



Pay.gov—Electronic Return and Report Filing for Wineries Made Simple

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What is Pay.gov?

- Pay.gov is a Web site that allows for processing and filing electronic payments/returns for Federal excise taxes and operational reports.
- It is a safe, efficient way to make financial transactions.
- You receive a confirmation number that verifies the transmission of the return, payment, or operational report.

Alcohol and Tobacco Tax and Trade Bureau



Why Do I Want to Use It?

- **Pay.gov can help save time, money, and energy**
 - Fill the form in right the first time, every time
 - E-mail the reports within your company
 - No more “rushing to the post office” to get the mail post-marked on time
 - No more postage
 - Electronic copies eliminate the need for storing paper—just keep a copy on your network or hard drive

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How Do I Get Started in Pay.gov?

- **Complete a TTB User Agreement**
 - Found at <http://www.ttb.gov/forms/f500031.pdf>
 - Complete the form with the requested information, including signature and date, to obtain a User ID and password. You must have Signature Authority or Power of Attorney for the company to get your ID.
 - Mail it to :
 - Alcohol Tobacco Tax and Trade Bureau
 - Attention: Pay.gov
 - 8002 Federal Office Building
 - 550 Main Street
 - Cincinnati, OH 45202
 - You may sign up for multiple Permit/Registry information relating to a single company with each agreement.

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- Getting into the Pay.gov system
 - Why do we use www.ttb.gov to get into Pay.gov?
- Pay.gov Navigation
 - User Profile
 - Bank Accounts
 - Saved Forms
 - Submitted Forms
 - Reassign Forms
 - Private forms

- Filling out a Tax Return and making a payment
 - FedWire vs. ACH
 - If you use Pay.gov, you must make an electronic payment.
- Filling out an Operational Report
 - You can submit an original and multiple amendments.

