



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 [OLCC Resource Page](#).
- You can create a return, exit the system and return later to continue working.
- A return is not finished 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.

Create a Return – Step by Step

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 Online Privilege Tax Solution

Home Accounts **1**

Create Account
Manage Accounts **2**

Dashboard

Start my next statement

(Q4 2022)

- PT1010440.SOMEWHERE
- PT1020270.SOMEWHERE
- PT1051080.SOMEWHERE

Filing in progress

Great job, you are all caught up!

Next statement due on

12/20/2022

DISREGARD THIS INDICATOR OF DUE DATE.

Messages Refresh

Account	From	Date Sent	Message
Account 1	Demo@sicpa.com	08/23/2022 6:24:56 AM	I need help

1 Message Found

License **0**
Filing **0**
Claim **0**

Create a Return – Step by Step

STEP 3

Click on Forms Tab then click on Manage Filings

The screenshot displays a software interface for managing accounts. At the top, a blue header bar contains the word "Accounts". Below this, a search bar with the placeholder "Type to search..." and a filter dropdown set to "Active" is visible. A sidebar on the left lists "A TRAINING COMPANY" with an "Active" status indicator. The main content area shows the account details for "A TRAINING COMPANY" with a globe icon and an "Active" status badge. The account number is AC670090. Contact information includes a primary contact, phone number (555) 555-1212, and email Mister.Primary@training.com. A navigation bar below the contact info has tabs for Profile, Address, Filers, Contacts, License, Forms, and Billing. The "Forms" dropdown menu is open, showing options: "Manage Filings" (highlighted in yellow and marked with a red circle containing the number 3), "EDI Leads", "Destruction Claim", and "Export Claim". Below the navigation bar, the account information is organized into sections: "ACCOUNT NAMES" with an "Edit" button, "LEGAL BUSINESS NAME" (partially visible as "MPANY"), "BUSINESS TRADE NAME" (A TRAINING COMPANY), "ACCOUNT DETAILS" with an "Edit" button, and a list of fields: ACCOUNT NUMBER (AC670090), PHONE NUMBER ((555) 555-1212), FAX NUMBER ((555) 555-1313), and WEBSITE (https://TrainingCo.com). At the bottom left, it says "1 Record Found".

Create a Return – Step by Step

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.)

The screenshot displays the 'Accounts' interface for 'A TRAINING COMPANY'. The account is active, with account number AC670090. The primary contact is listed as (555) 555-1212, with email Mister.Primary@training.com. The 'Forms' tab is selected, showing a list of filings. Two filings are listed: 'WSD - PT1020270 JUL 2022 - Original (1)' and 'DS - PT1010440 Q2 2022 - Amendment (2)'. Both are marked as 'Complete'. A search bar is present above the list. A red circle with the number 4 highlights the 'Add Filing' button, and a red circle with the number 5 highlights the 'WINERY (WH) : PT1051080 : SOMEWHERE' option in the dropdown menu. The interface also shows '1 Record Found' on the left sidebar and '2 Records Found' at the bottom of the filings list.

Create a Return – Step by Step

STEP 6

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

STEP 7

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

STEP 8

Click Create Filing

The screenshot shows a web interface for creating a filing. At the top left, it says "Filing" and "A TRAINING COMPANY" with a globe icon and a green "Active" button. At the top right, there is a "Back to Account" button. The main content area is titled "CREATE FILING". Below this title, there are three fields: "IS THIS AN OWB FILING?" with a checked checkbox, "FILING PERIOD" with a calendar icon and the year "2022", and a "Create Filing" button next to a "Cancel" button. Red circles with numbers 6, 7, and 8 are overlaid on the form to indicate the steps: 6 is on the checkbox, 7 is on the filing period field, and 8 is on the "Create Filing" button.

Entering your Transactions – **READ ME!**

- The electronic transaction forms have been set up to **closely resemble** 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.

NOT APPLICABLE 

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: <https://us.sicpa.com/olcc-training-resources/alcohol/owb>

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 hybrid grape or grape 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			
2. 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			
4. Quantity sold or provided to other wineries within Oregon (attach a detailed list that includes winery name, address and tonnage sold or provided.)			
5. 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 GRAPE PRODUCTS		
	OREGON GRAPES (TONS)	IMPORTED GRAPES (TONS)	WINE PRODUCED FROM JUICE OR CONCENTRATE
1. Harvested and/or received	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Quantity you used for making wine. Include tons for making wine for other licensees	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Quantity used or sold for making other products	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Quantity sold or provided to other wineries within Oregon	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Quantity sold or provided to other wineries outside of Oregon (if entered, Schedule B is required)	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Destroyed/Losses	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. Total of lines 2 through 6. Sum must equal line 1	<input type="text"/>	<input type="text"/>	<input type="text"/>

Wine made from all other agricultural products
EXCEPT vinifera or hybrid grape and grape products (GALLONS)

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

1

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 make wine for each client in this tax year.

