



## Schedule D Wholesaler's Monthly Beer Report Electronic Filing Instructions

Per North Dakota Century Code (N.D.C.C.) § 5-03-04, licensed North Dakota beer wholesalers must file a monthly tax report with the North Dakota Office of State Tax Commissioner and make payment based on the total gallonage purchased the previous month.

Beer purchases include all malt and malt substitute beverages purchased, received, or delivered to a North Dakota wholesaler from suppliers, manufacturer, importers, marketers, microbrew pubs, brewer taprooms, other wholesalers, or any other entity; and, should include any alcoholic beverage on which the North Dakota excise tax has not been paid.

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. The Schedule D is due on or before the 15th of the month following the month purchases were made, and is to be filed electronically using the following instructions and on the form prescribed by the Office of State Tax Commissioner. The Schedule D report is required even if no purchases were made.

N.D.C.C. § 5-03-06 also pertains to taxes imposed by this chapter. For wholesalers failing to pay such tax on or before the due date, 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. For failure to file reports on or before the due date, wholesalers may be assessed a penalty of 100 dollars for each day such reports are delinquent.

### 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 and includes an alcoholic beverage made by the fermentation of malt substitutes, including rice, grain of any kind, glucose, sugar, or molasses, which has not undergone distillation.

**"In bulk"** means in containers having a capacity not less than one-sixth barrel for use for the sale of malt beverage 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 U.S. 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.

### 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.
- Calculation formulas have been provided in highlighted fields.

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### Schedule D Coversheet

1. **Report Period:** Enter the calendar year and month covered by report in YYYYMM format (i.e., 202003).
2. **Original or Amended Return:** Enter “O” for original return or an “A” for amended return.
3. **Wholesaler Name:** Enter the name you have on your North Dakota Wholesaler Beer License.
4. **FEIN:** Enter your company assigned nine-digit Federal Identification number with **no hyphens**.
5. **North Dakota Wholesaler License Number:** Enter your five-digit North Dakota Wholesaler Beer license number.
6. **Address, City, State, and Zip Code:** Enter the wholesaler’s mailing address using the U.S. Postal Code format.
7. **Phone Number and Email Address:** Enter the contact person’s telephone number and email address.

### Wholesaler Beer Receipts Worksheet

For each invoice or transaction, enter the following information:

#### Column A:

The code best describing the transaction, i.e., number 1, 2, or 3 as shown on the worksheet. For purposes of beer from another North Dakota Wholesaler, enter that invoice using code 3 and complete all required fields.

#### Column B:

The invoice date in the MM/DD/YYYY format, i.e., 02/15/2020. 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.

#### Column C/D:

The invoice number, or **enter “9999” if no invoice number is involved in this entry.**

#### Column E:

North Dakota License Number - (**Do not enter Direct Shipper Account Numbers**), suppliers, microbrew pubs, and brewer taprooms have been assigned a five-digit account number beginning with zero, i.e., 02002 for suppliers, 08000 for microbrew pubs, and 20000 for brewer taprooms. A list of these numbers can be found at [tax.nd.gov/AlcoholLookup](http://tax.nd.gov/AlcoholLookup).

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.

#### Column F:

Enter the name of the wholesaler, supplier, microbrew pub, brewer taproom, etc., or enter an explanation of the transaction if no entity is involved.

Do not include beer purchased from another North Dakota wholesaler when the North Dakota excise tax has already been paid by the other North Dakota wholesaler.

#### Columns G and H:

For each container category of can/bottle or bulk beer, convert total invoiced ounces or liters of beer received to gallons rounded to two decimal places (see the note below regarding conversion worksheet).

The total gallons 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:** A beer conversion worksheet, called Liquor and Beer Package Conversion to Gallons Chart that can be used to calculate the conversion of beer volumes from can/bottle or bulk beer containers to gallons is available at [tax.nd.gov/AlcoholTax](http://tax.nd.gov/AlcoholTax).

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### Wholesaler Beer Deductions/Exemptions Worksheet

For each deduction or exemption, enter the following information:

**Column A:**

Enter the applicable deduction or exemption code (4, 5, 6, 7, 8, or 9) as described on the worksheet.

**Note:** A form, called Report of Destruction if Alcoholic Beverages is available at [tax.nd.gov/AlcoholTax](http://tax.nd.gov/AlcoholTax) and should be emailed along with reports to [alcoholtax@nd.gov](mailto:alcoholtax@nd.gov) matching the totals reported with Code 9 on the deduction schedule of the report.

**Column B/C:**

Enter the occurrence date in the MM/DD/YYYY format, i.e., 02/20/2020.

**Column D/E:**

For Code 6 deductions or exemptions, enter the license number of the entity supplying product.

**Column F:**

For Code 4 deductions or exemptions, enter the two character state abbreviation for the state to where the product was transferred (i.e., MN for Minnesota).

**Column G:**

Enter an explanation for each deduction or exemption.

**Columns H & I:**

For each container category of can/bottle or bulk beer, convert total invoiced ounces or liters of beer purchased to gallons rounded to two decimal places (see the note above regarding conversion worksheet).

