

# The State Board of Equalization Welcomes You to the *Use Tax eFile Video*



Welcome to the Use Tax efile video. If you are a use tax payer, this video is for you. In this short video, we will give you a few helpful hints, take you step by step through the efile process and explain how to fill out the electronic filing form. Please be advised that this filing is for Use Tax only. This video provides the basic information you will need.

**Additional Help**

**800-400-7115**

If, at any time, you need assistance or more information, please call 800-400-7115 during regular business hours.

# Use Tax

## Frequently Asked Questions and Answers

*[www.boe.ca.gov/sutax/faqusetax.htm](http://www.boe.ca.gov/sutax/faqusetax.htm)*

You can find more information about Use Tax and the filing requirements by going to this link on the Board of Equalization web page.

The screenshot shows a Microsoft Internet Explorer browser window displaying the California State Board of Equalization website. The address bar shows <http://www.boe.ca.gov/sutax/faqusetax.htm>. The website header includes the CA.GOV logo and the text "California State Board of Equalization". A navigation menu contains links for Home, Board Members, eServices, Taxes & Fees (circled in blue), Forms & Publications, Your Rights, Languages, and Contact Us. Below the navigation menu, there is a search bar and a "Skip to:" section with links for Content, Footer, and Accessibility. The main content area is titled "Your Use Tax Responsibility (Español)" and features a list of 16 frequently asked questions. A sidebar on the left contains a list of services and links, including eServices, Field Offices, Forms & Publications, Sign Up for BOE Updates, City & County Tax Rates, Calendar of Events, Frequently Asked Questions, Local Government Services, Legislation, Current Litigation, Rules & Regulations, Law Guides & Annotations, Access to Public Records, and Public Meetings & Participation.

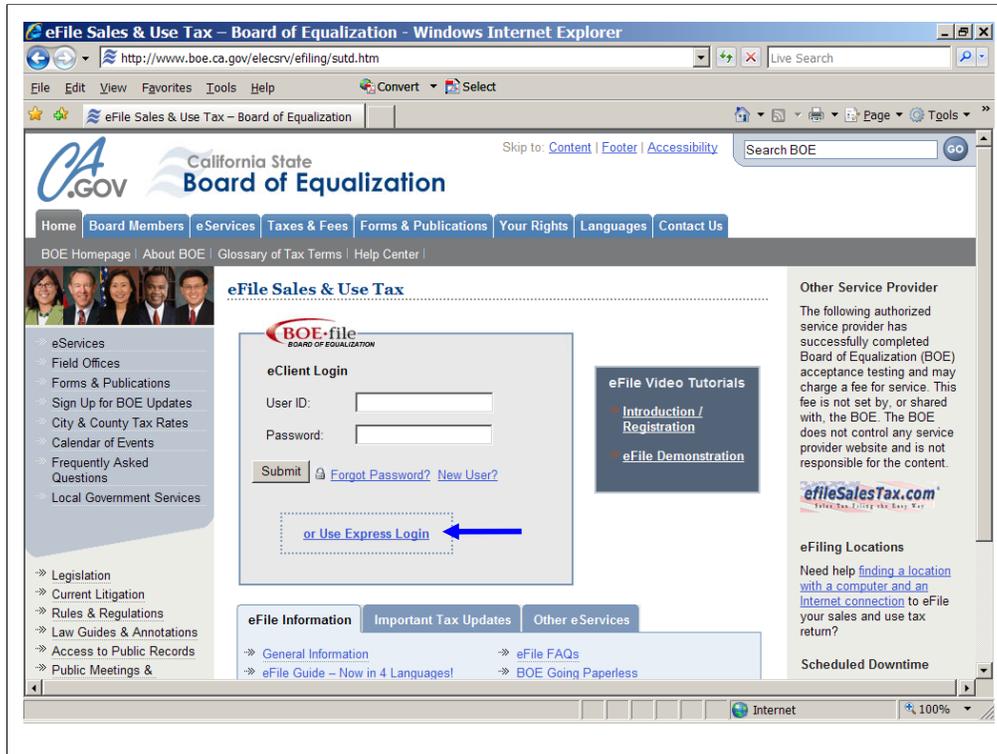
The link will take you to the Use Tax Frequently Asked Questions web page and features a option to view in Spanish.

Please click on “Español” to view in Spanish.

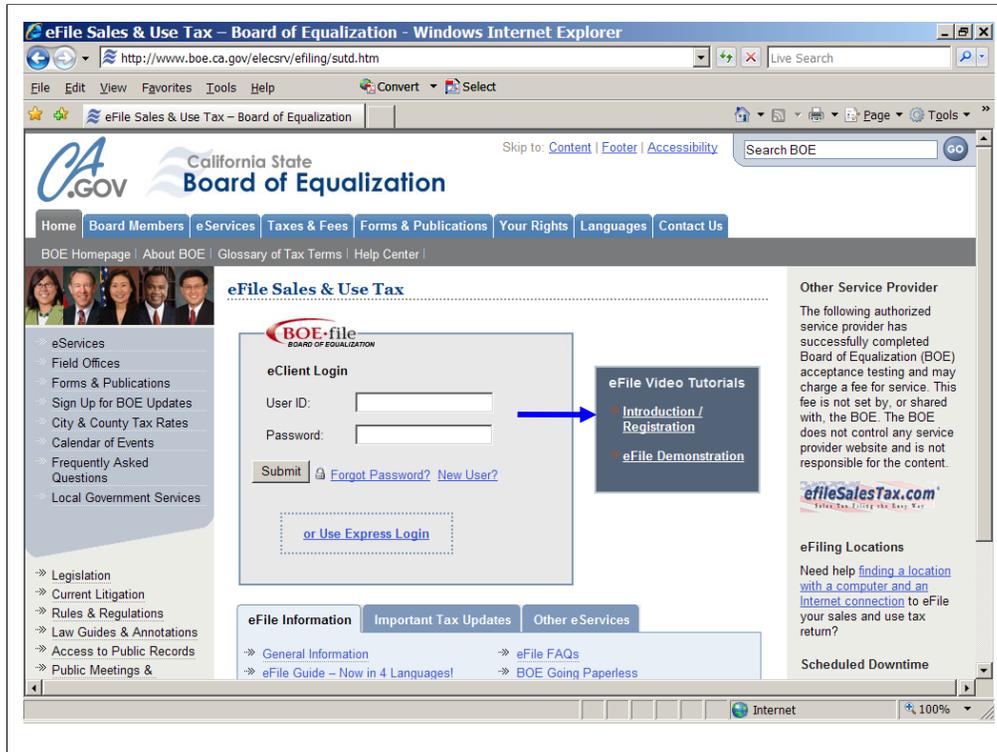
## **File your Use Tax Here**

*[www.boe.ca.gov/electsrv/efiling/sutd.htm](http://www.boe.ca.gov/electsrv/efiling/sutd.htm)*

Follow this link to the efile login page to file your Use Tax return.



There are two ways to login to file your return. You can use the express login method and go straight to filing your return after entering your account number and express login code. Both the account number and express login code can be found on correspondence you received from the Board of Equalization. If you can not find these numbers, please call us at 800-400-7115.



Or, you can login as an eclient. If you haven't already registered as an eclient, the process is quick and easy. Eclients create their own user id and password. You can watch a video on registering as an eclient here.

