

Schedule D – ND Wholesaler’s Monthly Beer Report Electronic Filing

Per N.D.C.C. § 5-03-04, beer wholesalers shall pay the tax to the state tax commissioner on or before the fifteenth day of each month. Beer wholesalers shall make payment based on the total gallonage purchased from suppliers (alcoholic beverage manufacturer, importer, marketer, or wholesaler selling alcoholic beverages to a wholesaler licensed in this state for purposes of resale) or microbrew pubs the preceding calendar month.

N.D.C.C. § 5-03-06 also applies for any taxes imposed by this chapter, failure to pay such tax on the date payment is due, there must be added to the tax a penalty of five percent of the total amount of the tax or five dollars, whichever is greater, plus interest of one percent of the tax per month or fraction of a month of delay, except the month after the return or tax becomes due; and failing to furnish reports when required must be assessed a penalty of one hundred dollars for each day such reports are delinquent.

The Office of State Tax Commissioner has designated “Schedule D” as the wholesaler’s monthly tax report form to be used for reporting and paying taxes on beer. Schedule D is to be filed electronically using the following instructions and on the form prescribed by the Commissioner.

For purposes of this report, the following definitions apply:

“**Beer**” means any malt beverage containing one-half of one percent or more of alcohol by volume.

“**In bulk**” means in containers having a capacity not less than one-sixth barrel for use for the sale of malt beverages at retail.

“**Bottle or can**” means any container, regardless of the material for which made, having a capacity less than a bulk container for use for the sale of malt beverages at retail.

“**Gallon**” means US wine gallon equal to 128 ounces.

“**Supplier**” means an alcoholic beverage manufacturer, importer, marketer, or wholesaler selling alcoholic beverages to a wholesaler licensed in this state for purposes of resale.

“**Microbrew Pub**” means a brewer that brews ten thousand or fewer barrels of beer per year and sells beer produced or manufactured on the premises for consumption on or off the premises, or serves beer produced or manufactured on the premises for purposes of sampling the beer. Microbrew Pubs may sell to wholesale malt beverage licensees.

Schedule D Filing Instructions

**Use the Schedule D report form designated for electronic filing.
Each month begin with a new (blank) Schedule D report form.**

Only report invoices or transactions for the current reporting month on the original return; if you have invoices or transactions from a previous period that were not reported, or were reported in error, see amended return reporting instructions for correct reporting procedures – do not include these prior period entries on your current report.

Please Note: Calculation formulas have been provided in highlighted fields.

➡ **Begin with Schedule D Coversheet**

Report Period: Enter the calendar year and month covered on the report in the YYYYMM format (i.e., 200801).

Original or Amended return: Enter “O” for original return or an “A” for amended return.

Wholesaler Name: Enter the name you have on your N.D. Wholesaler’s Liquor License.

FEIN: Enter your wholesaler assigned 9 character Federal ID number with *no hyphens*.

ND Wholesaler License #: Enter your 3 character N.D. Wholesaler Beer License number.

Address, City, State, and Zip Code: Enter the Wholesaler’s mailing address using US Postal Code format.

Phone Number: Enter the contract person’s phone number.

Email Address: Enter the contact person's email address.

➡ **Next, complete the Wholesaler Beer Receipts Worksheet**

For each invoice or transaction, enter the following information:

- a. The code best describing the transaction, i.e. number 1, 2, or 3 as shown on the worksheet.
- b. The invoice date in the MM/DD/YYYY format, i.e. 01/20/2008. If no invoice date is applicable to receipt, enter the day of the receipt or transfer, or enter the last day of the month covered by report.
- c. The invoice number, if applicable, or **enter “99” if no invoice number is involved in this entry.**
When entering an actual invoice number, be sure to enter the entire number, including zeros and alpha characters.
- d. The license number of the entity supplying product. Suppliers and microbrew pubs have been assigned a 4 digit account number. A list of these numbers can be found on our web site at www.nd.gov/tax under “Alcohol/Forms”. If no number is available, please contact our office for instructions. No further purchases are to be made from that entity until they obtain a license. For one reporting month only, you may enter this purchase under number “6666” for that unlicensed entity so that the purchase can be reported. **If no number is applicable to transaction, enter “9999”.**
- e. Name of supplier, retailer, microbrew pub, etc., or enter an explanation of the transaction if no entity is involved.
- f. For each container category of can/bottle or bulk beer, convert total invoiced ounces or liters of beer received to gallons rounded to 2 decimal places (see Note below regarding conversion worksheet).
- g. The total gallon of beer entered as receipts for the reporting period for both the can/bottle beer and bulk beer is calculated in Block A and Block B. The total can/bottle beer in Block A is carried to line 1 on the coversheet and the total bulk beer in Block B is carried to line 5 on the coversheet.

