



TTB Boot Camp for Distillers:

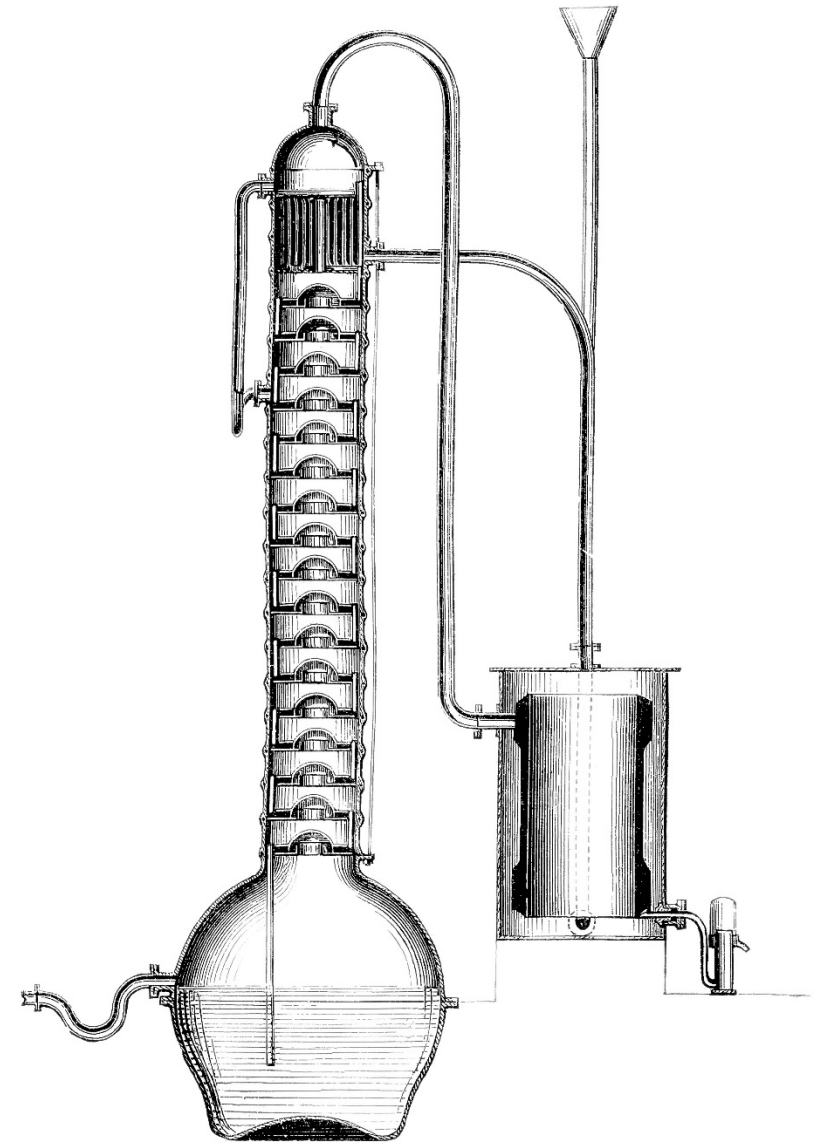
Overview; Permits; Records, Reports, and Returns

ACSA DISTILLERS' CONVENTION AND VENDOR TRADE SHOW
2021

Introduction to TTB Bootcamp: The Basics

SUSAN EVANS

DIRECTOR, OFFICE OF INDUSTRY AND STATE
OUTREACH





TTB Disclaimer

Notice:

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- Sample documents (such as records, returns, and labels) are for illustrative purposes only and contain fictitious data



Agenda

- Overview of TTB
- The primary laws and regulations you need to know about
- Typical TTB touchpoints for distilleries



TTB Overview

- We are a bureau within the Department of the Treasury
- We currently have about 500 employees
- Our headquarters are in Washington, DC
- The Office of Permitting and Taxation (AKA the National Revenue Center) is in Cincinnati, Ohio
- We have field offices located across the country
- We have 4 laboratories, located in Maryland and California



TTB Mission

COLLECT the taxes on alcohol, tobacco, firearms, and ammunition

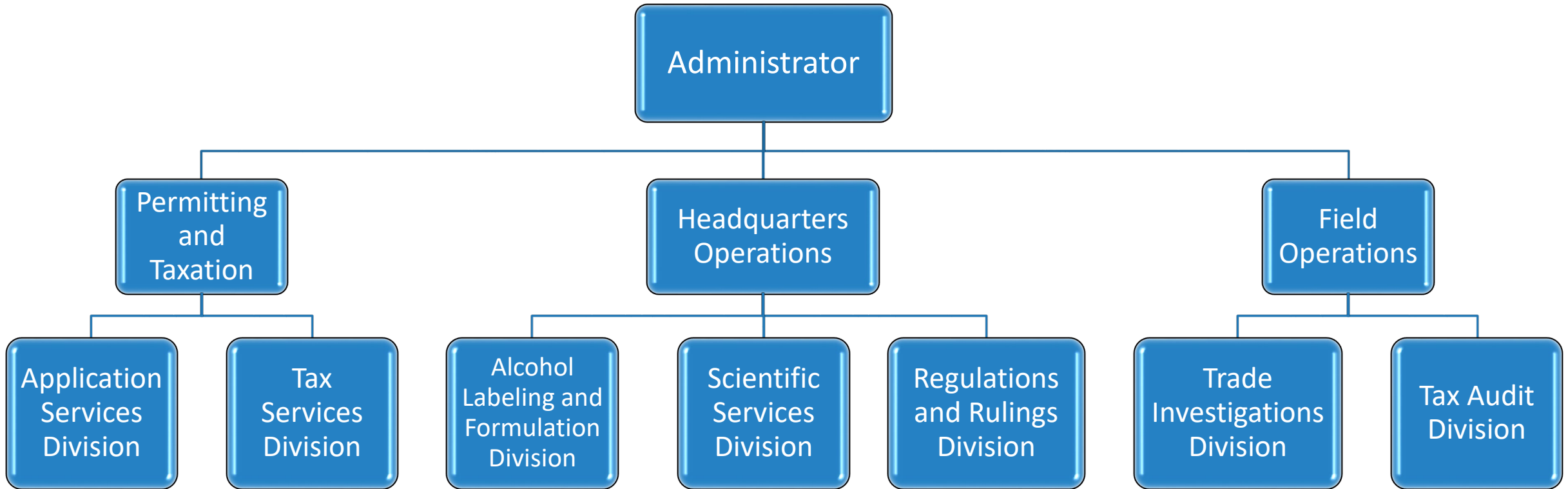
PROTECT the consumer by ensuring the integrity of alcohol products

