



**TTB** Alcohol and Tobacco  
Tax and Trade Bureau  
U.S. Department of the Treasury

# **Importer Claims System**

## **myTTB System User Guide**

November 28, 2023

The purpose of this guide is to provide step-by-step instructions for importer representatives to review and manage assigned Craft Beverage Modernization Act (CBMA) tax benefits and submit refund claims to the Alcohol and Tobacco Tax and Trade Bureau (TTB).

- Access the CBMA Importer Claims system
- Review assignments
- Review entry summary lines
- Prepare claim
- Review and submit prepared claim
- View submitted claim
- Resubmit a claim if payment is canceled
- Return an assignment
- Appendix A – Types of Entry Summary Line Errors and Resolutions
- Appendix B – Resources

NOTE: All information shown in the following screens is for demonstrative purposes only and is not meant for actual use. In addition, there may be minor differences between the sample screens shown in this guide and actual screens in the myTTB system. TTB regulatory requirements are available at 27 CFR Part 27, Subpart P.

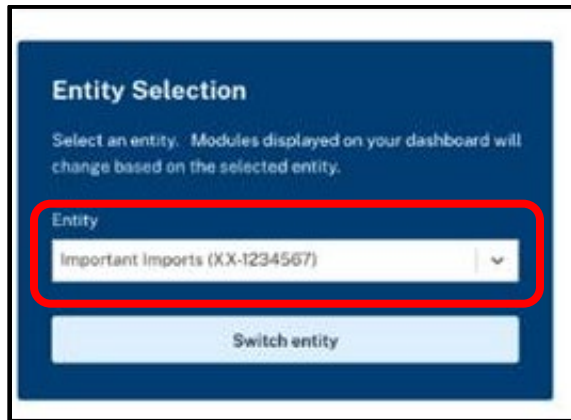
## Access the CBMA Importer Claims System

Importers must activate their entity in myTTB before they can access the CBMA Importer Claims System and file refund claims. Individual users may be granted access to importer permits within the Importer Claims System in either a “Preparer” or a “Submitter” role. See [“Activate Your Entity in myTTB,”](#) and [“Entity Managers and User Management in myTTB.”](#)

Preparing and submitting a claim through myTTB is a multi-step process. A user in a “Preparer” role can prepare the claim and have another user in a “Submitter” role review the prepared claim, select a refund method, and submit the claim to TTB. Or, a user in a “Submitter” role can perform all steps themselves. Submitters can also return an assignment to the Foreign Producer.

When you are logged into the CBMA Claims module as a Preparer or Submitter, you will be able to toggle between permit numbers that you are authorized to access.

1. Go to your main myTTB page and scroll to the **Entity Selection** tile. Use the drop down to select the entity (company/Employer Identification Number (EIN)) that you would like to work on.

A screenshot of the 'Entity Selection' interface. The title 'Entity Selection' is at the top. Below it, a message says 'Select an entity. Modules displayed on your dashboard will change based on the selected entity.' There is a dropdown menu labeled 'Entity' with the text 'Important Imports (XX-1234567)' and a downward arrow. A red rectangle highlights this dropdown menu. Below the dropdown is a light blue button labeled 'Switch entity'.

2. Once you have selected the correct entity, you will see the CBMA Importer Claims card on this myTTB dashboard as long as you have been authorized to access the CBMA Importer Claims system for one or more permits linked to that entity. Select **CBMA Importer Claims**.

The screenshot shows the myTTB dashboard. On the left, the 'Entity Selection' section has a dropdown menu with 'Important Imports (XX-1234567)' selected and a 'Switch entity' button. On the right, the 'Important Imports (XX-1234567)' section has a 'Manage entity' button and a 'Quick Links' section with links: 'I need to activate an entity', 'I've received an access code', 'View my entities', and 'Learn more about adding entities and users'. Below these are two module cards. The 'CBMA Importer Claims' card is highlighted with a red rectangle and contains a blue button labeled 'CBMA Importer Claims'. The 'Foreign Producer' card contains a blue button labeled 'Foreign Producer'.

3. You will be directed to the CBMA Importer Claims screen.

The screenshot shows the 'CBMA Importer Claims' screen. At the top, there is a breadcrumb trail: 'myTTB Dashboard > CBMA Importer Claims'. Below this, the title 'CBMA Importer Claims' is displayed in a large, bold font.

4. Verify that you are in the correct entity account by confirming the name and EIN of the company.

The screenshot shows the 'Entity Information' section. It contains the text: 'The information on this page reflects the entity you've selected on your myTTB dashboard.' Below this, the entity name 'Important Imports (XX-1234567)' is displayed in a bold font and is highlighted with a red rectangle. Below the entity name is a 'Switch entity' button.

If you are not in the correct entity account, select **Switch entity** to return to your main myTTB page.

Entity Information

The information on this page reflects the entity you've selected on your myTTB dashboard.

Important Imports (XX-1234567)

Switch entity

## Review Assignments

1. Scroll down to the CBMA Assignments Summary section to review your assignments. In this section, you will be able to view tax benefits that foreign producers have assigned to the entity.

**NOTE:** You will see all assignments related to all permits for which you have access. You can use the Import year and Assignment status drop downs to filter the assignments you can see in the table. You can also use the Search function to search for specific assignments.

### CBMA Assignments Summary

Important Imports (XX-1234567)

Claim information in myTTB is displayed by calendar year quarter and is based on (1) the tax benefit assignments that your Foreign Producers submit in myTTB and (2) CBMA-related information submitted with your entry and entry summary filings in ACE.

Note: Claims can only be filed after the close of each calendar quarter, for any entries in that quarter. For example, claims for January through March consumption entries can be filed in April.

