

The California Department of Tax and Fee Administration (CDTFA) requires that all cash payments be made by appointment only at designated offices. You must call your local office for an appointment to make your payment at least 3 business days in advance. You will be given the date, time and location to transact your payment. **If you do not have an appointment, your payment will not be accepted.** If you will be making a payment for an amount greater than \$20,000, you must follow the additional instructions provided below.

Payments in Excess of \$20,000

In addition to scheduling an appointment with the CDTFA to make your payment, you must do all of the following:

1. The payment must be placed in a clear, tamper-resistant, bank-deposit-type payment bag that is not larger than 9" x 12". Do not overstuff the bag. Use more than one bag if your payment does not fit in one. Please contact your local office if you have any questions or need to see a sample bag. Bags may be purchased at office supply stores or online.
2. Complete CDTFA-705, *Currency Deposit*, and include a copy inside the payment bag. If your payment requires multiple bags, a payment voucher must be included in **each** bag.
3. Cash should be sorted by denomination and all bills should face the same direction. Mutilated, contaminated, worn, or counterfeit currency will not be accepted. The currency counter will be unable to read these notes. You will be contacted for bills that cannot be counted and they will be returned. Bills that are found to be counterfeit will not be returned.
4. Each payment bag must include the account name and account number on the outside of the deposit bag. If making payment to multiple accounts, a separate bag must be used for each account.

When making a payment in person, cash must be enclosed in a sealed bag before entering our lobby.

When you present a cash deposit bag to transact at a CDTFA office, you will receive a conditional receipt which states the amount you listed on the deposit voucher. The payment will be counted at a later time for verification. You will be contacted if a discrepancy is found during the verification process. Your account will only be credited for the amount that has been verified and accepted by the CDTFA.

If you disagree with the verified amount you may complete CDTFA-245-CAD, *Cash Payment Dispute*, in order to have your case reviewed.