

# Schedule M

## Licensed Alcohol Carrier Monthly Report

### Electronic Filing Instructions

**North Dakota Century Code (N.D.C.C.) § 5-01-16 states that direct shipping, transporting, and delivery of alcoholic beverages direct to consumers in North Dakota by a person in the business of selling alcohol is illegal unless you are a licensed retailer or manufacturer in your state of domain and obtain a (1) direct shipper license and (2) a sales and use tax permit; or are a Logistics Shippers or an Alcohol Carriers licensed in North Dakota and are shipping product for a licensed direct shipper. N.D.C.C. § 5-01-16(3) penalties apply for illegally shipping, or transporting alcoholic beverages to North Dakota consumers.**

**This Schedule M is to be used by licensed alcohol carriers. The Schedule L report applies to licensed logistics shippers and Schedule G (beer) and Schedule H (wine and liquor) reports apply to licensed direct shippers.**

### **● Alcohol Carrier License and Reporting Requirements ●**

N.D.C.C. § 5-01-16 states that alcohol carriers must obtain a alcohol carrier license from the tax commissioner and shall pay an annual fee of one hundred dollars before making or causing a shipment of alcoholic beverage to be sent direct to an individual in this state and are subject to any requirements determined by the tax commissioner.

The alcohol carrier license is valid for one calendar year. Renewal notices are mailed out each year in November for the coming calendar year. Licenses must be renewed before the first day of the new calendar year and before any alcoholic beverages are shipped or delivered direct to individuals in this state during the new year.

A licensed alcohol carrier shall ensure all containers of alcoholic beverages shipped directly to an individual in this state are labeled with conspicuous words “SIGNATURE OF PERSON AGE 21 OR OLDER REQUIRED FOR DELIVERY”. A licensed alcohol carrier may not deliver alcoholic beverages to a person under twenty-one years of age, or to a person who is or appears to be in an intoxicated state or condition. A licensed alcohol carrier shall obtain valid proof of identity and age before delivery and shall obtain the signature of an adult as a condition of delivery.

A licensed alcohol carrier shall maintain records of alcoholic beverages shipped into, out of, or within this state which include the name of the licensed direct shipper or licensed logistics shipper, the date of each shipment, the recipient’s name and address and an electronic or paper form of signature from the recipient of the alcoholic beverages.

A licensed alcohol carrier shall submit a report to the tax commissioner on a monthly basis in the form and format prescribed by the tax commissioner. The Commissioner has designated “Schedule M” as the Alcohol Carrier’s monthly report form to be used for reporting alcohol transported and delivered direct to North Dakota consumers. Schedule M is a monthly report and is to be filed electronically using the following instructions and on the form prescribed by the Commissioner. If no transportation or delivery of alcoholic beverages was made during any month, a zero report must be filed. Amended reports must also be filed electronically.

The Alcohol Carrier Schedule M report is due on the last day of the month following the month of shipment; if the due date falls on a Saturday, Sunday, or legal holiday, the due date is the first working day after the due date.

N.D.C.C. § 5-03-06 also applies for any reports required by this chapter, failure to furnish reports when required must be assessed a penalty of one hundred dollars for each day such reports are delinquent.

**For Schedule M purposes, the following definitions apply:**

“**Alcoholic Beverages**” means any liquid suitable for drinking by human beings, which contains one-half of one percent or more of alcohol by volume.

“**Liquor**” means any alcoholic beverage except beer.

“**Alcohol**” means neutral spirits distilled at or above one hundred ninety degrees proof, whether or not such product is subsequently reduced, for nonindustrial use.

“**Distilled Spirits**” means any alcoholic beverage that is not beer, wine, sparkling wine, or alcohol.

“**Sparkling Wine or Champagne**” means **wine** made effervescent with carbon dioxide and is reported as wine.

“**Wine**” means the alcoholic beverage obtained by fermentation of agricultural products containing natural or added sugar or such beverage fortified with brandy and containing not more than twenty-four percent alcohol by volume.

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

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

“**Direct Shipper**” means a person that is licensed by the commissioner and ships or causes to be shipped alcoholic beverages directly into this state to a consumer for the consumer’s personal use and not for resale.

“**Licensed alcohol carrier**” means a person licensed to transport or deliver alcoholic beverages to a consumer without first having the alcoholic beverage delivered through a wholesaler licensed in this state.

“**Licensed logistics shipper**” means a person that provides fulfillment house services, including warehousing, packaging, distribution, order processing, or shipment of alcoholic beverages on behalf of a licensed direct shipper and by way of a licensed alcohol carrier.

“**Recipient**” means the North Dakota individual or consumer whose name appears on the package containing the alcoholic beverage.

