

**TTB**  
**Pay.gov Report –**  
**Manufacturer of Tobacco**  
**Products or Cigarette Papers**  
**and Tubes**  
**Electronic Submission User**  
**Guide**



**Alcohol and Tobacco Tax and Trade Bureau**

## Table of Contents

Introduction .....	3
What Does This Guide Cover?.....	3
What Does This Guide Not Cover?.....	3
How Do I Complete a Report – Manufacturer of Tobacco Products or Cigarette Papers and Tubes? .....	4
How Do I Retrieve A Saved Form? .....	7

### Introduction

Welcome to Pay.gov, the Alcohol and Tobacco Tax and Trade Bureau's (TTB's) System for electronic form filing and payment of excise taxes.

### What Does This Guide Cover?

This guide shows you how to:

- Complete and submit Report – Manufacturer of Tobacco Products or Cigarette Papers and Tubes Forms.

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 Access and User Profile User Guide
- TTB Pay.gov Excise Tax Return and Payment Electronic Submission User Guide
- TTB Pay.gov Report – Manufacturer of Tobacco Products or Cigarette Papers and Tubes Electronic Submission User Guide
- 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 Monthly Report of Storage Operations Electronic Submission User Guide
- TTB Pay.gov Report of Wine Premises Operations Electronic Submission User Guide

How Do I Complete a Report – Manufacturer of Tobacco Products or Cigarette Papers and Tubes?

1. From the USER CENTER SCREEN, click on *Private Forms* under the *Forms Listing*. Select Report-Manufacturer of Tobacco Products or Cigarette Papers and Tubes, TTB F 5210.5 on page two of the forms list.
2. The following screen should appear:

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.
6. Navigation through the form is by tabbing by column or clicking your mouse in the appropriate field.

7. All fields above Part 1 are required fields and must be completed using the directions below. If you leave a required field without entering a valid entry, you will receive an error message box explaining the error. Click the OK button and enter the necessary text to continue. Begin by clicking your cursor or tabbing into the field marked “1. My Employer Identification Number”.

**\*\*\*\* The information provided in the following fields must match your permit or approved registration.**

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

**Permit Number:** You must enter your Permit Number in one of the following formats: TP-ST-##### or PT-ST-#####. You must enter a TP or PT. The next two characters signify the State. The state abbreviation in your permit number must match what was entered in the state field for your address. The next five positions must contain a one to five digit number (1 through 99999 is valid). Do not enter the dashes (“-“), as these will be auto-populated.

**Reporting Period Year.** You must select the Reporting Period Year from the drop-down box.

**Reporting Period Month:** You must select the month for the monthly report from the drop-down box that lists the 12 months.

**First or Final Report:** If this is the first time you have filed this form for your approved operations, check the box in No. 4. If this is your final report to show discontinuance of operations, check the box in No. 5. Otherwise, leave each box blank.

**Company 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.

**Street Address:** Your 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.

**City:** 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 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 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.

8. To complete the form, use the current procedures for completing the paper form. Instructions for completing the form are available by clicking the *Help Text* button in the upper right 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 first enter the appropriate row or column heading before entering the numerical data.

## TTB Electronic Filing User Guide

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

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

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

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

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

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

*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.

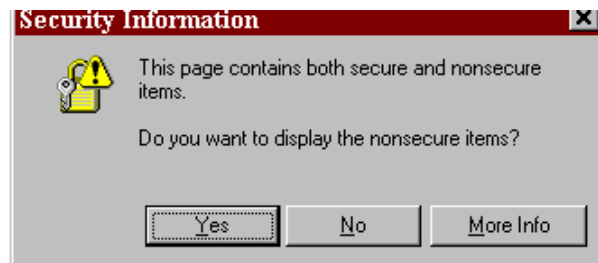
10. After filling in the appropriate information on the first page, click on *Next Page* to complete the second page of the report. The following screen should appear:

	Snuff (Pounds) (f)	Pipe Tobacco (Pounds) (g)	Roll-Your-Own Tobacco (Pounds) (h)	Cigarette Papers (Number) (Read instruction J) (i)	Cigarette Tubes (Number) (j)
7. On Hand, In Bond, Start of Period					
8. Manufactured					
9. Received Without Payment of Tax:	a. From other factories				
	b. From customs custody	NO ENTRY	NO ENTRY	NO ENTRY	NO ENTRY
	(1) Puerto Rico				
	(2) Other than Puerto Rico				
c. From export warehouses					
d. From foreign trade zone					
10. Received by Return to Bond					
11. Overages Disclosed by Inventory					
12. Other (Specify)					
13. TOTAL					
14. Removed Subject to Tax					
15. Removed Without Payment of Tax:	a. For export				
	b. To export warehouses				
	c. To other factories				
	d. To foreign trade zones				
	e. For Use of United States (Read instruction H)				
	f. For experimental purposes off factory premises				
16. Otherwise Disposed or Without Determination of Tax by:	a. Consumption by employees off factory premises			NO ENTRY	NO ENTRY
	b. Consumption by employees on factory premises			NO ENTRY	NO ENTRY
	c. Use for experimental purposes on factory premises			NO ENTRY	NO ENTRY
	d. Loss				
	e. Destruction				
	f. Reduction to tobacco			NO ENTRY	NO ENTRY
17. Shortages Disclosed by Inventory (Read instruction I)					
18. Other (Specify)					
19. On Hand, In Bond, End of Period					
20. TOTAL					
21. Large Cigars Removed Subject to Tax (Sum of a <sub>1</sub> and b <sub>1</sub> should agree with item 14(a))					
a. Number Removed with Sale Price Per Thousand of \$235,294 or Less			b. Number Removed with Sale Price Per Thousand of More Than \$235,294		
<input type="checkbox"/> UNDER PENALTIES OF PERJURY, I DECLARE THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS REPORT IS TRUE, ACCURATE, AND COMPLETE.					
22. Signature (Read Instruction K.)	23. My Title for This Business (Examples: owner, partner, corporate title, or power of attorney.)			24. Date	

11. Once you have filled in the appropriate fields within both pages of the form, click *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. After corrections are made, click the *Update* button again.