Import year

2023

Assignment status

Assigned

Search

FP ID ▾	FP Name ▾	Permit / Reference # ▾	FP Assignment ▾	CBMA Tax Tier ▾	Action
TTB-FP-ABC1234	Wo Wine	XX-I-12345	30,000 wine gallons	Wine -First 30,000 wine gallons	<a href="#">Return</a> ▾
<div>Assignment Status</div> <div>Assigned</div> <div>Claimed Quantity YTD</div> <div>0 wine gallons</div>					
TTB-FP-ABC5678	Ok Wine	XX-I-12346	5,000 wine gallons	Wine -First 30,000 wine gallons	<a href="#">Return</a> ▾
TTB-FP-ABC1235	Meh Wine	XX-I-12347	17,000 wine gallons	Wine -First 30,000 wine gallons	<a href="#">Return</a> ▾

Rows per page: 10 ▾

1-3 of 3

[< Back](#)

[Next >](#)

[Export](#)

**NOTE:** If a foreign producer has assigned you a greater quantity of tax benefits than you will use, or if a foreign producer has assigned you tax benefits in error, users in a “Submitter” role may return to the foreign producer all or a custom quantity of the tax benefits assigned. For instructions on how to return an assignment, see page 28.

**NOTE:** If you have no assignments available, you will see the message below. If you expected to have assignments but see this message, contact your foreign producer to confirm they have submitted the assignment to the correct importer permit number through the myTTB Foreign Producer Registration and Assignment system.

### CBMA Assignments Summary

Important Imports (XX-1234567)

Claim information in myTTB is displayed by calendar year quarter and is based on (1) the tax benefit assignments that your Foreign Producers submit in myTTB and (2) CBMA-related information submitted with your entry and entry summary filings in ACE.

Note: Claims can only be filed after the close of each calendar quarter, for any entries in that quarter. For example, claims for January through March consumption entries can be filed in April.

**⚠ No assignments available**

No CBMA tax benefit assignments have been made to Important Imports (XX-1234567) at this time. Please contact your Foreign Producer(s) and confirm that they have submitted assignments through myTTB to the correct importer permit number(s).

Import year

Assignment status

Search

FP ID	FP Name	Permit Number	FP Assignment	CBMA Tax Tier	Action
No data available					

Rows per page: 5

0-0 of 0

< Back

Next >

[Export](#)

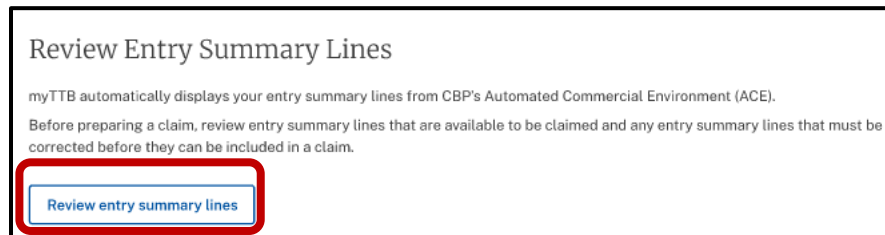
## Review Entry Summary Lines

Entry summary lines associated with a permit number can be reviewed in the Review Entry Summary Lines screen. myTTB automatically displays the entry summary lines that were marked for an expected CBMA refund claim using the “C” flag indicator in CBP’s Automated Commercial Environment (ACE).

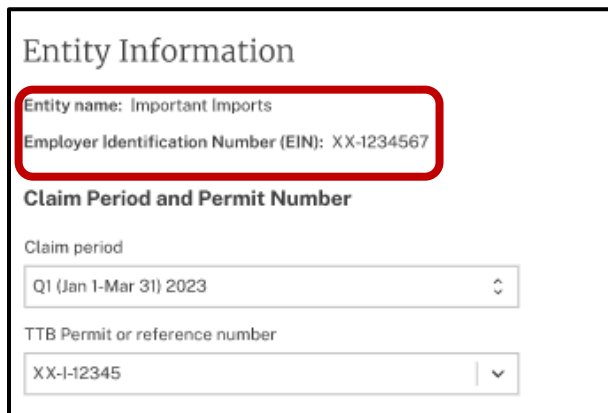
1. Go to the CBMA Importer Claims screen.



2. Scroll down to the Review Entry Summary Lines section and select **Review entry summary lines**.



3. Verify that you are in the correct entity account by confirming the name and EIN of the company.



- Use the drop down to select the Claim period and TTB Permit number you would like to review.

### Entity Information

Entity name: Important Imports

Employer Identification Number (EIN): XX-1234567

### Claim Period and Permit Number

Claim period

Q1 (Jan 1-Mar 31) 2023

TTB Permit or reference number

XX-I-12345

- Review the Entry Summary Lines Available for Claim for the claim period and permit number you selected. This table will display entry summary lines that have passed TTB's threshold validations that check for required information. However, you must ensure that the data is correct.

Entry Summary Lines Available for Claim					
Permit Number: XX-I-12341					
These entry summary lines have met the required criteria and are available to select when you <a href="#">prepare a new claim</a> .					
<div>Search</div>					
Entry-Line #	Import Date	FP Name / ID	CBMA Tax Tier	Qty Eligible	Est Claim Amt
ABC-1234567-1	03-07-23	Wo Wine - TTB-FP-ABC1234	Wine - First 30,000 wine gallons	30,000 wine gallons	\$30,000.00
CBMA Rate Designation Code W01010					
Estimated Tax Paid to Customs \$32,100.00					
ABC-1234567-2	03-07-23	Meh Wine - TTB-FP-ABC1235	Wine - First 30,000 wine gallons	30,000 wine gallons	\$30,000.00
ABC-1234567-3	03-07-23	Ok Wine - TTB-FP-ABC1236	Wine - First 30,000 wine gallons	30,000 wine gallons	\$30,000.00
ABC-1234567-4	03-01-23	Meh Liquor - TTB-FP-ABC1237	Distilled Spirits - First 100,000 proof gallons	20,000 proof gallons	\$216,000.00
ABC-1234567-5	03-01-23	Ok Liquor - TTB-FP-ABC1238	Distilled Spirits - First 100,000 proof gallons	20,000 proof gallons	\$216,000.00
Rows per page: 5 1-5 of 1000					
< Back Next >					



**NOTE:** You will see the table below when there are available entry summary lines associated with a permit that need to be corrected. The error listed in the Error column will display the first error identified within an entry summary line. However, the displayed error may not be the only error so it is important to review all of the entry summary line data and correct additional errors, if needed. These entry summary lines need to be corrected before they will appear in the Entry Summary Lines Available for Claim table. If you have received a valid foreign producer assignment for these imported products, these errors can generally be resolved by fixing incorrect data elements in ACE through a post-summary correction. See Appendix A – Types of Entry Summary Line Errors and Resolutions.