02/18/10

**Electronic Services Menu**

||| [Electronic Filing Information](#) | [LOG OUT](#) |||

**Electronic Services Main Menu**

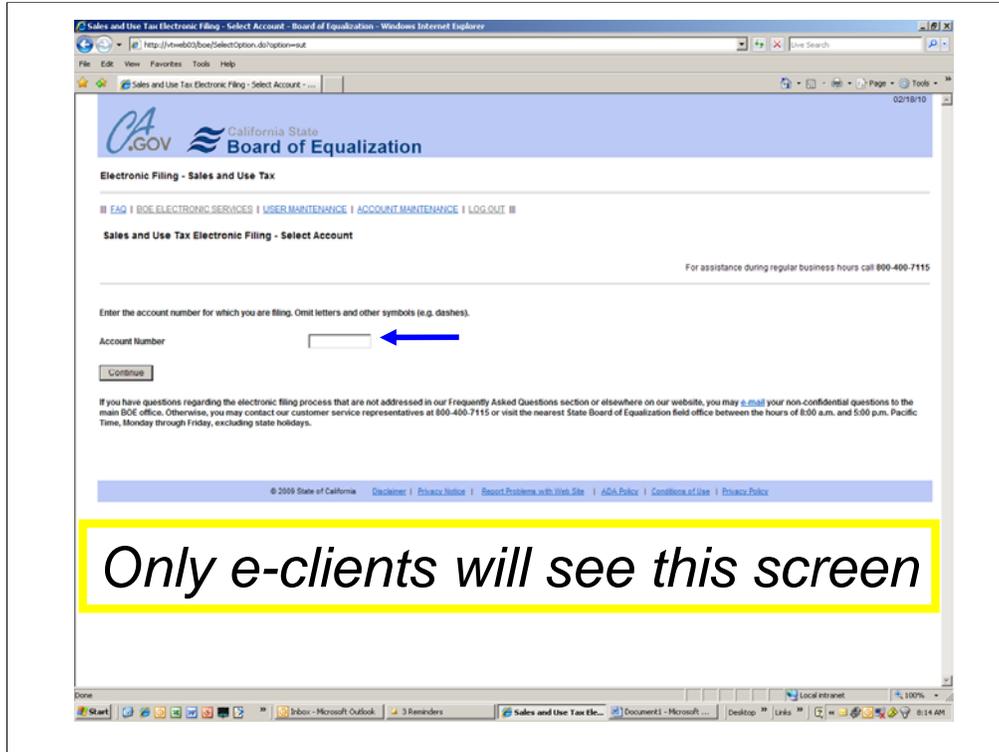
For assistance during regular business hours call **800-400-7115**

- [Login Successful](#)
- [Maintain Your Sales and Use Tax Account](#) - Sales and Use Tax Electronic Account Maintenance
- [View BOE-file History](#) - Previous Filings
- [File Your Sales and Use Tax Return/Prepayment](#) - E-file Sales and Use Tax Returns and/or Prepayments ←
- [USER MAINTENANCE](#) - Update User Information

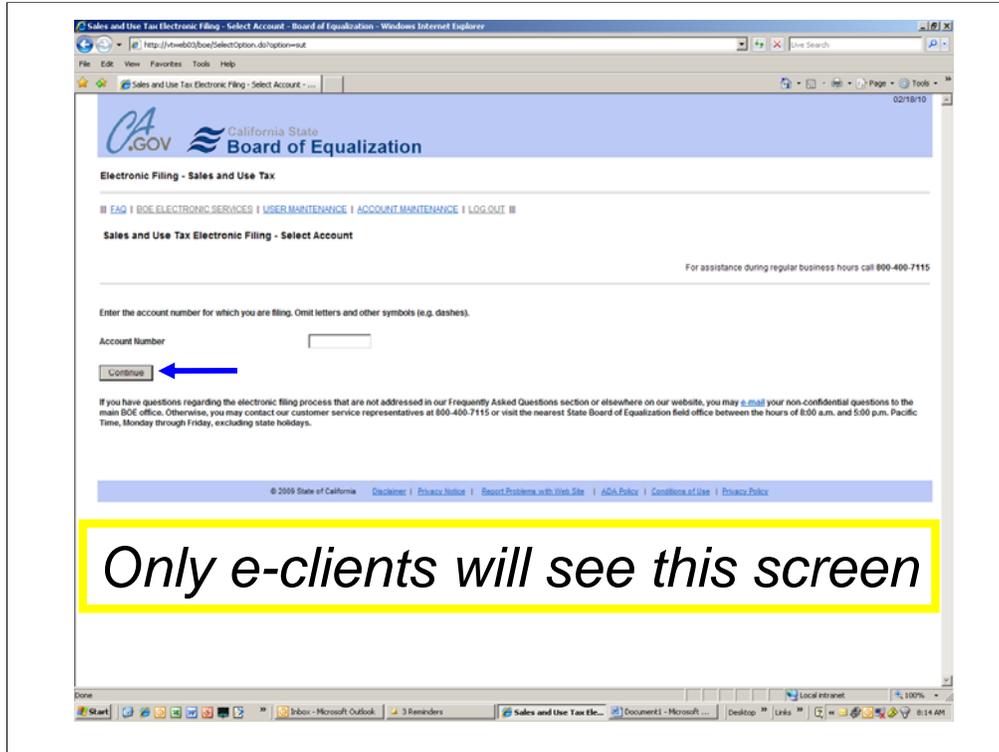
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***Only e-clients will see this screen***

If you log in as an eclient, select *File Your Sales and Use Return / Prepayment* link to begin.



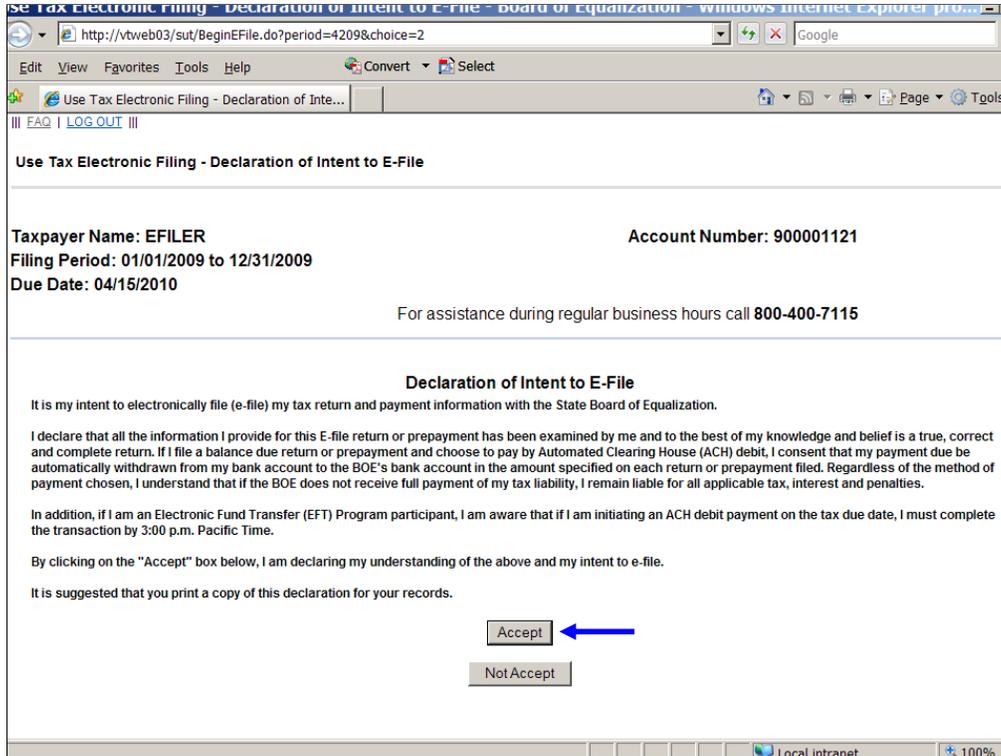
On the next screen, enter your account number. Include numbers only and no dash.



Then click on the Continue button.



Whether you logged in as an eclient or with the express login method, you will now select the return you wish to file. On this page, you will see your name and account number. Under your name you will see the returns that are available for you to file. Choose the return you wish to file at this time.



