CDTFA
CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

Welcome to CDTFA's Sales and Use Tax Return Preparation Class

www.cdtfa.ca.gov

Presentation Objectives

What is being taught in this seminar:

- How to complete a basic sales and use tax return.
- How to electronically file and pay a basic sales and use tax return
- How to create a Username and Password for full access to your account on our new online system.

Online Services
Full Access to Your Account

Account Maintenance Capabilities with a **Username and Password:**

- Register a new business activity
- Close a location/or account
- Update identification number
- Change your business name
- (DBA)
- Request a payment plan
- Cancel an unprocessed draft of a return
- Store your payment information
- Amend a return
- Add a contact for books and records
- Print permit and/or license
- Renew cigarette/tobacco retailer license
- File/manage an appeal
- Request relief from penalty and/or from interest (for CDTFA or DMV errors)
- Submit a claim for refund
- Request reinstatement

Online Services
Full Access to Your Account

Account Maintenance Capabilities with a **Username and Password** continued:

- Request innocent spouse relief
- View account balances
- Update location of books and records
- Update inventory address
- Update mailing/primary address
- View mailed correspondence
- Request access to an account
- Approve and cancel online service access for third parties
- Request to go paperless
- Monitor online activity
- Request Power of Attorney
- Request a filing extension

Online Services
Full Access to Your Account

Easy 2-Step Process

Step 1

Request a Security Code

Step 2

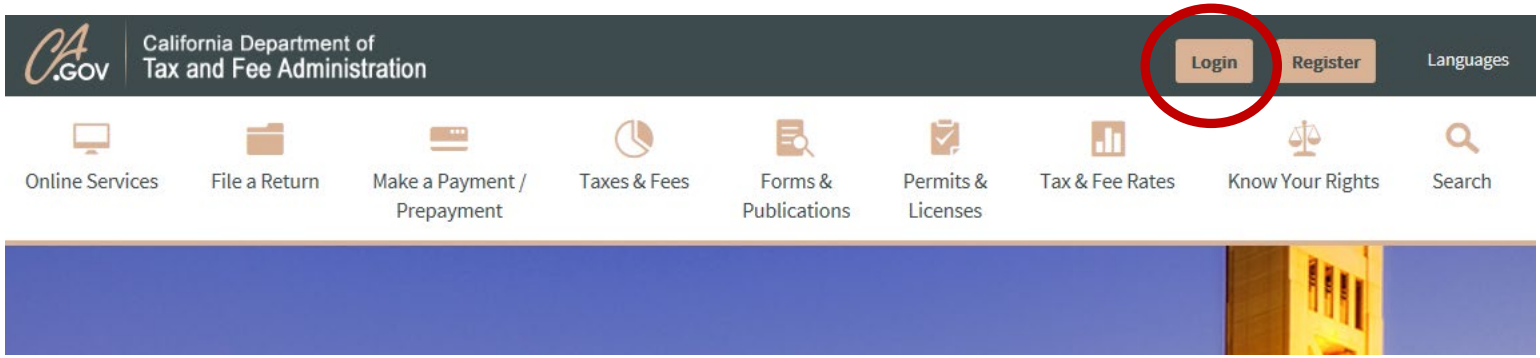
Register for a Username and create a Password

First Time Users
The Registration Process

Online Services
Full Access to Account Features

Requesting a Security Code

1 **Click on *Login***



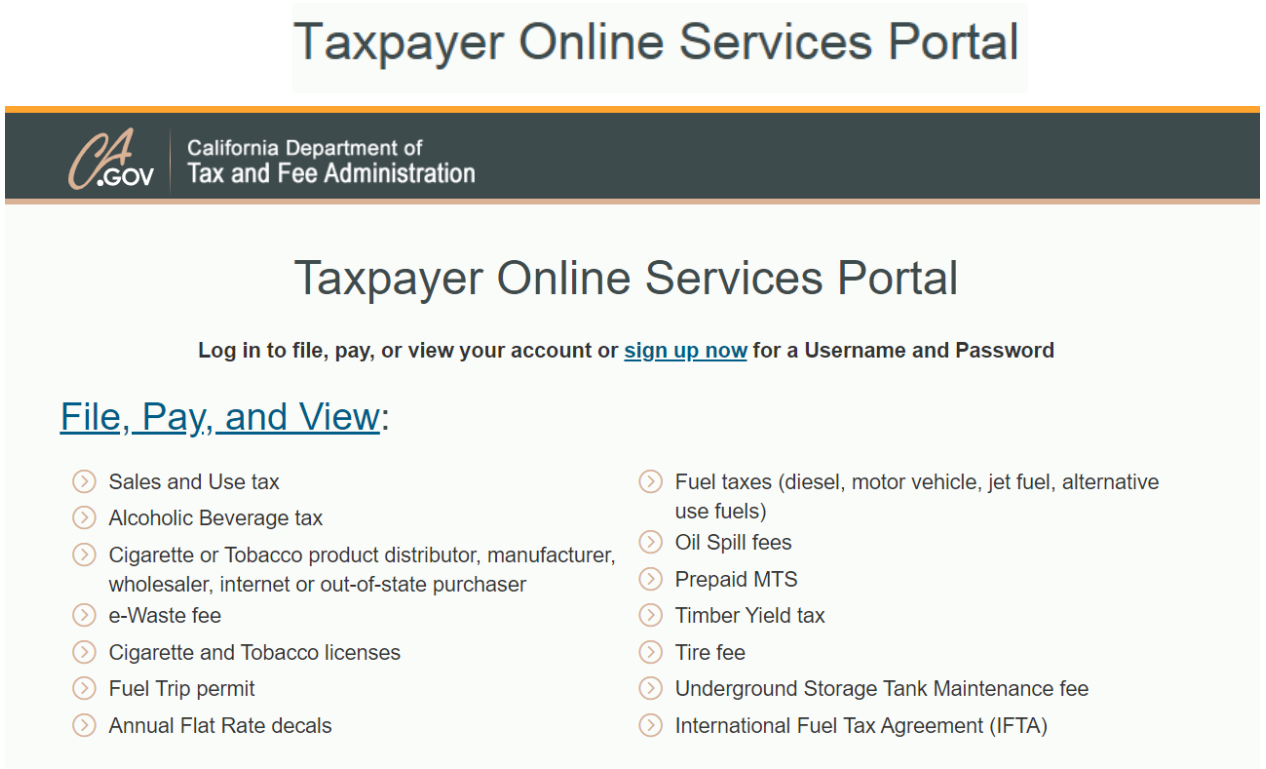
First Time Users
The Registration Process

www.cdtfa.ca.gov

Online Services
Full Access to Account Features

Requesting a Security Code

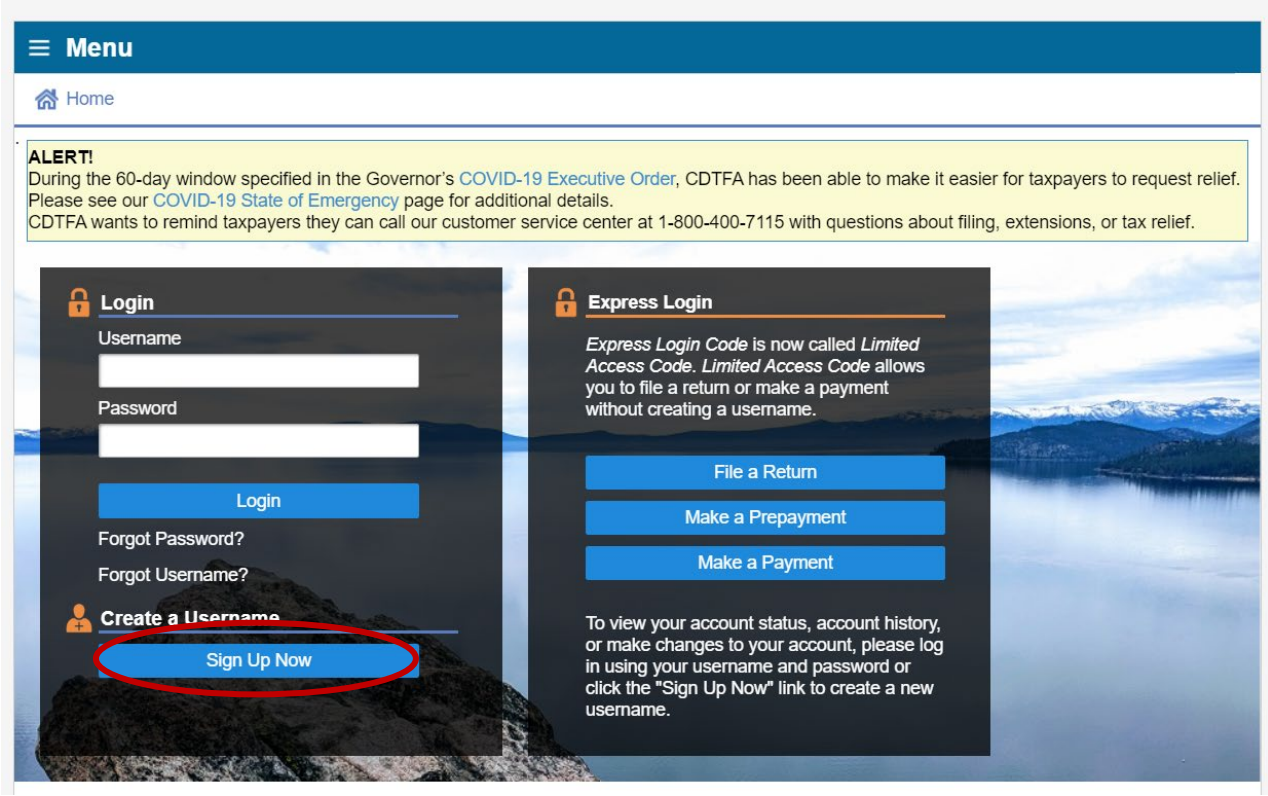
2 **Click on**
File, Pay, and View



First Time Users
The Registration Process

Online Services
Full Access to Account Features

Requesting a Security Code

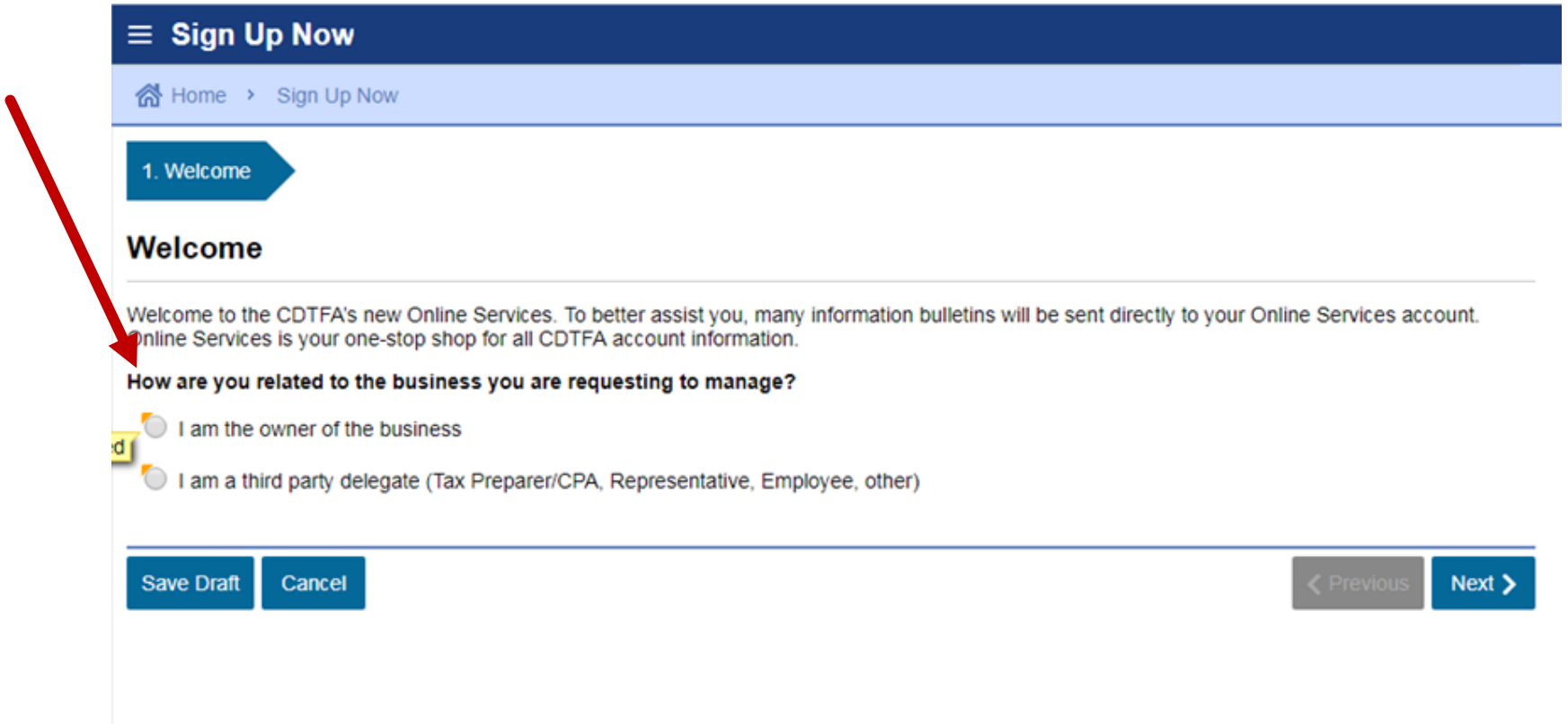


First Time Users

The Registration Process

Online Services
Full Access to Account Features

Requesting a Security Code



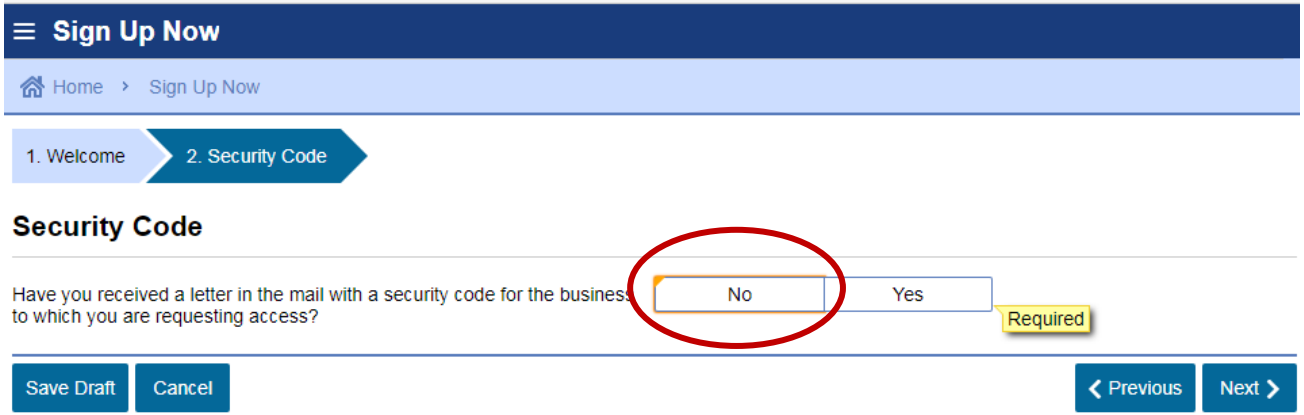
First Time Users

The Registration Process

Online Services
Full Access to Account Features

Requesting a Security Code

You will be asked if you have received a security code. For first time users, you will click on "**No**" to request a security code.



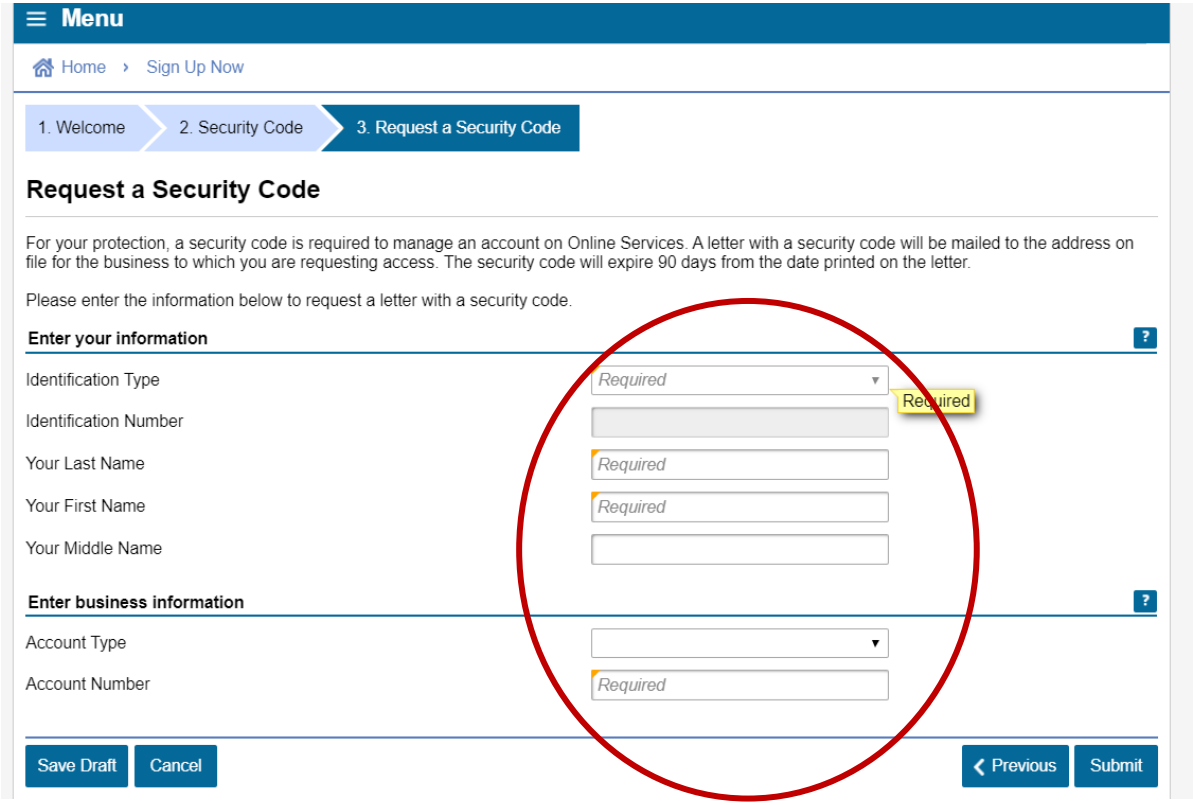
Your **Security Code** will be sent to the address on record.

First Time Users
The Registration Process

Online Services
Full Access to Account Features

Requesting a Security Code

Make sure you have your Account Number and Limited Access Code available.

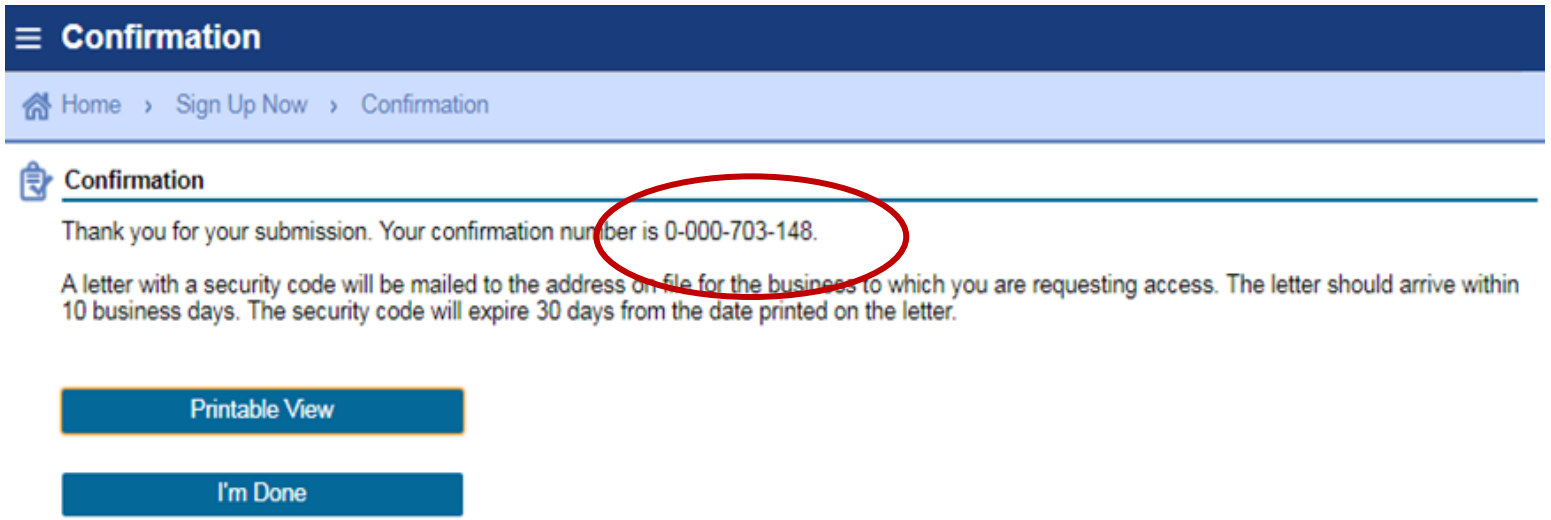


First Time Users
The Registration Process

Online Services
Full Access to Account Features

Requesting a Security Code

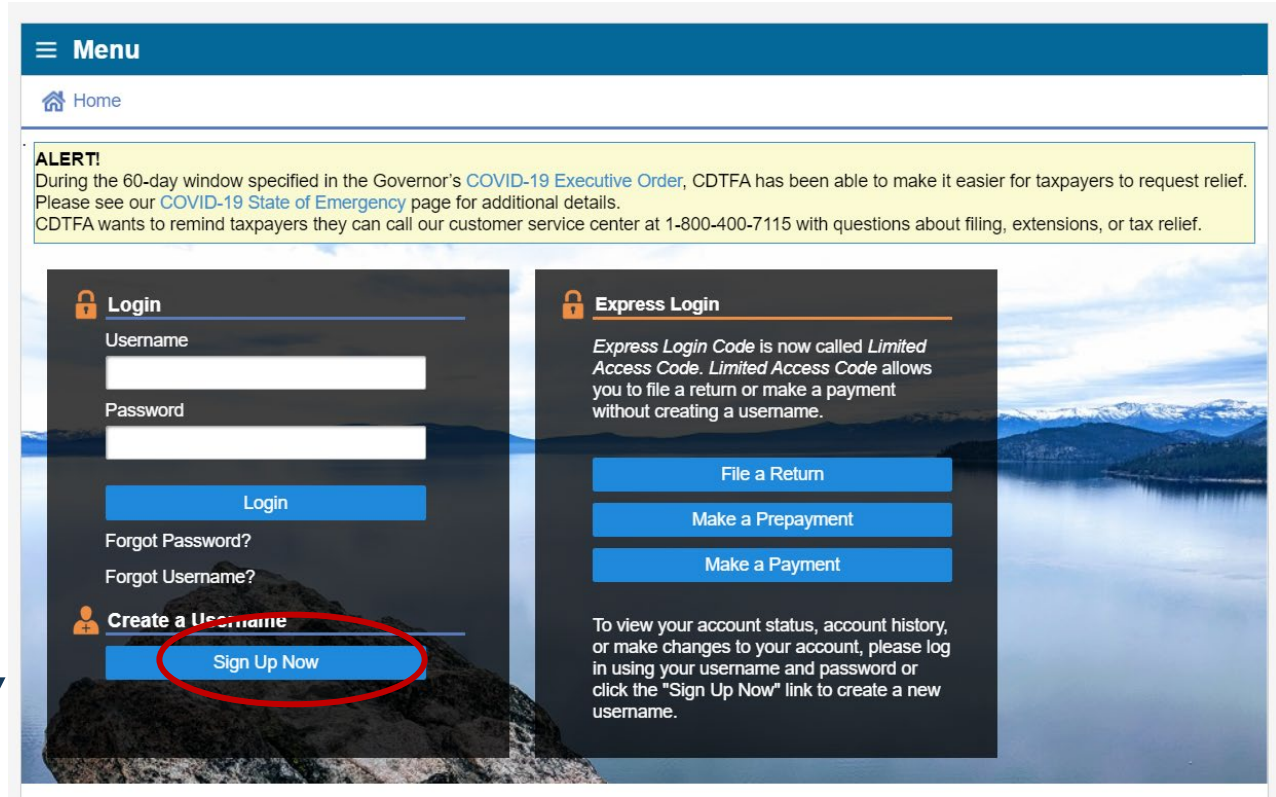
Confirmation that a Security Code will be sent by mail.



