amounts. Go to *www.ftb.ca.gov* and search for Form-ES, *Instructions*. Any tax still due after all estimated tax payments have been submitted must be paid with the return.

TAX	REPORT TO
ON YOUR INCOME	**THE FRANCHISE TAX BOARD**
WITH	Form 540, *California Resident Income Tax Return* Form 540–Schedule CA, *California Adjustments–Residents* Form 540-NR, *California Nonresidents or Part-Year Resident Income Tax Return, and* Form 540-NR–Schedule CA, *California Adjustments–Nonresidents and Part-Year Residents* Form 540-ES, *Estimated Tax for Individuals*
IF YOU HAVE EMPLOYEES	**THE EMPLOYMENT DEVELOPMENT DEPARTMENT**
WITH	Form DE 88ALL, *Payroll Tax Deposit Coupon*, Form DE 9,* *Quarterly Contribution Return and Report of Wages*, and Form DE 9C,* *Quarterly Contribution Return and Report of Wages (Continuation)* **Not all employer types are required to file the DE 9 and the DE 9C. If you are unsure of your employer type, please call the EDD Taxpayer Assistance Center at 1-888-745-3886.*
IF YOU SELL MERCHANDISE	**THE CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION**
WITH	Form CDTFA-401-A2, *State, Local, and District Sales and Use Tax Return,* or Form CDTFA-401-EZ, *Short Form–Sales and Use Tax Return*

For fast, easy, and accurate filing, use our electronic filing options listed, beginning on page 13.

Sole Proprietors and Small Business Owners

	WHAT FORM DO I USE?	WHEN IS IT DUE?	WHERE DO I FILE AND PAY?
PERSONAL FILING	Form 540 or Form 540-NR, and attach Form 540–Schedule CA or Form 540-NR–Schedule CA	April 15 *of the following year*	Refer to Form 540, *Instructions*, or visit *www.ftb.ca.gov*.
PAYING ESTIMATED TAXES	Submit payment with Form 540-ES.*	**Four times a year:** - April 15** - June 15** - September 15** - January 15** *of the following year*	Refer to Form 540-ES, *Instructions*, or visit *www.ftb.ca.gov.* **Keyword(s):** "estimated taxes"

For fast, easy, and accurate filing, use our electronic filing options listed, beginning on page 13.

*Tax still due must be paid with the return. When the due date falls on a weekend or holiday, the deadline to file and pay without a penalty is extended to the next business day.

**California differs from federal. To avoid an estimated penalty, you must pay at least:

- First Quarter (April 15)—30 percent
- Second Quarter (June 15)—40 percent
- Third Quarter (September 15)—0 percent (No estimated payment is required for the third installment.)
- Fourth Quarter (January 15 of the following taxable year)—30 percent

IF YOU HAVE EMPLOYEES – TAXES ADMINISTERED BY THE EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)

California State Employment Tax

State law requires you to register with the EDD within 15 days of paying wages over $100 in a calendar quarter. When you register, you must provide the EDD with your Federal Employer Identification Number. (The IRS calls this your EIN; the EDD calls this your FEIN.) The EDD will assign you a state employer payroll tax account number, which will be preprinted on all of your EDD reports to identify your business to the state.

You must report and pay the following employment taxes to the EDD:

- Unemployment Insurance;
- Employment Training Tax;
- State Disability Insurance (which includes Paid Family Leave); *and*
- California Personal Income Tax.

Unemployment Insurance (UI) contributions and Employment Training Tax (ETT) are paid by you, the employer. State Disability Insurance (SDI) (which includes Paid Family Leave) and California Personal Income Tax (PIT), are withheld from your employees' wages.

Employers should complete and file forms DE 9, *Quarterly Contribution Return and Report of Wages*, and DE 9C, *Quarterly Contribution Return and Report of Wages (Continuation)*, quarterly to report your employees' wages, PIT

withheld, and to reconcile your employer payroll tax account. Household employers who elect to become an annual household employer file forms DE 3BHW, *Employer of Household Worker(s) Quarterly Report of Wages and Withholdings*, and DE 3HW, *Employer of Household Worker(s) Annual Payroll Tax Return*. For further information on household employers, refer to the DE 8829, *Household Employer's Guide*. For all other employer types, refer to the DE 44, *California Employer's Guide*.

State law requires you to pay UI contributions and ETT quarterly. You may need to pay the taxes you withheld from your employees' wages (SDI and PIT), generally on the same date your federal deposit is due.

It is important to properly classify people who work for you as employees or independent contractors. Factors to consider can be found in IRS publication 15-A, *Employers Supplemental Tax Guide*, and EDD Form DE 231, *Information Sheet: Employment*. Contact the IRS and EDD if you have questions or need more information.

	WHAT FORM DO I USE?	WHEN IS IT DUE?	WHERE DO I FILE AND PAY?
FILING	Tax returns and wage reports are filed on forms DE 9* and DE 9C*, or by the EDD e-Services for Business at *www.edd.ca.gov/e-Services_for_Business.*	- April 1 - July 1 - October 1 - January 1 *of the following year***	**File electronically at:** e-Services for Business *www.edd.ca.gov/e-Services_for_Business.* **Mail to:** Employment Development Department PO Box 989071 West Sacramento, CA 95798-9071
PAYING	Submit payment with form DE 88ALL, *Payroll Tax Deposit Coupon*, or by the EDD e-Services for Business at *www.edd.ca.gov/e-Services_for_Business.*	SDI and PIT deposit due dates are based on your federal deposit schedule requirement and the amount of PIT withheld (see DE 44, *California Employer's Guide)*; UI and ETT payments are due by the end of the month of each calendar quarter.	**File electronically at:** e-Services for Business *www.edd.ca.gov/e-Services_for_Business.* **Pay to:** Employment Development Department PO Box 826276 Sacramento, CA 94230-6276

For fast, easy, and accurate filing, use our electronic filing options listed, beginning on page 13.

**Note*: Not all employer types are required to file the DE 9 and DE 9C. If you are unsure of your employer type, please call the EDD Taxpayer Assistance Center at 1-888-745-3886.

**Note: Forms are considered delinquent if not received within thirty (30) days of the due date. Refer to the current year EDD form DE 44, *California Employer's Guide*, at *www.edd.ca.gov/Payroll_Taxes/Forms_and_Publications.htm* for additional information.

Beginning January 1, 2017, employers with 10 or more employees will be required to electronically submit all employment tax returns, wage reports, and payroll tax deposits. All remaining employers will be required to electronically file and pay effective January 1, 2018.

TAXES AND FEES ADMINISTERED BY THE CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION (CDTFA)

California State Sales and Use Tax

Tax programs administered by the CDTFA are concentrated in two general areas—sales and use taxes, and special taxes and fees. This publication covers the federal and tax filing requirements for small businesses that are set up as sole proprietorships; therefore, sales and use taxes and special taxes and fees for small businesses are the areas of focus.

