



**BOARD OF EQUALIZATION**  
PROPERTY AND SPECIAL TAXES DEPARTMENT  
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DAVID J. GAU  
Executive Director

[DATE]

[TAXPAYER NAME]  
[TAXPAYER DBA]  
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RE: [XXX-XXXXXX]

## **ELECTRONIC FILING OPTION FOR CIGARETTE MANUFACTURERS, IMPORTERS, AND DISTRIBUTORS**

The Board of Equalization (BOE) has a new electronic filing (eFiling) option for cigarette manufacturers, importers, and distributors. If you currently prepare your Cigarette Distributor's Tax Report or Cigarette Manufacturer's Tax Return on paper, we encourage you to consider eFiling. Efiling is a convenient, fast, secure, and accurate way to file your return/report and corresponding Receipt and Disbursement Schedule information.

Taxpayers who utilize this new eFiling system are able to submit their data electronically through a secured Internet connection. The BOE uses the latest hardware and software security to ensure the safety and security of taxpayer confidential information. As an exclusive benefit, cigarette distributors using stamping equipment can retrieve downloaded reports from the cigarette stamping machine database and import them directly into the eFiling template.

Setting up your eFiling templates may require some additional time and effort initially; however, instructions, frequently asked questions, examples, templates and applications needed for the Cigarette eFiling Program are available on our website at [www.boe.ca.gov](http://www.boe.ca.gov) under the **eServices** tab. Our staff is committed to assisting you through each step, answering any questions you may have, and are available to provide technical expertise relating to the requirements of the Cigarette eFiling Program.

We are confident you will find the eFiling easy, fast, secure, and user-friendly. If you have any questions or would like more information about how to transition from paper to eFiling, please contact Ms. Karina Herrera at: [Karina.Herrera@boe.ca.gov](mailto:Karina.Herrera@boe.ca.gov), or call her at 1-916-324-2923 to get started today.

State Board of Equalization  
Special Taxes and Fees