First Time Users
The Registration Process

Online Services
Full Access to Account Features

Registering for a Username and Password



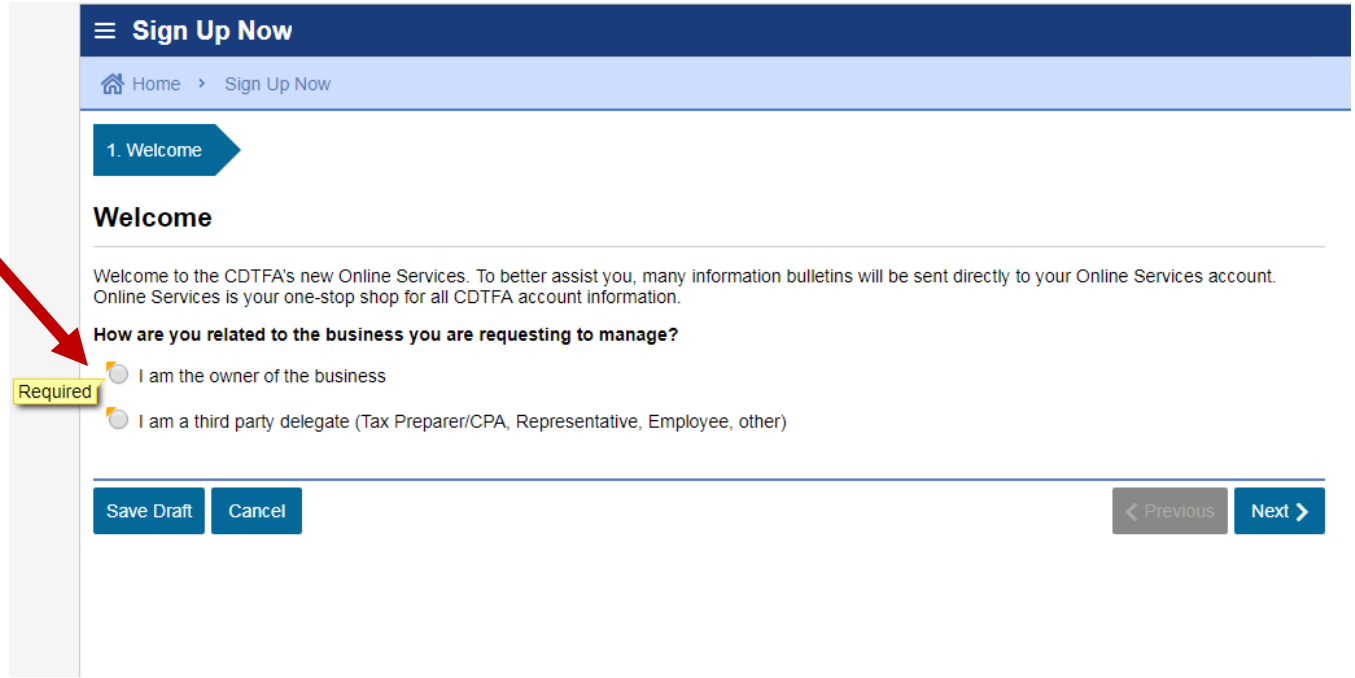
Click on *Sign Up Now*

First Time Users
The Registration Process

Online Services
Full Access to Account Features

Registering for a Username and Password

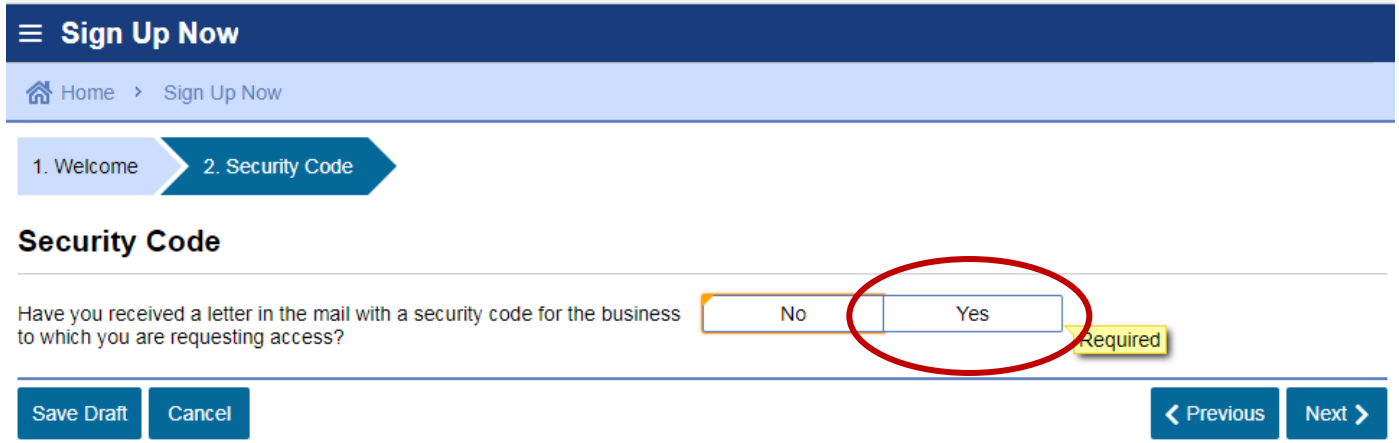
Designate whether you are the owner or a third party delegate.



First Time Users
Security Code Received

Online Services
Full Access to Account Features

Registering for a Username and Password



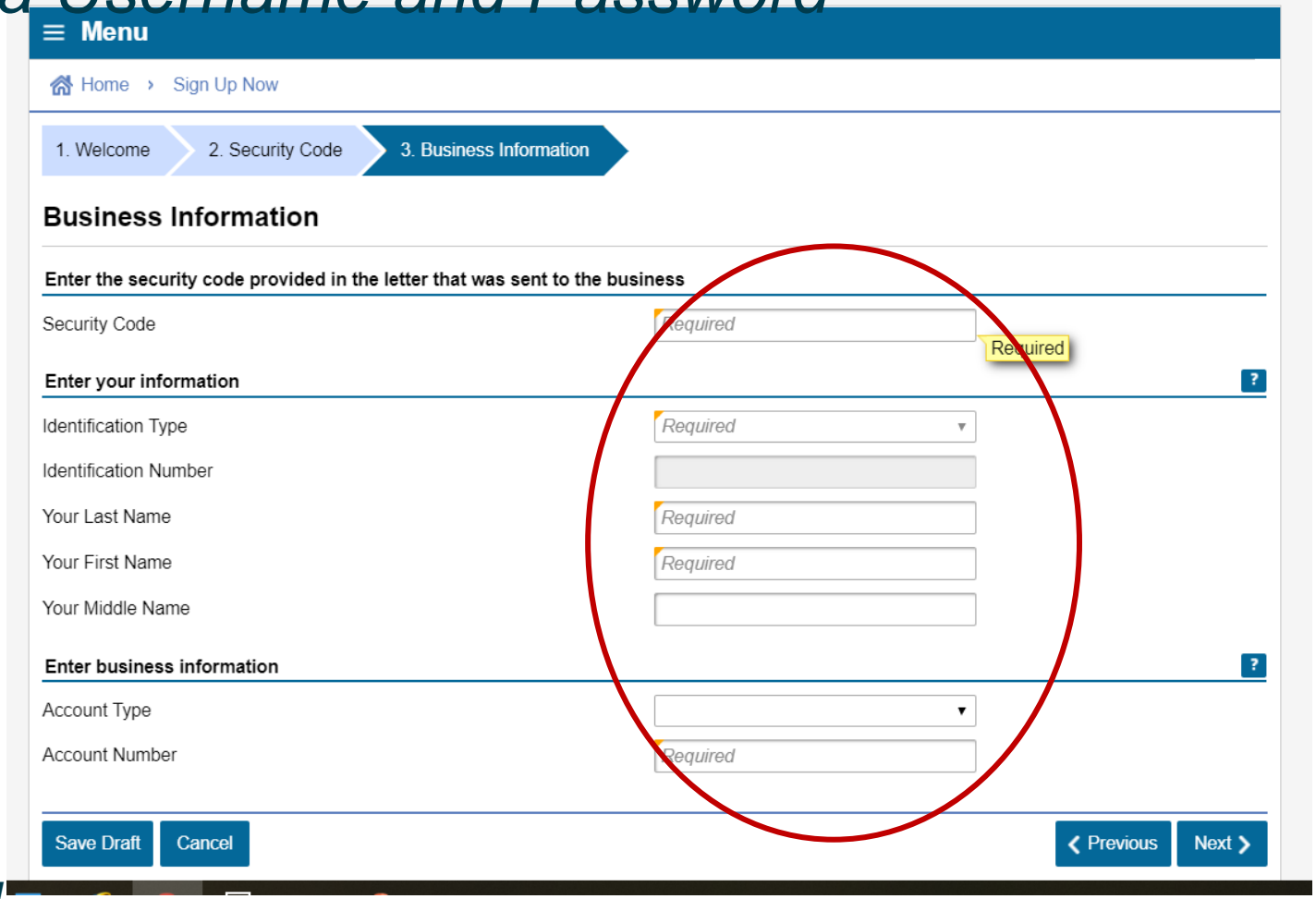
You will be asked if you have received a Security Code. Click *Yes.*

First Time Users
Security Code Received

Online Services
Full Access to Account Features

Registering for a Username and Password

Enter Security Code and other identifying information.

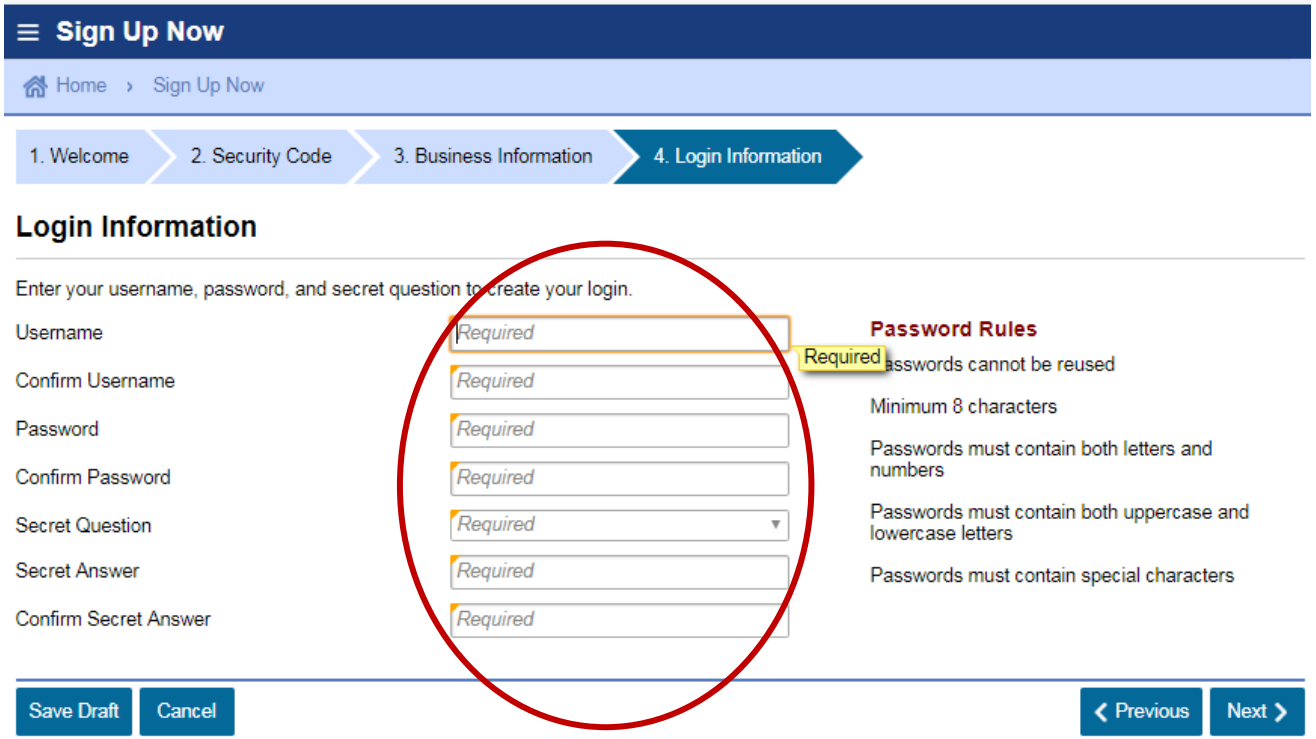


First Time Users
Security Code Received

Online Services
Full Access to Account Features

Registering for a Username and Password

Fill in the required fields.



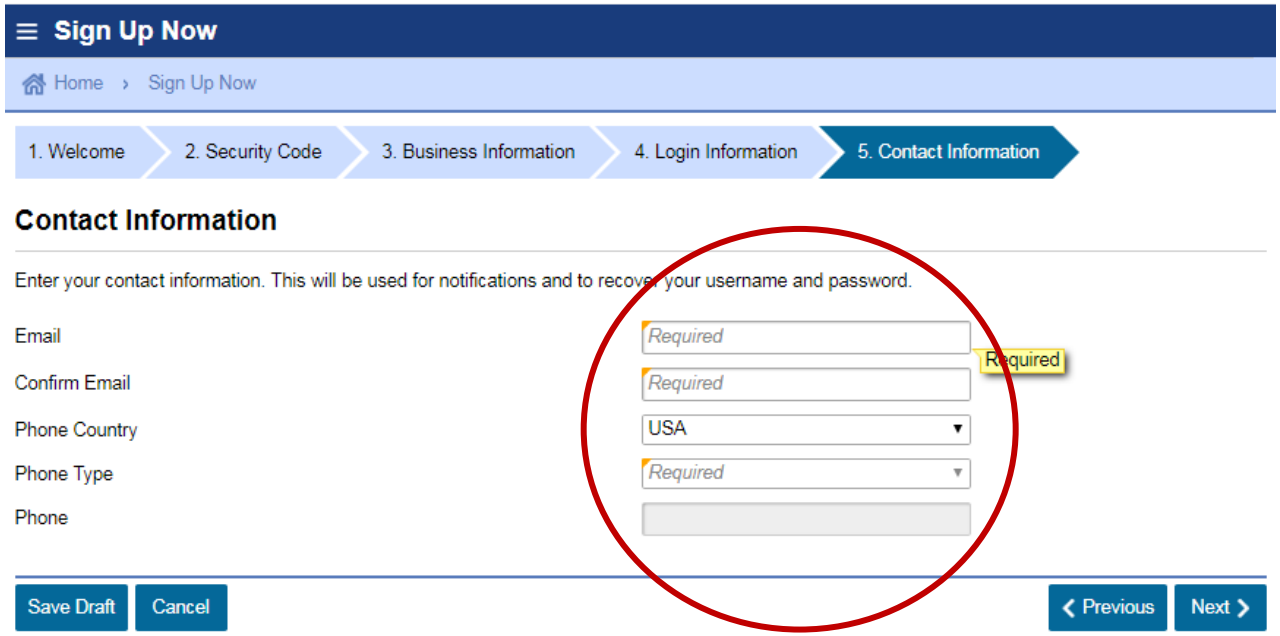
First Time Users

Security Code Received

Online Services
Full Access to Account Features

Registering for a Username and Password

Fill in the required fields.



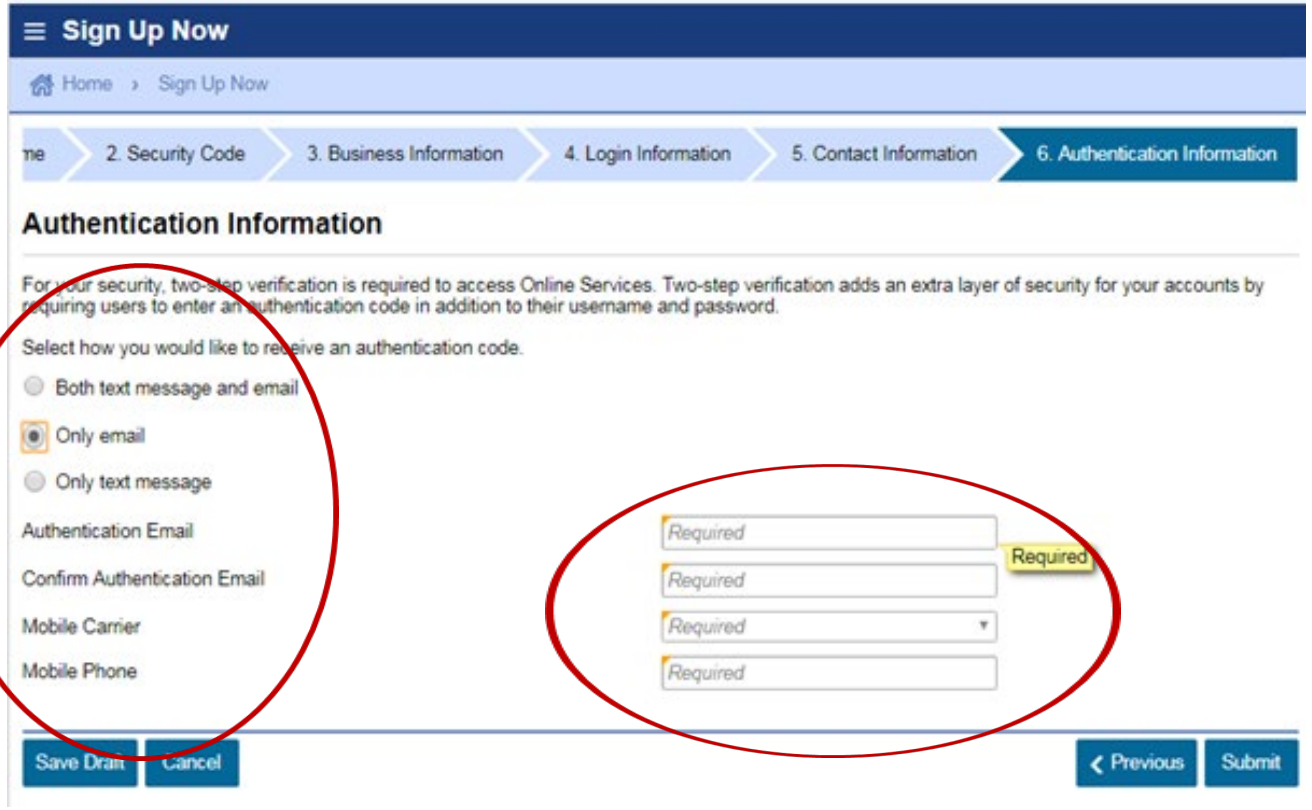
First Time Users

Security Code Received

Online Services
Full Access to Account Features

Registering for a Username and Password

Fill in the required fields.