You will then be taken to a page that states your declaration of intent to efile. If you do not intend to efile, click the “not accept” button to exit the application. Otherwise, read the information stated on the declaration and print it for your records if you so choose. If you understand and agree with the declaration, click the “Accept” button. Once you click on Accept you will be taken to the Return.

## Helpful Hints

- Use the navigation buttons on the bottom of each screen.

Continue

Prior Page

- Click the question mark  to get help.
- Enter whole dollar amounts only.

Here are some helpful hints before you get started:

While navigating through our efile system, do not use your browser back button. Instead, use the navigation buttons on the bottom of each page.

The question mark indicates that help is available. It does not indicate an error. If you are unsure what to enter on a particular line, click on the question mark. A new window will open to provide a detailed explanation. When you are finished reading the help screen, you will need to click on the X in the top right corner to close that window and go back to the previous screen.

When entering your figures, enter whole dollar amounts only, rounding to the nearest dollar. Make sure not to use any punctuation such as commas or decimal points.

Use Tax Electronic Filing - 401E Return - Board of Equalization - windows internet Explorer provided by board of...

http://vtweb03/sut/Declaration.do

Use Tax Electronic Filing - 401E Return - Boa...

**Use Tax Electronic Filing - 401E Return**

401E Return | Review Filing | Preparer and Payment Information |||

**Taxpayer Name: EFILER** **Account Number: 900001121**  
**Filing Period: 01/01/2009 to 12/31/2009**  
**Due Date: 04/15/2010**

For assistance during regular business hours call **800-400-7115**

	Transactions Prior to 4-1-09	Transactions On or After 4-1-09	Total Transactions
Purchases Subject to Use Tax	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	\$ 0.00 ?
Click to enter Exemptions, if any	Exemptions \$ 0.00	\$ 0.00	\$ 0.00
If any of your purchases were for use outside of Sacramento Co., Click to enter District Tax.	District Tax		\$ 0.00
Total Use Tax			\$ 0.00
Sales or Use Tax paid to other states			\$ <input type="text" value="0.00"/> ?
Remaining Tax Due			\$ 0.00

Continue Reset Page Clear

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Continuing on...

On this page, you will see two boxes to the right of Purchases Subject to Use Tax. The two time frames are separated because on April 1, 2009 the tax rate changed. Fill in the amount of your transactions prior to April 1, 2009 in the first box

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Use Tax Electronic Filing - 401E Return - Boa...

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401E Return | Review Filing | Preparer and Payment Information |||

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	Transactions Prior to 4-1-09	Transactions On or After 4-1-09	Total Transactions
Purchases Subject to Use Tax	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	\$ 0.00 ?
Click to enter Exemptions, if any <input type="button" value="Exemptions"/>	\$ 0.00	\$ 0.00	\$ 0.00
If any of your purchases were for use outside of Sacramento Co., Click to enter District Tax. <input type="button" value="District Tax"/>			\$ 0.00
<b>Total Use Tax</b>			\$ 0.00
Sales or Use Tax paid to other states			\$ <input type="text" value="0.00"/> ?
<b>Remaining Tax Due</b>			\$ 0.00

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and the amount of your transactions on or after April 1, 2009 in the second box. The total will be automatically calculated for you.

Use Tax Electronic Filing - 401E Return - Board of Equalization - windows internet Explorer provided by board of...

http://vtweb03/sut/Declaration.do

Use Tax Electronic Filing - 401E Return - Boa...

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**Taxpayer Name: EFILER** **Account Number: 900001121**  
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	Transactions Prior to 4-1-09	Transactions On or After 4-1-09	Total Transactions
Purchases Subject to Use Tax	\$ <input type="text"/> .00	\$ <input type="text"/> .00	\$ 0.00 ?
Click to enter Exemptions, if any 	\$ 0.00	\$ 0.00	\$ 0.00
If any of your purchases were for use outside of Sacramento Co., Click to enter District Tax. 			\$ 0.00
<b>Total Use Tax</b>			\$ 0.00
Sales or Use Tax paid to other states			\$ <input type="text"/> .00 ?
<b>Remaining Tax Due</b>			\$ 0.00

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Most filers do not have exemptions, but you may click on the exemptions button to see if any apply to you.

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http://vtweb03/sut/Declaration.do

Use Tax Electronic Filing - 401E Return - 401E Return - Boa...

**Use Tax Electronic Filing - 401E Return**

401E Return | Review Filing | Preparer and Payment Information

**Taxpayer Name: EFILER** **Account Number: 900001121**  
**Filing Period: 01/01/2009 to 12/31/2009**  
**Due Date: 04/15/2010**

For assistance during regular business hours call **800-400-7115**

	Transactions Prior to 4-1-09	Transactions On or After 4-1-09	Total Transactions
Purchases Subject to Use Tax	\$ 2000 .00	\$ 8000 .00	\$ 10,000 .00 ?
Click to enter Exemptions, if any	Exemptions \$ 0.00	\$ 0.00	\$ 0.00
If any of your purchases were for use outside of Sacramento Co., Click to enter District Tax.	District Tax	→	\$ 50.00
<b>Total Use Tax</b>			\$ 855.00
Sales or Use Tax paid to other states			\$ .00 ?
<b>Remaining Tax Due</b>			\$ 855.00

Continue Reset Page Clear

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Next we will enter district tax. If your tax rate did not change within the filing period, your district tax may have been pre-filled based on your business address.

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http://vtweb03/sut/Declaration.do

Use Tax Electronic Filing - 401E Return - Boa...

**Use Tax Electronic Filing - 401E Return**

401E Return | Review Filing | Preparer and Payment Information |||

**Taxpayer Name: EFILER** **Account Number: 900001121**  
**Filing Period: 01/01/2009 to 12/31/2009**  
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	Transactions Prior to 4-1-09	Transactions On or After 4-1-09	Total Transactions
Purchases Subject to Use Tax	\$ 2000 .00	\$ 8000 .00	\$ 10,000 .00 ?
Click to enter Exemptions, if any	Exemptions \$ 0.00	\$ 0.00	\$ 0.00
If any of your purchases were for use outside of Sacramento Co., Click to enter District Tax.	District Tax		\$ 50.00
<b>Total Use Tax</b>			\$ 855.00
Sales or Use Tax paid to other states			\$ .00 ?
<b>Remaining Tax Due</b>			\$ 855.00

Continue Reset Page Clear

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If you need to make changes, review the information, or enter your district tax please click on the district tax button.

Use Tax Electronic Filing - District Tax - Board of Equalization - windows internet Explorer provided by board of ...

http://vtweb03/sut/EZReturn.do#instructions

Use Tax Electronic Filing - District Tax - Boar...

**District Tax Instructions**

The column labeled "Amount of District Transactions has been pre-filled based on your business address. Review the amount(s) allocated and make any changes needed.

Amount on which Local Tax Applies  \$ 10,000 .00

Enter Transactions not in a District Tax Area \$  .00 ?

Amount of District Transactions that must be Allocated Below \$ 10,000 .00

District Tax Area	Amount of District Transactions	Adjustments	District Tax Rate
023 Sacramento Co.	<input type="text" value="10000"/>	<input type="text"/>	0.5%
206 City of Galt (Effective 4-1-09)	<input type="text"/>	<input type="text"/>	1%
<b>San Benito Co.</b>			
106 City of San Juan Bautista	<input type="text"/>	<input type="text"/>	0.75%
171 City of Hollister	<input type="text"/>	<input type="text"/>	1%
<b>031 San Bernardino Co.</b>			
108 City of Montclair	<input type="text"/>	<input type="text"/>	0.75%
149 City of San Bernardino (Effective 4-1-07)	<input type="text"/>	<input type="text"/>	0.75%
<b>013 San Diego Co.</b>			
City of National City	<input type="text"/>	<input type="text"/>	0.5%

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When you click on the district tax button, you will be taken to this screen.  
The amount on which local tax applies is displayed here.

