



## Cash Payment Dispute

If you wish to dispute the payment amount that Franchise Tax Board (FTB) verified for your cash payment made with your deposit bag(s), complete and sign this *Cash Payment Dispute* form. This completed form and supporting documentation, including a copy of the provisional receipt for this transaction, must be returned to and received by an FTB field office by the date specified in the payment correction letter (FTB 3707) we sent to you.

For instructions, see PAGE 2.

### Part 1 – Taxpayer Information

First Name	M.I.	Last Name	FTB Account (only list one account number per dispute)	
Business Name				
Business Address		City	State	ZIP Code
Mailing Address		City	State	ZIP Code

### Part 2 – Payment Information

Amount of Payment	Amount Verified	Difference	Date of Payment	Time of Payment
Office Address (where payment was made)		City	State	ZIP Code
FTB Receipt Number (received when bag was dropped off)				
Basis for Dispute (required)				

### Part 3 – Representative or Preparer Contact Information

Representative/Preparer's Name	Title or Position	Email Address		
Signature <b>X</b>	Date Signed		Phone ( )	
Contact Person (if other than signatory)	Contact Person's Title or Position	Email Address		
Signature <b>X</b>	Date Signed		Phone ( )	

For *Privacy Notice*, go to [ftb.ca.gov/Forms](http://ftb.ca.gov/Forms) and search for 1131.

# Instructions to Complete Cash Payment Dispute

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When submitting a dispute, you must provide the date and time of payment, payment amount, location of the payment, and basis for dispute by the date specified in the payment correction letter FTB sent to you.

## How to Submit Your Claim

- Mail, email, fax, or deliver in person (as applicable), this form to a FTB field office in time for receipt by the due date.
- You may only list one account per dispute form.
- A separate dispute form is required for each disputed payment.

## Part 1 – Taxpayer Information

- **Name of Taxpayer and FTB Account:** Enter the name(s) and the number of the account (as registered with FTB) for which a cash payment amount is in dispute.
- **Business Name and Address:** Enter the name of the business (for example, if the taxpayer name on the account is John Doe and the business's name (DBA) is XYZ Auto Repair, XYZ Auto Repair should be entered).
- **Mailing Address:** Enter the taxpayer's mailing address.

## Part 2 – Payment Information Provided By Taxpayer

- **Date and Time of Payment:** Enter the date and time the "deposit bag" was dropped off and an FTB receipt was received.
- **Office Address:** Enter the office address where you made your payment.
- **Amount of Payment:** Enter the amount you entered on your FTB *Currency Deposit* form as the amount you paid.
- **Amount Verified:** Enter the amount CDTFA verified on behalf of FTB and credited to your account.
- **Difference:** Enter the difference between the Amount of Payment and the Amount Verified.
- **FTB Receipt Number** – Enter the original FTB receipt number and provide a copy with your completed form.
- **Basis for Dispute** (required): Provide the basis or grounds for the dispute, or describe the circumstances.

## Part 3 – Representative or Preparer Contact Information

- **Representative or Preparer's Name and Signature:** The preparer of the dispute form must print and sign his or her name.
- **Date Signed:** Enter the date the dispute form is signed.
- **Title or Position:** The preparer must include his or her title or position (for example, bookkeeper, attorney, owner, accountant, taxpayer, etc.).
- **Email:** The preparer must include his or her email address.
- **Telephone:** The preparer must include his or her telephone number.
- **Contact Person's Name and Signature** (if other than signatory): This line may be used to designate a person (other than the signatory) to contact, should FTB or CDTFA have questions or require additional information. Such persons may be employees, consultants, accountants, attorneys, etc., as designated by the taxpayer.
- **Date Signed by Contact Person:** Enter the date the dispute form is signed.
- **Contact Person's Email:** The contact person must include his or her email address.
- **Telephone:** The contact person must include his or her telephone number.