Oregon Wine Board Returns and Payments

Oregon Privilege Tax Online System DECEMBER 2022

Definitions

- IN STATE OWB License Types: Wineries, GSP and Unlicensed Vineyards
- *Filings* this is the section where you will enter your data for Oregon Wine Board filings.
- *Invoices* Every return creates two invoices. Even if you have filed a zero-dollar return, two invoices are created. The Invoice section in the system is where you go to pay. You select an invoice or invoices and then use the process to submit your electronic payment.
- Payments this section displays the records of all payments that have been made in the OPTO system and their corresponding invoice links.

Creating a Return – Helpful Tips

- You need a userID, Account and an Active License in order to create a tax return. If you have questions about userID's, accounts or licenses, please refer to the documentation found on the <u>OLCC Resource Page</u>.
- You can create a return, exit the system and return later to continue working.
- A return is <u>not finished</u> until it is Submitted (Status = Complete).
- Once a return is Complete, you will be able to see the associated invoices and pay.
- OWB Allows users to pay ½ OR MORE of the total amount due on 12/31 and remaining amount on 6/30. The system creates two invoices, if you want for the entire amount due for BOTH invoices, then Select BOTH invoices when paying.

IMPORTANT NOTE: You must have a UserID, Account and ACTIVE license to create a return

STEP 1 Login to Oregon Privilege Tax System https://or.setsonline.com

STEP 2 –Option 2 Use Menu to Go to Next Steps

Click on Accounts then Manage Accounts

SICPA OLCC Onli	ne Privilege Tax Solution	Home Accounts -			
Dashboard		Create Account Manage Accounts 2			
Start n PT1010440.SOMEV PT1020270.SOMEV PT1051080.SOMEV	/HERE	Filing in progress Great job, you are all caught up!		ement due on DISREGAR INDICATOR DATI	OF DUE
Account 1	Messages g Refre	sh			
License 0	From		Date Sent	Message	
Filing 0	Demo@sicpa.com		08/23/2022 6:24:56 AM	I need help	
Claim 0				1 Message Found	

STEP 3

Click on Forms Tab then click on Manage Filings

Accounts		
Q Type to search A TRAINING COMPANY	A TRAINING COMPANY () PRIMARY CONTACT ACCOUNT NUMBER AC670090 (555) 555-1212 Mister.Primary@training.com	Active
	LEGAL BUSINESS N EXPORT Claim MPANY BUSINESS TRADE Name A TRAINING COMPANY	t 2
τ.	ACCOUNT NUMBER AC670090 PHONE NUMBER (555) 555-1212 FAX NUMBER (555) 555-1313 WEBSITE https://TrainingCo.com	
1 Record Found		

STEP 4 Click on Add Filing

STEP 5

Select the license to create the return for. (NOTE: Winery is used in this **EXAMPLE**. You may have a different license showing in your list.)

Accounts				
Q Type to search	Active -	A TRAINING COMPANY 🌐	Active	
A TRAINING COMPANY	Active	 PRIMARY CONTACT (555) 555-1212 Mister.Primary@training.com 	ACCOUNT NUMBER AC670090	
		Profile Address Filers Contac	cts License Forms - Billing -	
		FILINGS		Add Filing -
		Type to search	Q T	DS : PT1010440 : SOMEWHERE WSD : PT1020270 : SOMEWHERE WINERY (WH) : PT1051080 : SOMEWHERE
		WSD - PT1020270 JUL 2022 - Original (1)	Last Modified: 07/25/2022	Complete 🕞 🗸 Actions -
		DS - PT1010440 Q2 2022 - Amendment (2)	Last Modified: 06/15/2022	Complete 📑 🗸 Actions -
			2 Records Found	
1 Record Found	~			

STEP 6

Select the checkbox to indicate that you are filing an OWB (Oregon Wine Board) tax return.

STEP 7

MODIFY the Filing Period to Year = 2022 (This is the first year that will be due in online system.)

STEP 8 Click Create Filing

Filing				Back to Account
A TRAINING COMP	ANY 🌐 Active			*
	CREATE FILING	•		
	IS THIS AN OWE FILING?	6		
	FILING PERIOD *	₿ 2022 7	8 Create Filing Cancel	
			· · · · · · · · · · · · · · · · · · ·	



Make sure you select the appropriate year! The first year that OWB is filed electronically is for the year 2022!