**District Tax Instructions**

If you consumed your purchases in one or more areas with a use tax greater than the statewide rate, you must enter the amount(s) in the box for the appropriate district(s) below.

Amount on which Local Tax Applies \$ 10,000.00  
 Enter Transactions not in a District Tax Area \$ .00  
 Amount of District Transactions that must be Allocated Below \$ 10,000.00

District Tax Area	Amount of District Transactions	Adjustments	District Tax Rate
023 Sacramento Co.	<input type="text" value="10000"/>	<input type="text"/>	0.5%
206 City of Galt (Effective 4-1-09)	<input type="text"/>	<input type="text"/>	1%
<b>San Benito Co.</b>			
106 City of San Juan Bautista	<input type="text"/>	<input type="text"/>	0.75%
171 City of Hollister	<input type="text"/>	<input type="text"/>	1%
<b>San Bernardino Co.</b>			
051 San Bernardino Co.	<input type="text"/>	<input type="text"/>	0.5%
108 City of Montclair	<input type="text"/>	<input type="text"/>	0.75%
149 City of San Bernardino (Effective 4-1-07)	<input type="text"/>	<input type="text"/>	0.75%
<b>San Diego Co.</b>			
137 City of National City (Effective 10-1-06)	<input type="text"/>	<input type="text"/>	0.5%
151 City of Vista (Effective 4-1-07)	<input type="text"/>	<input type="text"/>	1.5%
208 City of El Cajon (Effective 4-1-09)	<input type="text"/>	<input type="text"/>	1%
110 City of El Cajon (Revised 3-31-09)	<input type="text"/>	<input type="text"/>	1%

Amount Allocated to District Tax Area(s) Above \$ 10,000.00  
 Amount of District Transactions that must be Allocated \$ 10,000.00  
 Total District Tax \$ 50.00

Enter any transactions that are not in a district tax area. In other words, enter any transactions where the total tax was not greater than the statewide rate as noted on the top of the page.

Use Tax Electronic Filing - District Tax - Board of Equalization - windows internet Explorer provided by board of ...

http://vtweb03/sut/EZReturn.do#instructions

Use Tax Electronic Filing - District Tax - Boar...

**District Tax Instructions**

The column labeled "Amount of District Transactions has been pre-filled based on your business address. Review the amount(s) allocated and make any changes needed.

Amount on which Local Tax Applies \$ 10,000 .00

Enter Transactions not in a District Tax Area \$  .00 ?

Amount of District Transactions that must be Allocated Below \$ 10,000 .00

District Tax Area	Amount of District Transactions	Adjustments	District Tax Rate
023 Sacramento Co. →	<input type="text" value="10000"/>	<input type="text"/>	0.5%
206 City of Galt (Effective 4-1-09)	<input type="text"/>	<input type="text"/>	1%
<b>San Benito Co.</b>			
106 City of San Juan Bautista	<input type="text"/>	<input type="text"/>	0.75%
171 City of Hollister	<input type="text"/>	<input type="text"/>	1%
<b>031 San Bernardino Co.</b>			
108 City of Montclair	<input type="text"/>	<input type="text"/>	0.75%
149 City of San Bernardino (Effective 4-1-07)	<input type="text"/>	<input type="text"/>	0.75%
<b>013 San Diego Co.</b>			
City of National City	<input type="text"/>	<input type="text"/>	0.5%

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The remaining amount needs to be allocated to the appropriate county and city in the table below.

This table is in alphabetical order by county, with the cities listed below their county. Enter the total purchase figures for each county or city in the first column. The tax for that area will be automatically calculated.

Use Tax Electronic Filing - District Tax - Board of Equalization - windows internet Explorer provided by board of ...

http://vtweb03/sut/EZReturn.do#instructions

Use Tax Electronic Filing - District Tax - Boar...

**District Tax Instructions**

The column labeled "Amount of District Transactions has been pre-filled based on your business address. Review the amount(s) allocated and make any changes needed.

Amount on which Local Tax Applies \$ 10,000 .00  
 Enter Transactions not in a District Tax Area \$  .00 ?  
 Amount of District Transactions that must be Allocated Below \$ 10,000 .00

District Tax Area	Amount of District Transactions	Adjustments	District Tax Rate
023 Sacramento Co.	<input type="text" value="10000"/>	<input type="text"/>	0.5%
206 City of Galt (Effective 4-1-09)	<input type="text"/>	<input type="text"/>	1%
<b>San Benito Co.</b>			
106 City of San Juan Bautista	<input type="text"/>	<input type="text"/>	0.75%
171 City of Hollister	<input type="text"/>	<input type="text"/>	1%
<b>031 San Bernardino Co.</b>			
108 City of Montclair	<input type="text"/>	<input type="text"/>	0.75%
149 City of San Bernardino (Effective 4-1-07)	<input type="text"/>	<input type="text"/>	0.75%
<b>013 San Diego Co.</b>			
City of National City	<input type="text"/>	<input type="text"/>	0.5%

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Only enter information in the adjustments column if you need to reallocate taxes from previous periods.

Use Tax Electronic Filing - District Tax - Board of Equalization - windows Internet Explorer provided by board of ...

http://vtweb03/sut/EZReturn.do#instructions

Use Tax Electronic Filing - District Tax - Boar...

023	Sacramento Co.	<input type="text" value="10000"/>	<input type="text"/>	0.5%
206	City of Galt (Effective 4-1-09)	<input type="text"/>	<input type="text"/>	1%
<b>San Benito Co.</b>				
106	City of San Juan Bautista	<input type="text"/>	<input type="text"/>	0.75%
171	City of Hollister	<input type="text"/>	<input type="text"/>	1%
<b>San Bernardino Co.</b>				
031	San Bernardino Co.	<input type="text"/>	<input type="text"/>	0.5%
108	City of Montclair	<input type="text"/>	<input type="text"/>	0.75%
149	City of San Bernardino (Effective 4-1-07)	<input type="text"/>	<input type="text"/>	0.75%
<b>San Diego Co.</b>				
013	San Diego Co.	<input type="text"/>	<input type="text"/>	0.5%
137	City of National City (Effective 10-1-06)	<input type="text"/>	<input type="text"/>	1.5%
151	City of Vista (Effective 4-1-07)	<input type="text"/>	<input type="text"/>	1%
208	City of El Cajon (Effective 4-1-09)	<input type="text"/>	<input type="text"/>	1.5%

Amount Allocated to District Tax Area(s) Above	\$	10,000.00	←
Amount of District Transactions that must be Allocated	\$	10,000.00	←
<b>Total District Tax</b>	\$	50.00	

Continue   ResetPage   Clear

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Below the table, the total amount of purchases you entered is calculated and displayed next to the field called “Amount Allocated to District Tax Areas Above”. This total needs to match the amount on the line directly below labeled “amount of district transactions that must be allocated”. These two amounts must equal each other before you can successfully efile your return.

Use Tax Electronic Filing - District Tax - Board of Equalization - windows internet Explorer provided by board of ...

http://vtweb03/sut/EZReturn.do#instructions

Use Tax Electronic Filing - District Tax - Boar...

