



# TTB Bootcamp for Brewers

CRAFT BREWERS CONFERENCE ONLINE

MAY 2020



# TTB Disclaimer

This information is being presented to help the public to understand and comply with the laws and regulations that the Alcohol and Tobacco Tax and Trade Bureau (TTB) administers.

It is not intended to establish any new, or change any existing, definitions, interpretations, standards, or procedures regarding those laws and regulations.

In addition, this presentation may be made obsolete by changes in laws and regulations.

Please consult the applicable laws and regulations for the most current requirements.

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



# Records, Reports, and Returns

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TAX SPECIALIST  
NATIONAL REVENUE CENTER





# Using TTB.gov

 <b>TTB</b> Alcohol and Tobacco Tax and Trade Bureau U.S. Department of the Treasury		Who We Are	What We Do	TTB Audiences	Resources	REPORT FRAUD: TTB Tips Online
Search 						
PROGRAM AREAS		REGS & GUIDANCE	TAXES & 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 Returns and Reports Due	Formulas Online	Investigations	
Formulation		Procedures	Tax Rates	Pay.gov	Audits	
Labeling		Industry Circulars	Preparing Returns	Public COLA Registry	Tax Services	
Advertising		Federal Register Publications	File Disaster Claims	Online Help Center	Beverage Product Diversion	
Market Compliance		Other Guidance	Special Occupational Taxes		Tobacco Diversion	
Trade Practices						
International Affairs						
Outreach						
Firearms and Ammunition						





# Electronic Code of Federal Regulations (eCFR)

[eCFR - 27 CFR part 25](#)

## Key Beer Topics



### Beer Labeling

Activities including [alcohol fact labeling](#), [generic terms](#), and [allowable COLA changes](#)



### Importing/Exporting

Requirements for [importing](#) and [exporting alcohol beverages](#), and [wholesaler/importer info](#)



### Changes After Qualification

File amendments for [change of bond](#) and [control](#) using [Permits Online](#)



### Beer Laws and Regulations

Public guidance including [FAQs](#), [procedures](#), [rulings](#) and [industry circulars](#)



### Brewer's Notice (Permit)

Getting qualified so you can [apply for permission to operate](#), and get help with [applying online](#)



### Taxes and Filing

[Tax rates](#) and [due dates](#), [Pay.gov](#) and help with [filing](#) and [preparing excise tax returns](#)



### Formula Approval

Some products require [formula approval](#) before you can submit your labels to TTB. [Check if your beverage requires formula approval or lab analysis.](#)



### Other Beer Topics

Such as [saké](#), [alternating proprietorships](#) and [frequently requested listings](#)



# Records, Reports & Returns

Records

Operational  
Report

Excise Tax  
Return



# Required Records

Your brewery records:

- Capture the brewery's operations
- Become the source documents for your operational report and tax return
- Are the documents a TTB auditor or investigator will look at to ensure you've paid the correct amount of tax

27 CFR 25.291 – 25.301



# Recordkeeping Basics

- Brewers are required to:
  - maintain daily records that capture brewery operations
  - enter required daily transactions by the close of the next business day
  - maintain records at the brewery and make them available at the brewery
  - retain required records for 3 years
- If certain requirements are met, electronic records may be retained on equipment located off the brewery premises

27 CFR 25.291 & 25.300



# Daily Records of Operations and Daily Summaries

- The regulations do not specify a format for records, but they must include all required information
  - Examples include spreadsheets, invoices, computer-generated summaries, commercial or business documents, bills of lading, credit memos, TTB required forms
- Records tell the story of what you produced and what happened to it – bottling, racking, removing, loss, etc.

27 CFR 25.292



# Daily Records of Operations

Most frequently used records:

- Raw materials received (those used for beer production)
- Beer produced by fermentation
- Beer transferred to/from packaging (bottling and/or racking)
- Beer packaged (bottled and/or racked)
- Beer removed for consumption or sale – beer transferred to serving/tax-determined tanks, or packaged and transferred to a cooler/taxpaid storage
- Beer returned to the brewery
- Beer lost due to breakage, theft, or destroyed

27 CFR 25.292(a)(1) – (19)





# Daily Summary Records

- Each day, brewers must summarize a few of the daily records:
  - Beer packaged (bottled and/or racked)
  - Beer removed for consumption or sale
  - Beer returned to the brewery from which removed
  - Beer returned after removed from another brewery owned by the brewer
  - Brewing materials, beer in process, and finished beer on hand
- You may maintain daily summary records on the associated daily records

