

2007 TTB Tobacco Industry Seminar

Federal Compliance Training for
the Tobacco Industry

July 17, 2007



Alcohol and Tobacco Tax and Trade Bureau

pay.gov

- **Are you tired of getting calls saying you didn't complete a form correctly?**
- **Are you not sure how to complete your forms?**
- **Do you need to create amended forms?**
- **Have you ever been charged with penalties and interest due to a late or missing filing?**
- **Do you want to save some time, money, and energy?**

If your answer is YES to any of those questions, we have a solution...

Pay.gov

What is Pay.gov?

- Pay.gov is a Web site that allows for the processing and filing of electronic payments/returns for Federal Excise Taxes and Operational Reports.
- It is a safe, efficient way to make financial transactions.
- The user receives a confirmation number that verifies the return, payment, or operational report was transmitted.

We configured Pay.gov so you can file your tax returns, pay your excise tax payments, and file your Operational Reports electronically.

Why should I use Pay.gov?



Reduce the Telephone Calls to Complete or Correct a Form

- Pay.gov checks the form to ensure it is mathematically correct and provides feedback when you make a mistake that tells you what you need to correct.

Save Time, Money, and Energy

- Fill the form in right the first time, every time.
- Ability to e-mail the reports within your company.
- No more “rushing to the post office” to get the mail post-marked on time.
- No more postage.
- Electronic copies eliminate the need for storing paper. Just keep a copy on your network or hard drive.



Help with Amending Forms

- To amend a form with Pay.gov, you copy the original, click the amended button, change the data, and submit it.
- Industry Circular 2004-4, mandates filing a COMPLETE return or report when amending a form, and not just the corrections. Pay.gov will drastically reduce your overhead when making amendments to previously submitted forms.

Help with Penalties and Interest

- Pay.gov can help because it uses electronic payments that are settled the next business day.
- You must submit your form and payment by 4 p.m. EST the day before they are due to ensure they are received on time.

Is the System Secure?

- Yes! Pay.gov uses the Automated Clearing House (ACH) system or FedWire for a secure method of payment
- These are the same systems banks use to transfer their money.

Did I tell you it is FREE?

You can use the system for

FREE

to submit our required forms. There is no fee.

TTB Pay.gov



TTB.gov
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
U.S. Department of the Treasury



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TTB & Pay.gov
FINANCIAL MANAGEMENT SERVICE
United States Department of the Treasury

Welcome to our page for processing and filing electronic payments/returns for federal excise taxes and operational reports. We use Pay.gov, a government-wide financial transaction portal supported by the Department of the Treasury. We are providing this convenience from our site to our customers to encourage a safe, efficient, and timely manner to make financial transactions.

Announcements

Scheduled System Outage
The system will be unavailable on Saturday, April 7, 2007, from 2 a.m. to 6 a.m. Eastern Time while deployment of v3.6 takes place. [Read more.](#)

[Getting Started](#)



[Learn More About Pay.Gov](#)



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Forms Available on Pay.gov :

The screenshot displays the Pay.gov website interface. At the top left is the Pay.gov logo with a star. Below it, a navigation menu is visible with categories: Administration, Application, Resource, Collections Control Panel, Forms, Payments, and Reports. The 'Forms' category is currently selected. The main content area is titled 'Private Forms List' and shows a list of 12 forms, all marked as 'PRIVATE'. Each form entry includes a link to the form, a 'View PDF' button, and a 'Show Details' link. The forms listed are: Brewers Report of Operations, Brewpub Report of Operations, Excise Tax Return, Export Warehouse Proprietor, Monthly Report of Processing (Denaturing) Operations, Monthly Report of Processing Operations, Monthly Report of Production Operations, Monthly Report of Storage Operations, Puerto Rico Excise Tax Return, Report - Manufacturer of Tobacco Products or Cigarette Papers and Tubes, and Report of Wine Premises Operations. The bottom of the list shows 'Tobacco Products Importer'.

Pay.govSM Provided by the US Department of the Treasury

Welcome, Donald. [Logout](#)

User Center Your connection to Pay.gov will logoff in 30 minutes. | [Request more time.](#)

Private Forms List

Results: 1-12 of 12

Sort By: **Form Name** | [Form Number](#) | [OMB Number](#) | [Agency Name](#) [Show Details](#)

Brewers Report of Operations PRIVATE	View PDF
Brewpub Report of Operations PRIVATE	View PDF
Excise Tax Return PRIVATE	View PDF
Export Warehouse Proprietor PRIVATE	View PDF
Monthly Report of Processing (Denaturing) Operations PRIVATE	View PDF
Monthly Report of Processing Operations PRIVATE	View PDF
Monthly Report of Production Operations PRIVATE	View PDF
Monthly Report of Storage Operations PRIVATE	View PDF
Puerto Rico Excise Tax Return PRIVATE	View PDF
Report - Manufacturer of Tobacco Products or Cigarette Papers and Tubes PRIVATE	View PDF
Report of Wine Premises Operations PRIVATE	View PDF
Tobacco Products Importer PRIVATE	View PDF

Results: 1-12 of 12

How Do I Enroll?

- Complete an Alcohol & Tobacco Tax and Trade Bureau (TTB) User Agreement. User Agreements can be found at: (<http://www.ttb.gov/forms/f500031.pdf>)



- Complete the form with the requested information, including signature and date, to obtain a User ID and password
- You may sign up for multiple Permit/Registry information relating to a single company with each agreement.

Where Do I Send my Form?

Mail the user agreement to:

Alcohol and Tobacco Tax and Trade Bureau (TTB)

Attn: Pay.Gov

550 Main Street, Room 8002

Cincinnati, OH 45202



What Happens Next?

- The individual enrolling must have signing authority for the company.
- Pay.gov then sends you a User Identification (ID) within two weeks via e-mail.
- If you do not receive your User ID and password within that period, contact us at 1-877-882-3277 or pay.gov@ttb.treas.gov.

Where Do I Go for Help?

- For assistance in completing the User Agreement or questions about Pay.gov, you can access the system via the TTB Web site at <http://www.ttb.gov/epayment/epayment.shtml>.
- Internet Explorer is the only supported browser.
- *Macintosh Users are not supported at this time.*
- You may also obtain information and help at these addresses:
 - ◆ By mail: Alcohol and Tobacco Tax and Trade Bureau
Attn: Pay.gov
550 Main Street - Room 8002
Cincinnati, OH 45202
 - ◆ By Telephone: 1-877-TTB-FAQS (882-3277)
 - ◆ By e-mail: Pay.gov@ttb.treas.gov