TTB
Pay.gov Report of Wine Premises Operations Electronic Submission User Guide

Table of Contents

Introduction

Welcome to Pay.gov, the Alcohol and Tobacco Tax and Trade Bureau's (TTB's) System for processing and filing electronic payments/returns for Federal Excise Taxes and Operational Reports.

What Does This Guide Cover?

This guide shows you how to:
- Complete and submit the Report of Wine Premises Operations Form.

For information about using this system and how to obtain technical support, please visit the Pay.gov web site: **http://www.ttb.gov/epayment.htm**.

What Does This Guide Not Cover?

This guide does not contain information regarding enrollment. For enrollment information, please go to http://www.ttb.gov/epayment/gettingstarted.htm. Also, the guide does not contain all the specific instructions for completing each form. If you have any questions about completing or filing any form, contact your TTB Specialist at (513) 684-3334 or toll free at 1-877-882-3277. All of the applicable forms can be viewed or printed at http://www.ttb.gov/forms/index.htm.

For information regarding other Pay.gov functions and forms, please refer to separate User Guides, including:
- TTB Pay.gov Brewer's Report of Operations Electronic Submission User Guide
- TTB Pay.gov Brewpub Report of Operations Electronic Submission User Guide
- TTB Pay.gov DSP Report of Denaturing Operations Electronic Submission User Guide
- TTB Pay.gov DSP Report of Processing Operations Electronic Submission User Guide
- TTB Pay.gov DSP Report of Production Operations Electronic Submission User Guide
- TTB Pay.gov DSP Report of Storage Operations Electronic Submission User Guide
- TTB Pay.gov Monthly Report -Tobacco Products Importer Electronic Submission User Guide
- TTB Pay.gov Proprietor of Export Warehouse Electronic Submission User Guide
- TTB Pay.gov Report – Manufacturer of Tobacco Products or Cigarette Papers and Tubes Electronic Submission User Guide
- TTB Pay.gov Report of Wine Premises Operations Electronic Submission User Guide

How Do I Complete a Report of Wine Premises Operations?

1. From the USER CENTER SCREEN, select *Private Forms* under the *Forms List*. The list of *Private Forms* available to TTB customers is displayed. Select TTB F 5120.17 Report of Wine Premises Operations from the *Private Forms* List.

   If the list is expanded, you will need to select Next or select 2 at the bottom of the screen to advance to the next page where the TTB F 5120.17 Report of Wine Premises Operations is listed.

2. The following screen appears:

3. Depending on your settings, you may need to scroll up or down, right or left, to be able to view the entire form.

4. Information from your user profile will be entered for you in the appropriate fields. Please verify the accuracy of the information in the pre-populated fields.

5. Be sure to only use the mouse or the *tab* key to enter information into the fields. **DO NOT use the *Enter* key to enter information in the fields.** The enter key will cause edits to be performed on your form, which may slow data entry. Also, the *Back* and *Forward* buttons on your browser are also not to be used. *Next Page* and *Previous Page* options should be utilized instead when available. Navigation through the form is by tabbing or moving your mouse in the appropriate field. **All figures should be rounded to one decimal place.**

6. All fields above the instructions are required fields and must be completed using the directions below. If you attempt to leave a required field without entering a valid entry, you will receive an error message box explaining the error.   Select the OK button and enter the necessary text to continue.

Beginning and Ending Month: You must select the appropriate months of the reporting period covered by the report from the separate drop-down boxes. You must select the months from the

drop-down box that lists the 12 months. Wineries can only file monthly or annual reports. If you are filing a monthly report, select the appropriate month in both the Beginning Month and the Ending Month blocks.   If you are filing an annual report, select January for Beginning Month and December for Ending Month.

Year: You must select the appropriate year from the drop-down box.

Original or Amended Report: You must mark the appropriate box to show whether the report is an original (first submission for the period) or an amended report (correcting a previously submitted report).

Final Report: If this is your final report to show discontinuance of operations, check the appropriate box.   Otherwise, leave this box blank.

**** The information provided in the following fields must match your permit.

Name: The name of your business is not pre-populated. You must enter the company name as shown on your TTB approved permit or registration.

DBA: The operating name of your business is pre-populated. You may edit pre-populated fields if necessary. If there is no DBA (operating name) in your User Profile, then nothing will be pre-populated. If you have a DBA, you must complete the field.

Street Address: The address of your <u>winery premises</u> should be provided here. Your Business Street Address is pre-populated. You may edit pre-populated fields if necessary. If there is no address for your business in your User Profile, then nothing will be pre-populated and you must complete the field. DO NOT USE A P.O. BOX AS YOUR WINERY PREMISES ADDRESS.

City: The city of your <u>winery premises</u> should be provided here. The city where the business is located is pre-populated. You may edit pre-populated fields if necessary. If there is no city for your business in your User Profile, then nothing will be pre-populated and you must complete the field.