27 CFR 25.292(b)(1) – (6)



# Example Production Record – Batch Record / Brewing Log

BREWING LOG 27 CFR 25.292 (a)(2)			
DATE: 1/9/2019		PRODUCT: AMBER	
TANK: FV 1		BATCH #: 2019-002	
<b>INGREDIENTS</b>			
<b>GRAIN / MALT:</b>		<b>HOPS:</b>	
Malt 1	100 LBS	Hops 1	100 OZ
Malt 2	200 LBS	Hops 2	200 OZ
Wheat	300 LBS		
<b>YEAST:</b>		<b>OTHER: (dates added)</b>	
YEAST 1	300 OZ	<i>flavors, calcium, potassium, etc</i>	
<b>PROCESS</b>			
<b>MASH</b>		<b>FERMENTER</b>	
BATCH SIZE		EST BATCH SIZE	BBLS
VOLUME	GAL	MEAS VOL	BBLS
GRAVITY		EST OG	
DATE TO FV		MEAS OG	
NOTES		DATE FINISHED	
		NOTES	
<b>STATISTICS</b>			
EST ABV		EST FINAL GRAV	
MEAS ABV		MEAS FG	
<b>REMOVAL / PACKAGED</b>			
DATE		DATE	
TD TANK #		BT #	
VOL REC'D	BBLS	VOL REC'D	BBLS
VOL LOSS	BBLS	KEGS	
NOTES		SIZES	
		CASES	
		SIZES	
		VOL PCKGD	BBLS
		VOL LOSS	BBLS

Materials used on a Batch Record / Brew Log should be subtracted from the Materials Received / Used Record



Entries on the daily materials received/used record are supported by invoices, receipts, and by brew/batch records

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# Example Racking Record

RACKING LOG													
27CFR 25.292 (a)(3), (4), (5), (6)													
DATE	BARRELS TO RACKING	BARRELS RACKED	LOSSES	AMBER		WHEAT		RASPBERRY		WINTER		IPA	
				1/2	1/4	1/2	1/4	1/2	1/4	1/2	1/4	1/2	1/4
1/3	25.00	25.00	0.00	25.00									
1/4			0.00										
1/5			0.00										
1/6			0.00										
1/7			0.00										
1/10	182.00	180.00	2.00			100.00	80.00						
1/11	75.00	75.00	0.00					75.00					
1/12			0.00										
1/13			0.00										
1/14	5.00	5.00	0.00							5.00			
1/17			0.00										
1/18			0.00										
1/19	55.00	50.00	5.00									50.00	
1/20			0.00										
1/21			0.00										
1/24			0.00										
1/25	100.00	100.00	0.00	75.00	25.00								
1/26			0.00										
1/27			0.00										
1/28	50.00	50.00	0.00										50.00
1/31			0.00										
TOTAL	492.00	485.00	7.00	100.00	25.00	100.00	80.00	75.00	0.00	5.00	0.00	50.00	50.00



# Example Bottling Record

BOTTLING LOG																
27CFR 25.292 (a)(3), (4), (5), (6)																
DATE	BARRELS TO BOTTLING	BARRELS BOTTLED	LOSSES	AMBER		WHEAT		RASPBERRY		WINTER		IPA				
				12/12	12/24	12/12	12/24	12/12	12/24	12/12	12/24	12/12	12/24			
1/3	101.00	100.02	0.98	100.02												
1/4			0.00													
1/5	252.00	249.97	2.03			174.99	74.98									
1/6			0.00													
1/7			0.00													
1/10	353.00	341.02	11.98			190.01	55.02	95.99								
1/11	203.00	199.99	3.01					199.99								
1/12			0.00													
1/13			0.00													
1/14	526.00	524.97	1.03						199.99	74.98	199.99	50.01				
1/17			0.00													
1/18			0.00													
1/19	498.00	474.97	23.03									399.99	74.98			
1/20			0.00													
1/21			0.00													
1/24			0.00													
1/25	251.00	250.05	0.95	100.02	50.01	100.02										
1/26			0.00													
1/27			0.00													
1/28	102.00	100.02	1.98									100.02				
1/31			0.00													
TOTAL				2286.00	2241.01	44.99	200.04	50.01	465.02	130.00	295.98	0.00	199.99	74.98	700.00	124.99



# Example Removal Record (Brewpub)

- **Finished beer transferred (removed)** from a fermenter to a serving tank/tax-determined tank

## TAX-DETERMINED FOR USE IN BREWPUB / TAVERN

27 CFR Part 25: 25.25 (c)(1) / 25.292(a)(8)

MONTH: JANUARY

TANK	TRANSF	PROD / BATCH #	TD TANK	BBLS
FV 1	3-Jan	Rasp-2019-001	TD 2	50.25
FV 2	5-Jan	Wheat-2019-001	TD 1	62.46
FV 4	6-Jan	Amber-2019-001	TD 3	75.32
FV 3	7-Jan	IPA-2019-001	TD 2	47.30
FV 1	10-Jan	Winter-2019-001	TD 3	55.98
FV 5	11-Jan	Rasp-2019-002	TD 1	67.85
FV 2	13-Jan	Wheat-2019-002	TD 4	63.98
FV 3	14-Jan	IPA-2019-002	TD 2	45.87
FV 4	17-Jan	Amber-2019-002	TD 1	80.42
FV 1	18-Jan	IPA-2019-003	TD 3	57.94
FV 3	19-Jan	Winter-2019-002	TD 4	35.97
FV 5	31-Jan	Rasp-2019-003	TD 2	56.47
FV 2	24-Jan	Wheat-2019-003	TD 1	47.94
FV 3	27-Jan	IPA-2019-004	TD 4	58.29
FV 1	31-Jan	Rasp-2019-004	TD 3	45.98

