



**CDTFA**  
CALIFORNIA DEPARTMENT OF  
TAX AND FEE ADMINISTRATION

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



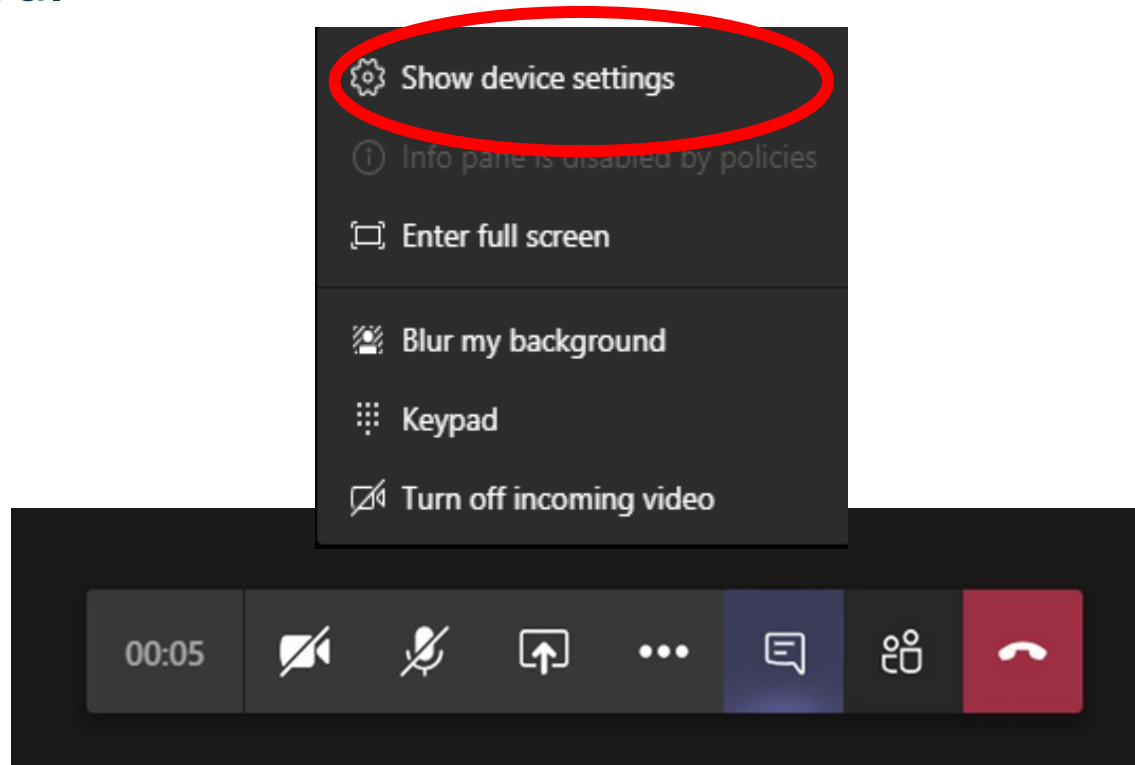
**If you have any questions, they can be submitted using the chat feature.**

**We will begin soon.**

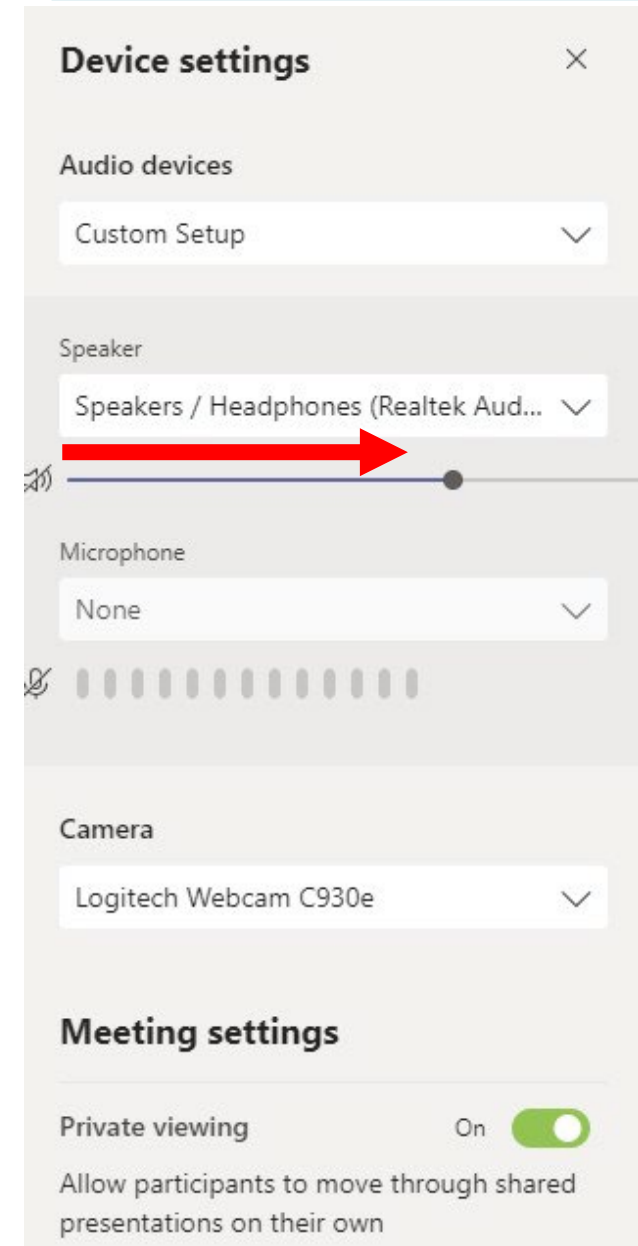


**CDTFA**  
CALIFORNIA DEPARTMENT OF  
TAX AND FEE ADMINISTRATION

Please be sure the speakers on your computer are turned on and that the volume is appropriate for you.



**We will begin soon.**





**CDTFA**  
CALIFORNIA DEPARTMENT OF  
TAX AND FEE ADMINISTRATION

# Sales and Use Tax Return Preparation

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



# Objectives

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You will learn how to:

- Create a username and password for full access to your account in our online system.
- Complete a basic sales and use tax return electronically.
- File a basic sales and use tax return and pay online.



# Get it in Writing!

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This presentation illustrates general tax concepts and does not describe every situation. Email us at [www.cdtfa.ca.gov/email/](http://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.



## Online Services

# Full Access to Your Account

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### Things you can do with a **username and password**:

- Register a new business activity
- Close a location or account
- Update an identification number
- Change your business name (Doing Business As)
- 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 and manage an appeal
- Request relief from penalty and/or interest
- Submit a claim for refund
- Request reinstatement



## Online Services

# Full Access to Your Account *(continued)*

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### Online Services Capabilities with a **username and password**:

- Request innocent spouse relief
- View account balances
- Update location of books and records
- Update inventory address
- Update mailing and primary addresses
- 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 *(continued)*

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### 2-Step Process:

Step 1

**Request a  
Security Code**

Step 2

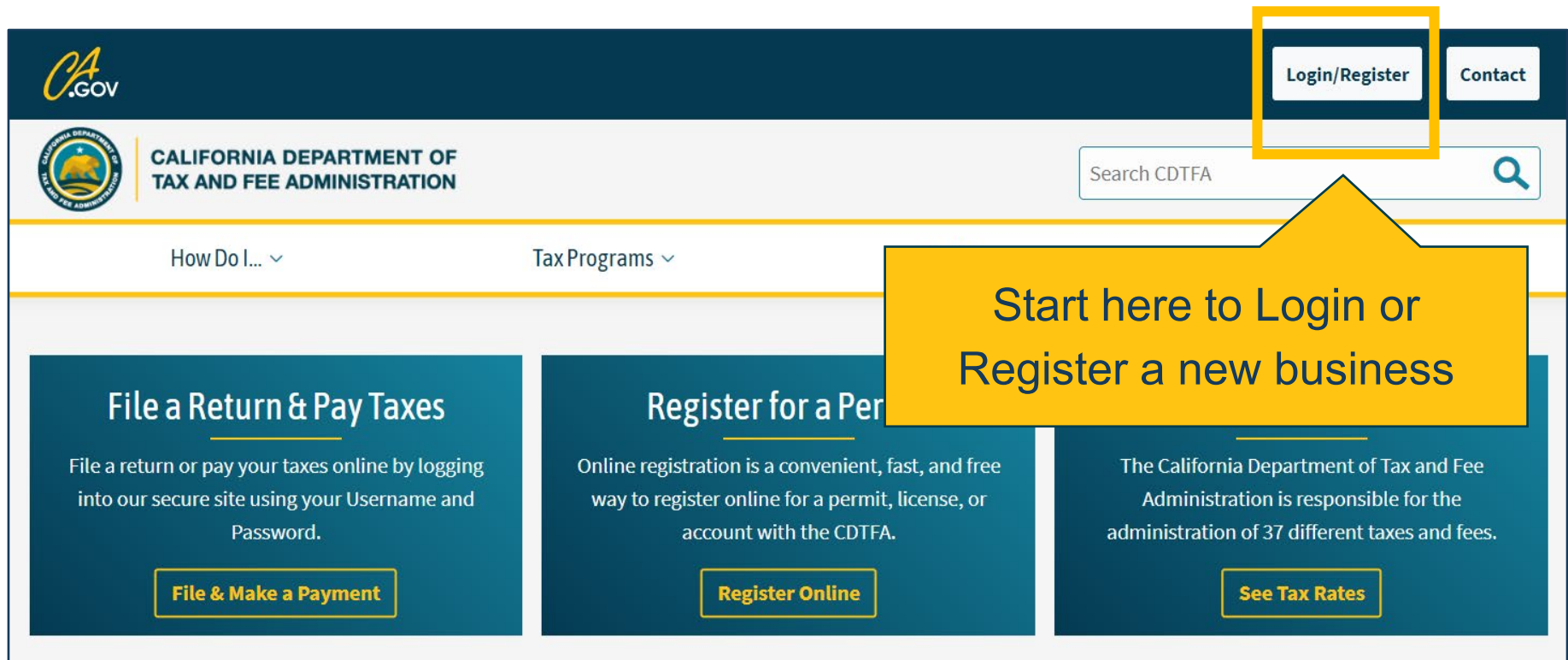
**Create a  
username and  
password**



# Online Services

## Full Access to Your Account Features

### Step 1: Requesting a Security Code



The screenshot shows the CDTFA website interface. At the top right, the 'Login/Register' button is highlighted with a yellow box. A yellow callout box with a downward-pointing arrow contains the text 'Start here to Login or Register a new business'. Below the callout, three main service tiles are visible: 'File a Return & Pay Taxes', 'Register for a Per...', and 'See Tax Rates'. Each tile has a corresponding button: 'File & Make a Payment', 'Register Online', and 'See Tax Rates'. The website header includes the CA.GOV logo, the CDTFA logo, a search bar, and navigation links for 'How Do I...' and 'Tax Programs'.

