



# TTB Boot Camp for Wineries

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REPORTS AND RETURNS



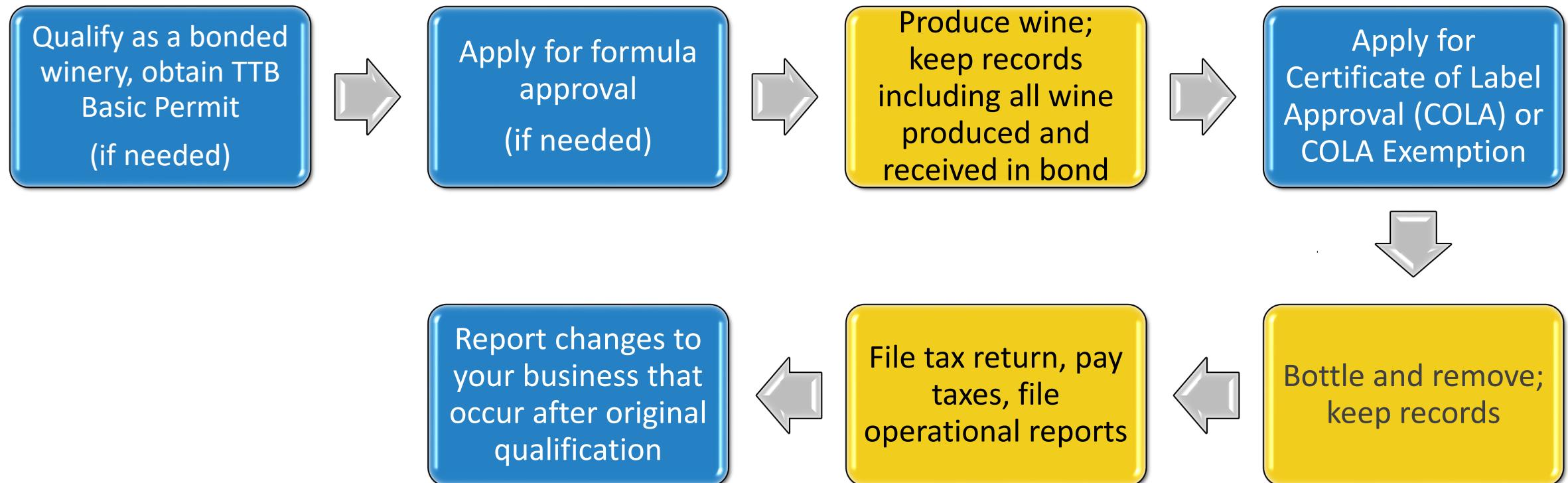
# TTB Disclaimer

## Notice:

- 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 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 regulations for the most current regulatory requirements
- Sample documents (such as records, returns, and labels) are for illustrative purposes only and contain fictitious data



# Typical TTB Touchpoints for Bonded Wineries





# Agenda

- Reports: How to Complete & Filing Frequency
- Returns: How and When to File Taxes
- Compliance Issues

# Reports





# Report of Wine Premises Operations

Use the version of the form that says FOR ACTIVITY ON OR AFTER 01/01/2018 to report winery activity ([TTB F 5120.17sm](#))

- Use your records, that were discussed in detail in the previous bootcamp section, to determine entries on the report
- Report in WINE GALLONS only
- Filing may be monthly, quarterly, or annually
- Filing federally is in addition to any state or local reporting
- File electronically (preferable) or mail paper forms
- Monthly and quarterly filers - if you anticipate you will have no reportable operations in the upcoming reporting period(s), state that in the remarks section of the last report you file and then resume filing later



# How Often Must You File Reports?

## File ANNUALLY if you:

1. Will have no more than 20,000 gallons on hand in any one month,  
AND
2. Will file an annual tax return

✓ Note your intent in the “remarks” section of the report or via letter notice

✓ Due the following January 15

## File QUARTERLY if you:

1. Will have no more than 60,000 gallons on hand in any one quarter,  
AND
2. Will file a quarterly tax returns

✓ Note your intent in the “remarks” section of the report or via letter notice

✓ Due 15 days after the end of the quarter

27 CFR 24.300(g)(2)



# How Often Must You File Reports?

## File MONTHLY if you:

1. Do not meet the requirements for filing an annual or quarterly report.

- ✓ Due the 15<sup>th</sup> day of the month after end of the reporting period.



