

# District Taxes (Sales and Use Taxes)

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## PREFACE

Over 75 percent of businesses in California are located or do business in special tax districts. This publication is designed as a guide to the application of district tax to your sales and purchases.

The first chapter presents an overview of district taxes using a question and answer format. Subsequent chapters cover the specific application of the tax to place of sale, sales across district lines, construction contractors, and leases.

Effective April 1, 2009, the state sales and use tax rate increased by 1 percent. In addition, if you are in a city or county that has a voter approved local district tax rate increase effective on April 1, 2009, your overall tax rate increase will be higher.

If you need information about tax rates in specific areas, you should refer to [publication 71](#), *California City and County Sales and Use Tax Rates*. That publication has a list of the tax rates for postal delivery addresses in California. See [page 22](#) for information on how to order a copy or visit our website at [www.boe.ca.gov/pdf/pub71.pdf](http://www.boe.ca.gov/pdf/pub71.pdf).

The Board of Equalization (BOE) [website](#) now includes a link, [www.geotax.com](http://www.geotax.com), to a free sales and use tax rate locator that allows any person to determine tax rates based on address. We are providing this site as a service to taxpayers and consumers who are trying to obtain the tax rate for any address in the state.

We provide the GeoTax link only as a public service and do not maintain the website. The BOE is not responsible for the content or accuracy of the information shown on that site. Problems or suggestions concerning the information on [geotax.com](http://geotax.com) should be sent to Group 1 Software at [www.geotax.com](http://www.geotax.com). Also, please contact the BOE webmaster at [www.boe.ca.gov/info/webmail.html](http://www.boe.ca.gov/info/webmail.html) if you experience any difficulties with the link to [geotax.com](http://geotax.com).

Additionally, some cities have developed a database of addresses to help retailers and consumers in identifying addresses located within special taxing jurisdictions for district tax rates. In cooperation with these cities, we are providing links to their address databases located on our website at [www.boe.ca.gov/sutax/pam71.htm](http://www.boe.ca.gov/sutax/pam71.htm). If you have questions about the addresses, please contact the cities directly.

All BOE regulations, publications, and written information are available from our website at [www.boe.ca.gov](http://www.boe.ca.gov).

If you need information about specific sales or purchases, you can call our Taxpayer Information Section at 800-400-7115 or write to the address below. Staff are available to answer your questions Monday through Friday (except state holidays) from 8:00 a.m. to 5:00 p.m. (Pacific time). They can also provide you with copies of the Transactions and Use Tax Law and Regulations and the other publications which are listed on [page 22](#).

Please send your questions or your suggestions for improving this publication to:

Audit and Information Section, MIC:44  
State Board of Equalization  
PO Box 942879  
Sacramento, CA 94279-0044

*Note:* This publication summarizes the law and applicable regulations in effect when the publication was written, as noted on the cover. However, changes in the law or in regulations may have occurred since that time. If there is a conflict between the text in this publication and the law, the decision will be based on the law and not on this publication.

To contact your Board Member, see [www.boe.ca.gov/members/board.htm](http://www.boe.ca.gov/members/board.htm).



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## DISTRICT TAXES—AN OVERVIEW

Voters throughout California commonly approve new transactions and use taxes in their areas. All district tax rates used in this publication are current as of January 2007. [Publication 71](#), California City and County Sales and Use Tax Rates, is updated when special tax districts are added or deleted, or when other tax rate changes occur. To view this publication, go to [www.boe.ca.gov/pdf/pub71.pdf](http://www.boe.ca.gov/pdf/pub71.pdf). To order a copy please see [page 22](#). The following questions and answers provide an overview of district taxes.

### Introduction to district taxes

#### **What is a district?**

A “district” is a local jurisdiction that, under enabling statutes in various codes, may impose transactions (sales) and use taxes within its borders. Voter approved district taxes are levied on a county-wide basis and within many incorporated city limits.

#### **What are district taxes?**

District taxes are either transactions (sales) or use taxes. The Revenue and Taxation Code provides that transactions (sales) taxes are due from retailers on their sales of tangible personal property, and use taxes are due from purchasers for their use of tangible personal property in the district. “Use” is defined as the use, storage, or other consumption of tangible personal property. In this publication, we will refer to such taxes generally as “district” taxes and designate them as either “transactions (sales)” or “use” taxes only when necessary.

#### **Who is responsible for reporting district taxes?**

*Note:* The following information describes who is responsible for reporting district *transactions (sales)* tax or district *use* tax.

Since *transactions (sales)* taxes are imposed on the sale of tangible personal property in a district, you are responsible for reporting transactions tax if you are a retailer located in a district. If you have more than one business location, your liability for district tax will depend on the location at which you conduct principal negotiations for your sales. For more information about the application of tax to sales by businesses with multiple locations or with no fixed location, you should read the discussion about place of sale, which begins on [page 4](#).

Since district *use* taxes are imposed on the storage, use or other consumption of tangible personal property in a district, you may be responsible for reporting district use tax if:

- You are a retailer “engaged in business” within a district (see next section).
- You lease, store, or consume tangible personal property in a district.

#### **What does “engaged in business” mean?**

You are “engaged in business” in a district if you are a retailer who:

- Maintains, occupies, or uses any type of office, sales room, warehouse, or other place of business in the district, even if it is used temporarily, indirectly, or through an agent.
- Has any kind of representative operating in the district for the purposes of making sales or deliveries, installing or assembling tangible personal property, or taking orders.
- Receives rentals from a lease of tangible personal property located in the district.
- Sells or leases vehicles or undocumented vessels which will be registered in a district.

### ***What are some of the differences between district taxes and the sales and use tax?***

Since district tax ordinances must incorporate provisions of the Sales and Use Tax Law, the taxes are generally the same except for:

- Sale of property in a district and delivered to a customer outside the district may not be subject to the district tax.
- Retailers outside a district delivering property into a district may be required to collect the district's tax if they are engaged in business in the district.
- Sellers or lessors of vehicles or undocumented vessels are required to collect district use tax imposed in the county of registration.
- Sales of tangible personal property, other than fuel or petroleum products, to operators of aircraft are exempt from transactions (sales) tax if (1) the aircraft is used as a common carrier of persons or property and (2) the property purchased will be used or consumed principally outside the district where the sale was made.
- Fixed-price contracts, including leases entered into prior to the starting date of a new district tax may be exempt.

