

FREE Basic Sales and Use Tax Classes and Online Filing Clinics

Basic Sales and Use Tax Classes

This class helps build a strong foundation for any type of business. Topics covered include how to secure a seller's permit, how to properly use a resale certificate, and how to correctly identify taxable and exempt sales. Attendees will develop a better understanding of sales tax, use tax, and district taxes. Participants will also learn how to avoid double-taxing themselves by utilizing the Cost of Tax-Paid Purchases Resold deduction. Available business development credits, such as those through the Manufacturer's Partial Equipment Exemption, are also fully discussed. This class has value to new and established business owners, return filers, and bookkeepers.

Online Filing Clinics

These clinics are all day walk-in events to assist taxpayers at a time that is convenient to them within our office hours of 8:00 a.m. to 5:00 p.m. Most returns take only a few minutes to process. Staff will be available to help taxpayers file their returns.

Offices that do not have scheduled clinics will provide any taxpayer with filing assistance/training when they call or visit our office, or you can reach us toll-free at 1-800-400-7115 (CRS:711).

Classes are conducted in English and Spanish. Schedule of dates, times, and locations are listed on the following pages.

For more information, please contact the corresponding CDTFA telephone number or visit our website at www.cdtfa.ca.gov.

Tax Return Preparation Classes*

Get step-by-step instruction on filing a sales and use tax return electronically with the CDTFA. Learn how to pay use tax, calculate deductions, and allocate district tax when it's applicable to your sales. You'll discover all the benefits of becoming an eClient, and leave with the knowledge to easily file and pay completely online!

** If you do not see this class listed separately, the content is included in the Basic Sales and Use Tax class.*

Please check our website periodically for changes to our seminar schedule.

ONLINE



Online Video – Our online videos give basic information about sales and use tax and introduce the services offered by the CDTFA to help you start and run your business in California.

CLASSES



Instructor-Led Classes – Our Instructor-led classes assist you in preparing sales and use tax returns, supporting and reporting exempt sales, using a resale certificate, determining what is taxable and nontaxable labor, and maintaining adequate records.

HELP



One-to-One Help – If at any time you need assistance, feel free to call us at 1-800-400-7115 (CRS:711). Customer service representatives are available to assist you Monday through Friday, 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays.

LEARN



Learn How To:

- Quickly and easily register with the CDTFA and get your permit, license, or account
- Keep accurate and complete records
- Document sales that are exempt from tax
- File your return
- Make a payment

www.cdtfa.ca.gov

THANK YOU FOR CONNECTING WITH US



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



CDTFA

2020

Basic Sales and Use Tax Classes and Online Filing Clinics



San Jose Office

250 South Second Street, Auditorium
San Jose, CA 95113-2706 • 1-408-277-1231

Basic Sales and Use Tax Classes

DATE	TIME	LANGUAGE
January 8, 2020	1:00 p.m. to 3:00 p.m.	English
March 4, 2020	1:00 p.m. to 3:00 p.m.	English
May 12, 2020	5:30 p.m. to 7:30 p.m.	English
July 8, 2020	1:00 p.m. to 3:00 p.m.	English
September 9, 2020	1:00 p.m. to 3:00 p.m.	English
November 10, 2020	5:30 p.m. to 7:30 p.m.	English

Online Filing Clinics

DATE	TIME	LANGUAGE
January 30, 2020	8:00 a.m. to 5:00 p.m.	English
January 31, 2020	8:00 a.m. to 5:00 p.m.	English
April 29, 2020	8:00 a.m. to 5:00 p.m.	English
April 30, 2020	8:00 a.m. to 5:00 p.m.	English
July 30, 2020	8:00 a.m. to 5:00 p.m.	English
July 31, 2020	8:00 a.m. to 5:00 p.m.	English
October 29, 2020	8:00 a.m. to 5:00 p.m.	English
October 30, 2020	8:00 a.m. to 5:00 p.m.	English

Tax Return Preparation Classes

DATE	TIME	LANGUAGE
January 15, 2020	9:00 a.m. to 11:00 a.m.	English
March 11, 2020	1:00 p.m. to 3:00 p.m.	English
May 13, 2020	5:30 p.m. to 7:30 p.m.	English
July 15, 2020	9:00 a.m. to 11:00 a.m.	English
September 16, 2020	1:00 p.m. to 3:00 p.m.	English
November 12, 2020	5:30 p.m. to 7:30 p.m.	English

San Francisco Office

121 Spear Street, Suite 460
San Francisco, CA 94105-1584 • 1-415-356-6600

Basic Sales and Use Tax Classes

DATE	TIME	LANGUAGE
January 7, 2020	10:00 a.m. to 11:00 a.m.	English
March 10, 2020	10:00 a.m. to 11:00 a.m.	English

Online Filing Clinics

DATE	TIME	LANGUAGE
January 29, 2020	8:00 a.m. to 5:00 p.m.	English
January 30, 2020	8:00 a.m. to 5:00 p.m.	English
January 31, 2020	8:00 a.m. to 5:00 p.m.	English
April 28, 2020	8:00 a.m. to 5:00 p.m.	English
April 29, 2020	8:00 a.m. to 5:00 p.m.	English
April 30, 2020	8:00 a.m. to 5:00 p.m.	English
July 28, 2020	8:00 a.m. to 5:00 p.m.	English
July 29, 2020	8:00 a.m. to 5:00 p.m.	English
July 30, 2020	8:00 a.m. to 5:00 p.m.	English
October 29, 2020	8:00 a.m. to 5:00 p.m.	English
October 30, 2020	8:00 a.m. to 5:00 p.m.	English
November 2, 2020	8:00 a.m. to 5:00 p.m.	English

Tax Return Preparation Classes

DATE	TIME	LANGUAGE
January 7, 2020	11:00 a.m. to 12:00 p.m.	English
March 10, 2020	11:00 a.m. to 12:00 p.m.	English



Salinas Office

950 East Blanco Road, Suite 202
Salinas, CA 93901 • 1-831-754-4500

Basic Sales and Use Tax Classes

DATE	TIME	LANGUAGE
January 21, 2020	9:30 a.m. to 11:30 a.m.	English
March 17, 2020	1:00 p.m. to 3:00 p.m.	English
May 19, 2020	5:30 p.m. to 7:30 p.m.	English
July 21, 2020	9:30 a.m. to 11:30 a.m.	English
September 23, 2020	1:00 p.m. to 3:00 p.m.	English
November 17, 2020	5:30 p.m. to 7:30 p.m.	English

Tax Return Preparation Classes

DATE	TIME	LANGUAGE
January 22, 2020	9:30 a.m. to 11:30 a.m.	English
March 18, 2020	1:00 p.m. to 3:00 p.m.	English
May 20, 2020	5:30 p.m. to 7:30 p.m.	English
July 22, 2020	9:30 a.m. to 11:30 a.m.	English
September 24, 2020	1:00 p.m. to 3:00 p.m.	English
November 18, 2020	5:30 p.m. to 7:30 p.m.	English



Find your nearest
office and attend
our classes!



REGISTER ONLINE AT
www.cdtfa.ca.gov/seminar/