



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

CUSTOMER SERVICE CENTER  
1-800-400-7115

TTY  
711

## Revisions to the Common Carrier's Report of Delivery *and* Launch of New Online Filing Effective August 12, 2019

Your *Common Carrier's Report of Delivery* will be revised and your common carrier account will be included in our online services system on August 12, 2019. To help you prepare, here are some important details about reporting changes and filing online with the California Department of Tax and Fee Administration (CDTFA).

### What to expect

CDTFA-217, *Common Carrier's Report of Delivery*:

- New Columns:
  - *Kind Codes* to report the type of alcoholic beverage contained in each shipment
    - BER = Beer, WNU = Wine not over 14%, WNO = Wine over 14%, WNS = Sparkling Wine, DSU = Spirits not over 100 proof, and DSO = Spirits over 100 proof
  - *Mode Code* (R = Railcar, S = Ship, and J = Truck) to report how the shipment entered California
  - *Licensed Importer's CDTFA Account Number*
    - You may locate these account numbers on our [Alcoholic Beverage Tax Page](https://www.cdtfa.ca.gov/taxes-and-fees/alcoholic-beverage-tax.htm) located at <https://www.cdtfa.ca.gov/taxes-and-fees/alcoholic-beverage-tax.htm>.
- Other information required to document deliveries of alcoholic beverages into California:
  - Shipper name, city, and state or country
  - Name of licensed importer
  - Railcar, voyage, or trailer number
  - Waybill, bill of lading, or freight bill number and document date
  - Number of gallons

*Please Note:* A report must be filed each month whether or not any deliveries are made.

### File online

Go Paperless! You may file your report in our online services system, CDTFA's preferred filing method.

- You will be able to upload your report or add records individually online beginning with the August 2019 report due in September 2019.

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- We will email you a courtesy reminder prior to each filing due date to the email address we have on file.
- You may indicate that no activity took place during a certain reporting period.
- Your CDTFA Account Number, Reporting Period, and Business Address will automatically populate when filing online. When filing by paper, you will need to complete this portion of the report manually.
- You will be able to file an amended report online for reporting periods after August 2019.

How to login:

- The current *User ID, Password, and Express Login* for this account 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.

**What should you do to prepare?**

Please confirm or update your email and mailing address with us at [STFRegUpdates@cdtfa.ca.gov](mailto: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 *Alcoholic Beverage Taxes*. Customer service representatives are available Monday through Friday from 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays.

**What if you have 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](http://www.cdtfa.ca.gov/services/cros.htm).