Entry Summary Lines to Correct

Permit Number: XX-I-12341

Search

Entry-Line # ▾	FP ID ▾	FP Name ▾	Import Date ▾	Error ▾	
B4U00017844-1	TTB-FP-ABC1234	We Wine	03-02-23	Invalid estimated tax amount ^	
<div>CBMA Tax Tier</div> <div>Wine -First 30,000 wine gallons</div> <div>CBMA Rate Designation Code</div> <div>W01010</div> <div>HTS Commodity Code</div> <div>2204218030</div> <div>Quantity Amount</div> <div>100</div> <div>Estimated Tax Paid to Customs</div> <div>\$107.00</div> <div>Commercial Item Description</div> <div>Wine that our company produced</div>					
ABC1234567-1	TTB-FP-ABC1235	Bob's Beer	03-04-23	03-07-23	Invalid estimated tax amount v
ABC1234568-1	TTB-FP-ABC1236	Meh Wine	03-05-24	03-07-23	Invalid import date v

Rows per page: 5 ▾

1-3 of 3

< Back

Next >

**NOTE:** If an entry summary line is not displayed in either the Entry Summary Lines Available for Claim or the Entry Summary Lines to Correct table, confirm that you marked the entry with the claim indicator “C” and provided the correct TTB importer permit number in ACE. See Appendix B – Resources.

If you are unable to correct an entry summary line in ACE or resolve a missing entry summary line so it is displayed in the Entry Lines Available for Claim table, you may need to file your claim through the manual claims process. For more information see [Industry Circular 2023-1](#).

## Prepare Claim

1. Submitters and Preparers follow the same steps to prepare a claim. To begin preparing a claim, go to the CBMA Importer Claims screen.



2. Scroll down to the Prepare Claim section and select **Prepare claim**.

### Prepare Claim

Claim information in myTTB is displayed by calendar year quarter and is based on (1) the tax benefit assignments that your Foreign Producers submit in myTTB and (2) CBMA-related information submitted with your entry and entry summary filings in ACE.

Note: Claims can only be filed after the close of each calendar quarter, for any entries in that quarter. For example, claims for January through March consumption entries can be filed in April.

#### Requirements to submit a claim

- You must have received an assignment from a Foreign Producer in myTTB for the calendar year of importation.
- You must have used the "C" claim indicator in ACE to show that you expect to file a refund claim for part of the tax that you paid to CBP for one or more entry summary lines.
- You must have filed in ACE for each entry summary line: your importer permit number, your Foreign Producer's TTB ID, and information about the type and quantity of tax benefits that were assigned to you.
- You must have paid tax to CBP at the full tax rate.

Prepare claim

3. Verify that you are in the correct entity account by confirming the name and EIN of the company.

## Prepare Claim

To prepare a claim, select a permit or reference number, quarterly claim period, and the entry summary lines to be included in the claim. Once a claim has been prepared, it will need to be reviewed and submitted by a Submitter from your entity.

All fields are mandatory unless stated otherwise.

### Entity Information

Entity name: Important Imports

Employer Identification Number (EIN): XX-1234567

### Permit or Reference Number

TTB Importer permit or reference number

XX-I-12345

4. From the drop down, select TTB Importer permit or reference number for which you want to prepare a claim.

## Prepare Claim

To prepare a claim, select a permit or reference number, quarterly claim period, and the entry summary lines to be included in the claim. Once a claim has been prepared, it will need to be reviewed and submitted by a Submitter from your entity.

All fields are mandatory unless stated otherwise.

### Entity Information

Entity name: Important Imports

Employer Identification Number (EIN): XX-1234567

### Permit or Reference Number

TTB Importer permit or reference number

XX-I-12345

5. Scroll down to the Entry Summary Lines Available for Claim section. From the drop down, select the Claim period for which you want to file a claim and select the check box for each entry summary line number to include in the claim, or Select All to include all entry summary lines in the claim. A minimum of one entry line item must be selected.

**Entry Summary Lines Available for Claim**  
Permit Number: XX-I-12345

Claim period  
Q1 (Jan 1-Mar 31) 2023

Search

Select all

Deselect all

Entry summary line(s) selected: 3

Entry-Line #	Import Date	FP Name / ID	CBMA Tax Tier	Qty Eligible	Est Claim Amt
<input checked="" type="checkbox"/> ABC-1234567-1	03-01-23	Wo Wine - TTB-FP-ABC1234	Wine -First 30,000 wine gallons	30,000 wine gallons	\$30,000.00
<b>CBMA Rate Designation Code</b> W01010					
<b>Estimated Tax Paid to Customs</b> \$32,100.00					
<input checked="" type="checkbox"/> ABC-1234567-2	03-01-23	Meh Wine - TTB-FP-ABC1235	Wine -First 30,000 wine gallons	30,000 wine gallons	\$30,000.00
<input checked="" type="checkbox"/> ABC-1234567-3	03-07-23	Ok Wine - TTB-FP-ABC1236	Wine -First 30,000 wine gallons	30,000 wine gallons	\$30,000.00
<input type="checkbox"/> ABC-1234567-4	03-07-23	Meh Liquor - TTB-FP-ABC1237	Distilled Spirits - First 100,000 proof gallons	20,000 proof gallons	\$216,000.00
<input type="checkbox"/> ABC-1234567-5	03-08-23	Ok Liquor - TTB-FP-ABC1238	Distilled Spirits - First 100,000 proof gallons	20,000 proof gallons	\$216,000.00

Rows per page: 5

1-5 of 1000

< Back


Next >

Export

**NOTE:** myTTB automatically displays your entry summary line information from ACE. Claim information is displayed by calendar year quarter and is based on the tax benefit assignments that the foreign producer submits in myTTB and CBMA-related information submitted with your entry summary filings in ACE. Only summary lines that have passed TTB's threshold validations that check for required information are displayed as available for claim. However, you must ensure that the data is correct before preparing a claim based on those summary lines.