State: The state of your <u>winery premises</u> should be provided here. The state where your business is located is pre-populated. You may edit pre-populated fields if necessary. If there is no state for the business in your User Profile, then nothing will be pre-populated and you must enter the two-letter state abbreviation.

Zip Code: The zip code of your <u>winery premises</u> should be provided here. The zip code where your business is located is pre-populated. You may edit pre-populated fields if necessary. If there is no zip code for your business in your User Profile, then nothing will be pre-populated and you must complete the field. You must enter a 5-digit number or a 5-digit number followed by a "-" and then a 4-digit number.

Phone Number: The phone number of your business is pre-populated. You may edit pre-populated fields if necessary. If there is no phone number for the business in your User Profile, then nothing will be pre-populated and you must enter the ten-digit phone number.

Registry Number: You must enter your Registry Number, which must follow the format BW-ST-#####, BWC-ST-#####, or BWN-ST-#####. You must enter BW, BWC, or BWN. The next two characters signify the State. The next five positions must contain a one to five digit number (1 through 99999 is valid). The state abbreviation in your registry number must match what was entered in the state field for your premises address. Do not enter the dashes ("-"), as these will be auto-populated.

Employer Identification Number (EIN): For your EIN, you should enter a straight 9-digit number, as the dash ("-") will be auto-populated.

7. To complete the form, use the current procedures for completing the paper form. Instructions for completing the form are available by selecting the ***Help Text*** button in

the top left-hand side of the form. This will open another window of your browser without impacting your Pay.gov session. To close the Help Text, simply close the window. **Please note** that if you intend to enter data into the write-in fields, you must <u>first</u> enter the appropriate row or column heading <u>before</u> entering the numerical data.

8. The buttons at the bottom of the page perform the following functions:

Update – captures data without submitting the information and performs validations of all entered and required fields.

Next Page – performs validation on all entered and required fields and allows the user to move to the next page of the form if it successfully passes the validation criteria. If not, an error message will be displayed.

Save – allows the user to save the form in its current state.

PDF Preview – creates a PDF version of the form that can then be printed in the current OMB format of the form.

Reset – clears all form fields and restores to a blank form.

    NOTE: If you do not have Adobe Acrobat installed on your computer, you will be prompted to download the free software.

9. Once you have filled in the appropriate fields on the form, select *Update* to capture the data. If report errors occur, the total field will be highlighted in red, and the system will display a warning message and explain the error that needs corrected.

10. If you have not entered your title and accepted the penalty of perjury, you will need to do so at this time.

11. After corrections are made, select the *Update* button again. Once you have updated the document, select *PDF Preview* to view the form.

12. To print the form, select the *Printer* icon from the Adobe toolbar or from the browser toolbar. This will open the Print dialog box. Select *OK* to print all pages of the form.

13. After viewing or printing the form, close the Adobe window return to the updated version of the form.

14. You may choose to either save your form and submit it at a later time, or submit the form now.

    - If you wish to save the form, select the *Save* button. You will receive a confirmation number for your saved form. (See "How Do I Retrieve A Saved or Submitted Form?" to find your form when you are ready to submit the report).
    - If you wish to complete the process now, select the *Submit Data* button. Please verify that your submission is shown as "Accepted" under the Forms Status column in the Saved and Submitted Forms section of the User Center.

How Do I Retrieve A Saved or Submitted Form?