# How Often Must You File Reports?

- Filing periods are Monthly, Quarterly, or Annually
- Those not eligible to file the report annually or quarterly must file it monthly
- Due 15 days after the close of the reporting period
- Reports are not required to be submitted unless reportable operations occurred during that period
  - Notify TTB that no further reports will be filed until new reportable activity occurs
- May be filed on paper or using Pay.Gov



# Completion of the Report

DEPARTMENT OF THE TREASURY ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB) REPORT OF WINE PREMISES OPERATIONS			
PERIOD COVERED (Year Only, or Year & Month, or Year & Quarter)		OPERATED BY (Name, Address, and Telephone)	
YEAR _____	MONTH _____	Name and Address of Wine Premises	
QUARTERLY: <input type="checkbox"/> January to March <input type="checkbox"/> July to September		<input type="checkbox"/> April to June <input type="checkbox"/> October to December	
VERSION (Select Original or Amended. Select Final if this is the last report for the business)		EIN	REGISTRY NUMBER
<input type="checkbox"/> Original <input type="checkbox"/> Amended		<input type="checkbox"/> Final Report	

Check the appropriate boxes for how the report is being filed: Annually, Quarterly, or Monthly; Original or Amended

EIN and Registry Number for the Wine Premises



# Part I, Section A - Bulk Wine Additions (Increases)

ITEM	PART I - SUMMARY OF WINES IN BOND (GALLONS)				
	ALCOHOL CONTENT BY VOLUME			ARTIFICIALLY CARBONATED WINE (d)	SPARKLING WINE (e)
	NOT OVER 16 PERCENT (a)	OVER 16 TO 21 PERCENT (Inclusive) (b)	OVER 21 TO 24 PERCENT (Inclusive) (c)		
<b>SECTION A - BULK WINES</b>					
1. ON HAND BEGINNING OF PERIOD					
2. PRODUCED BY FERMENTATION <sup>2/</sup>				BF	
3. PRODUCED BY SWEETENING				BP	
4. PRODUCED BY ADDITION OF WINE SPIRITS					
5. PRODUCED BY BLENDING					
6. PRODUCED BY AMELIORATION					
7. RECEIVED IN BOND					
8. BOTTLED WINE DUMPED TO BULK					
9. INVENTORY GAINS					
10.					
11.					
12. <b>TOTAL</b>	0.00	0.00	0.00	0.00	0.00

Use "On Hand End of Period" from previous report

Additions to the bulk inventory



# Part I, Section A - Bulk Wine

## Removals (Decreases)

13. BOTTLED <sup>3</sup>				BE		
14. REMOVED TAXPAID				BP		
15. TRANSFERS IN BOND						
16. REMOVED FOR DISTILLING MATERIAL						
17. REMOVED TO VINEGAR PLANT						
18. USED FOR SWEETENING						
19. USED FOR ADDITION OF WINE SPIRITS						
20. USED FOR BLENDING <sup>5</sup>						
21. USED FOR AMELIORATION						
22. USED FOR EFFERVESCENT WINE						
23. USED FOR TESTING						
24.						
25.						
26.						
27.						
28.						
29. LOSSES (OTHER THAN INVENTORY)						
30. INVENTORY LOSSES						
31. ON HAND END OF PERIOD						
32. TOTAL	0.00	0.00	0.00	0.00	0.00	0.00

