



Information Update

You may now request relief from penalty, collection cost recovery fees, and/or interest using CDTFA's online services at onlineservices.cdtfa.ca.gov/. To submit a request for relief, login with your username and password and select the account you want to request relief for. The request for relief option is located under the *I Want To* section, *More* subsection. Simply select the *Submit a relief request* link and follow the prompts.

**REQUEST FOR RELIEF FROM PENALTY,
COLLECTION COST RECOVERY FEE,
AND/OR INTEREST**

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

TAXPAYER OR FEEPAYER NAME	ACCOUNT NUMBER
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To obtain relief from penalty, interest, or the collection cost recovery fee, you must file a written request with the California Department of Tax and Fee Administration (CDTFA), **signed under penalty of perjury**. Please attach documentation to support your request if it is available. A CDTFA representative may contact you if additional information is required. If you make any payments towards the amount(s) for which you are requesting the relief, you must file a claim for refund within six months from the date of each payment or you will lose the opportunity to obtain a refund of amount(s) paid. Publication 117, *Filing a Claim for Refund*, contains information regarding refunds, including CDTFA-101, *Claim for Refund*. This publication, and many others, is available on our website at www.cdtfa.ca.gov.

I request relief from:

PENALTY

The CDTFA may grant relief from penalty charges if it is determined that you failed to timely file or pay, or failed to pay using the correct payment method, due to reasonable cause and circumstances beyond your control. Your request may not be processed until the tax/fee has been paid in full. If you are relieved of the penalty charges, you must still pay the interest due on late return payments and prepayments.

COLLECTION COST RECOVERY FEE

A collection cost recovery fee (CRF) is applied to most past due liabilities that remain unpaid for more than 90 days. The CDTFA may grant relief from the CRF if it is determined that failure to pay a past due liability was due to reasonable cause and circumstances beyond your control. Your request cannot be processed until the liability (tax/fee, interest, and penalty) for which the CRF was assessed has been paid in full.

INTEREST

The CDTFA may grant relief of interest only for the reasons shown below. If we approve your request, all or part of the interest may be relieved.

- An unreasonable error or delay by a CDTFA employee acting in their official capacity and no significant aspect of the error or delay is attributable to your actions or your failure to act; or
- An error by the Department of Motor Vehicles (DMV) in calculating the amount of use tax due on your DMV registered vehicle or vessel.

PENALTY AND INTEREST—DISASTER VICTIMS


If you are a disaster victim, the CDTFA may grant relief from penalty and interest charges if it is determined that you failed to timely file or pay, or failed to pay using the correct payment method, due to reasonable cause and circumstances beyond your control.

I request relief for the period(s) _____ because:

(Additional writing space on reverse side)

CERTIFICATION

I certify (or declare), under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct. If I am requesting relief of interest, I also certify that my actions, or failure to act, did not significantly contribute to the error or delay.

SIGNATURE 	TITLE	DATE	
PRINT NAME	BUSINESS PHONE ()		
MAILING ADDRESS	CITY	STATE	ZIP

(over)

Unless you have been directed by a CDTFA staff person to send this form directly to them, you may send your completed form to one of the offices listed below based on the tax or fee program involved.

Business Tax and Fee Division:

(Billings for late payments, late return, or EFT penalty)
California Department of
Tax and Fee Administration
Return Analysis Unit, MIC:35
PO Box 942879
Sacramento, CA 94279-0035

(Billings for late payments, late returns, or EFT penalty)
California Department of
Tax and Fee Administration
Compliance Branch, MIC:88
PO Box 942879
Sacramento, CA 94279-0088

(Audits and other billings)
California Department of
Tax and Fee Administration
Appeals and Data Analysis Branch, MIC:33
PO Box 942879
Sacramento, CA 94279-0033

(Billings for use tax on vehicles, vessels or aircraft)
California Department of
Tax and Fee Administration
Consumer Use Tax Section, MIC:37
PO Box 942879
Sacramento, CA 94279-0037

California Department of
Tax and Fee Administration
Motor Carrier Office, MIC:65
PO Box 942879
Sacramento, CA 94279-0065

(Audits and other billings)
California Department of
Tax and Fee Administration
Petitions Section, MIC:38
PO Box 942879
Sacramento, CA 94279-0038

Timber Taxes:

California Department of
Tax and Fee Administration
Timber Yield Tax, MIC:60
PO Box 942879
Sacramento, CA 94279-0060