Entering your Transactions – **READ ME!**

- The electronic transaction forms have been set up to **<u>closely resemble</u>** the paper forms!
- In the following slides each section will contain two similar slides / images
 - The first slide/image you will see is the PAPER version of the section that has been used for previous Oregon Wine Board annual filings.
 - The second slide/image will be the electronic version of the paper form
- All Schedules **MUST** either be marked as Not Applicable **OR** have records entered.



Please check the OWB FAQ to determine if the schedule applies to you. If the schedule does not apply to you, please click the Not Applicable toggle.

• If you are unsure if a schedule applies to you, **STOP!** You can check the OWB FAQ's for information. The FAQ's can be found here: <u>https://us.sicpa.com/olcc-training-resources/alcohol/owb</u>

Transactions – Sch A Section 1 Paper Form

OREGON WINE BOARD TAX REPORT SUPPORTING SCHEDULE A

Per ORS 473.045 the OLCC has been designated to collect the annual tax imposed upon the sale or use of all agricultural products used in a winery for making wine as well as the tax for all Oregon grapes exported from the state for the purpose of making wine.

SECTION 1	Vinifera or	pe products	
Activity or end use	Oregon grapes (tons) Column H	Imported grapes (tons) Column I	Wine produced from juice or concentrate (convert gallons to tons for tax calculation) Column J
1. Harvested and/or received			
 Quantity <u>you</u> used for making wine (enter on line 1, column A, B, or C of page 1) Include tons used for making wine for other licensees. 			
3. Quantity used or sold for making other products			
Quantity sold or provided to other wineries within Oregon (attach a detailed list that includes winery name, address and tonnage sold or provided.)			
Quantity sold or provided to other wineries outside of Oregon (Please complete Schedule B for tax liability amount)			
6. Returned purchases			
7. Destroyed/losses			
8. Total of lines 2 through 7 (must equal line 1)			

Transactions – Sch A Section 1 Electronic Form

ADD SCHEDULE A SECTION 1			
		VINIFERA OR HYBRID GRAPE OR GRA	PE PRODUCTS
	OREGON GRAPES (TONS)	IMPORTED GRAPES (TONS)	WINE PRODUCED FROM JUICE OR CONCENTRATE
1. Harvested and/or received			
2. Quantity you used for making wine. Include tons for making wine for other licensees			
3. Quantity used or sold for making other products			
4. Quantity sold or provided to other wineries within Oregon			
5. Quantity sold or provided to other wineries outside of Oregon (if entered, Schedule B is required)			
6. Destroyed/Losses			
7. Total of lines 2 through 6. Sum must equal line 1			
Wine made from all other agricultural products EXCEPT vinifera or hybrid grape and grape products (GALLONS)			
			Save

Enter Transactions – Schedule A Section 1 Electronic Form -- LINE 2



When filling in Schedule A Section 1:
Only someone holding a TTB
Producer's Permit should enter values
On Line 2

Transactions – Section 2 part (1) and (2)

SECTION 2

address.

2

make wine for each client in this tax year.

Check box if you are a Custom Crush (make wine for others) Facility: Please attach a list of custom crush clients and the tonnage used to Check box if you are a Custom Crush Client and your wine is made by a Custom Crush Facility: Please attach a list of the facility name and

← PAPER FORMS

		STREET ADDRESS	S *				
	× ¥						
ACCOUNT ID : PRIVILEGE TAX NUMB		CITY *	STATE *	\$			
	X ¥	ZIP CODE *	COUNTRY *				
			United States of America	\$			
NUMBER OF TONS USED TO MAKE W	VINE FOR THIS CLIENT *						
						— (F	ELECTRONIC FO
ADD SCHEDU	LEASECTION 2(2)						
ADD SCHEDUI	LE A SECTION 2(2)					``	
		STOM CRUSH FACILITY NAM		STREET ADDRE	SS *		
	2 ^{cus}		× Y	STREET ADDRE	55*	STATE *	
If you do not have	2 ^{cus}	STOM CRUSH FACILITY NAM	× Y		SS*		÷
If you do not have com crush clients or	2 ^{cus}		× V		SS* COUNTRY*		
If you do not have com crush clients or com crush facilities,	2 ^{cus}		× V	CITY•		STATE *	÷
If you do not have tom crush clients or tom crush facilities, should use "Not	2 cus acc	COUNT ID : PRIVILEGE TAX	× V	CITY•	COUNTRY*	STATE *	\$
If you do not have tom crush clients or tom crush facilities, should use "Not plicable" toggle option	2 cus acc	COUNT ID : PRIVILEGE TAX	× ♥ NUMBER × ♥	CITY•	COUNTRY*	STATE *	\$

Transactions – Schedule B – Paper Form

It is the responsibility of the Oregon Grower to report to the OLCC who they exported grapes to and if the receiving entity holds a license with OLCC. If they do not, it is the Growers responsibility to report and pay the \$12.50 per ton tax on product exported.