**15 BATCHES**

**852.02**





# Example Removal Record

- **Packaged beer removed from brewery premises**

## DAILY SHIPPING REPORT

27 CFR Part 25: 25.292(a)(8)

MONTH: JANUARY

DATE	INVOICE	QUAN / UNITS	KEG	BBLs	CASE	BBLs	TOTAL BBLs	\$3.50 60,000
3-Jan	12489	84	1/2	42.00			42.00	\$ 147.00
3-Jan	12489	40	1/4	10.00			10.00	\$ 35.00
3-Jan	12489	3,196			12/12	115.98	115.98	\$ 405.94
10-Jan	12490	372			12/24	27.00	27.00	\$ 94.50
10-Jan	12490	92,805	1/2	20.00			20.00	\$ 70.00
11-Jan	45987	136	1/4	34.00			34.00	\$ 119.00
13-Jan	45988	1,752			12/12	63.58	63.58	\$ 222.53
17-Jan	12491	647			12/24	46.96	46.96	\$ 164.36
17-Jan	12491	2	1/2	1.00			1.00	\$ 3.50
17-Jan	12491	1,500			12/12	54.44	54.44	\$ 190.52
27-Jan	12492	92	1/2	46.00			46.00	\$ 161.00
27-Jan	12492	80	1/4	20.00			20.00	\$ 70.00
27-Jan	12492	3,361			12/12	121.97	121.97	\$ 426.90
31-Jan	12493	621			12/24	45.07	45.07	\$ 157.75
31-Jan	12493	132	1/2	66.00			66.00	\$ 231.00

104,820

239.00

475.00

714.00

\$ 2,499.00



# Example Returns to Brewery Record

- **Lost** due to breakage, theft, etc.
- **Destroyed**
- **Returned** to brewery

Invoices would support the entries on this type of summary

## DAILY RETURNED LOG

27 CFR 25.292

DATE	DESCRIPTION	SIZE	QUANTITY	BARRELS	REASON	REMOVED BY
1/3	Amber	1/2	10	5	bad date	JG
1/10	Raspberry	12/24	96	6.97	bad date	PH
1/12	Wheat	1/4	24	6	bad date	JG
1/19	Winter	12/24	140	10.16	damaged packaging	SH
1/26	Amber	12/24	56	4.06	bad date	PH



# Beer Removed Without Payment of Tax

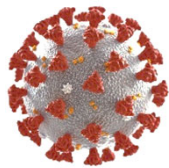
- Beer may be removed without tax payment ONLY when:
  - Transferred in bond to another brewery
  - Unfit for beverage use
  - Used for analysis or testing
  - Transferred to a distilled spirits plant
  - Exported/used as supplies for vessels and aircraft
  - For personal use: only sole proprietorships and partnerships. The annual limit is 100 gallons per household with one adult or 200 gallons for households with two or more adults (27 CFR 25.207)

27 CFR 25.292(a)(9) - (11) & 25.181-207



# Beer Removed Without Payment of Tax Exports

- Beer Exported – see 27 CFR part 28
  - Direct export without payment of tax
    - [TTB Industry Circular 2004–3, Alcohol and Tobacco Export Documentation Procedures](#)
    - [TTB F 5130.12](#) Beer for Exportation
  - Export tax paid with benefit of drawback
    - [TTB F 5130.6](#) Drawback on Beer Exported
- Due to COVID-19, TTB is postponing the due date for submission of evidence of exportation and filing claims for 90 days
  - The postponement applies to due dates falling on or after March 1, 2020, through July 1, 2020
  - See [TTB Industry Circular 2020–2](#)



27 CFR 25.292(a)(9) & 27 CFR part 28



# Inventory Records

- You are required to take a physical inventory every month
- It may be taken within 7 days of the end of the month
- It must include the following information
  - Date taken
  - Quantity of beer on hand
  - Losses, gains, shortages
  - Signature under penalty of perjury

27 CFR 25.294



# Example Inventory Record

27CFR25.294

	Bay 1				Bay 2				Bay 3				Bay 4				Bay 5				Bay 6			
	Amber				Wheat				Raspberry				Winter				IPA							
	1/2	1/4	12/12	12/24	1/2	1/4	12/12	12/24	1/2	1/4	12/12	12/24	1/2	1/4	12/12	12/24	1/2	1/4	12/12	12/24	1/2	1/4	12/12	12/24
Count			304	414			7303	703			303	110			28	138			10637	634				
Barrels	0	0	11.03	30.05	0	0	265.03	51.02	0	0	11	7.98	0	0	1.02	10.02	0	0	386.02	46.02	0	0	0	0

TOTAL			
1/2	1/4	12/12	12/24
Count	366	596	18575
Barrels	183	149	674.09

Bay 7			
1/2	1/4	12/12	12/24
Count			
Barrels	0	0	0

	Bay 13				Bay 12				Bay 11				Bay 10				Bay 9				Bay 8			
	Amber				Wheat				Raspberry				Winter				IPA							
	1/2	1/4	12/12	12/24	1/2	1/4	12/12	12/24	1/2	1/4	12/12	12/24	1/2	1/4	12/12	12/24	1/2	1/4	12/12	12/24	1/2	1/4	12/12	12/24
Count	116	120			188	188			32	0			12	104			18	184						
Barrels	58	30	0	0	94	47	0	0	16	0	0	0	6	26	0	0	9	46	0	0	0	0	0	0

I declare under the penalties of perjury that this inventory, including the documents submitted in support thereof, has been examined by me and, to the best of my knowledge and belief is true, correct and complete.

