Thank you for joining our webinar.
Please turn off your microphone and camera.

If you have any questions, they can be submitted using the chat feature.

We will begin soon.
Please be sure the speakers on your computer are turned on and the volume is up.

We will begin soon.
Basic Sales and Use Tax Presentation

www.cdtfa.ca.gov
Presentation Topics

• Sellers’ requirements under the Sales and Use Tax Law
• Types of transactions that are subject to tax
• Use of resale certificates
• Common deductions and exemptions
• Accessing CDTFA resources and services
Get it in Writing!

This presentation illustrates general tax concepts and does not describe every situation. Email us at www.cdtfa.ca.gov/email/ with details specific to your business operations for legally reliable written tax guidance.

Please note: The contents of these slides as well as answers provided in the “chat” during this presentation do not constitute written tax advice under California Revenue and Taxation Code (R&TC) §6596.
What is a Sale?

A sale is any transfer of title or possession of tangible personal property for consideration.
What is Sales Tax?

Generally, all sales are taxable unless specifically exempt or excluded by law

• Sales tax is imposed upon the retailer (seller) on the sale of tangible personal property at retail in California.

• Retailers often collect reimbursement for the sales tax from their customers.

• Even though the consumer bears the financial burden of the sales tax when a retailer collects it from him or her, ultimately the retailer is liable for paying sales tax on their sales transactions.

• Tax is due based upon the gross receipts from retail sales.
What is Tangible Personal Property?

Tangible Personal Property (TPP) is any item which may be seen, weighed, measured, felt, or touched, or which is in any other manner perceptible to the senses. To assist in differentiating between what is TPP and what is not TPP, some examples are provided below.

<table>
<thead>
<tr>
<th>Tangible Personal Property</th>
<th>NOT Tangible Personal Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art, bicycles, toys, and clothing</td>
<td>Transfer of artwork by remote telecommunications</td>
</tr>
<tr>
<td>Antiques</td>
<td>Real property</td>
</tr>
<tr>
<td>Food products</td>
<td>Securities</td>
</tr>
<tr>
<td>Furniture</td>
<td>Sale of a gift certificate by a retailer to one who will redeem it</td>
</tr>
</tbody>
</table>
When are Sales of TPP Subject to Sales Tax?

- Retail sales of TPP are generally subject to sales tax unless specifically exempted or excluded by law.
- Some service and labor costs are subject to sales tax if they are part of the sale of TPP.
Components of The Tax

The Sales and Use Tax rate is made up of:

- State Tax – 6.00% (2017)
- Local Tax – 1.25%
  - Equals Standard or Basic Statewide Tax Rate of 7.25%
  - (6.00% state + 1.25% local)
  - Plus
- District Tax – .10% to 1.00% per district (if applicable)

Any city or county with applicable district taxes will have a sales and use tax rate higher than 7.25%. A district may impose multiple district taxes, and you may be located within more than one district.

A list of California city and county sales and use tax rates can be found on our website at [www.cdtfa.ca.gov/formspubs/cdtfa95.pdf](http://www.cdtfa.ca.gov/formspubs/cdtfa95.pdf).

District Taxes

What is a district tax?

• District tax is also called a transactions (sales) tax or use tax on taxable sales and leases.

• District taxes are voter-approved general or special taxes imposed by a city, county, transit district, etc.

• District tax applies to sales made or tangible personal property used in certain areas or “districts.”

For a list of cities and counties with district taxes, please visit the CDTFA website at www.cdtfa.ca.gov/taxes-and-fees/rates.aspx
District Taxes (Continued)

The retailer (seller) has a location in a district that imposes district taxes

The retailer (seller) delivers merchandise in their own truck to a location in a district that imposes district tax

The retailer’s (seller’s) sales staff physically enters and solicits sales in a district that imposes district tax

Examples of when a retailer is engaged in business in a district
District Taxes (Continued)

The seller receives rental income from leases of tangible personal property located in a district that imposes district tax.

