



# SPECIAL NOTICE

CALIFORNIA DEPARTMENT  
OF TAX AND FEE  
ADMINISTRATION  
450 N Street  
Sacramento, CA 95814

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CDTFA WEBSITE  
[www.cdtfa.ca.gov](http://www.cdtfa.ca.gov)

CUSTOMER SERVICE CENTER  
1-800-400-7115

TTY  
711

## Revisions to the Vendor Use Fuel Tax Return *and* Launch of New Online Filing Effective August 12, 2019

Your *Vendor Use Fuel Tax Return* will be revised and your use fuel vendor account will be included in our online services system on August 12, 2019. 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

CDTFA-501-AV, *Vendor Use Fuel Tax Return*

- **New Schedule A, Fuel Sold and Delivered into Fuel Tanks of Motor Vehicles by Location.**
  - You will be required to report the gallons/units of alternative fuel sold by fuel type and location using this new schedule. The total(s) from the schedule will be reported on Line 1 of your return.
- The schedule letters were revised, as shown below:
  - Schedule B, *Sales to Users Authorized to Purchase Ex-tax Fuel under Regulations 1319 and 1320*
  - Schedule C, *Tax Credit on Bad Debt Losses*
  - Schedule D, *Tax Recoveries on Bad Debt Losses*
  - Schedule E, *Delinquent or Uncollectable Accounts*
- Schedules D and E will require completion of the CDTFA-120, *Notice of Credit for Bad Debt Losses*

### File online

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

- The name of this account will be "Alternative Fuel Vendor Account" in the online services system.
- You will be able to complete your schedules online with your return.
  - Your registered locations will be pre-populated on your new Schedule A, *Summary by Location*, when filing online.
- You will need to create a login before you can file online. See *How to login* on the next page.
- We will email 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.

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- You will be able to file an amended return online for reports due after August 2019.

### How to login

- The current *User ID, 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 [BTDFMCOUpdates@cdtfa.ca.gov](mailto:BTDFMCOUpdates@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 *Motor Carrier Office*. 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](http://www.cdtfa.ca.gov/services/cros.htm).