Removals from the bulk inventory

This will be the “On Hand Beginning of Period” on the next report



# Part I, Section B - Bottled Wine

## Additions and Removals (Increase and Decreases)

SECTION B - BOTTLED WINES						
1. ON HAND BEGINNING OF PERIOD						
2. BOTTLED <sup>3/</sup>					BF	BP
3. RECEIVED IN BOND						
4. TAXPAID WINE RETURNED TO BOND						
5.						
6.						
7. TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
8. REMOVED TAXPAID						
9. TRANSFERRED IN BOND						
10. DUMPED TO BULK						
11. USED FOR TASTING						
12. REMOVED FOR EXPORT						
13. REMOVED FOR FAMILY USE						
14. USED FOR TESTING						
15.						
16.						
17.						
18. BREAKAGE						
19. INVENTORY SHORTAGE <sup>4/</sup>						
20. ON HAND END OF PERIOD						
21. TOTAL	0.00	0.00	0.00	0.00	0.00	0.00

Use "On Hand End of Period" from previous report

Additions to the bottled inventory

Removals from the bottled inventory

This will be the "On Hand Beginning of Period" on the next report



# Part III – Summary of Distilled Spirits (If needed)

ITEM	PART III - SUMMARY OF DISTILLED SPIRITS (Proof Gallons)									
	WINE SPIRITS				FOR PREPARATION OF DOSAGES OR ESSENCES (e)	DISTILLATES CONTAINING ALDEHYDES <sup>®</sup>		SPIRITS FOR USE IN NON BEVERAGE WINES (h)		
	FOR ADDITION TO WINE <sup>®</sup>									
	GRAPE (a)	(b)	(c)	(d)		(f)	(g)			
1. ON HAND BEGINNING OF PERIOD	Use "On Hand End of Period" from previous report									
2. RECEIVED						0.00				
3. INVENTORY GAIN										
4. TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
5. USED										
6. TRANS. TO COL. (e)										
7.										
8. LOSSES										
9. ON HAND END OF PERIOD	This will be the "On Hand Beginning of Period" on the next report									
10. TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		



# Part IV – Materials Received and Used

ITEM	PART IV - SUMMARY OF MATERIALS RECEIVED AND USED								
	GRAPE MATERIAL				KINDS OF MATERIALS OTHER THAN GRAPE <sup>6/</sup> (Pounds or Gallons)			SUGAR	
	GRAPES		JUICE (Gallons) (c)	CONCENTRATE (Gallons) (d)	(e)	(f)	(g)		
	UNCRUSHED (Pounds) (a)	FIELD CRUSHED (Gallons) (b)							
1. ON HAND BEGINNING OF PERIOD									
2. RECEIVED									
3. JUICE OR CONCENTRATE PRODUCED									
4.           TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5. USED IN WINE PRODUCTION									
6. USED IN JUICE OR CONCENTRATE PRODUCTION									
7. USED IN ALLIED PRODUCTS									
8. REMOVED									
9. ON HAND END OF PERIOD									
10.          TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Record in pounds or gallons.

Line 5 includes what was produced and what is currently in the fermenter.



# Additional Items to Report (if needed)

PART VI - SUMMARY OF DISTILLING MATERIAL AND VINEGAR STOCK (Gallons) <sup>6</sup>					
ITEM	DISTILLING MATERIAL <sup>7</sup>		VINEGAR STOCK		
	(a)	(b)	(c)	(d)	
1. ON HAND BEGINNING OF PERIOD (Storage Tanks)					
2. PRODUCED					
3. RECEIVED FROM OTHER BONDED WINE PREMISES					
4.					
5. TOTAL		0.00	0.00	0.00	0.00
6. REMOVED TO DISTILLED SPIRITS PLANTS					
7. REMOVED TO OTHER BONDED WINE PREMISES					
8. REMOVED TO VINEGAR PLANTS					
9.					
10. ON HAND END OF PERIOD (Storage Tanks)					
11. TOTAL		0.00	0.00	0.00	0.00