DATE TAKEN \_\_\_\_\_

TAKEN BY \_\_\_\_\_

Penalty of perjury statement, signed by person who conducted the inventory





# Common Issues: Loss vs. Shortage

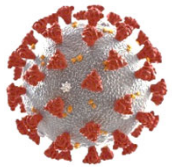
- **Loss:** beer that is lost due to a known event like breakage, spillage or theft
  - Losses are NOT taxed
- **Shortage:** unexpected missing quantity of beer that is disclosed by physical inventory count
  - Shortages MAY be taxed
  - Brewer must submit a claim and provide a plausible explanation for the shortage, identify/address defects, or tax may be assessed

27 CFR 25.281- 25.284, 25.292(a)(16)



# Common Issues: Recording Beer Destructions

- Destruction **on brewery premises** of non taxpaid/tax-determined beer (includes beer returned to the brewery)
  - Prior notice and reporting is not required as per 27 CFR 25.221
  - Note the batch record or prepare a destruction record as detailed in 27 CFR 25.225
- NOTE: You may also transfer beer without payment of tax to a distiller who may use it to produce hand sanitizer
  - Report on line 32 (write in) on Brewer's Report of Operations or line 16 (write in) on the Quarterly Brewer's Report

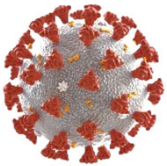


27 CFR 25.292(a)(14) & 25.221–25.225



# Common Issues: Recording Beer Destructions

- Destruction **off brewery premises** of taxpaid/tax-determined beer (includes beer transferred from marketplace to a distillery for use in hand sanitizer)
- Due to COVID-19, TTB is waiving the requirement that brewers submit a Notice of Intent, thus eliminating the 12-day waiting period
  - Waiver applies through July 1, 2020
  - Must keep records in order to be eligible to file claim for refund of tax or decreasing adjustment on the next tax return
  - See [Destruction of Beer During COVID-19](#)



27 CFR 25.292(a)(14) & 25.221–25.225



# Common Issues: Recording Returns

- Removed from/returned to same brewery:
  - May take an offset against that day's removals
- Removed from/returned to a different brewery, same ownership:
  - May file a claim for refund of tax or make a decreasing adjustment on the tax return – but may not take an offset

27 CFR 25.212, 25.213, 25.292(a)(12) & (13)



# Records | Best Practices

- Familiarize yourself with 27 CFR 25.292 and 25.294
- Build recordkeeping duties into the daily work schedule
- Keep detailed records: who, what, when, where, why, and how much
- Be vigilant about recording production, removals, returns, destructions, losses and shortages
- **IN SUMMARY:** record all operations and transactions at the brewery as soon as possible



# Records, Reports & Returns

Records

Operational  
Report

Excise Tax  
Return





# Beer Barrel Equivalency

- 1 barrel = 31 gallons
- Barrels are the standard unit for tax and reporting
- Taxable removals in kegs must be computed as barrels by using the tables found in 27 CFR 25.156
- Taxable removals in bottles and cans must be computed as barrels by using the tables found in 27 CFR 25.158
- If beer is to be removed in OTHER sizes, the brewer shall notify the NRC in advance and request to be advised of the fractional barrel equivalent



# Beer Barrel Equivalency

- **Example:** Barrel equivalent factor for  $24/12 = 0.07258$   
per 25.158
  - 24 oz. bottles
  - 12 bottles per case
  - 75 cases removed  $\times 0.07258 = 5.4435$  beer barrels
  - Use 5.44 beer barrels to compute tax
- You must compute to 5 decimal places on removal records
  - The sum of the quantities computed for any one day will be rounded to 2 decimal places and the tax will be calculated and paid on the rounded sum



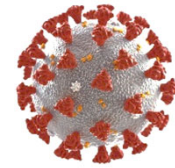
# Operational Report

- Reports are due the 15th day following the close of the reporting period
- You must file a report even if there was no activity during period
- File quarterly if your tax liability does not exceed \$50,000 in the current or prior calendar year
- File monthly if your tax liability is more than \$50,000 in the current or prior a calendar year
- There is no annual filing option for reports

27 CFR 25.297



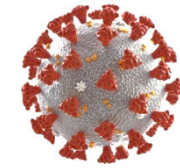
# COVID-19 Postponed Due Dates



- Due to COVID-19 we have postponed operational report due dates for 90-days where the original due date falls on or after March 1, 2020, through July 1, 2020
- See [TTB Industry Circular 2020–2](#)
- TTB will re-evaluate the terms of this relief if circumstances warrant