ENSURE only qualified businesses enter the alcohol and tobacco industries

PREVENT unfair and unlawful market activity for alcohol and tobacco products

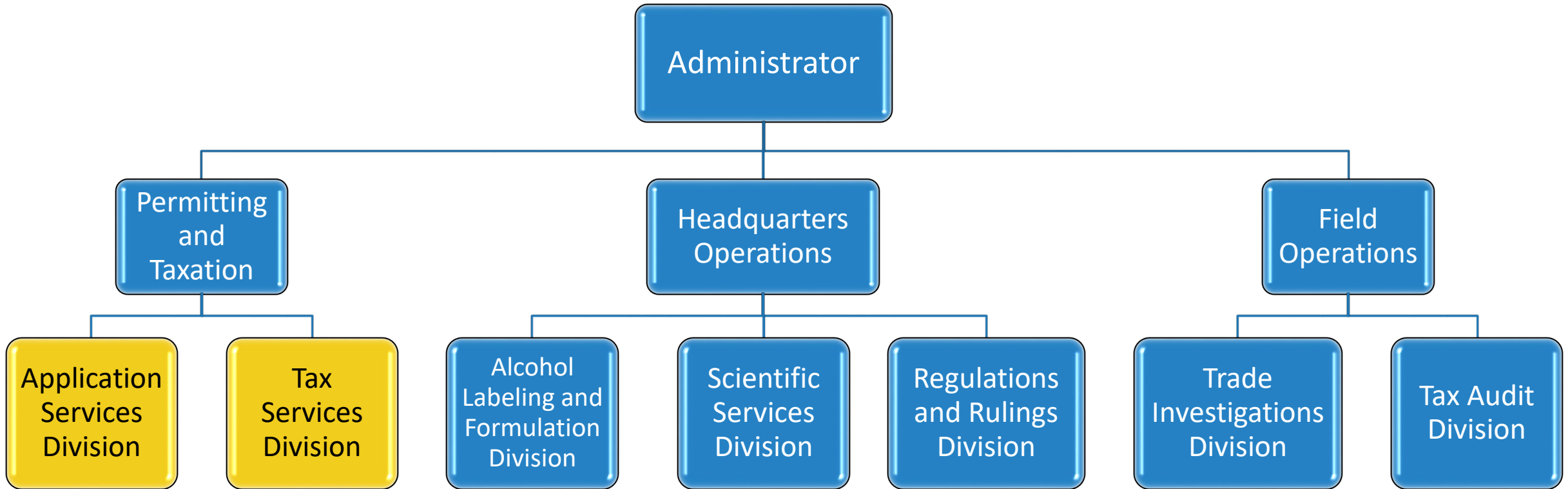


TTB Organizational Chart





TTB Organizational Chart





Permitting and Taxation National Revenue Center

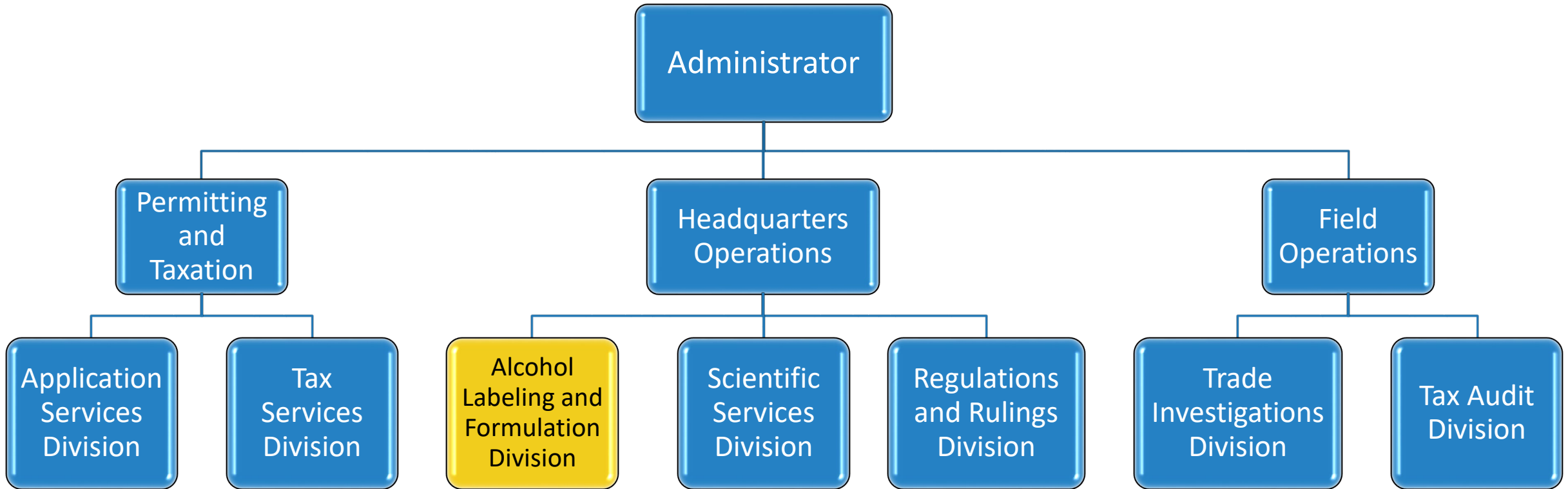
Application Services Division - Issues permits/notices/registrations

Tax Services Division - Processes tax returns, operational reports, and claims

- Located in Cincinnati, Ohio
- Toll-Free: 877-882-3277
- Web Form: [Submit Online Inquiry](#)



TTB Organizational Chart





Alcohol Labeling and Formulation Division

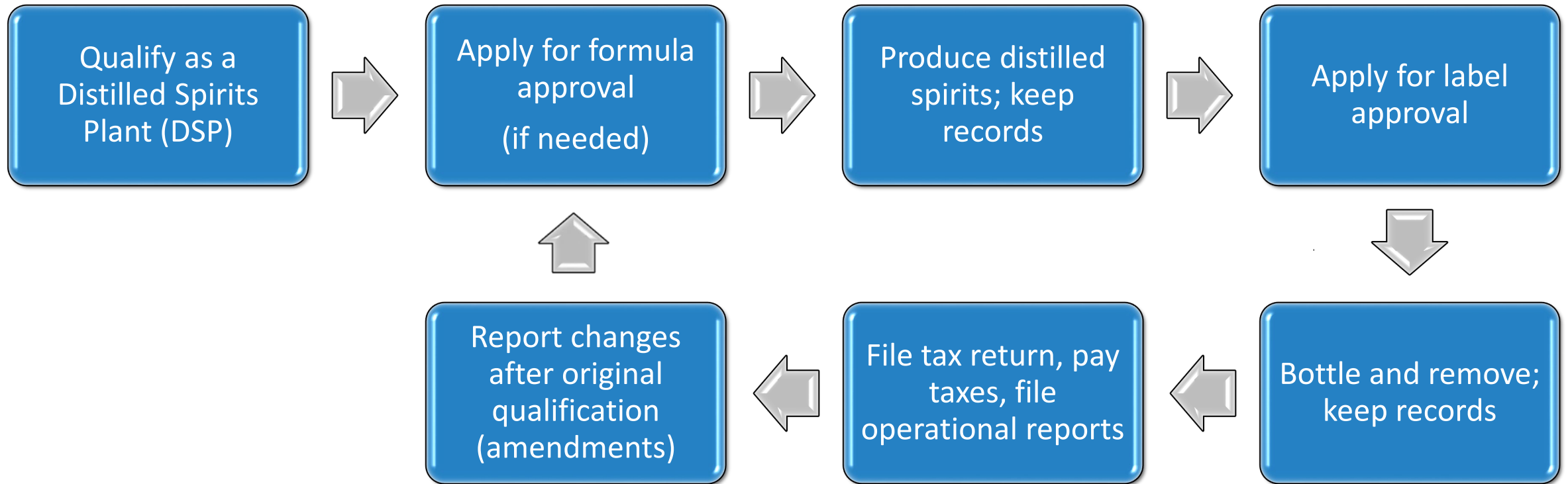
Processes applications for **beverage alcohol formulas**

Processes applications for **label approval**

- Located in Washington, DC
- Toll-Free: 866-927-2533
- Web Form: [Submit Online Inquiry](#)



Typical TTB Touchpoints for Beverage Distilled Spirits Industry Members





TTB Laws and Regulations*

Domestic Producers

Internal Revenue Code (IRC)

- [Part 19](#) Distilled Spirits Plants

Federal Alcohol Administration Act (FAA Act)

- [Part 5](#) Labeling and Advertising of Distilled Spirits

* Not a complete list



IRC Requirements for (Domestic) Alcohol Beverage Products

Applies to all alcohol beverage products produced in the U.S.