### ***What exempts a fixed-price contract from district taxes?***

To qualify as an exempt "fixed-price contract," a contract must meet the following conditions:

- It must have been entered into prior to the effective date of the district tax. Contracts for which an irrevocable bid was submitted prior to the effective date will qualify even when signed on or after that date, provided they are signed during a period for which the bid is still irrevocable.
- It must be for a fixed amount. A contract may not have any clauses which allow for increases or decreases in the contract price because of a change in the tax rates or the cost of the property to be furnished. This provision is not invalidated if the contract allows change orders. Change orders are considered separate contracts.
- All parties to the contract must be obligated to the terms of the contract. No party can have the unconditional right to terminate the contract, whether or not that right is exercised.
- The sales tax amount or rate must be specifically stated in the contract, or the contract must be tax-included.

The exemption allowed for fixed-price contracts applies not only to standard retail sales contracts, but also to sales of materials and fixtures under fixed-price construction contracts and to contracts for leases of tangible personal property. Fixed-price construction contracts are discussed in more detail on [page 15](#); and fixed-price lease contracts are discussed on [page 19](#).

## PLACE OF SALE

A major factor that affects a retailer's liability for district tax is the "place of sale," that is, the location of the retailer's business. You should read this section and [page 1](#) if your business is located in a district or you have multiple locations.

### Retailers with one location

If you are a retailer whose only business location is in a district, you must generally report *transactions (sales)* tax on all your sales unless:

- You, your agent, or a common carrier ships or delivers the property to an out-of-state or out-of-district location, or
- The sale is exempt from the general sales tax or is otherwise exempt from transactions tax.

If your business is not located in a district, your sales are not subject to *transactions* tax. However, you may be liable for district *use* tax if you are "engaged in business" in a district. For more information about being "engaged in business" in a district, you should read the discussion beginning on [page 1](#).

### Retailers with multiple locations

If you are a retailer with more than one location, the place of sale is generally considered the location at which you carry on principal negotiations even if you must forward the order to another location for acceptance, approval of credit, shipment, or billing. Your employees' activities will be attributed to the location from which they work. Consequently, sales made or negotiated by employees, or at places located in districts, are generally subject to *transactions* tax.

As with a single location business, you are allowed an exemption from district tax for property which is shipped to an out-of-state location or for property which is also exempt from the sales and use tax.

You are not liable for transactions tax on sales made at business locations outside districts. You may, however, be liable for collecting district *use* tax if you ship the property into a district in which you are "engaged in business," unless you accept a declaration in good faith as provided in [Regulation 1823.4, Place of Delivery of Tangible Personal Property Generally](#), and [Regulation 1823.5, Place of Delivery of Certain Vehicles, Aircraft, and Undocumented Vessels](#), see [pages 8 to 11](#). Vendors with multiple locations have their place of sale prescribed by the Transactions and Use Tax [Regulation 1822, Place of Sale for Purposes of Transactions \(Sales\) and Use Taxes](#), see [page 22](#).

#### **Vending machine operators**

For vending machine operators, the place of sale is the location of the vending machine. If you are a vending machine operator generally you should pay tax when buying inventory. When you make a tax-free purchase of inventory, you must report use tax based on the location of the machine through which the inventory is sold. When a machine is located in a district, you are liable for state, local, and district tax. Please visit our website at [www.boe.ca.gov/pdf/reg1574.pdf](http://www.boe.ca.gov/pdf/reg1574.pdf) for a copy of [Regulation 1574, Vending Machine Operators. Publication 118, Vending Machine Food Sales](#), is also available, at [www.boe.ca.gov/pdf/pub118.pdf](http://www.boe.ca.gov/pdf/pub118.pdf).

#### **Itinerant merchants**

Itinerant merchants are defined as retailers with no permanent place of business. This category includes certain door-to-door salespersons.

As an itinerant merchant, your place of sale is the permanent address shown on your seller's permit. If your permanent address is located in a district, you are generally liable for district tax on your sales unless you deliver the property to the buyer outside the district for use outside the district. If your permanent address is not in a district, your sales are generally exempt from *transactions* tax. However, they may be subject to district *use* tax, if you solicit the sale in a district and ship or deliver the property to the buyer in the district. Please see [page 1](#) for the definition of "engaged in business."

### ***Businesses qualifying as section 6015 retailers***

A business which uses salespersons, representatives, peddlers, canvassers, agents, or other persons who operate under the direction of or obtain property from the business may be treated as the retailer under Revenue and Taxation Code section 6015(b) of the Sales and Use Tax Law. As a section 6015 retailer, the business is responsible for reporting tax on any sales made by these persons. Section 6015 retailers include operators of certain school book clubs.

If you qualify as a section 6015 retailer, your place of sale is the location from which your salespersons, representatives, peddlers, canvassers, or agents operate. Sales made by persons located in districts are generally subject to transactions tax unless the property is delivered to the buyer outside the district for use outside the district. Sales made by persons located outside districts are generally exempt from *transactions (sales)* tax but may be subject to district *use* tax if the sale is solicited in a district and the property is shipped or delivered to the buyer in the district.

### ***Auctioneers***

For auctioneers, the place of sale is the location at which the auction is held. If you are an auctioneer holding an auction in a district, your sales are subject to *transactions* tax unless otherwise exempt.

### ***Out-of-state retailers “engaged in business” in California***

Revenue and Taxation Code section 6203, *Collection by Retailer*, provides, in part, the definition of a retailer engaged in business in this state as any of the following:

- (1) Any retailer maintaining, occupying, or using, permanently or temporarily, directly or indirectly, or through a subsidiary, or agent, by whatever name called, an office, place of distribution, sales or sample room or place, warehouse or storage place, or other place of business.
- (2) Any retailer having any representative, agent, salesperson, canvasser, independent contractor, or solicitor operating in this state under the authority of the retailer or its subsidiary for the purpose of selling, delivering, installing, assembling, or the taking of orders for any tangible personal property.

A copy of section 6203 is available from our website at [www.boetaxes.ca.gov/business/Vol1/Sut/sutl.pdf](http://www.boetaxes.ca.gov/business/Vol1/Sut/sutl.pdf).

An out-of-state retailer whose only presence in the state is a stock of tangible personal property is considered a California retailer, and the place of sale is the location of the property from which delivery or shipment is made. If the property is located in a district, the sale may be subject to *transactions* tax.

## SALES ACROSS DISTRICT LINES

You should read this chapter if you have a business located in a district and you make sales to customers located outside the district. You should also read this chapter if you purchase property which you intend to store, use, or consume in a district. This chapter gives a general outline of the application of district tax to these types of sales and purchases.

If you have questions about particular sales, you should call our Taxpayer Information Section at 800-400-7115 or contact one of our [field offices](#). A complete list of field offices is provided on [page 21](#).

Retailers in districts selling property which they deliver outside the district are generally not liable for district tax in their district. However, district tax may apply in one of the following situations:

- A retailer located in a district sells property to a purchaser located outside the district, but the purchaser takes delivery of, or first uses, the property in the district.
- Property is sold outside a district and is then brought into the district for storage, use, or consumption.