023	Sacramento Co.	<input type="text" value="10000"/>	<input type="text"/>	0.5%
206	City of Galt (Effective 4-1-09)	<input type="text"/>	<input type="text"/>	1%
<b>San Benito Co.</b>				
106	City of San Juan Bautista	<input type="text"/>	<input type="text"/>	0.75%
171	City of Hollister	<input type="text"/>	<input type="text"/>	1%
<b>San Bernardino Co.</b>				
031	San Bernardino Co.	<input type="text"/>	<input type="text"/>	0.5%
108	City of Montclair	<input type="text"/>	<input type="text"/>	0.75%
149	City of San Bernardino (Effective 4-1-07)	<input type="text"/>	<input type="text"/>	0.75%
<b>San Diego Co.</b>				
013	San Diego Co.	<input type="text"/>	<input type="text"/>	0.5%
137	City of National City (Effective 10-1-06)	<input type="text"/>	<input type="text"/>	1.5%
151	City of Vista (Effective 4-1-07)	<input type="text"/>	<input type="text"/>	1%
208	City of El Cajon (Effective 4-1-09)	<input type="text"/>	<input type="text"/>	1.5%

Amount Allocated to District Tax Area(s) Above      \$      10,000.00

Amount of District Transactions that must be Allocated      \$      10,000.00

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Total District Tax      \$      50.00

Continue    ResetPage    Clear

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Your total district tax has been calculated for you and displays on the last line.

Use Tax Electronic Filing - District Tax - Board of Equalization - windows internet Explorer provided by board of ...

http://vtweb03/sut/EZReturn.do#instructions

Use Tax Electronic Filing - District Tax - Boar...

023	Sacramento Co.	<input type="text" value="10000"/>	<input type="text"/>	0.5%
206	City of Galt (Effective 4-1-09)	<input type="text"/>	<input type="text"/>	1%
<b>San Benito Co.</b>				
106	City of San Juan Bautista	<input type="text"/>	<input type="text"/>	0.75%
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<b>031 San Bernardino Co.</b>				
108	City of Montclair	<input type="text"/>	<input type="text"/>	0.75%
149	City of San Bernardino (Effective 4-1-07)	<input type="text"/>	<input type="text"/>	0.75%
<b>013 San Diego Co.</b>				
137	City of National City (Effective 10-1-06)	<input type="text"/>	<input type="text"/>	1.5%
151	City of Vista (Effective 4-1-07)	<input type="text"/>	<input type="text"/>	1%
208	City of El Cajon (Effective 4-1-09)	<input type="text"/>	<input type="text"/>	1.5%

Amount Allocated to District Tax Area(s) Above      \$      10,000.00  
Amount of District Transactions that must be Allocated      \$      10,000.00

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Total District Tax      \$      50.00

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Once your figures balance, please click “continue” to return to the main page.

Use Tax Electronic Filing - 401E Return - Board of Equalization - windows internet Explorer provided by board of...

http://vtweb03/sut/Districttax.do

Use Tax Electronic Filing - 401E Return - Boa...

**Use Tax Electronic Filing - 401E Return**

401E Return | Review Filing | Preparer and Payment Information |||

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**Due Date: 04/15/2010**

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	Transactions Prior to 4-1-09	Transactions On or After 4-1-09	Total Transactions
Purchases Subject to Use Tax	\$ 2000 .00	\$ 8000 .00	\$ 10,000 .00 ?
Click to enter Exemptions, if any	Exemptions \$ 0.00	\$ 0.00	\$ 0.00
If any of your purchases were for use outside of Sacramento Co., Click to enter District Tax.	District Tax		\$ 50.00
<b>Total Use Tax</b>			\$ 855.00
Sales or Use Tax paid to other states		→ \$	.00 ?
<b>Remaining Tax Due</b>			\$ 855.00

Continue Reset Page Clear

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If you paid any sales or use tax to other states on purchases that are otherwise subject to California use tax, enter that amount here.

Again, click the question mark if you need additional help.

Use Tax Electronic Filing - 401E Return - Board of Equalization - windows internet Explorer provided by board of...

http://vtweb03/sut/Districttax.do

Use Tax Electronic Filing - 401E Return - Boa...

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Purchases Subject to Use Tax	\$ 2000 .00	\$ 8000 .00	\$ 10,000 .00 ?
Click to enter Exemptions, if any <input type="button" value="Exemptions"/>	\$ 0.00	\$ 0.00	\$ 0.00
If any of your purchases were for use outside of Sacramento Co., Click to enter District Tax. <input type="button" value="District Tax"/>			\$ 50.00
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Sales or Use Tax paid to other states			\$ .00 ?
<b>Remaining Tax Due</b>			\$ 855.00

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Your tax due has been calculated for you.

Use Tax Electronic Filing - 401E Return - Board of Equalization - windows internet Explorer provided by board of...

http://vtweb03/sut/Districttax.do

Use Tax Electronic Filing - 401E Return

401E Return | Review Filing | Preparer and Payment Information

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**Due Date: 04/15/2010**

For assistance during regular business hours call **800-400-7115**

	Transactions Prior to 4-1-09	Transactions On or After 4-1-09	Total Transactions
Purchases Subject to Use Tax	\$ 2000.00	\$ 8000.00	\$ 10,000.00 ?
Click to enter Exemptions, if any <input type="button" value="Exemptions"/>	\$ 0.00	\$ 0.00	\$ 0.00
If any of your purchases were for use outside of Sacramento Co., Click to enter District Tax. <input type="button" value="District Tax"/>			\$ 50.00
<b>Total Use Tax</b>			\$ 855.00
Sales or Use Tax paid to other states			\$ .00 ?
<b>Remaining Tax Due</b>			\$ 855.00

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Once all your figures are entered, click “continue”

Use Tax Electronic Filing - Review Filing - Board of Equalization - windows internet explorer provided by board of...

http://vtweb03/sut/EZReturn.do

Use Tax Electronic Filing - Review Filing - Bo...

III [FAQ](#) | [LOG OUT](#) III

**Use Tax Electronic Filing - Review Filing** ←

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III 401E Return ▶ Review Filing | Preparer and Payment Information III

**Taxpayer Name: EFILER** **Account Number: 900001121**  
**Filing Period: 01/01/2009 to 12/31/2009**  
**Due Date: 04/15/2010**

For assistance during regular business hours call **800-400-7115**

**Use of the browser back button will cause you to lose the data entered on the current page. Please use the Prior Page button at the bottom of this page.**

	Transactions Prior to 4-1-09	Transactions On or After 4-1-09	Total Transactions
<b>Purchase Information</b>			
1 Purchases Subject to Use Tax	\$2,000.00	\$8,000.00	\$10,000.00
<b>No Exemptions Entered</b>			
<b>District Tax</b>			
10 Total District Tax			\$ 50.00
<b>Amount Due</b>			
11 Tax Due			\$855.00

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to go to a review page.

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http://vtweb03/sut/EZReturn.do

Use Tax Electronic Filing - Review Filing - Bo...  
401E Return | Review Filing | Preparer and Payment Information

**Taxpayer Name: EFILER** **Account Number: 900001121**  
**Filing Period: 01/01/2009 to 12/31/2009**  
**Due Date: 04/15/2010**

For assistance during regular business hours call **800-400-7115**

**Use of the browser back button will cause you to lose the data entered on the current page.  
Please use the Prior Page button at the bottom of this page.**

	Transactions Prior to 4-1-09	Transactions On or After 4-1-09	Total Transactions
<b>Purchase Information</b>			
1 Purchases Subject to Use Tax	\$2,000.00	\$8,000.00	\$10,000.00
<b>No Exemptions Entered</b>			
<b>District Tax</b>			
10 Total District Tax			\$ 50.00
<b>Amount Due</b>			
11 Tax Due			\$855.00
13 Total Tax Due			\$855.00
18 Total Amount Due			\$855.00

Continue Prior Page

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Please look at this page carefully, if everything looks correct click continue.