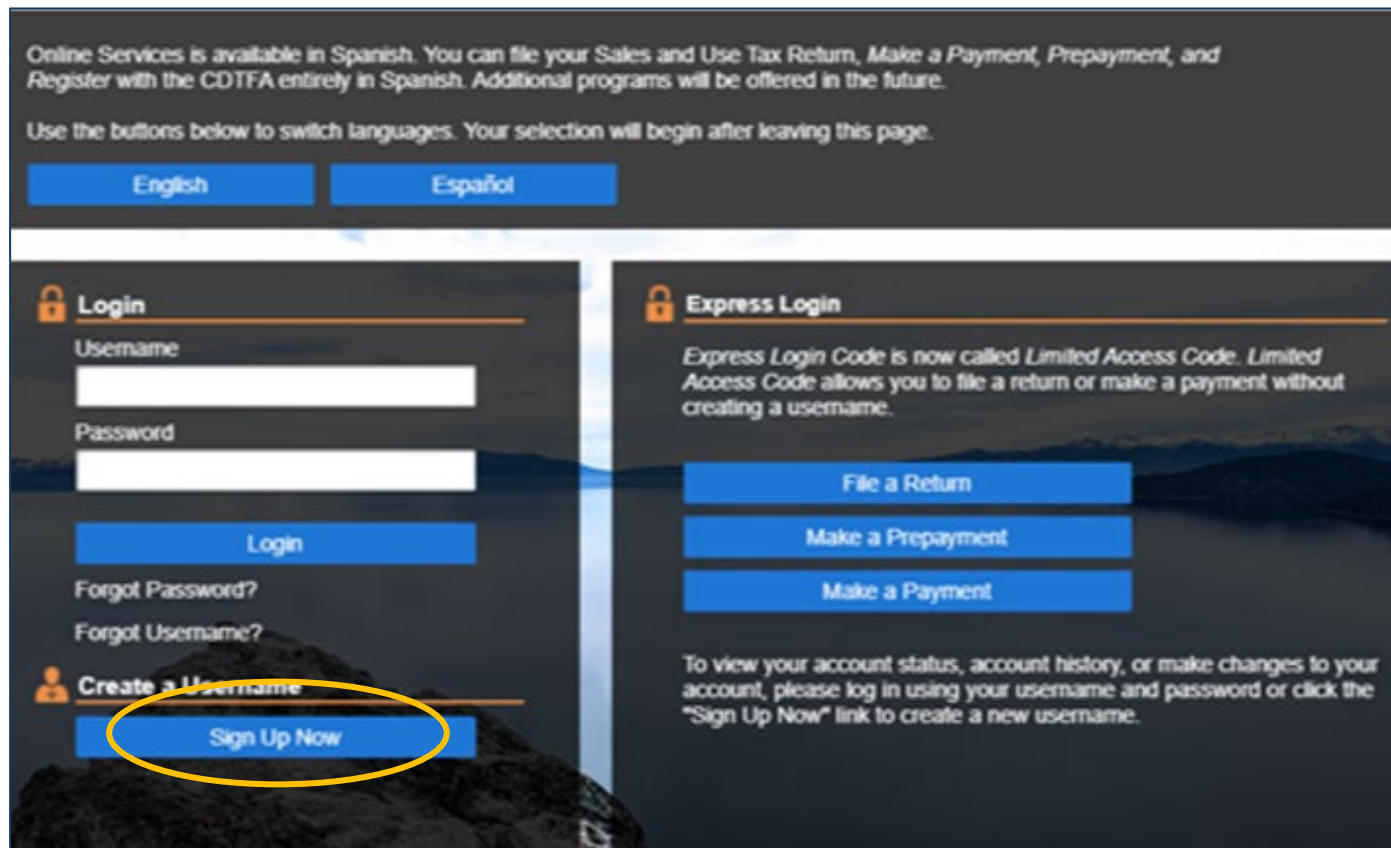
[www.cdtfa.ca.gov](http://www.cdtfa.ca.gov)



# Online Services

## Full Access to Your Account Features *(continued)*

### Step 1: Requesting a Security Code



# Online Services

## Full Access to Your Account Features *(continued)*

### Step 1: Requesting a Security Code

**Menu**

[Home](#) > [Sign Up Now](#)

**1. Welcome**

### Welcome

Welcome to the CDTFA's new Online Services. To better assist you, many information bulletins will be sent directly to your Online Services account. Online Services is your one-stop shop for all CDTFA account information.

**NOTE:** If you are trying to register for a new permit, license or account, please select the [Register a New Business Activity link](#).


**How are you related to the business you are requesting to manage?**

**Required**  I am the owner of the business

I am a third party delegate:

- Tax Preparer/CPA
- Representative
- Employee
- Billing Aggregator
- Marine Invasive Species (Ballast Water) Agent
- Other

To view helpful video tutorials on how to request access to an account, please see our [Tutorials](#) page.

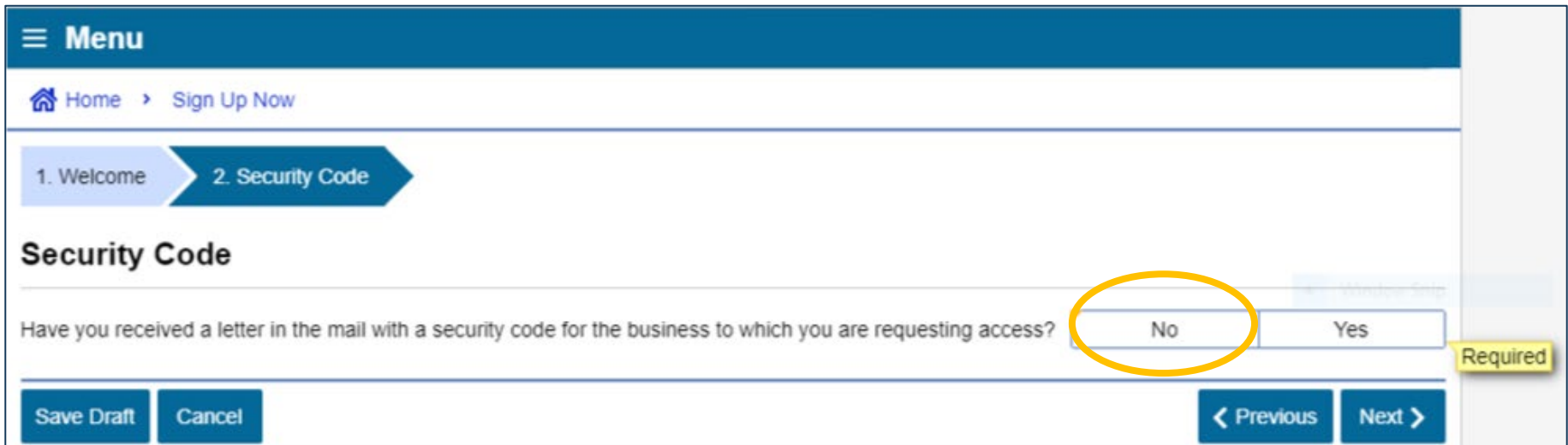
[Save Draft](#) [Cancel](#)  [Next >](#)

## Online Services

# Full Access to Your Account Features *(continued)*

### *Step 1: 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.



The screenshot shows a web interface for requesting a security code. At the top, there is a 'Menu' button and a breadcrumb trail: 'Home > Sign Up Now'. Below this, a progress indicator shows '1. Welcome' and '2. Security Code', with '2. Security Code' being the active step. The main heading is 'Security Code'. The question is 'Have you received a letter in the mail with a security code for the business to which you are requesting access?'. There are two radio buttons: 'No' and 'Yes'. The 'No' radio button is selected and circled in yellow. A 'Required' label is visible to the right of the radio buttons. At the bottom, there are buttons for 'Save Draft', 'Cancel', '< Previous', and 'Next >'.

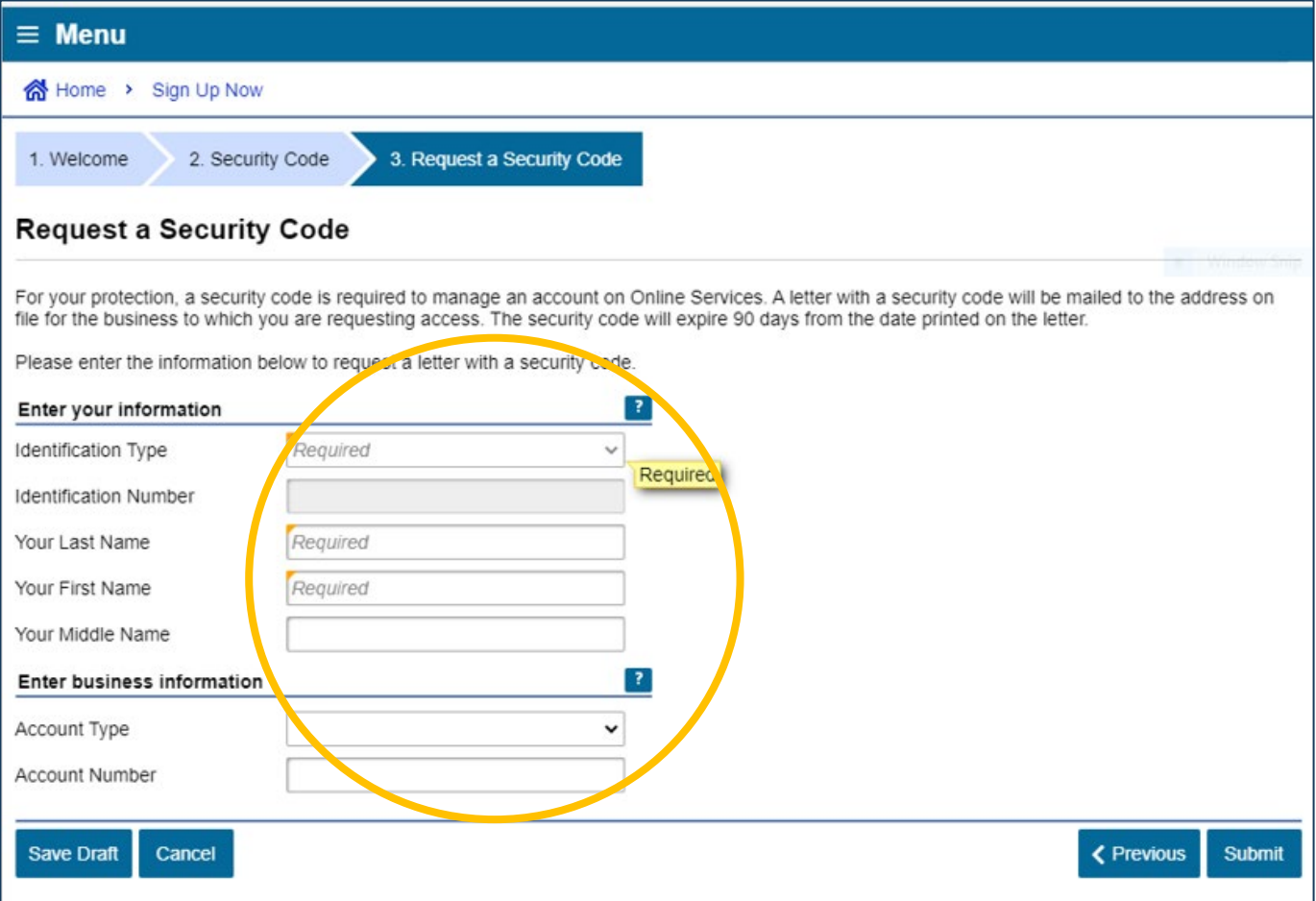
Your security code will be mailed to the address on record.

# Online Services

## Full Access to Your Account Features *(continued)*

### Step 1: Requesting a Security Code

➤ Make sure you have your account number available.



**Menu**

Home > Sign Up Now

1. Welcome > 2. Security Code > 3. Request a Security Code

### Request a Security Code

For your protection, a security code is required to manage an account on Online Services. A letter with a security code will be mailed to the address on file for the business to which you are requesting access. The security code will expire 90 days from the date printed on the letter.

Please enter the information below to request a letter with a security code.

**Enter your information** ?

Identification Type *Required*

Identification Number *Required*

Your Last Name *Required*

Your First Name *Required*

Your Middle Name

**Enter business information** ?

Account Type

Account Number

Save Draft Cancel < Previous Submit



# Online Services

## Full Access to Your Account Features *(continued)*

### Step 1: Requesting a Security Code

➤ Confirmation that a security code will be sent by mail.

**Menu**

Home > Sign Up Now > Confirmation

**Confirmation**

Thank you for your submission. Your confirmation number is 0-019-506-006.

A letter with a security code will be mailed to the address on file for the business to which you are requesting access. The letter should arrive within 10 business days. The security code will expire 90 days from the date printed on the letter.

Printable View (PDF)

"I'm Done"

Online Services Survey



# Online Services

## Full Access to Your Account Features *(continued)*

### Step 1: Requesting a Security Code

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

**Menu**

Home > Sign Up Now

**1. Welcome**

**Welcome**

Welcome to the CDTFA's new Online Services. To better assist you, many information bulletins will be sent directly to your Online Services account. Online Services is your one-stop shop for all CDTFA account information.

**NOTE:** If you are trying to register for a new permit, license or account, please select the [Register a New Business Activity link](#).

**How are you related to the business you are requesting to manage?**

**Required**  I am the owner of the business

I am a third party delegate:

- Tax Preparer/CPA
- Representative
- Employee
- Billing Aggregator
- Marine Invasive Species (Ballast Water) Agent
- Other

To view helpful video tutorials on how to request access to an account, please see our [Tutorials](#) page.

Save Draft Cancel Next >

# Online Services

## Full Access to Your Account Features *(continued)*

### *Step 2: Creating a Username and Password*

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

[Login](#)

[Forgot Password?](#)

[Forgot Username?](#)

#### 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.

#### Create a Username

[Sign Up Now](#)

➤ **Click on**  
***Sign Up Now***





# Online Services

## Full Access to Your Account Features *(continued)*

### Step 2: Creating a Username and Password

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





# Online Services

## Full Access to Your Account Features *(continued)*

### *Step 2: Creating a Username and Password*

The screenshot shows a web interface for creating an account. At the top, there is a 'Menu' bar and a breadcrumb trail: 'Home > Sign Up Now'. Below this, a progress indicator shows two steps: '1. Welcome' and '2. Security Code', with the second step being the active one. The main heading is 'Security Code'. The question is 'Have you received a letter in the mail with a security code for the business to which you are requesting access?'. There are two radio buttons: 'No' and 'Yes'. The 'Yes' radio button is selected and circled in yellow. A yellow 'Required' label is positioned to the right of the radio buttons. At the bottom, there are buttons for 'Save Draft', 'Cancel', '< Previous', and 'Next >'.