If you have no assignments available, you will see the message below. If you had expected to have assignments but see this message, check the Review Entry Summary Lines table to see if corrections are needed or contact your foreign producer(s) and confirm that they have submitted assignments through myTTB to the correct importer permit number(s).

### Prepare Claim


**No assignments available**  
 Claims cannot be prepared until CBMA tax benefit assignments have been entered in myTTB by your Foreign Producers.

- Confirm that your Total Estimated Claim Amount is correct. Your claim amount is calculated based on the difference between the tax you paid to CBP for each selected entry summary line and the tax benefits that were assigned to you for those quantities of imported alcohol. If the estimated claim amount is correct, select **Prepare claim**.

Entry-Line #	Import Date	FP Name / ID	CBMA Tax Tier	Qty Eligible	Est Claim Amt
<input checked="" type="checkbox"/> ABC-1234567-1	03-01-23	Wo Wine - TTB-FP-ABC1234	Wine - First 30,000 wine gallons	30,000 wine gallons	\$30,000.00
CBMA Rate Designation Code W01010 Estimated Tax Paid to Customs \$32,100.00					
<input checked="" type="checkbox"/> ABC-1234567-2	03-01-23	Meh Wine - TTB-FP-ABC1235	Wine - First 30,000 wine gallons	30,000 wine gallons	\$30,000.00
<input checked="" type="checkbox"/> ABC-1234567-3	03-07-23	Ok Wine - TTB-FP-ABC1236	Wine - First 30,000 wine gallons	30,000 wine gallons	\$30,000.00
<input type="checkbox"/> ABC-1234567-4	03-07-23	Meh Liquor - TTB-FP-ABC1237	Distilled Spirits - First 100,000 proof gallons	20,000 proof gallons	\$216,000.00
<input type="checkbox"/> ABC-1234567-5	03-08-23	Ok Liquor - TTB-FP-ABC1238	Distilled Spirits - First 100,000 proof gallons	20,000 proof gallons	\$216,000.00
Rows per page: 5					1-5 of 1000
					<a href="#">&lt; Back</a> <a href="#">Next &gt;</a>
<a href="#">Export</a> <div> <b>Total Estimated Claim Amount</b>            \$90,000.00         </div>					
After you prepare a claim, a Submitter from your entity will need to review and submit the claim. If changes are needed, withdraw the claim and prepare a new one.					
<div> <div>Prepare claim</div> <div>Cancel</div> </div>					

7. Review the information for the claim you are preparing. If the information is correct, select **Yes**.

**Prepare claim**


If changes are needed after a claim is prepared, withdraw the claim and prepare a new one.

Importer name: Important Imports  
Employer Identification Number (EIN): XX-1234567  
Permit number: XX-I-12345  
Claim period: Q1 (Jan 1-Mar 31) 2023  
Entry summary line(s) selected: 3

**Total Estimated Claim Amount**  
\$90,000.00

Are you sure you want to prepare this claim?

8. If the claim is prepared successfully, you will receive a success message. After the claim is successfully prepared, a Submitter will need to review and submit the claim.

 **Claim successfully prepared**

This prepared claim is now available for a Submitter to select a refund method, enter banking information, and submit the claim to TTB.

## Review and Submit Prepared Claim

Once a claim has been successfully prepared, a Submitter will receive an email that there is a prepared claim for review. The following instructions outline the steps a Submitter must complete to submit a claim. These steps can only be completed by a user who has been authorized as a Submitter. A Submitter must complete these steps even if the Submitter was the person who prepared the claim.

1. To review and submit a prepared claim, go to the CBMA Importer Claims screen.



2. Scroll down to the Submit Prepared Claims section. Select the prepared claim you would like to review by selecting **Review and Submit** in the Action column.

### Submit Prepared Claims

Important Imports (XX-I234567)

Prepared claims are not complete until a refund method has been selected and banking information has been added and the claim is submitted to TTB. Only Submitters for this entity can submit the claim.

Any prepared claims ready for submission will be displayed in the Submit Prepared Claims table.

**Prepared claim(s) available to review and submit**

Claims are available for Submitters to review and submit to TTB. TTB will not begin reviewing a claim until it has been submitted.

Date Prepared	Prepared by	Permit / Reference #	Claim Period	Est Claim Amt	Action
03-03-23	John Doe	XX-I-12348	Q1 (Jan 1-Mar 31) 2023	\$120,000.00	<a href="#">Review and submit</a>

Rows per page: 5

1-2 of 2

[< Back](#)

[Next >](#)

3. Verify that you are in the correct entity account by confirming the name and Employer Identification Number of the company.

### Review Prepared Claim

This claim has been prepared and must be submitted before TTB will begin reviewing.

**Entity Information**

Entity name: Important Imports  
Employer Identification Number (EIN): XX-1234567

4. Review the claim information and entry items for the prepared claim. If the prepared claim information is correct, select **Select Refund Method**.

### Claim Information

Permit number: XX-I-12345  
Claim period: Q1 (Jan 1-Mar 31) 2023  
Entry summary line(s) selected: 3

### Entry Items in Claim

Reviewing entry items

Before submitting this claim, verify each entry line is correct.

Entry lines in a prepared claim cannot be modified. If any information is incorrect, withdraw the claim and prepare a new claim.

Entry-Line #	Import Date	FP Name / ID	CBMA Tax Tier	Qty Eligible	Est Claim Amt
ABC-1234567-1	03-01-23	Wo Wine - TTB-FP-ABC1234	Wine - First 30,000 wine gallons	30,000 wine gallons	\$30,000.00
CBMA Rate Designation Code W01010 Estimated Tax Paid to Customs \$32,100.00					
ABC-1234567-2	03-01-23	Meh Wine - TTB-FP-ABC1235	Wine - First 30,000 wine gallons	30,000 wine gallons	\$30,000.00
ABC-1234567-3	03-07-23	Ok Wine - TTB-FP-ABC1236	Wine - First 30,000 wine gallons	30,000 wine gallons	\$30,000.00

Rows per page: 5 1-3 of 3 < Back Next >

[Export](#)

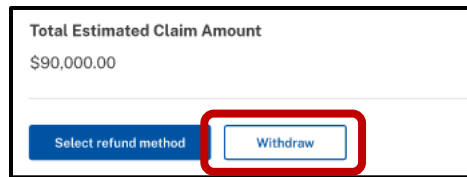
**Total Estimated Claim Amount**  
\$90,000.00