Note: There is a beer conversion worksheet on our web site under “Alcohol/Electronic Filing” which can be used to calculate the conversion of beer volumes from can/bottle or bulk beer containers to gallons.

➡ **Next, complete the Wholesaler Beer Deductions/Exemptions Worksheet**

For each deduction or exemption:

- a. Enter the applicable deduction or exemption code (4, 5, 6, 7, 8 or 9) as described on worksheet.
- b. Enter the occurrence date in the MM/DD/YYYY format, i.e. 01/20/2008.
- c. For Code 6 deductions or exemptions, enter the license number of the entity supplying product.
- d. For Code 4 deductions or exemptions, enter the 2 character state abbreviation for the state where product was transferred (i.e., MN for Minnesota).
- e. Enter an explanation of each deduction or exemption listed.
- f. For each container category of can/bottle or bulk beer, convert total invoiced ounces or liters of beer purchased to gallons rounded to 2 decimal places (See Note above regarding conversion worksheet).

- g. The total gallons of beer entered as deductions for the report period for both the can/bottle beer and bulk beer is calculated in Block C and Block D. The total can/bottle gallonage in Block C is carried to line 2 on the coversheet and the total bulk gallonage in Block D is carried to line 6 on the coversheet.

➡ **Next, return to Schedule D Coversheet page and complete report beginning with Line 10:**

Lines 1 through 9 on the coversheet will automatically be filled in:

- Line 1: Total gallons purchased in can/bottle containers from Block A on receipts worksheet.
Line 2: Total gallons deducted or exempt from can/bottle containers from Block C on deductions/exemptions worksheet.
Line 3: Total taxable gallons (line 1 minus line 2).
Line 4: Tax due at \$.16 per gallon times the total gallons from line 3.
Line 5: Total gallons purchased in bulk containers carried from Block B of receipts worksheet.
Line 6: Total gallons deducted or exempt from bulk containers from Block D on deductions/exemptions worksheet.
Line 7: Total taxable gallons (line 5 minus line 6).
Line 8: Tax due at \$.08 per gallon times the total gallons from line 7.
Line 9: Total Alcohol Tax Due (line 4 plus line 8).

➡ **Begin Here:**

- Line 10: If filing an amended return, enter any previously paid tax from previously filed returns for this period.
Line 11: Total tax due with this report is calculated, Line 9 minus Line 10.
Line 12: Enter Penalty on late returns if applicable (5% of total tax due on line 9 or \$5.00, which ever is greater).
Line 13: Enter interest on late returns if applicable (1% of tax due per month except for month after the return or tax becomes due).
Line 14: Total tax, penalty, and interest due are calculated by adding Lines 11, 12, and 13.
Line 15: Enter any credit claimed from prior returns which have been previously approved (enter positive number).
Line 16: Total amount remitted with this return is calculated, Line 14 minus Line 15.

Electronically File Report:

Save a copy of this month's Schedule D report for your records.

Prepare an email to alcoholtax@nd.gov, enter your 3 digit wholesale license number in the subject line, and attach the completed Schedule D report. Be sure you are sending the report in the excel format prescribed by the Commissioner.

If you were required to file a tax report with another state for which a deduction was taken on "Schedule D – the deductions/exemptions worksheet", you will need to mail a copy of that report to the Alcohol Tax Section, Office of State Tax Commissioner, 600 E Boulevard Ave., Bismarck, ND 58505-0599 and indicate which Schedule D reporting period it pertains to.