# COVID-19 Postponed Due Dates



## Operational Report Due Dates

Operational Report Due Dates				
Report Period			Former Due Date	New Due Date
Monthly	February	Feb 1 – 29	March 15	<b>June 13</b>
	March	March 1 - 31	April 15	<b>July 14</b>
	April	April 1 – 30	May 15	<b>August 13</b>
	May	May 1 – 31	June 15	<b>September 13</b>
Quarterly	First Quarter	Jan 1 – March 31	April 15	<b>July 14</b>



# Operational Reports

- [TTB Form 5130.26sm – Quarterly Brewer’s Report of Operations](#) (if eligible)
- OR -
- [TTB Form 5130.9 – Brewer’s Report of Operations](#)
- Note: Instructions are available for each form:
  - [TTB Form 5130.26i](#) and [TTB Form 5130.9i](#)



DEPARTMENT OF THE TREASURY  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)  
**BREWER'S REPORT OF OPERATIONS**

Our Brewery EIN is: \_\_\_\_\_

Our TTB Brewery Number is: \_\_\_\_\_  
BR- \_\_\_\_\_

TTB can reach the brewery by calling: \_\_\_\_\_  
( ) \_\_\_\_\_

What is the name of your brewery? \_\_\_\_\_

What is the location of your brewery? \_\_\_\_\_

(Number & Street) (City) (County) (State) (ZIP Code)

Reporting Period (enter year) \_\_\_\_\_


Monthly Report for (enter month) \_\_\_\_\_ OR Quarterly Report for: ☐ January - March ☐ July - September  
☐ April - June ☐ October - December

Part 1 - Beer Summary						
Operations	Cellar	Racking		Bottling		Totals
(a)	(b)	Bulk (c)	Keg (d)	Bulk (e)	Case (f)	(g)
Additions to Beer Inventory (round your entries to the nearest second decimal)						
1. On hand beginning of this report period (see line 33 totals from last monthly report or line 17 from last quarterly report)						
2. Beer produced by fermentation						
3. Addition of water and other liquids						
4. Beer received from racking and bottling						
5. Beer received in bond (see Instruction #10)						
6. Beer received from cellars						
7. Beer returned to this brewery after removal from this brewery (see Instruction #11)						
8. Beer returned to the brewery after removal from another brewery of same ownership (see Instruction #11)						
9. Racked						
10. Bottled						
11. Physical inventory disclosed an overage						
12. _____						
13. Total additions to inventory, plus beer on hand (add all columns in lines 1 through 12)						

[TTB Form 5130.9 -  
Brewer's Report of  
Operations](#)



Removals from Beer Inventory (round your entries to the nearest second decimal)						
14. Removed for consumption or sale (see Instruction #7)						
15. Removed tax-determined for consumption or sale to tavern on brewery premises (see Instruction #12)						
16. Removed without payment of tax for export						
17. Removed without payment of tax for use as supplies (vessels/aircraft)						
18. Removed without payment of tax for use in research and development						
19. Removed without payment of tax to other breweries and pilot brewing plants of same ownership						
20. Removed without payment of tax as beer unfit for sale removed for use in manufacturing						
21. Beer consumed on premises (see Instruction #12)						
22. Beer transferred for racking						
23. Beer transferred for bottling						
24. Beer returned to cellars						
25. Beer racked						
26. Beer bottled						
27. Laboratory samples						
28. Beer destroyed at brewery (see Instruction #13)						
29. Beer transferred to a distilled spirits plant						
30. Losses, including theft (see Instruction #14)						
31. Physical inventory disclosed a shortage (see Instruction #14)						
32.						
33. Total amount of beer on hand at the end of this period (see Instruction #15)						
34. Total beer (see Instruction #16)						
TTB F 5130.9 (04/2015)						

 <p>DEPARTMENT OF THE TREASURY ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB) QUARTERLY BREWER'S REPORT OF OPERATIONS</p>	Our brewery's EIN is:
	Our TTB brewery number is: BR-
	TTB can reach the brewery by calling: ( )

What is the name of your brewery?

What is the location of your brewery?

(Number and Street)	(City)	(County)	(State)	(Zip Code)
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Reporting Period (enter year)

This quarterly report is for: ☐ January–March ☐ April–June ☐ July–September ☐ October–December

## Part 1 – Beer Summary

Additions to Beer Inventory	Number of Barrels (round to the nearest second decimal)		Removals from Beer Inventory	Number of Barrels (round to the nearest second decimal)	
1. Total amount of beer on hand at beginning of quarter (see #17 from last quarterly report or #33 from TTB F 5130.9. If this is the first report for this brewery, enter "0".)			10. Beer removed for consumption or sale including beer removed tax determined for consumption or sale in a tavern on brewery premises		
2. Total amount of beer produced by fermentation, plus total amount of water or other liquids added			11. Beer removed without payment of tax as outlined under Subpart L of 27 CFR part 25 (see Instruction #12)		
3. Beer received in bond (see Instruction #10)			12. Beer consumed on premises (see Instruction #13)		
4. Beer returned to the brewery after removal from the brewery (see Instruction #11)			13. Beer destroyed on premises (see Instruction #14)		
5. Physical inventory disclosed an overage			14. Losses, including theft (see Instruction #15)		
6.			15. Physical inventory disclosed a shortage (see Instruction #15)		
7.			16.		
8. Total additions to inventory, plus beer on hand (add lines 1 through 7)			17. Total amount of beer on hand at end of quarter (see Instruction #16)		
9. Adjustments to additions from a prior reporting period (see Instruction #17)	(+)	(-)	18. Adjustments to removals from a prior reporting period (see Instruction #17)	(+)	(-)
			19. Total beer (see Instruction #18)		

TTB Form 5130.26 –  
Quarterly Brewer's  
Report of Operations

Part 2 - Cereal Beverage Summary (products that are less than 0.5% alcohol by volume)					
1. Produced		Bbls.	4. Received		Bbls.
2. Removed		Bbls.	5.		Bbls.
3. Loss and wastage		Bbls.	6. Total on hand at end of quarter		Bbls.