**>** You will be asked if you have received a security code. Click Yes.



# Online Services

## Full Access to Your Account Features *(continued)*

### Step 2: Creating a Username and Password

➤ Enter security code and other identifying information.

**Menu**

Home > Sign Up Now

1. Welcome > 2. Security Code > 3. Business Information

### Business Information

Enter the security code provided in the letter that was sent to the business

Security Code  Required Required

**Enter your information**

Identification Type  Required

Identification Number

Your Last Name  Required

Your First Name  Required

Your Middle Name

**Enter business information**

Account Type

Account Number

Save Draft Cancel < Previous Next >



# Online Services

## Full Access to Your Account Features *(continued)*

### Step 2: Creating a Username and Password

➤ Fill in the required fields.

**Menu**

Home > Sign Up Now

1. Welcome > 2. Security Code > 3. Business Information > 4. Login Information

### Login Information

Enter your username, password, and secret question to create your login.

Username  Required

Confirm Username  Required

Password  Required

Confirm Password  Required

Secret Question  Required

Secret Answer  Required

Confirm Secret Answer  Required

**Password Rules**

Required

- Emails cannot be reused
- Must be a minimum of 8 characters
- Must contain at least one of each of the following: uppercase letter, lowercase letter, number and a special character (i.e. ! @ # \$ % etc.)
- Passwords will expire after 400 days

Save Draft Cancel < Previous Next >



# Online Services

## Full Access to Your Account Features *(continued)*

### Step 2: Creating a Username and Password

➤ Fill in the required fields.

**Menu**

Home > Sign Up Now

1. Welcome > 2. Security Code > 3. Business Information > 4. Login Information > 5. Contact Information

### Contact Information

Enter your contact information. This will be used for notifications and to recover your username and password.

Email  Required

Confirm Email  Required

Phone Country  ▼

Phone Type  Required ▼

Phone

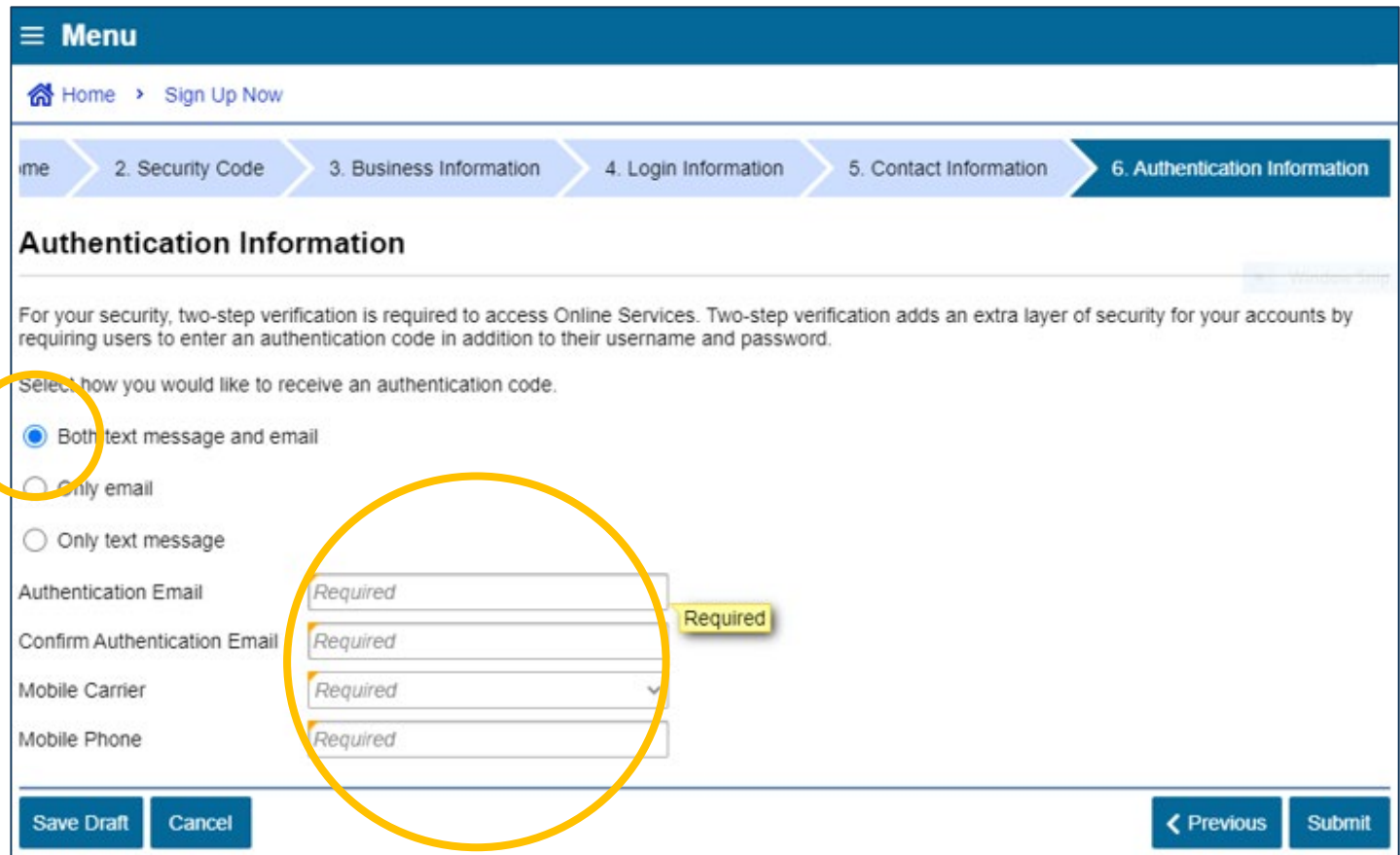
Save Draft Cancel < Previous Next >

# Online Services

## Full Access to Your Account Features *(continued)*

### Step 2: Creating a Username and Password

➤ Fill in the required fields.



The screenshot shows the 'Authentication Information' step of the sign-up process. The breadcrumb trail is: Home > Sign Up Now > 1. Username > 2. Security Code > 3. Business Information > 4. Login Information > 5. Contact Information > 6. Authentication Information. The page title is 'Authentication Information'. A note states: 'For your security, two-step verification is required to access Online Services. Two-step verification adds an extra layer of security for your accounts by requiring users to enter an authentication code in addition to their username and password.' Below this, it asks to 'Select how you would like to receive an authentication code.' with three radio button options: 'Both text message and email' (selected), 'Only email', and 'Only text message'. There are four required input fields: 'Authentication Email', 'Confirm Authentication Email', 'Mobile Carrier', and 'Mobile Phone'. Each field has a 'Required' label. A yellow circle highlights the 'Both text message and email' radio button. A larger yellow circle highlights the four input fields. A yellow 'Required' label is also present next to the 'Confirm Authentication Email' field. At the bottom, there are buttons for 'Save Draft', 'Cancel', '< Previous', and 'Submit'.



# Online Services

## Full Access to Your Account Features *(continued)*

### *Step 2: Creating a Username and Password*

➤ Confirmation that your username and password are now ready for use!

**Menu**

Home > Sign Up Now > Confirmation

**Confirmation**

Thank you for your submission. Your confirmation number is 0-019-522-390.

Use your username and password to log into Online Services. Most new logins are ready within seconds. However, please allow up to 10 minutes for your login to be created.

Printable View (PDF)

"I'm Done"

Online Services Survey



# Online Services

## Full Access to Your Account Features *(continued)*

### Step 2: Creating a Username and Password

Enter your  
username  
and  
password.

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

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**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.





# Online Services

## Full Access to Your Account Features *(continued)*

### *Step 2: Creating a Username and Password*

A screenshot of the CDTFA online services interface. The page has a dark blue header with a 'Menu' icon and the word 'Menu'. Below the header, there is a breadcrumb trail: 'Home &gt; Authentication'. The main content area is titled 'Confirm Identification' with a lock icon. It contains the following text: 'The browser you are logging on with is not recognized.' followed by 'An authentication code will need to be sent in order to verify your identity.' Below this text is a blue button labeled 'Send Authentication Email', which is circled in yellow. Underneath the button, it says 'An authentication code will be emailed to:' followed by the email address 't\*\*t@yahoo.com'. At the bottom, there is a section titled 'Why is this required?' with a question mark icon, containing two lines of explanatory text: 'You're using a new browser that hasn't logged into your account before.' and 'You have switched browsers or deleted your cookies.'



# Online Services

## Full Access to Your Account Features *(continued)*

### *Step 2: Creating a Username and Password*

**Menu**

Home > Authentication

**Authentication Code**

An authentication code was sent to:

t\*\*t@yahoo.com

Codes usually arrive quickly, but please allow a few minutes for it to arrive.

Authentication Code

Required

Trust This Browser

No Yes

Logon

Didn't receive an authentication code?



# Online Services

## Full Access to Your Account Features *(continued)*

### ➤ *Managing Your Account*

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

The screenshot shows the user interface for managing an account. At the top, there is a 'Menu' and a welcome message 'Welcome, BOB SMITH' with links for 'Settings' and 'Log Off'. Below the menu, there is a 'Home' link and a yellow warning box stating 'The balance displayed may not reflect recent payments or adjustments to the account.' The main content area is divided into three sections: 'Logon', 'Alerts', and 'I Want To'. The 'Alerts' section is circled in yellow and shows '1 unread message'. The 'Logon' section shows the user's name 'BOB SMITH', email 'test@yahoo.com', phone number '+1 555- 555-5555', last login date '07-Jul-2021', and a balance of '\$0.00'. The 'I Want To' section lists various actions like 'File and/or View a Return', 'File a Return or Claim an Exemption for a Vehicle, Vessel, Aircraft, or Mobile Home', etc. At the bottom, there is a table of accounts with columns for 'Account Type', 'Account ID', 'Name', and 'Balance'. The 'Balance' column for the 'Sales and Use Tax' account is circled in yellow and shows '\$0.00'.

Account Type	Account ID	Name	Balance
⚠ Sales and Use Tax	203-984192	BOB SMITH	\$0.00

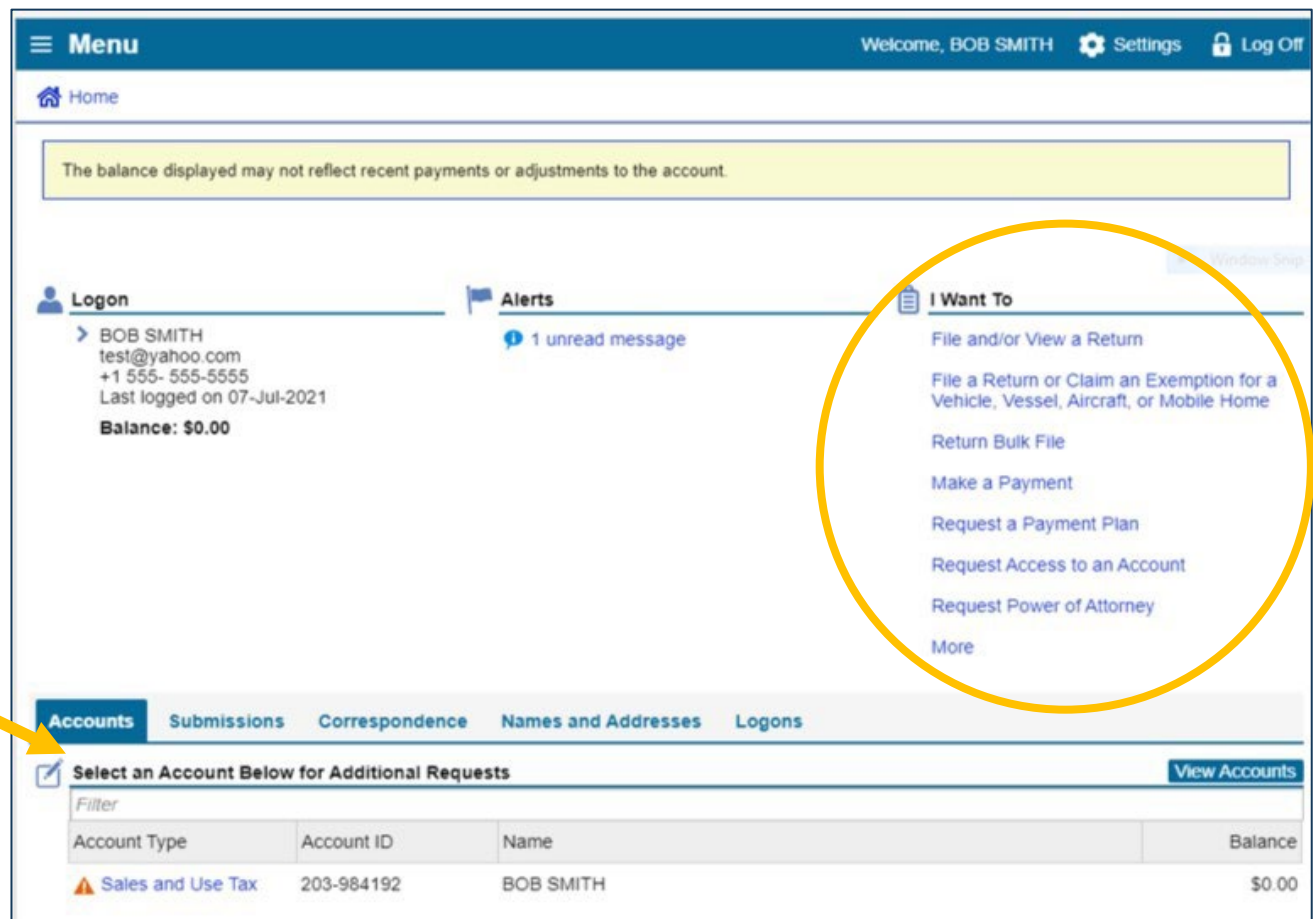
# Online Services

## Full Access to Your Account Features *(continued)*

### ➤ *Managing Your Account*

Tab options:

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



**Menu** Welcome, BOB SMITH Settings Log Off

Home

The balance displayed may not reflect recent payments or adjustments to the account.