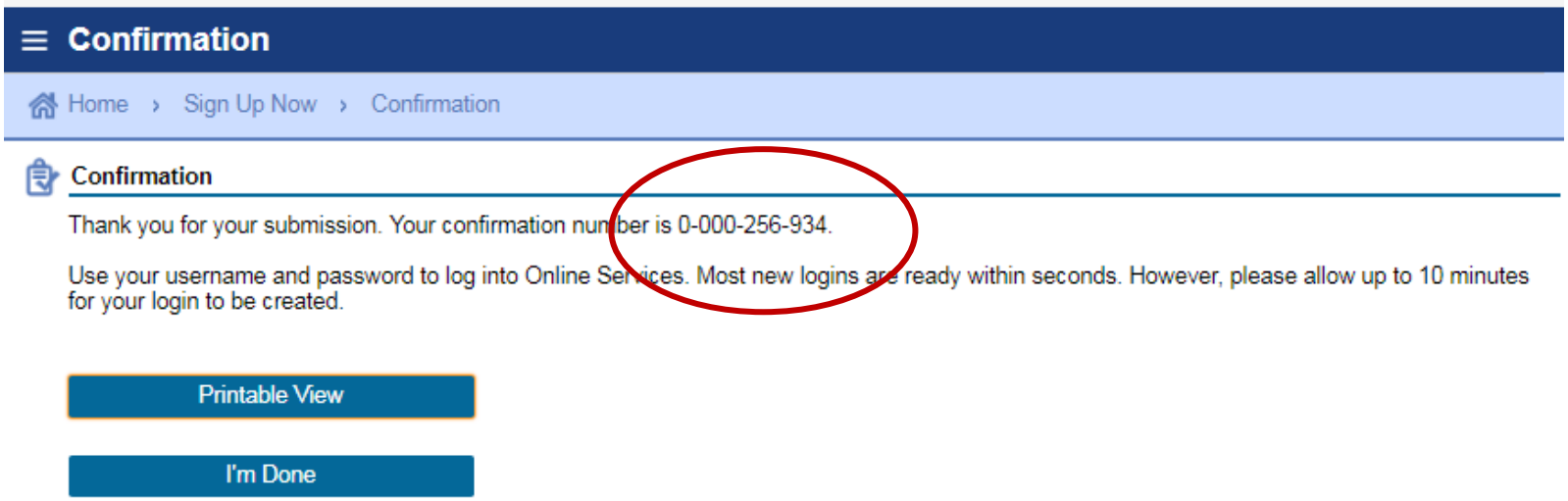
First Time Users

Security Code Received

Online Services
Full Access to Account Features

Registering for a Username and Password

Confirmation that your Username and Password are now ready for use!

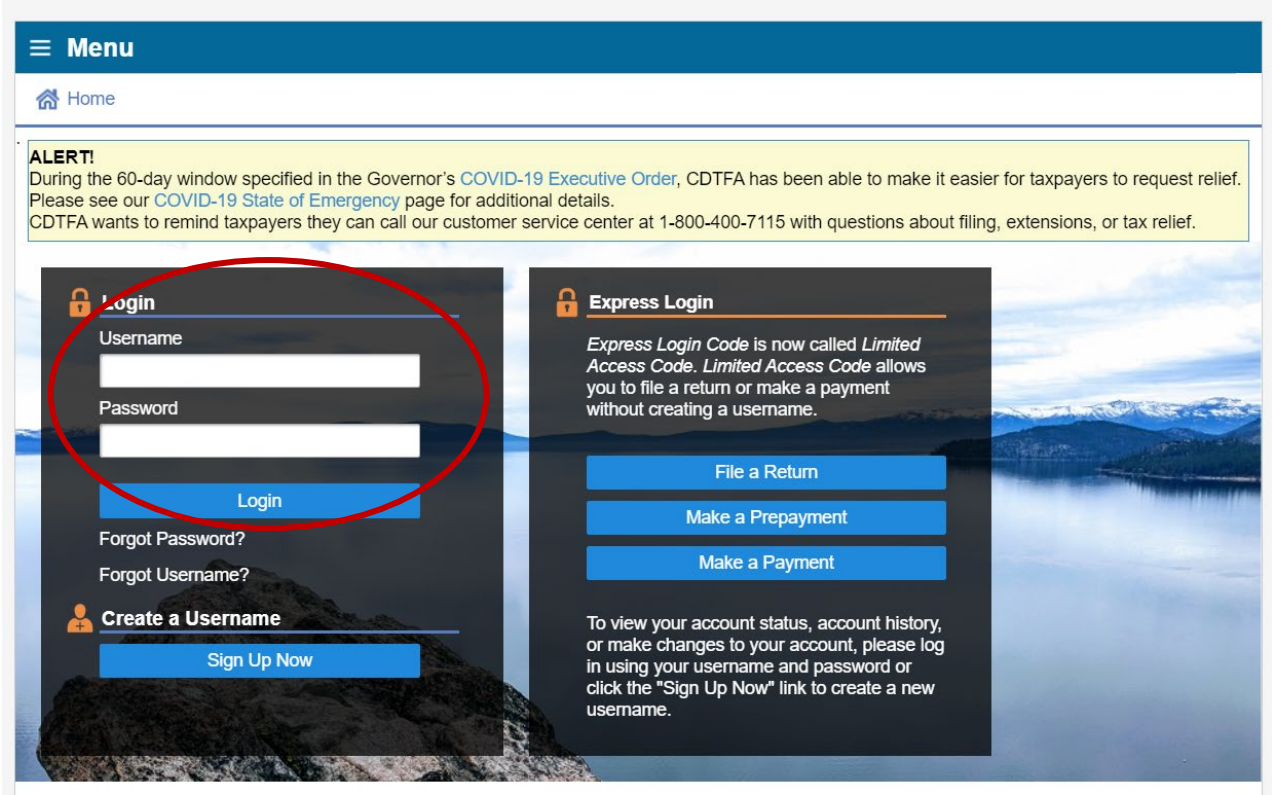


First Time Users
Security Code Received

Online Services
Full Access to Account Features

Registering for a Username and Password

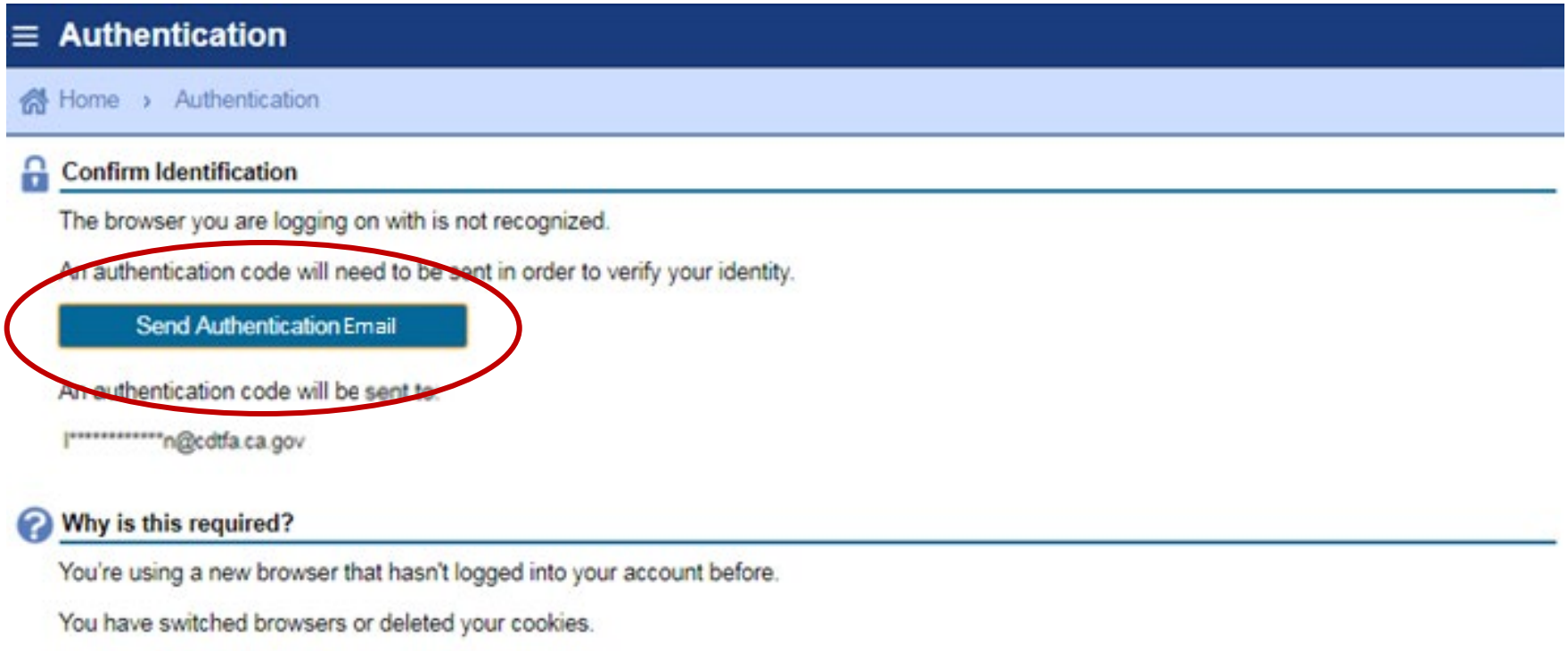
Enter your *Username* and *Password.*



Registered User
Account Management

Online Services
Full Access to Account Features

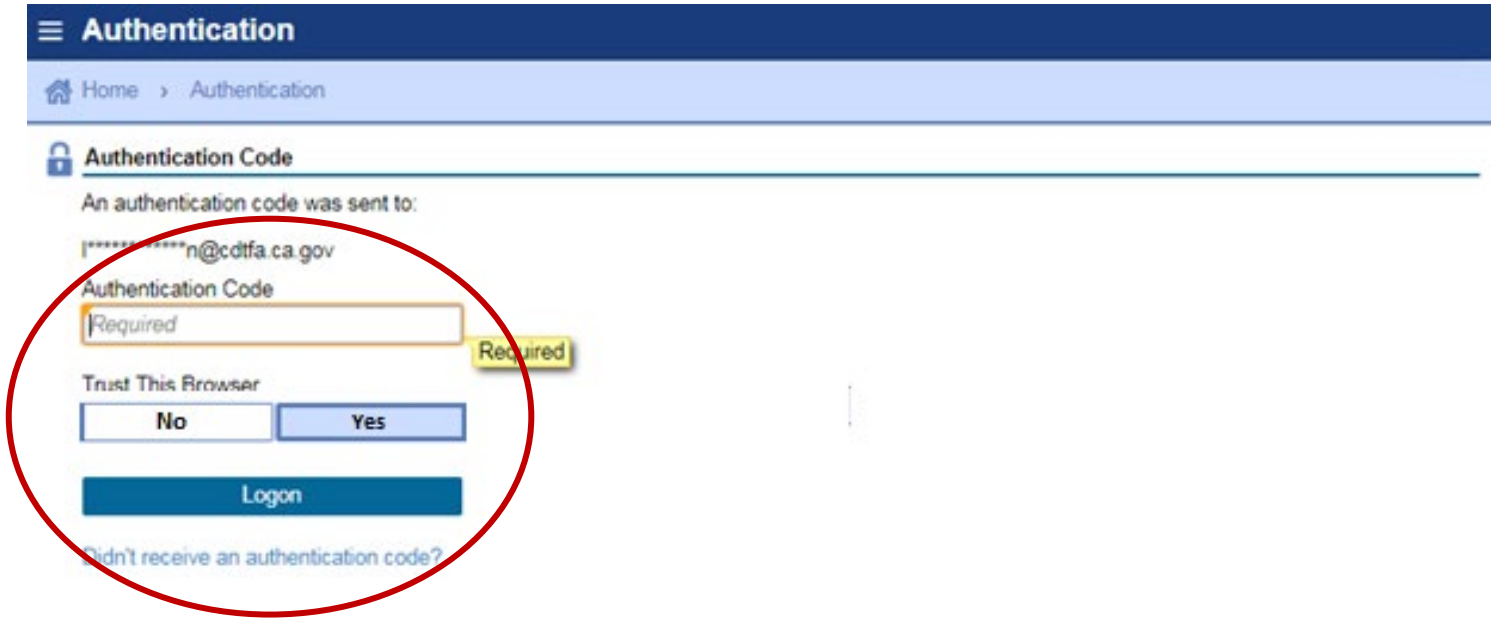
Registering for a Username and Password



Registered User
Account Management

Online Services
Full Access to Account Features

Registering for a Username and Password

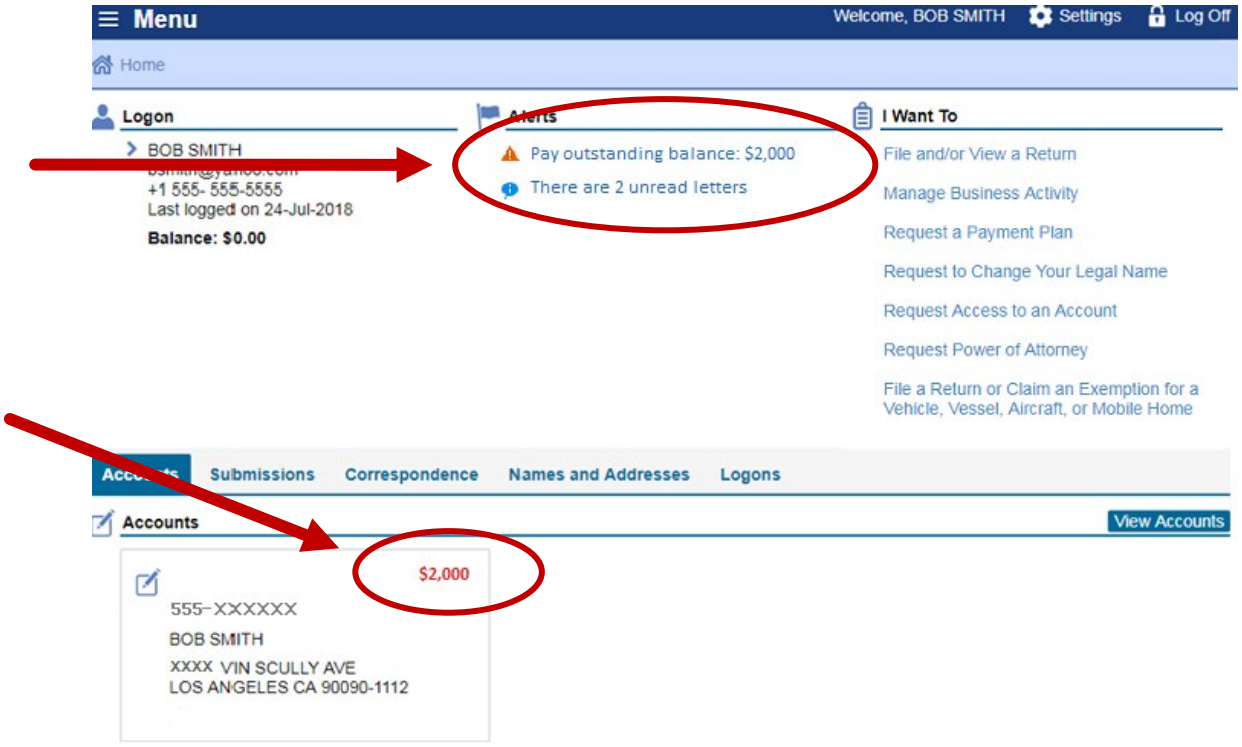


Registered User
Account Management

Online Services
Full Access to Account Features

Managing Your Account

An alert is an indication that something is outstanding on your account, such as an outstanding balance, a delinquent return, if you have any unread letters, etc. If you have an alert, you will see the alert symbol under *Alerts* and under the respective account.



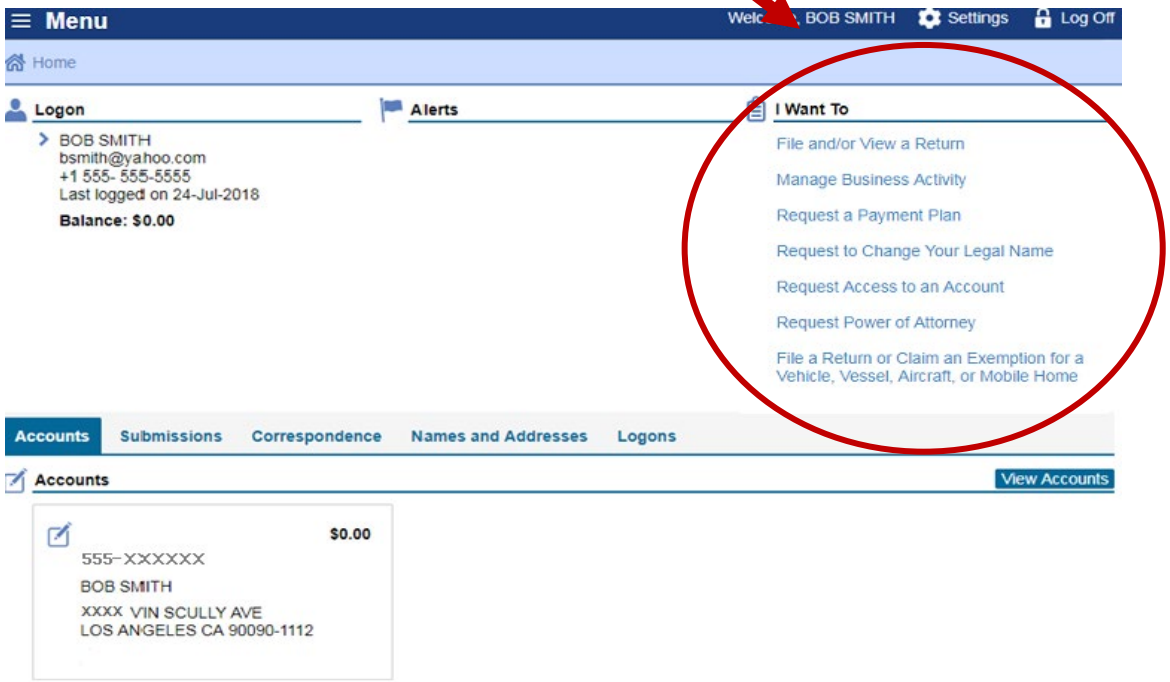
Logged On
Useful Prompts

Online Services
Full Access to Account Features

Managing Your Account

I *Want To* options

Tab options
- Accounts
- Submissions
- Correspondence
- Names and Addresses
- Logons



Logged On
Useful Prompts

File a Return

Information needed to file your return

- Total gross sales
- Purchases subject to use tax
- Deductions
- Exemptions
- Sales subject to district taxes (by location)

Sample:
Sales and Use Tax Return Scenario

Bob Smith dba
Bob's Bikes

Sample Return Scenario

1

Bob's sales of bicycles, parts, and labor (both repair and assembly) totaled $100,000.

Sample Return Scenario

2

Bob removed a bicycle from inventory and gave it to his son in Los Angeles. The bicycle, which cost $2,500, was purchased by Bob without paying tax by using a resale certificate.

Sample Return Scenario

3

Bob sold bicycles and parts in the amount of $20,000 to Billy's Bicycle Store. Bob has a resale certificate on file for Billy's Bicycle Store.

Sample Return Scenario

4

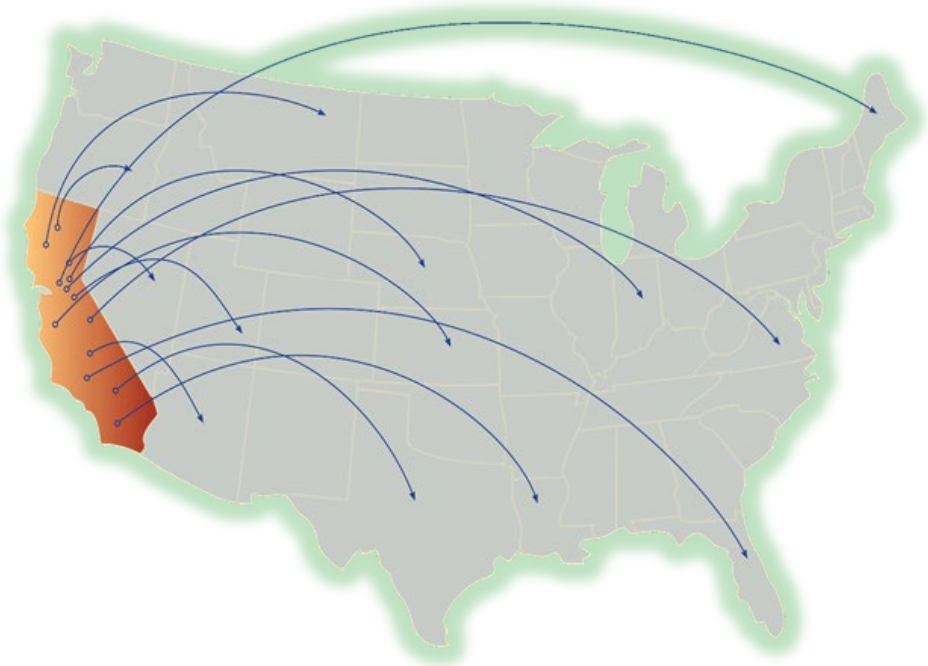
Bob's charges for bicycle repair labor totaled $1,500.

5

Bob sold a bicycle to the U.S. government for $2,000.

Sample Return Scenario

6



$21,000 in total sales shipped out of state.

Sample Return Scenario

7

Bob used his own truck to deliver bicycles totaling $2,000 to Orange County.

8

Bob made $49,000 in sales at the Los Angeles County store.

Sample Return Scenario

9

Bob used UPS to ship $4,000 of bicycles to San Francisco. Bob is not “engaged in business” in the City or County of San Francisco.