Part 3 – Remarks	
(Add remarks below or on a separate piece of paper attached to this form)	

Under penalties of perjury, I declare that this report is supported by true, complete, and correct records that are available for inspection at my brewery. I have examined this report and to the best of my knowledge and belief it is true, complete, and correct.

Signature	Title	Date
-----------	-------	------

TTB F 5130.26 (10/2014) Page 1 of 1  
 See Instructions and Paperwork Reduction Act Notice on TTB F 5130.26i.

[TTB Form 5130.26 –  
Quarterly Brewer’s  
Report of Operations](#)



# Records, Reports & Returns

Records

Operational  
Report

Excise Tax  
Return

**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](#)



# Tax Rates for Domestic Beer

## Tax Rates for Domestic Beer Removed During Calendar Years 2018 - 2020

	Beer Produced by the Brewer		Beer Not Produced by the Brewer
	First 60,000 BBLs	Over 60,000 up to 2,000,000	All BBLs
Domestic Brewer who brews 2,000,000 barrels or less per calendar year	\$3.50	\$16.00	\$18.00
Domestic Brewer who brews more than 2,000,000 barrels per calendar year	\$16.00	\$18.00	





# When is There Beer Tax Liability?

"A tax is hereby imposed on all beer brewed or produced, and removed for consumption or sale, within the United States, or imported into the United States"

26 U.S.C. 5051(a)(1)(A)



# Excise Tax Return Filing Frequency

- **Annually:** You may file 1 tax return per year if you are liable for \$1,000 or less of tax on beer in the current and prior calendar year
- **Quarterly:** You may file quarterly if you are liable for \$50,000 or less of tax on beer in the current and prior calendar year
  - Quarters end March, June, September, December

**NOTE:** Additional rules apply to controlled groups and multiple breweries with the same EIN

27 CFR 25.164



# Excise Tax Return Filing Frequency

- **Semi-monthly:** You must file a tax return two times per month if you are liable for more than \$50,000 in beer tax in the current and prior calendar year
  - The return periods are:
    - 1st through the 15th
    - 16th through the end of month
  - Special rule for September — there is a third return period
    - 1st through the 15th
    - 16th through the 25th\*
    - 26th through the 30th\*

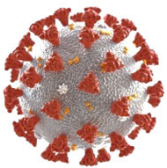
\* See 27 CFR 25.164a(a)(1) for return periods if required to pay by EFT

27 CFR 25.164



# Excise Tax Return & Payment Due Dates

- Normally, 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 to COVID-19 we have postponed return filing and payment due dates for 90-days where the original due date falls on or after March 1, 2020, through July 1, 2020
  - See [TTB Industry Circular 2020–2](#)

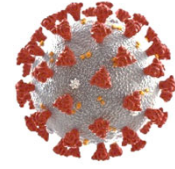


27 CFR 25.164

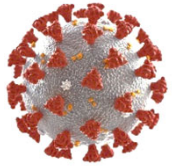


# COVID-19 Postponed Due Dates

## Semi-Monthly Filers



Semi-Monthly Returns & Payments		
Serial No./Return Period	Former Due Date	New Due Date
4 February 16 - 29	March 13, 2020	<b>June 11, 2020</b>
5 March 1 - 15	March 27, 2020	<b>June 25, 2020</b>
6 March 16 - 31	April 14, 2020	<b>July 13, 2020</b>
7 April 1 - 15	April 29, 2020	<b>July 28, 2020</b>
8 April 16 - 30	May 14, 2020	<b>August 12, 2020</b>
9 May 1 - 15	May 29, 2020	<b>August 27, 2020</b>
10 May 16 - 31	June 12, 2020	<b>September 10, 2020</b>
11 June 1 - 15	June 29, 2020	<b>September 27, 2020</b>



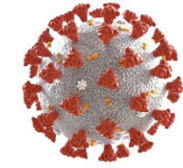
As a result of the COVID-19 postponed due dates, starting in mid-July there will be two semi-monthly tax return and payment due dates very close together

Semi-Monthly Returns & Payment Due Dates		
Serial No./Return Period		Due Date
4	February 16 - 29	June 11, 2020
5	March 1 - 15	June 25, 2020
6	March 16 – 31	July 13, 2020
12	June 16-30	July 14, 2020
7	April 1 - 15	July 28, 2020
13	July 1-15	July 29, 2020
8	April 16 - 30	August 12, 2020
14	July 16-31	August 14, 2020
9	May 1 - 15	August 27, 2020
15	August 1-15	August 28, 2020
10	May 16 - 31	September 10, 2020
16	August 16-31	September 14, 2020
11	June 1 - 15	September 27, 2020
17	September 1-15	September 29, 2020



