



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

CUSTOMER SERVICE CENTER
1-800-400-7115

CRS
711

Revisions to the Environmental Fee Return and Launch of Online Filing Effective November 9, 2020

Your *Environmental Fee Return* will be revised and your environmental fee account will be included in our online services system on November 9, 2020. To help you prepare, here 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 return revisions below begin with the 2020 yearly reporting period due February 28, 2021.

CDTFA-501-EF, *Environmental Fee Return*

- Only one organization will be reported on each return.

Environmental Fee Schedule - Summary of Organizations

- This schedule will no longer be used. Each organization must now be separately registered with the CDTFA.
 - o Organizations reported on previous schedules, that met the criteria for an environmental fee account, have been registered with their own account number and will be required to file their own return.

File online

Go Paperless! File your return in our online services system, CDTFA's preferred filing method, starting November 9, 2020.

- You will select the number of employees who worked more than 500 hours for your organization from a dropdown menu inside the online return.
 - o The system will automatically calculate the fee amount due based on your selection.
- You will need to create a login before you can file online. See *How to login* below.
- We will email you a courtesy reminder to the email address we have on file prior to each filing due date. See *How to prepare* on the next page.
- You will be able to file an amended return online for reporting periods after November 2020.

How to login

- Sign up for a new username and password.
 - o This fall, we will mail you instructions 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*, used for this account in the current system, 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 the environmental fee account beginning November 9, 2020.

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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). Select the *Special Taxes and Fees* and follow the prompts for *Registration and Licensing* and then *Hazardous Waste Fees*. 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!

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. Your information is safe, protected, and confidential. Get counted at californiacensus.org or by calling 1-844-330-2020 now!