



**ITEM 1.** Enter the section of the regulations under which you are filing this claim. You may refer to regulations listed on the TTB website at <http://www.ttb.gov>.

**ITEM 2.** Select the type of claim you are filing as follows (Note: The following are general definitions. Please review regulations for further information on filing claims for your commodity):

**REMISSION OF TAX** - A qualified permittee, manufacturer, or proprietor may file a claim for remission of tax on the quantity of distilled spirits, (including distilling material and denatured spirits) or tobacco products that were lost or destroyed while in bond, if the tax has not been paid or determined. A claim of this type may also be filed to cover underpaid beer lost in transit between breweries and underpaid wine removed for export, but lost while in transit to the point of export.

**Note:** This type of claim may be filed only by the person who is liable for paying the tax.

**ALLOWANCE OF LOSS** - A qualified permittee, manufacturer, or proprietor may file a claim for allowance of loss or relief of tax liability on denatured spirits, wine, or beer that have been lost or destroyed on the bonded premises. Or wine lost or destroyed in transit thereto, if the tax has not been paid or determined.

**Note:** Tax paid distilled spirits, wine, beer, or tobacco products which are lost or rendered unmerchantable by accident, disaster, fire, casualty, or act of God should be filed as a claim for allowance of credit or claim for refund.

**DRAWBACK – MNBP** – A manufacturer of nonbeverage products may file a claim for drawback on distilled spirits used in a TTB approved formula for use as a medicine, medicinal preparation, food product, flavor, flavor extract, or any other TTB approved nonbeverage product. Formulas which are stated in the current revisions or editions of the United States Pharmacopoeia (U.S.P.), the National Formulary (N.F.), or the Homeopathic Pharmacopoeia of the United States (H.P.U.S.) are considered approved formulas.

**ALLOWANCE OF CREDIT** - A qualified permitted, manufacturer, or proprietor may file a claim for allowance of credit of tax. The approved amount may be applied as credit toward unpaid taxes or future tax liabilities.

**ALLOWANCE OF TAX** - A tobacco manufacturer, export warehouse proprietor, or permittee may file a claim for relief from the payment of tax on tobacco products, if after determination of tax and removal from the factory, but prior to the time for payment of the tax, the articles are lost (other than by theft) or destroyed by fire, casualty, or act of God.

**DRAWBACK- EXPORT** - A qualified winery, distilled spirits plant, brewery, or tobacco manufacturer may file a claim for drawback of the tax on taxpaid spirits, wine or beer exported from the United States. This type of claim cannot be used for tobacco products exported with the benefit of drawback.

**ABATEMENT OF TAX** - A claim for abatement of tax on firearms, ammunition, distilled spirits, wines, beer, or tobacco products may be filed if the tax is assessed or has been assessed excessively and the taxpayer believes that the tax, or any portion of the tax, is not due.

**REFUND OF TAX** - A claim may be filed by a taxpayer for a refund of taxes illegally, erroneously, or excessively collected. The claim must be filed within three years (two years under certain circumstances) after the date the tax is due, or paid, whichever is later.

**ITEM 3.** Enter the claimant's name and address. (Telephone number and e-mail address are optional)

**ITEM 4.** Enter the claimant's employer identification number.

**ITEM 5.** Enter the claimant's plant, license, or registry number.

**ITEM 6.** Enter the kind of tax (excise tax, special tax)

**ITEM 7** Enter the period of which the tax was due (this only applies to special tax or nonbeverage claims). Enter the mm/dd/yy format.

**ITEM 8.** Enter the total amount of tax being claimed.

**ITEM 9.** Enter the date the tax was paid (if paid) by the claimant.

**ITEM 10.** Direct Deposit is a safe and secure way to have your refund deposited automatically.

**ITEM 10a.** The routing number must be nine digits. On the sample check below, the routing number is 250250025.

**ITEM 10b.** Check the appropriate box for the type of account. Do not check more than one box.

**ITEM 10c.** The account number can be up to 17 characters (both numbers and letters). Include hyphens but omit spaces and special symbols. On the sample check below, the account number is 20202086.

The image shows a sample check form with the following details:

- Payee: JEFFREY MAPLE, SUZANNE MAPLE, 123 Pear Lane, Anyplace, VA 20000
- Pay to the order of: \_\_\_\_\_
- Amount: \$ \_\_\_\_\_ DOLLARS
- Bank: ANYPLACE BANK, Anyplace, VA 2000
- Routing number (ITEM 10a): 250250027
- Account number (ITEM 10c): 20202086
- Check number: 1234
- A note states: "Do not include the check number" with an arrow pointing to the check number field.

**ITEM 11.** Provide detailed information that may be required by the applicable regulations pertaining to the claim along with any other necessary facts. Also identify any documents or statements submitted to support the claim.

**ITEM 12.** Enter the signature and title of a person authorized to sign on behalf of the company/claimant. The name of the person signing the claim should be typed or legibly printed under or beside the signature.

**ITEM 13.** Enter the date the claim was signed.