Includes:*

- Qualification (permit)
- Recordkeeping requirements and reports
- Taxes
- Formulas (for some alcohol beverage products)
- Minimum marks, brands and label requirements

* Not a complete list



FAA Act Requirements

Applies to domestic and imported alcohol beverage products, but only if they are sold or shipped ... in interstate commerce*

Includes:

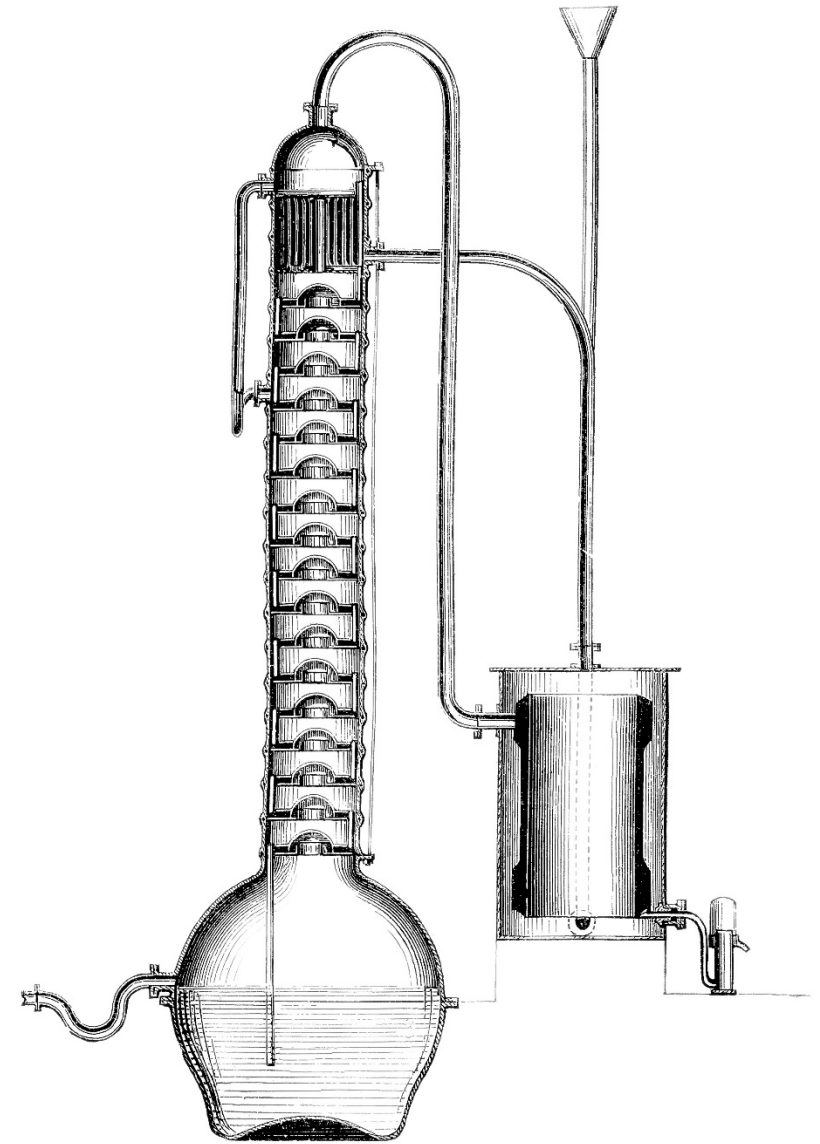
- Labeling requirements
- Certificates of Label Approval (COLA)
- Advertising

*Other conditions may apply for labeling and COLA requirements, not a complete list

Permits: Original and Amendments

DARYL POLLEY
TECHNICAL ADVISOR

APPLICATION SERVICES DIVISION





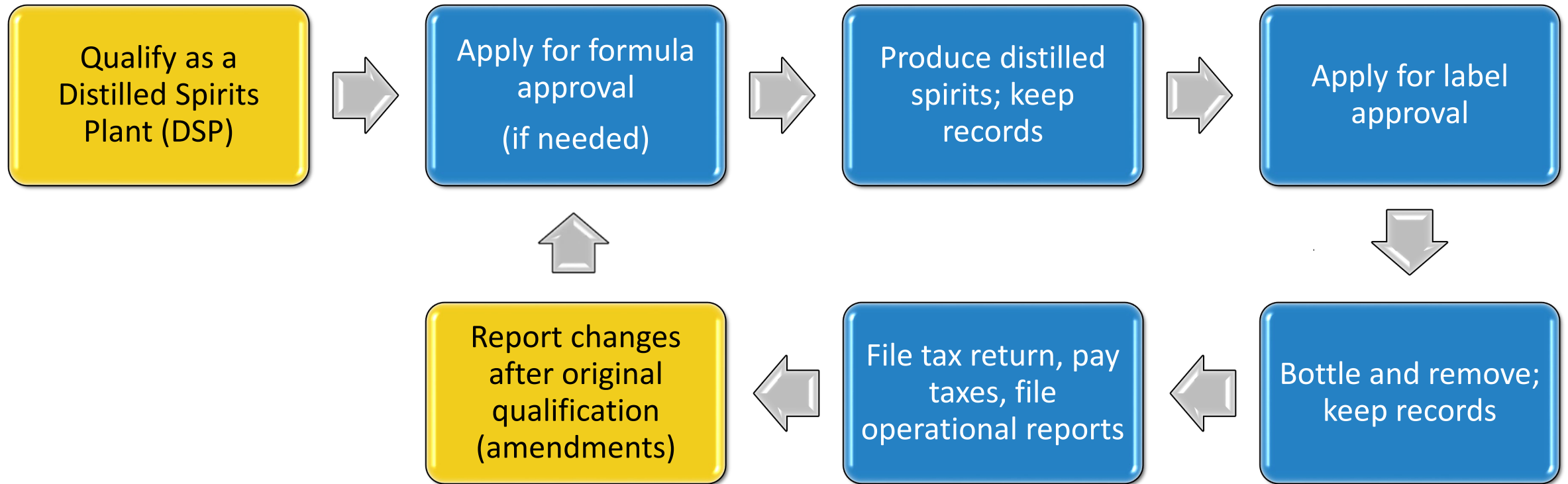
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Typical TTB Touchpoints for Beverage Distilled Spirits Industry Members





Definitions (Cont.)

General premises

- Any business office, service facility, or other part of the premises described in the notice of registration other than bonded premises
 - For example: storage of taxpaid spirits, offices, lunch room, restrooms and non-alcohol storage

27 CFR 19.1



Definitions (Cont.)