This chapter discusses the general rules covering the application of district tax to these kinds of transactions and then discusses the responsibilities of retailers and purchasers for reporting the tax.

### Property sold in a district which is delivered or first used in that district

If your business is located in a district, your sales are generally subject to *transactions (sales)* tax when you deliver the property to the purchaser in the district. The transactions tax applies even if the purchaser intends to immediately transport and use the property outside the district.

*Note:* You are liable for your district's transactions (sales) tax if you deliver the property outside the district with the knowledge that the purchaser will store, use, or consume the property in your district.

### Property delivered to another district

District use tax is due on property that the customer first stores, uses, or otherwise consumes in a district. A customer who is liable for district use tax on property first used in a district is allowed a credit for any district transactions (sales) tax already paid. This credit is limited to the amount of transactions (sales) tax reimbursement paid by the customer in the district of origin. That is, a refund of district tax is not available if the tax owed in the district of first use is less than the transactions (sales) tax reimbursement already paid on the purchase. See [page 6](#) under the heading of "Purchasers" for an example of how the credit applies.

For example, your business is located in a district and you sell merchandise to a customer who is located in an area where there is no district. If your customer picks up the merchandise at your location, the sale is subject to your district's transactions (sales) tax, even if your customer intends to take the merchandise back to his or her location. On the other hand, if you ship the property to the purchaser's location, the sale is not subject to your district's transactions (sales) tax.

Either the retailer or purchaser may be responsible for reporting district use tax to the BOE, depending on the circumstances of the sale or use of the property. The following sections on retailers and purchasers discuss this in more detail.

## ***Retailers***

As a retailer, you are required to collect and report district use tax on a sale in a district in which you are “engaged in business” (please see [page 1](#) for a discussion of “engaged in business”), and one of the following conditions applies:

- You ship or deliver the property into the district.
- You participate within that district in the sale of the property. “Participation” includes solicitation whether direct or indirect. It also includes receipt of orders at a place of business in the district or through any representative, agent, canvasser, solicitor, subsidiary, or any other person working in the district under your authority.
- You are a licensed dealer of vehicles or undocumented vessels which are registered by the purchaser in a county with district taxes.

If a sale meets these conditions, you must collect district use tax on all taxable charges including those taxable charges which result from repairs or reconditioning.

The following example illustrates when retailers should collect and report district use tax:

A retailer in Santa Clara County makes a taxable sale of property which is delivered to and used by the purchaser in Alameda County. Even though it is subject to the general sales tax, the sale would be exempt from Santa Clara County district taxes because the property was delivered outside the county. However, use of the property in Alameda County makes the sale subject to the district use tax in Alameda County. If the retailer is engaged in business in Alameda County and delivers the property to the Alameda County location, he or she is responsible for reporting district use tax. If the retailer is not engaged in business in the county, the purchaser is responsible for reporting district use tax.

In contrast, if the property were delivered into and first used in Ventura County, neither transactions nor district use tax would be due since Ventura County has no district taxes except for the cities of Oxnard and Port Hueneme, which are both located in Ventura County.

## ***Purchasers***

As a purchaser, you are generally required to report district use tax on the purchase price of tangible personal property when:

- You make the first taxable use of the property in a district.
- You purchased the property without district tax or at a lesser rate of district tax than is imposed in the district of use.
- The retailer has no obligation to report the tax.

As stated above, you are eligible for a credit of tax paid to another district, but only up to the amount of tax due in the district of use.

Application of this credit is illustrated by the following example:

A consumer buys merchandise in San Mateo County and pays district tax of 1.00 percent. The consumer then first uses the property in Orange County where the district tax rate is .50 percent. The consumer is liable for the Orange County district use tax at the .50 percent rate, but is eligible for a credit based on the district tax paid in San Mateo County. However, no refund is allowed for the additional .50 percent paid in San Mateo County.

If the consumer buys the merchandise in Orange County and then first uses it in San Mateo County, he or she is liable for the San Mateo district use tax of 1.00 percent. The consumer is allowed a credit for the .50 percent district transactions (sales) tax paid in Orange County, but owes the additional .50 percent district use tax due in San Mateo County.

***Declaration to relieve retailer of obligation to collect district use tax for sales delivered to purchaser outside of the district***

[Regulation 1823.4](#), *Place of Delivery of Tangible Personal Property Generally*, provides, for the purposes of the use tax, not the transactions (sales) tax, a retailer may be relieved of the obligation to collect the use tax (other than for vehicles, aircraft, and vessels) imposed by that district when you ship or deliver tangible personal property outside of that district to a purchaser's principal residence address or principal business address. You are relieved of the obligation by accepting, in good faith, a properly executed declaration under penalty of perjury. The declaration must be signed by the buyer, stating that such address is, in fact, the buyer's principal place of residence or principal place of business; that the buyer's principal place of residence or principal place of business is located outside the boundaries of the district; *and that the property was purchased for use at a designated point or points outside of that district*. It should also state that the purchaser will be liable for and pay the use tax if the property is principally stored, used, or otherwise consumed within a district.

For example, you are a retailer required to collect district use tax on property you ship to the city of Trinidad, which has a tax rate of 9.00 percent. Humboldt County and the city of Trinidad have the same zip code. However, Humboldt County has a tax rate of 8.25 percent. Customers living in Humboldt County near Trinidad, but not within Trinidad's city limits, are not subject to the 9.00 percent tax rate, but the 8.25 percent rate for Humboldt County is applicable. If your customer provides a declaration as provided in [Regulation 1823.4](#), you may charge them the 8.25 percent tax rate.

An example of the declaration to relieve the retailer of the obligation to collect district use tax is shown on [page 9](#). One is also in [Regulation 1823.4](#), *Place of Delivery of Tangible Personal Property Generally*, and available from our website at [www.boe.ca.gov/pdf/reg1823-4.pdf](http://www.boe.ca.gov/pdf/reg1823-4.pdf).

***Declaration to relieve retailers of the obligation to collect district sales tax for sales of certain vehicles, aircraft, and undocumented vessels when delivered to purchaser outside of the district***

In California, if you register a vehicle or vessel at DMV to an address that falls within a special tax district, the district tax is generally included as part of the total tax collected.

[Regulation 1823.5](#), *Place of Delivery of Certain Vehicles, Aircraft, and Undocumented Vessels*, relates to the place of delivery of certain vehicles (both commercial and noncommercial), aircraft, and undocumented vessels for the purpose of the district transactions (sales) tax portion only. It does not apply to the district use tax.

A retailer of certain vehicles, aircraft, and undocumented vessels is considered engaged in business in any district imposing district use tax and is generally required to collect the district use tax and pay it to the state, if the vehicle, aircraft, or undocumented vessel is licensed or registered in any district imposing a district tax.