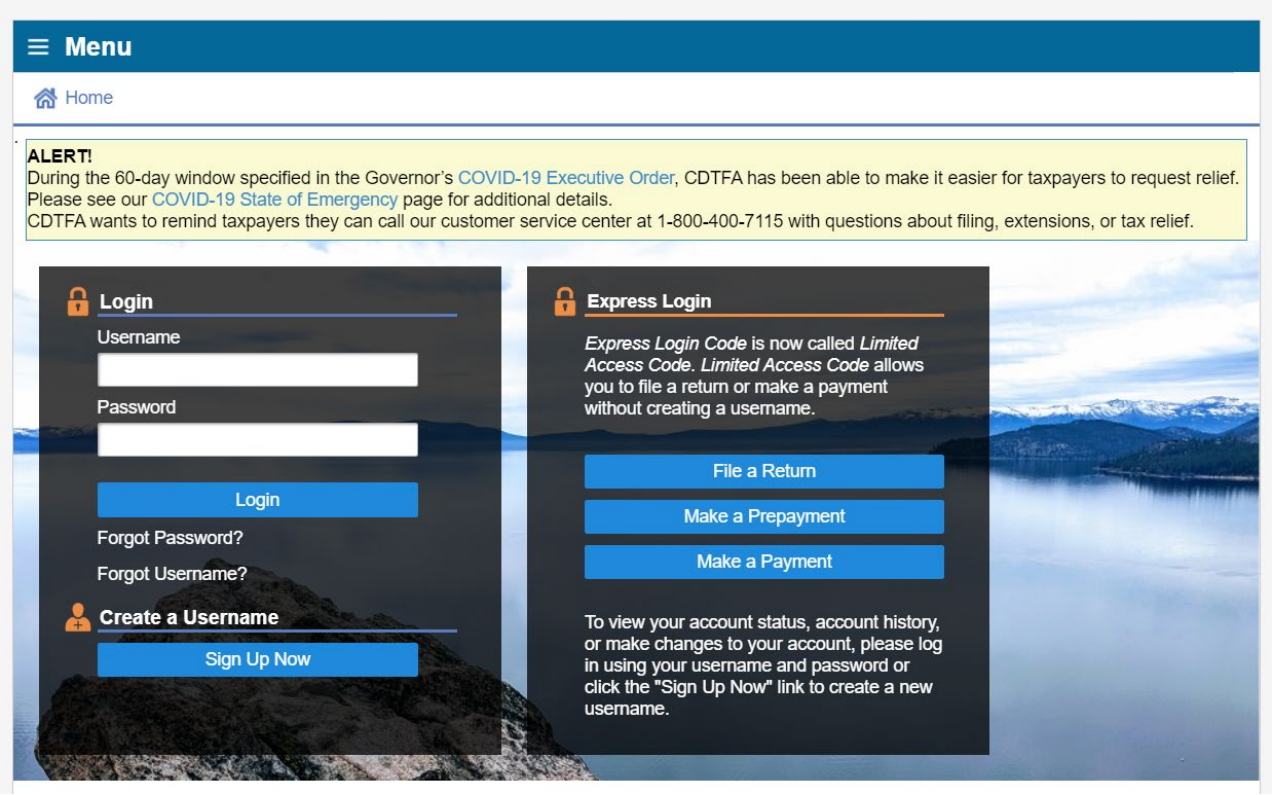
10

Bob used his own truck to deliver bicycles totaling $3,000 to Ventura County (7.25%).

File a Return

Logging In

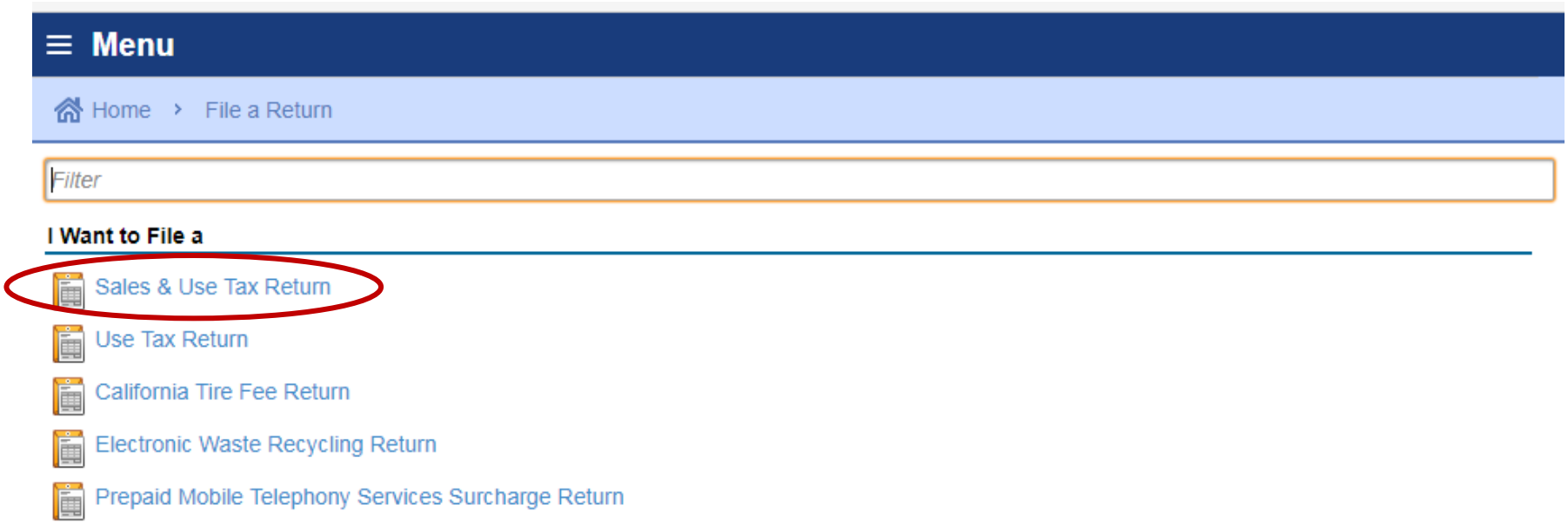
Username and *Password* **OR** Limited Access Code



File a Return
Limited Access Code

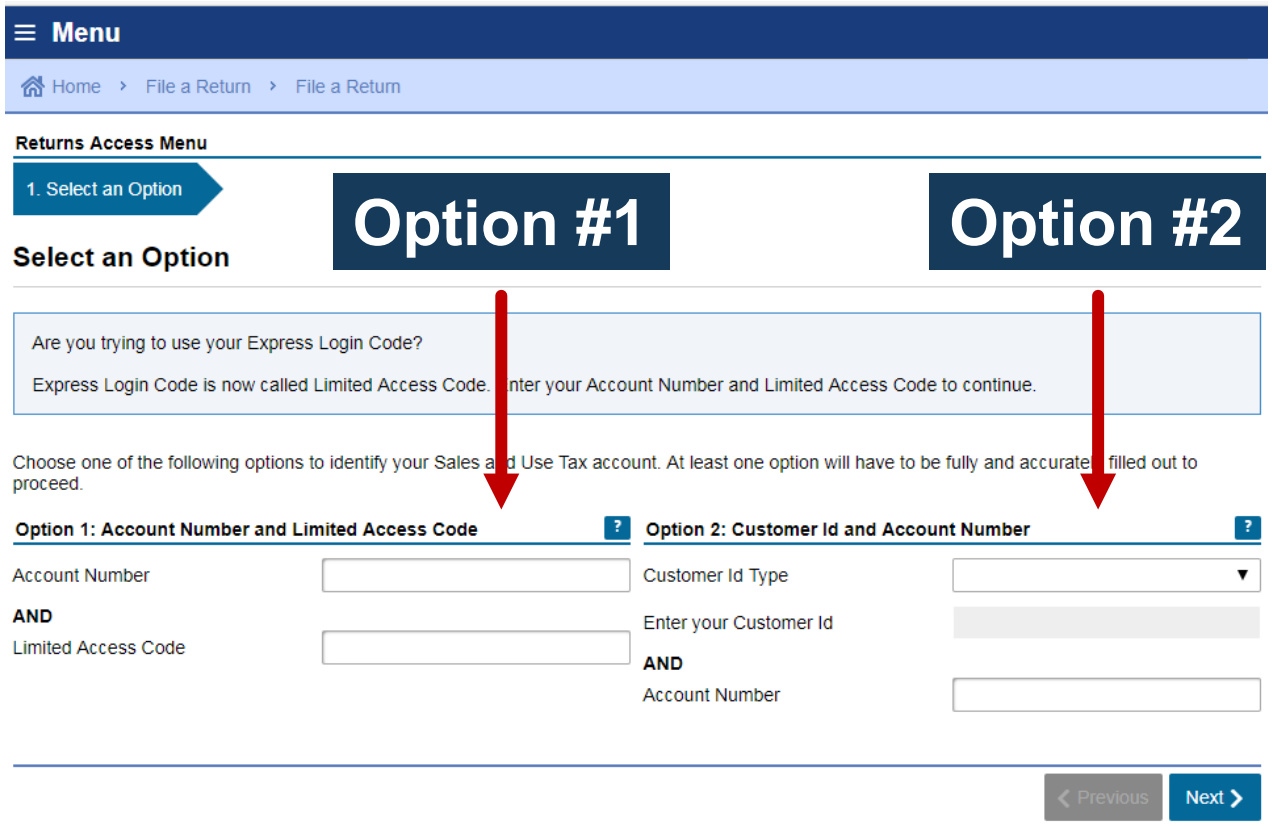
Logging In

Select *Sales & Use Tax Return* under *I want to File a.*



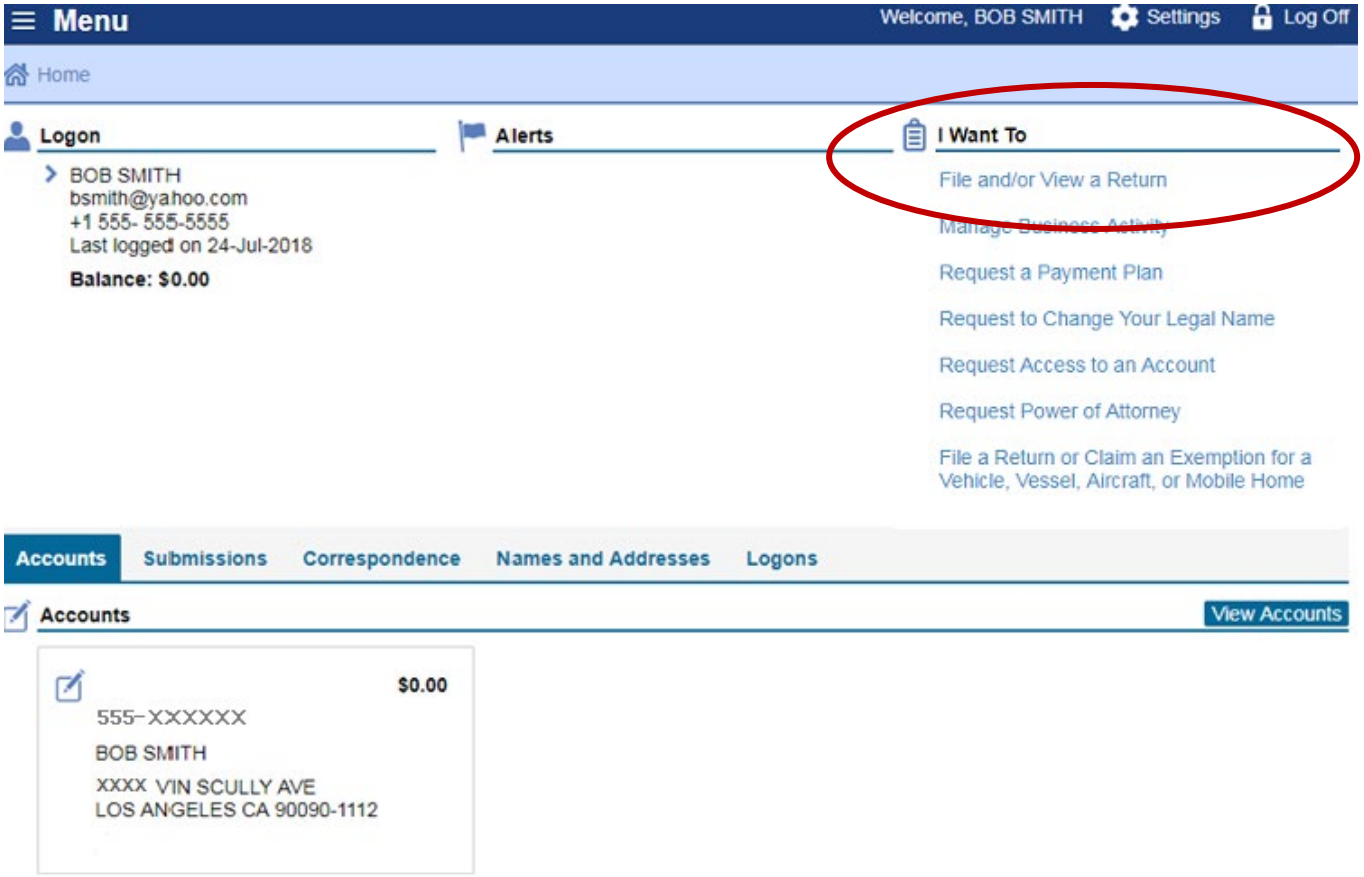
File a Return
Limited Access Code

Logging In



File a Return
Username and Password Option

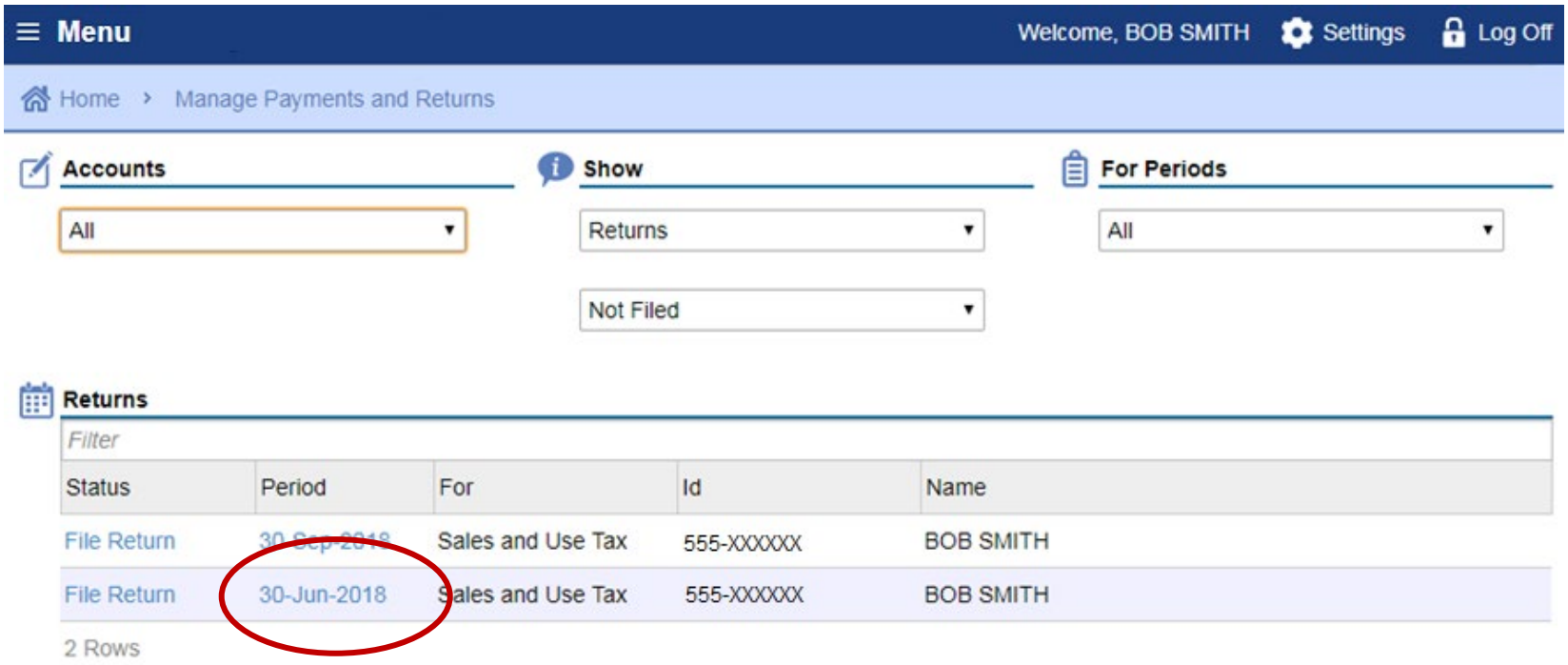
Logged Into Full Account Features



Select *File and/or View a Return.*

File a Return
Username and Password Option

Logged Into Full Account Features

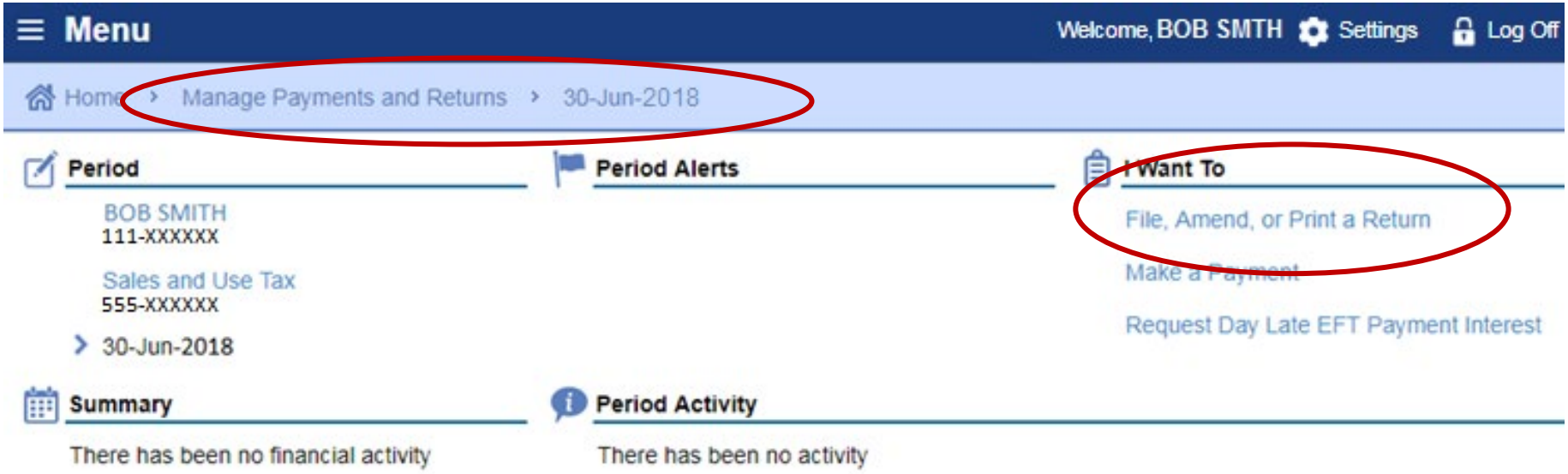


Select the filing period.

File a Return
Username and Password Option

Logged Into Full Account Features

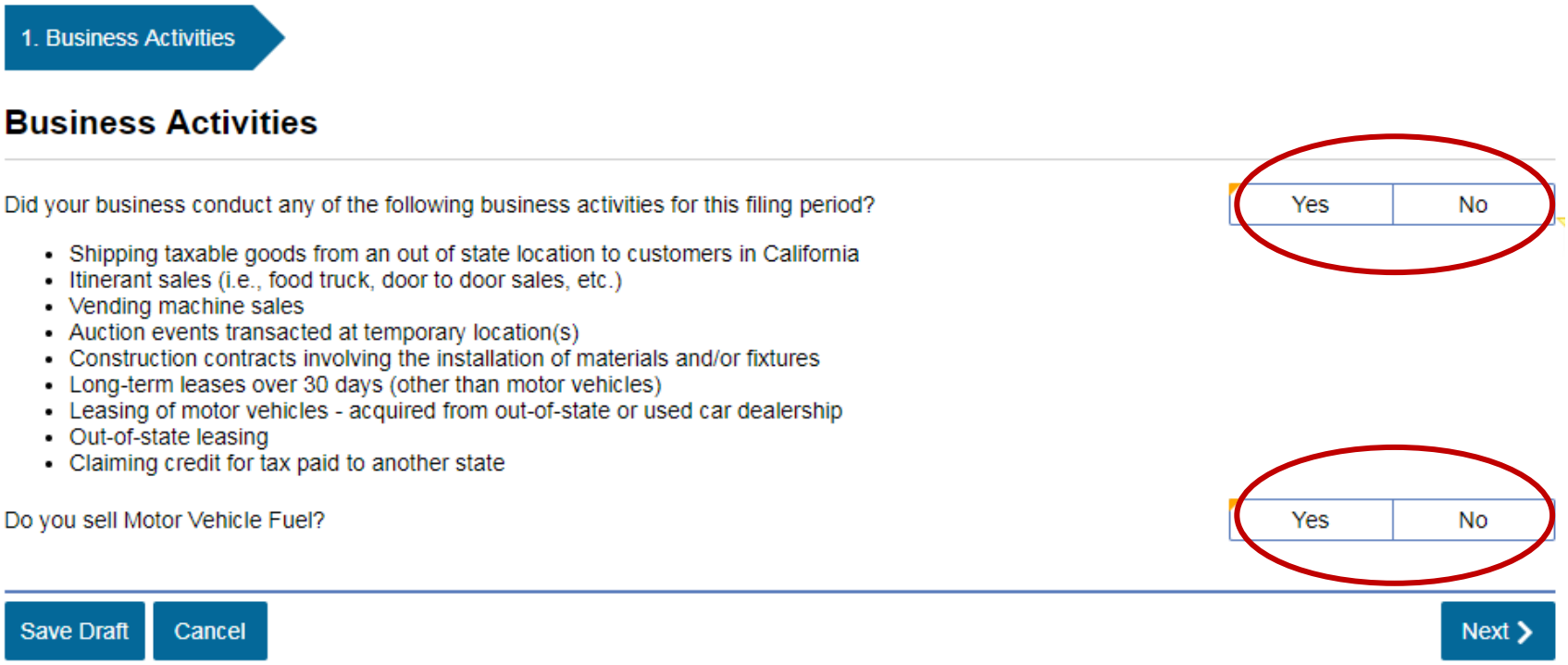
The bar below the Menu tracks the stages as you advance in your online services profile.



File a Return
Business Activities

Sample Return Scenario

This page will only appear for first time filers. Thereafter, your return will begin on the following page for future filings.

