Oregon Wine Board Returns and Payments

Oregon Privilege Tax Online System
DECEMBER 2022



## **Definitions**

- OUT of STATE OWB License Types: DS, WSD, CERA, CERA-TEMP and Unlicensed Entities
- *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

STFP 1

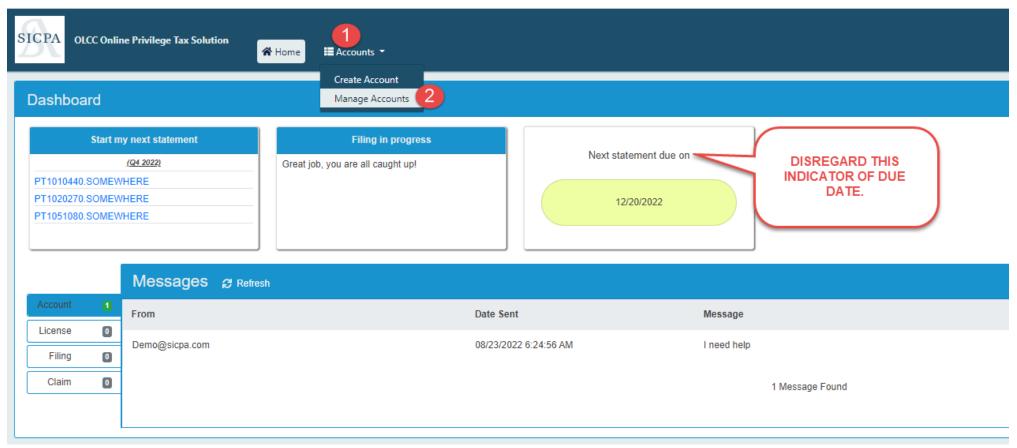
**Login to Oregon Privilege Tax System** 