## Schedule M Filing Instructions

➡ **Begin by completing the following fields under the report heading, do not leave any field blank, and always use the actual Schedule M report form designated by the tax commissioner:**

**Report Period:** Enter the calendar year and month covered on the report in the YYYYMM format (i.e., 201401).

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

**Alcohol Carrier’s Name:** Enter the name you have on your N.D. Alcohol Carrier License.

**Alcohol Carrier’s FEIN:** Enter the company assigned 9 character Federal ID Number.

**Alcohol Carrier’s License Number:** Enter your 5 character N.D. 60000 series license number.

**Alcohol Carrier’s Address, City, State, and Zip Code:** Enter the mailing address using US Postal code formatting.

**Alcohol Carrier’s Phone Number:** Enter the phone number of the contact person.

**Alcohol Carrier’s Email Address:** Enter the contact person's email address.

➡ **Next, if any of the account information entered above has changed, check the box to update your license information in our office.**

➡ **If No shipments were made during this reporting period, check the box for a zero report. Stop here and go to Electronic Filing Instructions below.**

➡ **If shipments were made during this reporting period, go to line 26 of the spreadsheet and enter all required information for each individual shipment of alcoholic beverages. **Do not leave any blank rows**, leaving blank rows in the worksheet will cause the report to load incorrectly or suspend.**

**Column A:** Enter the Recipient’s ship date using the correct format, i.e., mm/dd/yyyy. **A Recipient is the North Dakota consumer whose name appears on the package containing the alcoholic beverage.**

**Column B:** Enter the Recipient’s Shipment Tracking Number.

**Column C:** Is OPTIONAL, alcohol carrier may enter the N.D. license number of the entity responsible for sending this shipment:

North Dakota Logistics Shipper license numbers are a five digit number in the 40000 series

North Dakota Direct Shipper license numbers are a five digit number in the 90000 series

North Dakota Domestic Winery license numbers are a five digit number in the 07000 series

North Dakota Wineries Direct to Retail license numbers are five digit numbers in the 30000 series

North Dakota Taproom license numbers are a five digit number in the 20000 series

North Dakota Supplier license numbers are a five digit number in the 01000 series

License account numbers are listed on our web site [www.nd.gov/tax](http://www.nd.gov/tax) under **TAP, Alcohol License Lookup**.

**Column D:** Enter the name of the licensee responsible for shipping alcohol to this consumer.

**Column E:** Enter the street address corresponding to the name of the licensee in Column D.

**Column F:** Enter the city location corresponding to the name of the licensee in Column D.

**Column G:** Enter the state location corresponding to the name of the licensee in Column D.

**Column H:** Enter the zip code corresponding to the name of the licensee in Column D.

**Column I** Enter the Recipient's name.

**Column J** Enter the Recipient's street address.

**Column K:** Enter the Recipient's city location.

**Column L:** Enter the Recipient's state location.

**Column M:** Enter the Recipient's zip code.

### ● Important filing Reminders ●

▶ **Do not leave any rows blank in the shipment reporting section. Leaving blank rows will cause the report to load incorrectly or suspend and not load at all. Reports that suspend are not considered filed and failure to file penalties may apply. Reports that load incorrectly will not contain all of the information and will need to be amended.**

➡ **Next, follow the instructions below to electronically file the Schedule M report.**

### **Electronically File Report**

**Step 1:** Save a copy of this month's report in the Excel format for your records.

**Step 2:** Prepare an email to [alcoholtax@nd.gov](mailto:alcoholtax@nd.gov), enter your 5 digit license number in the subject line, and attach the completed Schedule M report. Be sure you are sending the report in the Excel format prescribed by the Commissioner. Send only one Schedule M report per email. Electronic reports must be submitted by the due date to be considered timely filed.

**Step 3: Watch for an email reply** either **(1)** confirming receipt of the report which was able to be processed, OR **(2)** a reply informing you that your report was not correct and would not process. If you get an email stating that your report would not process, you must correct the reporting errors and resend the report until you get confirmation that it was acceptable and would process. Reports that are received but that cannot be processed are not considered filed and may cause penalties to occur if the report is not corrected on or before the due date.

## **Amending Schedule M Reports**

Amended reports will be necessary when an alcohol carrier fails to report correctly. To correct an original report, a “**total replacement**” amended report will have to be electronically submitted.

The preparer will enter an “A” for amended report in the report heading instead of an “O” for original report on the amended Schedule M report. Complete the report as it should have been filed and submit it following the electronically file report instructions above.

### **Contacts:**

Sales & Special Taxes Compliance Section  
Office of State Tax Commissioner  
600 E. Boulevard Ave., Dept. 127  
Bismarck, ND 58505-0599

Taxpayer Assistance: 701.328.2702  
701.328.3158

FAX Number: 701.328.0336

Website Address: [www.nd.gov/tax](http://www.nd.gov/tax)  
Email Address: [alcoholtax@nd.gov](mailto:alcoholtax@nd.gov)