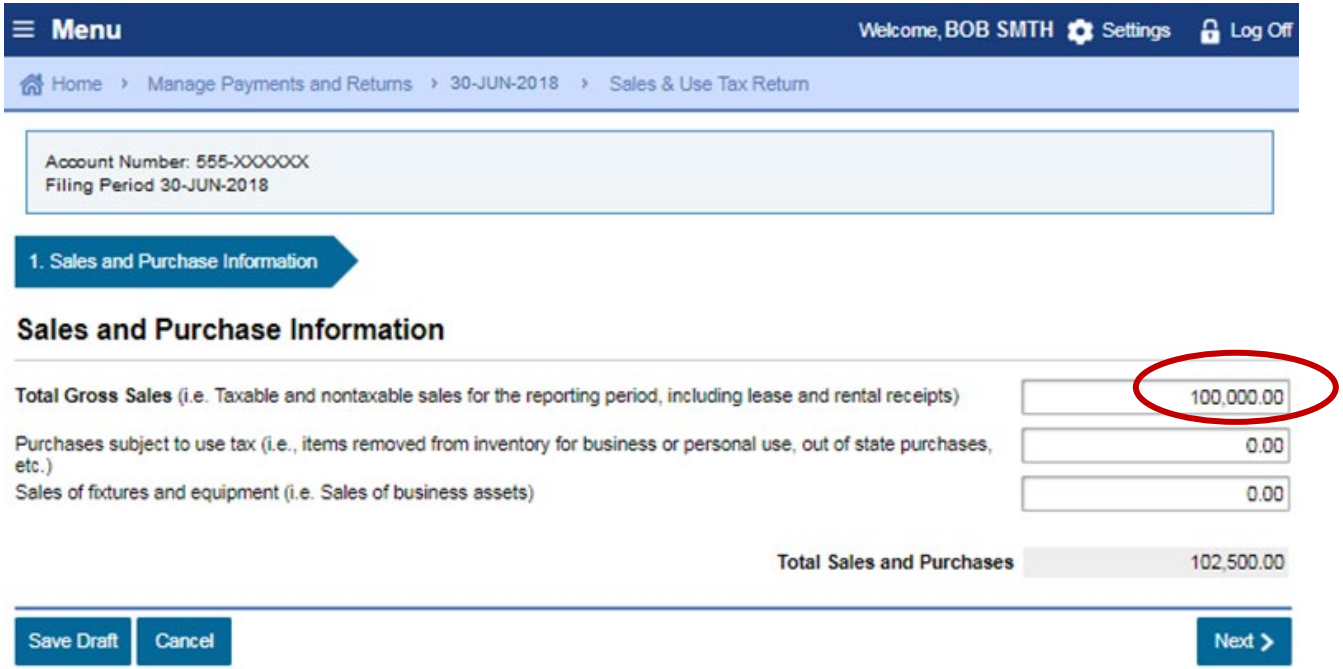


File a Return
Gross Sales

Sample Return Scenario

1

Bob's sales of bicycles, parts, and labor (both repair and assembly) amounted to $100,000.

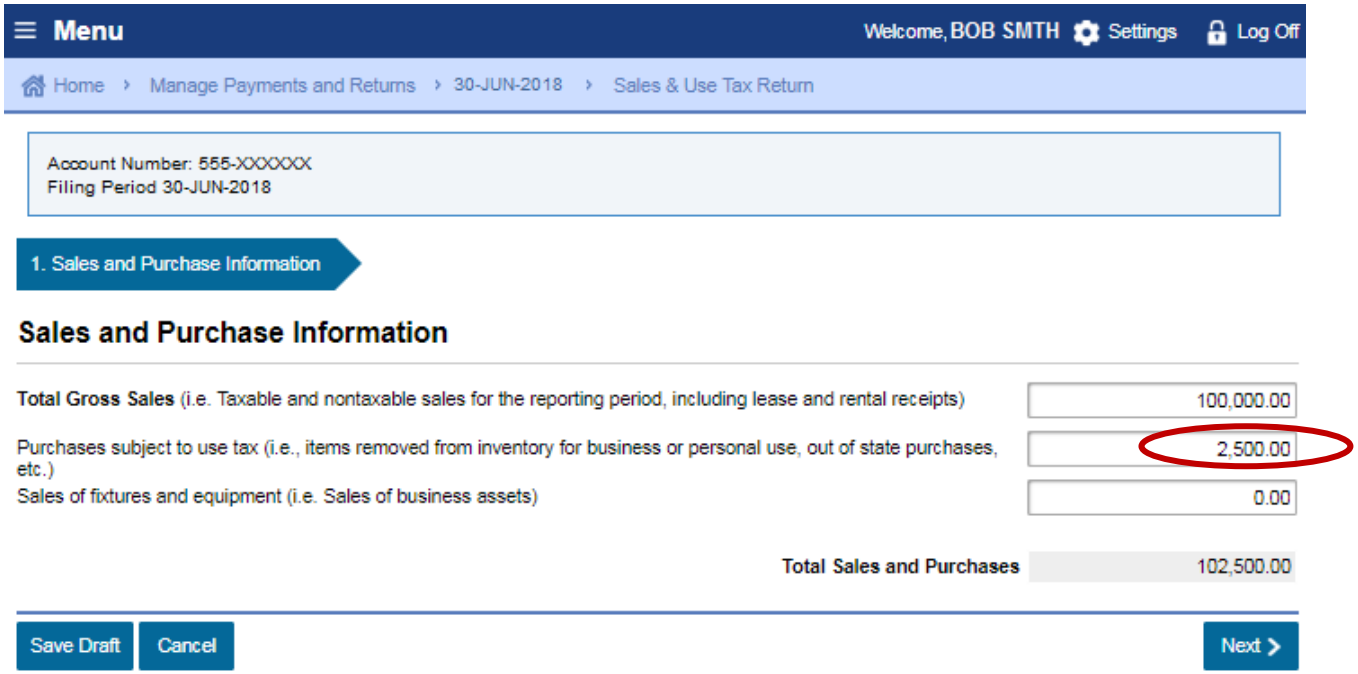


File a Return
Purchases Subject To Use Tax

Sample Return Scenario

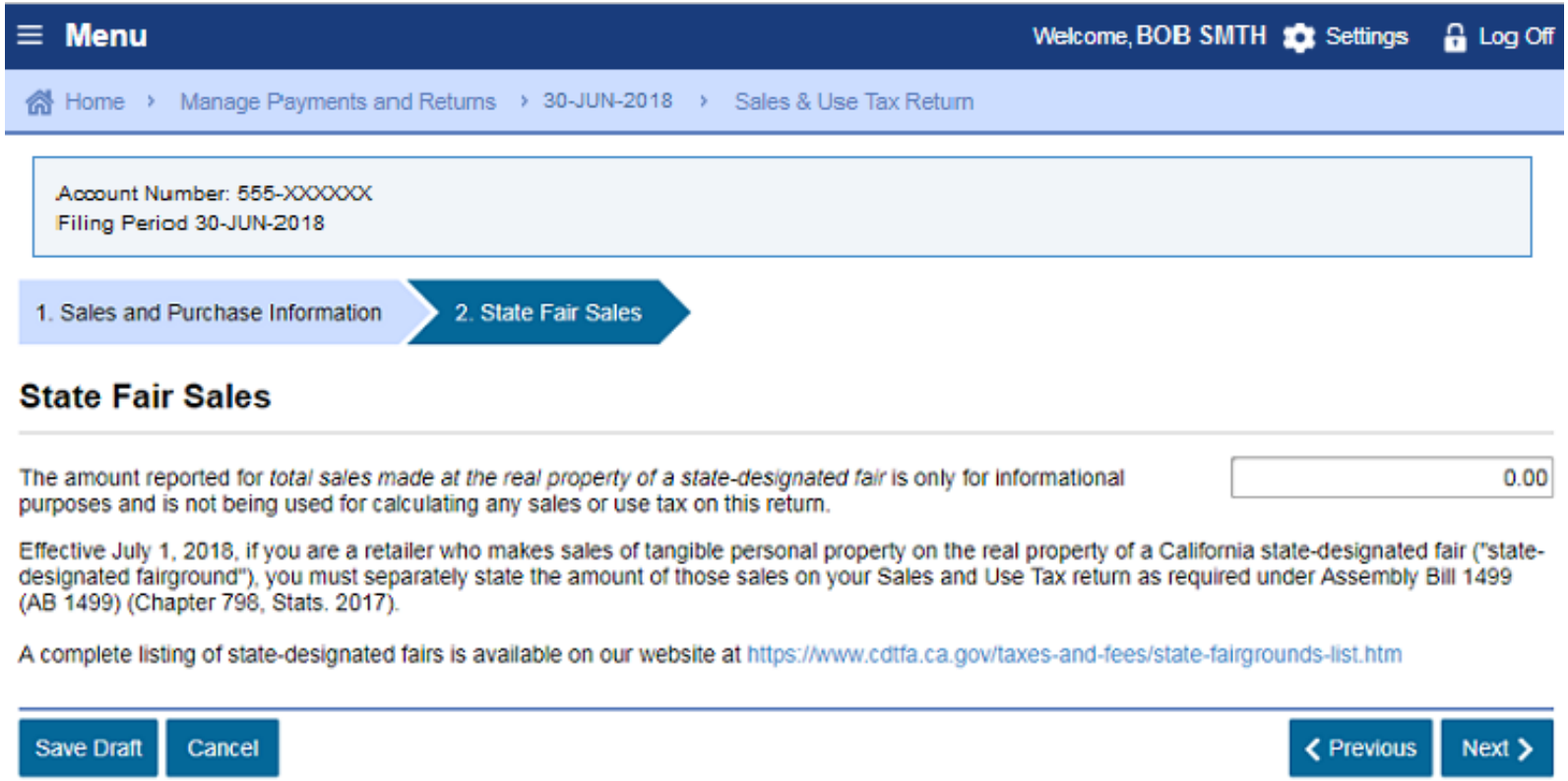
2

Bob removed a bicycle from inventory and gave it to his son in Los Angeles. Bob purchased the bicycle which cost $2,500 without paying tax by using a resale certificate.



File a Return
State Fair Sales

Sample Return Scenario

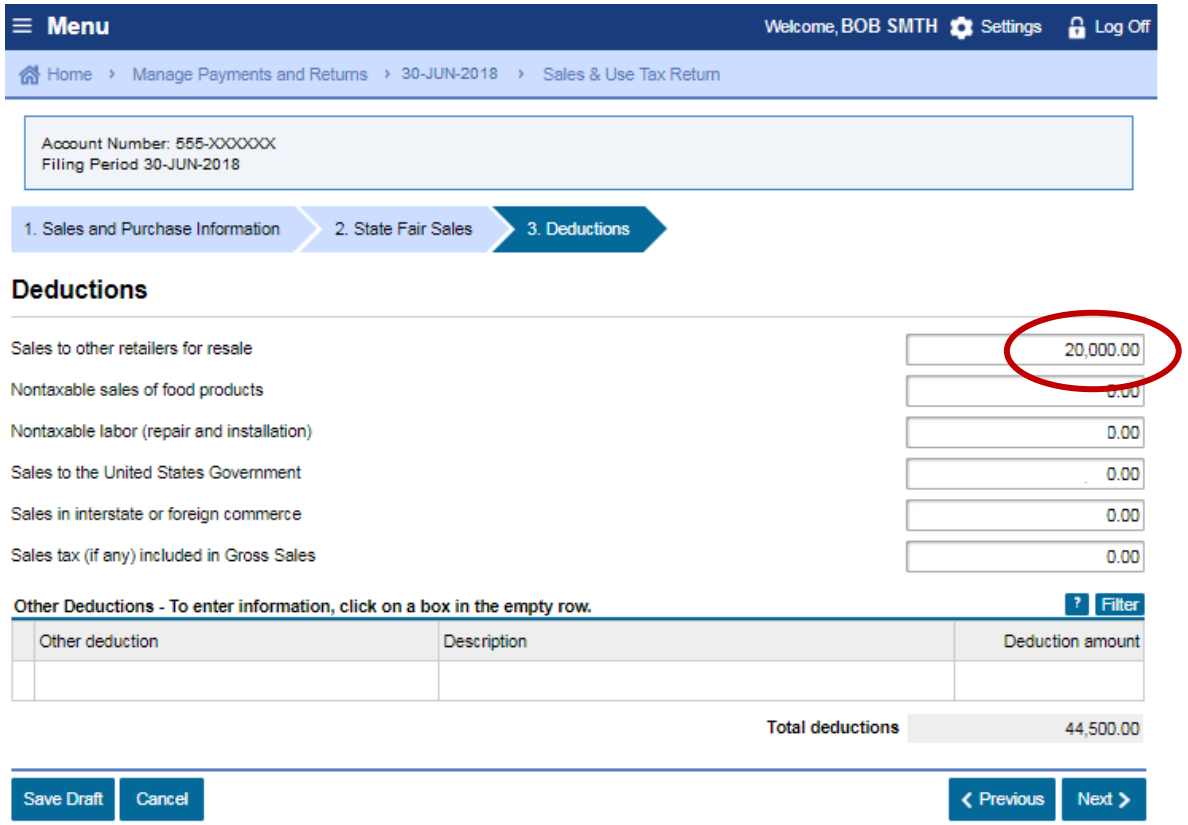


File a Return
Deductions – Sales For Resale

Sample Return Scenario

3

Bob sold bicycles and parts in the amount of $20,000 to Billy's Bicycle Store (a resale certificate is on file for Billy's Bicycle Store).

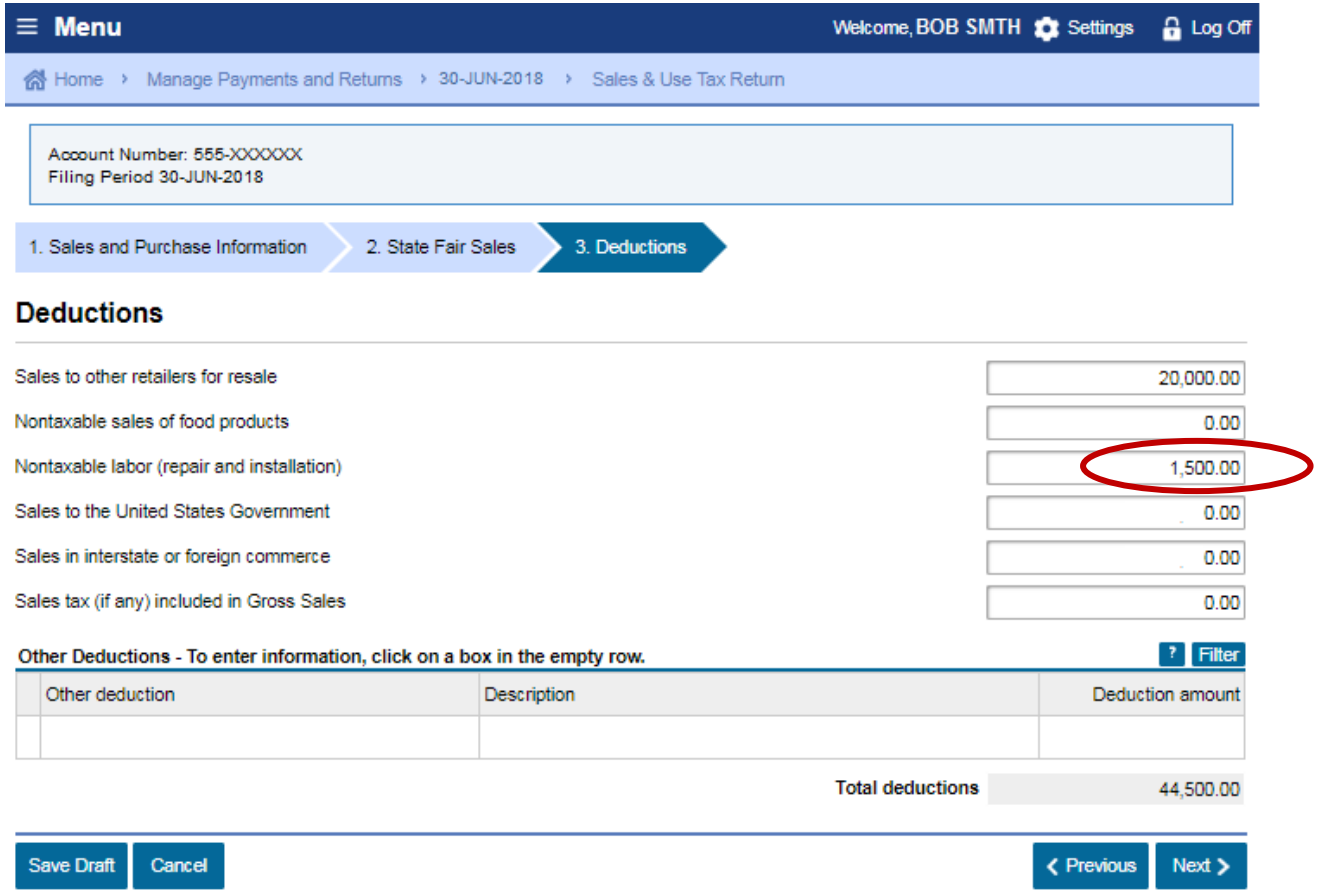


File a Return
Deductions – Nontaxable Labor

Sample Return Scenario

4

Charged $1,500 for bicycle repair labor.



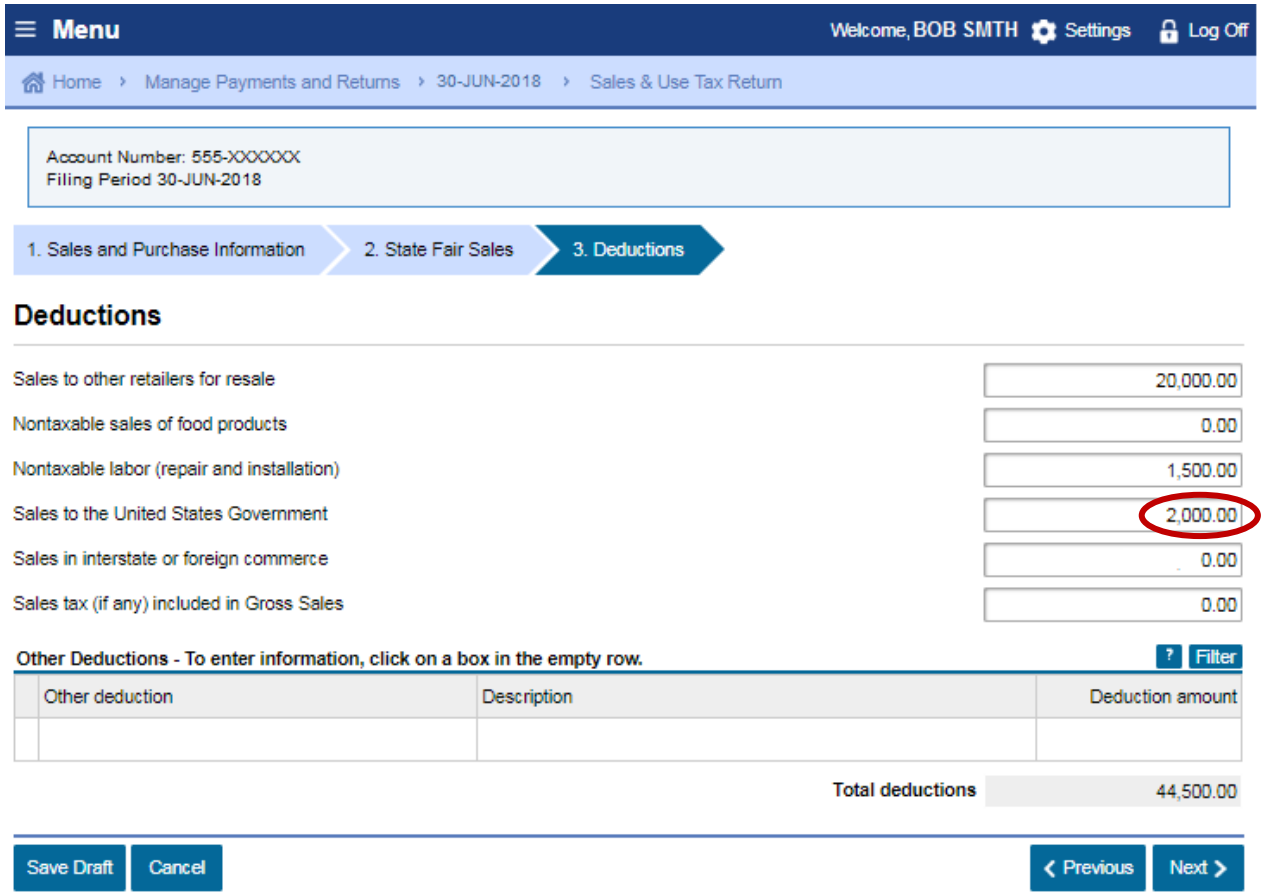
File a Return

Deductions – Sales To The U.S. Government

Sample Return Scenario

5

Sold to the U.S. government a $2,000 bicycle.