Bonded premises

- The premises of a distilled spirits plant, or part thereof, as described in the application for registration, on which the conduct of distilled spirits operations (distilling, warehousing, processing) is authorized
- This term applies regardless of whether or not the proprietor is required to hold a bond

27 CFR 19.1



Bond Basics

A bond is similar to an insurance policy

- If you fail to pay any tax liability covered by a bond, TTB may seek payment from you, from the surety who issues your bond, or from both
- Your individual circumstances dictate if you need a bond and if yes, the type(s) of bond coverage:
 - What is your anticipated excise tax liability?
 - Which DSP operations will you conduct?
 - Will your operations involve industrial, beverage or both types of alcohol?

27 CFR part 19 subpart F



Do You Need a Bond?

The PATH Act (2017) amended the IRC regarding bonds:

- Taxpayers who reasonably expect to be liable for not more than \$50,000 in taxes for the calendar year, and
- were liable for not more than \$50,000 in such taxes in the preceding calendar year
- are exempt from the requirements to file bonds covering operations or withdrawals

Industry Circular 2016-2



'Bond' and 'Bonded' Used in TTB Regulations

- The terms **bond** and **bonded** are used to modify certain terms throughout 27 CFR part 19, the TTB regulations governing DSPs
- When used, they apply to distilleries with a bond or that are exempt under the PATH Act from having a bond
- Examples include:
 - Bonded premises
 - Transfer in bond



Receiving Spirits in Bond

- If you will receive bulk spirits in bond from another domestic distilled spirits plant, you should complete TTB Form 5100.16, even if you are not required to obtain a bond
 - Use \$13.50 per proof gallon when calculating the potential liability on transferred spirits
- Once approved, a transfer in bond form will be attached to your application and you should supply a copy to the supplier transferring the spirits to you

27 CFR 19.402 & 19.403



Restrictions on Location of Plants

A person who intends to establish a distilled spirits plant may not locate it in any of the following places:

- (a) In any residence, shed, yard, or enclosure connected to a residence;
- (b) On any vessel or boat;
- (c) Where beer or wine is produced;
- (d) Where liquors are sold at retail; or
- (e) Where any other business is conducted except as provided in §19.54.

27 CFR 19.52

26 U.S.C. 5178



Did You Know...?

- Before your application is approved, construction of your premises should be complete with necessary equipment in place or on order
- You cannot begin producing spirits until you receive your approved DSP Registration and Permit



Register for an Account in Permits Online

Home	My Submissions	Resume Draft	Help
------	----------------	--------------	------

User Name or E-mail:	<input type="text"/>	Password:	<input type="password"/>	Log in »
<input type="checkbox"/> Remember me on this computer	I've forgotten my password	New Users: Register for an Account		



<https://www.ttbonline.gov/permitsonline/Default.aspx>



Who is the Applicant?

Before you apply, it is vital to determine who will be the owner/operator of the TTB regulated business

- Sole proprietor?
- Partnership?
- Corporation?
- LLC?
- Some other type of entity?



What to Gather Before You Apply

- There are a number of supporting documents that you'll be required to submit with your application
- Plan ahead and gather these documents before you begin the application



What to Gather Before You Apply

- Organizational documents establishing your business entity
- Lease agreement or proof of ownership
- Signing authority authorization:
 - Signing Authority, TTB Form 5100.1
 - If persons with signing authority are not identified in the organizational documents
 - Power of Attorney (POA), TTB Form 5000.8
- Diagram of the DSP



Business Entity and Commodity Operations

Your information in Permits Online is organized in two different kinds of records:

- The **entity record** equates to a single company or business entity, represented by a unique Employer Identification Number (EIN)
- A **commodity operations record** is created for each TTB-regulated operation (type and location) the entity is approved to conduct

A typical entity record will have at least 1, but may have multiple commodity operations records associated with it



Business Entity and Commodity Operations

- When applying to start your first TTB-regulated business, you'll complete 1 **new entity application** and a **new commodity operations application** for each operation (type and location) you intend to conduct
- When you file an amendment related to the business entity, you will file 1 application and the changes are associated with each operation you conduct
 - Examples: a new officer or new POA



Business Entity and Commodity Operations





Permits Online Questions

Applicants are asked a series of questions in **Permits Online** to help distinguish what can and cannot be done at a distillery

Will you have a tasting room?: *

☒ Yes ☐ No

If you charge for samples, parking, or tours then you are prohibited from establishing a tasting room on the premises. The tasting room must be separate from the distillery with floor to ceiling walls and must have its own entrance. It cannot be part of the distilled spirits plant and must be shown on the diagram. Do you understand this requirement?: *

☒ Yes ☐ No

If you do not plan to charge for samples, parking, or tours then the tasting room can be located on the general premises, but must be separate from the bonded premises with floor to ceiling walls, have its own entrance and be shown on the diagram. Do you understand this requirement?: *

☒ Yes ☐ No



Changes to Your Entity that You Must Report to TTB

Changes in:

- Legal business name
- Controlling ownership
- General partner
- Any stockholder or members holding ownership of 10% or more
- Corporate officer, directors, or any similar positions

Adding, revoking, or changing:

- Signing authority
- Power of attorney

Termination of all TTB-regulated operations under your EIN (going completely out of business)



Changes to Your Commodity Operations That You Must Report to TTB*

Change in:

- Premises location
- Bond
- Construction or use of building
- Operations
- DBA/Operating name

Adding or removing:

- Trade names
- Noncontiguous premises
- Alternation of premises
- Alternation of proprietor
- Variance or alternate method

Termination of operations at 1 location, but keeping other operations/locations under the same EIN open

*requirements vary slightly by commodity operation



Alternation of Premises

The premises is used by the same owner/same EIN to conduct another TTB - regulated business, such as a winery or brewery

If you are an already established DSP and wish to add a winery or brewery, you must submit:

- A new application for the commodity operations that you are adding
- Updated diagram showing which areas will be alternating
- Change in Bond (Consent of Surety) TTB Form 5000.18

You may also submit:

- Variance request to use brewery for another purpose
- Variance from the requirement to submit notification of each alternation

27 CFR 19.627



Alternation of Proprietorship

Two or more proprietors with different EINs conduct the same type of operations at the same premises, and space and/or equipment alternates between proprietors

Generally, the proprietor of an existing DSP, the host distiller, agrees to rent space and equipment to a new tenant distiller

The host and tenant of an alternating proprietorship are required to submit:

- An alternating proprietorship agreement (a contract between the host and tenant)
- Updated diagram showing which areas will be alternating and which will be the permanent non-alternating space of both the host and tenant
- A variance request for an alternate method or procedure from 27 CFR 19.141(b), so that the proprietor does not need to file a letterhead notice prior to each alternation

27 CFR 19.141



Resources

Resources

Apply for a Permit: Qualifying with TTB

<https://www.ttb.gov/business-tools/qualify-with-ttb>

Permits Online Customer Page

<https://www.ttb.gov/ponl/customer-support>

Permits Online Tutorial

<https://www.ttb.gov/ponl/ponl-launch>

State Alcohol Beverage Authorities

<https://www.ttb.gov/wine/alcohol-beverage-control-boards>

Alcohol FAQs

<https://www.ttb.gov/faqs/alcohol>

Maintaining Compliance in a TTB-Regulated Industry

<https://www.ttb.gov/business-central/industry-members-responsibilities>

Overview of the Application Process

<https://www.ttb.gov/ponl-help/permits-online-overview-of-the-application-process>

Laws, Regulations, and Public Guidance

<https://www.ttb.gov/laws-regulations-and-public-guidance>



Contact Us

Questions?