Select refund method

Withdraw



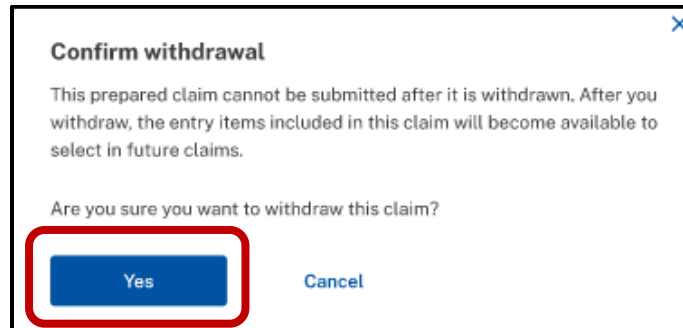
If corrections are needed, select Withdraw.



Total Estimated Claim Amount  
\$90,000.00

Select refund method Withdraw

If you select withdraw, you will receive a notification. Confirm that you would like to withdraw the claim by selecting Yes.



**Confirm withdrawal**

This prepared claim cannot be submitted after it is withdrawn. After you withdraw, the entry items included in this claim will become available to select in future claims.

Are you sure you want to withdraw this claim?

Yes Cancel

You will receive the success message below confirming that the claim has been withdrawn.

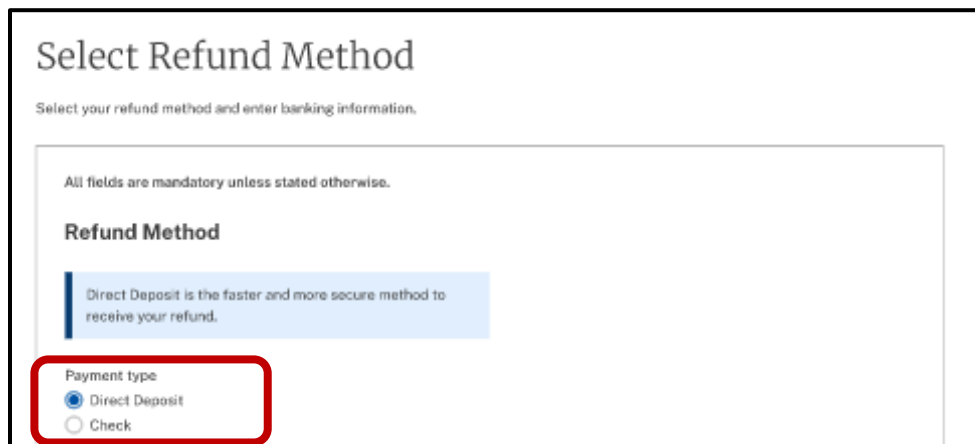


**Claim successfully withdrawn**

Claim successfully withdrawn. The entry items that were included in this claim are now available to select in future claims.

5. Select your preferred refund method. You may select either direct deposit or check.

**NOTE:** Selecting direct deposit will give you access to your refund more quickly than selecting a mailed paper check.



## Select Refund Method

Select your refund method and enter banking information.

All fields are mandatory unless stated otherwise.

### Refund Method

Direct Deposit is the faster and more secure method to receive your refund.

Payment type

☒ Direct Deposit

☐ Check

5a. If you select **Direct Deposit**, select your Account Type (Checking or Savings) and enter your banking information:

- a. Bank account holder's name
- b. Routing number
- c. Confirm routing number
- d. Account number
- e. Confirm account number

Once you have entered your banking information, select **Recap and submit**.

### Refund Method

Direct Deposit is the faster and more secure method to receive your refund.

Payment type

☒ Direct Deposit  
☐ Check

Account type

☒ Checking  
☐ Savings

Bank account holder's name

Example name

Routing number

123456789

Confirm routing number

123456789

Account number

1234567

Confirm account number

1234567

[Recap and submit](#) [Review prepared claim](#)

Review your claim submission summary. Read the statement next to the check box and select the box to agree to the statement. Select **Submit claim**.

## Recap and Submit

Review your final claim summary before submitting to TTB.

### Claim Submission Summary

#### Entity Information

Entity name: Important Imports  
Employer Identification Number (EIN): XX-1234567  
Permit number: XX-12345

#### Claim Information

Claim period: Q1 (Jan 1-Mar 31) 2023  
Entry summary line(s) selected: 3

#### Refund Method

Payment type: Direct Deposit  
Account type: Checking  
Bank account holder's name: Example name

#### Total Estimated Claim Amount

\$90,000.00

☐ Under the penalties of perjury, I declare that I have paid to CBP the estimated tax shown on my claim and I am submitting this claim, including supporter documents and statements, and to the best of my knowledge and belief, it is true, correct, and complete.  
  
By checking this box and clicking submit, I understand that I am electronically signing and electronically submitting my claim to TTB.

Submit claim

[Select refund method](#)

If your submission is successful, you will receive a success message.

**Claim submission successful**  
TTB has received your claim. Review the status of your claim at any time in the Claims Submission Summary.

5b. If you select **Check**, review your mailing address information. Confirm that your mailing address is correct by selecting the check box. Select **Recap and submit**.

### Refund Method

Direct Deposit is the faster and more secure method to receive your refund.

Payment type

☐ Direct Deposit

☒ Check

### Mailing Address Information

If you need to make changes to your mailing address, file an amendment to your TTB permit in [Permits Online](#). If you have a TTB Reference Number, [contact TTB](#) to make any changes.

Address line 1: 100 Main St.

Address line 2: Suite 403

City: Fairfax

State: VA

ZIP Code: 22444

☐ confirm that this is the current address for this permit.

**Recap and submit** [Review prepared claim](#)

NOTE: If your mailing address information is incorrect, you will need to update your mailing address in [PONL](#). If you have a TTB Reference Number, you will need to [contact TTB](#) to correct the mailing address.

Review your claim submission summary. Read the statement next to the check box and select the box to agree to the statement. Select **Submit claim**.

### Recap and Submit

Review your final claim summary before submitting to TTB.