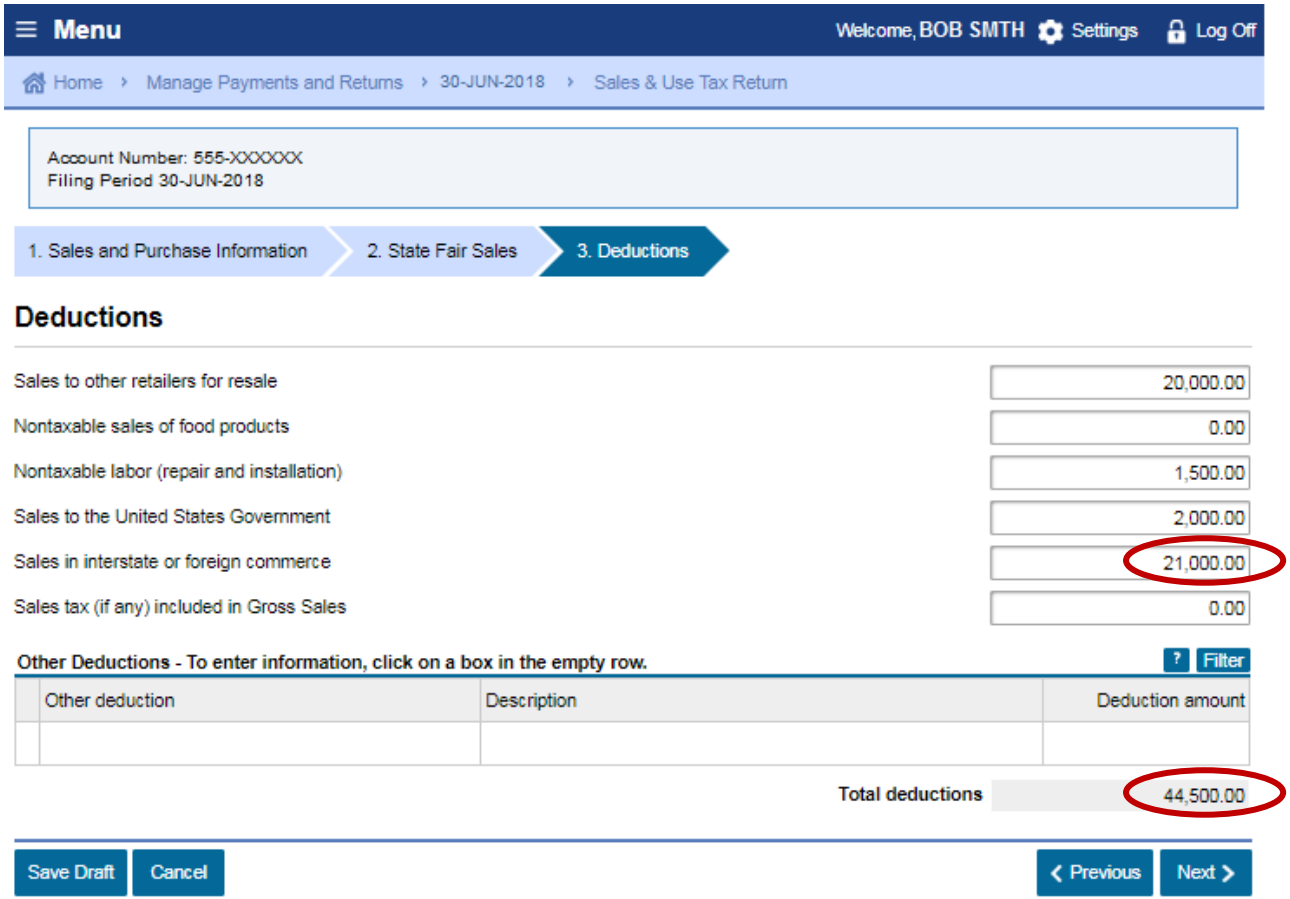
File a Return

Deductions – Sales in Interstate or Foreign Commerce

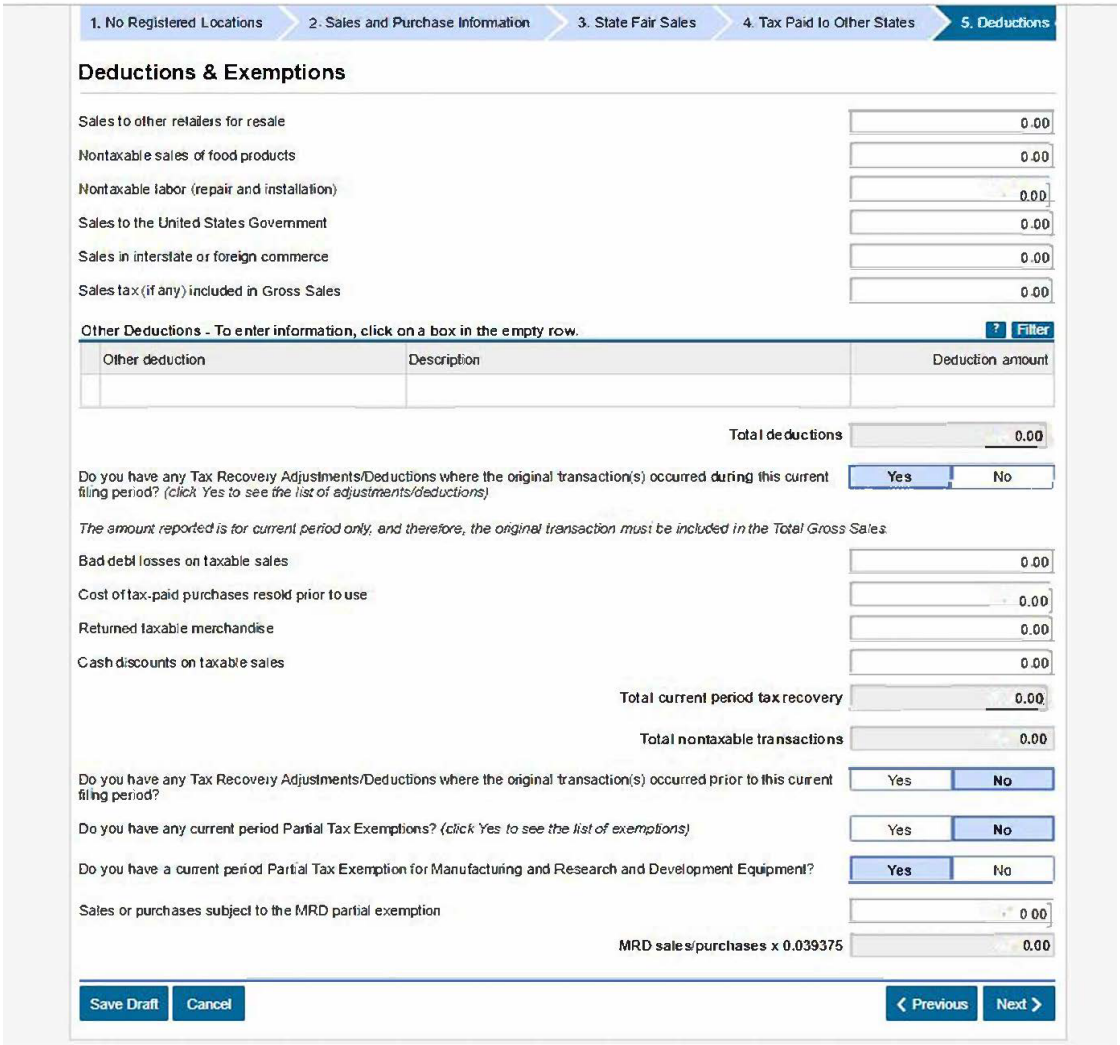
Sample Return Scenario

6

Bob used United Parcel Service (UPS) to ship $21,000 worth of bicycles out of state.



Tax Recovery Adjustments?



1. No Registered Locations | 2. Sales and Purchase Information | 3. State Fair Sales | 4. Tax Paid to Other States | 5. Deductions

Deductions & Exemptions

Sales to other retailers for resale	0.00
Nontaxable sales of food products	0.00
Nontaxable labor (repair and installation)	0.00
Sales to the United States Government	0.00
Sales in interstate or foreign commerce	0.00
Sales tax (if any) included in Gross Sales	0.00

Other Deductions - To enter information, click on a box in the empty row. ? Filter

Other deduction	Description	Deduction amount

Total deductions 0.00

Do you have any Tax Recovery Adjustments/Deductions where the original transaction(s) occurred during this current filing period? *(click Yes to see the list of adjustments/deductions)* Yes | No

The amount reported is for current period only, and therefore, the original transaction must be included in the Total Gross Sales.

Bad debt losses on taxable sales	0.00
Cost of tax-paid purchases resold prior to use	0.00
Returned taxable merchandise	0.00
Cash discounts on taxable sales	0.00
Total current period tax recovery	0.00
Total nontaxable transactions	0.00

Do you have any Tax Recovery Adjustments/Deductions where the original transaction(s) occurred prior to this current filing period? Yes | No

Do you have any current period Partial Tax Exemptions? *(click Yes to see the list of exemptions)* Yes | No

Do you have a current period Partial Tax Exemption for Manufacturing and Research and Development Equipment? Yes | No

Sales or purchases subject to the MRD partial exemption 0.00

MRD sales/purchases x 0.039375 0.00

Save Draft | Cancel | < Previous | Next >

File a Return
District Tax Allocation

Sample Return Scenario

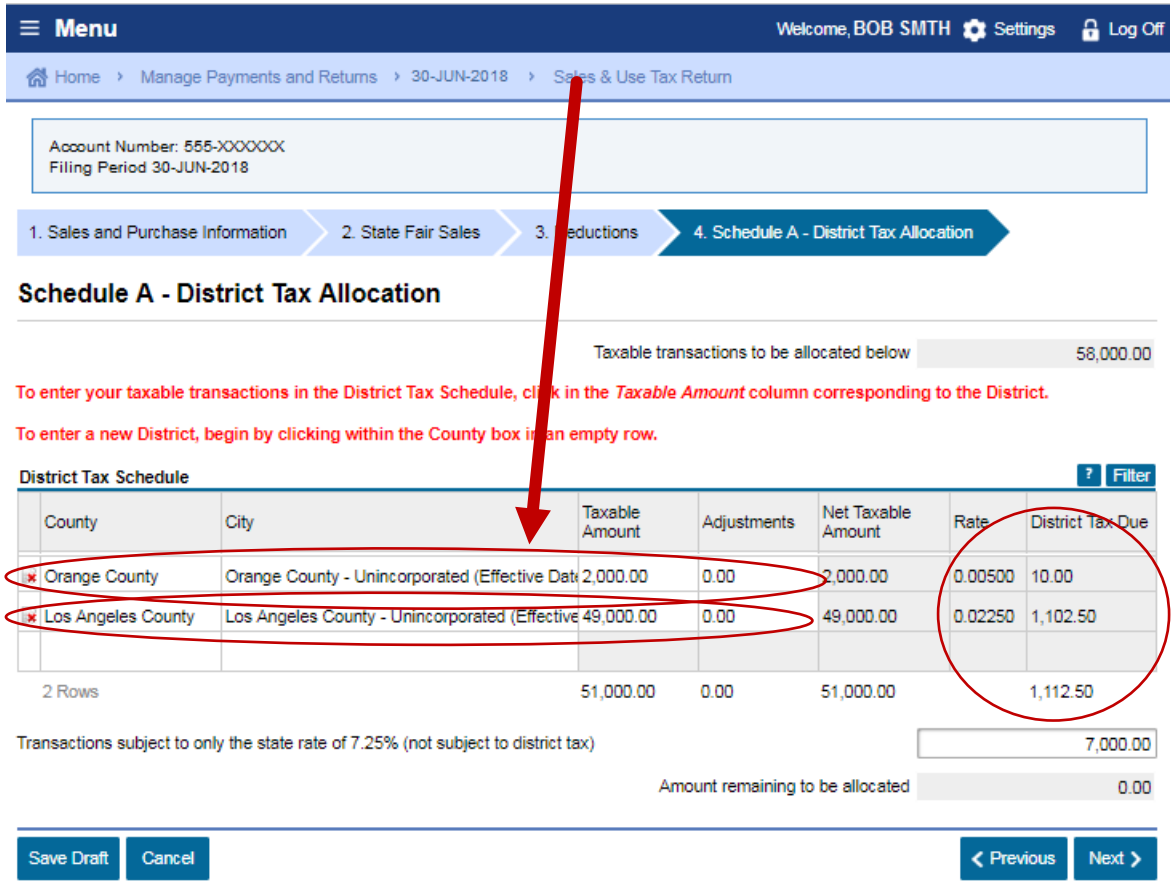
7

Bob used his own truck to deliver $2,000 worth of bicycles to Orange County.

8

Sales in the amount of $49,000 were made out of Bob's store located in Los Angeles County.

Enter amount for each applicable district tax.



File a Return
District Tax Allocation

Sample Return Scenario

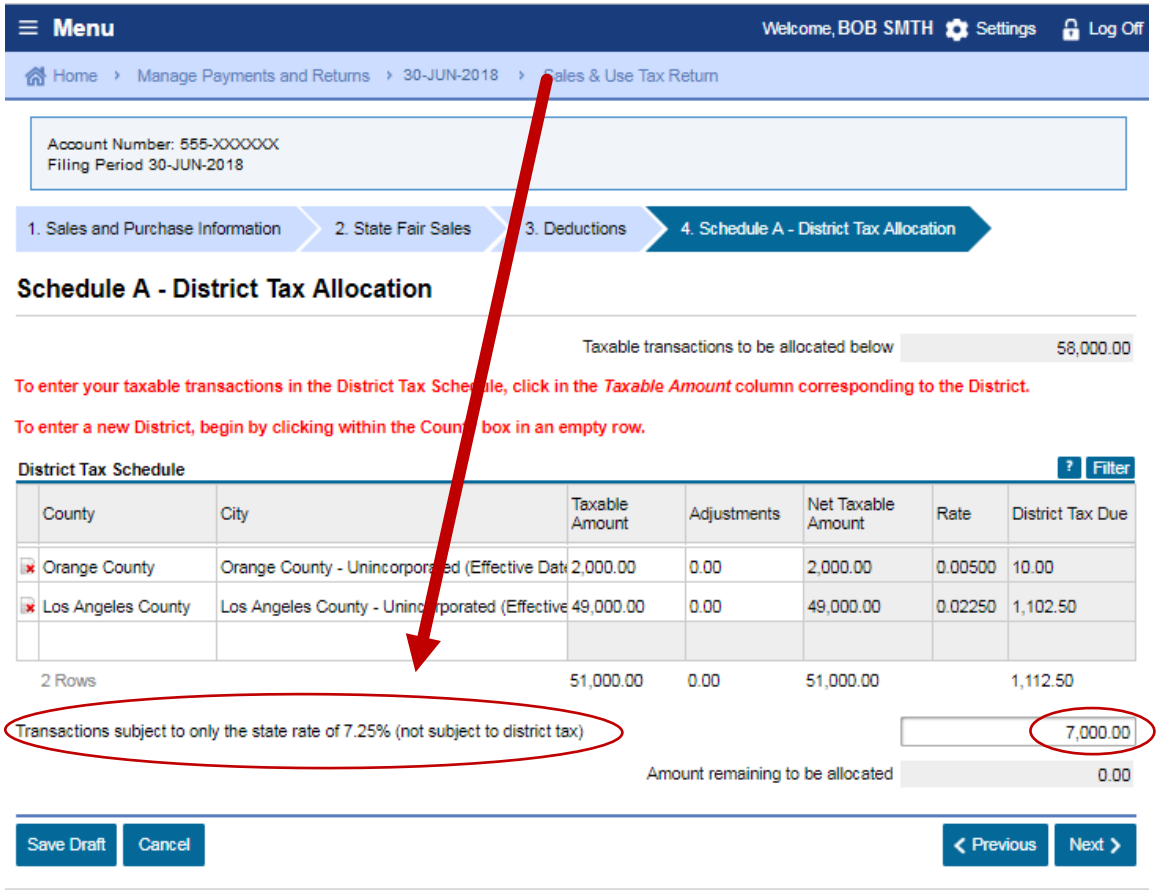
9

Bob used UPS to ship $4,000 worth of bicycles to San Francisco County.

10

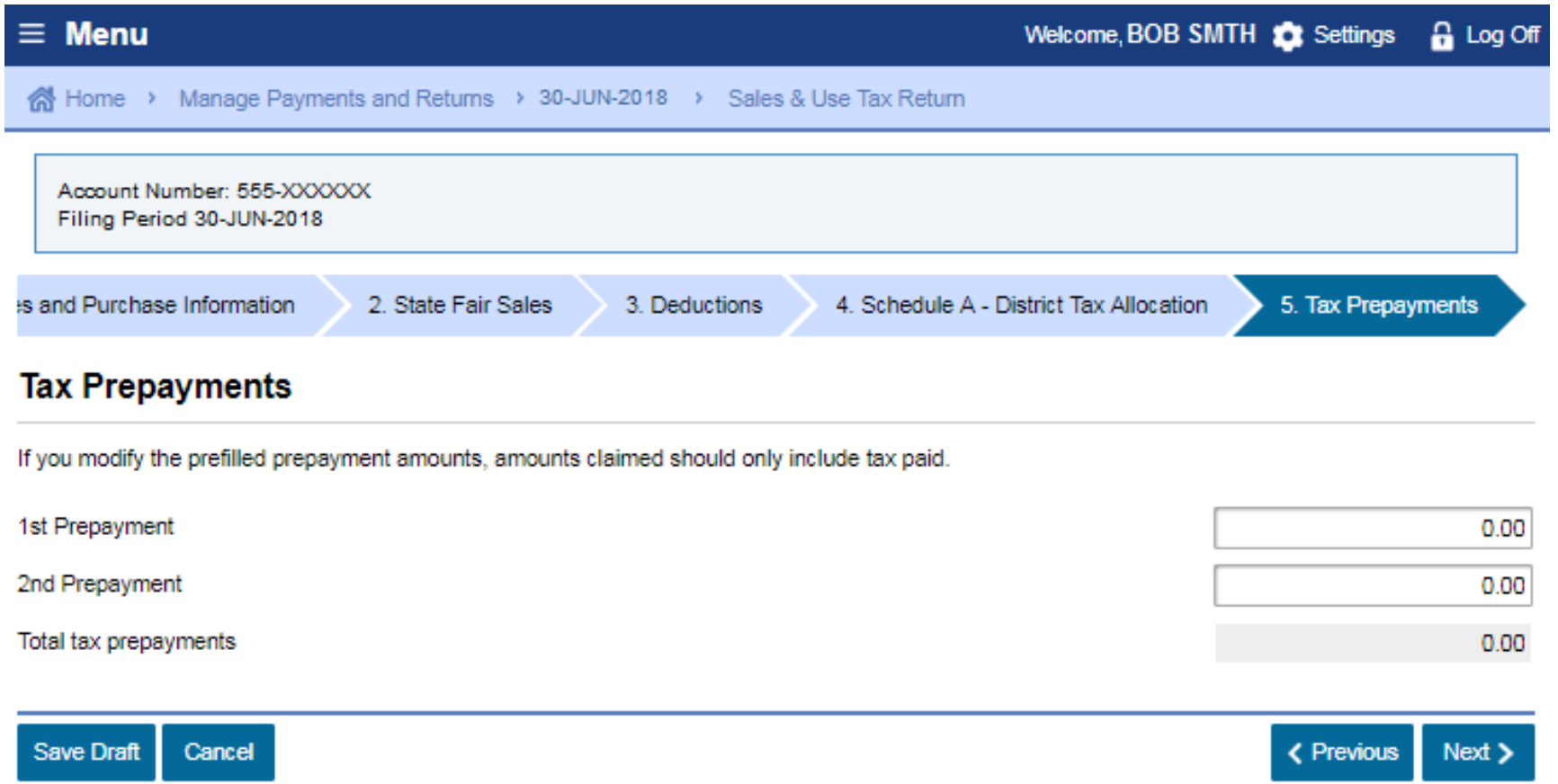
Bob used his own truck to deliver $3,000 worth of bicycles to Ventura County (7.25%).

Enter the total amount not in a district tax area *OR* in which you do not need to collect a district tax.



