



SPECIAL NOTICE

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

GAVIN NEWSOM
Governor

MARYBEL BATJER
Secretary
Government Operations Agency

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Director

CDTFA WEBSITE
www.cdtfa.ca.gov

CUSTOMER SERVICE CENTER
1-800-400-7115

TTY
711

Cigarette Distributor's Tax Report and License Renewal Will Move to the New Online Services System Effective August 12, 2019

Your *Cigarette Distributor's Tax Report* and cigarette distributor tax and license accounts will be included in our new online services system. To help you prepare, here are some important details about filing in the new system with the California Department of Tax and Fee Administration (CDTFA).

File online

CDTFA-501-CD, *Cigarette Distributor's Tax Report*

- You will be able to complete and upload the schedules below using a flat file format (FLT) with your report online:
 - CDTFA-810-CTI, *Cigarette Tax Receipt Schedule*
 - CDTFA-810-CTF, *Cigarette Tax Disbursement Schedule*

Go paperless! File your report and schedule(s) in our new online services system, CDTFA's preferred filing method.

- You will need to create a new login before you can file in the new system. See *How to login* below.
- We will email you a courtesy reminder prior to each filing due date to the email address on file. See *How to prepare* on the next page.
- You will be able to file an amended report and schedules online for reporting periods after August 2019.
- The online filing guide, FLT templates, and electronic map specifications are available on our website at www.cdtfa.ca.gov/taxes-and-fees/cigarette-tax-filing.htm to assist you.

License renewal:

- Renew your license(s) annually by using your login for the new online services system. See *How to login* below.
 - We will email a renewal reminder to the email address we have on file.

How to login

- The current *User ID*, *Password*, and *Express Login* for your tax and license accounts 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.

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

Important Note for Stamp Purchases: Our cigarette tax stamp ordering process will be changing. If you are an authorized cigarette tax stamp purchaser with the CDTFA, we will notify you of the upcoming changes.

Reporting updates – Spring 2020!

We will incorporate the Federation of Tax Administrators' (FTA) Tobacco Uniformity, which uses common definitions, guidelines, and forms for standardized reporting of cigarettes and tobacco products. Our cigarette returns, schedules, online filing guide, and template files will be updated as we move towards uniformity standards.

We may call you in the near future to see how we can help you prepare for this transition. If you have specific questions regarding our transition to FTA uniformity standards, please email STFRegUpdates@cdtfa.ca.gov with the name and telephone number of the person we can speak to regarding these changes. Visit the FTA's website at www.taxadmin.org/tobacco-tax-uniformity-project for more information about uniformity.

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.