



# SPECIAL NOTICE

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

**GAVIN NEWSOM**  
Governor

**YOLANDA RICHARDSON**  
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**

CRS  
**711**

## Your Marine Invasive Species Fee (Ballast Water) Account Will Move to Our New Online Services System Effective November 9, 2020

Marine Invasive Species Fee (Ballast Water) accounts will be included in our new online services system on November 9, 2020. To help you prepare, here are some important details about the transition and paying online with the California Department of Tax and Fee Administration (CDTFA).

### What to expect

- Owner/operators will continue to receive a billing (notice of determination) from the CDTFA.
- If you are an owner/operator contracting with a marine agent, we must have a Power of Attorney (POA) or agent agreement for each of your marine agents in order for the agent to receive a copy of your billing(s).
  - You only need one POA or agent agreement per marine agent as the authorization will cover all vessels the marine agent handles for you.
  - See our notice regarding *Power of Attorney for Marine Agents* on our website at [www.cdtfa.ca.gov/formspubs/L748.pdf](http://www.cdtfa.ca.gov/formspubs/L748.pdf).

### Pay online

*Go Paperless!* Starting November 9, 2020, pay your fees in our new online services system.

- Continue to use our *Make a Payment* feature on our website, or you may sign up for a login (username and password) in our new system to access additional online services. See *Online services* below.
- To receive notifications by email, update your email address with us. See *How to prepare* on the next page.

### Online services for owner/operators

- Your current *User ID, Password, and Express Login* for this account will not be moved to our new online services system.
- This fall, we will mail owner/operators the information on how to sign up for a new username and password and the security code needed to complete the sign-up process.
- You will be able to view, print, and pay your bill(s) online.
- Business owners who already have a username and password in the new system will automatically have access to the accounts mentioned above beginning November 9, 2020.

### Online services for marine agents

- Marine agents must sign up as a third-party delegate in the new system in order to view, print, and pay bills online.
- This fall, we will mail instructions about how to sign up as a marine agent to access your clients' billings in the new system.

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Services System Effective  
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**How 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 (CRS:711) then select the *Special Taxes and Fees* option and follow the prompts for *Registration and Licensing* then *Marine Invasive Species Fee*. Customer service representatives are available Monday through Friday from 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays.

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**Be Counted!**

If we're not counted, we won't be seen or heard. Let's use our voices and fight for our families and communities by filling out the #2020Census! Education, healthcare, and infrastructure spending is determined from Census data. Get counted at [californiacensus.org](http://californiacensus.org) or by calling 1-844-330-2020 now.