Use "On Hand End of Period" from previous report

PART VII - IN FERMENTERS END OF PERIOD (Gallons) <sup>8</sup>					
ITEM	(a)	(b)	(c)	(d)	(e)
1. IN FERMENTERS (ESTIMATED QUANTITY OF LIQUID)					0.00

This will be the "On Hand Beginning of Period" on the next report

PART VIII - SUMMARY OF NONBEVERAGE WINES (Gallons)					
ITEM	NOT OVER 16 PERCENT ALCOHOL (a)	OVER 16 TO 21 PERCENT ALCOHOL (Inclusive) (b)	TOTAL (c)		
1. PRODUCED					0.00
2. WITHDRAWN					0.00

This will be the "On Hand Beginning of Period" on the next report

PART IX - SPECIAL NATURAL WINES AND 27 CFR 24.218 WINES (Gallons)						
ITEMS	VERMOUTH (a)	OTHER SPECIAL NATURAL WINES			TOTAL (cols. a, b, c, d and e) (f)	27 CFR 24.218 WINES (g)
		NOT OVER 16 PERCENT ALCOHOL (b)	OVER 16 TO 21 PERCENT ALCOHOL (c)	ARTIFICIALLY CARBONATED (d)	SPARKLING (e)	
1. PRODUCED						0.00
2. TAXABLE REMOVALS						0.00
3. ON HAND END OF PERIOD						0.00



# Part X – Remarks and Signature

## PART X - REMARKS

<p>Under penalties of perjury, I declare that I have examined this report, including the documents submitted in support thereof, and to the best of my knowledge and belief, it is true, correct, and complete.</p> <p>PROPRIETOR <span style="float: right;">DATE</span></p> <p>Enter the name of your business as shown on your registration <span style="float: right;">Person must have signing authority/POA on file with TTB</span></p>		
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# Tax Returns





# Taxable Removals

- Federal tax **attaches** when wine is produced
- Tax is **determined** when wine is removed from bonded premises for consumption or sale
- Tax is **paid** at a later date (deferred)
- Tax **rate** is based on alcohol content, materials used, and/or production method



# Excise Tax Return

## TTB F 5000.24

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

Note: You need to resubmit tax returns if you need to make corrections to a previous return period



# Excise Tax Due Dates

## Semi-monthly Return

- 14 days after close of tax period

## Quarterly Return

- 14 days after close of quarter

## Annual Return

- 14 days after close of year

***You don't have to file a return if no taxes are due!***

If the due date falls on a weekend or legal holiday, returns and payments are due the last business date **preceding** the weekend or holiday. Due date can change per tax calendar year, Please see the current due date schedule on TTB.gov.



# Electronic Tax Payment – Pay.gov

You may electronically file tax returns and operational reports, and pay your taxes through Pay.gov

- 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>



# 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**

**NOTE: Executive Order 14247 mandates the transition to electronic payments for all federal receipts and disbursements, including those to and from TTB. If you currently pay excise taxes with a paper check or money order, we encourage you to begin transitioning to electronic payments through [Pay.gov](#) or other [electronic funds transfer](#) as soon as possible.**



# Electronic Funds Transfer

## **Electronic Funds Transfer (EFT)**

An EFT is a non-paper, computer-to-computer transfer of funds from a taxpayer's financial institution account to Treasury's account at a Federal Reserve Bank. Such transfers are initiated through an electronic terminal and not by check, money order, or other paper instrument.

## **Taxpayers Required to Pay Excise Taxes by EFT**

A taxpayer who was liable, during a calendar year, for a gross amount of \$5 million or more in Federal excise taxes on distilled spirits products, wine products, beer products or on tobacco products and cigarette papers and tubes must use a financial institution to make tax payments via EFT during the succeeding calendar year.