https://or.setsonline.com

STEP 2 – Option 2

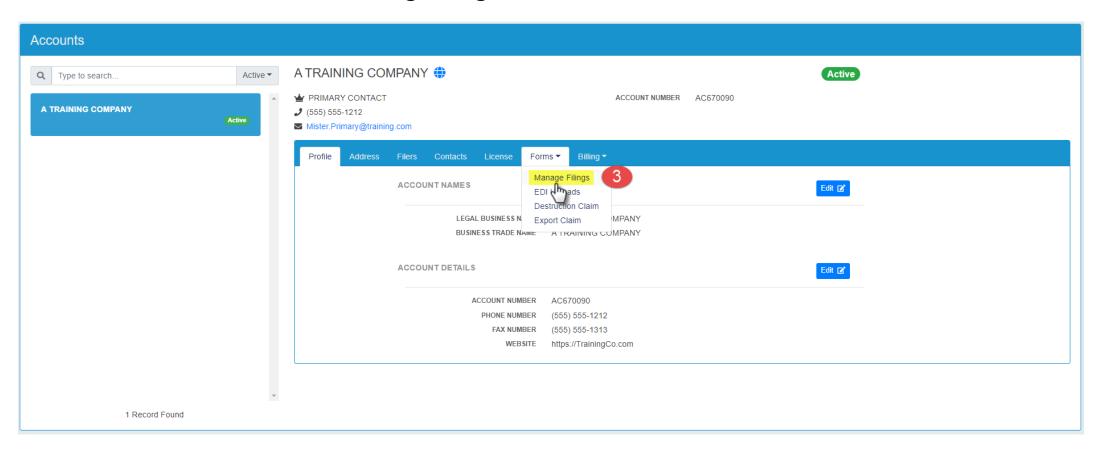
Use Menu to Go to Next Steps

Click on Accounts then Manage Accounts



STEP 3

#### **Click on Forms Tab then click on Manage Filings**

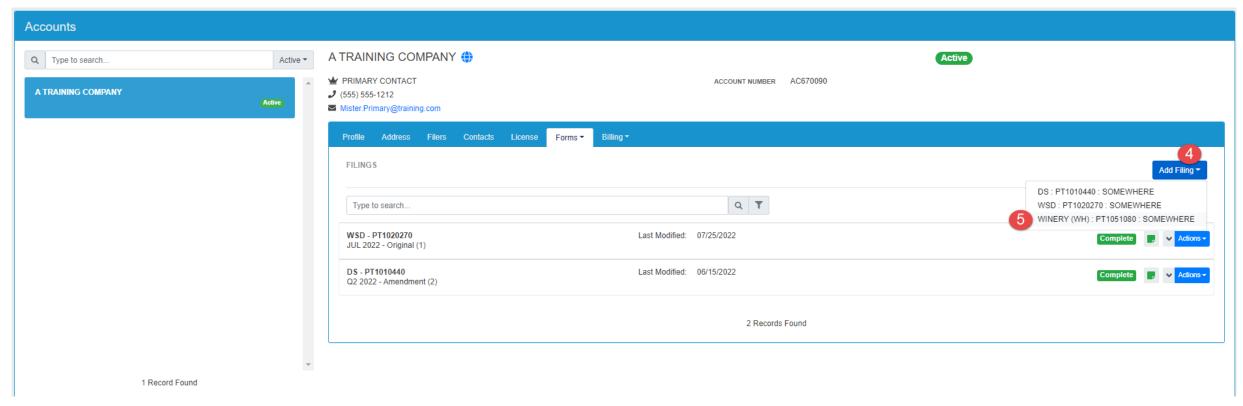


STFP 4

**Click on Add Filing** 

STEP 5

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



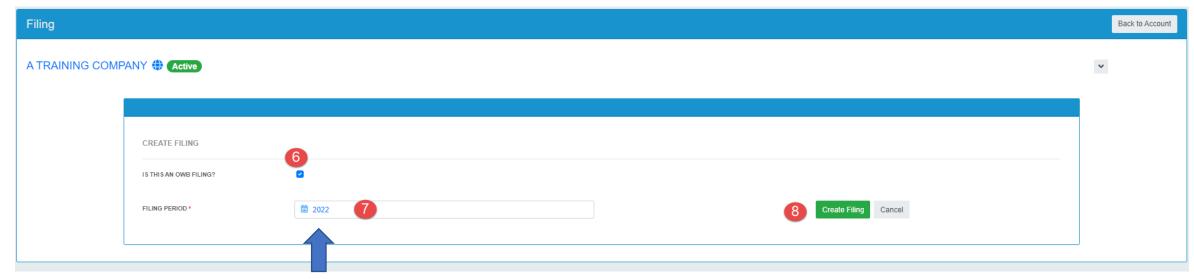
STEP 6

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** 



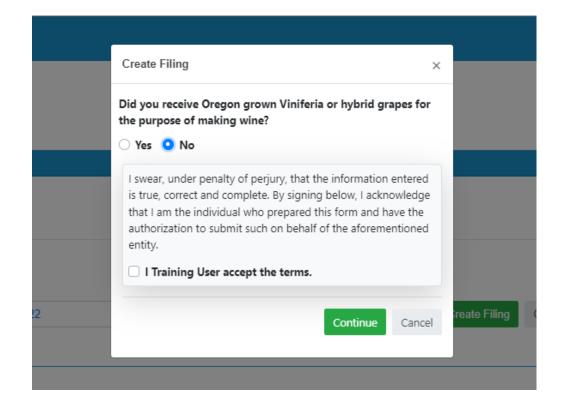


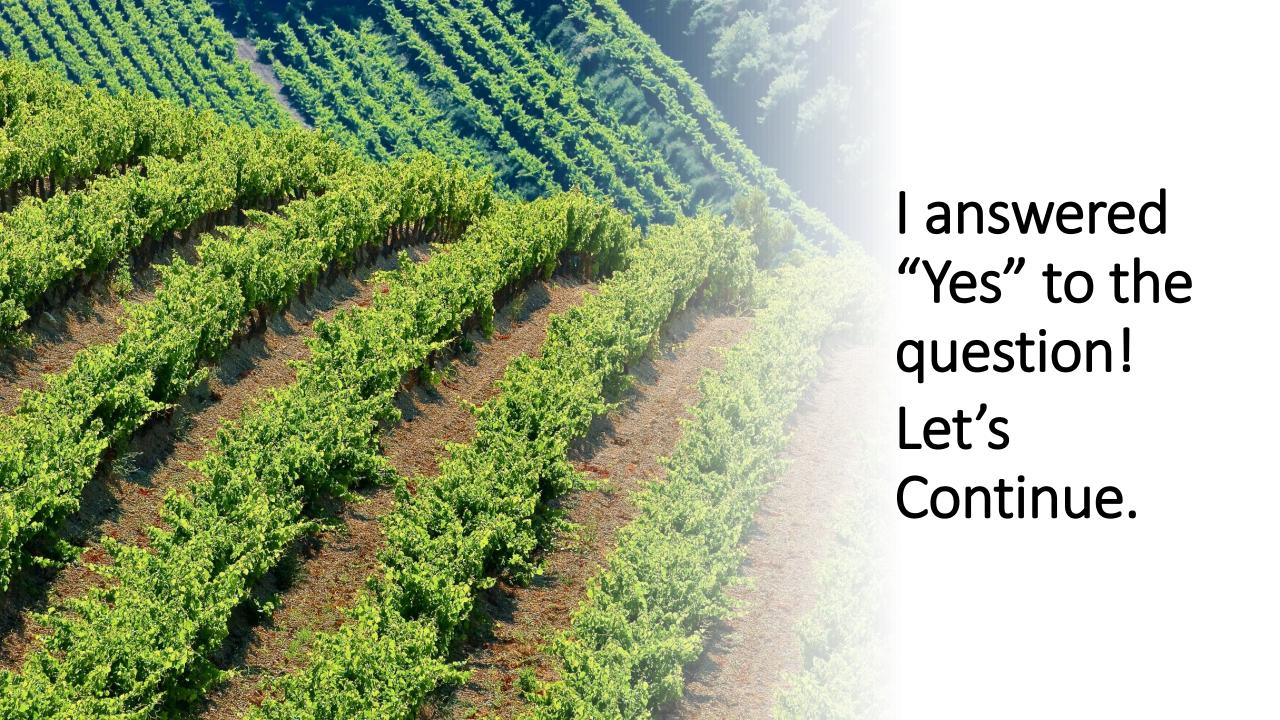
Make sure you select the appropriate year! The first year that OWB is filed electronically is for the year 2022!



## ! Did you Receive Oregon Grapes?

- Selecting "No" to the question will ask you to certify the "No" response and then clicking Continue will file a ZERO ACTIVITY Oregon Wine Board Tax Return on your behalf. If you select "No" here, you can **STOP**, there is no need to continue this training document.
- If your answer is "Yes" to this question, then please continue with the training document to find out how to file your transactions.





## 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 <u>MUST</u> either be marked as Not Applicable <u>OR</u> 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: <a href="https://us.sicpa.com/olcc-training-resources/alcohol/owb">https://us.sicpa.com/olcc-training-resources/alcohol/owb</a>