#### Claim Submission Summary

##### Entity Information

Entity name: Important Imports  
Employer Identification Number (EIN): XX-1234567  
Permit number: XX-I-12345

##### Claim Information

Claim period: Q1 (Jan 1-Mar 31) 2023  
Entry summary line(s) selected: 3

##### Refund Method

Payment type: Check

##### Total Estimated Claim Amount

\$90,000.00

☐


Under the penalties of perjury, I declare that I have paid to CBP the estimated tax shown on my claim and I am submitting this claim, including supporter documents and statements, and to the best of my knowledge and belief, it is true, correct, and complete.

By checking this box and clicking submit, I understand that I am electronically signing and electronically submitting my claim to TTB.

Submit claim

Select refund method

If your submission is successful, you will receive a success message.



**Claim submission successful**

TTB has received your claim. Review the status of your claim at any time in the Claims Submission Summary.

## View Submitted Claim

1. To view a submitted claim, go to the CBMA Importer Claims screen.



2. Scroll down to the Claim Submission Summary section. Select the submitted claim you would like to view by selecting **View**.

You can also use the Search box or Column header to filter your claim results and more easily find a specific claim(s).

**NOTE:** If you choose to filter by Claim Status, the following statuses will be shown.

- Received – The claim has been submitted and received by TTB for review.
- Awaiting assignment – TTB has received the claim and the claim is being assigned to a TTB employee for review.
- Assigned – The claim is being reviewed by a TTB employee.
- Approved for payment – The claim has one or more approved entry lines and is pending payment.
- Issuing payment – TTB is processing the payment for a claim with “approved for payment” status.
- Completed – This is the final status for a claim. Completed may mean that a payment was issued or the claim was rejected in full.
- Payment Canceled – Payment was returned to TTB due to incorrect direct deposit information or the check was returned to TTB by mail.

## Claim Submission Summary

Paul's Pints (32-3232323)

View claims your entity has submitted to TTB.

Date Submitted ▴	Claim Amt ▴	Claim Status ▴	Amt Approved ▴	Amt Rejected ▴	
04-01-2023	\$123.00	Completed	\$0.00	\$0.00	<a href="#">View</a> ^
<b>Quarter:</b> Q1 (Jan 1-Mar 31) 2023					
<b>Permit / Reference #:</b> CO-I-123					
<b>Claim Number:</b> CBMA-10000076-A					
04-01-2023	\$2,995.71	Assigned	\$0.00	\$0.00	<a href="#">View</a> v
04-04-2023	\$5,001.00	Issuing Payment	\$0.00	\$0.00	<a href="#">View</a> v
04-04-2023	\$5,075.15	Issuing Payment	\$0.00	\$0.00	<a href="#">View</a> v
04-05-2023	\$6,000.90	Issuing Payment	\$0.00	\$0.00	<a href="#">View</a> v
04-05-2023	\$1,234,567.00	Completed	\$0.00	\$0.00	<a href="#">View</a> v

## Resubmit a Claim If Payment is Canceled

TTB may cancel payment of a refund for the following reasons:










- Direct deposit information was incorrect
- The check was returned by mail to TTB

In these situations, users will receive an email stating their payment has been returned. The user will then need to resubmit the claim for payment to be reissued. When resubmitting the claim, you will only be able to review and correct payment information. No other claim information can be changed in this process.

1. To resubmit a claim, go to the CBMA Importer Claims screen.



2. Scroll down to the Claim Submission Summary section and find the claim with a “Payment Canceled” status. Select **View**. You may also enter a claim number in the search box to find a specific claim.

Claim Submission Summary					
View claims your entity has submitted to TTB.					
<input type="text" value="Search"/> 					
Date Submitted	Claim Amt	Claim Status	Amt Approved	Amt Rejected	
04-06-2023	\$6,598.59	Completed	\$6,598.59	\$0.00	<a href="#">View</a> 
04-19-2023	\$2,838,097.29	Completed	\$2,838,097.29	\$0.00	<a href="#">View</a> 
07-31-2023	\$2,988,693.25	Completed	\$0.00	\$2,988,693.25	<a href="#">View</a> 
08-08-2023	\$294.52	Awaiting Assignment	\$0.00	\$0.00	<a href="#">View</a> 
08-08-2023	\$311.06	Awaiting Assignment	\$0.00	\$0.00	<a href="#">View</a> 
08-08-2023	\$207.36	Completed	\$207.36	\$0.00	<a href="#">View</a> 
08-08-2023	\$109.78	Completed	\$109.78	\$0.00	<a href="#">View</a> 
08-08-2023	\$219.56	Completed	\$219.56	\$0.00	<a href="#">View</a> 
08-08-2023	\$219.56	Completed	\$219.56	\$0.00	<a href="#">View</a> 
08-08-2023	\$219.56	Payment Canceled	\$0.00	\$0.00	<a href="#">View</a> 
08-08-2023	\$219.56	Completed	\$219.56	\$0.00	<a href="#">View</a> 



3. On the View Submitted Claim screen, you will see the following payment canceled message.

[myTTB Dashboard](#) > [CBMA Importer Claims](#) > View Submitted Claim

## View Submitted Claim

View the details and status for the claim submitted to TTB.

**Payment canceled due to an issue with refund method**

Your payment delivery has been canceled due to an issue sending your refund. Please [resubmit this claim](#) and ensure the payment information entered is correct.

4. Select **resubmit this claim** in the payment canceled message or scroll down to the Refund Method section and Select **Review and resubmit claim**.

[myTTB Dashboard](#) > [CBMA Importer Claims](#) > View Submitted Claim

## View Submitted Claim

View the details and status for the claim submitted to TTB.

**Payment canceled due to an issue with refund method**

Your payment delivery has been canceled due to an issue sending your refund. Please [resubmit this claim](#) and ensure the payment information entered is correct.

---

### Refund Method

**Payment canceled due to an issue with refund method**

Your payment has been canceled due to an issue sending your refund. Please review and resubmit this claim and ensure the payment information entered is correct.

Payment type: Direct Deposit

Account type: CHECKING

Bank account holder's name: test bank

Routing number: 090909090

Account number: 1234

**Review and resubmit claim**

- On the Review Prepared Claim page, you can review the original claim information. You will not be able to edit any claim information other than the refund method.

