



SPECIAL NOTICE

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

GAVIN NEWSOM
Governor

MARYBEL BATJER
Secretary
Government Operations Agency

NICOLAS MADUROS
Director

CDTFA WEBSITE
www.cdtfa.ca.gov

CUSTOMER SERVICE CENTER
1-800-400-7115

TTY
711

Tobacco Products Manufacturer/Importer Tax Return and License Will Move to the New Online Services System Effective August 12, 2019

Your *Tobacco Products Manufacturer/Importer Tax Return* and Tobacco Products Manufacturer/Importer License accounts will be included in our new online services system on August 12, 2019. To help you prepare, here are some important details about filing in the new system with the California Department of Tax and Fee Administration (CDTFA).

File online

CDTFA-501-TIM, *Tobacco Products Manufacturer/Importer Tax Return*

- You will be able to complete and upload the schedule below using a flat file format (FLT) with your return online.
 - CDTFA-501-MIT, *Schedule-Manufacturer/Importer Report of Nontaxable Sales of Tobacco Products*

Go paperless! File your return and schedule in our online services system, CDTFA's preferred filing method.

- You will need to create a new login before you can file in the new system. See *How to login* on the next page.
- We will email you a courtesy reminder prior to each filing due date to the email address we have on file. See *How to prepare* on the next page.
- You will be able to file an amended return online for reporting periods after August 2019.
- The online filing guide, FLT templates, and electronic map specifications will be available on our website at www.cdtfa.ca.gov/taxes-and-fees/cigarette-tax-filing.htm to assist you.

License renewal:

- You will renew your license(s) annually online in the new online services system. See *How to login* on the next page.
 - We will email a renewal reminder to the email address we have on file.

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How to login

- The current *User ID, Password* and *Express Login* for your license and tax accounts will not be moved to the new online services system.
- You will need to sign up for a new *Username* and *Password*. We will mail a security code to the address we have on file so you can complete the login process. Watch for our letter with information about how to sign up.

How to prepare

Please confirm or update your email and mailing address with us at STFRegUpdates@cdtfa.ca.gov or call our Customer Service Center at 1-800-400-7115 (TTY:711), then select the *Special Taxes and Fees* option and follow the prompts for *Cigarette and Tobacco Products Taxes or Licensing*. Customer service representatives are available Monday through Friday from 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays.

Questions?

For more information on the upcoming changes to our online services, please see our FAQ page at www.cdtfa.ca.gov/services/cros.htm.