Use Tax Electronic Filing - Review Filing - Board of Equalization - windows internet explorer provided by Board of...

http://vtweb03/sut/EZReturn.do

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401E Return | Review Filing | Preparer and Payment Information

**Taxpayer Name: EFILER** **Account Number: 900001121**  
**Filing Period: 01/01/2009 to 12/31/2009**  
**Due Date: 04/15/2010**

For assistance during regular business hours call **800-400-7115**

**Use of the browser back button will cause you to lose the data entered on the current page.  
Please use the Prior Page button at the bottom of this page.**

	Transactions Prior to 4-1-09	Transactions On or After 4-1-09	Total Transactions
<b>Purchase Information</b>			
1 Purchases Subject to Use Tax	\$2,000.00	\$8,000.00	\$10,000.00
<b>No Exemptions Entered</b>			
<b>District Tax</b>			
10 Total District Tax			\$ 50.00
<b>Amount Due</b>			
11 Tax Due			\$855.00
13 Total Tax Due			\$855.00
18 Total Amount Due			\$855.00

Continue Prior Page

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If you need to correct any information, click the “prior page” button at the bottom of this page to go back to the main page of the return. Do **not** use your internet browser Back button. This will cause you to lose the data you have entered.

Use Tax Electronic Filing - Preparer and Payment Information - Board of Equalization - windows internet Explor...

http://vtweb03/sut/Reviewfiling.do

Use Tax Electronic Filing - Preparer and Pay...

Please use the Prior Page button at the bottom of this page.

Preparer

Preparer Name	Efiler	?
Preparer Title	Owner	?
Preparer Phone Number	555 555 5555	?

or

Paid Preparer

Paid Preparer Name		?
Paid Preparer Phone Number		?

Return and Payment Information

Effective Date of Filing	02/26/2010	
Payment Amount	855.00	?
Payment Method	E-Check (ACH Debit)	?
Enter 9-digit Routing Transit Number (No blank spaces)*		?
Enter Bank Account Number: (Do not include check number for checking accounts)*		?
Re-enter Bank Account Number: (Do not include check number for checking accounts)*		?
Payment Effective Date	Month 02 Day 26 Year 2010	?

\*Verify your information by re-entering the Bank Account Number. If your account was issued checks, refer to your actual check. Do NOT use a deposit slip to obtain the information requested. You may contact your bank regarding the proper Bank Routing Transit Number to use for this type of transaction. Failure to enter the correct banking information may cause your payment to reject and may subject your account to delinquency charges.

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Now, you will enter the preparer information. As the person who prepared the return, enter your information here. You must complete one section or the other, but not both.

Use Tax Electronic Filing - Preparer and Payment Information - Board of Equalization - Windows Internet Explorer

http://vtweb03/sut/Reviewfiling.do

Use Tax Electronic Filing - Preparer and Pay...

Please use the Prior Page button at the bottom of this page.

**Pay By E-Check**

Preparer

Preparer Name: Efiler

Preparer Title: Owner

Preparer Phone Number: 555 555 5555

or

Paid Preparer

Paid Preparer Name: [ ]

Paid Preparer Phone Number: [ ] [ ] [ ]

Return and Payment Information

Effective Date of Filing: 02/26/2010

Payment Amount: 855.00

Payment Method: E-Check (ACH Debit)

Enter 9-digit Routing Transit Number (No blank spaces)\*: [ ]

Enter Bank Account Number: (Do not include check number for checking accounts)\*: [ ]  Checking\*  Savings\*

Re-enter Bank Account Number: (Do not include check number for checking accounts)\*: [ ]

\*Verify your information by re-entering the Bank Account Number. If your account was issued checks, refer to your actual check. Do NOT use a deposit slip to obtain the information requested. You may contact your bank regarding the proper Bank Routing Transit Number to use for this type of transaction. Failure to enter the correct banking information may cause your payment to reject and may subject your account to delinquency charges.

Payment Effective Date: Month 02 Day 26 Year 2010

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If you owe tax, you will enter your payment information here.

Three convenient payment methods are available.

Selecting eCheck allows you to pay electronically for free. Simply enter your banking information

Use Tax Electronic Filing - Preparer and Payment Information - Board of Equalization - windows internet Explor...

http://vtweb03/sut/Reviewfiling.do

Use Tax Electronic Filing - Preparer and Pay...

Please use the Prior Page button at the bottom of this page.

**Pay By E-Check**

**Preparer**

Preparer Name  ?

Preparer Title  ?

Preparer Phone Number    ?

or

**Paid Preparer**

Paid Preparer Name  ?

Paid Preparer Phone Number    ?

**Return and Payment Information**

Effective Date of Filing  ?

Payment Amount  ?

Payment Method  ?

Enter 9-digit Routing Transit Number (No blank spaces)\*  ?

Enter Bank Account Number: (Do not include check number for checking accounts)\*   Checking\*  Savings\* ?

Re-enter Bank Account Number: (Do not include check number for checking accounts)\*  ?

*\*Verify your information by re-entering the Bank Account Number. If your account was issued checks, refer to your actual check. Do NOT use a deposit slip to obtain the information requested. You may contact your bank regarding the proper Bank Routing Transit Number to use for this type of transaction. Failure to enter the correct banking information may cause your payment to reject and may subject your account to delinquency charges.*

Payment Effective Date  Month  Day  Year  ?

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and select your payment date. You can select to make your payment on any date up to the due date of the return.

Use Tax Electronic Filing - Preparer and Payment Information - Board of Equalization - windows internet Explor...

http://vtweb03/sut/Reviewfiling.do

Use Tax Electronic Filing - Preparer and Pay...

Preparer Name: Efiler

Preparer Title: Owner

Preparer Phone Number: 555 555 5555

or

**Pay By E-Check**

Paid Preparer

Paid Preparer Name:

Paid Preparer Phone Number:

Return and Payment Information

Effective Date of Filing: 02/26/2010

Payment Amount: 855.00

Payment Method: E-Check (ACH Debit)

Enter 9-digit Routing Transit Number (No blank spaces)\*:

Enter Bank Account Number: (Do not include check number for checking accounts)\*:  Checking\*  Savings\*

Re-enter Bank Account Number: (Do not include check number for checking accounts)\*:

\*Verify your information by re-entering the Bank Account Number. If your account was issued checks, refer to your actual check. Do NOT use a deposit slip to obtain the information requested. You may contact your bank regarding the proper Bank Routing Transit Number to use for this type of transaction. Failure to enter the correct banking information may cause your payment to reject and may subject your account to delinquency charges.

Payment Effective Date: Month 02 Day 26 Year 2010

Continue Prior Page

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eCheck makes your entire transaction paperless and worry free.

Use Tax Electronic Filing - Preparer and Payment Information - Board of Equalization - windows internet Explor...  
http://vtweb03/sut/Reviewfiling.do

Use Tax Electronic Filing - Preparer and Pay...

Filing Period: 01/01/2009 to 12/31/2009  
Due Date: 04/15/2010

**Pay By Credit Card**

For assistance during regular business hours call 800-400-7115

Use of the browser back button will cause you to lose the data entered on the current page.  
Please use the Prior Page button at the bottom of this page.

Preparer

Preparer Name: Efiler ?  
Preparer Title: Owner ?  
Preparer Phone Number: 555 555 5555 ?

or

Paid Preparer

Paid Preparer Name: ?  
Paid Preparer Phone Number: ?