If you were required to provide documented proof of Beer Breakage or other deductions taken on “Schedule D – the deductions/exemptions worksheet”, you will need to mail a copy of that documentation to the Alcohol Tax Section, Office of State Tax Commissioner, 600 E Boulevard Ave., Bismarck, ND 58505-0599 and indicate which Schedule D reporting period it pertains to.

Make Payment:

A check for payment of an electronic report will require a voucher to insure that the payment can be properly matched to the appropriate report. You will be required to complete a “Payment Voucher – Beer”, tax type 94, for the Schedule D report you are paying and submit it with your check. The voucher and payment must be mailed by the due date of the return.

Wholesalers of both beer and liquor can issue one check for the tax due for both tax types but must include a payment voucher for each tax type with the check; i.e., 1 check and 2 vouchers - a voucher for tax type 94 and a voucher for tax type 95, both of which total the check.

IMPORTANT REMINDERS

Make sure your check and voucher(s) are for the same total amount and balance with the tax due from your report(s).

North Dakota Beer Wholesalers are to include all beer purchased, transferred or shipped to the state of North Dakota and all sales or returns on the Schedule D report with the following exceptions:

1. You need not report beer purchased from another North Dakota wholesaler if the alcohol tax on that purchase has already been paid to North Dakota.
2. You need not report beer sold to another North Dakota wholesaler if you have previously reported and paid alcohol tax to North Dakota.
3. You should not take tax credits for beer sold to another North Dakota wholesaler.

All purchases and sales invoices being reported should **pertain to the reporting period**. **Amended Schedule D reports** should be filed when an invoice is missed or originally reported in error. See amended report instructions below for further instructions on submitting amended reports.

When filling out the Schedule D report don't leave blank rows between entries. All required fields must be completed for each entry, i.e., invoice date, invoice number, license number, name, and total gallons on worksheets. Don't submit a Schedule D that is linked to another file on your computer. Files can not be processed if they contain blank rows, links, or empty fields in a row.

All beer is to be reported in gallons rounded to two decimal places.

Electronic copies of sales or purchase invoices are not to be included with the Schedule D electronic report and paper copies are not to be mailed to the Office of State Tax Commissioner; however, all source documents must be made available upon request.

Wholesalers purchasing and selling liquor should report on Schedule B which is available on our web site or by contacting our office.

Amending Schedule D Reports:

Amended reports will be necessary when a wholesaler fails to report correctly during any month. To correct an original report, a “**total replacement**” amended report will have to be submitted.

If a wholesaler reports incorrect information for a reporting period, i.e. missing an invoice or incorrectly reporting the invoice information, the wholesaler will have to correct that month’s report – making it correctly reflect the transactions for that period and resubmit that period’s report as an “amended report”. The amended report information will then replace the information from the original report.

The wholesaler will enter an “A” for amended report instead of an “O” for original report on the Schedule D coversheet. The wholesaler will then enter the amount of tax “previously paid” in Line 10 so that Line 11 reflects the tax due or overpaid as a result of the new information. Previously paid tax entered on Line 10 would be the tax paid with the original return for that period

If the amount in Line 11 shows tax due, calculate and enter the penalty due on late returns (5% of total tax due on line 11 or \$5.00, which ever is greater) on Line 12 and enter interest on late returns if applicable (1% of tax due per month except for month after the return or tax becomes due) on Line 13. Line 14 automatically calculates the total tax, penalty and interest due.

If the amended report results in tax due, a payment would need to be made following the same procedure as with payments for original reports. If an overpayment is the result of the amended report, the wholesaler would enter a “C” for credit or “R” for refund in the appropriate box at the bottom of the coversheet.

Contacts:

Taxpayer Assistance: (701) 328-2702
FAX Number: (701) 328-1283
E-mail: alcoholtax@nd.gov
Web Site Address: www.nd.gov/tax

Mailing Address:

Alcohol Tax Section
Office of State Tax Commissioner
600 E Boulevard Ave. Dept. 127
Bismarck, ND 58505-0599