

# 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 (CRS: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](http://www.cdtfa.ca.gov)

THANK YOU FOR CONNECTING WITH US



# CDTFA

# 2020

## Basic Sales and Use Tax Classes and Online Filing Clinics



**CALIFORNIA DEPARTMENT OF  
TAX AND FEE ADMINISTRATION**  
450 N St. Sacramento, CA 95814



# FREE

Basic Sales and Use Tax  
Classes and  
Online Filing Clinics

## Basic Sales and Use Tax Classes

This class helps build a strong foundation for any type of business. Topics covered include how to secure a seller's permit, how to properly use a resale certificate, and how to correctly identify taxable and exempt sales. Attendees will develop a better understanding of sales tax, use tax, and district taxes. Participants will also learn how to avoid double-taxing themselves by utilizing the Cost of Tax-Paid Purchases Resold deduction. Available business development credits, such as those through the Manufacturer's Partial Equipment Exemption, are also fully discussed. This class has value to new and established business owners, return filers, and bookkeepers.

## 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 with filing assistance/training when they call or visit our office, or you can reach us toll-free at 1-800-400-7115 (CRS: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](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.

## Glendale Office

505 N. Brand Boulevard, 7<sup>th</sup> Floor  
Glendale, CA 91203 • 1-818-543-4979

### Basic Sales and Use and Tax Return Preparation Classes

DATE	TIME	LANGUAGE
January 16, 2020	9:00 a.m. to 11:00 a.m.	Spanish
January 23, 2020	9:00 a.m. to 11:00 a.m.	English
April 23, 2020	9:00 a.m. to 11:00 a.m.	Spanish
April 23, 2020	11:00 a.m. to 1:00 p.m.	English
July 23, 2020	9:00 a.m. to 11:00 a.m.	Spanish
July 23, 2020	11:00 a.m. to 1:00 p.m.	English
August 6, 2020	9:00 a.m. to 11:00 a.m.	English
October 22, 2020	9:00 a.m. to 11:00 a.m.	Spanish
October 22, 2020	11:00 a.m. to 1:00 p.m.	English

### Online Filing Clinics

DATE	TIME	LANGUAGE
January 29, 2020	8:00 a.m. to 5:00 p.m.	English & Spanish
January 30, 2020	8:00 a.m. to 5:00 p.m.	English & Spanish
January 31, 2020	8:00 a.m. to 5:00 p.m.	English & Spanish
April 28, 2020	8:00 a.m. to 5:00 p.m.	English & Spanish
April 29, 2020	8:00 a.m. to 5:00 p.m.	English & Spanish
April 30, 2020	8:00 a.m. to 5:00 p.m.	English & Spanish
July 29, 2020	8:00 a.m. to 5:00 p.m.	English & Spanish
July 30, 2020	8:00 a.m. to 5:00 p.m.	English & Spanish
July 31, 2020	8:00 a.m. to 5:00 p.m.	English & Spanish
October 28, 2020	8:00 a.m. to 5:00 p.m.	English & Spanish
October 29, 2020	8:00 a.m. to 5:00 p.m.	English & Spanish
October 30, 2020	8:00 a.m. to 5:00 p.m.	English & Spanish
November 2, 2020	8:00 a.m. to 5:00 p.m.	English & Spanish

Find your nearest  
office and attend  
our classes!



## West Covina Office

1521 West Cameron Avenue, 2nd Floor Training Room  
West Covina, CA 91790 • 1-626-480-7200

### Basic Sales and Use Tax and Return Preparation Classes

DATE	TIME	LANGUAGE
January 16, 2020	9:30 a.m. to 11:45 a.m.	English
April 16, 2020	9:30 a.m. to 11:45 a.m.	English
July 16, 2020	9:30 a.m. to 11:45 a.m.	English
October 15, 2020	9:30 a.m. to 11:45 a.m.	English

### Online Filing Clinics

DATE	TIME	LANGUAGE
January 29, 2020	8:00 a.m. to 5:00 p.m.	English & Spanish
January 30, 2020	8:00 a.m. to 5:00 p.m.	English & Spanish
January 31, 2020	8:00 a.m. to 5:00 p.m.	English & Spanish
April 28, 2020	8:00 a.m. to 5:00 p.m.	English & Spanish
April 29, 2020	8:00 a.m. to 5:00 p.m.	English & Spanish
April 30, 2020	8:00 a.m. to 5:00 p.m.	English & Spanish
July 29, 2020	8:00 a.m. to 5:00 p.m.	English & Spanish
July 30, 2020	8:00 a.m. to 5:00 p.m.	English & Spanish
July 31, 2020	8:00 a.m. to 5:00 p.m.	English & Spanish
October 29, 2020	8:00 a.m. to 5:00 p.m.	English & Spanish
October 30, 2020	8:00 a.m. to 5:00 p.m.	English & Spanish
November 2, 2020	8:00 a.m. to 5:00 p.m.	English & Spanish

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