2

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 address.

← PAPER FORMS

ADD SCHEDULE A SECTION 2(1)

1

CUSTOM CRUSH CLIENT NAME *

ACCOUNT ID : PRIVILEGE TAX NUMBER

STREET ADDRESS *

CITY *

STATE *

ZIP CODE *

COUNTRY *

NUMBER OF TONS USED TO MAKE WINE FOR THIS CLIENT *

← ELECTRONIC FORMS

ADD SCHEDULE A SECTION 2(2)

2

CUSTOM CRUSH FACILITY NAME *

ACCOUNT ID : PRIVILEGE TAX NUMBER

STREET ADDRESS *


CITY *

STATE *

ZIP CODE *

COUNTRY *

NUMBER OF TONS USED TO MAKE WINE FOR THIS CLIENT *

 If you do not have custom crush clients or custom crush facilities, you should use “Not Applicable” toggle option

NOT APPLICABLE

Save and Add Another

Save and Close

Cancel

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 @ www.Oregon.gov/olcc 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 Entity	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 ENTITY NAME *

STREET ADDRESS *

PT / LICENSE #

CITY * STATE *

ZIP CODE * COUNTRY *
 United States of America

NUMBER OF TONS EXPORTED *

[Save and Add Another](#) [Save and Close](#) [Cancel](#)

Blank Entry form for
Schedule B - Details of
Grapes Exported

SCHEDULE B NOT APPLICABLE [+ Add Schedule Detail](#)

THIS SCHEDULE SHOULD ONLY BE COMPLETED IF YOU SELL GRAPES TO ENTITIES OUTSIDE OF OREGON. IF YOU DO NOT, MARK AS NOT APPLICABLE
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.

Type to search...

						Tons Subject to Tax	Tax Rate	Amount of Tax
Vinifera or hybrid grape products exported						1,000	\$12.50	\$12,500.00
Name of Purchasing Entity	Address	City	State	Zip Code	Country	Tons Exported	Exempt?	
A TRAINING COMPANY : PT1051080	123 MAIN STREET	SOMEWHERE	Washington	22222	United States of America	1,000	No	Actions

1 Record Found

View after the entry of
a single record entered
and saved.

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 *
COMPANY NOT IN THE SYSTEM x v

PT / LICENSE #
x v

NUMBER OF TONS EXPORTED *
5.00000

STREET ADDRESS *
123 NOT REAL STREET

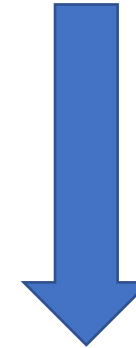
CITY * **STATE ***
NOWHERE Washington

ZIP CODE * **COUNTRY ***
11111 United States of America

You have selected a company that has not been set up in the system. Please verify that you have entered this value correctly.



Save and Close



SCHEDULE B NOT APPLICABLE [+ Add Schedule Detail](#)

THIS SCHEDULE SHOULD ONLY BE COMPLETED IF YOU SELL GRAPES TO ENTITIES OUTSIDE OF OREGON. IF YOU DO NOT, MARK AS NOT APPLICABLE
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.

Type to search...

						Tons Subject to Tax	Tax Rate	Amount of Tax
Vinifera or hybrid grape products exported						5	\$12.50	\$62.50

Name of Purchasing Entity	Address	City	State	Zip Code	Country	Tons Exported	Exempt?	Actions
COMPANY NOT IN THE SYSTEM	123 NOT REAL STREET	NOWHERE	Washington	11111	United States of America	5	No	Actions

1 Record Found



PREVIEW YOUR STATEMENT!!

KNOW WHAT YOU OWE!

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

Filing Back to Account

A TRAINING COMPANY Active 2022 - Original (1)

Show Count

Schedule Selection: SchA SEC1 (1), SchA SEC2(1) (2), SchA SEC2(2) (3), **SchB (1)**

SCHEDULE B NOT APPLICABLE [+ Add Schedule Detail](#)

THIS SCHEDULE SHOULD ONLY BE COMPLETED IF YOU SELL GRAPES TO ENTITIES OUTSIDE OF OREGON. IF YOU DO NOT, MARK AS NOT APPLICABLE

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.

Type to search...