SCHEDULE B	
	Exported Oregon Product
1. Oregon grapes shipped out of state (tons)	
2. Rate of tax	\$12.50
3. Amount of tax (line 1 multiplied by line 2) This amount goes to Page 1 line 5	

DETAIL OF GRAPES EXPORTED

You can access a list of current OLCC licensed entities by visiting the OLCC website @ <u>www.Oregon.gov/olcc</u> for there you will need to go to licensing & permits, liquor licensing and under the resources area choose "List of All Licensed Businesses", you can then choose to view the information in PDF or Excel. If additional space is need please attach documentation.

Name of Purchasing Entit	Location of Purchasing Entity	Number of Tons Exported	Exempt from Tax (yes/no)	OLCC License #

Enter Transactions – Schedule B – Electronic Form

ADD SCHEDULE B									
PURCHASING ENTIT	Y NAME *	STREET ADORES	s •						
	× ~					Blank	Entry for	rm for	
PT (LICENSE #		спу•	CITY* STATE*				k Entry form for dule B - Details of		
	× ~			•					
		ZIP CODE *	COUNTRY*	rica s		Grape	es Export	ed	
			onice onice of circle						
NUMBER OF TONS E	EXPORTED *								
				s	ave and Add Anoth	er Save and Close Cancel			
	SCHEDULE B					NOT APPLICABLE			Add Schedule Detail
	THIS SCHEDULE SHOULD ONLY BE COMPLETED I	F YOU SELL GRAPE	S TO ENTITIES OUTSIDE	OF OREGON. IF YOU DO NOT	, MARK AS NOT A	PPLICABLE			
-	It is the responsibility of the Oregon Grower to repo	rt to the OLCC who the	ey exported grapes to and i	f the receiving entity holds a lice	ense with OLCC. If t	they do not, it is the Growers responsibilit	y to report and pay the \$	\$12.50 per ton tax on p	roduct exported.
	Type to search		QT	r					
1						Tons Subject to Tax	Tax Rate	Amount	
			Vinifera or hybri	d grape products exported		1,000	\$12.50	\$12,50	00.00
View after the entry of	Name of Purchasing Entity	Address	City	State	Zip Code	Country	Tons Exported	Exempt?	
a single record entered	A TRAINING COMPANY : PT1051080	123 MAIN STRE	ET SOMEWHE	RE Washington	22222	United States of America	1,000	No	Actions -
and saved.				1 Record For	und				

Entering Transactions – Schedule B



For Schedule B transactions, if you select a Purchasing Entity Name that is in the system the entry will be marked as Exempt from Tax. If the company that is entered is not licensed in the system, the record will create a tax amount due.

PURCHASING ENTITY NAME *		You have select	ed a company that has	s not been set un in						
COMPANY NOT IN THE SYSTEM	××	the system. Ple correctly.	ase verify that you hav	e entered this value	ļ ķ	oress	Save and Close			
PT / LICENSE #	ST	REET ADDRESS*				,				
	x ~ 1	23 NOT REAL	STREET							
	CIT	Y*	S	TATE *						
	4	IOWHERE		Washington	\$					
NUMBER OF TONS EXPORTED *	ZIP	CODE *	COUNTRY *							
5.00000		1111	United States of Am	nerica	\$					
						_				
SCHEDULE B							NOT APPLICABLE			+ Add Schedule Detail
	ILY BE COMPLETED IF YOU SELL GF regon Grower to report to the OLCC w			·		sponsibility to report and pay the 3	\$12.50 per ton tax on product exported.			
Type to search				Q T						
							Tons Subject to Tax	Tax Rate	Amount	
				Vinifera or hybrid grape proc	ducts exported		5	\$12.50	\$62	2.50
Name of Purchasing Entity		Address		City	State	Zip Code	Country	Tons Exported	Exempt?	
COMPANY NOT IN THE SYST	TEM	123 NOT REAL S	TREET	NOWHERE	Washington	11111	United States of America	5	No	Actions -
					1 Record F	Found				



KNOW WHAT YOU OWE!

Before you Submit the filing, make sure to preview your statement!