[Regulation 1823.5](#) defines the type of vehicles, aircraft, and undocumented vessels that under certain circumstances qualify for a district sales tax exemption. As stated above, this regulation also applies to certain commercial vehicles. The regulation includes declarations for the purpose of allowing the seller to treat the sale as exempt from the district transactions (sales) tax. The declarations are made under penalty of perjury. If the purchaser issues a declaration to the seller then if the property is principally stored, used or otherwise consumed in that district, the purchaser will be liable for and pay the use tax. Even though the sale of the vehicle, aircraft, or undocumented vessel may be exempt from the district sales tax under this regulation, the statewide rate of 8.25 percent will still apply to the sale and the retailer may still be responsible for collecting the district use tax.

Any seller claiming exemption under this regulation must retain these declarations executed in the prescribed form. If the exemption claimed relates to the sale of a vehicle, the seller also must retain in his records a copy of either the Department of Motor Vehicles report of sale or other documentary evidence showing the out-of-district address to which the vehicle is registered.

An undocumented vessel is a vessel that is required to be registered with the California Department of Motor Vehicles (DMV). Purchasers of undocumented vessels that are exempt from transactions (sales) tax, under [Regulation 1823.5](#) shall pay district use tax to the DMV at the time of registering the vessel if the seller did not collect the use tax. As discussed above, the seller may be required to collect the district use tax and pay it to the state. A documented vessel means a vessel which is required to be documented by the United States Coast Guard and for which the United States Coast Guard has issued a valid marine certificate. If you have questions as to whether your vessel qualifies as documented or undocumented, please refer to our [publication 40, \*Watercraft Industry\*](#), available from our website at [www.boe.ca.gov/pdf/pub40.pdf](http://www.boe.ca.gov/pdf/pub40.pdf).

### **Delivery outside district**

Any seller claiming an exemption from the district tax under [Regulation 1823.5](#) must retain a declaration signed under penalty of perjury in the form prescribed in the regulation. The declaration must be signed by the buyer, accepted by the seller in good faith, and include a written statement that the vehicle, aircraft or undocumented vessel was purchased for use at designated point(s) outside the district. If the claimed exemption relates to the sale of a vehicle, the seller also must retain in his records a copy of either the DMV report of sale or other documentary evidence showing the out-of-district address to which the vehicle is registered.

[Regulation 1823.5, \*Place of Delivery of Certain Vehicles, Aircraft, and Undocumented Vessels\*](#), includes sample declarations that can be used to relieve the retailer of the obligation to collect district transactions (sales) tax. Examples of the declarations are also available from our website at [www.boe.ca.gov/pdf/reg1823-5.pdf](http://www.boe.ca.gov/pdf/reg1823-5.pdf) and included on [pages 10 and 11](#) of this publication.

For further assistance on sales or purchases of vehicles, vessels, and aircraft, please visit our website at [www.boe.ca.gov/sutax/faqtrans.htm](http://www.boe.ca.gov/sutax/faqtrans.htm) for frequently asked questions, or call our Consumer Use Tax Section at 916-445-9524.

**Sample Declaration  
(Regulation 1823.4)**

I HEREBY CERTIFY THAT:

(1) The \_\_\_\_\_ purchased from  
*(here insert description of tangible personal property purchased)*  
\_\_\_\_\_ was delivered to the following address: \_\_\_\_\_  
*(insert name of seller)*

(2) The above address is located outside the District. \_\_\_\_\_  
*(name of district)*

(3) The above address is my principal place of residence or principal place of business.

(4) The tangible personal property listed above is purchased for use at the following  
location(s), which is outside the District. \_\_\_\_\_  
*(name of district)*  
\_\_\_\_\_  
*(street, city, state, zip code)*

I understand that this declaration is for the purpose of allowing the above named seller to treat the sale of the above-described tangible personal property as exempt from the use tax imposed by the district of \_\_\_\_\_  
*(name of district)*. If the property is principally stored, used or otherwise consumed in that district, the purchaser shall be liable for and pay the use tax.

I have personal knowledge of the statements of fact contained in this declaration. I declare under penalty of perjury under the laws of the State of California and the United States that the foregoing statements are true and correct.

\_\_\_\_\_  
PRINTED NAME OF PURCHASER  
\_\_\_\_\_  
SIGNATURE OF PURCHASER OR AUTHORIZED AGENT (IF APPLICABLE)  
\_\_\_\_\_  
NAME AND TITLE OF AUTHORIZED AGENT

\_\_\_\_\_  
DATE

*History: Adopted October 25, 2005, effective January 26, 2006.*

*Regulations are issued by the State Board of Equalization to implement, interpret or make specific provisions of the California Sales and Use Tax Law and to aid in the administration and enforcement of that law. If you are in doubt about how the Sales and Use Tax Law applies to your specific activity or transaction, you should write the nearest State Board of Equalization office. Requests for advice regarding a specific activity or transaction should be in writing and should fully describe the facts and circumstances of the activity or transaction.*

**Sample Declaration**  
**(Regulation 1823.5)**  
**Vehicles, Aircraft, and Undocumented Vessels**

I HEREBY CERTIFY THAT:

(1) The \_\_\_\_\_  
*(here insert description of vehicle, aircraft or undocumented vessel giving name*  
\_\_\_\_\_ purchased from \_\_\_\_\_ *(insert name of seller)* will be registered to  
*of manufacturer and type)*  
the following address:

\_\_\_\_\_  
\_\_\_\_\_

(2) The above address is outside the \_\_\_\_\_ District.  
*(name of district)*

(3) The address is my principal place of residence (or, in the case of a corporation, principal place of business).

(4) The vehicle, aircraft, or undocumented vessel when not in use will be kept, garaged, hangared or docked at:

\_\_\_\_\_

(5) The vehicle, aircraft, or undocumented vessel will be stored, used or otherwise consumed  
principally outside the \_\_\_\_\_ District.  
*(name of district)*

(Check applicable box.)

(6)  (a) The purchaser does not hold a California seller's permit.

(b) The purchaser holds California seller's permit No. \_\_\_\_\_ .

I understand that this declaration is for the purpose of allowing the above named seller to treat the sale of the above described tangible personal property as exempt from the transactions (sales) tax imposed by the \_\_\_\_\_ District. If the property is principally stored, used  
*(name of district)*  
or otherwise consumed in that district, the purchaser shall be liable for and pay the use tax.

The foregoing declaration is made under penalty of perjury.