Examples of when a retailer is engaged in business in a district:

The seller has total sales in California, or for delivery in California, that exceed $500,000 during the preceding or current calendar year.
District Taxes (Continued)

California City & County Sales & Use Tax Rates (effective October 1, 2020)

These rates may be outdated. For a list of your current and historical rates, go to the California City & County Sales & Use Tax Rates webpage.

Look up the current sales and use tax rate by address.

Data Last Updated: 10/1/2020

Note: * next to city indicates Incorporated city

<table>
<thead>
<tr>
<th>Location</th>
<th>Rate</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acampo</td>
<td>7.750%</td>
<td>San Joaquin</td>
</tr>
<tr>
<td>Acton</td>
<td>9.500%</td>
<td>Los Angeles</td>
</tr>
<tr>
<td>Adelaida</td>
<td>7.250%</td>
<td>San Luis Obispo</td>
</tr>
<tr>
<td>Adelanto</td>
<td>7.750%</td>
<td>San Bernardino</td>
</tr>
</tbody>
</table>

www.cdtfa.ca.gov/taxes-and-fees/rates.aspx
District Taxes (Continued)

www.gis.cdtfa.ca.gov/public/maps/taxrates/
District Taxes (Continued)
Who Needs a Seller’s Permit?

Every person, firm, partnership, corporation, etc., engaging in the business of selling or leasing tangible personal property of a kind the gross receipts from the retail sale of which are required to be included in the measure of the sales tax, must apply with the CDTFA for a permit on a form prescribed by the Department. Wholesalers, as well as retailers, must secure such permit.

Publication 107, Do You need a California Seller’s Permit
Seller’s Permit Facts

• Allows a person to make sales in California and issue a resale certificate.
• Must be issued in the owner’s name for each business address.
• Must be posted in the business location visible to the public.
• Convenient, easy, and free to register online for a seller’s permit, as well as a use tax account or other tax and fee program accounts.
• Rather than registering online, you may choose to apply for a seller’s permit at your local CDTFA office.
Economic Nexus Laws

As per Revenue and Taxation Code section 6203, Assembly Bill 147, and Senate Bill 92:

• Sellers who meet a threshold for sales delivered into a state are required to register for a seller’s permit and pay tax regardless of physical presence.

• Use Tax Collection Requirements.

www.cdtfa.ca.gov/industry/wayfair.htm#Overview
Economic Nexus – District Use Tax

• Starting April 25, 2019, sellers that have $500,000 or more in total gross sales in California or for delivery into California in the prior or current year need to collect district use taxes for every district in California, regardless of the seller’s physical presence.

• This applies to in-state and out-of-state sellers.
Marketplace Facilitator Act

- Starting October 1, 2019, businesses are no longer responsible for collecting tax on sales through a marketplace facilitator.

- The marketplace facilitator is deemed the retailer responsible for collecting the tax at the appropriate rate.

- Businesses that make all their sales through a marketplace facilitator are not required to register for a sellers permit or certificate of registration – use tax.
Marketplace Facilitator Sales on Your Tax Return

If some sales are made through a marketplace facilitator, they should be reported as a part of total gross sales, then claimed as “other deduction” on the Deductions screen.

<table>
<thead>
<tr>
<th>Other deduction</th>
<th>Description</th>
<th>Deduction amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>Marketplace Facilitator</td>
<td>24,500</td>
</tr>
</tbody>
</table>

Total deductions: 44,500
CDTFA Online Services – Getting Started

Start here to *Login* or *Register* a new business

[www.cdtfa.ca.gov](http://www.cdtfa.ca.gov)
Online Services

Online Services is available in Spanish. You can file your Sales and Use Tax Return, Make a Payment, Prepayment, and Register with the CDTFA entirely in Spanish. Additional programs will be offered in the future.

Use the buttons below to switch languages. Your selection will begin after leaving this page.

English  Español

Login
Username
Password
Forgot Password?
Forgot Username?
Create a Username
Sign Up Now

Express Login

Express Login Code is now called Limited Access Code. Limited Access Code allows you to file a return or make a payment without creating a username.