1. Go to the User Center and select *Saved Forms* or *Submitted Forms* from the Forms List.
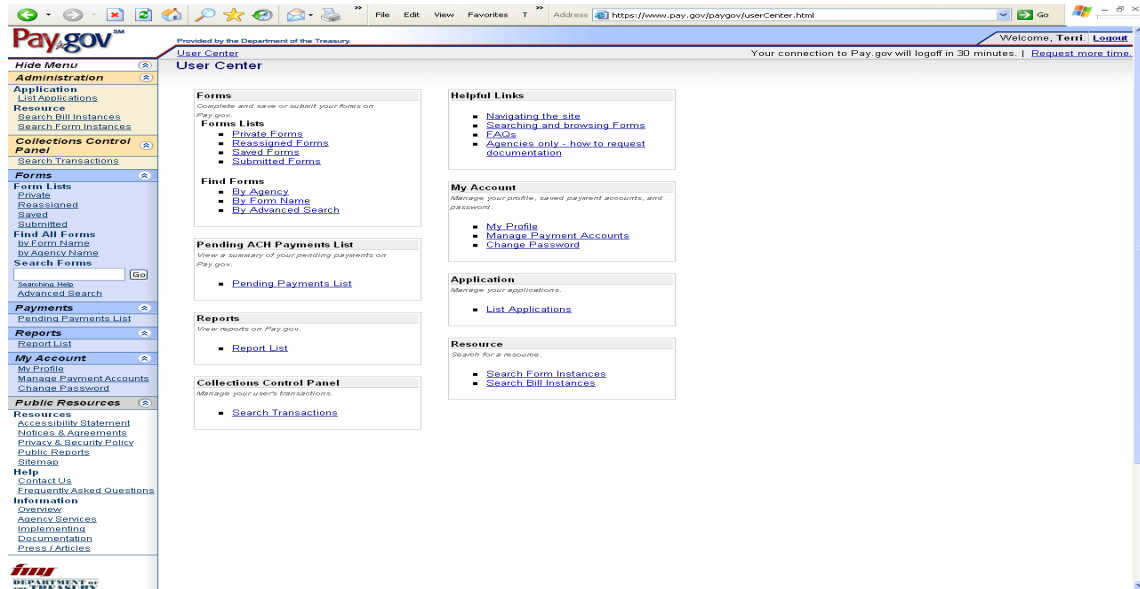
2. Select the form you want to view or edit.
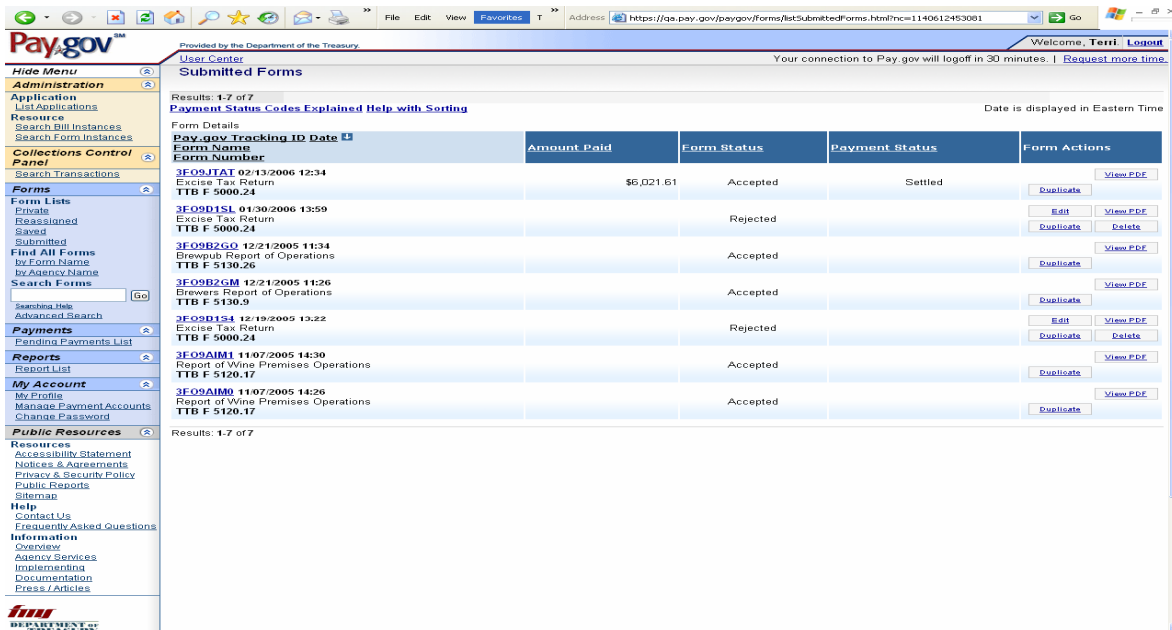
3. If you want to keep a copy of the form for your records, you must select the **View PDF** button and print your completed form.
4. Once you have printed the form, close the Adobe window.
5. If you wish to edit the form, select the **Duplicate** button. This will create a copy of a form that can be edited and saved or submitted as a new or amended form.
6. If you wish to submit the form, select the **Submit Data** button. Please verify that your submission is shown as "Accepted" under the Forms Status column in the Saved or Submitted Forms section of the User Center.

7. Note: Each form has a "Form Status". Explanations of each form status is given below:

Form Status:

Saved - The form has been saved but not submitted. The user can go back into the form and make changes.

Rejected - There was a problem with the form in submission. This can occur if you submit the form but cancel out of the collection screens. The user cannot make changes.

Submitted - The form has been submitted to the system (only at this state for a very short period of time). The user cannot make changes. <u>This status does not mean it was accepted, only sent.</u> NOTE: Submitted forms will only be saved within Pay.gov for 120 days. If you wish to archive your records, please save a copy of your print preview.

Forwarded – The form has been submitted to the system, but has not yet been processed. The user cannot make changes.

Accepted - The form was accepted into the system and stored. The user cannot make changes. If changes are needed, you must file an amended return. NOTE: <u>Users should verify that their submission was "Accepted" after filing.</u>