\_\_\_\_\_  
PRINTED NAME OF PURCHASER OR AUTHORIZED AGENT

\_\_\_\_\_  
SIGNATURE OF PURCHASER OR AUTHORIZED AGENT

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**Sample Declaration  
(Regulation 1823.5)  
Commercial Vehicles**

I HEREBY CERTIFY THAT:

(1) The

\_\_\_\_\_ *(here insert description of commercial vehicles giving name of manufacturer and type)*  
purchased from \_\_\_\_\_ *(insert name of seller)* will be registered to the following address:  
\_\_\_\_\_  
\_\_\_\_\_

(2) The vehicle will be operated from the following address:

\_\_\_\_\_  
\_\_\_\_\_

(3) The address from which the vehicle will be operated is outside the \_\_\_\_\_  
\_\_\_\_\_ District.  
*(name of district)*

(4) When not in use, the vehicle will be kept or garaged at:

\_\_\_\_\_  
\_\_\_\_\_

(5) The vehicle will be stored, used or otherwise consumed principally outside the \_\_\_\_\_  
\_\_\_\_\_ District.  
*(name of district)*

(Check applicable box.)

(6)  (a) The purchaser does not hold a California seller's permit.

(b) The purchaser holds California seller's permit No. \_\_\_\_\_ .

I understand that this declaration is for the purpose of allowing the above named seller to treat the sale of the above described tangible personal property as exempt from the transactions (sales) tax imposed by the \_\_\_\_\_ *(name of district)* District. If the property is principally stored, used or otherwise consumed in that district, the purchaser shall be liable for and pay the use tax.

The foregoing declaration is made under penalty of perjury.

\_\_\_\_\_  
PRINTED NAME OF PURCHASER OR AUTHORIZED AGENT

\_\_\_\_\_  
SIGNATURE OF PURCHASER OR AUTHORIZED AGENT

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

## Sales across district lines—examples

*Am I liable for district transactions (sales) tax in a district where I solicit and accept a sale when the property is never physically in the district?*

No. Under these circumstances, you are not liable for transactions (sales) taxes. District tax law allows a specific exemption for property which is sold within a district but delivered and used outside the district. You may be responsible for district use tax in the district in which the property is delivered.

*If I am located in a district, am I liable for my district's tax if I make a sale to a person located outside the district?*

You are generally not liable for your district's tax so long as the customer does not take possession of the property in your district. However, if your customer is located in another district, you are generally liable for that district's use tax if (1) you are engaged in business in that district and (2) you ship or deliver the property into that district or participation within the district in making the sale.

*If I purchase property at a lower rate of tax, am I required to pay additional district tax if I use the property in a district with a higher tax rate?*

Yes. If the property is used in a district with a higher tax rate than the rate paid at the time of purchase, the additional tax is due.

*If I am not located in a district and deliver property to my customer at my place of business, must I collect district use tax if the customer's billing address is located in a tax district?*

No. You would be required to collect the tax only if you are "engaged in business" in the district and participated in the district in making the sale or delivered or shipped the property into the district. Please note that retailers of vehicles or undocumented vessels are always "engaged in business" in districts in which the property is registered and, therefore, are always required to collect district use tax.

*If I am a retailer located outside a district and I regularly make deliveries to customers in a district, am I required to report district use tax?*

If you make deliveries with your own vehicle, you are considered "engaged in business" in the district and are required to report district use tax on the sale. If you make the deliveries through a common carrier, you generally are not liable for the tax unless you are otherwise engaged in business in the district, such as maintaining an office or other place of business in the district.

*If I buy tools, equipment, or other property for use in a district from a vendor who is not "engaged in business" in a district, are my purchases subject to district tax?*

Yes. You are required to report and pay the district use tax.

*If I live outside a district and bring property into a district for repair or reconditioning, are the repair charges which are subject to sales tax also subject to the district tax?*

Yes, if you pick up the property in the district. However, if you take delivery of the property outside the district for use outside the district, the district transactions (sales) tax does not apply. If there is a district tax in the location where you use the property, you are required to report and pay the use tax.

## Voter approved city district taxes

*I am located in San Diego County and regularly make deliveries in my own vehicle into the city of El Cajon. I am not considered engaged in business anywhere else in California. When I make taxable sales to customers in the county of San Diego, including sales into the city of El Cajon, am I liable for the higher rate for the sales to El Cajon?*

The city of El Cajon, located in San Diego County, has a tax rate of 9.75 percent. This reflects the 8.25 percent statewide base rate plus 0.50 percent district tax for the entire county of San Diego and 1.00 percent district tax

for the city of El Cajon. As of the date of this publication, the tax rate in areas of San Diego County outside the city of El Cajon is 8.75 percent.

If you regularly deliver merchandise to locations within the city limits of El Cajon in your own vehicle, you are considered “engaged in business” in the district of El Cajon and are responsible for reporting the additional 1.00 percent El Cajon district tax. You should not charge the El Cajon district tax on sales that occur at your business location if your business is located outside the city limits of El Cajon or for sales otherwise made outside of the El Cajon City limits.

To allow for the correct application of district taxes, many cities with voter approved district taxes have provided a list of addresses located inside their incorporated city limits. Our website provides a link to the address list at [www.boe.ca.gov/sutax/cityaddresses.htm](http://www.boe.ca.gov/sutax/cityaddresses.htm).

# CONSTRUCTION CONTRACTORS

*This chapter covers the general application of district taxes to construction contractors. You should read this chapter if you make sales to construction contractors, or if you are a contractor located or doing work in districts.*

*District tax generally applies to a construction contractor's purchases in the same manner as the sales and use tax. However, there are certain exceptions, which are explained in the following pages. This chapter briefly summarizes the provisions that are common to both sales and use tax and district tax and then discusses the specific district tax provisions.*

## Tax provisions common to both sales and use tax and district tax

Under both the sales and use tax and the district tax, construction contractors (other than those working under Federal contracts) are:

- Consumers of materials furnished and installed on real property such as lumber, cement, roofing, windows, and wall-to-wall carpeting. As consumers, contractors generally should pay sales tax to their vendors when purchasing these items or report use tax when the materials are installed on real property.
- Retailers of fixtures furnished and installed on real property such as air conditioning units, lighting and plumbing fixtures, and blinds. Contractors should remit tax to the BOE in a time and materials contract on the sale of the fixtures to their customers. Or, if installing the fixtures on a lump-sum contract, contractors should pay sales or use tax on the cost of the fixtures. If the contractor manufactures the fixture, the selling price is considered the price at which similar fixtures are sold or the price reflected by the contractor's records such as bid sheets or costing sheets.
- Retailers of machinery and equipment such as drill presses, lathes, and movable partitions. Contractors should charge and remit tax on the selling price of these types of items to their customers.

In contrast, construction contractors working on contracts with the Federal government (also known as United States construction contractors) are considered the consumers of both materials and fixtures. In addition, a United States construction contractor's sale of equipment to the Federal government is generally considered an exempt retail sale.