## Entering Transactions – Section 2 – Paper Form

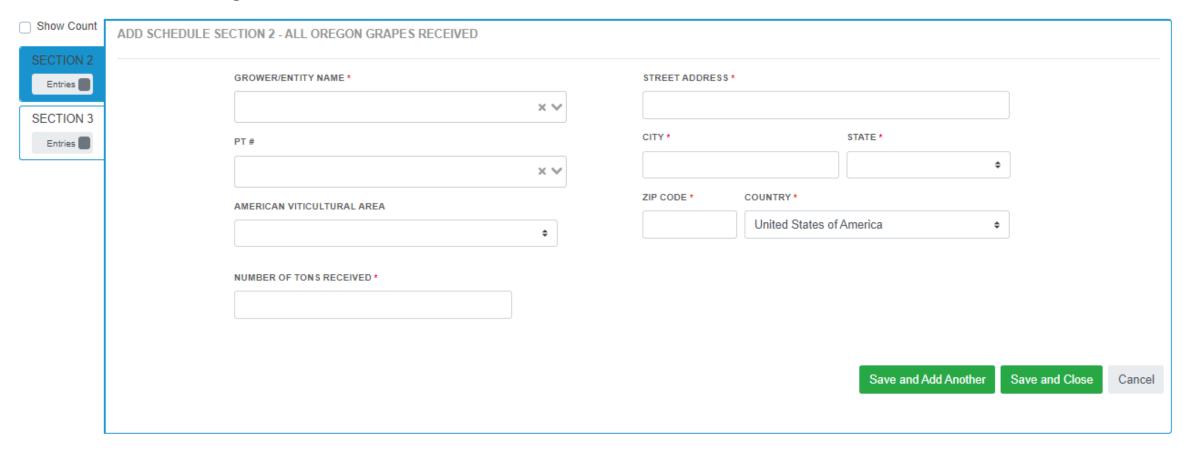
#### Section 2: DETAIL OF GRAPES RECEIVED

Please list the information below for the Oregon Grower/Entity that you received grapes from. Please attached additional listing of Oregon Growers if needed.

Section 2		Number of Tons
Name of Oregon Grower/Entity	Address of Oregon Grower/Entity	Received
	TOTAL TONNAGE RECEIVED	
	(Place on line 1 of page 1)	

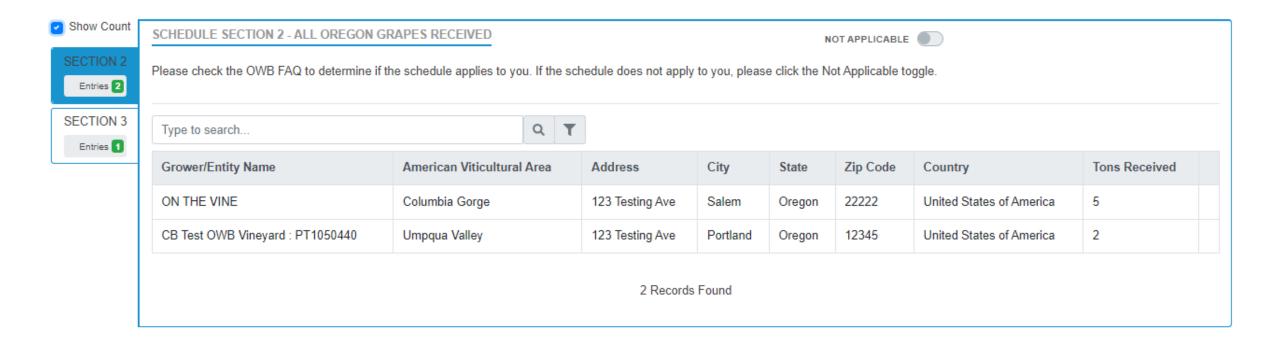
## Entering Transactions – Section 2 - Electronic Form

- Enter a value into all required fields. Required fields are noted with a red asterisk (\*).
- If you select a Grower/Entity Name that is IN the system, the address and PT# will be populated for you.
- To quickly add entries, use the "Save and Add Another" button. When all transactions you can hit Save and Close to see a grid view of what has been entered.



## Transactions – Section 2 – GRID/LIST VIEW

You can use this view to verify that you have entered all of your transactions



## Entering Transactions - Section 3 — Paper Form

#### Section 3: EXEMPTION OF TAX

ORS 473.046: Exemption for grapes used for wine produced in certain viticultural areas. A purchase of vinifera or hybrid grapes harvested in this state is exempt from the tax under ORS 473.045 (5) levied and assessed against wineries purchasing grape products, if the grapes are used for wine that:

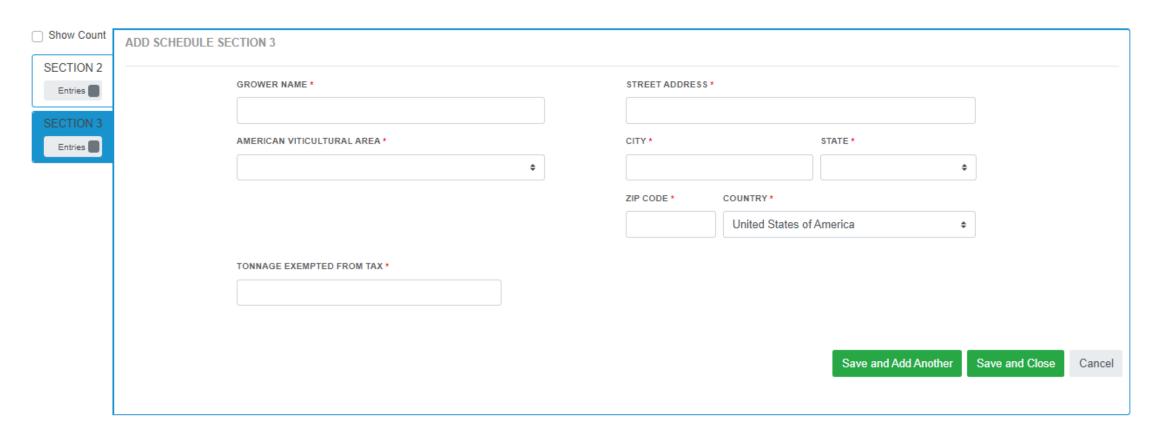
- (1) Is produced within a federally approved American viticultural area located partially within this state; and
- (2)Does not use Oregon designations or use an American viticultural area located wholly within Oregon on its label or packaging or in its advertising or marketing.

If you believe you qualify for this exemption please complete the table below and attach copies or photos of your current labels and packaging.

Section 3	American Viticultural Area	Tonnage Exempted
Production Facility Name & Location		from Tax
	TOTAL EXEMPTION	
	(Place on line 2 of page 1)	

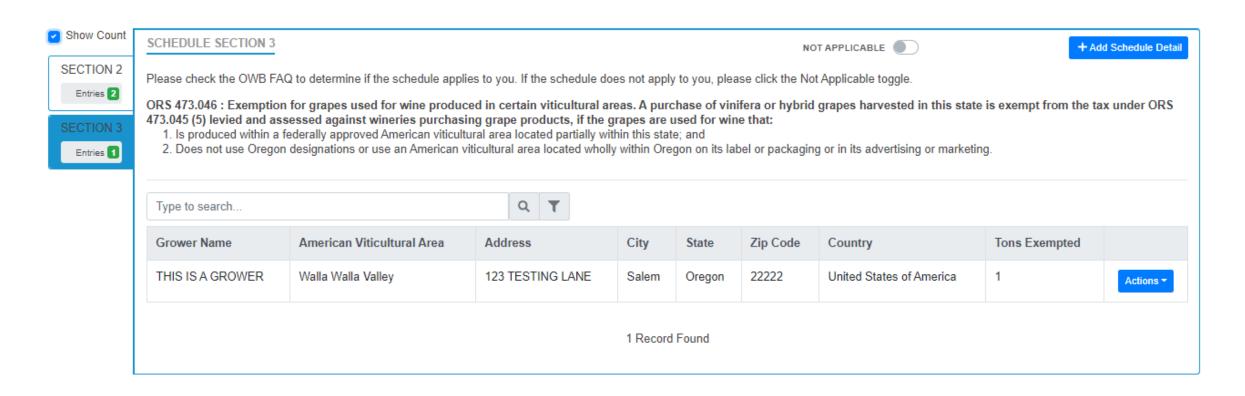
## Entering Transactions – Section 3 – Electronic Form

- Enter a value into all required fields. Required fields are noted with a red asterisk (\*).
- To quickly add entries, use the "Save and Add Another" button. When all transactions you can
  hit Save and Close to see a grid view of what has been entered.



