



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

CUSTOMER SERVICE CENTER
1-800-400-7115

TTY
711

Revisions to the Diesel Fuel Ultimate Vendor Report/Claim for Refund *and* Launch of New Online Services System Effective August 12, 2019

Your *Diesel Fuel Ultimate Vendor Report/Claim for Refund* will be revised and your diesel fuel ultimate vendor account will be included in our new online services system on August 12, 2019. To help you prepare, here are some important details about reporting changes and online filing with the California Department of Tax and Fee Administration (CDTFA).

What to expect

CDTFA-770-DV/DVW, *Diesel Fuel Ultimate Vendor Report/Claim for Refund*

- If you are reporting activity, you are required to submit the following schedules with your report/claim for refund:
 - CDTFA-810-FTF, *Disbursement Schedule*
 - CDTFA-810-FTG, *Receipt Schedule*

File online

Go Paperless! File your claim using our new online services system, CDTFA's preferred filing method.

- To document diesel fuel receipts and/or disbursements during the reporting period, you will be able to report your activity online using a flat file (FLT) or electronic data interchange (EDI) format.
- You will be able to submit any exemption certificates by entering records individually or as an attachment in the new online services system.
- You will need to create a new login before you can file in the new system. See the *How to login* heading on the next page.
- We will email you a courtesy reminder to file prior to each filing due date to the email address we have on file. See the *How to prepare* heading on the next page.

New information for FLT uploads:

- *Carrier/Buyer/Seller FEIN* will be renamed *Carrier/Buyer/Seller ID*
- New Columns: *ID types* (24 – FEIN, 34 – SSN, and 49 – CDTFA account number)

New information for FLT and EDI uploads:

- Enter any CDTFA account number requested using all 9 digits without letters or dashes.
- Purpose codes:
 - For an original claim, enter "00" as the purpose code on the cover of the FLT or EDI file. For an amendment or supplemental filing, the purpose code will be left blank.
 - Use the purpose transaction type such as "Blank"-Original, "6R"-Resubmission, or "6S"-Supplemental.
- The updated online filing guide, FLT templates, and electronic map specifications will be available online at www.cdtfa.ca.gov/taxes-and-fees/mofuel-efiling.htm to assist you.

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Special Notice

*Revisions to the Diesel Fuel
Ultimate Vendor Report/Claim
for Refund and Launch of New
Online Services System Effective
August 12, 2019*

Reminder – All mandatory fields will be required in our new online services system. This includes: all contact types being completed with a contact name and information; TIA control figures need to be provided; DUNS number needs to accurately state who the file is for CDTFA or IRS; reference requirements must include the state(s) that you represented (for example, CA); and do not duplicate any entries.

How to login

- The current *Username*, *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.

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 (TTY:711), then select the *Special Taxes and Fees* option and follow the prompts for *Fuel Taxes*. Customer service representatives are available Monday through Friday from 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays.

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.