Generally, sales tax applies to retail sales of tangible personal property sold in California. The State of California requires you to register with the CDTFA. You must obtain a seller's permit and report and pay any sales tax on your taxable sales, and pay any use tax due on items purchased to help you run your business. To report your taxes, use form CDTFA-401-A2, *State, Local, and District Sales and Use Tax Return,* or CDTFA-401-EZ, *Short Form-Sales and Use Tax Return*. How often you must report and the method used to pay your sales tax depends on the amount of your taxable sales. For more information, please visit our website at *www.cdtfa.ca.gov*.

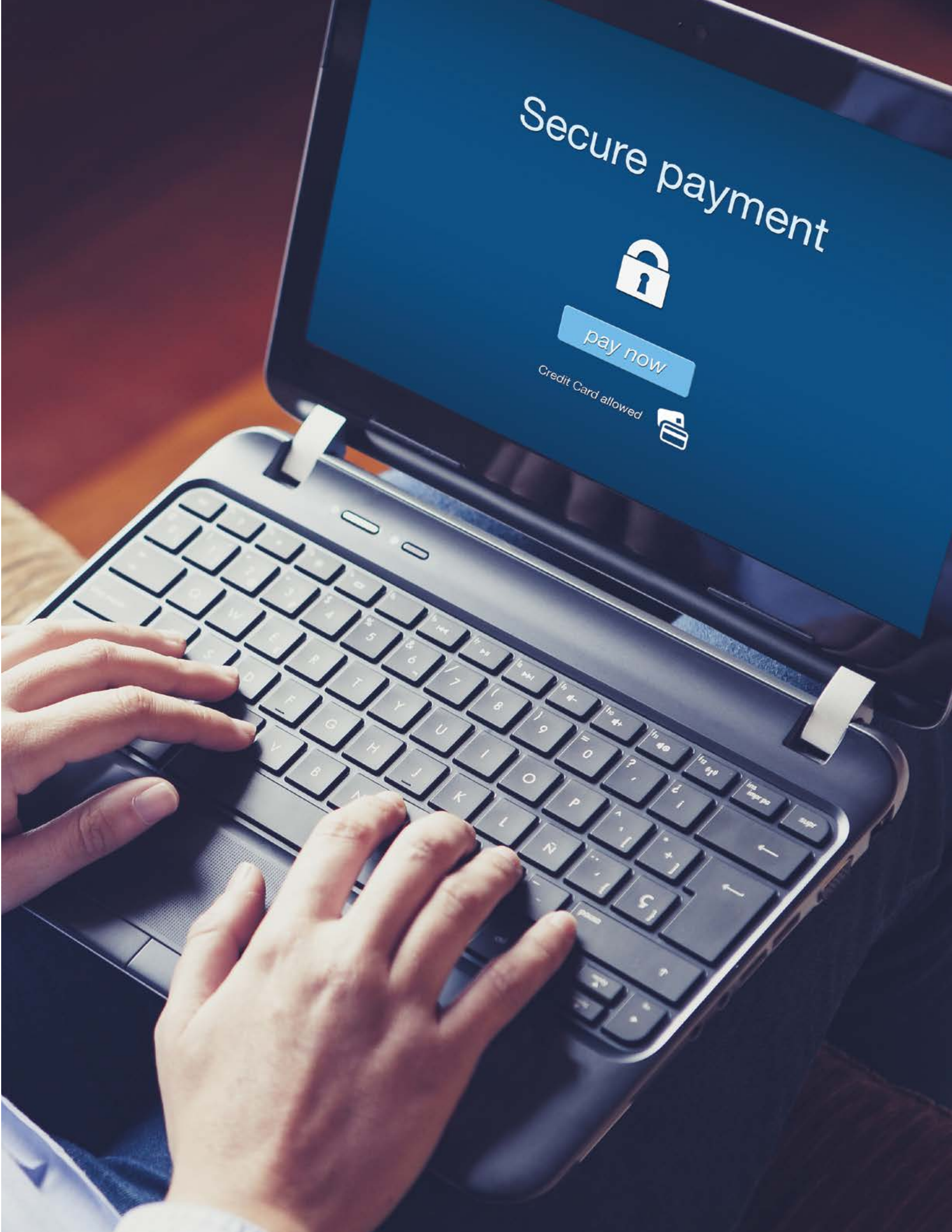
	WHAT FORM DO I USE?	WHEN IS IT DUE?	WHERE DO I FILE AND PAY?
FILING	Form CDTFA-401-A2 or CDTFA-401-EZ	At the end of the month following each reporting period: - Monthly, - Quarterly, - Fiscal Yearly, or - Annually	**File electronically at:** *www.cdtfa.ca.gov/services/#File-a-Return* **Mail to:** California Department of Tax and Fee Administration PO Box 942879 Sacramento, CA 94279-0001
PAYING	Submit payment with Form CDTFA-401-A2 or CDTFA-401-EZ	When the return is due: - Monthly, - Quarterly, - Fiscal Yearly, or - Annually	Refer to Form(s) CDTFA-401-A2 or CDTFA-401-EZ, *Instructions,* or visit *www.cdtfa.ca.gov/services/#Make-a-Payment* **Keyword(s):** "make a payment"

For fast, easy, and accurate filing, use our electronic filing options listed, beginning on page 14.

California State Special Taxes and Fees

The CDTFA is the sole administrative agency for the following special tax programs: Cigarette and Tobacco Products Tax, Cigarette and Tobacco Products Licensing Program, Diesel Fuel Tax, Use Fuel Tax, and Interstate User Tax.

The CDTFA is one of several agencies charged with administration of several special tax and fee programs. Depending on the nature of your business, you may also be required to register to report and pay under these administered programs. For a complete listing of special taxes and fees administered by the CDTFA, see *www.cdtfa.ca.gov/taxes-and-fees.*


Secure payment
pay now
Credit Card allowed

HOW TO FILE AND PAY YOUR TAXES ELECTRONICALLY

Enjoy the benefits of filing and paying electronically. The IRS and state taxing agencies want you to know about the fastest and easiest ways to file and pay your taxes.

If you can access the Internet, you can file your tax return online from the convenience of your work, home, school, or other public Web access locations. Tax preparation software is available at many retail outlets and on the Internet. If you use the services of a tax preparer, he or she will file online for you.

The following reflects the services each agency provides. Contact the appropriate agency for more information (toll-free telephone numbers and Internet addresses are listed on the back cover of this publication).

IRS

Whether you're a business, big or small, or are self-employed, you'll find IRS e-file for business filing options that meet your needs. IRS e-file is available for sole proprietors', individual tax returns, corporations, partnerships, employment taxes, and information returns.

Forms 941 and 940 e-file Program—Form 941, *Employer's Quarterly Federal Tax Return*, and Form 940, *Employer's Federal Unemployment (FUTA) Tax Return*, can be filed through your tax professional, payroll service provider, or by accessing approved software providers at *www.irs.gov.*

Forms 1099 can be filed using *Filing Information Returns Electronically* (FIRE). Find more details at *www.irs.gov* using keyword "FIRE."