For more information about the application of sales and use tax to construction contractors and a more complete listing of property qualifying as materials, fixtures, machinery, and equipment, you should read [publication 9, Construction and Building Contractors](#), and [Regulation 1521, Construction Contractors](#). See [page 22](#) for information on how to order or download each.

## Provisions specific to district tax

In addition to the above criteria, district tax law provides that:

- Materials purchased before the effective date of a district tax and installed after that date may not be subject to the district tax.
- The contractor's jobsite is considered the place of business for purposes of determining the applicable tax.
- Certain fixed-price contracts may be exempt from district taxes enacted after the contract date.

Consequently, to determine if a contractor's sales or purchases are subject to district tax, you need to take into account:

- The date of purchase,
- The place at which the materials, fixtures, and equipment are delivered or installed, and
- Whether the construction contract qualifies as a fixed-price contract.

These points are discussed in more detail below.

### ***Date of purchase***

*Materials* purchased before the effective date of a district tax and installed after that date are not subject to the tax. This exclusion, however, does not apply to materials purchased under a resale certificate when the materials are used for a purpose other than that stated on the certificate. It also does not apply to fixtures and equipment. Materials, fixtures, and equipment purchased under a resale certificate are generally subject to district tax if sold or consumed after the effective date of the district tax.

### ***Installation or delivery location***

As discussed in the previous chapter, the place of sale or place of first use determines whether district tax applies to a sale or purchase of tangible personal property. However, for materials not purchased under a resale certificate, tax applies at the time of purchase. For purchases by construction contractors:

- District *transactions* tax applies when a contractor picks up materials or fixtures in a district even if the contractor intends to install it at a jobsite located outside the district.
- District *use* tax applies when materials or fixtures are installed at a jobsite in a tax district and they have been purchased without district tax or at a lower rate of district tax. Generally, the contractor is responsible for reporting and paying the tax.
- District tax will not apply if the sale occurs in a district, but the supplier ships the property to a nondistrict location where it is installed.

The only exception to these general rules are certain purchases of fixtures. The law allows contractors a credit for district tax paid on *fixtures* which are subsequently installed at a nondistrict location. For example, if you purchase air conditioning units in Los Angeles County (which has a total district tax rate of 1 percent) and install them on a structure in Ventura County (in areas outside of the cities of Oxnard and Port Hueneme), which has no district taxes, you are eligible for a credit of the 1 percent district tax paid in Los Angeles County.

### ***Fixed-price construction contracts***

As noted in chapter 1, purchases of materials, fixtures, and equipment under a qualified fixed-price contract are exempt from district tax. To qualify as an exempt fixed-price contract, a contract must:

- Be entered into prior to the effective date of the district tax,
- Be for a fixed amount,
- Have all parties obligated to the terms of the contract, and
- Have the sales tax amount or rate specifically stated in the contract.

This exemption also applies to the purchases which subcontractors make as part of a fixed-price prime contract. If you are unsure whether a construction contract qualifies as “fixed-price,” you should request a review of the contract by your nearest [BOE office](#). A list of offices is on [page 21](#).

*Please Note:* The exemption allowed for the purchase of materials, fixtures, and equipment under a qualified fixed-price contract does not apply to purchases of supplies such as tools, scaffolding, or welding gases which are used on the construction site. Supply purchases are only exempt if made under a fixed-price supply contract entered into directly with the supplier prior to the effective date of the district tax.

## **Construction contractors—examples**

*If I am a contractor located in a location without district taxes and I install materials and fixtures which are delivered to a jobsite located in a district, am I liable for the district tax?*

Yes. Under the Transactions and Use Tax Law, your jobsite is considered your place of business. Consequently, if your jobsite is in a tax district, district tax is due on the cost of materials you use or on the selling price of the fixtures which you furnish and install.

*As a construction contractor, am I responsible for district tax on materials which I purchase prior to the operative date of a district tax and use after that date?*

No, unless you originally purchased the materials under a resale certificate and you are using them for a purpose other than that stated on the certificate.

*If I purchase construction materials after the effective date of a district tax, does district tax apply?*

Yes, if you are purchasing and picking up the materials in the district or materials are delivered to a jobsite in the district (if you are operating under a fixed-price contract, see [page 15](#)).

*If I purchase construction materials and fixtures from a vendor in a district for use outside the district, does the district tax apply?*

Yes, if you take delivery of the materials or property in the district. However, if you take delivery outside the district and use the property outside the district, district tax does not apply unless your jobsite is in another district. Under certain circumstances, you may be entitled to a credit for tax-paid purchases.

Unless materials are purchased under a resale certificate, the district tax applies to materials purchased and delivered within a special taxing district even though such materials may be purchased for installation outside the district. The district tax does not apply to property purchased from a retailer within the district, for use outside the district, when the property is shipped to a point outside the district as agreed to in the contract of sale, and is shipped directly by the retailer or delivered by the retailer to a carrier for subsequent delivery to the out-of-district location.

If *materials* are purchased tax-paid in an area with district taxes, the person liable for the use tax may only claim a credit against a *use tax liability* that is equal to the district tax rate in which the materials were installed (jobsite), but not at a tax rate exceeding the district tax where the materials were installed. Accordingly, if the contractor purchased materials, tax-paid, in Orange County with a total tax rate of 8.75 percent and installs the materials in Ventura County with a tax rate of 8.25 percent the contractor does not have an additional district use tax liability in Ventura County. In this example, the sale to the contractor is a sales tax transaction and the contractor is considered the consumer of materials and would not be entitled to a credit of the 0.50 percent district tax difference paid for the materials in Orange County at the 8.75 percent tax rate.

*Note:* The cities of Oxnard and Port Hueneme, located in Ventura, both have district taxes.

If a contractor purchased materials tax paid in Orange County with a district tax rate of 8.75 percent, and installs the materials in Los Angeles County with a district tax rate of 9.25 percent, the contractor is liable for the additional 0.50 percent district tax at the jobsite in Los Angeles County. If the contractor has a seller's permit, an adjustment should be made on Schedule A to allocate the district tax to the proper district of installation. If the contractor does not hold a seller's permit the additional use tax liability can be easily paid by providing, in writing, all the following information:

1. A request that the correspondence be accepted as a return or a statement, regardless of how brief, indicating that you are attempting to file a return, and
2. The reporting period for which the correspondence (return) is filed, and
3. The amount of tax due for each district.

Please segregate your total reported use tax to each district where the materials were installed. This will assist us in *allocating the use tax to the proper district*.

