

The Office of Tax Appeals (OTA) was established as an impartial body for adjudicating tax disputes between taxpayers and the state's tax agencies. The goal of OTA is to provide an appeals process that is:

- **Objective** – Decisions based on facts and in accordance with law.
- **Transparent** – Procedures and decisions available and understandable to all.
- **Accessible** – A process that allows taxpayers to either represent themselves or select a representative of their choice.

## State of California Office of Tax Appeals

### Main Office

#### Location:

400 R Street, Suite 460  
Sacramento, CA 95811

#### Mail:

P.O. Box 989880  
West Sacramento, CA 95798-9880

### Hearing Locations

#### Sacramento

400 R Street, Suite 452  
Sacramento, CA 95811

#### Fresno

855 M Street, Suite 960  
Fresno, CA 93721

#### Los Angeles

12900 Park Plaza Drive, Suite 300  
Cerritos, CA 90703

Tel: 916.492.2635

FAX: 916.492.2089

E-mail: [info@ota.ca.gov](mailto:info@ota.ca.gov)

Website: [ota.ca.gov](http://ota.ca.gov)

REV. 11/2019

# State of California



## Office of Tax Appeals

## **Introduction**

The Taxpayer Transparency and Fairness Act of 2017 established the Office of Tax Appeals (OTA) in order to provide a neutral forum for fair and impartial resolution of tax disputes between taxpayers and the state's tax agencies. OTA is an independent office that is separate and distinct from the state's tax agencies. OTA is dedicated solely to the adjudication of tax disputes and has no functions or purposes other than deciding tax appeals for California taxpayers.

### **OTA Appeals in General**

An appeal to OTA presents the final opportunity for taxpayers to resolve their tax disputes with the state's tax agencies administratively, without going to court. In general, final determinations made by the state's tax agencies — such as an assessment of additional tax liabilities or the imposition of tax-related penalties — may be appealed to OTA. OTA has jurisdiction for appeals related to various taxes administered by the California Department of Tax and

Fee Administration (CDTFA) and the Franchise Tax Board (FTB), including, but not limited to:

- Personal income taxes
- Corporate franchise taxes
- Sales and use taxes
- LLC taxes and fees
- Fuel and other excise taxes

### **Options Other Than Appeal**

CDTFA and FTB have administrative processes that allow taxpayers to resolve differences over the proper assessment of tax and the imposition of any penalties. Those agencies offer settlement programs, offers in compromise, and payment plans. OTA has no authority over any of these programs. If a taxpayer elects to participate in any of these programs before or during the OTA appeals process, OTA will defer the appeal as necessary while the taxpayer and tax agency work toward an agreement.

### **Process for an Appeal**

In the event a dispute persists after either CDTFA or FTB make a final tax determination, taxpayers may appeal to OTA. Appeals may be made by a simple letter request to OTA, accompanied by any supporting documents. The OTA appeal process is governed by OTA's regulations, which may be found on the OTA website at [ota.ca.gov](http://ota.ca.gov).

Taxpayers may request to have an oral hearing on their appeal at the OTA office of their preference, or may choose to have their appeal decided based only on written documents submitted to OTA. Regardless of their choice, OTA will issue a written decision on the appeal. Prior to the hearing, taxpayers should provide all relevant documents to OTA and may ask, or be asked, to participate in a pre-hearing conference.

### **Hearing Panels**

Each tax appeal is heard by a panel of three impartial and professional administrative law judges (ALJs), each of whom has significant experience with tax law. One ALJ will be designated as the lead ALJ for the purposes of the hearing, but every panel member will participate equally in the hearing, deliberations and decision.

### **After the Hearing**

Generally, the ALJ panel will prepare the written decision and mail it to the taxpayer within 100 days of the hearing, along with information about further steps that may be taken if the taxpayer disagrees with OTA's decision.