Forms W-2 can be filed quickly and easily using Social Security's Business Services Online (BSO). You can find all the details at *www.ssa.gov/employer/.*

Payment Options

- **Direct Pay –** Use this secure service to pay your individual tax bill or estimated tax payment directly from your checking or savings account at no cost to you. You'll receive instant confirmation that your payment has been submitted. Just follow the easy steps. Bank account information is not retained in IRS systems after payments are made.
- **EFTPS® –** EFTPS® is a system for paying federal taxes electronically using the Internet, or by telephone using the EFTPS® Voice Response System. EFTPS® is offered at no cost by the U.S. Department of Treasury. You must make your federal tax deposits and may make other tax payments electronically using EFTPS®.
- **Credit Card –** You can pay by Internet, telephone, or mobile device whether you file online, paper file, or are responding to a bill or notice. It's safe and secure—the IRS uses standard service providers and business/commercial card networks, and your information is used solely to process your payment. A convenience fee is charged when paying by credit card.

FTB

E-filing with FTB ensures more accurate tax returns because e-file software and the e-file process verify certain aspects of the return before it is accepted for processing. Because of this verification, e-file returns have the lowest error rate of all returns filed. In addition, taxpayers and tax practitioners know their return was received, as an acknowledgment is sent for each return filed.

FTB offers many online services to assist you, including:

- Check your refund status.
- Use MyFTB Account to check your wage and withholding data, plus your balance due or payments made—great for estimate paying taxpayers.

  Note: *To qualify for MyFTB, you must have filed a California tax return in one of the last five years. If you use CalFile (e-file your state tax return directly to FTB), you may register without having a previous tax return on file.*
- Web Pay to make payments from your bank account or by credit card.
- Apply for an installment agreement.
- Email your tax questions.
- Find answers to tax questions.

FTB has expanded e-file options for businesses. Find business entity e-file requirement information at *www.ftb.ca.gov* and search for "business entity e-file."

Payment Options

- **Web Pay –** Make a payment from your checking or savings account.
- **Credit Card –** Pay with your Discover®/Novus®, MasterCard®, Visa®, or American Express®. Official Payments Corporation charges a fee for this service.
- **Western Union –** Pay online, by telephone, or in person at one of their worldwide offices. Western Union charges a fee for this service.
- **Mail –** Pay with a check or money order, and mail your payment to:

  Franchise Tax Board
  PO Box 942867
  Sacramento, CA 94267-0001
- **In Person –** Pay at one of our field offices. All offices accept checks and money orders. However, only our Sacramento and Santa Ana field offices accept cash. Visit *www.ftb.ca.gov* for a list of field offices and their hours of operation.

CDTFA

Depending on your type of business, the CDTFA offers convenient online filing services for eligible accounts. For those taxpayers or feepayers who have accounts that are not eligible to file online, the CDTFA will mail you the return or report required at the end of the reporting period. If you do not receive a return within ten business days after the end of the reporting period, please contact the CDTFA for a replacement return. For more information, visit the CDTFA's website at *www.cdtfa.ca.gov*. Don't wait, start filing online today.

The CDTFA also offers a number of other convenient payment methods for our taxpayers and feepayers to apply toward current and past due liabilities. Usually, taxpayers or feepayers filing a return also make a payment at the same time. You can make payments directly from your bank account, credit card, check, or money order. In addition, some of our customers are required to make payments through an Electronic Funds Transfer (EFT), see *www.cdtfa.ca.gov/taxes-and-fees/speftpstd.htm*. For information on other CDTFA online services, see publication 439, *Online Services*.

Payment Options

- **Pay Direct From Your Bank Account –** To make a payment or to file your return, log in with your User ID or Express Login. There is no fee to use this service. You will need the following bank account information: bank routing number, bank account number, and account type—checking or savings.
- **Credit Card Payment –** You can use your, Discover®/Novus®, MasterCard®, Visa®, or American Express® to make payments. The CDTFA accepts credit card payments over the Internet or with your touch-tone phone.
  Please note: A service fee of 2.3 percent of the transaction amount will be charged by the credit card processing vendor. This service fee is retained by the vendor and is not revenue to the CDTFA. The minimum fee is $1.
- **Electronic Funds Transfer (EFT) Payment –**
  - Log in to make your EFT payment and file your return in one transaction.
  - Third-Party Vendor – Initiate a separate EFT payment through the state data collector.

EDD

Payment Options

- **e-Services for Business –** The EDD *e-Services for Business* allows employers and employer representatives/payroll agents to manage their employer payroll taxes online at no cost. With a simple one-time enrollment, e-Services for Business can be used to electronically submit employment tax returns, wage reports, and payroll tax deposits 24 hours a day, 7 days a week. **e-Services for Business. It's fast, easy, and secure!** Visit *www.edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm.*
- **Mail –** Instructions for filing required forms and/or making deposits are available on the individual forms.

  Commonly Used Forms

  DE 1 - *Commercial Employer Account Registration and Update Form*

  DE 4 - *Employee's Withholding Allowance Certificate*

  DE 88ALL - *Payroll Tax Deposit*

  DE 9 - *Quarterly Contribution Return and Report of Wages*

  DE 9C - *Quarterly Contribution Return and Report of Wages (continuation)*

  DE 34 - *Report of New Employee(s)*

  DE 542 - *Report of Independent Contractor(s)*

SMALL BUSINESS RESOURCES

CalGOLD – *"Permits Made Simple"*– *www.calgold.ca.gov*
A catalog of information posted on the Internet to assist you in finding the appropriate permit information for your business. *Calgold.ca.gov* provides links and contact information to agencies that administer and issue business permits, licenses, and registration requirements from all levels of government.

SCORE – *"Counselors to America's Small Business"* **–** *www.score.org* or 1-800-634-0245
Premier source of no-cost confidential advice and training for entrepreneurs with over 10,500 volunteer counselors, and over 600 skilled working or retired business owners, executives, and/or corporate leaders sharing wisdom and lessons learned in business.

U.S. Small Business Administration (SBA) – *www.sba.gov*
The SBA helps Americans start, build, and grow businesses with programs and services designed to help you succeed through an extensive network of field offices and partnerships with public and private organizations. The SBA delivers its services to people throughout the United States, Puerto Rico, the U.S. Virgin Islands, and Guam.

Fresno	1-559-487-5791	**San Diego**	1-619-557-7250 or 1-619-727-4883
Los Angeles	1-818-552-3201	**San Francisco**	1-415-744-6820
Sacramento	1-916-735-1700	**Santa Ana**	1-714-550-7420

OTHER USEFUL RESOURCES

AGENCY	WEBSITE	TELEPHONE NUMBER
California Code of Regulations (CCR)	*https://oal.ca.gov/publications/ccr/*	1-916-323-6255
California Labor Code	*https://leginfo.legislature.ca.gov/*	
California State Agencies Directory	*www.ca.gov/Agencies*	1-800-807-6755
California Tax Service Center	*www.taxes.ca.gov*	
California Unemployment Insurance Code (CUIC)	*https://leginfo.legislature.ca.gov/*	
Department of Industrial Relations (DIR)	*www.dir.ca.gov*	1-844-LABOR-DIR or 1-844-522-6734
Division of Occupational Safety and Health (DOSH)	*www.dir.ca.gov/dosh/*	1-844-LABOR-DIR or 1-844-522-6734
FTB Legal Documents	*www.ftb.ca.gov*	
Governor's Office of Business and Economic Development (GO-Biz)	*www.business.ca.gov*	