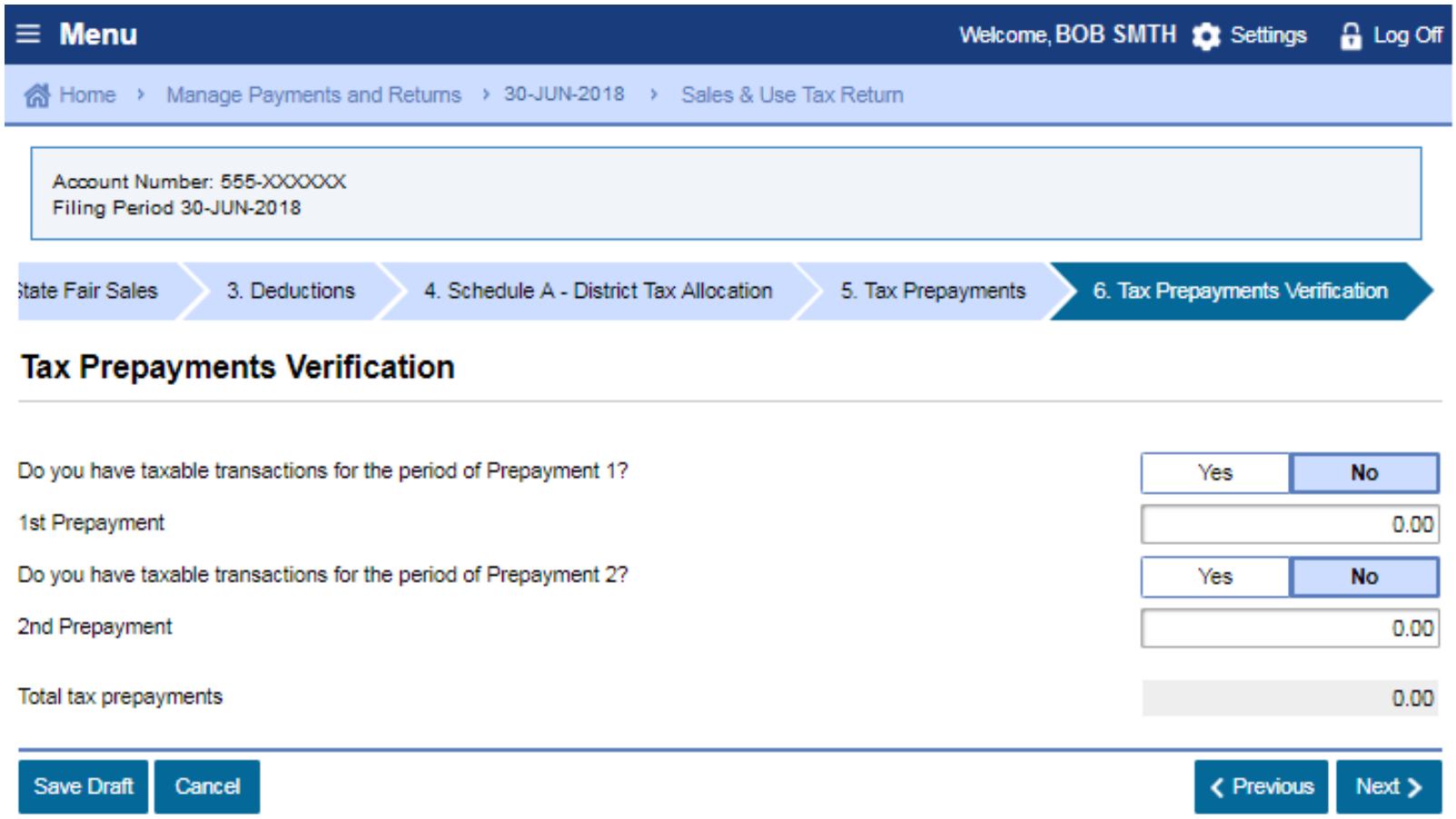
File a Return
Tax Prepayments

Sample Return Scenario



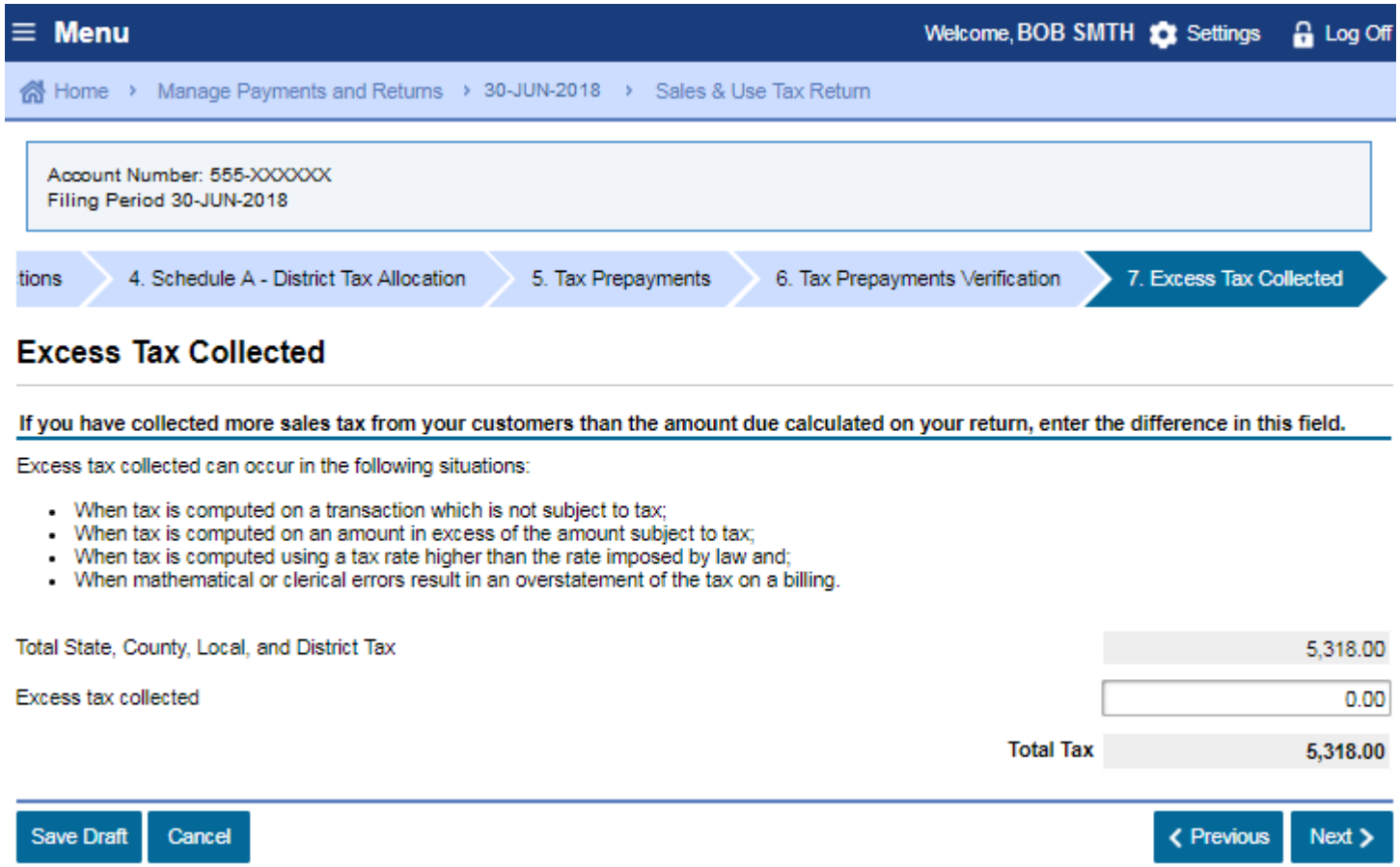
File a Return
Tax Prepayments Verification

Sample Return Scenario



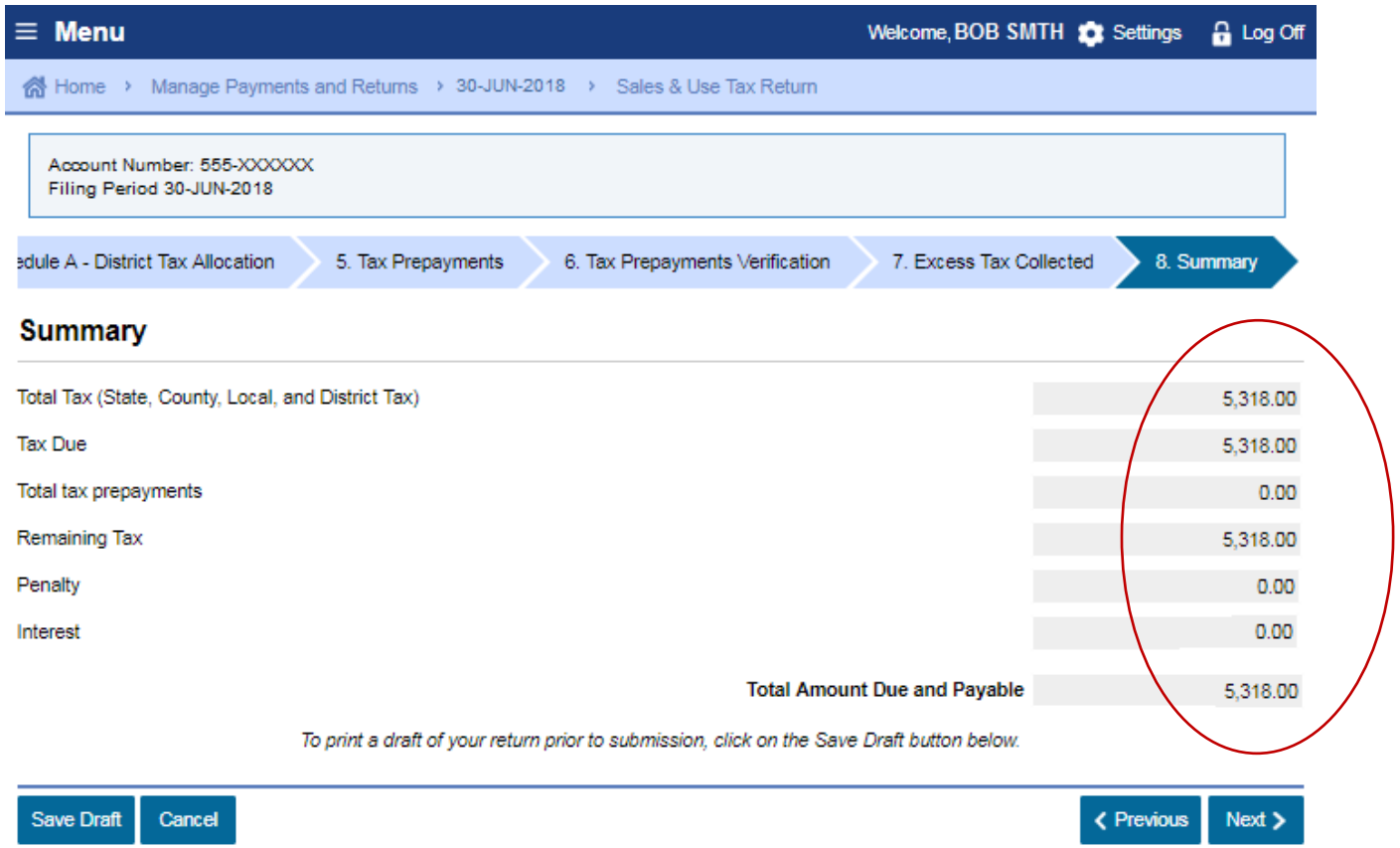
File a Return
Excess Tax Collected

Sample Return Scenario



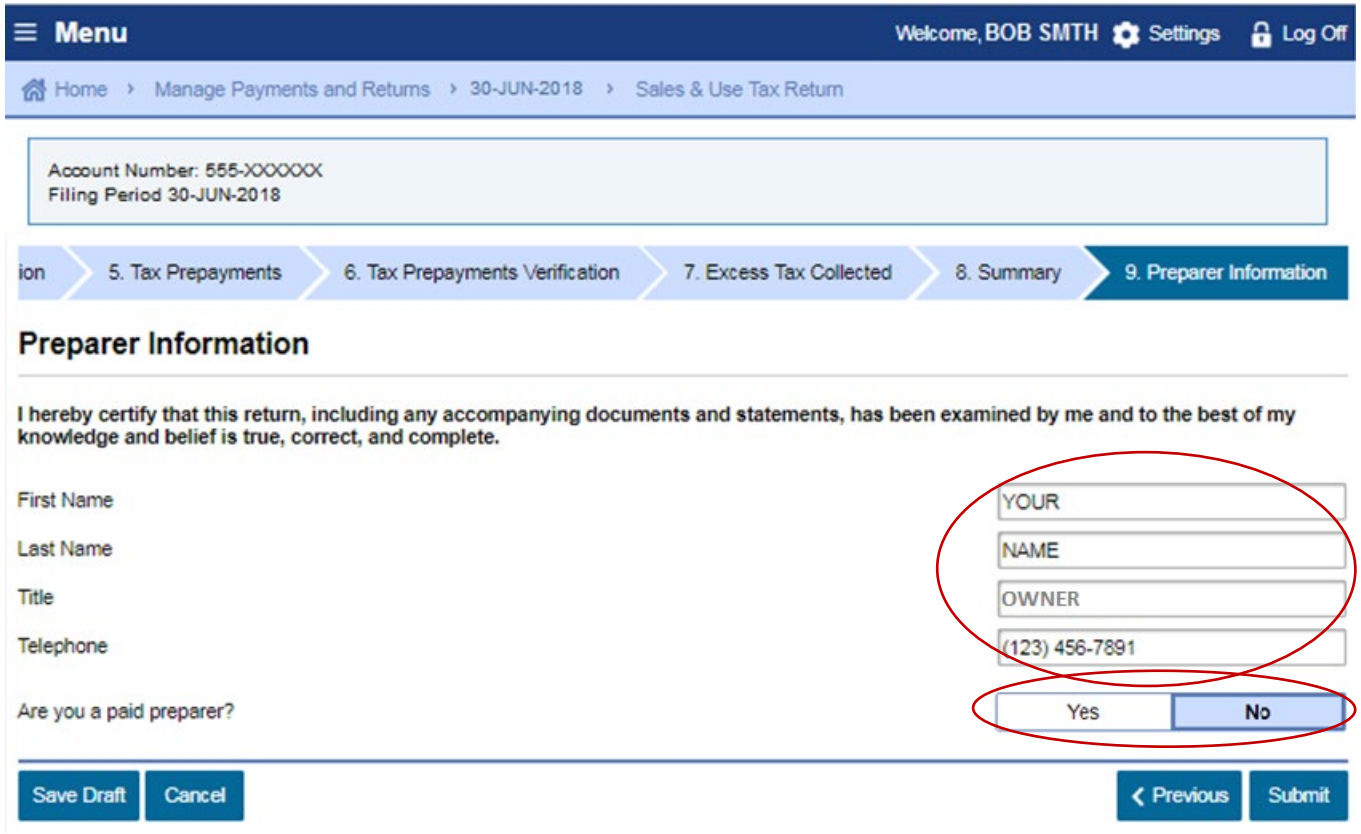
File a Return
Summary

Sample Return Scenario



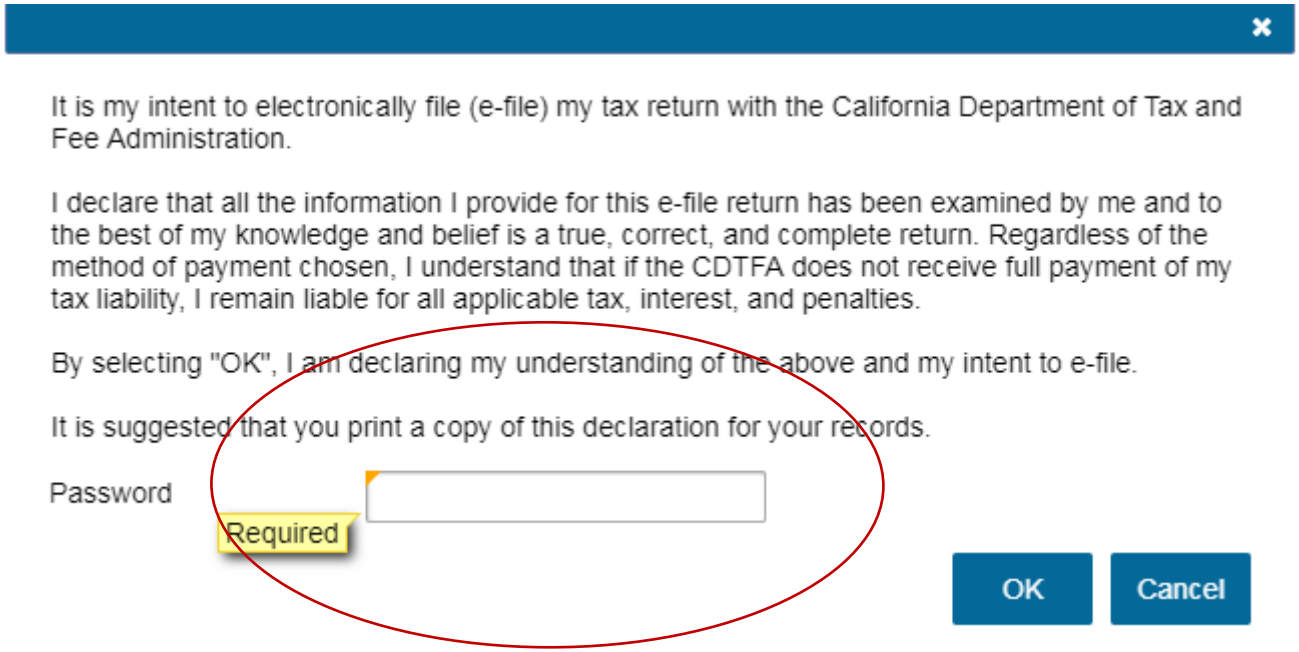
File a Return
Preparer Information

Sample Return Scenario



File a Return
Declaration

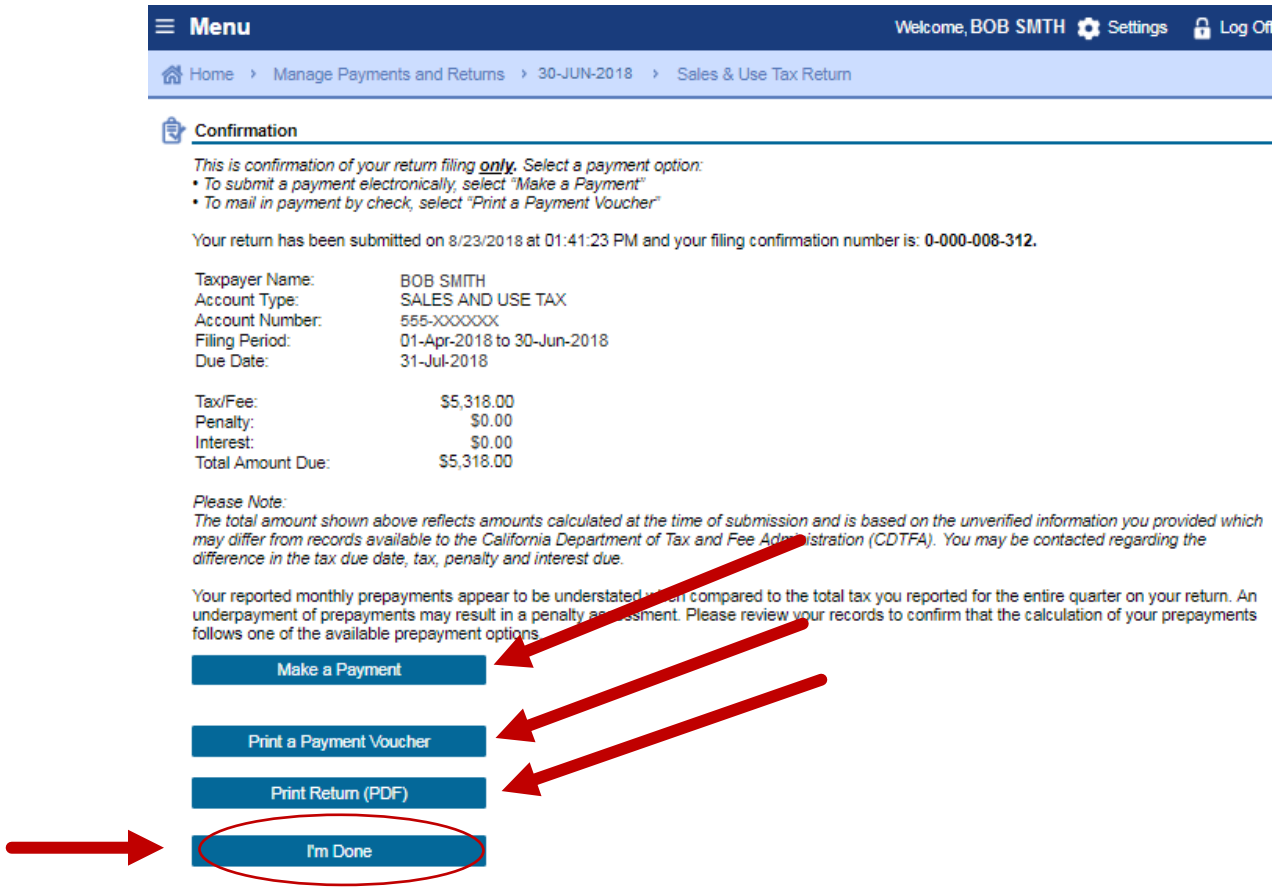
Sample Return Scenario



Sales and Use Tax Return Submission
I'm Done

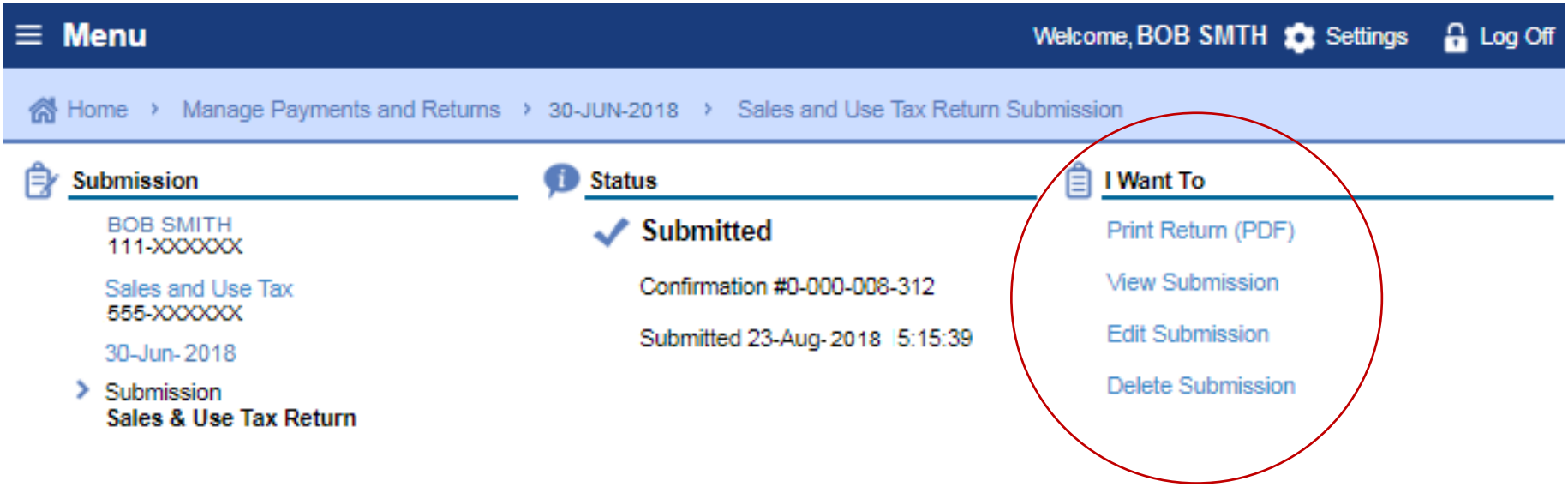
Sample Return Scenario

If you would like to come back to Online Services and make a payment at a later date, click on "I'm Done".



Sales and Use Tax Return Submission
I'm Done

Sample Return Scenario



Make a Payment
Paper Check Option

Sample Return Scenario

A payment voucher will print if you choose the “Print a Voucher” option on the Confirmation page.

Please cut along the line and return the bottom portion with your payment.