File a Return
Make a Prepayment
Make a Payment

To view your account status, account history, or make changes to your account, please log in using your username and password or click the “Sign Up Now” link to create a new username.
New Online Services System Expands November 2020

The California Department of Tax and Fee Administration (CDTFA) is pleased to announce that our new online services includes all the tax and fee programs we administer. In November 2020, the remaining tax and fee programs will be included.

Register for an Online Services Profile

Sign Up Now to start the enrollment process. You will be prompted to create a username and password. Once you have signed up, you will be able to:

- File or view a return
- Make or view a payment
- Update account information
- File an appeal
- Make a request for relief or request an extension
- Track and obtain correspondence with the CDTFA
- Access and manage multiple accounts under one login
- Register a new location

Note: Ability is based on account type and access level.

www.cdtfa.ca.gov/services/#Overview

This page will guide you to the activity you wish to accomplish.
Online Services

New business owners, register your business here.
Online Services

Select this option to view your application status and to start your process to access your account online.
Online Services

Thank you for submitting your application.

Your Registration with the CDTFA successfully processed.

New Accounts

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Account Number</th>
<th>Limited Access Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales and Use Tax</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approved Seller’s Permits

<table>
<thead>
<tr>
<th>Type</th>
<th>Account Number</th>
<th>Location ID</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seller’s Permit</td>
<td>00001</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You must sign up for a user name to view your account status, account history, or make changes to your account.

Select **Sign up now**

Understanding Your Rights as a California Taxpayer
Privacy Notice
Get It in Writing
California Employer’s Guide
Online Services Guide
Appeals Procedures
Create a Username to get access to all online functions
Online Services

Use username and password for **full** access to online services.

**Login**
- Username
- Password
- Login
- Forgot Password?
- Forgot Username?
- Create a Username
- Sign Up Now

**Express Login**
Express Login Code is now called Limited Access Code. Limited Access Code allows you to file a return or make a payment without creating a username.
- File a Return
- Make a Prepayment
- Make a Payment

To view your account status, account history, or make changes to your account, please log in using your username and password or click the "Sign Up Now" link to create a new username.
Who Else May Need to Register?

You may need to register for a Qualified Purchaser use tax account if you have use tax to report and:

- You receive at least $100,000 in gross receipts from business operations per calendar year.
- You are not required to hold a seller’s permit or certificate of registration for use tax.
- You do not hold a use tax direct payment permit as described in the Revenue and Taxation Code.
- You are not otherwise registered with the CDTFA to report use tax.
Additional Licenses and Accounts Required by the CDTFA

Examples:

- Cigarette license
- eWaste
- Tire fee
- Underground storage tank
Common Exemptions, Exclusions, and Deductions

- Sales for Resale
- Food Products
- Labor
- Sales to the U.S. Government
- Sales in Interstate and Foreign Commerce
- Sales Tax Included in Gross Receipts
Sales for Resale *Burden of Proof*

• The burden of proving that a sale of tangible personal property is not at retail is upon the seller unless the seller timely takes a resale certificate, in good faith, from the purchaser that the property is purchased for resale.

• Common ways to document sales for resale:
  - A Resale Certificate
  - A Purchase Order containing all the essential elements of a resale certificate

*Publication 73, Your California Seller’s Permit* (includes a copy of resale certificate)
Sales for Resale

Resale Certificate
Form CDTFA-230

Publication 103, Sales for Resale
Essential Elements of a Resale Certificate

• Name and address of the purchaser’s business.
• Purchaser’s Seller’s Permit number - if applicable.
• Description of the property to be purchased.
• A statement that the described property is being purchased for resale.
• Date of the document.
• Signature of the purchaser, purchaser’s employee, or authorized representative.
• In the absence of evidence to the contrary, the seller will be presumed to have taken a resale certificate in good faith if it contains the essential elements and otherwise appears to be valid on its face.
Purchase Order Used as a Resale Certificate

- Must specifically state “For Resale” or other similar language.
- Purchase Orders that state “For Resale” must contain all the information required for a resale certificate.
Resale/Exemption Certificate

• An appropriate notation should be entered in lieu of a Seller’s Permit number on the resale/exemption certificate if:
  • The purchaser is not required to hold a permit because they only sell property which is not taxable.
  • Such as food products for human consumption, or
  • Because the purchaser makes no sales in this state
Sample Exemption Certificate