Contractors with ongoing use tax liabilities should apply for a California Consumer Use Tax Account, using [BOE-400-CSU](#), *California Consumer Use Tax Account Application*, available from our website at [www.boe.ca.gov](http://www.boe.ca.gov). If you require further assistance or you would like an application mailed or faxed to you, please call our Taxpayer Information Section at 800-400-7115.

If fixtures are purchased by a contractor *tax-paid* in an area with district taxes, the contractor, upon installing the fixtures at a jobsite without a district tax, or with a lower tax rate is entitled to a credit for the *full amount* of the district tax of the district of purchase.

For more information about the application of district tax on sales to and purchases by construction contractors, please call our Taxpayer Information Section at 800-400-7115 or review [publication 9, Construction and Building Contractors](#), on our website at [www.boe.ca.gov/pdf/pub9.pdf](http://www.boe.ca.gov/pdf/pub9.pdf).

# LEASES

*This chapter discusses the application of district tax to leases. You should read this chapter if you are the lessor or lessee of tangible personal property which is being used in a tax district. As with other types of transactions, application of district tax to a lease is generally affected by how the lease is treated under the Sales and Use Tax Law. This chapter briefly discusses the treatment of leases under the sales and use tax and then discusses the application of district tax.*

## Leases and the sales and use tax law

The Sales and Use Tax Law distinguishes between leases of:

- Tangible personal property in general, and
- Tangible personal property which qualifies as mobile transportation equipment.

The following sections summarize how the law applies to these two types of leases and then discusses provisions that apply to all leases.

### ***Leases of tangible personal property in general***

Under the Sales and Use Tax Law, most leases are treated as continuing sales or purchases. Generally, the tax that applies is a use tax on the amounts payable under the lease (rentals), which is imposed on the lessee. If use tax does not apply (in the case of insurance companies for example), the payments are subject to the sales tax. Even though the tax is imposed on the lessee, the lessor is usually required to collect the tax and report it in the period during which he or she has received the rental payments. The lessee is not relieved from the liability until he or she is given a receipt of the kind called for in [Regulation 1686](#), *Receipts for Tax Paid to Retailers*, or the tax is paid to the state.

As an alternative, under certain circumstances the law allows the lessor to pay tax on the purchase price of the leased property instead of on the rentals. This choice is an irrevocable election and may be taken only if both of the following conditions are met:

- The lessor leases the property in substantially the same form as purchased, and
- The lessor makes the election during the first quarterly reporting period in which the property is rented.

These general rules apply whether the lessor purchases the property specifically for leasing or purchases it for resale and then decides to lease it.

### ***Leases of mobile transportation equipment***

Mobile transportation equipment includes rail cars, locomotives, truck tractors and trailers, ships, reusable shipping containers, and airplanes. The law considers lessors of mobile transportation equipment to be consumers of the equipment. Consequently, they are usually required to pay tax on the purchase price.

As an alternative, lessors may issue a resale certificate when purchasing the equipment and elect to report tax on the fair rental value of the equipment. If lessors make this election, they need to remember that:

- The election must be made during the first period in which equipment is leased (usually the calendar quarter), and
- The tax rate that applies to the fair rental value is the rate imposed at the location where the equipment is first used. If the lessee moves the equipment to another location, even outside California, the tax rate still applies.

## ***Conditions applying to all leases***

In addition to the specific conditions noted above, the following rules apply to all leases:

- Property that has been leased and is then sold either to the lessee or another person is subject to sales and use tax in the same manner as other retail sales. If the sale occurs as the result of a purchase option in the lease contract, the sale occurs at the time the option is exercised.
- Property which has been leased and then converted to personal use by the lessor is subject to use tax measured by the original purchase price unless the lessor paid the correct amount of tax on the original purchase. The amount of tax due may be offset by tax already collected on rentals.

For more detailed information about the treatment of leases under the sales and use tax law, please see [page 22](#) to order [Regulation 1660, Leases of Tangible Personal Property-In General](#); [Regulation 1661, Leases of Mobile Transportation Equipment](#); and [publication 46, Leasing of Tangible Personal Property in California](#).

## **Leases and district tax**

### ***Leases of tangible personal property in general***

Payments on most leases are subject to district tax if:

- The property is used in a district, and
- The payments are subject to the statewide use tax.

These general rules apply unless one of the following exemptions or exclusions applies to the lease:

- The lease contract qualifies as an exempt fixed-price contract, and the payments are exempt from district tax. As noted on [page 2](#), qualifying contracts must be entered into prior to the effective date of the district tax, must be for a fixed amount, and have all parties obligated to the terms of the contract.
- The property was purchased before the effective date of the district tax, tax was paid on the purchase price, and the property was leased in the same form as acquired in the district after the effective date.

In addition, district tax applies only while the property is used in the district. Leased property which is moved from a district is no longer subject to that district's tax. If moved into another district, the property would be subject to the district tax imposed at the new location; if moved to a nondistrict location, no district tax would apply. Similarly, leased property which is first used outside a district and then moved into a district becomes subject to the district tax.

The responsibility for reporting district tax on a lease is the lessor's when the property is located in the district. The lessor may also be liable when he or she is "engaged in business" in the district and has delivered the leased property into the district or participated in the district in the making of the lease. When the lessor is not responsible for reporting the tax, the lessee is liable.

Lessors who elect to pay tax on the purchase price of property may be liable for district tax if both the following conditions apply:

- The property is first leased in a district, and
- The lessor paid no district tax or paid district tax at a rate less than that imposed in that district.

If, for example, you pay tax when you buy property in San Joaquin County (which has a district tax rate of 0.50 percent) and you first lease it at a location in Contra Costa County where the district rate is 1 percent, you owe Contra Costa County district use tax at a rate of 0.50 percent of the purchase price.

### ***Leases of mobile transportation equipment***

When a lessor pays tax on the purchase of mobile transportation equipment, the application of district tax follows the same rules as any other sale of tangible personal property. That is, district tax is due on the sale if the property is either delivered or first used in a tax district.

If a lessor elects to pay tax on the fair rental value of the equipment, district tax applies if the first use of the equipment is in a tax district. If the equipment is part of a resale inventory which is located in a tax district, the lease is generally subject to district tax at the time the equipment is withdrawn from inventory for lease. However, district tax will not apply if:

- The only use of the equipment in the district is its transport to a lessee located outside a district, and
- The equipment is thereafter used solely outside any district.

Lessors whose inventories are located outside districts are not subject to district tax on their leases if the equipment is not used within any district for more than 90 days. For more information, see [Regulation 1661, Leases of Mobile Transportation Equipment](#), available at our website, [www.boe.gov/pdf/reg1661.pdf](http://www.boe.gov/pdf/reg1661.pdf).

### **Conditions applying to all leases**

The subsequent sale of leased property by the lessor is a retail sale, which is subject to district tax if the property is delivered or first used in a tax district. For an overview of when district tax would apply, see the first three chapters.