# COVID-19 Postponed Due Dates

## Quarterly Filers



Quarterly Returns & Payments		
Quarter & Return Period	Former Due Date	New Due Date
Q1 January 1 – March 31	April 15, 2020	<b>July 14, 2020</b>





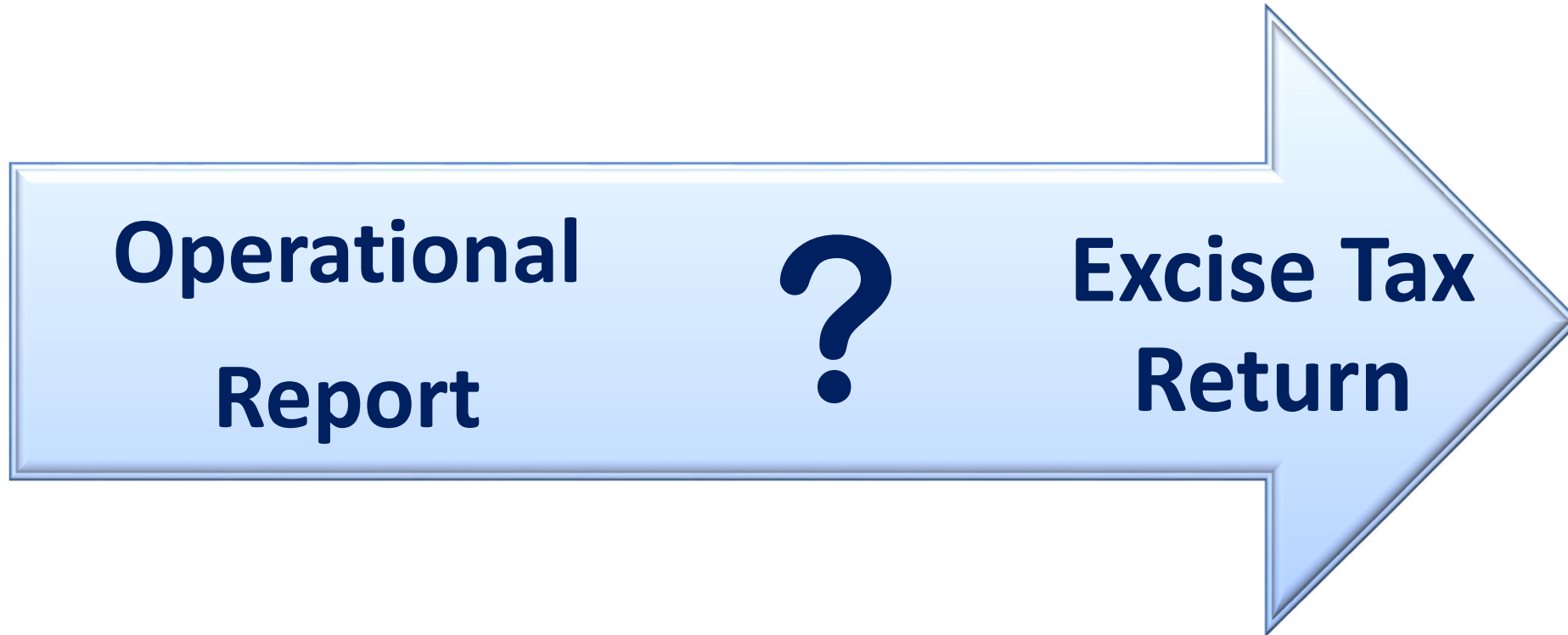
# Tax Returns



You must file a return even if you have \$0 taxes due!



# Tax Calculation





DEPARTMENT OF THE TREASURY  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)  
QUARTERLY BREWER'S REPORT OF OPERATIONS

Our brewery's EIN is:

000000000

Our TTB brewery number is:

BR- OH-43210

TTB can reach the brewery by calling:

(877) 882-3277

What is the name of your brewery?

Racking Beer Brewery

What is the location of your brewery?

1000 Beer Blvd

(Number and Street)

Hop

(City)

Barlery

(County)

OH

(State)

55555

(Zip Code)

Reporting Period (enter year) 2019

This quarterly report is for:

☒ January–March☐ April–June☐ July–September☐ October–December

## Part 1 – Beer Summary

Additions to Beer Inventory	Number of Barrels (round to the nearest second decimal)		Removals from Beer Inventory	Number of Barrels (round to the nearest second decimal)	
1. Total amount of beer on hand at beginning of quarter (see #17 from last quarterly report or #33 from TTB F 5130.9. If this is the first report for this brewery, enter "0".)	5,000.00		10. Beer removed for consumption or sale including beer removed tax determined for consumption or sale in a tavern on brewery premises	2,100.00	
2. Total amount of beer produced by fermentation, plus total amount of water or other liquids added	1,500.00		11. Beer removed without payment of tax as outlined under Subpart L of 27 CFR part 25 (see Instruction #12)		
3. Beer received in bond (see Instruction #10)			12. Beer consumed on premises (see Instruction #13)		
4. Beer returned to the brewery after removal from the brewery (see Instruction #11)	200		13. Beer destroyed on premises (see Instruction #14)		
5. Physical inventory disclosed an overage			14. Losses, including theft (see Instruction #15)	25.00	
6.			15. Physical inventory disclosed a shortage (see Instruction #15)		
7.			16.		
8. Total additions to inventory, plus beer on hand (add lines 1 through 7)	6,700.00		17. Total amount of beer on hand at end of quarter (see Instruction #16)	4,575.00	
9. Adjustments to additions from a prior reporting period (see Instruction #17)	(+)	(-)	18. Adjustments to removals from a prior reporting period (see Instruction #17)	(+)	(-)



# Example Reconciliation of Tax Returns to Report of Operations

Reconciliation Report of Operations to Tax Returns				
1/1/2020- 3/31/2020				
<u>Report of Operations</u>				
Removed for Consumption or Sale (bbls)		Tax Rate		Total Tax
	Kegs	500		
	Cases	700		
	Tavern	900		
		2100	3.50	7350.00
Less Returns as Offsets				
	Cases	200	3.50	700.00
				6,650.00
<u>Tax Returns</u>				
	S/N 2020-1			6,650.00
Note:				
Adjustments to tax liability are a separate matter				



# Tax Return – TTB Form 5000.24

DEPARTMENT OF THE TREASURY ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB) EXCISE TAX RETURN (Prepare in duplicate – See instructions below)		01/01/2020
2. FORM OF PAYMENT <input checked="" type="checkbox"/> CHECK <input type="checkbox"/> MONEY ORDER <input type="checkbox"/> EFT <input type="checkbox"/> OTHER (Specify) _____		1. SERIAL NUMBER 2020-1
4. RETURN COVERS (Check one) <input type="checkbox"/> PREPAYMENT <input checked="" type="checkbox"/> PERIOD BEGINNING 1/1/2018 ENDING 3/31/2018		3. AMOUNT OF PAYMENT \$ 6,650.00
5. DATE PRODUCTS TO BE REMOVED (For Prepayment Returns Only)		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.
6. EMPLOYER IDENTIFICATION NUMBER 0 0 0 0 0 0 0 0 0 0		
7. PLANT, REGISTRY, OR PERMIT NUMBER BR-OH-43210		
8. NAME AND ADDRESS OF TAXPAYER (Include ZIP Code) RACKING BEER BREWERY 1000 BEER BLVD HOP, OH 55555		
		<b>For TTB Use Only</b>
		TAX \$
		PENALTY
		INTEREST
		TOTAL \$
		EXAMINED BY:
		DATE EXAMINED:



# Tax Return – TTB Form 5000.24

CALCULATION OF TAX DUE <i>(Before making entries on lines 18 – 21, complete Schedules A and B)</i>		
PRODUCT (a)		AMOUNT OF TAX (b)
9. DISTILLED SPIRITS		\$
10. WINE		
11. BEER		6,650
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 <i>(Total of lines 9-16)</i>		\$ 6,650
18. ADJUSTMENTS INCREASING AMOUNT DUE <i>(From line 29)</i>		
19. GROSS AMOUNT DUE <i>(Line 17 plus line 18)</i>		\$ 6,650
20. ADJUSTMENTS DECREASING AMOUNT DUE <i>(From line 34)</i>		
21. AMOUNT TO BE PAID WITH THIS RETURN <i>(Line 19 minus line 20)</i>		\$ 6,650
Under penalties of perjury, I declare that I have examined this return <i>(including any accompanying explanations, statements, schedules, and forms)</i> 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
04/08/2020		





# Tax Return – TTB Form 5000.24

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)	\$	\$	\$
29. TOTAL ADJUSTMENTS INCREASING AMOUNT DUE (Line 28, Col (b) + (c) + (d)) Enter here and on line 18.			\$

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)	\$	\$
34. TOTAL ADJUSTMENTS DECREASING AMOUNT DUE (Line 33, Col (b) + (c)) Enter here and on line 20.		\$

**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 5000.24 (11/2016)**





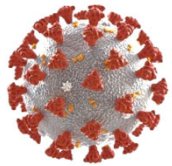
# Pay.gov

- You may electronically file tax returns, file operational reports, and pay taxes through [Pay.gov](https://www.ttb.gov/epayment/pay-gov-enrollment)
  - Secure
  - Convenient and fast
  - Free
  - Checks entries and totals for accuracy
- For more information on how to enroll, go to <https://www.ttb.gov/epayment/pay-gov-enrollment>



# Online Claims Submission

- TTB has set up an online submission process to facilitate your ability to file and receive payment for claims
  - [Submit a Claim Online](#)
- Due to COVID-19, paper claims that are submitted by mail will be significantly delayed
- Due to COVID-19, TTB is postponing the due date for filing claims for 90 days
  - The postponement applies to due dates falling on or after March 1, 2020, through July 1, 2020
  - See [TTB Industry Circular 2020–2](#)





# 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**

