



**APPLICATION FOR ELECTRONIC RETURN ORIGINATOR  
TO PARTICIPATE IN THE BOE E-FILING PROGRAM****INSTRUCTIONS****General Information****Who needs to file**

To become an Electronic Return Originator as defined in the California Board of Equalization's E-Filing publications, you must submit your application and complete system testing prior to transmitting your first transaction.

**Where to file**

Send your completed application to: **E-Filing Program Coordinator  
State Board of Equalization  
P.O. Box 942879  
Sacramento, CA 94279-0040**

**If you have questions**

*Sales and Use Tax:* You may contact the Sales and Use Tax E-Filing Program Coordinator at **916-323-6353**, 7:30 a.m. through 4:30 p.m. (Pacific Time), Monday through Friday, by e-mail at **Efile@boe.ca.gov** or **FAX 916-324-5996**.

*Motor Fuels:* You may contact the Motor Fuels E-Filing Program Coordinator at **916-322-9669**, 8:00 a.m. through 5:00 p.m. (Pacific Time), Monday through Friday, by e-mail at **Efile@boe.ca.gov** or **FAX 916-323-9352**.

**Specific Instructions**

- Line 1** Check the appropriate boxes.
- Line 2** Enter your firm's Federal Employer Identification Number (FEIN).
- Line 3** If your firm is a sole proprietorship, enter the name of the sole proprietor. If your firm is a corporation, LLC, partnership or any other type of entity, enter the legal name of the entity as shown on your income tax return.
- Line 4** If your firm uses a fictitious business name, enter that name.
- Line 5** Enter the permanent mailing address for the firm.
- Line 6** Enter the address of the physical location of the firm if different than the address listed on line 5.
- Line 7** Enter the business phone number, FAX, business e-mail address, URL and IP address.
- Line 8** Check the box that indicates your firm's organizational structure. If your firm's structure is not listed, please check "Other" and provide a description. If you have selected either General or Limited Partnership, please include a copy of your partnership agreement.
- Line 9** If your firm is a corporation or LLC, please enter the state in which you are incorporated or formed the LLC, the date it became effective and your corporate or LLC number. Corporations doing business in California are required to register with the California Secretary of State. Please provide the number assigned by them.
- Line 10** Enter the name, title, phone number and e-mail address of the person you have designated as the contact for this program.
- Line 11** Answer "Yes" or "No" as appropriate. If "Yes," please provide a written explanation. Monetary crimes include, but are not limited to: money laundering, embezzlement, stock fraud, etc.
- Line 12** No additional information is required. Please read this section carefully prior to signing this application.
- Lines 13 and 14** The person authorized to act and sign for the firm in legal matters should complete these lines. An original signature is required to complete this application.