AGENCY	WEBSITE	TELEPHONE NUMBER
Internal Revenue Code (IRC)	*www.irs.gov/privacy-disclosure/tax-code-regulations-and-official-guidance#irc*	
Office of Administrative Law	*www.oal.ca.gov*	1-916-323-6225
OSHA (U.S.)	*www.osha.gov/index.html*	1-800-321-OSHA (6742)
Revenue and Taxation Code (R&TC)	*https://leginfo.legislature.ca.gov/*	
Secretary of State	*www.sos.ca.gov*	1-916-653-7244
Social Security (for the self-employed) (SSA)	*www.ssa.gov/employer*	1-800-772-1213
State Department of Consumer Affairs	*www.dca.ca.gov*	1-800-952-5210
U.S. Bankruptcy Code	*http://uscode.house.gov*	
U.S. Code	*http://uscode.house.gov*	
U.S. Department of Labor	*www.dol.gov*	1-866-4-USA-DOL or 1-866-487-2365
U.S. Labor Code	*www.uscode.house.gov*	

HELPFUL TAX PUBLICATIONS

How to Order

The IRS and the California tax agencies produce many no-cost publications to help you fill out your tax returns and to answer your tax questions. To determine which publications you need, look first at the index in the back of this publication under your topic. Most forms and publications are available online or by telephone.

AGENCY	WEBSITE	TELEPHONE NUMBER
CDTFA – California Department of Tax and Fee Administration (State Sales and Use Tax, and Special Taxes and Fees)	*www.cdtfa.ca.gov/formspubs*	1-800-400-7115 (TTY:711)
EDD – Employment Development Department (State Employment Tax)	*www.edd.ca.gov/Forms/*	1-888-745-3886 1-800-547-9565 (TTY)
FTB – Franchise Tax Board (State Income Tax)	*www.ftb.ca.gov/forms/*	1-800-338-0505
IRS – Internal Revenue Service (Federal Taxes)	*www.irs.gov/forms-instructions*	1-800-TAX-FORM (1-800-829-3676)

This is a partial listing of publications offered by the Internal Revenue Service, Franchise Tax Board, Employment Development Department, and California Department of Tax and Fee Administration. You may want to order one or more of the publications listed below.

Internal Revenue Service (IRS)

Some of these publications are available in other languages. Visit the IRS website at *www.irs.gov* to obtain the required publications.

Pub 1	*Your Rights as a Taxpayer*—explains your rights in each step in the tax process.
Pub 1SP	*Derechos del Contribuyente* (Spanish version of publication 1)
Pub 15 (Circular E)	*Employer's Tax Guide*—Forms 940, 941, 944
Pub 15A	*Employer's Supplemental Tax Guide*—covers employee vs. independent contractor issues and alternative withholding methods.
Pub 15B	*Employer's Tax Guide to Fringe Benefits*—provides guidance to determine the taxability of fringe benefits provided to employees.
Pub 51 (Circular A)	*Agricultural Employer's Guide*
Pub 225	*Farmer's Tax Guide*

Pub 334	*Tax Guide for Small Business*—explains the tax responsibilities of the sole proprietor—Form 1040 (Schedule C).
Pub 463	*Travel, Entertainment, Gift, and Car Expenses*
Pub 505	*Tax Withholding and Estimated Tax*—Forms W-4, 1040-ES
Pub 509	*Tax Calendars for the Current Year,* or online at *www.irs.gov*—keyword "tax calendar"
Pub 510	*Excise Taxes*—covers in detail the various federal excise taxes reported on Form 720 (for example, fuel taxes and tax on heavy trucks). This publication also describes other excise taxes and which other forms to use—Forms 11-C, 637, 720, 720-X, 730, 1363, 2290, 2290-SP, 2290-FR, 4136, 6197, 6478, 6627, 8849, 8864.
Pub 525	*Taxable and Nontaxable Income*
Pub 529	*Miscellaneous Deductions*—identifies expenses you may be able to take as deductions on Form 1040, such as expenses of producing income.
Pub 531	*Reporting Tip Income*—explains how tip income is taxed and rules for keeping records and reporting tips.
Pub 535	*Business Expenses*
Pub 536	*Net Operating Losses*
Pub 538	*Accounting Periods and Methods*
Pub 541	*Partnerships*—Form 1065 (Schedule K-1)
Pub 542	*Corporations*—Forms 1120, 1120-S
Pub 556	*Examination of Returns, Appeal Rights, and Claims for Refund*—Forms 1040-X, 1120-X
Pub 560	*Retirement Plans for Small Business*—explains tax considerations relevant to retirement plans available to self-employed individuals, such as the simplified employee pensions (SEPs) and Keogh plans—Forms 5305-SEP, 5500-EZ.
Pub 583	*Starting a Business and Keeping Records*—Form 1040 (Schedule C)
Pub 587	*Business Use of Your Home*—explains rules for claiming a deduction for business use of your home and what expenses may be deducted.
Pub 590	*Individual Retirement Arrangements (IRAs)*—explains IRA tax rules and penalties. This publication also includes tax rules for simplified employee pension (SEP) plans—Forms 1040, 1040-A, 5329, 8606.
Pub 594	*The IRS Collection Process*—defines your rights and duties as a taxpayer who owes federal taxes. This publication also explains how the IRS fulfills its legal obligation to collect these taxes.

Pub 594SP	*Comprendiendo el Proceso de Cobro* (Spanish version of publication 594)
Pub 596	*Earned Income Credit*—explains who receives the credit and how to figure and claim it—Forms 1040, 1040-A (Schedule EIC).
Pub 596SP	*Credito por Ingreso del Trabajo* (Spanish version of publication 596)
Pub 850	*Glossary of Words and Phrases* (available in English, Chinese, Traditional Chinese, Korean, Russian, Spanish, and Vietnamese)
Pub 908	*Bankruptcy Tax Guide*—Forms 982, 1041, 1041-ES
Pub 946	*How to Depreciate Property*—Form 4562
Pub 966	*Electronic Choices to Pay All Your Federal Taxes*
Pub 1544	*Reporting Cash Payments of Over $10,000*—explains when and how persons in a trade or business must file Form 8300 when they receive cash payments of more than $10,000 from one buyer, and discusses substantial penalties for not filing.
Pub 4862	*Small Business Health Care Tax Credit*
Pub 5196	*Understanding Employer Reporting Requirements of the Health Care Law*
Pub 5200	*Affordable Care Act: What Employers Need to Know*
Pub 5208	*Affordable Care Act: Are You an Applicable Large Employer?*

Franchise Tax Board (FTB)

Some of these publications are available in other languages. Visit the FTB website at *www.ftb.ca.gov* to obtain the required publications.