**Logon**

BOB SMITH  
test@yahoo.com  
+1 555- 555-5555  
Last logged on 07-Jul-2021  
**Balance: \$0.00**

**Alerts**

1 unread message

**I Want To**

- File and/or View a Return
- File a Return or Claim an Exemption for a Vehicle, Vessel, Aircraft, or Mobile Home
- Return Bulk File
- Make a Payment
- Request a Payment Plan
- Request Access to an Account
- Request Power of Attorney
- More

**Accounts** Submissions Correspondence Names and Addresses Logons

Select an Account Below for Additional Requests [View Accounts](#)

Account Type	Account ID	Name	Balance
⚠ Sales and Use Tax	203-984192	BOB SMITH	\$0.00



# File a Return

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## Information needed to file your return

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



# Sales and Use Tax Return

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## Bob Smith dba Bob's Bikes





# Sales and Use Tax Return Scenario 1

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



## Sales and Use Tax Return Scenario 2

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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.





## Sales and Use Tax Return Scenario 3

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



# Sales and Use Tax Return Scenario 4 and 5

## Scenario 4



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

## Scenario 5

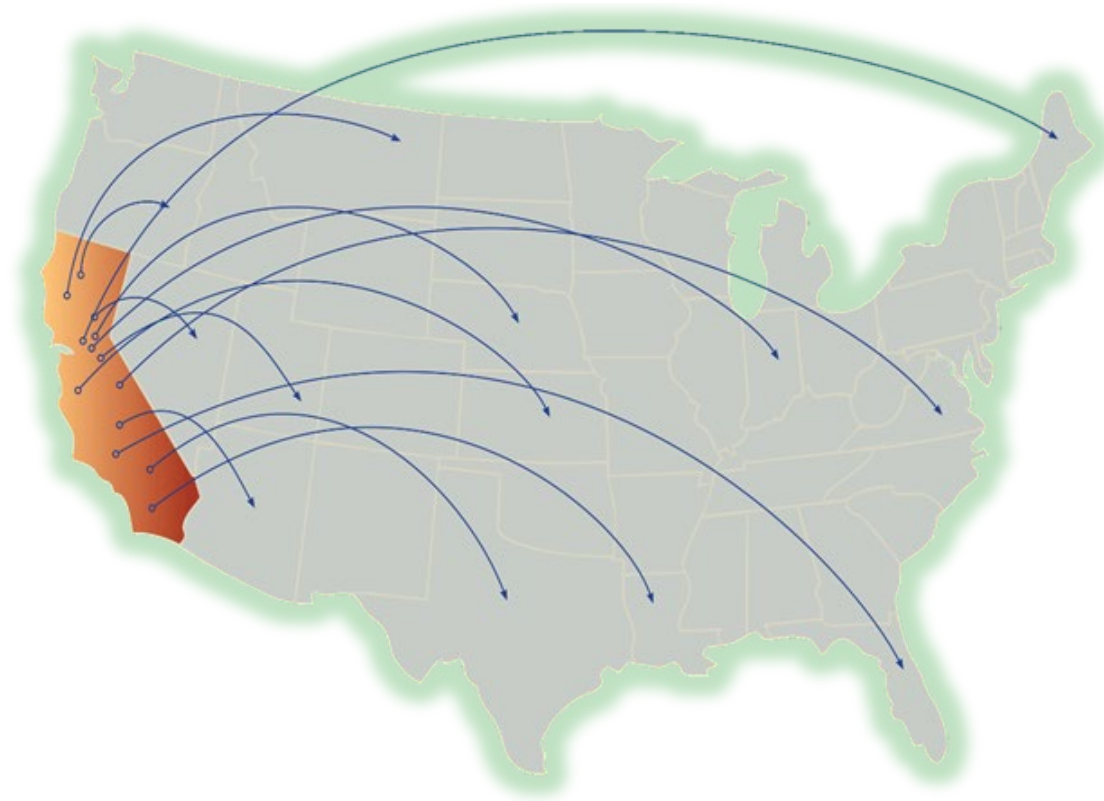


Bob sold a bicycle to the U.S. government for \$2,000.



# Sales and Use Tax Return Scenario 6

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



# Sales and Use Tax Return Scenario 7 and 8

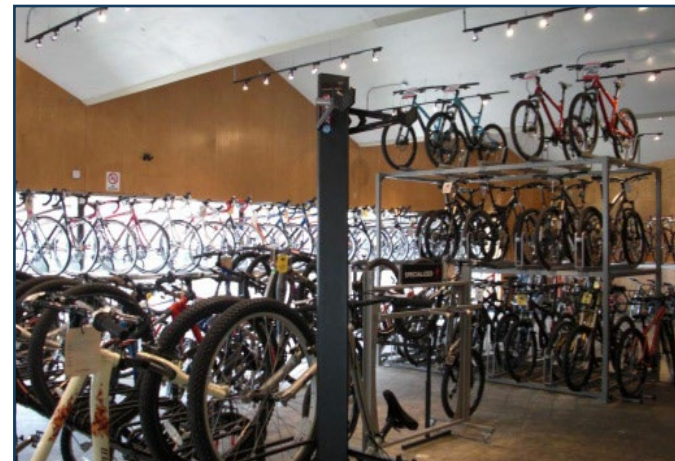
---

## Scenario 7



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

## Scenario 8



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



# Sales and Use Tax Return Scenario 9 and 10

## Scenario 9



Bob sold bicycles for \$4,000 and used a common carrier to ship the bicycles to San Francisco. Bob is not “engaged in business” in the City and County of San Francisco.

## Scenario 10



Bob used his own truck to deliver bicycles totaling \$3,000 to Ventura County.



# File a Return

The screenshot shows the CDTFA website interface. At the top right, the 'Login/Register' button is highlighted with a yellow box. A yellow callout box with a pointer to this button contains the text: "Select *Login/Register* to File a Return". The main content area features three columns: "File a Return & Pay Taxes" with a "File & Make a Payment" button, "Register for a P..." with a "Register Online" button, and "The California Department of Tax and Fee Administration is responsible for the administration of 37 different taxes and fees." with a "See Tax Rates" button. The bottom of the page features a banner with a photo of a woman and a man looking at a laptop, and the text "SMALL BUSINESS HIRING".

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



# File a Return Logging In

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

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

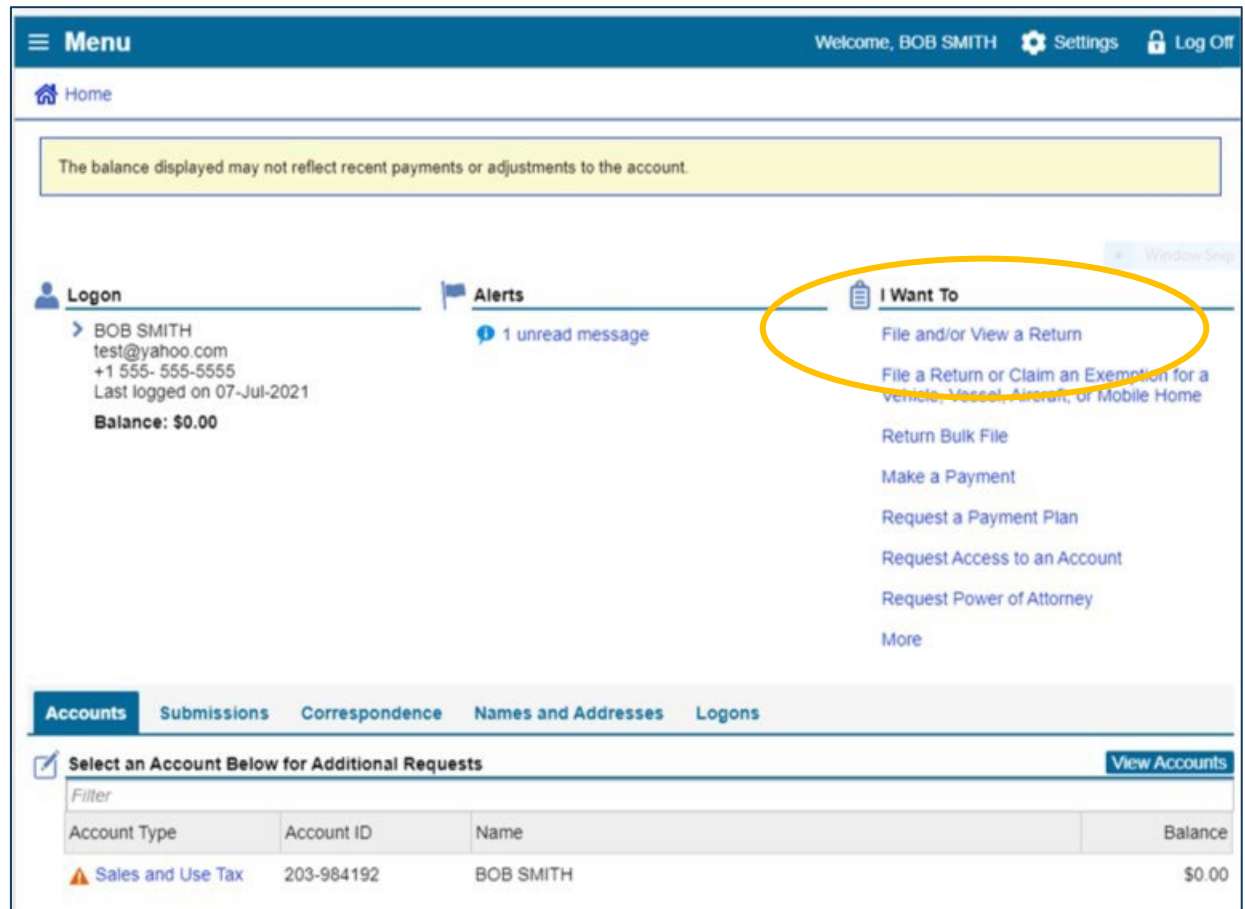
To view your account status, account history, or make changes to your account, please log in using your username and password or click the "Sign Up Now" link to create a new username.

# File a Return


## Username and Password Option

*Logged into Full Account Features*

➤ *Select File and/or View a Return.*



The screenshot shows a user interface for a California Department of Tax and Fee Administration (CDTFA) account. The user is logged in as BOB SMITH. The interface includes a navigation menu, a home button, and a warning message about account balance. The 'I Want To' menu is circled in yellow, highlighting the 'File and/or View a Return' option. Below the menu, there are tabs for 'Accounts', 'Submissions', 'Correspondence', 'Names and Addresses', and 'Logons'. A table at the bottom shows account details for 'Sales and Use Tax'.

Account Type	Account ID	Name	Balance
 Sales and Use Tax	203-984192	BOB SMITH	\$0.00





# File a Return Username and Password

*Logged into Full Account Features*

➤ Select the filing period.