Filing									Back to Account
A TRAINING	COMPANY (Company) Active							2022 - Original (1) 🔻	▼ 🕅
Show Count SchA SEC1 Entries	SCHEDULE B THIS SCHEDULE SHOULD ONLY BE COMPLETE It is the responsibility of the Oregon Grower to re						ity to report and pay the \$		+ Add Schedule Detail
SchA SEC2(1) Entries 2 SchA SEC2(2) Entries 3	Type to search	Vinif	Q T era or hybrid grape pro	oducts exported		Tons Subject to Tax	Tax Rate \$12.50	Amount \$62	of Tax 2.50
SchB	Name of Purchasing Entity	Address	City	State	Zip Code	Country	Tons Exported	Exempt?	
Entries 1	COMPANY NOT IN THE SYSTEM	123 NOT REAL STREET	NOWHERE	Washington	11111	United States of America	5	No	Actions -
				1 Record Fou	Ind				
							Submit Filing	Preview Statement	Back to Account
								1	

PREVIEW YOUR STATEMENT!!

You can download and/or print the return.

Oregon Liquor Cannabis Commission

Oregon Wine Board Tax Report Statement For In State Licensees

A TRAINING COMPANY			2022	Original	
123 MAIN STREET	SOMEWHERE			OWB1051080	
	harvested or imported	roducts, true or hybrid, , into the State of Oregon, sed to make wine	Wine produced from juice or concentrate (tons)	Wine made from all other agricultural products EXCEPT vinifera or hybrid grape	
	Oregon grapes (tons)	Imported grapes (tons)		and grape products (gallons)	
Product description:	Column A	Column B	Column C	Column D	
1. Vinifera or hybrid grape or grape products you used to make wine	1	1	1		
2. Other agricultural (non-vinifera) products that you used to make wine				30	
3. Rate of tax	\$25.00	\$25.00	\$25.00	\$0.021	
4. Amount of tax (line 1 or 2 multiplied by line 3)	\$25.00	\$25.00	\$25.00	\$6.30	
5. Tax for exported grapes from Schedule B	•	-		\$62.50	
6. Total Tax Liability (Sum of Line 4, columns A through D + Line 5)				\$143.80	

Reports for the calendar year are due on December 31st of that year. Half of the assessment obligation for the year must be paid on or before December 31st. The remaining half is due on June 30th of the following year. If not paid timely, the appropriate penalty and interest will be added and collected, as required by ORS 576.771.

Submit to Commit!

	Online Privilege Tax Solution 😤 Home	E Accounts 💌	Submit Filing		>	×		💄 Training Use	er 🍠 FAQ Logout 🕅
Filing A TRAINING	G COMPANY 🌐 Active		I swear, under penalty true, correct and comp am the individual who authorization to subm entity.	olete. By signing below prepared this form an it such on behalf of th	v, I acknowledge that nd have the			2022 - Original (1) 🕶	Back to Account
Show Count SchA SEC1 Entries SchA SEC2(1)	SCHEDULE B THIS SCHEDULE SHOULD ONLY BE COM It is the responsibility of the Oregon Grow			50N. IF 100 DO NO					+ Add Schedule Detail product exported.
Entries 2 SchA SEC2(2) Entries 3			Vinifera or hybrid grape p	products exported		Tons Subject to Tax ଚ	Tax Rate \$12.50		at of Tax 32.50
SchB	Name of Purchasing Entity	Address	City	State	Zip Code	Country	Tons Exported	Exempt?	
Entries 1	COMPANY NOT IN THE SYSTEM	123 NOT REAL STREET	NOWHERE	Washington	11111	United States of America	5	No	Actions -
				1 Record F	ound				
							Submit Filing	Preview Statemer	nt Back to Account

Congratulations!

When your tax return shows Complete, you are done with the filing portion. Next: LET'S PAY!

Profile Address Filers Contacts License	Forms Billing	
FILINGS		Add Filing -
Type to search	Q T	C Refresh
WINERY - OWB1051080 2022 - Original (1)	Last Modified: 12/04/2022	Complete Complete
WSD - PT1020270 JUL 2022 - Original (1)	Last Modified: 07/25/2022	Complete Actions -
DS - PT1010440 Q2 2022 - Amendment (2)	Last Modified: 06/15/2022	Complete Actions -
	3 Records Found	

Making a Payment – READ ME!