FTB 689	*Read the Fine Print: Forming a Business Entity Outside of California*
FTB 936	*Nonwage Withholding Audit Process*
FTB 982	*How to Select an Income Tax Return Preparer*
FTB 982SP	*Como Escoger un Preparador de Declaraciones de Impuesto Sobre el Ingreso* (Spanish version of publication 982)
FTB 984	*Common Business Expenses for the Business Owner and Highlights of the Federal/State Differences*
FTB 985	*Audit/Protest/Appeals (The Process)*
FTB 987	*Top Twelve Tax Scams*

FTB 988	*California Use Tax and Your Filing Requirements*
FTB 989	*Understanding California Taxes*
FTB 1015B	*Frequently Asked Questions About your Tax Audit*
FTB 1015SP	*Preguntas Frecuentes Sobre Su Auditoría De Impuesto* (Spanish version of publication FTB 1015B)
FTB 1016	*Real Estate Withholding Guidelines*
FTB 1031	*Guidelines for Determining Resident Status*
FTB 1038	*Guide to Dissolve, Surrender, or Cancel a California Business Entity*
FTB 1060	*Guide for Corporations Starting Business in California*
FTB 1123	*Forms of Ownership*
FTB 1123SP	*La Guia del Franchise Tax Board para formas de Propiedad* (Spanish version of publication 1123)
FTB 4058	*California Taxpayers' Bill of Rights, Information for Taxpayers*
FTB 4058C	*California Taxpayers' Bill of Rights, An Overview*

Employment Development Department (EDD)

Some of these publications are available in other languages. Visit the EDD website at *www.edd.ca.gov* to obtain the required publications.

DE 44	*California Employer's Guide*—explains your state payroll tax responsibilities and reporting requirements if you have employees (also includes the California Personal Income Tax [PIT] withholding schedules).
DE 88ALL-I	*Instructions for Preparing the Payroll Tax Deposit (DE 88 or DE 88ALL) Coupon*—provides general information on payroll tax deposit requirements.
DE 195	*Employers' Bill of Rights*—explains your rights during the employment tax process.
DE 195/S	*Declaracion de Derechos de los Empleadores Patrones* (Spanish version of publication DE 195)
DE 231*	*Information Sheet: Employment*—explains who is an employer, who is a statutory employee, and who is a common law employee.
DE 231A*	*Information Sheet: Wages*—defines wages and when to report them.
DE 231B*	*Information Sheet: Automotive Repair Industry*

*DE 231 Series—Additional information sheets on various types of employment.

DE 231C*	*Information Sheet: Barbering and Cosmetology Industry*
DE 231E*	*Information Sheet: Restaurant and Hotel Industries*—defines the value of meals and lodging provided to an employee, and explains how to report tips.
DE 231EB*	*Information Sheet: Taxability of Employee Benefits*—explains employee benefits and when they are subject to employment taxes.
DE 231EC*	*Information Sheet: Elective Coverage for Employers and Self-Employed Individuals*—explains the options for coverage under Disability Insurance and Unemployment Insurance.
DE 231EE*	*Information Sheet: Exempt Employment*—explains which types of employees or work are not subject to certain employment taxes.
DE 231ES*	*Information Sheet: Employment Work Status Determination*—explains how to request a determination of employee or independent contractor status.
DE 231G*	*Information Sheet: Construction Industry*
DE 231K*	*Information Sheet: Casual Labor*
DE 231N*	*Information Sheet: Salespersons*
DE 231PIT*	*Information Sheet: Personal Income Tax Wages Reported on the Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C).*
DE 231PS*	*Information Sheet: Personal Income Tax Withholding—Supplemental Wage Payments, Moving Expense Reimbursement—WARN Act Payments*—identifies whether moving expense reimbursements should be considered wages.
DE 231Q*	*Information Sheet: Social Security/Medicare/SDI Taxes Paid by an Employer*—explains how to calculate gross wages without employee deductions when the employer pays FICA and State Disability Insurance.
DE 231SE*	*Information Sheet: Statutory Employees—Unemployment Insurance (UI), Employment Training Tax (ETT), and State Disability Insurance (SDI)—(Agent/Commission Drivers, Traveling/City Salespersons, Construction Workers, Homeworkers, Artists, and Authors)*—identifies who is an employee by state law.
DE 231T*	*Information Sheet: Tips*—defines tips as wages, explains how to report tips, and who is responsible for reporting them.
DE 231TA*	*Information Sheet: Employment Tax Audit Process*
DE 231TE*	*Information Sheet: Types of Employment*—identifies special classes of employment and whether the type of employment is subject to California payroll taxes.
DE 231TP*	*Information Sheet: Types of Payments*—identifies special types of payments and whether the type of payment is subject to California payroll taxes.

*DE 231 Series—Additional information sheets on various types of employment.

DE 231Y*	*Information Sheet: Reporting New Employees and Independent Contractors*—defines "new hires" and explains an employer's new hire reporting requirements.
DE 231Z*	*Information Sheet: California System of Experience Rating*—explains how Unemployment Insurance rates are established and calculated.
DE 573	*Avoid Unplanned Tax Liabilities*—describes some of the common pitfalls for new employers, and provides methods to avoid creating employment tax liabilities.
DE 573/S	*Evite La Responsabilidad de Pagar Impuestos Que No Planeaba* (Spanish version of publication DE 573)
DE 631TL**	*Information Sheet: State Tax Lien*—defines a lien, describes the effects of the lien, and lists what is required to obtain a release of lien.
DE 3395	*Tax Rates, Wage Limits, and Value of Meals and Lodging*—provides rate, meal, and lodging information for the current year and the seven years prior.

*DE 231 Series—Additional information sheets on various types of employment.

**DE 631 Series—Additional information sheets on various types of equipment.

California Department of Tax and Fee Administration (CDTFA)

Some of these publications are available in other languages. Visit the CDTFA website at *www.cdtfa.ca.gov* to obtain the required publications.

Pub 9	*Construction and Building Contractors*—helps you understand how sales and use tax applies to construction and building contractors.
Pub 12	*California Use Fuel Tax: A Guide for Vendors and Users*—helps you understand California's use fuel tax. It is an introduction to the use fuel tax and covers the kinds of fuel subject to the tax, the tax rates, and those persons responsible for collecting or paying the tax.
Pub 17	*Appeals Procedures: Sales and Use Taxes and Special Taxes*—provides general information about appeals procedures for sales and use taxes and special taxes and fees (fuel taxes, excise taxes, and environmental fees).
Pub 18	*Nonprofit Organizations*—explains how sales and use tax generally applies to sales and purchases by nonprofit organizations. It provides basic information that can help you determine whether any of your organization's sales may qualify for sales tax exemptions or exclusions.
Pub 22	*Dining and Beverage Industry*—helps you understand how sales and use tax applies to businesses that sell meals or alcoholic beverages, or both—such as bars, delicatessens, restaurants, and catering operations. It also contains information on how tax applies to complimentary food and beverages provided to guests at lodging facilities.
Pub 24	*Liquor Stores*—helps you understand how sales and use tax applies to liquor stores and uses examples to explain what are taxable and nontaxable sales. It is not designed to apply to grocery stores, drug stores, department stores having liquor departments, or bars having off-sale licenses. These businesses are covered in separate publications.