Contact the National Revenue Center at:

- Toll-Free: 877-882-3277 / 877-TTB-FAQS
- Use our [National Revenue Center Contact Form](#)

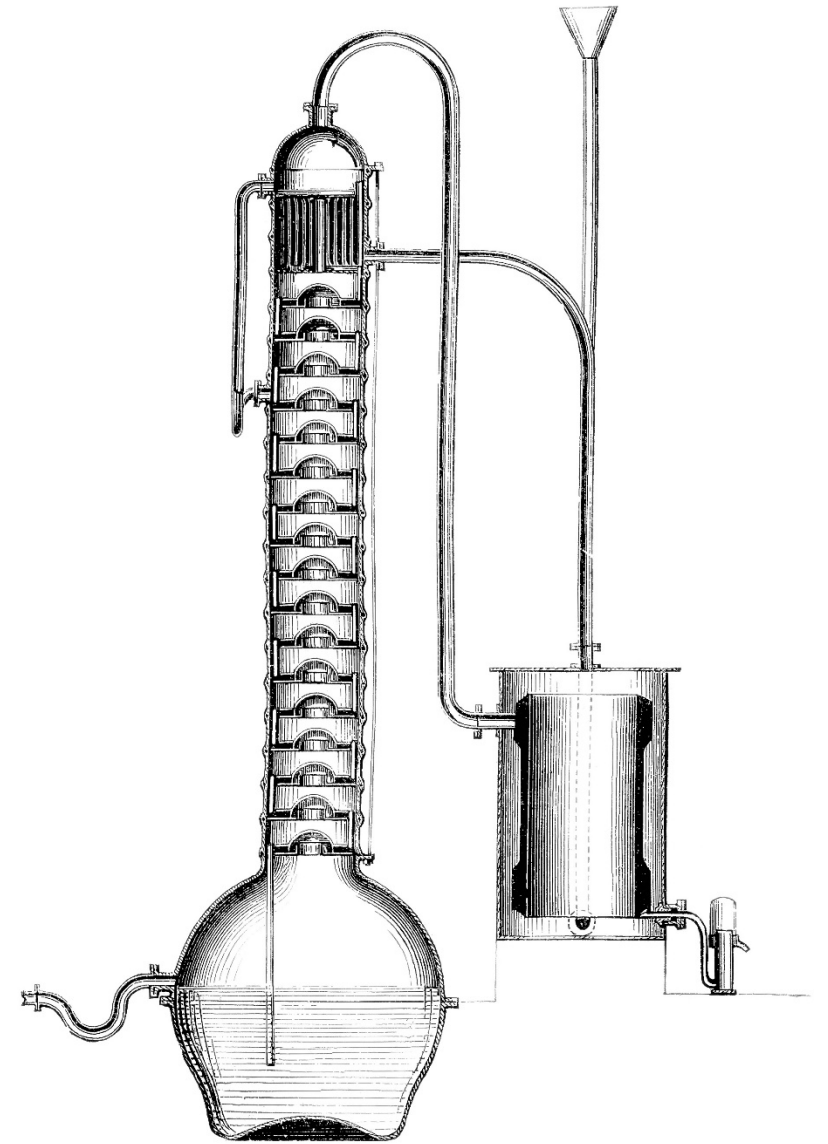
Representatives are Available:

8 a.m. to 4:30 p.m. ET Monday - Friday (except on federal holidays)

Records, Reports, and Returns

RONDA MERRELL
TECHNICAL ADVISOR

NATIONAL REVENUE CENTER





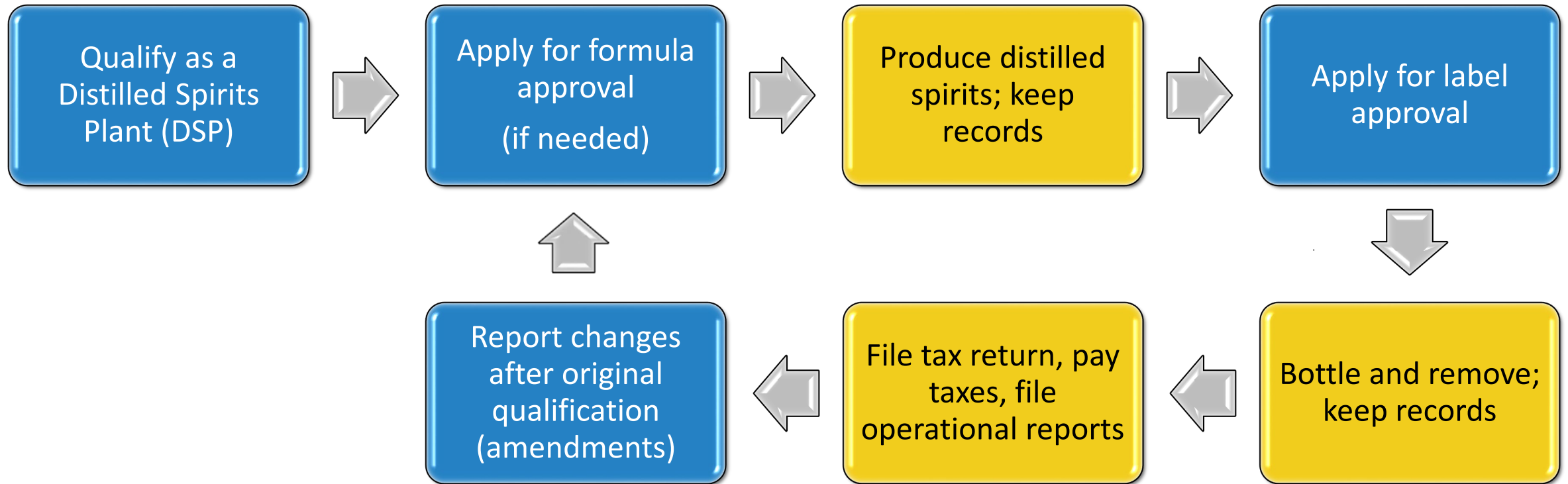
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Typical TTB Touchpoints for Beverage Distilled Spirits Industry Members





Using TTB.gov

<div>TTB Alcohol and Tobacco Tax and Trade Bureau U.S. Department of the Treasury</div> <div>Who We Are</div> <div>What We Do</div> <div>TTB Audiences</div> <div>Resources</div> <div>REPORT FRAUD: TTB Tips Online</div> <div><input type="text" value="Search"/></div> <div>Contact TTB Español Français 中文</div>				
PROGRAM AREAS	REGS & GUIDANCE	TAXES AND FILING	ONLINE SERVICES	ENFORCEMENT
Beverage Alcohol	Laws	Tax Reform (CBMTRA)	Permits Online	Tip Line
Nonbeverage Alcohol	Regulations	Pay.gov	COLAs Online	Offers in Compromise
Tobacco	Rulings	Tax Due Dates	Formulas Online	Investigations
Formulation	Procedures	Tax Rates	Pay.gov	Audits
Labeling	Industry Circulars	Preparing Returns	Public COLA Registry	Tax Services
Advertising	Federal Register	File Disaster Claims	Online Help Center	Beverage Alcohol
Market Compliance	Publications	Special Occupational Taxes		Product Diversion
Trade Practices	Other Guidance			Tobacco Diversion
International Affairs				
Firearms and Ammunition				