- The Invoice Page shows you what remains to be paid, Payments page shows you history of what was paid!
- DO NOT use the "Add Funds" option.
- On the due date of 12/31, half of the total amount is due. You can select to pay half or more than half.
- IF you want to pay the FULL amount: Select both Invoices and then click Pay Selected Invoices.
- If you only want to pay the ½ of the full amount due, only select the Invoice that shows a due date of 12/31/202#.

Invoice and Payment – Step by Step



Profile	Address	Filers	Contacts	License	Forms 🔻	Billing 🕶	1				
winer					2	Invoices Credit Ma Payments Q			\$ Pay Selecte	d Invoices(\$143.80) 🕇	A d Funt to License
\checkmark	Filing Info		License Info		Location		Invoice Info	Total Amount	Balance	Due Date	Status
√ 3	2022 Original (1)		WINERY OWB1051080		SOMEWHER	₹E	INV0000079190 12/04/2022	\$71.90	\$71.90	12/31/2022	Unpaid
\checkmark	2022 Original (1)		WINERY OWB1051080		SOMEWHER	RE	INV0000079191 12/04/2022	\$71.90	\$71.90	06/30/2023	Unpaid
							2 Records Found				

Invoice and Payment – Step by Step

STEP 1, 2, 3 and 4

Invoicing

Use the invoice page to select what you want to pay. You can pay more than one invoice at a time or individually. Click Billing (1), then Invoices (2). Then select the invoices you want to pay (3). Then click Pay Selected Invoices button (4).

Profile	Address	Filers	Contacts	License	Forms 🔻	Billing 🕶	1				
winer					2	Invoices Credit Ma Payments	nagement Clear		4 \$ Pay Selecte	d Invoices(\$143.80) +	Actification Sector
~	Filing Info		License Info		Location		Invoice Info	Total Amount	Balance	Due Date	Status
√ (3)	2022 Original (1)		WINERY OWB1051080		SOMEWHER	₹E	INV0000079190 12/04/2022	\$71.90	\$71.90	12/31/2022	Unpaid
	2022 Original (1)		WINERY OWB1051080		SOMEWHER	RE	INV0000079191 12/04/2022	\$71.90	\$71.90	06/30/2023	Unpaid
							2 Records Found	d			

Payment – Step by Step

STEP 5

Credit – toggle to apply or un-apply

STEP 6

Verify the Amount you wish to Pay (The amount will be reduced by the amount of credit if you selected to use it.)

STEP 7

Pay – this button will take user OUT of OPTO to the US Bank site for payment. As US Bank owns that website, those screens will not be shown in this training document.

ent Detail			Back to Account
COMPANY NAME		PRIVILEGE TAX ID	
A TRAINING COMPANY		PT1051080	
FILING PERIOD		INVOICE NUMBER	
2022		INV0000079190	
APPLY PAYMENT AMOUNT \$50.00 FROM CREDIT \$50.00	c 5		
TOTAL AMOUNT DUE	PAYMENT DATE	AMOUNT YOU WISH TO PAY *	
\$71.90	12/04/2022	\$21.90 6	
			Pay Cancel
 Hitting PAY button will transfer you to USBank E-Payment s 	ystem. Once you have comple	ted the payment, the system will automatically transfer you bac	ck to OLCC.

· Payments submitted after 5:00 PM CT will be processed the next day

1 of 2 Invoices Paid

Remember: If you want, you can pay one invoice on 12/31, and the other invoice as you can see below is not due until 6/30/202#.

Profil	e Address	Filers Contacts Licens	e Forms - Billing -	•				
ΙΝΥΟΙ	CES					\$ 1	Pay Selected Invoices	(\$0.00) + Add Funds to Licens
Туре	e to search		٩	Clear				C Refrest
✓	Filing Info	License Info	Location	Invoice Info	Total Amount	Balance	Due Date	Status
	AUG 2022 Original (1)	WINERY.WH.MON PT1051080	SOMEWHERE	INV0000079192 12/04/2022	\$75.71	\$0.00	09/20/2022	Paid
	2022 Original (1)	WINERY OWB1051080	SOMEWHERE	INV0000079191 12/04/2022	\$71.90	\$71.90	06/30/2023	Unpaid
	2022 Original (1)	WINERY OWB1051080	SOMEWHERE	INV0000079190 12/04/2022	\$71.90	\$0.00	12/31/2022	Paid

In-State Oregon Wine Board Return - DONE!

• Congratulations on completing your first Oregon Wine Board electronic tax return and payment!

• If you have questions or concerns, please use the tools provided on the OLCC resource page.

 If you still are unsure after reviewing the resource page, you can reach out for help at <u>setssupport@sicpa.com</u>