California Sales Tax Exemption Certificate

NATIONAL PRODUCE DISTRIBUTING
(Name of Purchaser)

6150 VAN NUYS BOULEVARD, VAN NUYS, CA
(Address of Purchaser)

I HEREBY CERTIFY: That I hold valid seller’s permit No. NOT REQUIRED (sales of produce are not subject to tax) issued pursuant to the Sales and Use Tax Law; that I am engaged in the business of selling FRESH PRODUCE that the tangible property described herein which I shall purchase from CANOGA FARMS will be used as PACKAGING FOOD FOR HUMAN CONSUMPTION. I understand that if the property is used for some other manner or some other purpose, I am required by the Sales and Use Tax Law to report and pay any applicable sales or use tax.

Description of the property to be purchased: BASKETS & BOXES FOR FOOD ITEMS

Date: Jan. 30, 2012

Farmer Bob Jones
(Signature of Purchaser or Authorized Agent)

PRESIDENT
(Title)

• Similar to a resale certificate.

• Issued when property will be used in a manner or purpose qualifying the sale to be exempt from sales tax.

• If the purchaser does not have a Seller’s Permit, the reason why the purchaser is not required to hold a Seller’s Permit must be written on the certificate.
Penalties for Misuse of Resale Certificates

Misuse of a resale certificate is a misdemeanor.

The penalty is $500 or 10% of the amount of tax per transaction, whichever is greater.

Business owners can be held responsible for the actions of their employees.
Verifying a Seller’s Permit

Call 1-888-225-5263

Search the CDTFA database at services.cdtfa.ca.gov/boewebServices/verification.jsp?action=SALES

Download the free CDTFA app for your mobile and smart device(s) which can be accessed at www.cdtfa.ca.gov/services/mobile.htm
Food Products

Nontaxable

General Food Products

Taxable

Cold food sold for consumption at place of business

Hot prepared food products
Non-Food Products

Sales tax generally applies to sales of:

- Carbonated or effervescent water
- Carbonated Beverages
- Cigarettes
- Animal Foods
- Dietary Supplements
- Alcoholic Beverages
- Coloring Extract
- Ice
Food Products

The application of tax to food and beverage sales is divided into two categories for discussion:

Hot or cold food and beverages sold for consumption at your place of business are generally taxable.

Cold prepared food items sold “to go” are generally nontaxable (restaurants and grocery stores).
Sales of Food Products

80/80 Rule

The “80/80 rule” applies when more than 80 percent of your sales are food and more than 80 percent of the food you sell is taxable. If the 80/80 rule applies and you do not separately track sales of cold food products sold to-go, you are responsible for tax on 100 percent of your sales.

The “80/80 rule” applies to restaurants, bars, hotels, and similar establishments.
Sales of Food Products (Continued)

80/80 Rule

- Although both criteria of the “80/80 rule” may be met, you may elect to separately account for to-go orders of cold food products. Such sales include:
  - Cold food products, and
  - Hot bakery goods and hot beverages that are sold for a separate price.

Taxable and nontaxable sales must be separately accounted for and supported by documents, such as guest checks and cash register tapes.
Sales of Food Products (Continued)

80/80 Rule

Nontaxable sales include

- Sales of cold food products *in a form that is not suitable for consumption on the premises.*
  - Requires further processing by the customer
    - frozen pizza
  - Is sold in a size not ordinarily consumed by one person
    - a quart of potato salad
    - a quart of ice cream
    - a whole pie
Labor

- Nontaxable
  - Repair
  - Installation

- Taxable
  - Fabrication
  - Assembly
Fabrication and Assembly Labor

Fabrication and assembly labor are taxable!
Fabrication is considered to be work done in creating, producing, processing, or assembling a product.
Government Sales

- Nontaxable
  - Federal Agencies

- Taxable
  - Local and State Agencies
Sales in Interstate and Foreign Commerce

Sales tax generally does not apply to your transaction when you sell a product and ship it directly to the purchaser at an out-of-state location for use outside of California.
Sales Tax Included in Gross Receipts

• There must be a clear notice to customers that tax has been included in the sales price (Annotation 460.0258, *Tax Included in Price*).

