



SPECIAL NOTICE

CALIFORNIA DEPARTMENT
OF TAX AND FEE
ADMINISTRATION
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Sacramento, CA 95814

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CDTFA WEBSITE
www.cdtfa.ca.gov

CUSTOMER SERVICE CENTER
1-800-400-7115

CRS
711

The Lead-Acid Battery Fee Returns Will Move to Our New Online Services System Effective November 9, 2020

Your *California Battery Fee* and/or *Manufacturer Battery Fee Return(s)* will be revised and your battery fee account will be included in our new online services system on November 9, 2020. To help you prepare, below are some important details about the reporting changes and filing online with the California Department of Tax and Fee Administration (CDTFA).

What to expect

The revisions below will begin with the fourth quarter 2020 and calendar year 2020 reporting periods.

California Battery Fee Return

- A new line, *Excess Fee Collected*, will be added to the return.
- New Schedule—A new schedule, *Summary by Location*, will need to be completed.
 - This schedule requires you to report the following information for each location:
 - *Location Address* (Your registered sales and use tax locations will pre-populate)
 - *Total Number of Lead-Acid Batteries Sold or Self-consumed*

Manufacturer Battery Fee Return

- A new line, *Excess Fee Collected*, will be added to the return.
- New Schedules—*Schedule A* and *Schedule B*
 - Manufacturers will complete *Schedule A* to report the fee they are paying on behalf of importer(s)
 - Importers will complete *Schedule B* to provide the names of manufacturer(s) paying on their behalf
- The following information must be reported on the schedules:
 - *CDTFA Account Number*
 - *Name of Business*
 - *Total Number of Batteries*

New online services

Starting November 9, 2020, you will be able to complete your return and schedule(s) in the new online services system.

- You will need to sign up for a new login before you can file online. See *How to login* on the next page.
- We will send 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, in the new system, for reporting periods after November 2020.

Please note: Our current online services system will be unavailable in early November as we transition to the new online system. We will post the dates and times of this outage on our website.

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How to login

- You will need to sign up for a new username and password.
 - This fall, we will mail you information on how to sign up for a new username and password and the security code needed to complete the sign-up process.
- Your current *User ID, Password, and Express Login* for this account will not be moved to our new online services system.
- Business owners who already have a username and password in the new system will automatically have access to their battery fee account(s) beginning, November 9, 2020.

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 (CRS:711) then select the *Special Taxes and Fees* option followed by *Registration and Licensing* and then the *Lead-Acid Battery Fee* option. Customer service representatives are available Monday through Friday from 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays.



Be Counted!

Have you filled out your #2020Census? If not, visit californiacensus.org today and take the Census now! Remember, the Census will never ask about your citizenship status or for your social security number, bank details, payment, or a donation. Remind your friends and family to #BeCounted for our future so resources are allocated for programs that help children, seniors, and families that need the hospitals, education, transportation, and first responders in your area. Your 2020 Census data is safe, protected, and confidential.

Complete your Census today! #ICount #CaliforniaForAll