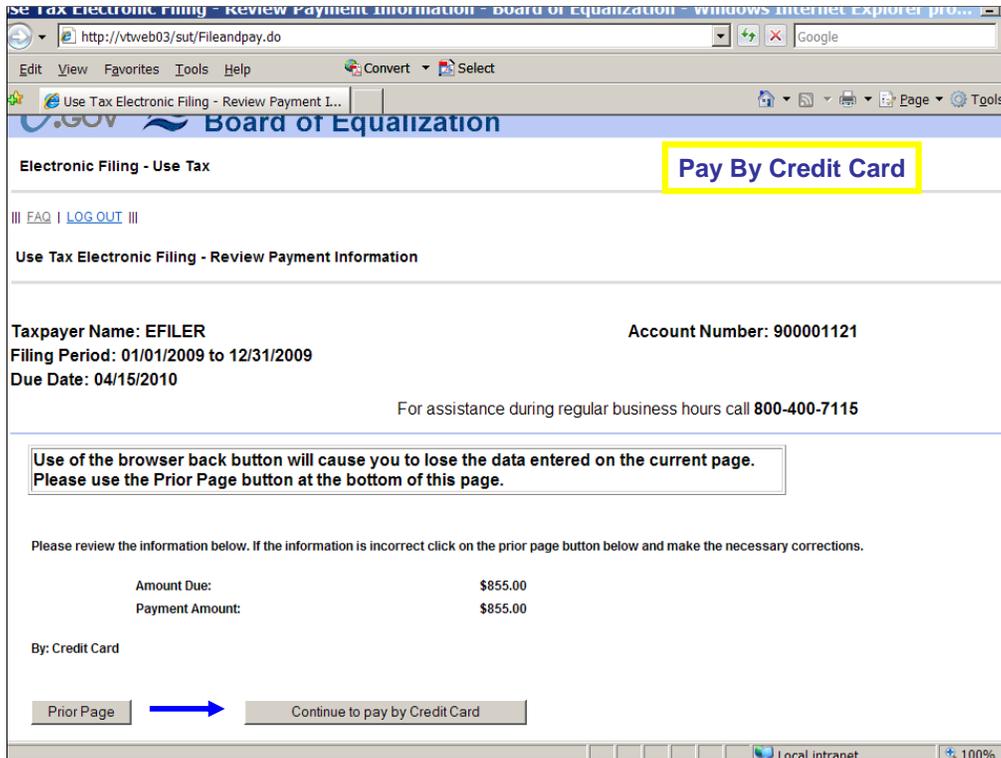
Return and Payment Information

Effective Date of Filing: 02/26/2010 ?  
Payment Amount: 855.00 ?  
Payment Method: Credit Card ?

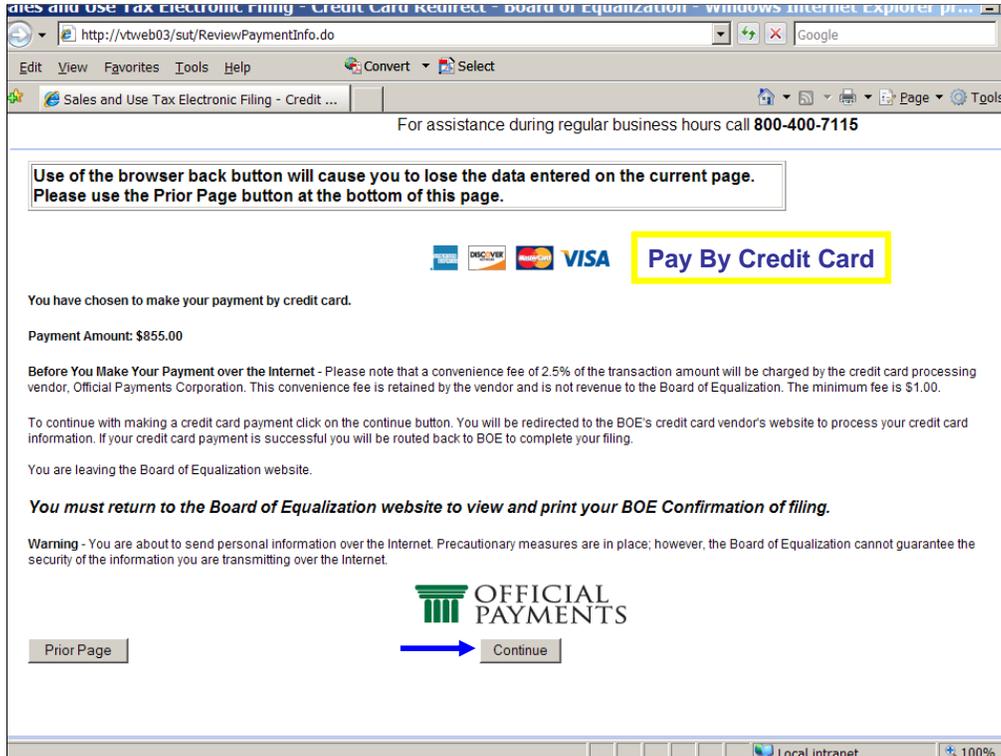
Continue Prior Page

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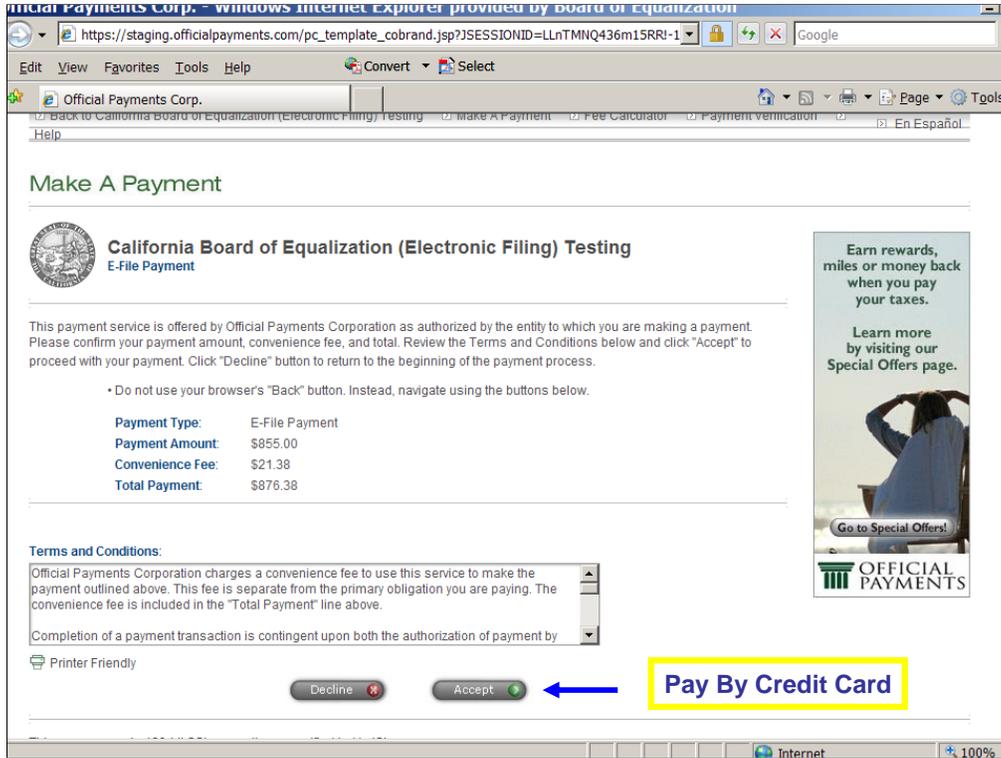
You may also pay by credit card.



If you select to pay by credit card,



you will be directed to our credit card processor to make your credit card payment.



The processor charges a 2.5% convenience fee. This is not revenue to the BOE.

Use Tax Electronic Filing - Preparer and Payment Information - Board of Equalization - windows internet Explor...  
http://vtweb03/sut/FileCreditCardReturn.do

Due Date: 04/15/2010

For assistance during regular business hours call 800-400-7115

Use of the browser back button will cause you to lose the data entered on the current page.  
Please use the Prior Page button at the bottom of this page.

**Pay By Paper Check**

Preparer  
Preparer Name: Efiler  
Preparer Title: Owner  
Preparer Phone Number: 555 555 5555

or

Paid Preparer  
Paid Preparer Name:  
Paid Preparer Phone Number:

Return and Payment Information  
Effective Date of Filing: 02/26/2010  
Payment Amount: 855.00  
Payment Method: Paper Check

Continue Prior Page

Finally, you can pay by paper check. At the end of the filing process, a payment voucher will print along with the confirmation page. Send in the voucher with your paper check to the address on the payment voucher.