• When sales tax is included in the sales price, and then you include it in gross receipts, the tax amount needs to be deducted in order to reach the taxable measure.

• To find the ex-tax taxable measure when tax is included, divide sales by 1+ the tax rate.

  (Example with 7.25% tax rate)
  10.00 ÷ 1.0725 = 9.32
  10.00 – 9.32 = .68 tax included

• If the amount you reported as gross receipts includes sales tax, you must deduct “sales tax included” on the deductions line of your return or report the calculated ex-tax gross receipts and take no deduction.
A drop shipper is usually a supplier that delivers merchandise to California consumers on behalf of a retailer that is not engaged in business in California pursuant to Revenue and Taxation Code section 6203. Such transaction is known as a drop shipment and the retailer who is not engaged in business in California is known as a true retailer. Generally, a drop shipment involves two separate transactions involving the true retailer:

1. The true retailer contracts to sell tangible personal property to a consumer
2. The true retailer contracts with a supplier to purchase such tangible personal property and instructs the supplier to ship the property to the consumer

A drop shipper is engaged in business in California and is liable for the tax; they must report and pay the tax to California. The tax is based on the retail selling price of the merchandise paid by the California consumer to the true retailer. If the selling price is unknown, the drop shipper can calculate tax based on their selling price with a mark-up of 10%.
Shipping and Handling

Taxable Transportation Charges

**Nontaxable Transportation Charge**
For a transportation charge to be nontaxable, the sales transaction must be nontaxable or all of these conditions must apply:

1. You ship directly to the purchaser by common carrier, contract carrier, or US Mail;
2. Your invoice clearly lists delivery, shipping, freight, or postage as a separate charge; and
3. The charge (or portion of the charge) is not greater than your actual cost *for delivery* to customer.

**Delivery made by retailer’s facilities OR for a delivered price may be nontaxable**

If a delivery is made by the facilities of the retailer or for a delivered price, the charge is taxable *unless*:

a) the transportation charges are separately stated,
b) are for transportation from the retailer’s place of business or other point from which shipment is made directly to the purchaser, and
c) the transportation occurs after the sale of the property is made to the purchaser.
Shipping and Handling Partially Taxable Transportation Charges

Examples of Partially Taxable Transportation Charges

• If the amount of the actual delivery cost is deemed nontaxable and if the delivery charge exceeds the actual delivery cost, the difference between the actual delivery cost and the total delivery charge is taxable.

• The handling charge of “shipping and handling” or “postage and handling” is taxable. The shipping or postage portion may or may not be taxable.

Publication 100, Shipping and Delivery Charges
Shipping and Handling
When Charges are Taxable

The charge for delivery made by the retailer’s facilities for a delivered price (may be nontaxable under certain circumstances)

Some Examples of a Taxable Charge

The delivery charge is included in the price per unit (may be nontaxable under certain circumstances)

Handling charges
Other Exemptions and Deductions

• **Bad Debts** - Deductible only for previously reported taxable sales that have been charged off.

• **Tax-paid Purchases Resold Prior to Use** – If a vendor charged tax for inventory items you subsequently sold.

• **Returned Taxable Merchandise** – Retailer must refund the customer’s entire sales amount including sales tax.

• **Numerous Other Exemptions** - See Publication 61, *Sales and Use Taxes: Exemptions and Exclusions*. 
Manufacturing, R&D Exemption

• Certain manufacturers and businesses involved in research and development can obtain a partial exemption from sales and use tax on certain equipment purchases and leases.

• The partial exemption rate applies to the sale or lease of qualified tangible personal property during the period July 1, 2014 to July 1, 2030.