PAYMENT VOUCHER

CDTFA-5000 (08-17)

Period End Date: 30-Jun-2018
Account Number: 555-XXXXXX
Voucher Type: Return Payment

CDTFA USE ONLY

Amount Due: 5,318.00

Make check payable and send with the voucher to:
California Department of Tax and Fee Administration
PO Box 942879
Sacramento CA 94279-3535

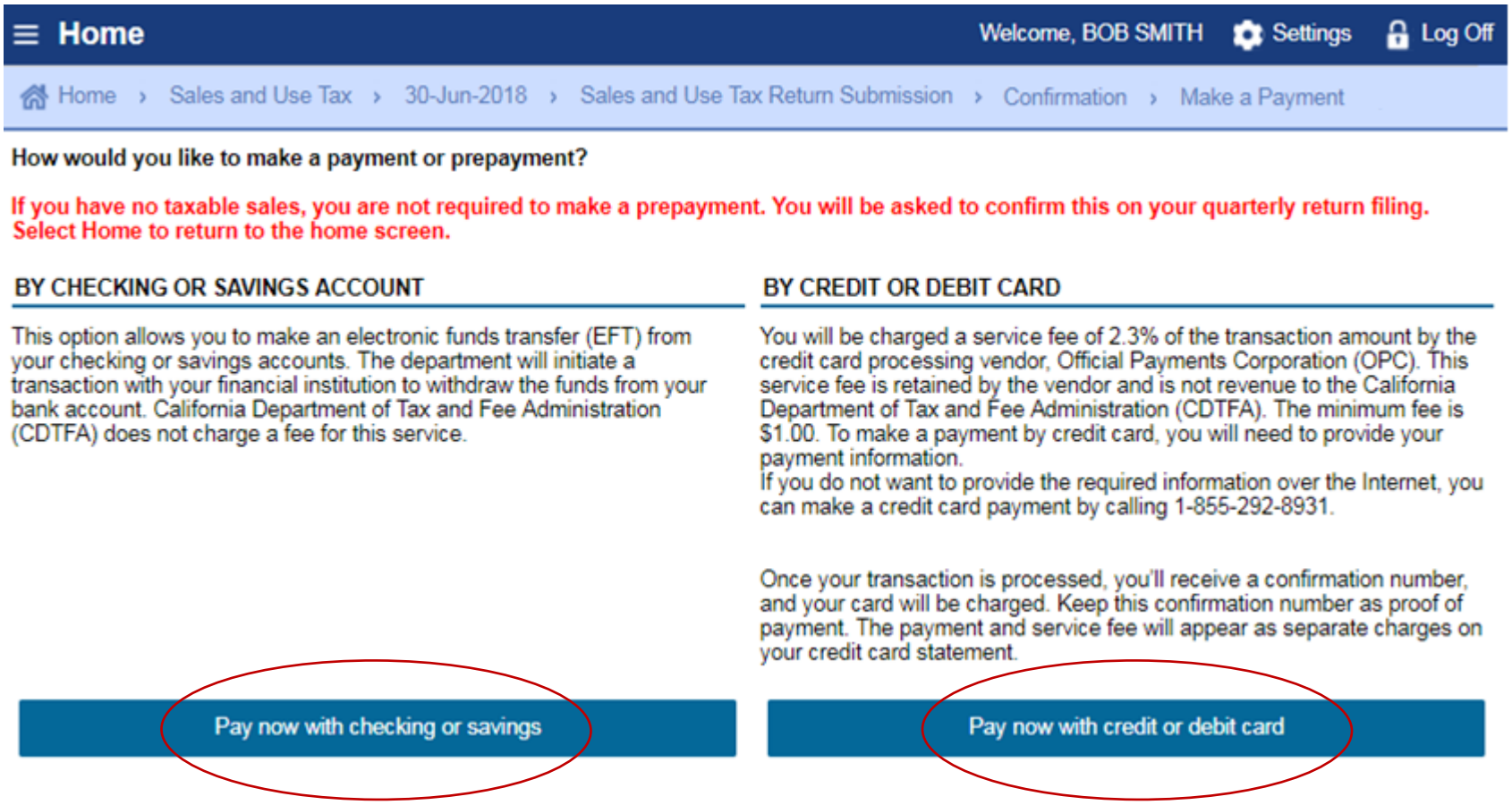
BOB SMITH

$.

Please write your Account number and tax period end date on your check.

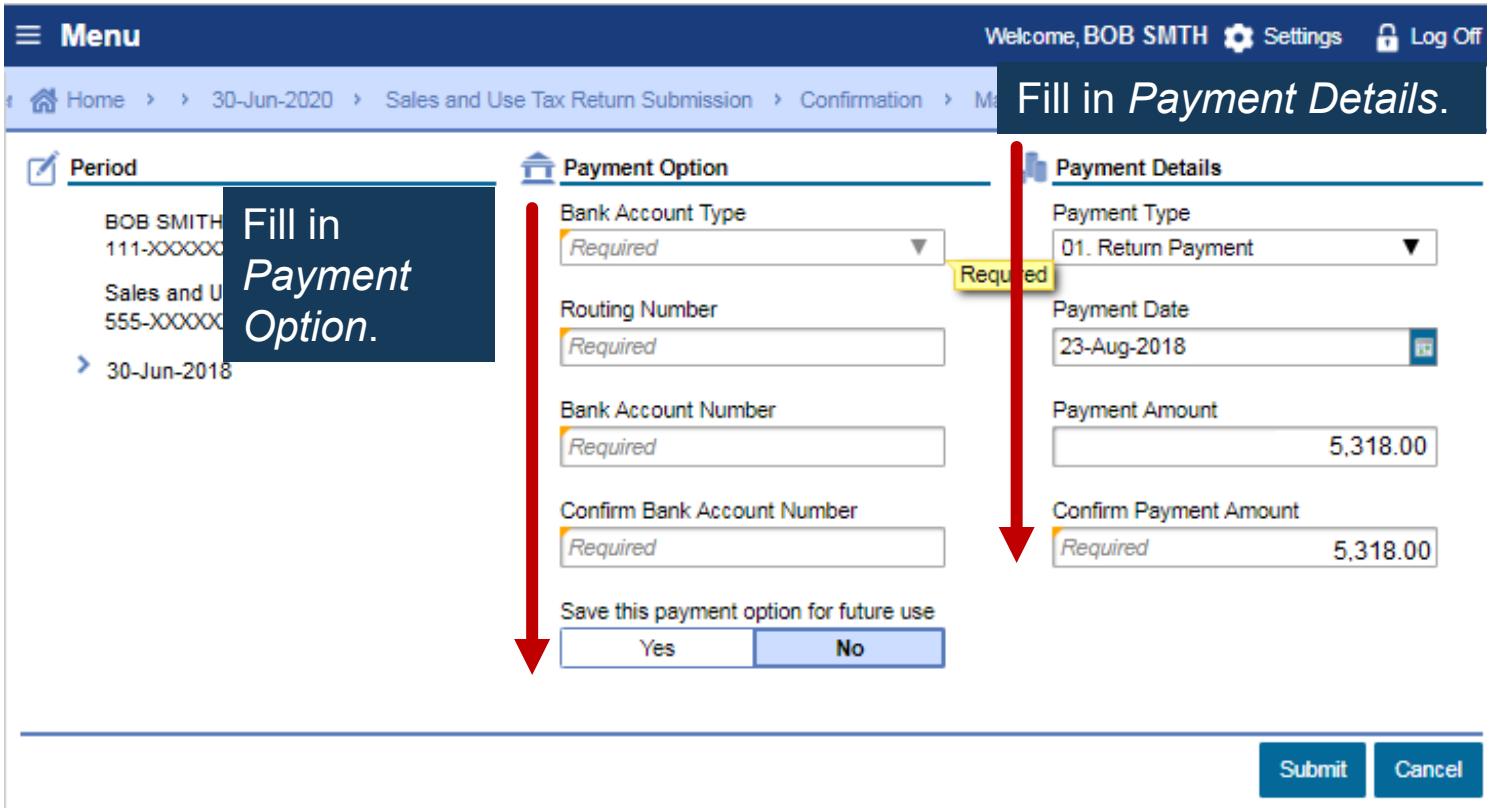
Make a Payment
Electronic Options

Sample Return Scenario



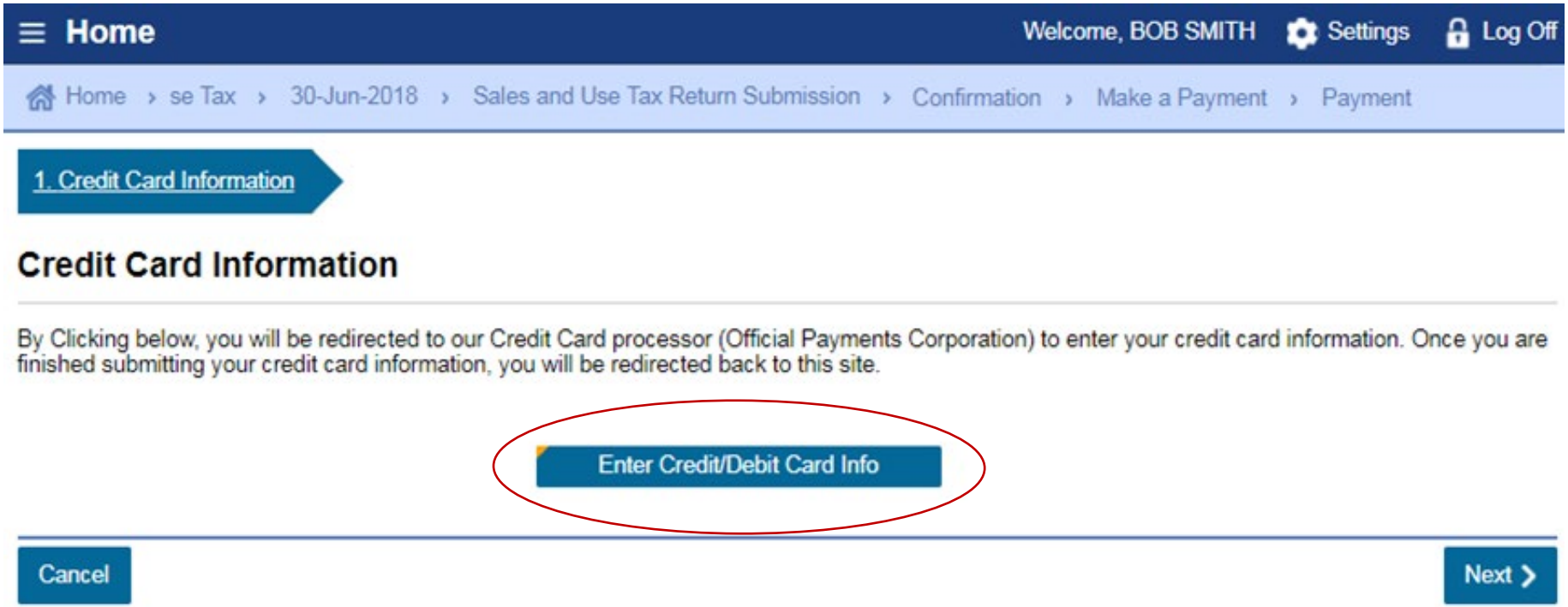
Make a Payment
Checking or Savings

Sample Return Scenario



Make a Payment
Credit Card

Sample Return Scenario

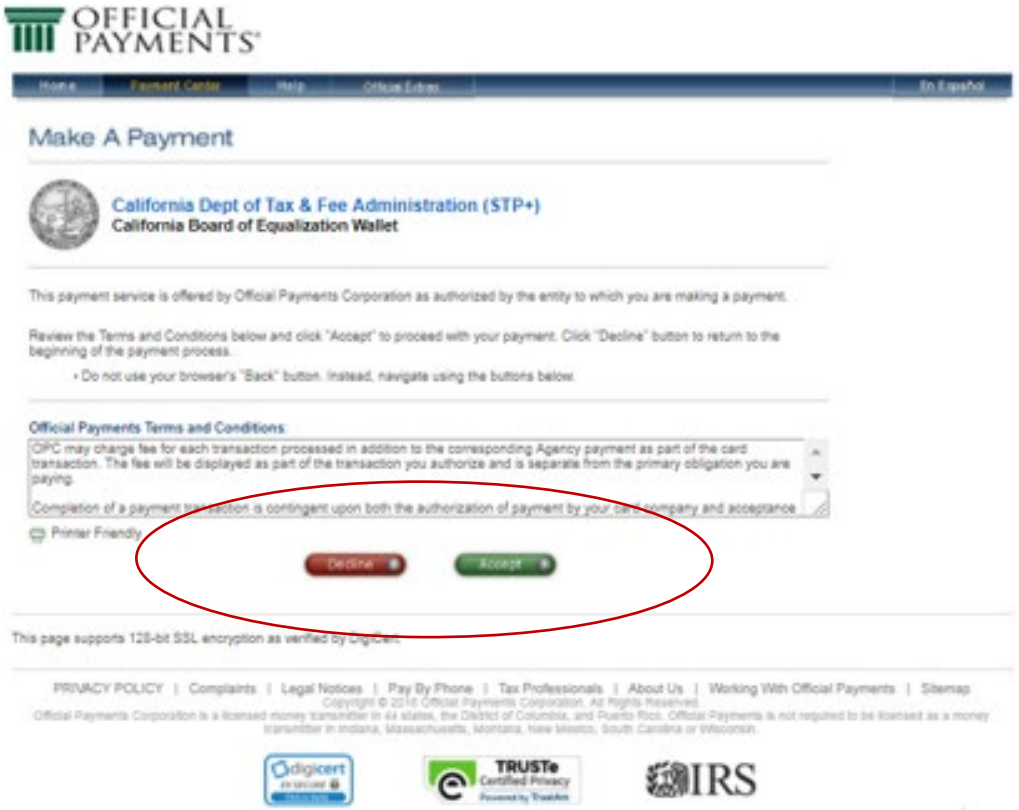


Make a Payment
Credit Card

Sample Return Scenario

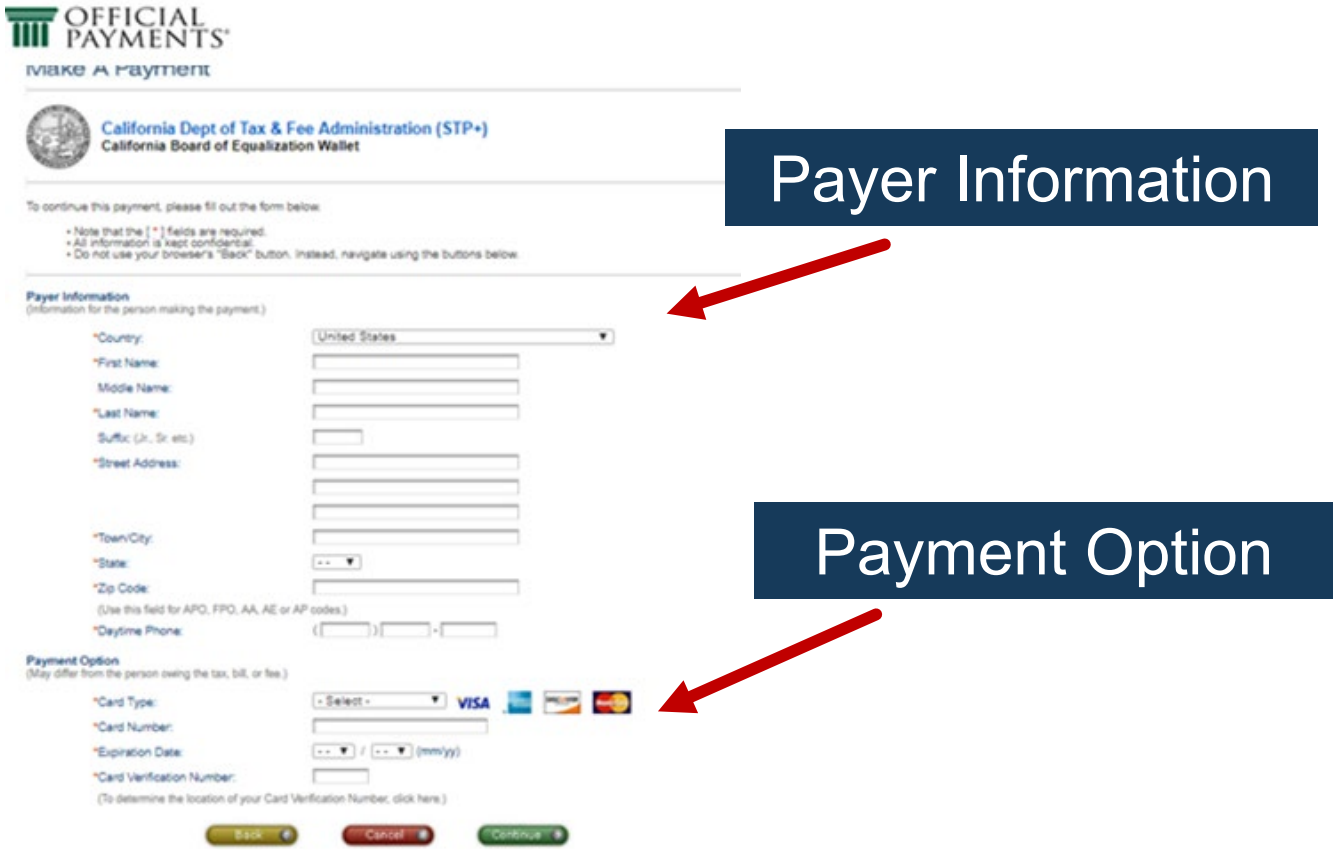
Payments are made through the credit card vendor, Official Payments Corporation (OPC).

A 2.3% convenience fee is charged by OPC. This money does not come to the State.



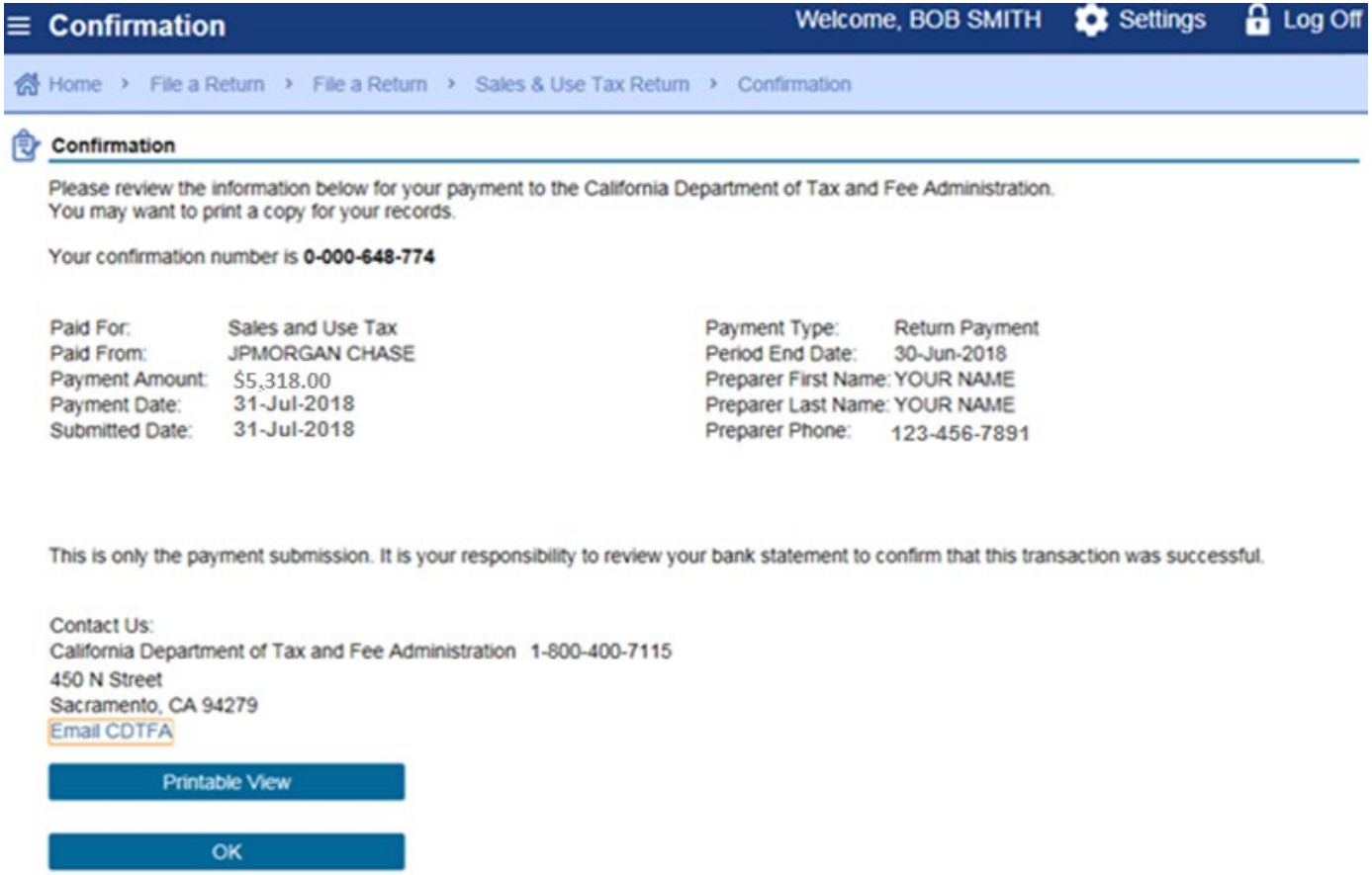
Make a Payment
Credit Card

Sample Return Scenario



Make a Payment
Payment Confirmation

Sample Return Scenario



Confirmation — Welcome, BOB SMITH — Settings — Log Off

Home › File a Return › File a Return › Sales & Use Tax Return › Confirmation

Confirmation

Please review the information below for your payment to the California Department of Tax and Fee Administration.
You may want to print a copy for your records.

Your confirmation number is **0-000-648-774**

Paid For:	Sales and Use Tax	Payment Type:	Return Payment
Paid From:	JPMORGAN CHASE	Period End Date:	30-Jun-2018
Payment Amount:	$5,318.00	Preparer First Name:	YOUR NAME
Payment Date:	31-Jul-2018	Preparer Last Name:	YOUR NAME
Submitted Date:	31-Jul-2018	Preparer Phone:	123-456-7891

This is only the payment submission. It is your responsibility to review your bank statement to confirm that this transaction was successful.

Contact Us:
California Department of Tax and Fee Administration 1-800-400-7115
450 N Street
Sacramento, CA 94279
Email CDTFA

Printable View

OK

Get it in Writing

Revenue and Taxation Code section 6596 provides that:

"If the [CDTFA] finds that a person's failure to file a timely return or pay is due to the person's reasonable reliance on written advice from the [CDTFA], the person may be relieved of taxes imposed by sections 6051 and 6201 and any penalty or interest added thereto..."

§6596

CDTFA
CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

We wish you success in your business venture!

Publication 373-PPT (12-19)