The screenshot shows the CDTFA user interface. At the top, there is a navigation bar with a 'Menu' icon, the user name 'Welcome, BOB SMITH', and links for 'Settings' and 'Log Off'. Below the navigation bar, there is a breadcrumb trail: 'Home > Manage Payments and Returns'. A message box states: 'To view helpful video tutorials on filing a return, please see our [Tutorials](#) page.' Below this, there are three filter sections: 'Accounts' with a dropdown set to 'All', 'Show' with a dropdown set to 'Returns', and 'For Periods' with a dropdown set to 'All'. Below these filters is a 'Returns' section with a 'Filter' icon. A table displays the following data:

Status	Period	Type	ID	Name
File Return	30-Jun-2021	Sales and Use Tax	203-984192	BOB SMITH
File Return	31-Mar-2021	Sales and Use Tax	203-984192	BOB SMITH

The 'Period' column in the table is circled in yellow. At the bottom of the table, it indicates '2 Rows'.



# File a Return

## Username and Password *(continued)*

### *Logged into Full Account Features*

➤ The bar below the menu shows your previous navigation choices.

The screenshot displays the CDTFA user interface. At the top, a dark blue header contains a 'Menu' icon, the text 'Welcome, BOB SMITH', a 'Settings' gear icon, and a 'Log Off' lock icon. Below the header is a breadcrumb navigation bar with a yellow oval around it, showing the path: Home > Manage Payments and Returns > 30-Jun-2021. The main content area is divided into four sections: 'Period' (listing user info and a selected period of 30-Jun-2021 with a balance of \$0.00), 'Period Alerts' (showing a warning to file a return for 30-Jun-2021), 'I Want To' (a list of actions with 'File, Amend, or Print a Return' circled in yellow), and 'Summary' and 'Period Activity' (both showing no activity).

# File a Return

## Business Activities

This page will only appear for first time filers.

1. Business Activities Window Strip

### Business Activities

Did your business conduct any of the following business activities for this filing period?

- Shipping taxable goods from an out of state location to customers in California
- Itinerant sales (i.e., food truck, door to door sales, etc.)
- Vending machine sales
- Auction events transacted at temporary location(s)
- Construction contracts involving the installation of materials and/or fixtures
- Long-term leases over 30 days (other than motor vehicles)
- Leasing of motor vehicles - acquired from out-of-state or used car dealership
- Out-of-state leasing
- Claiming credit for tax paid to another state
- Tax recovery adjustments
  - Bad Debt Losses
  - Bad Debt Lender Losses
  - Cost of tax-paid purchases resold prior to use
  - Returned taxable merchandise
  - Cash discounts on taxable sales
  - Partial Exemptions
- Sales transactions made as a licensed used vehicle dealer

Do you sell Motor Vehicle Fuel?

Yes  No Required

Yes  No



# File a Return

## Scenario 1 - Gross Sales

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

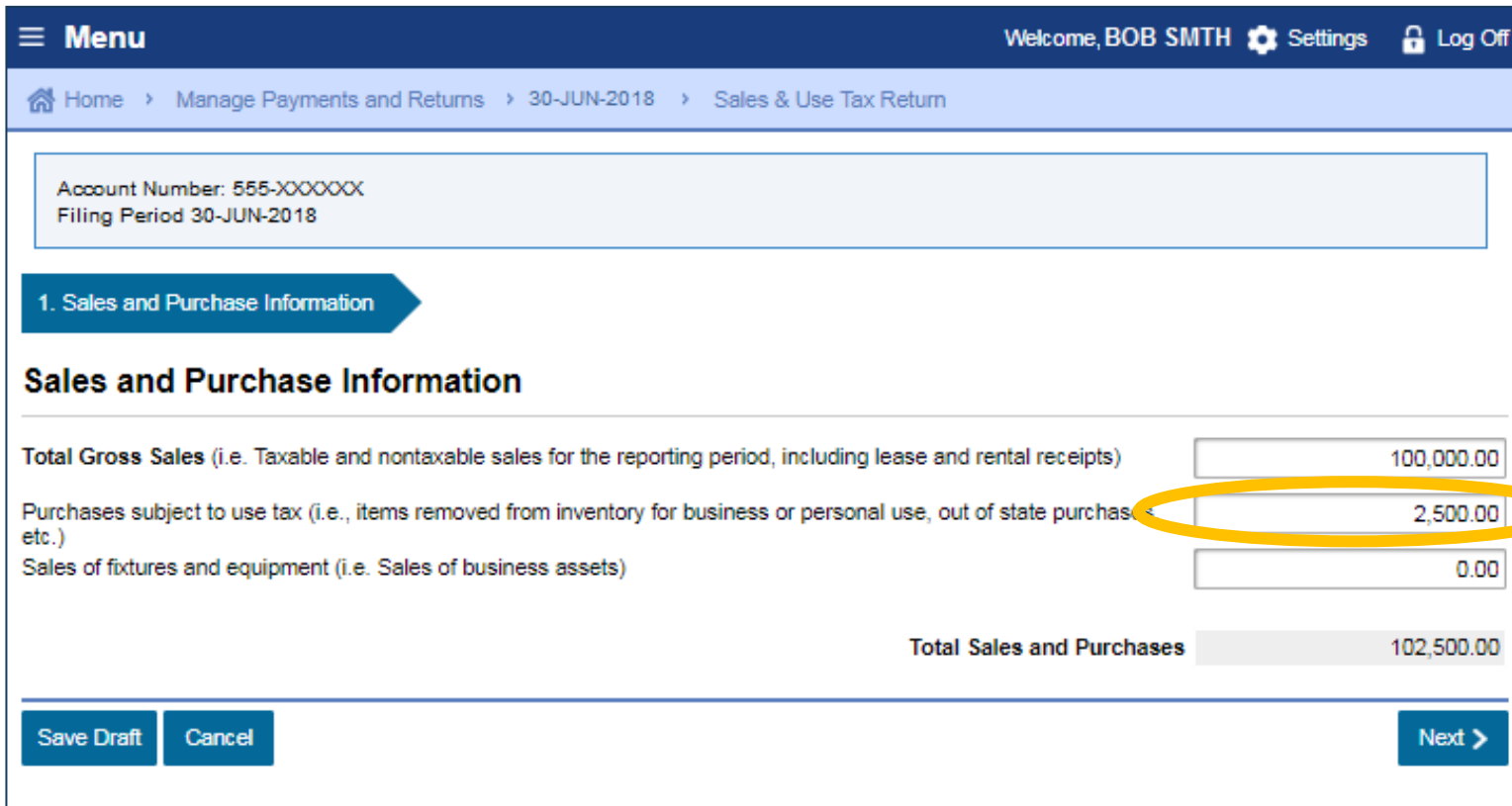
The screenshot shows the 'Sales and Purchase Information' section of the CDTFA online filing interface. The interface includes a navigation menu, a breadcrumb trail, and a progress indicator. The 'Total Sales' field is highlighted with a yellow circle and contains the value 100,000.00. The 'Purchases Subject to Use Tax' and 'Sales of Fixtures and Equipment' fields both contain 0.00. The 'Total Sales and Purchases' field contains 100,000.00. The interface also includes a 'Save Draft' button, a 'Cancel' button, and 'Previous' and 'Next' navigation buttons.



Field	Value
Total Sales (i.e. taxable and nontaxable sales for the reporting period, including lease and rental receipts)	100,000.00
Purchases Subject to Use Tax (i.e. items removed from inventory for business or personal use, out of state purchases, etc.)	0.00
Sales of Fixtures and Equipment (i.e. sales of business assets)	0.00
<b>Total Sales and Purchases</b>	<b>100,000.00</b>

## File a Return

# Scenario 2 - Purchases Subject to Use Tax

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



Menu Welcome, BOB SMTH  Settings  Log Off

Home > Manage Payments and Returns > 30-JUN-2018 > Sales & Use Tax Return

Account Number: 555-XXXXXX  
Filing Period 30-JUN-2018

1. Sales and Purchase Information

### Sales and Purchase Information

Total Gross Sales (i.e. Taxable and nontaxable sales for the reporting period, including lease and rental receipts)	100,000.00
Purchases subject to use tax (i.e., items removed from inventory for business or personal use, out of state purchases, etc.)	2,500.00
Sales of fixtures and equipment (i.e. Sales of business assets)	0.00
<b>Total Sales and Purchases</b>	<b>102,500.00</b>

Save Draft Cancel Next >



# File a Return

## State-Designated Fairgrounds Sales

In this demonstration, Bob's Bikes did not make sales on a state-designated fairground, so we will leave the amount at zero, then click *Next*.

The screenshot shows a web interface for filing a return. At the top, there is a navigation bar with a 'Menu' icon, the user name 'Welcome, BOB SMITH', and links for 'Settings' and 'Log Off'. Below this is a breadcrumb trail: 'Home > Manage Payments and Returns > 30-Jun-2021 > Sales & Use Tax Return'. A box displays 'Account Number: 203-984192' and 'Filing Period: 30-Jun-2021'. A progress bar shows three steps: '1. Business Activities', '2. Sales and Purchase Information', and '3. Sales at State-Designated Fairgrounds', with the third step being the active one. A 'Window Snap' button is visible. The main heading is 'Sales at State-Designated Fairgrounds'. Below it, there is a text prompt: 'Enter sales made at a state-designated fairground. This is for informational purposes only and is not being used for calculating any sales or use tax on this return.' To the right of this text is an input field containing '0.00'. Below the input field, there is a link: 'For more information a complete listing of state-designated fairs is available on our website at <https://www.cdtfa.ca.gov/taxes-and-fees/state-fairgrounds-list.htm>'. At the bottom, there are buttons for 'Save Draft', 'Cancel', '< Previous', and 'Next >'.

# File a Return

## Scenario 3 - Deductions – Sales for Resale

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

Menu
Welcome, BOB SMITH Settings Log Off

Home > Manage Payments and Returns > 30-Jun-2021 > Sales & Use Tax Return

Account Number: 203-984192  
Filing Period: 30-Jun-2021

Business Activities
2. Sales and Purchase Information
3. Sales at State-Designated Fairgrounds
4. Nontaxable Sales (deductions)

### Nontaxable Sales (deductions)

**Nontaxable sales must be included in your *Total Sales***

Sales to other retailers for resale	20,000.00
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 (i.e. delivered outside California)	0.00
Sales tax (if any) included in Total Sales	0.00

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

Other Nontaxable Sales	Description	Nontaxable amount

**Total Nontaxable Sales**
20,000.00

For help with your return, please click the link to open the [Online Filing Instructions](#).

Save Draft
Cancel
< Previous
Next >

# File a Return

## Scenario 4 - Deductions – Nontaxable Labor

Bob charged  
\$1,500 for  
bicycle repair  
labor.

Menu Welcome, BOB SMITH Settings Log Off

Home > Manage Payments and Returns > 30-Jun-2021 > Sales & Use Tax Return

Account Number: 203-984192  
 Filing Period: 30-Jun-2021

Business Activities > 2. Sales and Purchase Information > 3. Sales at State-Designated Fairgrounds > 4. Nontaxable Sales (deductions)

### Nontaxable Sales (deductions)

**Nontaxable sales must be included in your *Total Sales***

Sales to other retailers for resale	20,000.00
Nontaxable sales of food products	0.00
Nontaxable labor (repair and installation)	1,500.00
Sales to the United States government	0.00
Sales in interstate or foreign commerce (i.e. delivered outside California)	0.00
Sales tax (if any) included in Total Sales	0.00

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

Other Nontaxable Sales	Description	Nontaxable amount

**Total Nontaxable Sales** 21,500.00

For help with your return, please click the link to open the [Online Filing Instructions](#).

