



# SPECIAL NOTICE

CALIFORNIA DEPARTMENT  
OF TAX AND FEE  
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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 Common Carrier's Report of Cigarette Deliveries and Launch of New Online Filing Effective August 12, 2019

Your *Common Carrier's Report of Cigarette Deliveries* will be revised and your cigarette common carrier account will be included in our online services system. 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-1071, *Common Carrier's Report of Cigarette Deliveries*

- New columns:
  - *Consignee/Licensee CDTFA Account Number*
    - Licensed California Cigarette and Tobacco Products Distributor and Wholesaler account numbers may be found on our online *Tax Guide for Cigarette and Tobacco Products* webpage, under the *Resources* tab, under the heading *Verify a License* at [www.cdtfa.ca.gov/industry/cigarette-and-tobacco-products.htm](http://www.cdtfa.ca.gov/industry/cigarette-and-tobacco-products.htm).
  - *Consignee/Licensee's Employer Identification Number (EIN)*
  - *Mode Code* (R = Railcar, S = Ship, and J = Truck) to report how the shipment entered California
  - *Number of Cigarettes per Case, Bale, or Other Container (in thousands)*
  - *Your Telephone Number and Email Address*
- Other information needed to document interstate shipments of cigarettes into California:
  - Shipper name, state/country
  - Name of licensed consignee or licensee delivery is made to
  - Railcar, voyage, or trailer number
  - Waybill, bill of lading, or freight number and document date
  - Number of cases, bales, or other containers
- The certification section will be removed.

*Note:* A report must be filed each month whether or not any deliveries were made.

## File online

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

- You may upload an excel file or complete entries individually online to file your report.
- You may indicate that no activity took place during a certain reporting period.
- We will email you a courtesy reminder prior to each filing due date to the email address we have on file. See *How to prepare* below.
- Your *CDTFA Account Number, Reporting Period, and Address* will automatically populate when you file online. If you file by paper, you'll need to complete this information manually.
- You will be able to file an amended report online for reporting periods 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 [STFRegUpdates@cdtfa.ca.gov](mailto: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 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](http://www.cdtfa.ca.gov/services/cros.htm).