Lessors who convert leased property to personal use will generally not be liable for district tax if one of the following conditions applies:

- They have already paid district tax equal to that due in the district of use.
- They are not first using the property in a district.
- They originally purchased the property under a fixed-price contract. They acquired the property as the result of a transaction excluded or exempted from the sales tax such as an occasional sale, a gift, or a bequest.

## **Leases—example**

*On which basis should I pay tax: my cost of the property or rental charges?*

Your basis for payment of tax is determined by the following:

- If, as lessor, you have paid state sales or use tax on the cost of the property and you are renting the property in substantially the same form as you acquired it, rental charges are not subject to tax. However, if you paid no district tax, you would owe district tax on the purchase price unless the item was purchased prior to the operative date of the tax.
- If the rental charges are subject to tax, the rate applied should include the appropriate district taxes.

For more information about leases, please contact our Taxpayer Information Section at 800-400-7115.

## FOR MORE INFORMATION

For additional information or assistance with how the Sales and Use Tax Law applies to your business operations, please take advantage of the resources listed below.

### TAXPAYER INFORMATION SECTION

800-400-7115

TDD/TTY 800-735-2929

Customer service representatives are available weekdays from 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays. In addition to English, assistance is available in other languages.

### FIELD OFFICES

City	Area Code	Number
Bakersfield	661	395-2880
Culver City	310	342-1000
El Centro	760	352-3431
Eureka*	707	576-2100
Fresno	559	440-5330
Irvine	949	440-3473
Norwalk	562	466-1694
Oakland	510	622-4100
Rancho Mirage	760	770-4828
Redding	530	224-4729
Riverside	951	680-6400
Sacramento	916	227-6700
Salinas	831	443-3003
San Diego	619	525-4526
San Francisco	415	356-6600
San Jose	408	277-1231
San Marcos	760	510-5850
Santa Rosa	707	576-2100
Suisun City	707	428-2041
Van Nuys	818	904-2300
Ventura	805	677-2700
West Covina	626	480-7200
Out-of-State Field Offices		
Chicago, IL	312	201-5300
Houston, TX	281	531-3450
New York, NY	212	697-4680
Sacramento, CA	916	227-6600

\* Limited services are available in Eureka. See [www.boe.ca.gov](http://www.boe.ca.gov) or call the Santa Rosa field office.

### INTERNET

[www.boe.ca.gov](http://www.boe.ca.gov)

You can log onto our website for additional information—such as laws, regulations, forms, publications, and policy manuals—that will help you understand how the law applies to your business.

You can also verify seller's permit numbers on the BOE website (look for "[Verify a Permit/License](#)") or call our toll-free automated verification service at 888-225-5263.

Multi-lingual versions of publications in Chinese, Korean, Spanish, and Vietnamese are available on our [website](#) at [www.boe.ca.gov](http://www.boe.ca.gov).

Another good resource—especially for starting businesses—is the California Tax Service Center at [www.taxes.ca.gov](http://www.taxes.ca.gov).

### FAXBACK SERVICE

Our faxback service, which allows you to order selected publications, forms, and regulations, is available 24 hours a day. Call 800-400-7115 and choose the fax option. We'll fax your selection to you within 24 hours.

### TAX INFORMATION BULLETIN

The quarterly Tax Information Bulletin (TIB) includes articles on the application of law to specific types of transactions, announcements about new and revised publications, and other articles of interest. You can find current and archived TIBs on our website at [www.boe.ca.gov/news/tibcont.htm](http://www.boe.ca.gov/news/tibcont.htm). Sign up for our BOE updates email list and receive notification when the latest issue of the TIB has been posted to our website.

### FREE CLASSES AND SEMINARS

Most of our statewide field offices offer free basic sales and use tax classes with some classes offered in other languages. Check the Sales and Use Tax Section on our website at [www.boe.ca.gov](http://www.boe.ca.gov) for a [listing of classes and locations](#). You can also call your local field office for class information. We also offer an online Basic Sales and Use Tax [tutorial](#) that you can access on our website at any time.

### WRITTEN TAX ADVICE

For your protection, it is best to get tax advice in writing. You may be relieved of tax, penalty, or interest charges that are due on a transaction if we determine that we gave you incorrect written advice regarding the transaction and that you reasonably relied on that advice in failing to pay the proper amount of tax. For this relief to apply, a request for advice must be in writing, identify the taxpayer to whom the advice applies, and fully describe the facts and circumstances of the transaction.

Please visit our website at: [www.boe.ca.gov/info/email.html](http://www.boe.ca.gov/info/email.html) to email your request. You may also send your request in a letter to: Audit and Information Section, MIC:44, State Board of Equalization, P.O. Box 942879, Sacramento, CA 94279-0044.

### TAXPAYERS' RIGHTS ADVOCATE

If you would like to know more about your rights as a taxpayer or if you have not been able to resolve a problem through normal channels (for example, by speaking to a supervisor), please see [publication 70](#), *Understanding Your Rights as a California Taxpayer*, or contact the [Taxpayers' Rights Advocate Office](#) for help at 916-324-2798 (or toll-free, 888-324-2798). Their fax number is 916-323-3319.

If you prefer, you can write to: Taxpayers' Rights Advocate, MIC:70; State Board of Equalization; P.O. Box 942879; Sacramento, CA 94279-0070.

## Regulations and publications

### *Lists vary by publication*

Selected regulations and publications that may interest you are listed below. The letters C, F, K, S, or V next to a publication means it is available in Chinese (C), Farsi (F), Korean (K), Spanish (S), or Vietnamese (V). A complete listing of sales and use tax [regulations](#) and [publications](#) appears on the [BOE website](#).

### **Regulations**

- 1821 Foreword
- 1822 Place of Sale for Purposes of Transactions (Sales) and Use Taxes
- 1823 Application of Transactions (Sales) Tax and Use Tax
- 1823.4 Place of Delivery of Tangible Personal Property Generally
- 1823.5 Place of Delivery of Certain Vehicles, Aircraft, and Undocumented Vessels
- 1825 Aircraft Common Carriers
- 1826 Construction Contractors
- 1827 Collection of Use Tax by Retailers

### **Publications**

- 2 Uniform Local Sales and Use Tax Law and Transactions and Use Tax Law and Additional Local Taxes
- 9 Construction and Building Contractors
- 46 Leasing of Tangible Personal Property in California
- 51 Guide to Board of Equalization Services (C, K, S, V)
- 70 Understanding Your Rights as a California Taxpayer (C, K, S, V)
- 71 California City and County Sales and Use Tax Rates
- 73 Your California Seller's Permit (C, F, K, S, V)