Save Draft
Cancel

< Previous
Next >



# File a Return

## Scenario 5 - Deductions – Sales to the U.S. Government

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

Menu
Welcome, BOB SMITH Settings Log Off

Home > Manage Payments and Returns > 30-Jun-2021 > Sales & Use Tax Return

Account Number: 203-984192  
 Filing Period: 30-Jun-2021

Business Activities > 2. Sales and Purchase Information > 3. Sales at State-Designated Fairgrounds > 4. Nontaxable Sales (deductions)

### Nontaxable Sales (deductions)

**Nontaxable sales must be included in your Total Sales**

Sales to other retailers for resale	20,000.00
Nontaxable sales of food products	0.00
Nontaxable labor (repair and installation)	1,500.00
Sales to the United States government	2,000.00
Sales in interstate or foreign commerce (i.e. delivered outside California)	0.00
Sales tax (if any) included in Total Sales	0.00

**Other Nontaxable Sales - To enter information, click on a box in the empty row.** Filter

Other Nontaxable Sales	Description	Nontaxable amount

**Total Nontaxable Sales** 23,500.00

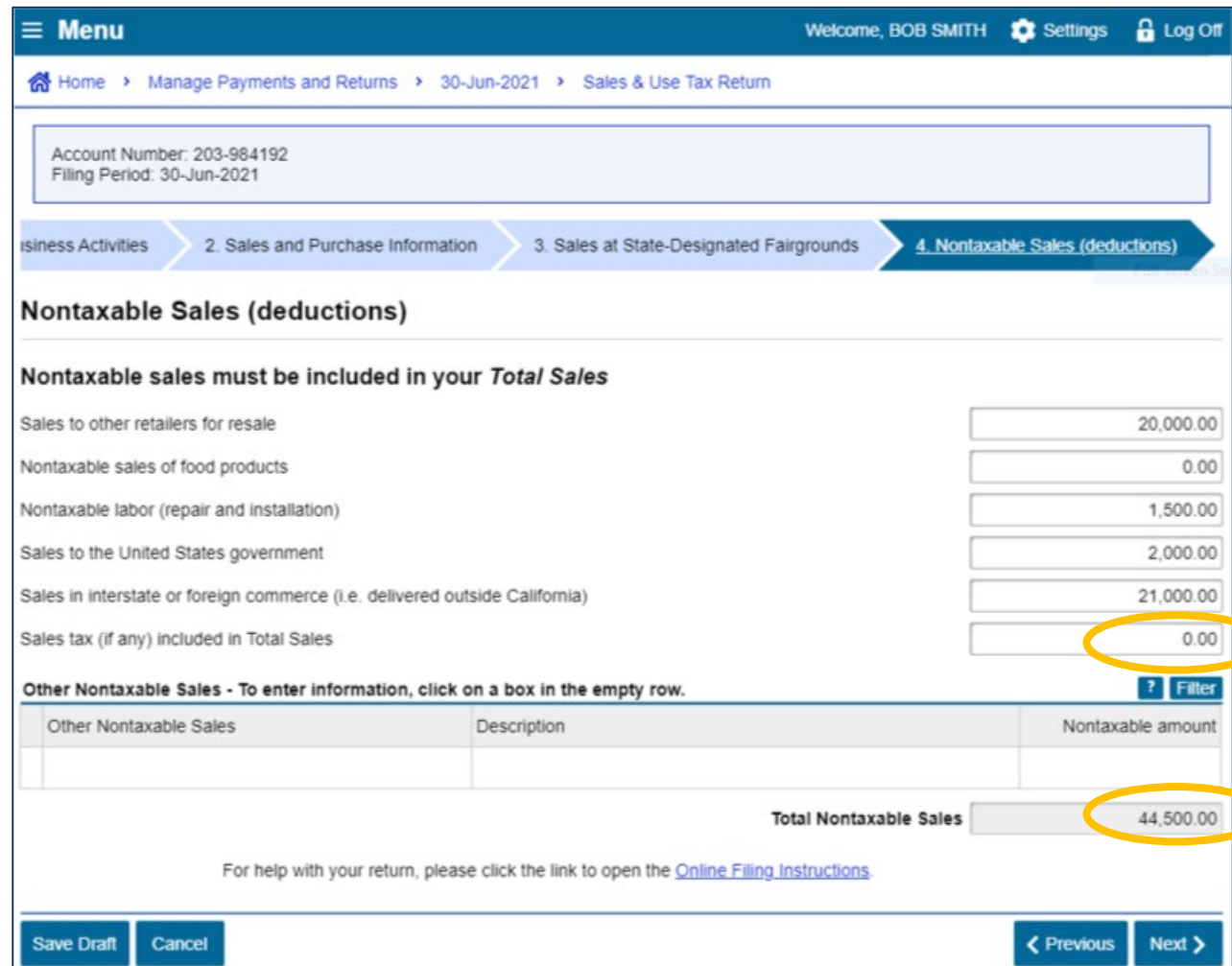
For help with your return, please click the link to open the [Online Filing Instructions](#).

Save Draft Cancel
< Previous Next >

# File a Return

## Scenario 6 - Deductions – Sales in Interstate or Foreign Commerce

Bob used a common carrier to ship \$21,000 worth of bicycles out of state.



Menu Welcome, BOB SMITH [Settings](#) [Log Off](#)

Home > Manage Payments and Returns > 30-Jun-2021 > Sales & Use Tax Return

Account Number: 203-984192  
Filing Period: 30-Jun-2021

Business Activities > 2. Sales and Purchase Information > 3. Sales at State-Designated Fairgrounds > **4. Nontaxable Sales (deductions)**

### Nontaxable Sales (deductions)

**Nontaxable sales must be included in your *Total Sales***

Sales to other retailers for resale	20,000.00
Nontaxable sales of food products	0.00
Nontaxable labor (repair and installation)	1,500.00
Sales to the United States government	2,000.00
Sales in interstate or foreign commerce (i.e. delivered outside California)	21,000.00
Sales tax (if any) included in Total Sales	0.00

**Other Nontaxable Sales - To enter information, click on a box in the empty row.** [?](#) Filter

Other Nontaxable Sales	Description	Nontaxable amount
<b>Total Nontaxable Sales</b>		<b>44,500.00</b>

For help with your return, please click the link to open the [Online Filing Instructions](#).

[Save Draft](#) [Cancel](#) [< Previous](#) [Next >](#)

# Other Nontaxable Sales

Menu Welcome, BOB SMITH [Settings](#) [Log Off](#)

[Home](#) > [Manage Payments and Returns](#) > [30-Jun-2021](#) > [Sales & Use Tax Return](#)

Account Number: 203-984192  
Filing Period: 30-Jun-2021

Business Activities > 2. Sales and Purchase Information > 3. Sales at State-Designated Fairgrounds > **4. Nontaxable Sales (deductions)**

### Nontaxable Sales (deductions)

**Nontaxable sales must be included in your *Total Sales***

Sales to other retailers for resale	20,000.00
Nontaxable sales of food products	0.00
Nontaxable labor (repair and installation)	1,500.00
Sales to the United States government	2,000.00
Sales in interstate or foreign commerce (i.e. delivered outside California)	21,000.00
Sales tax (if any) included in Total Sales	0.00

**Other Nontaxable Sales - To enter information, click on a box in the empty row.** [?](#) Filter

Other Nontaxable Sales	Description	Nontaxable amount
<b>Total Nontaxable Sales</b>		<b>44,500.00</b>

For help with your return, please click the link to open the [Online Filing Instructions](#).

Save Draft Cancel < Previous Next >

# File a Return

## Scenario 7 and 8 – District Tax Allocation

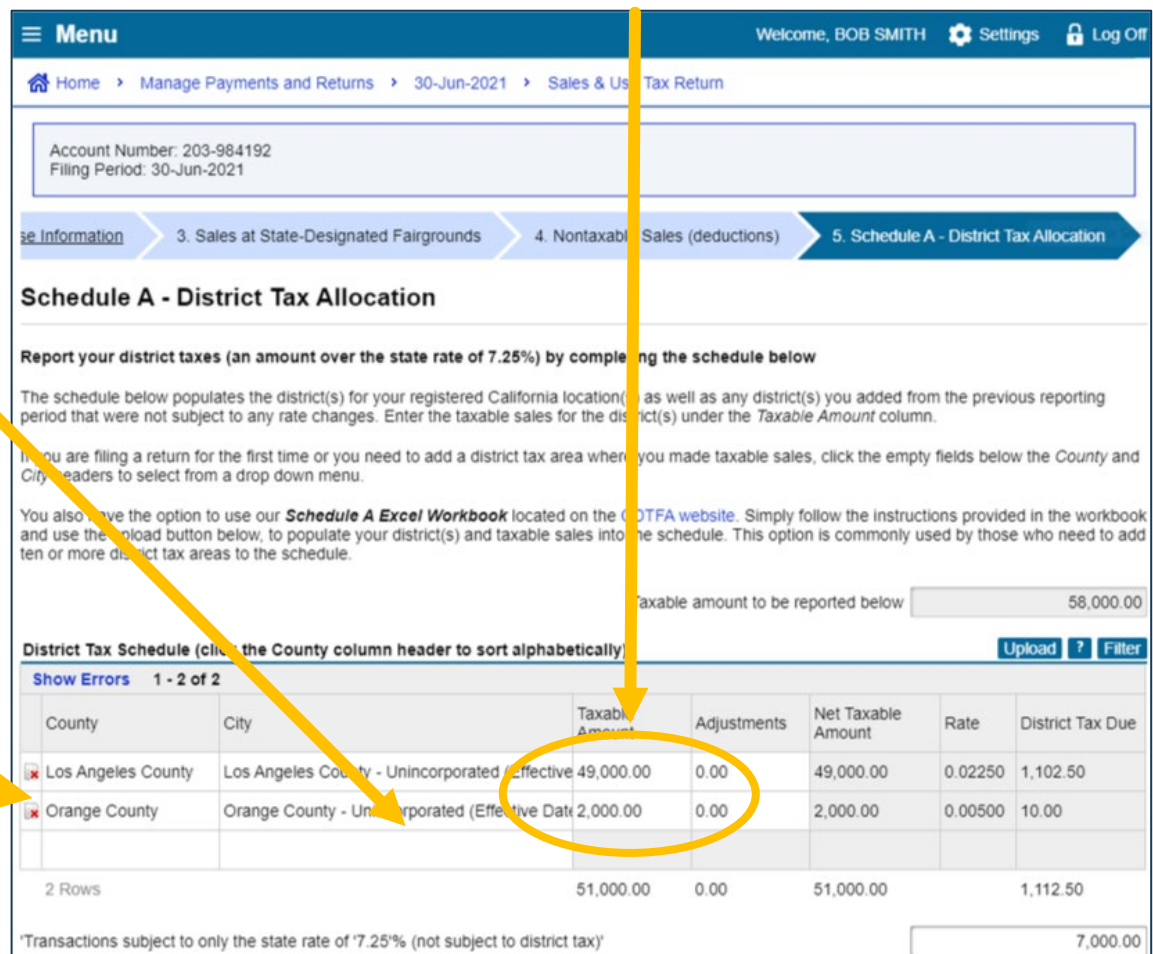
Enter amount for each applicable district tax.

### Scenario 7

Bob used his own truck to make multiple deliveries amounting to \$2,000 of bicycles to Orange County.

### Scenario 8

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



Account Number: 203-984192  
Filing Period: 30-Jun-2021

3. Sales at State-Designated Fairgrounds 4. Nontaxable Sales (deductions) 5. Schedule A - District Tax Allocation

### Schedule A - District Tax Allocation

Report your district taxes (an amount over the state rate of 7.25%) by completing the schedule below

The schedule below populates the district(s) for your registered California location(s) as well as any district(s) you added from the previous reporting period that were not subject to any rate changes. Enter the taxable sales for the district(s) under the *Taxable Amount* column.

If you are filing a return for the first time or you need to add a district tax area where you made taxable sales, click the empty fields below the *County* and *City* headers to select from a drop down menu.

You also have the option to use our **Schedule A Excel Workbook** located on the [CDTFA website](#). Simply follow the instructions provided in the workbook and use the **Upload** button below, to populate your district(s) and taxable sales into the schedule. This option is commonly used by those who need to add ten or more district tax areas to the schedule.

Taxable amount to be reported below

District Tax Schedule (click the County column header to sort alphabetically) Upload ? Filter

Show Errors 1 - 2 of 2

County	City	Taxable Amount	Adjustments	Net Taxable Amount	Rate	District Tax Due
Los Angeles County	Los Angeles County - Unincorporated	Effective 49,000.00	0.00	49,000.00	0.02250	1,102.50
Orange County	Orange County - Unincorporated (Effective Date)	2,000.00	0.00	2,000.00	0.00500	10.00
2 Rows		51,000.00	0.00	51,000.00		1,112.50

\*Transactions subject to only the state rate of 7.25% (not subject to district tax)

# File a Return

## Scenario 9 and 10 – District Tax Allocation

### Scenario 9

Bob used a common carrier to ship \$4,000 worth of bicycles to San Francisco County.

### Scenario 10

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

**Schedule A - District Tax Allocation**

Report your district taxes (an amount over the state rate of 7.25%) by completing the schedule below

The schedule below populates the district(s) for your registered California location(s) as well as any district(s) you added from the previous reporting period that were not subject to any rate changes. Enter the taxable sales for the district(s) under the *Taxable Amount* column.

If you are filing a return for the first time or you need to add a district tax area where you made taxable sales, click the empty fields below the *County* and *City* headers to select from a drop down menu.

You also have the option to use our **Schedule A Excel Workbook** located on the [CDTFA website](#). Simply follow the instructions provided in the workbook and use the upload button below, to populate your district(s) and taxable sales into the schedule. This option is commonly used by those who need to add ten or more district tax areas to the schedule.