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.

**Do not take deductions or exemptions on beer transferred out of state unless you report and pay the alcohol excise tax for this beverage to the state you are transferring it to.**

### Tribal Sales Schedule

**Column A:**

Enter the schedule code that best describes the transaction, i.e., number 4, 5, or 6 as shown on the worksheet.

**Column B:**

Enter the retailer’s license number. This may be a series of letters and/or numbers issued by the tribe or the North Dakota Attorney General’s Office.

**Column C:**

Enter the name of the retailer.

**Column D:**

Enter the tribal code that matches the location/affiliation of the retailer, i.e., letter A represents sales to a retailer located within the boundaries of the MHA reservation (Mandan, Hidatsa, and Arikara Nation).

**Columns E-F:**

Enter the grand total of all sales for the reporting period to each individual retailer in gallons, rounded to two decimal places, in the appropriate category. Complete a separate line entry for each retailer to whom alcohol was sold. Do not leave blank rows.

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### Return to Schedule D Coversheet and Complete Report Beginning with Line 10:

Lines 1 through 9 are automatically filled in based on information entered on the corresponding schedules.

#### Review for accuracy:

- Line 1: Total gallons purchased in can/bottle containers carried from Block A on receipts worksheet.
- Line 2: Total gallons deducted or exempt from can/bottle containers carried from Block C on deductions/exemptions worksheet.
- Line 3: Calculates total taxable gallons, line 1 minus line 2.
- Line 4: Calculates tax due, \$.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 carried from Block D on deductions/exemptions worksheet.
- Line 7: Calculates total taxable gallons, line 5 minus line 6.
- Line 8: Calculates tax due, \$.08 per gallon times the total gallons from line 7.
- Line 9: Calculates total tax due, line 4 plus line 8.

#### Begin Here:

- Line 10: **If filing an amended return**, enter previously paid tax from original return for this reporting period.
- Line 11: Calculates total tax due for this report, 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, whichever 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: Calculates total tax, penalty, and interest due, sum of lines 11, 12, and 13.
- Line 15: **Enter** the total amount remitted with this return. This will be the amount you want drawn from your account using ACH Debit or the amount of your check sent to our office with payment voucher.

### Electronically File Report

Completed reports are to be filed electronically as required under N.D.C.C. §§ 5-01 and 5-03 on North Dakota Taxpayer Access Point (ND TAP) - [tax.nd.gov/tap](https://tax.nd.gov/tap). Be sure you are submitting the report in the Excel .xlsx format prescribed by the Office of State Tax Commissioner.

New users will need to register for ND TAP access at [tax.nd.gov/tap](https://tax.nd.gov/tap). Please follow these steps to create your ND TAP account:

- Sign Up for Access
  - Create an ND TAP logon and password. An authorization code will be either mailed or emailed to you or the business depending on the access level chosen.
- Log in to ND TAP
  - Once you receive your authorization code you may log in to ND TAP. The authorization code is only used the very first time you log in to ND TAP. You may discard the code after successfully logging into the system.
- Add access to account(s)
  - Once a user is logged in, he/she can request access to an account by selecting “Add / Grant Access” then “Add Access to Another Account” and enter the following information about the taxpayer and account:
    - Entity Type (Corporation, Sole Proprietor, etc.)
    - Identification Number (FEIN or SSN)
    - Type of Account (Beer Tax)
    - Account Number
    - Letter ID (from a recent letter issued on the account). The ND TAP authorization code letter will not work for this step; it must be a letter specific to your beer tax account.

### **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 electronically submitted.

The wholesaler will enter an “A” for amended report instead of an “O” for original report on the Schedule D coversheet. After completing the report as it should have been reported, enter the amount of “Tax Previously Paid” on line 10 so that line 11 reflects the additional tax due or overpaid amount as a result of the new information.

If the amount on line 11 shows additional tax due, calculate and enter the penalty due for late payment (5% of total tax due on line 11 or \$5.00, whichever is greater) on line 12 and enter interest for late payment, 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. Enter the amount of your payment on line 15. If an overpayment results from the amended report, zero should be entered on line 15 and a refund will be issued.

### **Reminders**

- North Dakota Beer Wholesalers are to include all beer purchased, transferred, or shipped during the reporting period and all sales or returns on the Schedule D report with the following exceptions:
  1. Do not report beer purchased from another North Dakota wholesaler if the alcohol tax on that purchase has already been paid to North Dakota.
  2. Do not report beer sold to another North Dakota wholesaler if you have previously reported and paid alcohol tax to North Dakota.
  3. Do 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 for further instructions on submitting amended reports.
- When completing the Schedule D worksheets do not leave blank rows between entries. All required fields **must** be completed for each entry. Reports cannot be processed if they contain blank rows, 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 invoices must be made available upon request.

#### **Contacts:**

Taxpayer Assistance: 701-328-2702  
Fax Number: 701-328-1950  
Email: [alcoholtax@nd.gov](mailto:alcoholtax@nd.gov)  
Website: [tax.nd.gov](http://tax.nd.gov)

#### **Mailing Address:**

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