Pub 25	*Auto Repair Garages and Service Stations*—provides general information about how sales and use tax applies to the operations of vehicle repair garages and service stations. Portions of this text are also useful for taxpayers who operate mini-marts selling fuel. In addition to addressing sales and use tax issues, this publication includes information on the Diesel Fuel Tax Law, the Use Fuel Tax Law, the Motor Vehicle Fuel Tax Law, the California Tire Fee Law, the Oil Recycling Fee Law, and the Underground Storage Tank Maintenance Fee Law. These taxes and fees may also apply to your business operations.
Pub 26	*Tax Information Bulletin Index*—helps readers find *Tax Information Bulletin (TIB)* articles of interest published the previous year and is issued annually.
Pub 27	*Drug Stores*—designed for persons who are responsible for drug store sales and purchases, it provides information on the taxability of common drug store transactions, such as sales of prescription drugs and sales of magazines, beauty supplies, food products, and so forth.
Pub 31	*Grocery Stores*—designed for owners, managers, and other operators of grocery stores, it provides basic information on the application of sales and use tax to grocery store sales and purchases. This publication defines a "grocery store" as an establishment engaging in the sale of food products and related items as its principal line of business. The term also includes separate grocery departments in department stores but does not include delicatessens, country or general stores, and establishments that handle groceries as a sideline.
Pub 32	*Sales to Purchasers From Mexico*—explains there is no general exemption for sales to residents of other states or countries, and that your sales in California to purchasers from Mexico are normally subject to tax. It also clarifies that some sales to Mexican residents may qualify as tax-exempt sales for export or nontaxable sales for resale, and explains what you must do to document your claim that a sale is exempt.
Pub 34	*Motor Vehicle Dealers*—provides information for motor vehicle dealers on the taxability of new and used vehicle sales and of charges associated with those sales, such as charges for license fees and dealer-installed extras. Information is also provided in this publication on the tax impact of trade-ins, discounts, rebates, and factory-dealer incentives. It also discusses sales that are exempt from sales and use tax, vehicle leasing and rentals, mobile transportation equipment, and the California Tire Fee.
Pub 35	*Interior Designers and Decorators*—explains to interior designers and decorators how tax applies to charges for sales of merchandise, professional fees, labor, subcontracted work, and shipping and delivery. It also addresses how tax applies to work involving improvements to real property, such as residential and commercial buildings.
Pub 36	*Veterinarians*—helps you to understand how sales and use tax applies to veterinary practices, including clinics, hospitals, or centers operated by veterinarians. In this publication, the term "veterinarian" is not limited to individuals, but also includes any firm, partnership, joint venture, association, limited liability company, corporation, syndicate, or any other group or combination acting as a unit to provide veterinary services.

Pub 37	*Graphic Design, Printing, and Publishing*—pertains to the graphic arts industry, and is designed to help customers and businesses determine what is taxable in the creation and production of artwork for visual communication, web or software design, the separation of artwork into individual colors for printing, typography, bookbinding, sign making, publishing, advertising and product packaging, digital prepress instruction, production of printed matter, and other related activities.
Pub 38	*Advertising Agencies*—discusses the rules that apply when advertising agencies purchase products and services on behalf of clients. It also helps advertising agencies determine when they are regarded as a retailer and how tax applies to their sales as retailers.
Pub 40	*Watercraft Industry*—provides useful information to watercraft sellers, brokers, purchasers, and operators. It explains watercraft principal use and functional use exemptions. It contains information on the taxability of watercraft sales, methods of tax reporting and payment, and the respective tax reporting responsibilities of registered sellers, brokers, and buyers. It also contains information on sales of exempt watercraft.
Pub 44	*District Taxes (Sales and Use Taxes)*—provides information on the application of district tax to your sales and purchases. This resource begins by explaining what a “district” is, what “district taxes” are, and who is responsible for paying them. It then continues by covering the specific application of district tax to various types of transactions including sales across district lines.
Pub 45	*Hospitals and Other Medical Facilities*—discusses the taxability of charges for medicines, other medical products and services, and food. The guidelines discussed in this publication are useful for all hospitals and medical facilities regardless of ownership, except those operated by the federal government. It may also be useful to medical supply companies and other members of the medical care industry.
Pub 46	*Leasing Tangible Personal Property*—provides basic information on how sales and use tax applies to leases.
Pub 47	*Mobilehomes and Factory-Built Housing*—explains how sales and use tax applies to sales and purchases of mobilehomes and factory-built housing. It provides basic information on dealer sales of new mobilehomes and related items, and describes common mobilehome dealer purchases, including purchases for resale. This publication also discusses the purchase of mobilehomes for delivery in California. However, it does not address your obligations under property tax laws, mobilehome registration requirements, and building permits.
Pub 51	*Resource Guide to Free Tax Products and Services for Small Businesses*—provides a listing of all the free products and online services the CDTFA offers to taxpayers and feepayers. You can find descriptions of helpful publications as well as educational classes and seminars that are available as resources for those doing business in California.

Pub 52	*Vehicles and Vessels: Use Tax*—explains how either sales or use tax applies to the sale or purchase of vehicles or vessels for use in California unless an exemption applies. This publication contains examples of vehicle and vessel transfers that are not subject to California use tax, and explains how to apply for a CDTFA-111, *Certificate of Use Tax Clearance*, if you purchase or receive a vehicle or vessel in an exempt transaction.
Pub 53	*Managed Audit Program*—provides general information regarding the CDTFA's Managed Audit Program, as well as specific instructions for managed audit procedures.
Pub 53A	*Consumer Sales and Use Tax Questions*—summarizes the law and applicable regulations in effect as of October 2008 and thereafter.
Pub 53B	*Sales and Use Tax Questions for the Business Person*—summarizes the law and applicable regulations in effect when the publication was written. However, changes may have occurred since that time.
Pub 54	*Collection Procedures*—describes options for paying the amount you owe, and tax collection and enforcement actions the CDTFA can take if you do not pay or make arrangements to pay.
Pub 54-S	*Procedimientos de cobro* (Spanish version of publication 54)
Pub 54A	*Behind on Your Payment? What You Need to Know*—summarizes your rights and responsibilities for paying the amount you owe, describes the tax collection actions the CDTFA can take if you do not pay or make arrangements to pay, and includes information about your rights and possible relief provisions that may apply to your situation. This publication covers the same information as publication 54, but is less extensive.
Pub 56	*Offer in Compromise*—explains the CDTFA Offer in Compromise (OIC) Program for individuals and businesses that cannot pay the full tax or fee balance they owe. This program is also available to qualified open businesses.
Pub 57	*Innocent Spouse Relief for individuals that were married or registered domestic partners*—outlines when innocent spouse relief from use taxes and fees is available to persons who are divorced or separated.
Pub 58A	*How to Inspect and Correct Your Records*—provides information to help individuals who wish to gain access to or correct personal information about themselves in CDTFA records, as permitted by the Information Practices Act.
Pub 58A-S	*Cómo revisar y corregin sus registros* (Spanish version of publication 58A)
Pub 61	*Sales and Use Taxes: Exemptions and Exclusions*—contains two comprehensive listings of the exemptions and exclusions from California sales and use taxes. The first list is organized by category; the second is alphabetical. Both lists give a general description of the exemptions and exclusions.

