



CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

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EDMUND G. BROWN JR.
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MARYBEL BATJER
Secretary, Government Operations Agency

NICOLAS MADUROS
Director

February 2, 2018

VIA INTERNET

Dear Interested Party:

The Compliance Policy and Procedures Manual (CPPM) is a guide for the California Department of Tax and Fee Administration (CDTFA) staff in administering tax and fee programs. It is available to the public and can be accessed from the CDTFA web page at <http://www.cdtfa.ca.gov/taxes-and-fees/staxmanuals.htm>.

The Business Tax and Fee Division is proposing to revise CPPM section 635.030, *Reinstatement of Account After Closeout in Error*, to incorporate current policies and procedures.

The revision material is provided on the following pages for the convenience of interested parties who may wish to submit comments or suggestions. Please feel free to publish this information on your website or otherwise distribute it to your association/members.

If you have any comments or suggestions related to the proposed CPPM revisions, you may contact the CDTFA at CPPMRev@cdtfa.ca.gov. Your comments or suggestions must be received by the CDTFA no later than **March 5, 2018**, in order to be considered by staff. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Trista Gonzalez".

Trista Gonzalez, Chief
Tax Policy Bureau
Business Tax and Fee Division

REINSTATEMENT OF ACCOUNT AFTER CLOSEOUT IN ERROR**635.030**

Accounts closed out with a reason code other than 8, can be reinstated ~~in IRIS~~ if the account, license or permit was closed out in error. In these situations, accounts, licenses or permits must be reinstated no later than ~~six~~eighteen months after processing the closeout date. For cigarette and tobacco products licenses, a license fee may be required before reinstatement if the annual license has ceased during the period for which the account was closed. For consolidated accounts, individual sublocations can only be reinstated six months after the processing date of the closeout. After six months, a new ~~permit must be obtained, and~~ sublocations must be registered using the prior sublocation information ~~from the sublocation that was closed out in error, or any new information provided by the tax/feepayer~~. Accounts, licenses or permits which have actually ceased business operations for a full reporting period may not be reinstated. A new account, license or permit is required in this case (See Section 635.010).