12. Once you have updated the document, click *Print Preview* to view the form.

13. The following screen should appear:

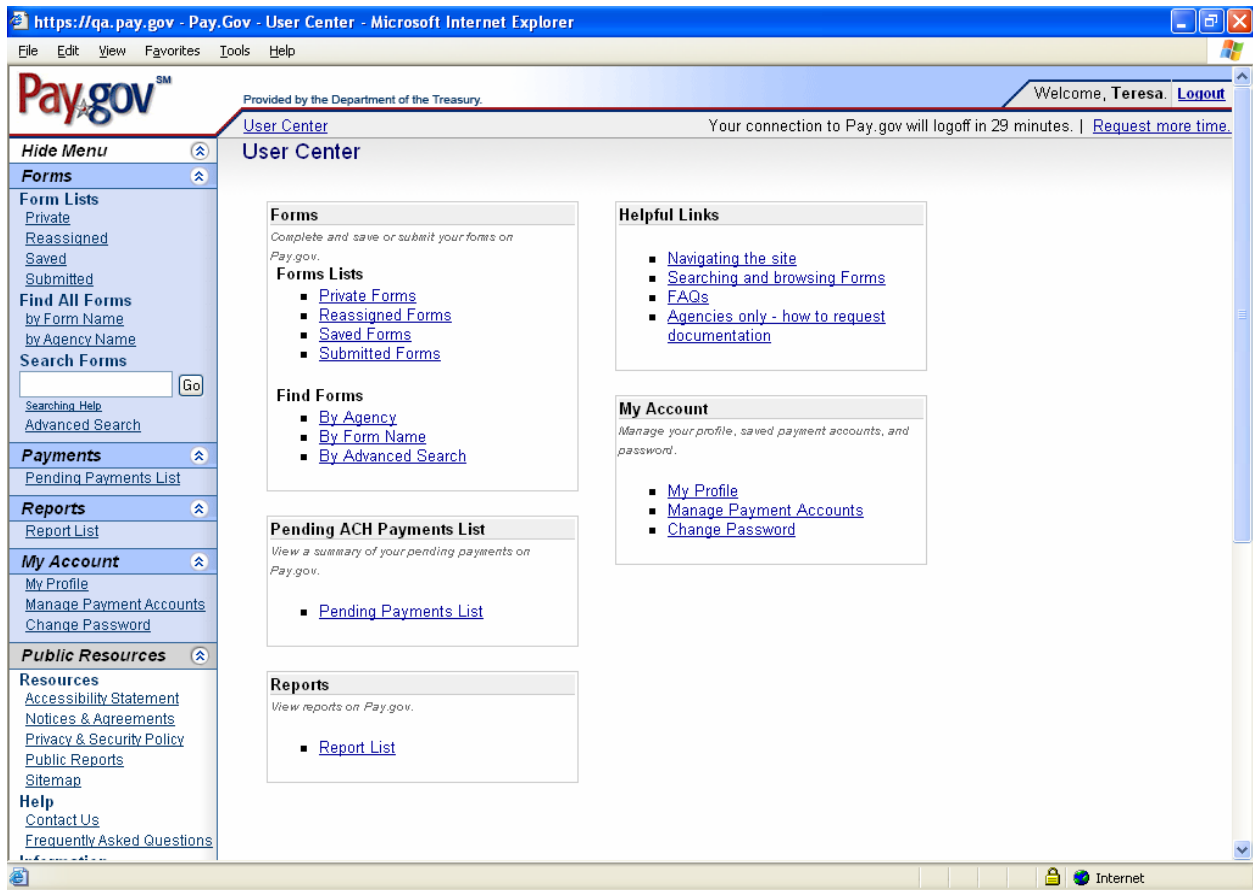


14. Click *Yes*, and a PDF version of the form is displayed.
15. To print the form, either select the *Printer* icon from the Adobe toolbar or from the browser toolbar. This will open the Print dialog box. Select *OK* to print all pages of the form.
16. After viewing or printing the form, click on the *Back* button to return to the updated version of the form.
17. The *Pay.gov Privacy Policy* hyper-link provides access to view the Privacy Policy for this site.
18. 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, click on the *save* button. You will receive a confirmation number for your saved form. (See "How Do I Retrieve A Saved Form?" to find your form when you are ready to submit the report).
  - If you wish to complete the process now, click on 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 Form?

1. Go to the USER CENTER SCREEN, click on *Saved Forms* under the *Forms Listing*.

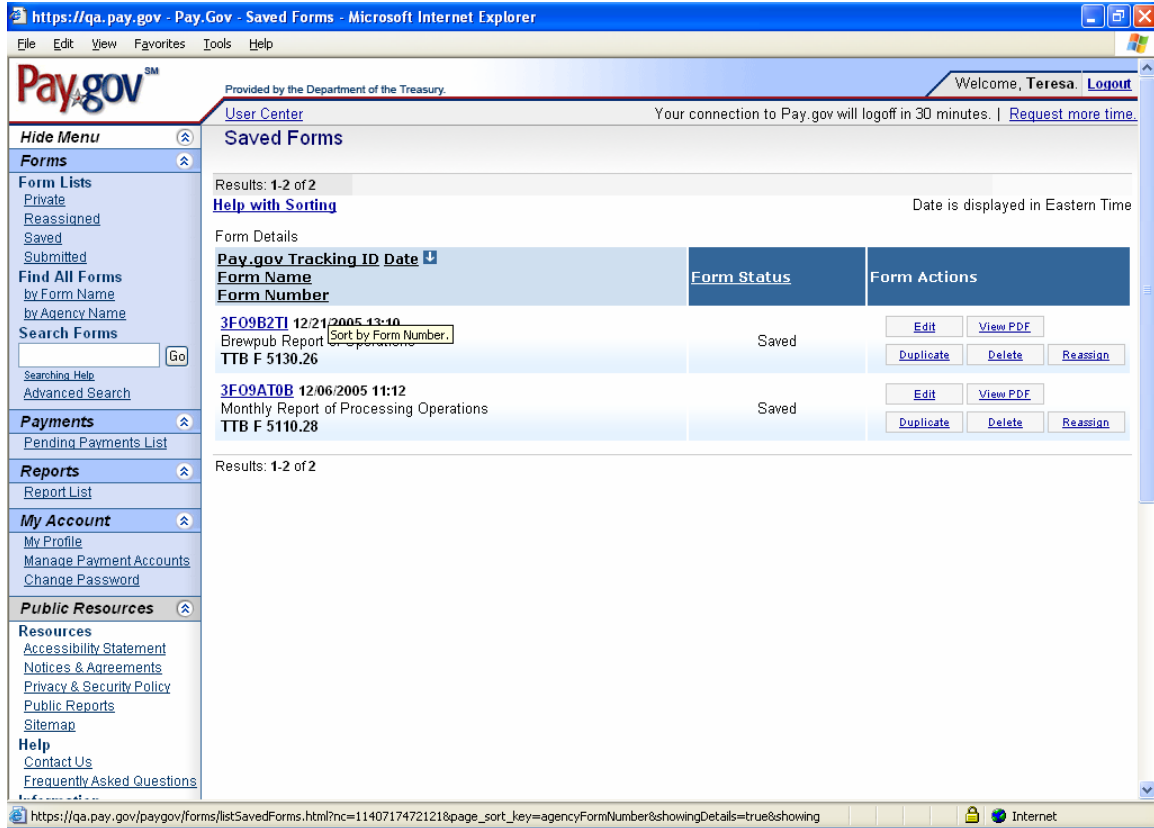
# TTB Electronic Filing User Guide



2. Click on the form you want to select.



# TTB Electronic Filing User Guide



3. If you want to keep a copy of the form for your records, you must click on the *print preview* button and print your completed form NOW!
4. Once you have printed the form, click the *back* button on your browser.
5. If you wish to edit the form, make the necessary changes and *save* the form.
6. If you wish to create a copy of a form that can be edited and then saved or submitted as a new form, click the *Duplicate* button.
7. If you wish to submit the form, click on 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.
8. 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. This status does not mean it was accepted, only sent. 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:** Users should verify that their submission was “Accepted” after filing.