	Tons Subject to Tax	Tax Rate	Amount of Tax
Vinifera or hybrid grape products exported	5	\$12.50	\$62.50

Name of Purchasing Entity	Address	City	State	Zip Code	Country	Tons Exported	Exempt?	
COMPANY NOT IN THE SYSTEM	123 NOT REAL STREET	NOWHERE	Washington	11111	United States of America	5	No	Actions

1 Record Found



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

Product description:	Grape or vinifera products, true or hybrid, harvested or imported, into the State of Oregon, which you used to make wine		Wine produced from juice or concentrate (tons)	Wine made from all other agricultural products EXCEPT vinifera or hybrid grape and grape products (gallons)
	Oregon grapes (tons)	Imported grapes (tons)		
	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				300
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!

The screenshot shows the OLCC Online Privilege Tax Solution interface. A modal dialog box titled "Submit Filing" is centered on the screen, containing a sworn statement and a checkbox for "I Training User accept the terms." The background shows the "Filing" section for "A TRAINING COMPANY" with "SCHEDULE B" selected. The schedule includes a table for "Tons Subject to Tax" and a table for "Name of Purchasing Entity".

Submit Filing

I swear, under penalty of perjury, that the information entered is true, correct and complete. By signing below, I acknowledge that I am the individual who prepared this form and have the authorization to submit such on behalf of the aforementioned entity.

I Training User accept the terms.

[Continue](#) [Cancel](#)

Filing

A TRAINING COMPANY Active

Show Count

SCHEDULE B

THIS SCHEDULE SHOULD ONLY BE COMPLETED IF YOU SELL GRAPES TO ENTITIES OUTSIDE OF OREGON. IF YOU DO NOT, MARK AS NOT APPLICABLE

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.

Type to search...

	Tons Subject to Tax	Tax Rate	Amount of Tax
Vinifera or hybrid grape products exported	5	\$12.50	\$62.50

Name of Purchasing Entity	Address	City	State	Zip Code	Country	Tons Exported	Exempt?	Actions
COMPANY NOT IN THE SYSTEM	123 NOT REAL STREET	NOWHERE	Washington	11111	United States of America	5	No	Actions

1 Record Found

[Submit Filing](#) [Preview Statement](#) [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...   Refresh Expand All

WINERY - OWB1051080 2022 - Original (1)	Last Modified: 12/04/2022	Complete   Actions
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



DO NOT USE THE ADD FUNDS BUTTON!

Profile Address Filers Contacts License Forms **Billing** 1

INVOICES 2 Invoices
Credit Management
Payments

\$ Pay Selected Invoices(\$143.80) ~~+ Add Funds to License~~

winery

✓	Filing Info	License Info	Location	Invoice Info	Total Amount	Balance	Due Date	Status
✓	2022 Original (1)	WINERY OWB1051080	SOMEWHERE	INV0000079190 12/04/2022	\$71.90	\$71.90	12/31/2022	Unpaid
✓	2022 Original (1)	WINERY OWB1051080	SOMEWHERE	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).

The screenshot shows a web application interface for managing invoices. At the top, there is a navigation bar with options: Profile, Address, Filers, Contacts, License, Forms, and Billing. The 'Billing' dropdown menu is open, showing options: Invoices, Credit Management, and Payments. Below the navigation bar, there is a search bar with the text 'winery' and a 'Clear' button. To the right of the search bar, there is a button labeled '\$ Pay Selected Invoices(\$143.80)' and a button labeled '+ Add Funds to License' which is crossed out with a red X. Below the search bar, there is a table with the following columns: Filing Info, License Info, Location, Invoice Info, Total Amount, Balance, Due Date, and Status. The table contains two rows of data, both with a checkmark in the first column. Below the table, it says '2 Records Found'.

✓	Filing Info	License Info	Location	Invoice Info	Total Amount	Balance	Due Date	Status
✓	2022 Original (1)	WINERY OWB1051080	SOMEWHERE	INV0000079190 12/04/2022	\$71.90	\$71.90	12/31/2022	Unpaid
✓	2022 Original (1)	WINERY OWB1051080	SOMEWHERE	INV0000079191 12/04/2022	\$71.90	\$71.90	06/30/2023	Unpaid

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.

Payment Detail

[Back to Account](#)

COMPANY NAME	PRIVILEGE TAX ID	
A TRAINING COMPANY	PT1051080	
FILING PERIOD	INVOICE NUMBER	
2022	INV0000079190	
APPLY PAYMENT AMOUNT <u>\$50.00</u> FROM CREDIT <u>\$50.00</u> <input checked="" type="checkbox"/> 5		
TOTAL AMOUNT DUE	PAYMENT DATE	AMOUNT YOU WISH TO PAY *
\$71.90	12/04/2022	\$21.90 6
		7 <input type="button" value="Pay"/> <input type="button" value="Cancel"/>

- Hitting PAY button will transfer you to USBank E-Payment system. Once you have completed the payment, the system will automatically transfer you back 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 6/30/2023#.

✓	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 setssupport@sicpa.com