Pub 62	*Locksmiths*—provides basic information on locksmith transactions, particularly those that involve work on personal property such as automobiles, furniture, boats, and improvements to real property such as houses. It also describes how tax applies to charges for labor, materials, and supplies including trip or service charges and delivery charges. In addition, this publication contains information on recordkeeping and making sales and purchases for resale.
Pub 64	*Jewelry Stores*—explains how and when sales and use tax applies to charges for jewelry including labor charges. It explains how tax applies to charges for repair parts, sales to out-of-state and international customers, discounts, trade-ins, and credit sales. It explains the exemption for sales in bulk of monetized bullion, non-monetized gold or silver bullion, and numismatic coins. It also provides you with general information on how sales and use tax applies to your purchases of merchandise for resale, supplies for repairs, and other materials to use in the operation of your business.
Pub 66	*Agricultural Industry*—explains how sales and use tax applies to the sale and purchase of agricultural-related supplies, equipment, machinery, and diesel fuel. It discusses the sale and purchase of food animals, feed, seeds, plants, rootstock, fertilizer, and liquefied petroleum gas (LPG) used on farms and in residences. It also explains all of the industry-specific sales and use tax exemptions that apply.
Pub 68	*Photographers, Photo Finishers, and Film Processing Laboratories*—explains how sales and use tax applies to the sale and purchase of photographs, digital images, and related products, as well as how tax applies to purchases of equipment, materials, and supplies for your photography-related business. It also identifies common nontaxable sales, and describes special situations that may apply to your photography-related business.
Pub 70	*Understanding Your Rights as a California Taxpayer*—contains information about specific taxpayers' rights under the law and the CDTFA Advocate's role in protecting those rights.
Pub 73	*Your California Seller's Permit*—contains useful information for small business owners about why, how, and when to obtain a seller's permit and includes information on applying taxes to sales, reporting taxes in general, using online services, and keeping records. It also explains the use of a resale certificate and discusses procedures for buying, selling, or discontinuing a business.
Pub 74	*Closing Out Your Account*—explains when and how to close out your seller's permit with the CDTFA.
Pub 75	*Interest, Penalties, and Fees*—explains when interest and penalty charges apply and how they are calculated. Information is also provided on situations where interest and penalty charges can be waived.
Pub 76	*Audits*—explains what you should expect from an audit and how you can prepare to make it easier for you and the auditor. It also discusses how to appeal an audit if you disagree with the results.
Pub 77	*Out-of-State Sellers: Do You Need to Register with California?*—gives an overview of the registration requirements for out-of-state retailers who are also engaged in business in California.

Pub 78	*Sales of Cigarettes and Tobacco Products in California*—explains licensing requirements for retailers of cigarettes and tobacco products in California.
Pub 81	*Franchise and Personal Income Tax Appeals*—describes the main steps to follow in the appeal process, if you disagree with an FTB decision about your liability for franchise or personal income taxes, or about your eligibility for a refund.
Pub 88	*Underground Storage Tank Fee*—provides general information about the fee for petroleum products placed into underground tanks.
Pub 90	*Environmental Fee*—explains the fee that is required from businesses/organizations in industry groups that use, generate or store hazardous materials.
Pub 91	*California Tire Fee*—explains the fee that is imposed upon the purchase of a new tire. The CDTFA administers the program on behalf of the Department of Resources Recycling and Recovery (CalRecycle) and the California Air Resources Board (ARB).
Pub 92	*Alcoholic Beverage Tax*—provides sellers, manufacturers, and importers of alcoholic beverages with general information about California's Alcoholic Beverage Tax Program.
Pub 95	*Electronic Waste Recycling Fee*—explains the fee that is imposed on the purchase of certain video display devices. The various products subject to the fee are called "covered electronic devices" or "CEDs."
Pub 100	*Shipping and Delivery Charges*—explains how sales and use tax applies to shipping and delivery charges. It also clarifies how to keep records, and make sure that your invoices are clear and specific about delivery-related charges.
Pub 101	*Sales Delivered Outside of California*—explains when California sales tax applies and does not apply to merchandise delivered outside of the state.
Pub 102	*Sales to the United States Government*—provides information on sales and leases of merchandise to the United States government that are generally exempt from California sales and use tax. This fact sheet outlines the circumstances considered tax exempt. It also discusses instances where sales and leases are taxable. Sales to federal contractors are also explained.
Pub 103	*Sales for Resale*—breaks down the complicated matter of sales for resale into easy-to-understand terms. The publication explains what information should be provided on a resale certificate, when a resale certificate should be accepted, and how a seller's permit number on a resale certificate can be verified.
Pub 104	*Sales to Residents of Other Countries*—helps you to determine how tax applies when you sell an item to a resident of another country.
Pub 105	*District Taxes and Delivered Sales*—covers the basic rules of applying district tax to sales of merchandise delivered in California.

Pub 106	*Combination Packages and Gift-Wrapping*—helps you determine how tax applies to your food/nonfood combination packages or gift baskets. It also provides information about whether tax applies to gift wrapping charges.
Pub 107	*Do You Need a California Seller's Permit?*—provides concise information about the reasons and requirements for obtaining a seller's permit and also explains the difference between a seller's permit and a resale certificate.
Pub 108	*Labor Charges*—explains when labor charges are subject to sales and use tax and provides examples of the different types of labor charges such as repair work, assembly, or fabrication.
Pub 109	*Internet Sales*—explains when your Internet sales are subject to California sales and use taxes.
Pub 110	*California Use Tax Basics*—provides an overview of use tax, including when it applies, and who is responsible for paying it.
Pub 111	*Operators of Swap Meets, Flea Markets, or Special Events*—defines the terms, "swap meet," "flea market," and "special event," and discusses the documentation sellers and vendors must provide to the operator or owner of an event in order to sell merchandise.
Pub 113	*Coupons, Discounts, and Rebates*—describes the most common types of discounts, and explains how tax applies to sales involving their use in simple, easy-to-understand terms.
Pub 114	*Consignment Sales*—answers the most commonly asked questions about the taxability of consignment sales in a question-and-answer format.
Pub 115	*Tips, Gratuities, and Service Charges*—provides basic information about when it is appropriate to apply sales tax to voluntary tips, mandatory tips, service charges, cover charges, and corkage charges.
Pub 116	*Sales and Use Tax Records*—describes the general sales and use tax recordkeeping requirements for most businesses.
Pub 117	*Filing a Claim for Refund*—explains how to file a claim and establish that you are entitled to a tax refund.
Pub 118	*Vending Machine Food Sales*—explains when you need a seller's permit to make food sales through a vending machine. It also describes the difference between "partially taxable" sales and "fully taxable" vending machine sales. Additionally, a table helps you calculate the tax you owe on taxable sales.
Pub 119	*Warranties and Maintenance Agreements*—explains how sales and use tax applies to charges for warranties or maintenance agreements (sometimes called "service plans"), and charges for repairs covered by such agreements.
Pub 120	*Cell Phones and Other Wireless Telecommunication Devices*—explains how tax applies to sales of cell phones, wireless telecommunication devices, and accessories sold with those devices.