<https://www.ttb.gov/index.shtml>

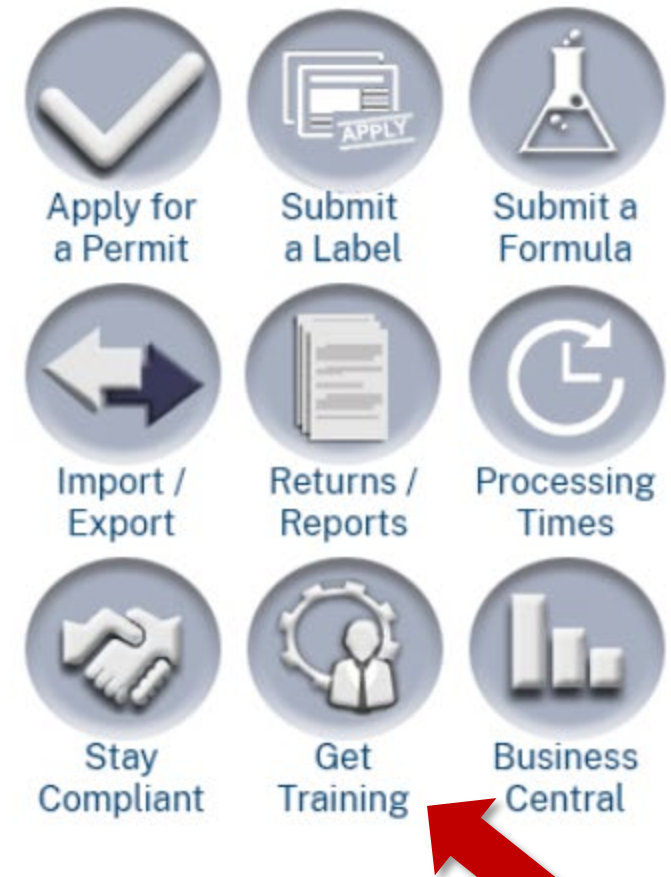


Using TTB.gov

TTB Regulated Industries



Business Tools





Operational Reports Tutorials

TTBGov - Forms Helpful Hints and Tips

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

TTB Form 5110.11

Before you begin
FAQ
Form 5110.11
Helpful Hints
How to avoid problems
Tools (+/-)
Glossary of Terms
File online at Pay.gov

Click a link on the left to display a resource for

Pay.gov

Have you tried filing your TTB Form 5110.11

Operational Reports Tutorials

These tutorials guide you through the various form fields. You may also conveniently file these reports electronically using [Pay.gov](https://www.pay.gov).

- [5110.11](#) – Monthly Report of Storage Operations
- [5110.28](#) – Monthly Report of Processing Operations
- [5110.40](#) – Monthly Report of Production Operations
- [5110.43](#) – Monthly Report of Processing (Denaturing) Operations
- [5120.17](#) – Report of Wine Premises Operation
- [5130.9](#) – Brewer's Report of Operations
- [5620.8b](#) – Claim -- Alcohol and Tobacco Tax and Trade Bureau Taxes

TRANSACTIONS (a)	WHISKY®		BRANDY		RU (f)
	DISTILLED AT 160° AND UNDER (b)	DISTILLED AT OVER 160° (c)	DISTILLED AT 170° AND UNDER (d)	DISTILLED AT OVER 170° (e)	
1. On hand first of month	Line 23 on the previous report				
2. Deposited in bulk storage ^{1/}	Line 11 Production Report and all Transfers in Bond				
3. Received from Customs custody					
4. Returned to bulk storage					
5.					
6. TOTAL (Lines 1 through 5)	Line 6 and Line 24 must always match				
7. Taxpaid	To show on Tax Return when actually removed from storage acco				
8. Use of the United States					



Records, Reports, & Returns

Records

Operational
Reports

Excise Tax
Return



Records

27 CFR part 19 DISTILLED SPIRITS PLANTS

- Records start from the receipt of materials
- Gauge record requirements
- Records transferring product from area to area
- Records for each area
- Records are required for everything from production to the product going out the door

27 CFR 19.571- 19.627



Records, Reports, & Returns

Records

Operational
Reports

Excise Tax
Return



Reporting Requirements

- Reports are due the 15th of the following month following the close of the reporting period
- All required reports must be filed monthly
 - Even if no activity!
 - Reports may not be filed quarterly or annually



Reporting Requirements

- **Approved as Distiller**
 - must file Production report TTB F 5110.40
- **Approved as Warehouseman**
 - must file the Storage Report TTB F 5110.11
- **Approved as Bottler, Processor or Rectifier**
 - must file the Processing Report TTB F 5110.28
- **Approved for Denaturing Spirits (Industrial)**
 - must file the Processing (Denaturing) Report TTB F 5110.43



What Operations are You Approved For?

7. PERMIT GRANTED FOR (ONE TYPE OF OPERATION ONLY)

Pursuant to the application of the date indicated in item 4, you are authorized and permitted to engage, at the above address, in the business of:

- a. ☒ Distilled Spirits - ☒ distiller ☐ rectifier (processor) ☒ warehouseman and/or ☒ warehouseman and bottler and while so engaged, to sell, offer or deliver for sale, contract to sell or ship, in interstate or foreign commerce, the distilled spirits so distilled or rectified, or warehoused and bottled, or the wines so rectified,
- b. ☐ Wine - ☐ producer and blender ☐ blender and while so engaged, to sell, offer or deliver for sale, contract to sell or ship, in interstate or foreign commerce, the wine so produced or blended,
- c. ☐ Importer - importing into the United States the following alcoholic beverages:
while so engaged, to sell, offer to deliver for sale, contract to sell or ship, in interstate or foreign commerce, the alcoholic beverages so imported,
- d. ☐ Wholesaler - Purchasing for resale at wholesale the following alcoholic beverages:
while so engaged, to receive or to sell, offer or deliver for sale, contract to sell or ship, in interstate or foreign commerce, the alcoholic beverages so Purchased.



Distillery Areas

Each report matches up to a section of your distillery

- **Production area:** Where the still is located and where the spirits come into existence
- **Storage area:** Designated area to store product. Can be for a short period or for years
- **Processing area:** Where most of the blending, bottling and bottle storage occurs



Monthly Report of Production Operations: TTB F 5110.40

- Shows when the product comes off the still
- Shows where the product goes after production
- Report by product classification
- List what materials were used to make the product