[myTTB Dashboard](#) > [CBMA Importer Claims](#) > Review and Submit Claim

1

2

3

Review Prepared Claim

Select Refund Method

Recap and Submit

1 of 3 Review Prepared Claim


## Review Prepared Claim


This claim has been prepared and must be submitted before TTB will begin reviewing.


**i** This claim has already been approved by TTB. The claim information and entry lines are included below for resubmission with corrected payment information.

- Scroll down to the bottom of the page. Select **Select refund method**.

### Entry Items in Claim


Search 

Entry #	Line #	Import Date	CBMA Tax Tier	Qty Eligible	Amt Claimed	CBMA Rate Designation Code
06000008000	1	04-01-2023	First 6,000,000 beer barrels (\$16.00/beer barrel rate)	109,778	\$219.56	B01010 

Rows per page: 5  1-1 of 1

< Back

Next >

Export 

**Total Estimated Claim Amount**

\$219.56

Select refund method

7. On the Select Refund Method screen, select your preferred refund method. You may select either direct deposit or check.

**NOTE:** Selecting direct deposit will give you access to your refund more quickly than selecting a mailed paper check.

2 of 3 Select Refund Method

### Select Refund Method

Select your refund method and enter banking information.

Your payment delivery has been canceled due to an issue sending your refund. Please review your refund method below and ensure the payment information entered is correct before resubmitting.

All fields are mandatory unless stated otherwise.

#### Refund Method

Direct Deposit is the faster and more secure method to receive your refund.

Payment type

☒ Direct Deposit

☐ Check

7a. If you select **Direct Deposit**, select your Account Type (Checking or Savings) and enter your banking information:

- a. Bank account holder's name
- b. Routing number
- c. Confirm routing number
- d. Account number
- e. Confirm account number

Once you have entered your banking information, scroll down and select **Recap and submit**.

### Refund Method

Direct Deposit is the faster and more secure method to receive your refund.

Payment type

☒ Direct Deposit

☐ Check

Account type

☐ Checking

☐ Savings

Bank account holder's name

Routing number

Confirm routing number

Account number

Confirm account number

Recap and submit

Review prepared claim

7b. If you select **Check**, review your mailing address information. Confirm that your mailing address is correct by selecting the check box. Select **Recap and submit**.

### Refund Method

Direct Deposit is the faster and more secure method to receive your refund.

Payment type

☐ Direct Deposit

☒ Check

### Mailing Address Information

If you need to make changes to your mailing address, file an amendment to your TTB permit in [Permits Online](#). If you have a TTB Reference Number, [contact TTB](#) to make any changes.

Company Mailing Address Line 1: 123 STREET LANE

Company Mailing Address Line 2:

PO Box:

City: RESTON

State: VA

ZIP Code: 20170

☐ confirm that this is the current address for this permit.

Recap and submit

Review prepared claim

8. Review your claim submission summary. Read the statement next to the check box and select the box to agree to the statement. Select **Submit claim**.

### Recap and Submit

Review your final claim summary before submitting to TTB.

#### Claim Submission Summary

##### Entity Information

Entity name: Test Entity

Employer identification number (EIN): 12-3456789

Permit number: VA-I-1234

##### Claim Information

Claim period: Q2 (Apr 1-Jun 30) 2023

Entry summary line(s) selected: 1

##### Refund Method

Payment type: Check

Total Estimated Claim Amount

\$219.56

☐ Under the penalties of perjury, I declare that I have paid to CBP the estimated tax shown on my claim and I am submitting this claim, including supporter documents and statements, and to the best of my knowledge and belief, it is true, correct, and complete.

By checking this box and clicking submit, I understand that I am electronically signing and electronically submitting my claim to TTB.

Submit claim

[Select refund method](#)

## Return an Assignment

1. To return an assignment, go to your CBMA Importer Claim screen.



2. Scroll down to the CBMA Assignments Summary section. Select **Return** from the Action column for the assignment you want to return.

**NOTE:** Only Submitters can return an assignment.

**CBMA Assignments Summary**  
Important Imports (XX-1234567)

CBMA tax benefit assignments from your Foreign Producers are automatically displayed in the CBMA Assignments Summary table, beginning with calendar year 2023. If you are missing an expected assignment, contact your Foreign Producer and confirm they have submitted the assignment in myTTB to the correct permit number.

Note: Submitters for this permit or reference number may return to the Foreign Producer any assignment, or portion of an assignment, that has not been used to file a refund claim.

Import year: 2023 Assignment status: Assigned Search

FP ID	FP Name	Permit / Reference #	FP Assignment	CBMA Tax Tier	Action
TTB-FP-ABC1234	Wo Wine	XX-I-12345	30,000 wine gallons	Wine-First 30,000 wine gallons	<a href="#">Return</a> ▼
<b>Assignment Status</b> Assigned					
<b>Claimed Quantity YTD</b> 0 wine gallons					
TTB-FP-ABC5678	Ok Wine	XX-I-12346	5,000 wine gallons	Wine-First 30,000 wine gallons	<a href="#">Return</a> ▼
TTB-FP-ABC1235	Meh Wine	XX-I-12347	17,000 wine gallons	Wine-First 30,000 wine gallons	<a href="#">Return</a> ▼

Rows per page: 10 1-3 of 3 < Back Next >

[Export](#)

3. Review the Return assignment information and select the quantity you would like to return. You may select the **Quantity remaining** in the assignment or a **Custom quantity**.

### Return assignment

You may return to the Foreign Producer any assignment, or portion of an assignment, that you have not used to file a refund claim.

FP name: WoWine  
Permit number: XX-I-12345  
CBMA tax tier: Wine - First 30,000 wine gallons  
FP assignment: 30,000 wine gallons  
Claimed quantity YTD: 28,000 wine gallons

Identify quantity to return

☒ Quantity remaining (2,000 wine gallons)

☐ Custom quantity

Return assignment Cancel

### Return assignment

You may return to the Foreign Producer any assignment, or portion of an assignment, that you have not used to file a refund claim.