For general information on making EFT payments to TTB and to find out if you are required to make payments by EFT, please read [TTB Procedure 2011-1](#) or see our [Tax Payments by EFT guidance](#).



# September Tax Periods

**September has three tax periods – due date depends on EFT or Non-EFT**

Return Period	Due Date	Payment Type
September 1-15	September 27	All
September 16-25	September 27	Non-EFT
September 16-26	September 30	EFT
September 26-30	October 11	Non-EFT
September 27-30	October 11	EFT

Due date can change per tax calendar year, Please see the current due date schedule on [WWW.TTB.GOV](http://WWW.TTB.GOV).



# September Tax Periods

## Safe Harbor Rules for the 2<sup>nd</sup> tax period in September

Non-EFT Safe Harbor Rules	Required EFT Safe Harbor Rules
<b>September 1-15</b> Due September 28    100% of taxes	<b>September 1-15</b> Due September 27    100% of taxes
<b>September 16-25</b> Due September 28    66.67% of taxes from September 1-15	<b>September 16-26</b> Due September 29    73.3% of taxes from September 1-15
<b>September 26-30</b> Due October 11    100% of taxes for Sept. 26-30 + balance of taxes	<b>September 27-30</b> Due October 11    100% of taxes for Sept. 27-30 + balance of taxes

Due date can change per tax calendar year. Please see the current due date schedule on [WWW.TTB.GOV](http://WWW.TTB.GOV).



# Automated Reminders for Filing Tax Returns and Reports

Stay current with due dates by subscribing to receive automated email reminders when it is time to file your tax returns and operational reports!

Visit <https://www.ttb.gov/news/automated-reminders-for-filing> to sign up for email reminders.



# TTB Smart Form: Excise Tax Return

DEPARTMENT OF THE TREASURY ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB) EXCISE TAX RETURN <i>(Prepare in duplicate – See instructions below)</i>		Serial Number
2. FORM OF PAYMENT <input type="checkbox"/> CHECK <input type="checkbox"/> MONEY ORDER <input type="checkbox"/> EFT <input type="checkbox"/> OTHER (Specify) _____	1. SERIAL NUMBER	
4. RETURN COVERS (Check one) <input type="checkbox"/> PREPAYMENT <input type="checkbox"/> PERIOD BEGINNING _____ ENDING _____	3. AMOUNT OF PAYMENT \$	<b>NOTE:</b> 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.
5. DATE PRODUCTS TO BE REMOVED (For Prepayment Returns Only)	FOR TTB USE ONLY	
6. EMPLOYER IDENTIFICATION NUMBER	7. PLANT, REGISTRY, OR PERMIT NUMBER	TAX \$
8. NAME AND ADDRESS OF TAXPAYER (Include ZIP Code)	PENALTY	Registry or Number
Employer ID Number (EIN)	INTEREST	
	TOTAL \$	
	EXAMINED BY:	
	DATE EXAMINED:	



# TTB Smart Form: Excise Tax Return

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	Total of removals for each tax class times tax rate	
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 <i>(Total of lines 9-16)</i>	\$	0.00
18. ADJUSTMENTS INCREASING AMOUNT DUE <i>(From line 29)</i>	0.00	
19. GROSS AMOUNT DUE <i>(Line 17 plus line 18)</i>	\$	0.00
20. ADJUSTMENTS DECREASING AMOUNT DUE <i>(From line 34)</i>	CBMA credit taken on removals 0.00	
21. AMOUNT TO BE PAID WITH THIS RETURN <i>(Line 19 minus line 20)</i>	\$	0.00
<i>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.</i>		
22. DATE	23. SIGNATURE	24. TITLE



# TTB Smart Form: Excise Tax Return

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. CBMA tax credits taken	\$	\$	
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.