Monthly Report of Production Operations: TTB F 5110.40

DEPARTMENT OF THE TREASURY ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB) MONTHLY REPORT OF PRODUCTION OPERATIONS (PREPARE IN DUPLICATE, SEE INSTRUCTIONS BELOW)		1. NAME OF PROPRIETOR						3. MONTH AND YEAR			
		4. LOCATION OF PLANT						5. PLANT NUMBER DSP			
PART I - TRANSACTIONS											
TRANSACTION (a)	WHISKY		BRANDY		PROOF GALLONS			ALCOHOL AND SPIRITS		OTHER (Identify) (k)	TOTAL (l)
	160° AND UNDER (b)	OVER 160° (c)	170° AND UNDER (d)	OVER 170° (e)	RUM (f)	GIN (g)	VODKA (h)	190° AND OVER (Distillation Proof) (i)	UNDER 190° (Distillation Proof) (j)		
1. TAX PAYMENT	TO SHOW ON TAX		RETURN	WHEN	PRODUCT	WAS REMO	VED FROM	PRODUCTION	ACCOUNT		
2. USE OF U.S.											
3. HOSPITAL, SCIENTIFIC, OR EDUCATIONAL USE ¹											
4. EXPORT											
5. TRANSFER TO FOREIGN TRADE ZONE											
6. TRANSFER TO CMBW											
7. USE AS SUPPLIES ON VESSELS OR AIRCRAFT											
8. USE IN WINE PRODUCTION											
9. ENTERED IN PROCESSING ACCOUNT	MUST BE		EQUAL OR LESS	THAN	AMOUNT ON LINE 2 (c)	PROCESSING	REPORT				
10. ENTERED FOR TRANSFER IN BOND											
11. ENTERED IN STORAGE ACCOUNT	MUST BE		EQUAL OR LESS	THAN	AMOUNT ON LINE 2	STORAGE	REPORT				
12. WITHDRAWN FOR RESEARCH, DEVELOPMENT, OR TESTING ²											
13.											
14. PRODUCED (Total, Lines 1 through 13)	Part III LINE 1-3	Part III Line 4	Part IVLine1&2	Part IVLine 3-4				Part II			
15. RECEIVED FOR REDISTILLATION ³	INCLUDE		LINE 18 OF STO	RAGE REPORT	AND LINE 17 & 37 OF	PROCESSING	REPORT ON	THIS LINE			
16. ⁴											
17. PHYSICAL INVENTORY- END OF CALENDAR QUARTER	(a) RECEIVED FOR REDISTILLATION ³										
	(b) UNFINISHED SPIRITS										



Monthly Report of Storage Operations: TTB F 5110.11

- Shows product coming from the production area
- Shows product received onto the distillery premises
- Shows where the product goes to after storing it
- Your **on hand** beginning and **on hand** ending will show if you are storing for longer periods
- There is no time limit for how long something sits in this area before you have to report it, whether you store something briefly or for years



Monthly Report of Storage Operations: TTB F 5110.11

DEPARTMENT OF THE TREASURY ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)					REPORT COVERS									
MONTHLY REPORT OF STORAGE OPERATIONS					<input type="checkbox"/> DOMESTIC SPIRITS AND ALL WINES <input type="checkbox"/> PUERTO RICAN SPIRITS					<input type="checkbox"/> IMPORTED SPIRITS <input type="checkbox"/> VIRGIN ISLANDS SPIRITS				
INSTRUCTIONS Every proprietor as a warehouseman must prepare this form monthly, in duplicate. Forward the original to the Director, National Revenue Center 550 Main St, Ste 8002, Cincinnati, OH 45202-5215, not later than the 15th day of the month following that for which the report is rendered. The remaining copy must be retained by the proprietor. Separate reports must be prepared for domestic spirits, imported spirits, Puerto Rican spirits, and spirits from the U.S. Virgin Islands. Denaturing operations must be reported on TTB F 5110.43.					NAME OF PROPRIETOR									
					LOCATION OF PLANT									
TRANSACTIONS (a)	WHISKY ^{6/}		BRANDY		RUM (f)	GIN (g)	VODKA (h)	ALCOHOL AND SPIRITS		OTHER (j)				
	DISTILLED AT 160° AND UNDER (b)	DISTILLED AT OVER 160° (c)	DISTILLED AT 170° AND UNDER (d)	DISTILLED AT OVER 170° (e)				190° AND OVER (i)	UNDER 190° (j)					
1. On hand first of month	Line 23 on the previous report													
2. Deposited in bulk storage ^{1/}	Line 11 Production Report and all Transfers in Bond													
3. Received from Customs custody														
4. Returned to bulk storage														
5.														
6. TOTAL (Lines 1 through 5)	Line 6 and Line 24 must always match													
7. Taxpaid	To show on Tax Return when actually removed from storage account													
8. Use of the United States														
9. Hospital, scientific educational use ^{2/}														
10. Export														
11. Transfer to foreign-trade zone														
12. Transfer to CMBW														
13. Use as supplies on vessels and aircraft														
14. Transfer to bonded winery														



Monthly Report of Processing Operations: TTB F 5110.28

- Shows what was received from production, storage, other distilleries or customs
- Addition of flavors, blending, bottling
- Removal of bottled product
- Tax determination of bottled product occurs
- Storage of bottled product
- Reclassification of product can occur



Monthly Report of Processing Operations: TTB F 5110.28

DEPARTMENT OF THE TREASURY ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB) MONTHLY REPORT OF PROCESSING OPERATIONS			OMB NO. 1513-0041 (01/31/2014)		
<p>1. Every proprietor engaged in processing operations must prepare this form each month in duplicate.</p> <p>2. The proprietor must forward the original to the Director, National Revenue Center, on or before the 15th day of the month following the month for which prepared.</p> <p>3. The copy is to be kept on file by the proprietor.</p> <p>4. LOCATION OF PLANT</p>			1. PLANT NUMBER		2. MONTH AND YEAR
			3. NAME OF PROPRIETOR		5. Employer Identification Number (EIN)
PART I - BULK INGREDIENTS			PART II - FINISHED PRODUCTS		
TRANSACTION (a)	WINE (Proof gallons) (b)	SPIRITS (Proof gallons) (c)	TRANSACTION (a)	BOTTLED (Proof gallons) (b)	PACKAGED (Proof gallons) (c)
1. ON HAND FIRST OF MONTH	Line 25 of Previous report		27. ON HAND FIRST OF MONTH	Line 46 of Previous report	
2. RECEIVED (Other than line 3)		Line 9 Line 17 *	28. BOTTLED OR PACKAGED	Line 9(c)	
3. ALCOHOL FOR FUEL USE RECEIVED FROM CUSTOMS CUSTODY			29. RECEIVED		
4. ALCOHOL FLAVOR MATERIALS DUMPED			30. INVENTORY OVERAGES		
5. WINE MIXED WITH SPIRITS		Line 10 (b)	31. TOTAL - LINES 27 THROUGH 30		



Monthly Report of Processing (Denaturing) Operations: TTB F 5110.43

- Only filed by industrial DSPs that are approved for denaturing operations
- Shows denaturing activity for the month
- There is a yearly withdrawal amount requirement



Monthly Report of Processing (Denaturing) Operations: TTB F 5110.43

DEPARTMENT OF THE TREASURY ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB) MONTHLY REPORT OF PROCESSING (DENATURING) OPERATIONS				OMB No. 1513-0049 (1/31/2013)		
NAME OF PROPRIETOR		LOCATION OF PLANT		Text		
				Text		
				PLANT NUMBER DSP-		
SECTION I - DENATURED SPIRITS				SECTION II - RECOVERED DENATURED SPIRITS AND RECOVERED ARTICLES RECEIVED FOR RESTORATION AND/OR REDENATURATION UNDER 27 CFR 19.683 1 AND RECOVERED DENATURED SPIRITS AND RECOVERED ARTICLES ON MY BONDED PREMISES RECEIVED FOR RESTORATION AND/OR REDENATURATION.		
TRANSACTION (a)	WINE GALLONS			TRANSACTION (a)	WINE GALLONS	
	COMPLETELY DENATURED ALCOHOL (b)	SPECIALY DENATURED ALCOHOL (c)	SPECIALY DENATURED RUM (d)		RECOVERED DENATURED SPIRITS (b)	RECOVERED ARTICLES (c)
1. On hand first of month	Line 13 of previous processing report					
2. Produced	Amount of denatured alcohol produced from alcohol received					
3. Rec'd by transfer in bond ³						
4.						
5. TOTAL Lines 1-4	Must match Line 14 of this report			15. On hand first of month	Line 23 of previous report	



