



**FTB Use Only**

- Replacement File Requested  
 Corrected File Received

# CD-ROM Transmittal Form

## Check Casher Information Report

Report for Calendar Year: \_\_\_\_\_

Submit this form with your check casher report data on a CD-ROM.

### Part 1 – Check Casher Information

Business Name			FEIN	SEIN
Street Address			Apt/Suite	DOJ Permit Number
City	State	ZIP Code	Phone Number	Fax Number

### Part 2 – Transmitter Information

Transmitter Name			FEIN
Street Address			Apt/Suite
City	State	ZIP Code	
Contact Person		Phone Number	

### Part 3 – Data Information

Type of File:  Original  Replacement

Total Number of Records \_\_\_\_\_

### Part 4 – CD Labeling

Send this form with your CD-ROM to:

**Non-U.S. Postal Service Carriers:**

DATA EXCHANGE – CHECK CASHER MS D211  
 FRANCHISE TAX BOARD  
 SACRAMENTO CA 95827

**U.S. Postal Service Carriers:**

DATA EXCHANGE – CHECK CASHER MS D211  
 FRANCHISE TAX BOARD  
 PO BOX 1468  
 SACRAMENTO CA 95812-1468

# CD-ROM — Transmittal Form - Instructions

## Check Casher Information Report

Submit this form with your check casher information report data on a CD-ROM. **Send only one CD-ROM for each check casher business.** You must format the file as a .txt file and adhere to the requested record layout. Go to [ftb.ca.gov/forms](http://ftb.ca.gov/forms) and search for **FTB 1021**, *FTB Check Casher Information Report Record Layout*, for more information about how to format your record layout. If the data does not fit on one CD-ROM, use multiple CD-ROMs and label each disk. All files submitted on a CD-ROM must be for the same calendar year. Complete this form accurately and submit it with your CD-ROM to ensure proper handling.

### Report for Calendar Year

Enter the calendar year of your reported transaction.

### Part 1 – Check Casher Information

Provide information about the check casher submitting the report. Enter the name of the business exactly as it appears in the “A” record of the check casher CD-ROM.

FEIN: Federal Employer Identification Number — Nine-digit number the Internal Revenue Service assigned to you or your business.

SEIN: State Employer Identification Number — Eight-digit number the California Employment Development Department assigned to you or your business.

DOJ Permit Number: Seven-digit permit number the Department of Justice assigned to you or your business.

### Part 2 – Transmitter (Preparer) Information

The transmitter is the entity that prepares the CD-ROM. The check casher business, tax preparer, third party transmitter, or a software provider can be a transmitter. If you use an entity, you have authorized to submit your check casher CD-ROM to us. Enter the entity’s information in Part 2. Include the name of the person to contact if we experience media problems.

### Part 3 – Data Information

Check the box to show if you are providing an original or replacement disk. Enter the total number of records on each CD-ROM.

### Part 4 – CD Labeling

Report only one check casher business for each CD-ROM. Use a permanent marker to label each of your CD-ROMs with the following information:

- a. Check casher business name.
- b. Transmitter name.
- c. Type of information return you are submitting: Check Casher.
- d. If you submit more than one CD-ROM for the same check casher business, list the sequence numbers on the disk (e.g., 1 of 2, 2 of 2). If you submit only one disk, list it as 1 of 1.

### Record Maintenance

We recommend that you retain a copy of each transmittal and maintain your data for five years.

### Customer Support

For more information about reporting check casher return information on a CD-ROM, call Data Exchange Production Services at 916.845.6304 or email [DESHELP@ftb.ca.gov](mailto:DESHELP@ftb.ca.gov).