FP name: WoWine  
Permit number: XX-I-12345  
CBMA tax tier: Wine - First 30,000 wine gallons  
FP assignment: 30,000 wine gallons  
Claimed quantity YTD: 28,000 wine gallons

Identify quantity to return

☐ Quantity remaining (2,000 wine gallons)

☒ Custom quantity


Quantity to return (wine gallons)

1,000

Return assignment Cancel



**NOTE:** If you select Custom Quantity, you cannot enter a quantity larger than the quantity remaining for the assignment.

 **Invalid quantity**  
Quantity must be greater than zero and cannot exceed 2,000.

### Return assignment

You may return to the Foreign Producer any assignment, or portion of an assignment, that you have not used to file a refund claim.

FP name: WoWine  
Permit number: XX-I-12345  
CBMA tax tier: Wine - First 30,000 wine gallons  
FP assignment: 30,000 wine gallons  
Claimed quantity YTD: 28,000 wine gallons

Identify quantity to return

☐ Quantity remaining (2,000 wine gallons)

☒ Custom quantity

Quantity to return (wine gallons)

**Quantity must be greater than zero and cannot exceed 2,000**

10,000

Return assignment

Cancel

4. Select **Return assignment**.

**Return assignment**

You may return to the Foreign Producer any assignment, or portion of an assignment, that you have not used to file a refund claim.

FP name: WoWine  
Permit number: XX-I-12345  
CBMA tax tier: Wine - First 30,000 wine gallons  
FP assignment: 30,000 wine gallons  
Claimed quantity YTD: 28,000 wine gallons

Identify quantity to return

☒ Quantity remaining (2,000 wine gallons)  
☐ Custom quantity

**Return assignment** Cancel

If the assignment is returned successfully, you will receive a success message. The foreign producer will then be able to assign any returned tax benefits to a different importer.

✓ **Return successful**

You have successfully returned 1,000 wine gallons at the Wine - First 30,000 wine gallons CBMA tax tier.

You may no longer file a refund claim based on this quantity.

## APPENDIX A - Types of Entry Summary Line Errors and Resolutions

myTTB displays an importer's entry summary lines when CBMA tax benefit assignments from foreign producers match the importer's entry summary data filed in ACE.

Entry summary lines that contain error(s) will appear in the Entry Summary Lines to Correct table. Below is a list of common error types and how to correct them.

Note that the Entry Summary Lines to Correct table in myTTB will display the first type of error identified by the system even if the entry summary line contains multiple errors. Review the entire line and make all necessary corrections in ACE to ensure that the entry summary line will be available for claim submission.

1. Invalid Foreign Producer ID – The TTB Foreign Producer ID that you entered in ACE is not found in TTB's records. Review your list of assignments on the CBMA Assignments Summary table and update your ACE data with the correct ID.
2. Invalid import date – You did not provide an import date in ACE. The import date must match the calendar year of your CBMA tax benefit assignment. Update ACE with the correct import date.
3. No valid Foreign Producer assignment for permit – TTB does not have an assignment on file that matches the foreign producer, permit number, import year, and CBMA rate designation code. Review your list of assignments on the CBMA Assignments Summary table and update your ACE data with the correct information. Contact the foreign producer if you do not see an expected assignment on the CBMA Assignments Summary screen.
4. Invalid estimated tax amount – The estimated tax amount was not calculated at the full tax rate. Ensure that you used the correct CBMA Rate Designation Code and TTB Tax Rate in ACE and have paid the correct amount of tax to CBP. If you paid tax to CBP on imported distilled spirits at a tax rate that is less than \$13.50 per proof gallon based on a tax credit for eligible wine and/or flavor content under 26 U.S.C. 5010, make sure you have entered "Y" in the "Flavor Content Credit Indicator Field" in ACE.
5. Quantity is over assignment limit – The imported quantity reported to CBP partially or fully exceeds the quantity assigned by the foreign producer. The importer can request an assignment increase from the foreign producer or, if the imported quantity only partially exceeds the quantity assigned by the foreign producer, the entry summary line can be corrected in ACE and split into more than one line.
6. Invalid entry type code – CBMA refund claims may only be filed following a consumption entry, including withdrawal from a CBP bonded warehouse for consumption.

If you cannot correct your data in ACE, TTB has authorized importers to file refund claims using an [alternate procedure](#) in certain specified situations.

## Appendix B – Resources

### TTB CBMA Imports Webpage

- <https://www.ttb.gov/regulated-commodities/beverage-alcohol/cbma/cbma-imports>
- Importers can read Frequently Asked Questions and view video presentations about TTB's CBMA importer refund program.

### CBP and Trade Automated Interface Requirements (CATAIR) Entry Summary

#### Create/Update instructions

- <https://www.cbp.gov/document/guidance/ace-catair-entry-summary-createupdate-draft-chapter>
- Importers should use the Product Claim Code "C" when they have or reasonably expect to have a CBMA tax benefit assignment from the foreign producer and expect to file a refund claim with TTB based on the assigned lower Internal Revenue Tax (IRT) rate or credit.
- Flag the 40-Record Product Claim Code with "C".
- Include a 54-Record of type "05" (CBMA Product Detail).

### ACE CBMA Tax Rates Table

- [https://www.ttb.gov/images/pdfs/cbma/ACE\\_CBMA\\_Tax\\_Rates\\_Table.pdf](https://www.ttb.gov/images/pdfs/cbma/ACE_CBMA_Tax_Rates_Table.pdf)
- The appropriate code from this table must be filed in the ACE 54-record.

### CBP ACE Business Rules and Process Document (see Chapter 7, Post Summary Correction (PSC))

- <https://www.cbp.gov/document/guides/ace-entry-summary-business-process>
- A post-summary correction allows importers to electronically correct entry summary data submitted to CBP.

### ACE Filing Instructions for TTB-Regulated Commodities

- <https://www.cbp.gov/document/guidance/ace-filing-instructions-ttb-regulated-commodities>
- Importers must submit their TTB importer permit or reference number through the TTB PGA Message Set in ACE.
- The permit/reference number must be submitted on the PG14 record, LPCO Type "TZ3".

### ACE Reports Data Dictionary

- <https://www.cbp.gov/ace-reports-data-dictionary>
- Importers can use this reference guide to find definitions of data fields in ACE.