

# 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.



**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



### 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



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



# CDTFA

## 2020 Basic Sales and Use Tax Classes and Online Filing Clinics





**Santa Clarita Office**  
 25360 Magic Mountain Pkwy, Suite 330  
 Santa Clarita, CA 91355-6065 ▪ 1-661-222-6000

**Basic Sales and Use Tax Classes**

DATE	TIME	LANGUAGE
March 4, 2020	9:00 a.m. to 12:00 p.m.	English
June 10, 2020	9:00 a.m. to 12:00 p.m.	English
September 2, 2020	9:00 a.m. to 12:00 p.m.	English
December 2, 2020	9:00 a.m. to 12:00 p.m.	English

**Online Filing Clinics**

DATE	TIME	LANGUAGE
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 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 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 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

**Tax Return Preparation Classes**

DATE	TIME	LANGUAGE
January 22, 2020	10:00 a.m. to 12:00 p.m.	English
February 26, 2020	10:00 a.m. to 12:00 p.m.	English
March 25, 2020	10:00 a.m. to 12:00 p.m.	English
April 22, 2020	10:00 a.m. to 12:00 p.m.	English
May 27, 2020	10:00 a.m. to 12:00 p.m.	English
June 24, 2020	10:00 a.m. to 12:00 p.m.	English
July 22, 2020	10:00 a.m. to 12:00 p.m.	English
August 26, 2020	10:00 a.m. to 12:00 p.m.	English
September 23, 2020	10:00 a.m. to 12:00 p.m.	English
October 28, 2020	10:00 a.m. to 12:00 p.m.	English
November 12, 2020	10:00 a.m. to 12:00 p.m.	English
December 9, 2020	10:00 a.m. to 12:00 p.m.	English

**Fresno Office**  
 8050 N. Palm Avenue, Suite 205  
 Fresno, CA 93711-5510 ▪ 1-559-440-5330

**Basic Sales and Use Tax Classes**

DATE	TIME	LANGUAGE
January 9, 2020	2:00 p.m. to 4:00 p.m.	Spanish
January 9, 2020	6:00 p.m. to 8:00 p.m.	English
January 11, 2020	9:00 a.m. to 11:00 a.m.	English
January 15, 2020	1:30 p.m. to 3:30 p.m.	English
April 9, 2020	9:00 a.m. to 11:00 a.m.	Spanish
April 9, 2020	1:00 p.m. to 3:00 p.m.	English
April 16, 2020	6:00 p.m. to 8:00 p.m.	English
July 9, 2020	9:00 a.m. to 11:00 a.m.	Spanish
July 11, 2020	9:00 a.m. to 11:00 a.m.	English
July 15, 2020	1:00 p.m. to 3:00 p.m.	English
July 15, 2020	6:00 p.m. to 8:00 p.m.	English
October 10, 2020	9:00 a.m. to 11:00 a.m.	English
October 14, 2020	1:00 p.m. to 3:00 p.m.	English
October 14, 2020	6:00 p.m. to 8:00 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 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

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

**Basic Sales and Use Tax Classes**

DATE	TIME	LANGUAGE
March 4, 2020	9:00 a.m. to 11:00 a.m.	English
June 17, 2020	9:00 a.m. to 11:00 a.m.	English
September 23, 2020	9:00 a.m. to 11:00 a.m.	English
December 2, 2020	9:00 a.m. to 11:00 a.m.	English

**Online Filing Clinics**

DATE	TIME	LANGUAGE
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 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 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 30, 2020	8:00 a.m. to 5:00 p.m.	English & Spanish
November 2, 2020	10:00 a.m. to 12:00 p.m.	English & Spanish

**Tax Return Preparation Classes**

DATE	TIME	LANGUAGE
January 15, 2020	10:00 a.m. to 12:00 p.m.	English
February 19, 2020	10:00 a.m. to 12:00 p.m.	English
March 18, 2020	10:00 a.m. to 12:00 p.m.	English
April 8, 2020	10:00 a.m. to 12:00 p.m.	English
May 13, 2020	10:00 a.m. to 12:00 p.m.	English
June 10, 2020	10:00 a.m. to 12:00 p.m.	English
July 15, 2020	10:00 a.m. to 12:00 p.m.	English
August 12, 2020	10:00 a.m. to 12:00 p.m.	English
September 9, 2020	10:00 a.m. to 12:00 p.m.	English
October 7, 2020	10:00 a.m. to 12:00 p.m.	English
November 18, 2020	10:00 a.m. to 12:00 p.m.	English

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

**Basic Sales and Use Tax Classes**

DATE	TIME	LANGUAGE
January 22, 2020	9:00 a.m. to 11:00 a.m.	English
January 22, 2020	1:30 p.m. to 3:30 p.m.	Spanish
February 26, 2020	9:00 a.m. to 11:00 a.m.	English
March 25, 2020	9:00 a.m. to 11:00 a.m.	English
April 22, 2020	9:00 a.m. to 11:00 a.m.	English
April 22, 2020	1:30 p.m. to 3:30 p.m.	Spanish
May 20, 2020	9:00 a.m. to 11:00 a.m.	English
June 24, 2020	9:00 a.m. to 11:00 a.m.	English
July 22, 2020	9:00 a.m. to 11:00 a.m.	English
July 22, 2020	1:30 p.m. to 3:30 p.m.	Spanish
August 26, 2020	9:00 a.m. to 11:00 a.m.	English
September 23, 2020	9:00 a.m. to 11:00 a.m.	English
October 21, 2020	9:00 a.m. to 11:00 a.m.	English
October 21, 2020	1:30 p.m. to 3:30 p.m.	Spanish
November 18, 2020	9:00 a.m. to 11:00 a.m.	English
December 9, 2020	9:00 a.m. to 11:00 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 28, 2020	8:30 a.m. to 10:00 a.m.	English & Spanish
October 29, 2020	8:30 a.m. to 10:00 a.m.	English & Spanish
October 30, 2020	8:30 a.m. to 10:00 a.m.	English & Spanish

Find your nearest office  
 and attend our classes!

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