# Tax Rates that May Apply

<b>Tax Classes</b>	<b>Wine Gallons Per Calendar Year</b>				
	<b>Tax Rate per Wine Gallon</b>	<b>First 30,000 (\$1 credit)</b>	<b>Over 30,000 up to 130,000 (\$0.90 credit)</b>	<b>Over 130,000 up to 750,000 (\$0.535 credit)</b>	<b>Over 750,000</b>
<b>Still Wines</b>					
16% and under alcohol by volume (0.392g CO <sub>2</sub> /100mL or less)	\$1.07	\$0.07	\$0.17	\$0.535	\$1.07
Over 16 - 21% alcohol by volume (0.392g CO <sub>2</sub> /100mL or less)	\$1.57	\$0.57	\$0.67	\$1.035	\$1.57
Over 21 - 24% alcohol by volume (0.392g CO <sub>2</sub> /100mL or less)	\$3.15	\$2.15	\$2.25	\$2.615	\$3.15



# Tax Rates that May Apply

<b>Tax Classes</b>	<b>Wine Gallons Per Calendar Year</b>				
	<b>Tax Rate per Wine Gallon</b>	<b>First 30,000 (\$1 credit)</b>	<b>Over 30,000 up to 130,000 (\$0.90 credit)</b>	<b>Over 130,000 up to 750,000 (\$0.535 credit)</b>	<b>Over 750,000</b>
<b>Artificially Carbonated Wine</b>					
Over 0.392g CO <sub>2</sub> /100mL - injected or otherwise added	\$3.30	\$2.30	\$2.40	\$2.765	\$3.30
<b>Sparkling Wine</b>					
Over 0.392g CO <sub>2</sub> /100mL - naturally occurring	\$3.40	\$2.40	\$2.50	\$2.865	\$3.40



# Tax Rates that May Apply

<b>Tax Classes</b>	<b>Wines Gallons Per Calendar Year</b>				
	<b>Tax Rate per Wine Gallon</b>	<b>First 30,000 (6.2¢ credit)</b>	<b>Over 30,000 up to 130,000 (5.6¢ credit)</b>	<b>Over 130,000 up to 750,000 (3.3¢ credit)</b>	<b>Over 750,000</b>
<b>Hard Cider</b>					
No more than 0.64g CO <sub>2</sub> /100mL; derived primarily from apples/pears or apple/pear juice concentrate and water; containing no other fruit product or fruit flavoring other than apple/pear; and containing at least 0.5% and less than (not equal to) 8.5% alcohol by volume	\$0.226	\$0.164	\$0.17	\$0.193	\$0.226



# Hard Cider Tax Class

**Only products that meet the following definition are eligible for the Hard Cider tax rate:**

- Contains not more than .64 gram of CO<sub>2</sub> per 100 mL
- Derived primarily from apples/pears or apple/pear concentrate and water
- Contains no fruit product or fruit flavoring other than apple or pear
- Contains at least 0.5% and less than 8.5% alcohol by volume

Other wines labeled as cider or perry that do not fit the definition above are taxed at one of the other wine tax rates

26 U.S.C. 5041(b)(6), (g)



# Online Claims Submission

Use our online submission process at <https://my.ttb.gov/nrc-claims-submission/claim-form> to file claims and receive a refund or credit for the following claim types:

- Overpayment
- Return to bond
- Drawback upon exportation of taxpaid wine

If you file a claim for credit, you must receive TTB approval of your claim before taking a decreasing adjustment on your next return based on that credit.

You can also file a claim for allowance of loss relating to the loss or destruction of wine in bond, or remission of tax on spirits lost or destroyed in bond.



# Compliance Concerns

- Reports are not filed, or are filed late
- Entries do not balance
- Negative entries
- Credits taken at the incorrect rate
- Bottled wine shortages that are not taxpaid
- Claims are not filed for excessive bulk inventory losses or filed late
- Credits taken on returns for previous overpayments without an approved overpayment claim

# Resources





# Resources

- Color Coded Sample Report of Operations
- Craft Beverage Modernization and Tax Reform
- Wine Industry
- Regulations
- Conversions