Taxable amount to be reported below

**District Tax Schedule** (click the County column header to sort alphabetically)

[Show Errors](#) 1 - 2 of 2

County	City	Taxable Amount	Adjustments	Net Taxable Amount	Rate	District Tax Due
<input checked="" type="checkbox"/> Los Angeles County	Los Angeles County - Unincorporated (Effective	49,000.00	0.00	49,000.00	0.02250	1,102.50
<input checked="" type="checkbox"/> Orange County	Orange County - Unincorporated (Effective Date	2,000.00	0.00	2,000.00	0.00500	10.00
2 Rows		51,000.00	0.00	51,000.00		1,112.50
'Transactions subject to only the state rate of '7.25%' (not subject to district tax)'						<input type="text" value="7,000.00"/>

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

## Example – Tax Prepayments

**Menu** Welcome, BOB SMITH Settings Log Off

[Home](#) > [Manage Payments and Returns](#) > [30-Jun-2021](#) > [Sales & Use Tax Return](#)

Account Number: 203-984192  
Filing Period: 30-Jun-2021

es at State-Designated Fairgrounds > 4. Nontaxable Sales (deductions) > 5. Schedule A - District Tax Allocation > **6. Tax Prepayments**

### Tax Prepayments

If you modify the prefilled prepayment amounts, amounts claimed should only include tax paid.

1st Prepayment	<input type="text" value="0.00"/>
2nd Prepayment	<input type="text" value="0.00"/>
Total Tax Prepayments	<input type="text" value="0.00"/>

[Save Draft](#) [Cancel](#) [< Previous](#) [Next >](#)



# File a Return

## Example – Tax Prepayments Verification

**Menu** Welcome, BOB SMITH Settings Log Off

[Home](#) > [Manage Payments and Returns](#) > [30-Jun-2021](#) > [Sales & Use Tax Return](#)

Account Number: 203-984192  
Filing Period: 30-Jun-2021

4. Nontaxable Sales (deductions) > 5. Schedule A - District Tax Allocation > 6. Tax Prepayments > **7. Tax Prepayments Verification**

### Tax Prepayments Verification

Do you have taxable transactions for the period of prepayment 1?  Yes  No

1st Prepayment

Do you have taxable transactions for the period of prepayment 2?  Yes  No

2nd Prepayment

Total Tax Prepayments

# File a Return

## Example – Excess Tax Collected

Menu
Welcome, BOB SMITH Settings Log Off

Home > Manage Payments and Returns > 30-Jun-2021 > Sales & Use Tax Return

Account Number: 203-984192  
 Filing Period: 30-Jun-2021

4. Schedule A - District Tax Allocation
5. Schedule A - District Tax Allocation
6. Tax Prepayments
7. Tax Prepayments Verification
8. Excess Tax Collected

### Excess Tax Collected

If you have collected more sales tax from your customers than the amount due calculated on your return, enter the difference.

Excess tax collected can occur in the following situations:

- When tax is computed on a transaction which is not subject to tax;
- When tax is computed on an amount in excess of the amount subject to tax;
- When tax is computed using a tax rate higher than the rate imposed by law and;
- When mathematical or clerical errors result in an overstatement of the tax on a billing.

Total Tax Due Before Credits (State, County, Local, and District)	5,318.00
Enter Excess Tax collected	0.00
Total Tax	5,318.00

A full return summary can be found on the next page.

Save Draft
Cancel
< Previous
Next >



# File a Return Example – Summary

Menu Welcome, BOB SMITH Settings Log Off

Home > Manage Payments and Returns > 30-Jun-2021 > Sales & Use Tax Return

Account Number: 203-984192  
Filing Period: 30-Jun-2021

Module A - District Tax Allocation   6. Tax Prepayments   7. Tax Prepayments Verification   8. Excess Tax Collected   **9. Summary**

### Summary

Total Tax (State, County, Local, and District Tax)	5,318.00
Tax Due	5,318.00
Total Tax Prepayments	0.00
Remaining Tax	5,318.00
Penalty	0.00
Interest	0.00
<b>Total Amount Due and Payable</b>	<b>5,318.00</b>

To print a draft of your return prior to submission, click on the Save Draft button below.

Save Draft Cancel
← Previous Next →



# File a Return

## Example – Preparer Information

Menu Welcome, BOB SMITH Settings Log Off

Home > Manage Payments and Returns > 30-Jun-2021 > Sales & Use Tax Return

Account Number: 203-984192  
Filing Period: 30-Jun-2021

1. Location > 6. Tax Prepayments > 7. Tax Prepayments Verification > 8. Excess Tax Collected > 9. Summary > 10. Your Information

### Your Information

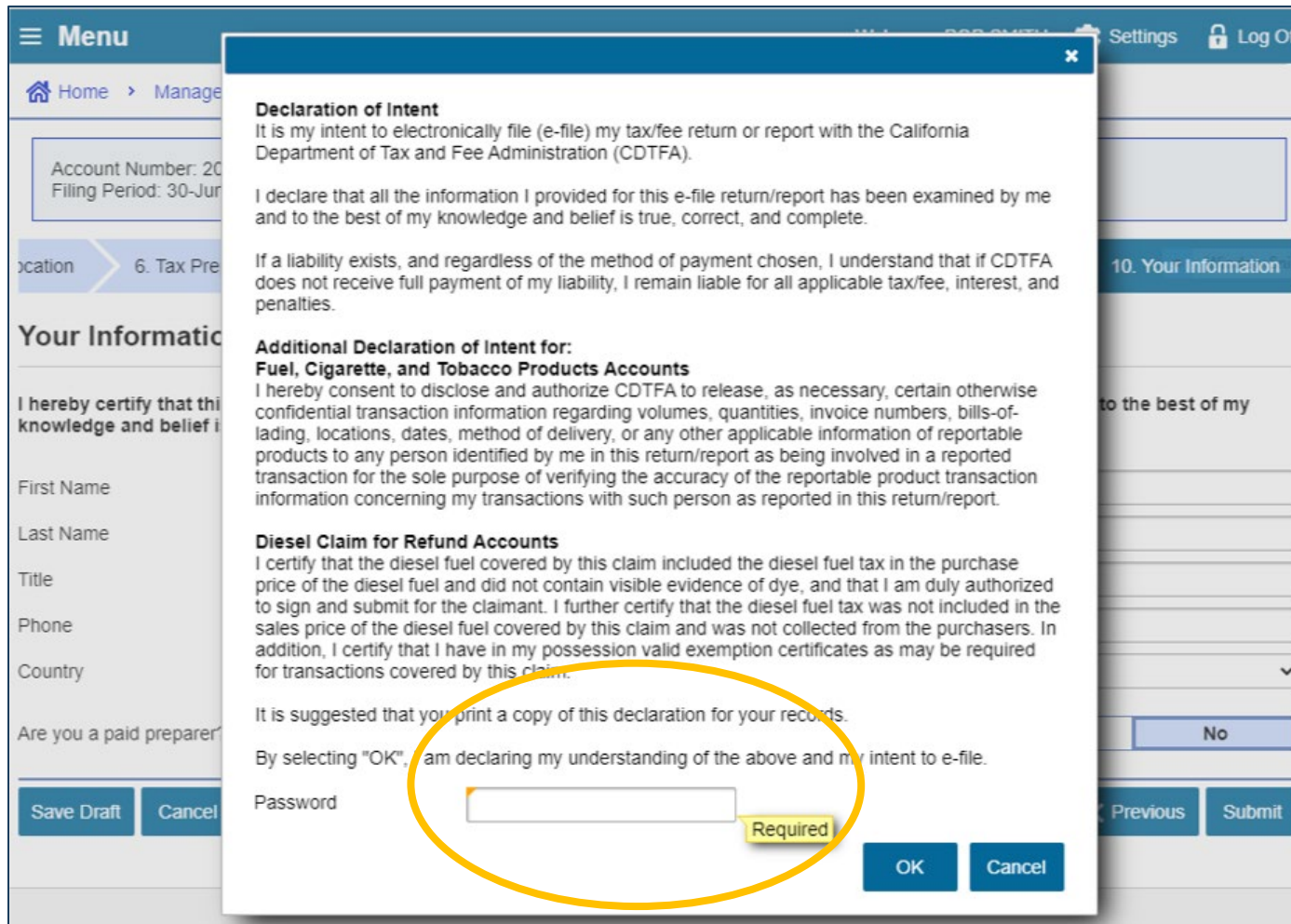
I hereby certify that this return, including any accompanying documents and statements, has been examined by me and to the best of my knowledge and belief is true, correct, and complete.

First Name: YOUR  
Last Name: NAME  
Title: OWNER  
Phone: (123) 456-7891  
Country: USA

Are you a paid preparer?  Yes  No

Save Draft Cancel Previous Submit

# File a Return Example – Declaration



**Menu** Home > Manage Account Number: 20 Filing Period: 30-Jun

6. Tax Pre

**Your Information**

I hereby certify that this information is true to the best of my knowledge and belief

First Name  
Last Name  
Title  
Phone  
Country

Are you a paid preparer?

Save Draft Cancel

**Declaration of Intent**  
It is my intent to electronically file (e-file) my tax/fee return or report with the California Department of Tax and Fee Administration (CDTFA).

I declare that all the information I provided for this e-file return/report has been examined by me and to the best of my knowledge and belief is true, correct, and complete.

If a liability exists, and regardless of the method of payment chosen, I understand that if CDTFA does not receive full payment of my liability, I remain liable for all applicable tax/fee, interest, and penalties.

**Additional Declaration of Intent for:  
Fuel, Cigarette, and Tobacco Products Accounts**  
I hereby consent to disclose and authorize CDTFA to release, as necessary, certain otherwise confidential transaction information regarding volumes, quantities, invoice numbers, bills-of-lading, locations, dates, method of delivery, or any other applicable information of reportable products to any person identified by me in this return/report as being involved in a reported transaction for the sole purpose of verifying the accuracy of the reportable product transaction information concerning my transactions with such person as reported in this return/report.

**Diesel Claim for Refund Accounts**  
I certify that the diesel fuel covered by this claim included the diesel fuel tax in the purchase price of the diesel fuel and did not contain visible evidence of dye, and that I am duly authorized to sign and submit for the claimant. I further certify that the diesel fuel tax was not included in the sales price of the diesel fuel covered by this claim and was not collected from the purchasers. In addition, I certify that I have in my possession valid exemption certificates as may be required for transactions covered by this claim.

It is suggested that you print a copy of this declaration for your records.

By selecting "OK", I am declaring my understanding of the above and my intent to e-file.

Password  Required

OK Cancel

10. Your Information

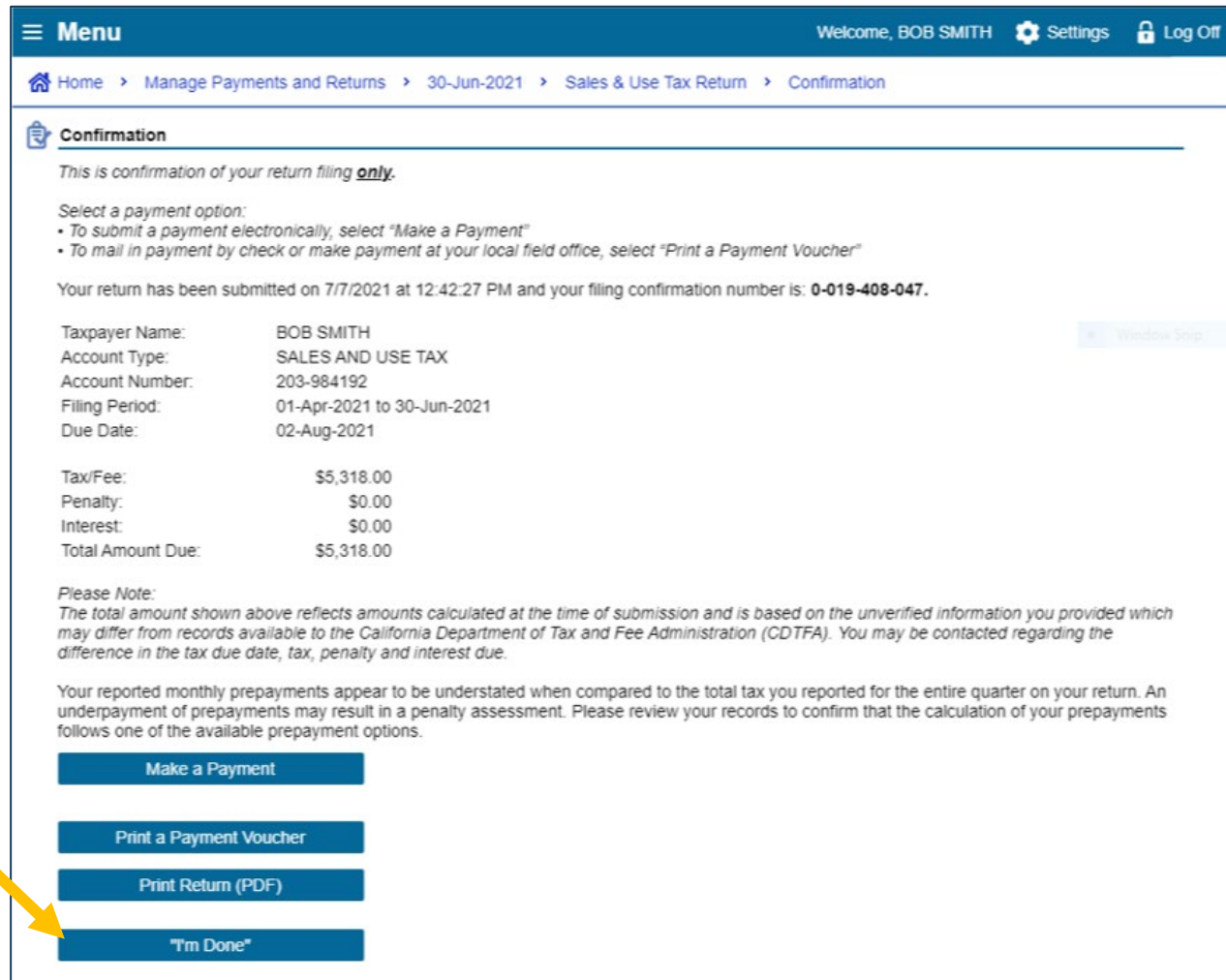
to the best of my



No

Previous Submit

# File a Return Example – Sales and Use Tax Return Submission

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



**Menu** Welcome, BOB SMITH  Settings  Log Off

Home > Manage Payments and Returns > 30-Jun-2021 > Sales & Use Tax Return > Confirmation

### Confirmation

This is confirmation of your return filing **only**.