• The partial exemption rate is 3.9375%. Qualified purchases and leases will incur a reduced sales tax rate of 3.3125%, plus any applicable district taxes.
Manufacturing, R&D Exemption (Continued)

Includes those involved in manufacturing, biotechnology, and other physical, engineering, and life science research and development, as classified under NAICS Codes 3111-3399, plus 541711 and 541712.
# Manufacturing, R&D Partial Exemption Qualifications

## Qualified Persons

Qualified persons are generally persons or establishments that are primarily engaged in:

- Manufacturing
- Research and Development
- Electric Power Generation and Distribution

## Qualified Property

**Generally includes:**

- Machinery and equipment used in manufacturing or research and development, with a useful life of at least one year.
- Materials, fixtures, machinery and equipment furnished and installed in the construction of special purpose buildings specially designed and constructed for use in manufacturing or research and development.
- Special purpose buildings and foundations used as an integral part of the generation or production, or storage and distribution of electric power.
Manufacturing, R&D Partial Exemption Qualifications (Continued)

QUALIFIED USES

Qualified property that is used at least 50 percent of the time in:

- Manufacturing,
- Processing,
- Refining,
- Fabricating,
- Recycling, or
- Research and development.
- Generation or production, or storage and distribution of electric power.
- Maintenance, repair, measurement, or testing any qualified tangible personal property.

For more information, please visit the Tax Guide for Manufacturing and Research & Development Equipment Exemption located on the CDTFA website.
How Does the Cannabis Tax Law Affect You?

- Sellers of cannabis and cannabis products must register with the CDTFA for a Seller’s Permit to report and pay their sales and use tax due.

- Distributors of cannabis and cannabis products must register with the CDTFA for a Cannabis Tax Permit to report and pay the two new cannabis excise and cultivation taxes. The Cannabis Tax Permit is required in addition to the Seller’s Permit a distributor may have.
Certain Sales of Medicinal Cannabis are Exempt from Sales and Use Tax

- Retail sales of medicinal cannabis (as defined) to a qualified patient or his/her caregiver who provides a valid Medical Marijuana Identification Card (MMIC) issued by the CA Department of Public Health (CDPH) and a valid government-issued identification card (ID) are exempt from sales and use tax.

- Such qualified patients or their primary caregivers must show their valid MMIC and valid government-issued ID to the retailer at the time of purchase for the sales and use tax exemption to apply.
Sales and Use Tax Exemption

- The MMIC must be issued by CDPH; other marijuana or cannabis cards or recommendations from physicians are not sufficient to qualify for the sales tax exemption.

For more information, you may visit our online Tax Guide for Cannabis Businesses on our website at www.cdtfa.ca.gov.
Charitable or Nonprofit Organizations

In general, sales to and sales by, charitable or nonprofit organizations are subject to tax.

A limited number of narrow exemptions are specified by statutes and regulations.

You may find out more about nonprofit organizations on our website.
What Is Use Tax?

- Use tax is due on items purchased ex-tax (without payment of tax) for use, storage, consumption, or to give away in California.

- Out-of-state retailers “engaged in business” in California must collect and pay use tax on items sold to California consumers.
How Do I Know if I Owe Use Tax?

Use tax may be due on items purchased without payment of California sales or use tax:

• Purchases from out-of-state without payment of tax
  OR

• Inventory items that you purchased for resale that are consumed for your own use (including use as gifts and free samples)
How Do I Pay California Use Tax Due?

If you have a Seller’s Permit:
• Report use tax when you file your Sales and Use Tax Return.

If you do not have a Seller’s Permit or a Consumer Use Tax account and are not a Qualified Purchaser:
• Report use tax on your California Individual Income Tax Return filed with the Franchise Tax Board (FTB), or
• Pay use tax directly to CDTFA on your mobile app or through our online services.
Estimated Use Tax Lookup Table

- California Franchise Tax Board (FTB) offers the Use Tax Lookup Table for individuals reporting their use tax (and not for businesses).
- Use tax for any number of purchases less than $1,000 is estimated based on your California adjusted gross income.
- Use tax for individual items purchased for $1,000 or more must be calculated separately.
- The table and instructions are provided in the FTB forms 540, 540A, and 540EZ.
Tax Return Filing Requirements

When you are issued a Seller’s Permit, the CDTFA will assign you a reporting basis, based on the information you furnished:

- **Yearly (Calendar Year)**
- **Fiscal Yearly (July 1 - June 30)**
- **Quarterly (Calendar Quarters)**
- **Quarterly Prepayment**
- **Quarterly Prepayment with EFT (Electronic Funds Transfer)**

- A tax return (with payment, if applicable) is due for each period.
- If no sales are made, you must file a “0” tax return.
- Electronic filing is the CDTFA preferred method for filing. Some tax programs require electronic filing.
Penalties

Penalties may be assessed for:

- Failure to file a return (10%) or prepayment (6%)
- Late filing of returns (10%) or prepayments (6%)
- Late payments (10%) or prepayment (6%)
- Payment method other than Electronic Funds Transfer (EFT) on accounts required to pay by EFT (10%)

Penalties are based on tax due
Required Records Must be Maintained for at Least Four (4) Years

- Normal books of account.
- Schedules or working papers used in preparing tax returns.
- Records of sales including: sales invoices, cash register tapes, sales journals, etc.
- Records of purchases including: purchase invoices, cancelled checks, purchase journals, etc.
- Documentation to support exemptions or exclusions such as: resale certificates, exemption certificates, purchase orders, shipping documents, etc.
Important Facts and Responsibilities

Advise the CDTFA of ownership changes. This may affect your liability for future taxes.

Retailers should report sales in the return period when the sale is made even though payment may be received in a later return period.

Advise the CDTFA of changes in business, mailing, and email addresses.

Retailers are responsible for payment of sales tax even when the customer does not pay it.
Filing Clinics Held at a CDTFA Office Near You

For filing clinics and office locations, visit our website at www.cdtfa.ca.gov.
Local CDTFA Offices

Visit your local CDTFA office for assistance.

• Use one of CDTFA’s self-service kiosks to access online services for various items such as filing and paying your taxes online.

For CDTFA office locations and addresses go to: www.cdtfa.ca.gov/office-locations.htm
Taxpayer Education Consultation Program

- The consultation is free.
- A trained staff member will review your business operation and recordkeeping system.
- Call your local CDTFA office to make an appointment for one-on-one assistance:
  [www.cdtfa.ca.gov/office-locations.htm](http://www.cdtfa.ca.gov/office-locations.htm)
Industry & Tax and Fee Guides

The California Department of Tax and Fee Administration's (CDTFA) Industry & Tax and Fee Guides are a one-stop-shop for owners and operators looking for relevant information on key tax and fee issues.

www.cdtfa.ca.gov
You may access the CDTFA website for all of the following:

- Filing and Paying Your Taxes
- Industry Tax & Fee Guides
- Enhanced Video Tutorials
- Class & Seminar Schedules & Registrations
- Directory of CDTFA Offices
- Industry Specific Publications
- Tax News and Special Notices
- E-mail Notifications for CDTFA Updates
- Online Verification of Seller’s Permit Numbers
- Credit Card Payments
- Useful Links to Other Websites
Customer Service Center

Customer service representatives can walk you through your tax return or the registration process, as well as answer your general tax questions.

1-800-400-7115 (CRS:711)

Monday – Friday from 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays.

24-hour voice recordings on specific topics.
For the hearing impaired (CRS:711).
Taxpayers’ Rights Advocate

1-888-324-2798

If you are unable to resolve any tax issues through normal channels with the CDTFA or if you would like more information regarding your rights, contact the Taxpayers’ Rights Advocate Office at www.cdtfa.ca.gov/tra/.
This website assists you in finding appropriate permit information for your business. It also provides contact information for the various agencies that administer & issue these permits.

Interested in having a green business? [learn more about green businesses](www.calgold.ca.gov)
Business permits and other requirements in the City of Sacramento (Sacramento County) for business types:

- Dentistry

**Business License - Business Tax Certificate**

Required for all entities doing business within city limits. See “County Unincorporated” for businesses located outside of city limits.

**applies to:**

Dentistry

**City of Sacramento**

City Finance, Revenue Department

Business License

915 I Street, 5th Floor

Sacramento, CA, 95814

Phone: 916-324-5645

[website](#)

**Filter Permits & Licenses**

**Level of Government:**

- City
- County
- Regional
- State
- Federal

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We wish you success in your business venture!