Mailing Address for Operational Reports

If filing operations reports by mail, please be sure to use the correct address

**Director, National Revenue Center
TTB
550 Main St, Suite 8002
Cincinnati, OH 45202-5215**



Records, Reports, & Returns

Records

Operational
Reports

Excise Tax
Return



Excise Tax Return

TTB F 5000.24

Filing Frequency	Eligibility Requirement
Annually	You may file 1 tax return per year if you are liable for \$1,000 or less of tax on spirits in the current and prior calendar year
Quarterly	File quarterly if you are liable for \$50,000 or less of tax on spirits in the current and prior calendar year
Semi-monthly	You must file a tax return two times per month if you are liable for more than \$50,000 in spirits tax in the current and prior calendar year

Note: You can fix previous returns with an increasing or decreasing adjustment



Excise Tax Return & Payment Due Dates

Tax returns (and payment, if any) are due the 14th day after the close of the tax period

- If the due date falls on a weekend or legal holiday, the due date is the immediately preceding business day

Due date schedule for each year is available on our website

- <https://www.ttb.gov/tax-audit/excise-tax-and-export-due-dates>

27 CFR 19.236

DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)
EXCISE TAX RETURN
(Prepare in duplicate – See instructions below)

2. FORM OF PAYMENT
☐ CHECK ☐ MONEY ORDER ☐ EFT ☐ OTHER (Specify) _____
4. RETURN COVERS (Check one)
☐ PREPAYMENT ☐ PERIOD

BEGINNING _____

ENDING _____

5. DATE PRODUCTS TO BE REMOVED (For Prepayment Returns Only)**6. EMPLOYER IDENTIFICATION NUMBER****7. PLANT, REGISTRY, OR PERMIT NUMBER****8. NAME AND ADDRESS OF TAXPAYER (Include ZIP Code)****1. SERIAL NUMBER****3. AMOUNT OF PAYMENT**

\$ _____

NOTE: PLEASE MAKE CHECKS OR MONEY ORDERS PAYABLE TO THE ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (SHOW EMPLOYER IDENTIFICATION NUMBER ON ALL CHECKS OR MONEY ORDERS). IF YOU SEND A CHECK, SEE PAPER CHECK CONVERSION NOTICE BELOW.

FOR TTB USE ONLY

TAX \$ _____

PENALTY _____

INTEREST _____

TOTAL \$ _____

EXAMINED BY: _____

DATE EXAMINED: _____

CALCULATION OF TAX DUE (Before making entries on lines 18 – 21, complete Schedules A and B)

PRODUCT (a)	AMOUNT OF TAX (b)
9. DISTILLED SPIRITS	\$ _____
10. WINE	_____
11. BEER	_____
12. CIGARS	_____
13. CIGARETTES	_____
14. CIGARETTE PAPERS AND/OR CIGARETTE TUBES	_____
15. CHEWING TOBACCO AND/OR SNUFF	_____
16. PIPE TOBACCO AND/OR ROLL-YOUR-OWN TOBACCO	_____
17. TOTAL TAX LIABILITY (Total of lines 9-16)	\$ 0.00
18. ADJUSTMENTS INCREASING AMOUNT DUE (From line 29)	0.00
19. GROSS AMOUNT DUE (Line 17 plus line 18)	\$ 0.00
20. ADJUSTMENTS DECREASING AMOUNT DUE (From line 34)	0.00
21. AMOUNT TO BE PAID WITH THIS RETURN (Line 19 minus line 20)	\$ 0.00

Under penalties of perjury, I declare that I have examined this return (including any accompanying explanations, statements, schedules, and forms) and to the best of my knowledge and belief it is true, correct, and includes all transactions and tax liabilities required by law or regulations to be reported.

22. DATE**23. SIGNATURE****24. TITLE**

TTB Form 5000.24sm

SCHEDULE A – ADJUSTMENTS INCREASING AMOUNT DUE

EXPLANATION OF INDIVIDUAL ERRORS OR TRANSACTIONS (a)	AMOUNT OF ADJUSTMENTS		
	(b) TAX	(c) INTEREST	(d) PENALTY
25.	\$		\$
26.			
27.			
28. SUBTOTALS OF COLUMNS (b), (c), and (d)	\$ 0.00	\$ 0.00	\$ 0.00
29. TOTAL ADJUSTMENTS INCREASING AMOUNT DUE (Line 28, Col (b) + (c) + (d)) Enter here and on line 18.			\$ 0.00

SCHEDULE B – ADJUSTMENTS DECREASING AMOUNT DUE

EXPLANATION OF INDIVIDUAL ERRORS OR TRANSACTIONS (a)		AMOUNT OF ADJUSTMENTS	
		(b) TAX	(c) INTEREST
30.		\$	\$
31.			
32.			
33.	SUBTOTALS OF COLUMNS (b) and (c)	\$ 0.00	\$ 0.00
34.	TOTAL ADJUSTMENTS DECREASING AMOUNT DUE (Line 33, Col (b) + (c)) Enter here and on line 20.		\$ 0.00

Notice to Customers Making Payment by Check

If you send us a check, it will be converted into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually occur within 24 hours, and will be shown on your regular account statement.

You will not receive your original check back. We will destroy your original check, but we will keep the copy of it. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, we may try to make the transfer up to 2 times.

TTB F 5000.24sm (11/2016)

TTB Form 5000.24sm



Craft Beverage Modernization Act (CBMA)

The Craft Beverage Modernization Act was made permanent at the end of 2020 making the reduced rates for distilled spirits permanent

- Ensure you are using the appropriate tax rates for distilled spirits removed or imported
- Single Taxpayer
- Controlled Groups

You must have distilled or processed the spirits to qualify for the reduced rates!



Craft Beverage Modernization Act (CBMA)

Effective January 1, 2022

- Beginning in 2022, only DSPs who perform a processing activity **other than bottling** are entitled to take a CBMA reduced rate on distilled spirits that they process and remove
- TTB is currently developing guidance on which processing activities qualify the DSP for a reduced rate



Tax Rates*

\$2.70 for the 1st 100,000 proof gallons removed each calendar year

\$13.34 for over 100,000 up to 22,230,000 proof gallons

\$13.50 for over 22,230,000 proof gallons

*Reduced tax rates may be limited if you are part of a controlled group or a single taxpayer arrangement



How to Determine Tax Liability

Depending on when you remove your product from DSP premises, include removals found on:

- Line 1 of the production report
- Line 7 of the storage report
- Line 13 and Line 33 of the processing report

Example: If you remove 100 proof gallons, and your annual removals that year are under 100,000 proof gallons, your tax rate is \$2.70 and your tax liability is \$270.00



Pay.gov

You may electronically file tax returns, file operations reports, and pay taxes through [Pay.gov](#)

- Secure
- Convenient and fast
- Free
- Checks entries and totals for accuracy

For more information on how to register, go to

<https://www.ttb.gov/epayment/epayment.shtml>



Mailing Address for Returns & Payments

- If filing by mail, please be sure to use the correct address
- Late returns or payment are subject to penalties and interest

DO NOT mail returns or payments to the National Revenue Center in Cincinnati, Ohio

**TTB
Excise Tax
P.O. Box 790353
St. Louis, MO 63179-0353**



Online Claims Submission

Use our online submission process to file and receive payment for claims

- [Submit a Claim Online](#)