Select a payment option:

- To submit a payment electronically, select "Make a Payment"
- To mail in payment by check or make payment at your local field office, select "Print a Payment Voucher"

Your return has been submitted on 7/7/2021 at 12:42:27 PM and your filing confirmation number is: **0-019-408-047**.

Taxpayer Name:	BOB SMITH	<a href="#">Window Shop</a>
Account Type:	SALES AND USE TAX	
Account Number:	203-984192	
Filing Period:	01-Apr-2021 to 30-Jun-2021	
Due Date:	02-Aug-2021	

Tax/Fee:	\$5,318.00
Penalty:	\$0.00
Interest:	\$0.00
Total Amount Due:	\$5,318.00

**Please Note:**  
The total amount shown above reflects amounts calculated at the time of submission and is based on the unverified information you provided which may differ from records available to the California Department of Tax and Fee Administration (CDTFA). You may be contacted regarding the difference in the tax due date, tax, penalty and interest due.

Your reported monthly prepayments appear to be understated when compared to the total tax you reported for the entire quarter on your return. An underpayment of prepayments may result in a penalty assessment. Please review your records to confirm that the calculation of your prepayments follows one of the available prepayment options.

[Make a Payment](#)

[Print a Payment Voucher](#)

[Print Return \(PDF\)](#)

["I'm Done"](#)

# File a Return

## Example – Sales and Use Tax Return Submission – I’m Done

☰ Menu
Welcome, BOB SMITH ⚙ Settings 🔒 Log Off

🏠 Home > Manage Payments and Returns > 30-Jun-2021

**Period**

BOB SMITH  
122-269024

Sales and Use Tax  
203-984192

> 30-Jun-2021

**Balance: \$5,318.00**

**Period Alerts**

⚠ Pay outstanding balance: \$5,318.00

💬 1 unread message

**I Want To**

- Make Prepayment 1
- Make Prepayment 2
- File, Amend, or Print a Return
- Make a Payment
- Request Day Late EFT Payment Interest
- Submit a Relief Request

**Summary**

Other	\$5,318.00
<b>Balance</b>	<b>\$5,318.00</b>

**Period Activity**

07-Jul-2021	Message	Filing Confirmation
07-Jul-2021	Submitted	Sales and Use Tax Return Submission



# Make a Payment


## Example – Paper Check Option

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.**

---

CDTFA-5000 (08-17)



**Period End Date:** 30-Jun-2021  
**Account Number:** 123-456789  
**Voucher Type:** Return Payment

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.*

**PAYMENT VOUCHER**

CDTFA USE ONLY

**Amount Due: 5,318.00**

\$



# Make a Payment

## Example – Electronic Options

☰ Menu
Welcome, BOB SMITH ⚙ Settings 🔒 Log Off

🏠 Home > Manage Payments and Returns > Make a Payment

How would you like to make a payment or prepayment?

Please note, if you are attempting to make a prepayment towards your sales and use tax account, but have no taxable sales, you are not required to make a prepayment. You will be asked to confirm this when submitting your quarterly return. Select Home to return to the home screen. If you do have taxable sales, or are attempting to make any other type of payment, please select a payment option below.

**BY CHECKING OR SAVINGS ACCOUNT**

Pay now with checking or savings (no fee)

This option allows you to make an electronic funds transfer (EFT) from your checking or savings accounts. The California Department of Tax and Fee Administration (CDTFA) will initiate a transaction with your financial institution to withdraw the funds from your bank account. The CDTFA does not charge a fee for this service.

**NOTE:** If you are required to pay by EFT and you are initiating your payment on the due date, your payment must be completed by 3:00 pm Pacific time to be considered timely.

**BY CREDIT OR DEBIT CARD**

Pay now with credit or debit card (2.3% service fee)

**You will be charged a service fee of 2.3% of the transaction amount by the credit card processing vendor, ACI Payments, Inc.** This service fee is retained by the vendor and is not revenue to the California Department of Tax and Fee Administration (CDTFA). The minimum fee is \$1.00. To make a payment by credit card, you will need to provide your payment information.

If you do not want to provide the required information over the internet, you can make a credit card payment by calling 1-855-292-8931.

Once your transaction is processed, you'll receive a confirmation number, and your card will be charged. Keep this confirmation number as proof of payment. The payment and service fee will appear as separate charges on your credit card statement.

**NOTE:** If your account is required to pay by electronic funds transfer (EFT), Credit and Debit Cards are not considered an acceptable method of electronic payment and the account will incur a penalty.

Window Shop



# Make a Payment

## Example – Checking or Savings Account Option

Menu Welcome, BOB SMITH Settings Log Off

Home > Manage Payments > Period Payment

**Fill in *Payment Option*.**

**Fill in *Payment Details*.**

Period	Payment Option	Payment Details
BOB SMITH 122-269024 Sales and Use Tax 203-984192 > 30-Jun-2021	Bank Account Type <input type="text" value="Required"/> Routing Number <input type="text" value="Required"/> Bank Account Number <input type="text" value="Required"/> Confirm Bank Account Number <input type="text" value="Required"/> Save this payment option for future use <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Payment Type <input type="text" value="01. Return Payment"/> Payment Date <input type="text" value="07-Jul-2021"/> Payment Amount <input type="text" value="Required"/> Confirm Payment Amount <input type="text" value="Required"/>





# Make a Payment

## Example – Credit Card Payment

**Menu** Welcome, BOB SMITH Settings Log Off

[Home](#) > [Manage Payments and Returns](#) > [Make a Payment](#) > [Payment](#)

**1. Credit Card Information**

### Credit Card Information

By Clicking below, you will be redirected to our Credit Card processor (ACI Payments, Inc.) to enter your credit card information. Once you are finished submitting your credit card information, you will be redirected back to this site.

[Enter Credit/Debit Card Info](#)

[Cancel](#) [Next >](#)

# Make a Payment

## Example – Credit Card Payment *(continued)*

Payments are made through the credit card vendor, ACI Payments, Inc (ACI).


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

Official Payments has changed its name to ACI Payments, Inc

## ACI PAYMENTS, INC.™

### Make A Payment

---



**California Dept of Tax & Fee Administration (STP+)**  
**California Board of Equalization Wallet**

---

This payment service is offered by ACI Payments, Inc. as authorized by the entity to which you are making a payment.

Review the Terms and Conditions below and click "Accept" to proceed with your payment. Click "Decline" button to return to the beginning of the payment process.

- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

---

**ACI Payments, Inc. Terms and Conditions:**

ACI Payments, Inc. may charge fee for each transaction processed in addition to the corresponding Agency payment as part of the card transaction. The fee will be displayed as part of the transaction you authorize and is separate from the primary obligation you are paying.

Completion of a payment transaction is contingent upon both the authorization of payment by your card company and acceptance

Printer Friendly

Decline ❌      Accept ✅



# Make a Payment Example – Credit Card Payment *(continued)*

Payer Information

Payment Option

**ACI PAYMENTS, INC.**

**Make A Payment**

**California Dept of Tax & Fee Administration (STP+)**  
**California Board of Equalization Wallet**

To continue this payment, please fill out the form below.

- Note that the [ \* ] fields are required.
- All information is kept confidential.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

**Payer Information**  
(Information for the person making the payment.)

\*Country:

\*First Name:

Middle Name:

\*Last Name:

Suffix: (Jr., Sr. etc.)

\*Street Address:

\*Town/City:

\*State:

\*Zip Code:   
(Use this field for APO, FPO, AA, AE or AP codes.)

\*Daytime Phone: (  )  -

**Payment Option**  
(May differ from the person owing the tax, bill, or fee.)

\*Card Type:

\*Card Number:

\*Expiration Date:  /  (mm/yy)

\*Card Verification Number:   
(To determine the location of your Card Verification Number, click [here](#).)

# Make a Payment

## Example – Payment Confirmation

**Menu** Welcome, BOB SMITH Settings Log Off

[Home](#) > [Manage Payments and Returns](#) > [Make a Payment](#) > [Period Payment](#) > [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 **0-019-466-721** Window Snp

Paid For:	Sales and Use Tax 203-984192	Payment Type:	Return Payment
Paid From:	WELLS FARGO BANK NA 123	Period End Date:	30-Jun-2021
Payment Amount:	5,318.00		
Payment Date:	07-Jul-2021		
Submitted Date:	07-Jul-2021 12:56:59 PM		

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 \(PDF\)](#)

["I'm Done"](#)

[Online Services Survey](#)



## Department of Motor Vehicles (DMV) Reporting Requirements

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- As of January 1, 2021, certain used vehicle dealers will be required to pay sales tax on their retail sales of vehicles when they submit a vehicle registration application to the DMV.
- We changed the filing frequency for all used vehicle dealers and vehicle auction houses to a monthly reporting basis and will require detailed transaction information including any retail sales of vehicles to be submitted with the sales and use tax returns.



## DMV

# Reporting Requirements *(continued)*

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Once you are transitioned to the DMV payment process, you will be required to:

- Report and pay sales tax, and any applicable district taxes, on your retail sales of vehicles directly to the DMV. Sales tax is generally due at the same time you submit a vehicle registration application.
- Provide additional information to the DMV, including your 9-digit Seller's Permit number on your Report of Sale to ensure your sales tax payment is correctly applied to your CDTFA return. Note: 8-digit account numbers require a leading zero (example: 012345678).



## DMV

# Reporting Requirements *(continued)*

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Once you are transitioned to the DMV payment process, you will be required to:

- Ensure your dealer location address is correctly provided to the DMV for accurate local tax allocation.
- Continue to timely file your sales and use tax returns and submit additional information with your returns, including:
  - Your dealer license number, and
  - Sales transaction detail – report of sale number, selling price reported to DMV, and sales tax and/or penalty amounts paid to the DMV.



# CDTFA Website

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

You may access CDTFA website for all of the following:

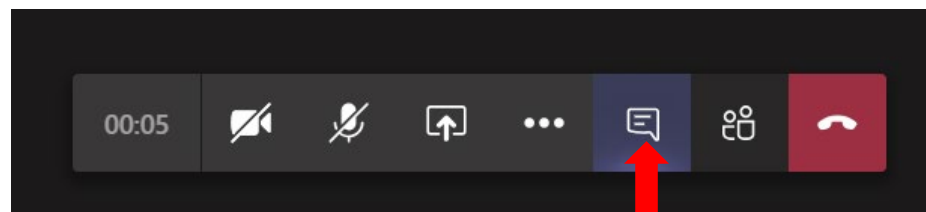
- Filing and Paying Your Taxes
- Industry Tax & Fee Guides
- Enhanced Video Tutorials
- Class & Seminar Schedules & Registrations
- Directory of CDTFA Offices
- Industry Specific Publications
- Tax News and Special Notices
- E-mail Notifications for CDTFA Updates
- Online Verification of Seller's Permit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





# Questions?

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**CDTFA**  
CALIFORNIA DEPARTMENT OF  
TAX AND FEE ADMINISTRATION

**We wish you success  
in your business venture!**