



STATE BOARD OF EQUALIZATION

450 N STREET, SACRAMENTO, CALIFORNIA
PO BOX 942879, SACRAMENTO, CALIFORNIA 94279-0092
1-916-324-2830 • FAX 1-916-322-4530
www.boe.ca.gov

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April 13, 2017

VIA INTERNET

Dear Interested Party:

The Compliance Policy and Procedures Manual (CPPM) is a guide for the Board of Equalization (BOE) staff in administering tax and fee programs. It is available to the public and can be accessed from the BOE web page at <http://www.boe.ca.gov/sutax/staxmanuals.htm>.

The Business Tax and Fee Department is proposing to revise Chapter 2, section 285.030, *Application Procedures for SG Accounts*, to correct information regarding the registration process for certain fuel suppliers and wholesalers who are required to have an "SG" account.

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

If you have any comments or suggestions related to the proposed CPPM revision, you may contact the BOE at CPPM.RevisionSuggestions@boe.ca.gov. Your comments or suggestions must be received by BOE no later than **June 13, 2017**, in order to be considered by staff. Thank you for your consideration.

Sincerely,

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

APPLICATION PROCEDURES FOR SG ACCOUNTS

285.030

~~Generally, taxpayers register electronically on the BOE website for SG accounts during the process of registering for their sales and use tax accounts. However, if the electronic registration system is unavailable and a seller's permit for a fuel wholesaler or distributor must be issued manually, staff must determine the types of fuel sales being made and how the account should be coded.~~

SG accounts cannot be registered using the electronic registration system. Generally, a taxpayer will register for a seller's permit through the electronic registration system, and then contact BOE, at which time staff will determine if they qualify for an SG account. If a taxpayer is a fuel wholesaler or a fuel supplier, the district field staff will add an ACC 4 or 5 to the account.

When district office staff issues a sales tax permit and manually adds anwith ACC of 4 or 5 (fuel wholesaler or fuel supplier, respectively), an email must be sent to "+Registration" requesting issuance of the SG account number. The email must include the taxpayer's name, ~~and~~ sales tax account number, ~~with~~ a "print screen" of the registration screen (TAR AI), and the start date for the SG permit, along with the contact name and phone number of the requestor. ~~The email should also include the start date for the SG permit. Return Analysis and Allocation Section~~The Local Revenue Branch will then establish the SG account and notify the taxpayer of the precollection requirement (BOE-999-L).