Pub 121	*Drop Shipments*—explains the application of tax to drop shipment transactions. It also explains who owes the tax on a drop shipment and why.
Pub 122	*Buying and Selling Dogs, Cats, and Other Animals*—helps you understand how sales or use tax applies on sales or purchases of dogs, cats, and other nonfood animals.
Pub 123	*California Businesses: How to Identify and Report California Use Tax Due*—our fact sheet helps you determine if you owe use tax on out-of-state purchases. Besides defining use tax, it explains when use tax is due, how it is paid, and if shipping and handling charges are taxable.
Pub 125	*Dry Cleaners*—explains the different types of dry cleaning businesses. If you provide only cleaning and preservation services and do not sell items or perform alterations, you do not need a seller's permit or owe sales tax. However, if you sell miscellaneous merchandise such as lint brushes and laundry bags, or if you often alter, repair, or preserve clothing and other household items, you may need a seller's permit to collect sales tax.
Pub 126	*Mandatory Use Tax Registration for Service Enterprises*—explains what use tax is and which service enterprises must register with the CDTFA for use tax reporting purposes.
Pub 127	*Organized Camps*—defines "organized camps" as traditional camps that offer outdoor group living experiences such as camps operated by the YMCA and the Boy Scouts of America. Since camps are sellers of meals and other merchandise sold to campers, staff, and guests, they are required to hold a seller's permit and pay taxes to the CDTFA.
Pub 142A	*Appeals Conferences: An Introduction*—answers the most frequently asked questions about appeals conferences such as what is an appeals conference, when and where it will be held, and what happens after the appeals conference.
Pub 145	*California Taxpayer Advocates*—provides contact information for the Advocates at the CDTFA, EDD, FTB, and IRS.
Pub 146	*Sales to American Indians and Sales in Indian Country*—focuses on sales on American Indian reservations in California and sales to American Indians outside reservations. It is also intended to help American Indian purchasers understand how sales and use tax applies to their purchases.
Pub 147	*What to Expect in a Computer-Assisted Audit*—explains what you should expect from a computer-assisted audit from the CDTFA, who will determine whether or not the correct amount of tax has been paid during the audit period.
Pub 159-EFT	*EFT Guide to Online Filing for Sales and Use EFT Accounts*—explains the CDTFA's online filing program that allows eligible sales and use taxpayers to file returns and/or prepayments and pay amounts due over the Internet.
Pub 164	*Statewide Compliance and Outreach Program*—this program is part of a statewide effort to educate business owners, increase tax compliance, and help make our tax system fair.
Pub 164-S	*Programa de conformidad y asistencia pública estatal* (Spanish version of publication 164)

Pub 176-1	*Taxpayer Educational Consultation*—offers free taxpayer educational consultation to help taxpayers understand the sales and use tax reporting requirements for a business.
Pub 178	*Voluntary Disclosure Program*—discusses the two voluntary disclosure programs for reporting use tax, the In-State Voluntary Disclosure Program for purchases bought from a retailer outside the state, and the Out-of-State Voluntary Disclosure Program for sales to consumers in California.
Pub 215	*Tax Appeals Assistance Program*—provides information on the Tax Appeals Assistance Program (TAAP) which offers free legal assistance to qualifying individuals with a liability of not more than $20,000 with state income tax appeals, consumer use tax appeals, cigarette and tobacco license appeals, and some sales tax appeals. Qualified law students are supervised by CDTFA tax attorneys.
Pub 217	*Use Tax: Guide to Reporting Out-of-State Purchases*—defines use tax on out-of-state purchases of merchandise, clarifies how it applies, and explains how to pay it.
Pub 235G	*Tax Exemption for Farm Solar*—provides information about an exemption from a portion of the sales and use taxes, for purchases of farm equipment and machinery used primarily for qualified agricultural activities.
Pub 256	*Lumber Products and Engineered Wood Products*—provides information to retailers about applying the assessment to sales of specific materials, how to properly charge the customer and how to report and pay the CDTFA. It also provides information on how to report and pay on purchases of these materials from out of state.
Pub 262G	*Tax Help for Nonprofit and Faith-Based Organizations*—helps you to understand how tax applies to nonprofits and faith-based organizations.
Pub 281G	*Tax Help for the Restaurant Industry*—helps you with questions about the restaurant industry and how tax applies to different items in stores.
Pub 287	*Mobile Food Vendors*—helps you with questions you may have as a mobile food vendor including who is a mobile food vendor, how to register for a seller's permit and what is taxable and what is not.
Pub 436G	*Tax Help for Grocery Stores*—helps you with questions about the taxability of sales of food, merchandise, and other products that grocery stores sell.
Pub 439	*Online Services*—explains the benefits of online filing, gives an overview of our CDTFA-file system, and specifies how to register and file your return and payment.
Pub 452	*California Buyer's Guide to Tax*—answers commonly asked questions and helps Californians understand the taxes they pay when making certain purchases.

Pub 541	*Manufacturing and Research & Development Exemption Tax Guide*—discusses the general nature of the new partial sales tax exemption allowing certain manufacturers, researchers, and developers to pay a lower sales tax rate on qualifying equipment purchases and leases.
Pub 557	*Tax Help for the Cannabis Industry*—helps growers, distributors, processors, and retailers understand their state tax obligations.
Pub 559	*Prepaid Mobile Telephony Services (MTS) Surcharge Brochure*—provides information to sellers, or third-party retailers that sell prepaid MTS to a consumer in a retail transaction, the requirement of an MTS surcharge that will replace the multiple surcharges and fees that were imposed prior to January 1, 2016.

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The following index lists topics from each of the taxing agencies which may be of interest to you. The number after each topic is the publication number you use to obtain a copy online or to order one by contacting the specific agency. The letters before each number indicate which agency to order the publication from. Refer to the section titled **HELPFUL TAX PUBLICATIONS** for brief descriptions of the publications.

- Internal Revenue Service publications are indicated by **IRS**.
- Franchise Tax Board publications are indicated by **FTB**.
- Employment Development Department publications are indicated by **DE**.
- California Department of Tax and Fee Administration publications are indicated by **PUB**.

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SEMINARS AND WORKSHOPS

The IRS and the California taxing agencies offer no-cost tax seminars and workshops. To register for a class in your area, visit the agency's website (listed on the back cover) or visit *www.taxes.ca.gov* and click on *Seminars & Workshops* under related links.

INTERNET ADDRESSES AND TELEPHONE NUMBERS

CDTFA – California Department of Tax and Fee Administration (State Sales and Use Tax, and Special Taxes and Fees)

www.cdtfa.ca.gov
1-800-400-7115 (TTY:711)

EDD – Employment Development Department (State Employment Tax)

www.edd.ca.gov
1-888-745-3886
1-800-547-9565 (TTY)

FTB – Franchise Tax Board (State Income Tax)

www.ftb.ca.gov
1-800-852-5711
1-916-845-6500 (Outside United States)

IRS – Internal Revenue Service (Federal Taxes)

www.irs.gov—keyword: "SmallBiz"
1-800-829-1040
1-800-829-4933 (Business & Specialty Tax)

For additional information from our agencies, visit the California Tax Service Center website at *www.taxes.ca.gov*