Use Tax Electronic Filing - Preparer and Payment Information - Board of Equalization - windows internet Explorer...

http://vtweb03/sut/FileCreditCardReturn.do

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Use Tax Electronic Filing - Preparer and Pay...

Page Tools

**Due Date: 04/15/2010**

For assistance during regular business hours call **800-400-7115**

**Use of the browser back button will cause you to lose the data entered on the current page.  
Please use the Prior Page button at the bottom of this page.**

**Pay By Paper Check**

**Preparer**

Preparer Name  ?

Preparer Title  ?

Preparer Phone Number    ?

or

**Paid Preparer**

Paid Preparer Name  ?

Paid Preparer Phone Number    ?

**Return and Payment Information**

Effective Date of Filing  ?

Payment Amount  ?

Payment Method  ?

[Continue](#) [Prior Page](#)

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Once you have completed your payment information click “continue” to go to a payment summary page.

Use Tax Electronic Filing - Review Payment Information

**Pay By Paper Check**

Taxpayer Name: EFILER Account Number: 900001121  
Filing Period: 01/01/2009 to 12/31/2009  
Due Date: 04/15/2010

For assistance during regular business hours call 800-400-7115

Use of the browser back button will cause you to lose the data entered on the current page.  
Please use the Prior Page button at the bottom of this page.

Please review the information below. If the information is incorrect click on the prior page button below and make the necessary corrections.

Amount Due:	\$855.00
Payment Amount:	\$0.00

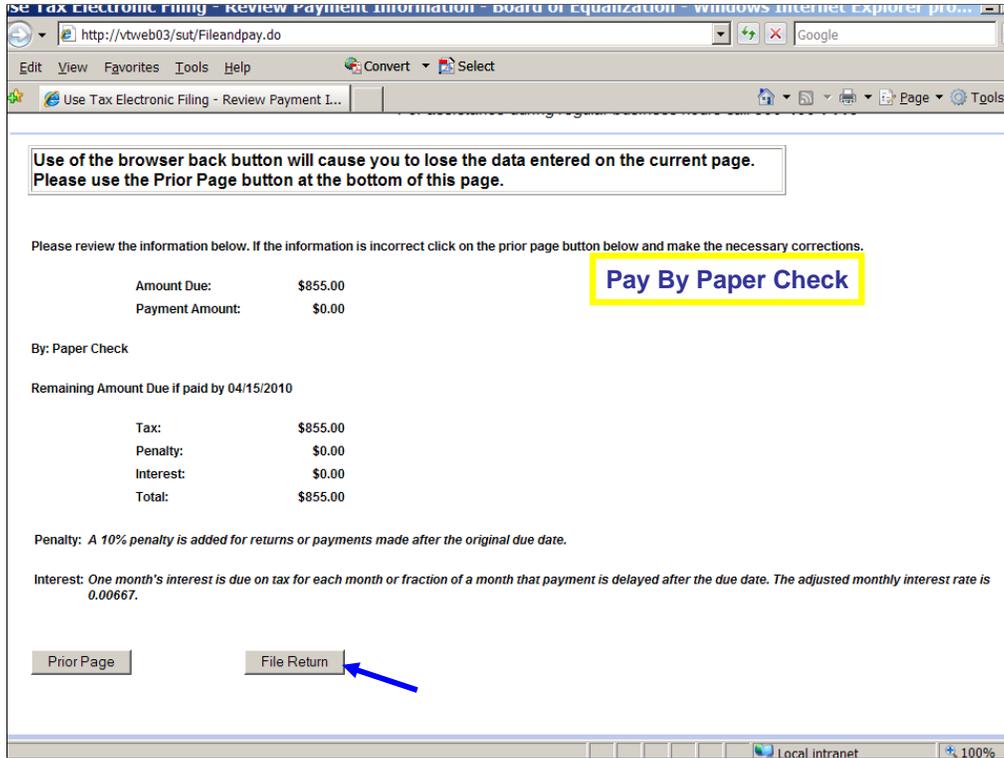
By: Paper Check

Remaining Amount Due if paid by 04/15/2010

Tax:	\$855.00
Penalty:	\$0.00
Interest:	\$0.00
Total:	\$855.00

Penalty: A 10% penalty is added for returns or payments made after the original due date.

Review the information for accuracy



and click “file return” at the bottom of the page.

You are finished! You have now successfully completed filing your return with the California State Board of Equalization.

Use Tax Electronic Filing - Confirm Filing - board of Equalization - windows internet explorer provided by board ...

http://vtweb03/sut/ReviewPaymentInfo.do

Use Tax Electronic Filing - Confirm Filing

**Taxpayer Name: EFILER** **Account Number: 900001121**  
**Filing Period: 01/01/2009 to 12/31/2009**  
**Due Date: 04/15/2010**

For assistance during regular business hours call **800-400-7115**

**Your filing has been accepted. The confirmation number is 00099016808.**

 Print this page and applicable schedules for your records.  
 To reprint at a later time, select "View BOE file History" from the Electronic Services Main Menu.  
 Please take our efilng [survey](#) 

	Transactions Prior to 4-1-09	Transactions On or After 4-1-09	Total Transactions
<b>Purchase Information</b>			
1 Purchases Subject to Use Tax	\$2,000.00	\$8,000.00	\$10,000.00
<b>No Exemptions Entered</b>			
<b>District Tax</b>			
10 Total District Tax			\$ 50.00

Computation Schedule for District Tax

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If you have a minute, we would appreciate your taking the efile survey to let us know what you think of this efilng process.

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http://vtweb03/sut/ReviewPaymentInfo.do

Use Tax Electronic Filing - Confirm Filing - B...

**Use Tax Electronic Filing - Confirm Filing**

Taxpayer Name: EFILER Account Number: 900001121  
 Filing Period: 01/01/2009 to 12/31/2009  
 Due Date: 04/15/2010

For assistance during regular business hours call 800-400-7115

Your filing has been accepted. The confirmation number is 00099016808.

 Print this page and applicable schedules for your records.  
 To reprint at a later time, select "View BOE file History" from the Electronic Services Main Menu.  
 Please take our e-filing [survey](#)

	Transactions Prior to 4-1-09	Transactions On or After 4-1-09	Total Transactions
<b>Purchase Information</b>			
1 Purchases Subject to Use Tax	\$2,000.00	\$8,000.00	\$10,000.00
<b>No Exemptions Entered</b>			
<b>District Tax</b>			
10 Total District Tax			\$ 50.00

Computation Schedule for District Tax

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Print this confirmation page by clicking on the printer icon. This confirmation page is for your records.

Use Tax Electronic Filing - Confirm Filing - Board of Equalization - windows internet Explorer provided by board ...

http://vtweb03/sut/ReviewPaymentInfo.do

FOR BOARD USE ONLY

RE	PM
EFFECTIVE DATE OF PAYMENT	
MO	DAY YEAR

**BOE•file**  
BOARD OF EQUALIZATION

**PAYMENT VOUCHER**

*Print this payment voucher and include it with a check or money order payable to Board of Equalization. Do not include any documentation with your payment. **Always write your account number on your check or money order.***

Mail to:  
**Board of Equalization**  
**P.O. Box 942879**  
**Sacramento, California 94279-3535**

01/01/2009 - 12/31/2009  
 SU KH 900-001121  
 Amount Due: \$855.00

02/26/2010                      Amount Enclosed: \$ \_\_\_\_\_

EFILER  
 Due Date: 04/15/2010

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If you selected to pay by paper check, remember to send in your check with the payment voucher that prints immediately following the confirmation page.  
 Thanks for viewing this training video.

# Thank You

Thanks for viewing this training video. You are now ready to efile your tax return with BOE-file, the Board of Equalizations free efilng system.