## Transactions – Section 3 – GRID/LIST VIEW

You can use this view to verify that you have entered all of your transactions

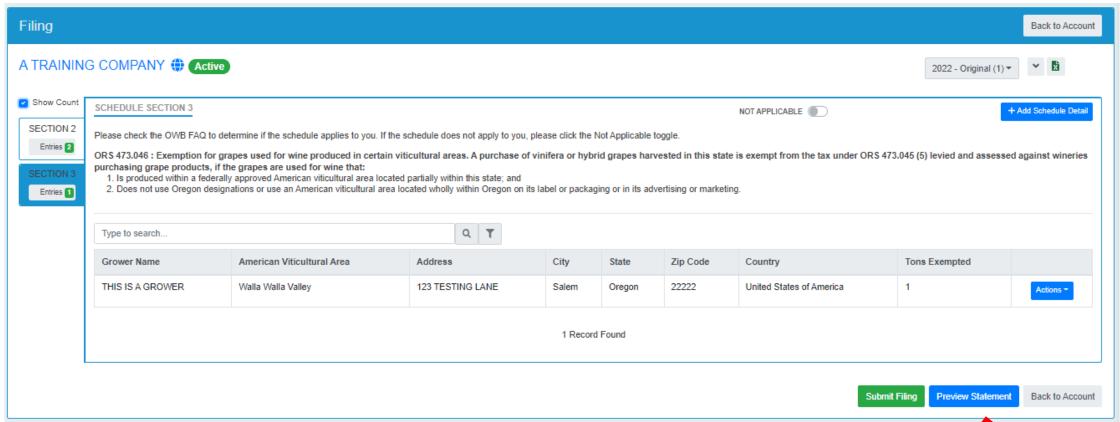




# PREVIEW YOUR STATEMENT!!

#### **KNOW WHAT YOU OWE!**

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





## PREVIEW YOUR STATEMENT!!

You can download and/or print the return.

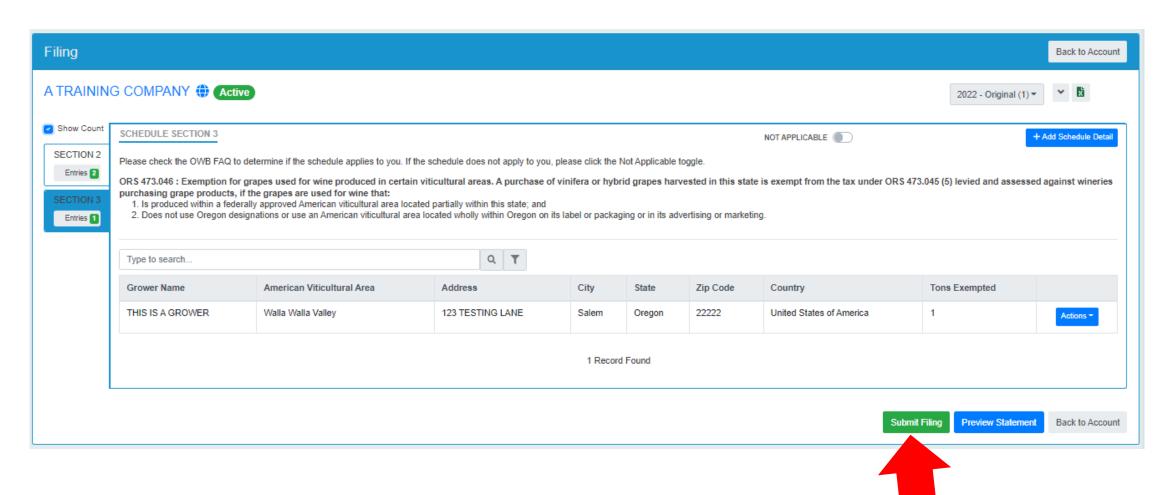
# Oregon Liquor Cannabis Commission OREGON WINE BOARD TAX REPORT STATEMENT For OUT OF STATE LICENSEES

A TRAINING COMPANY	2022	Original	
123 MAIN STREET	SOMEWHERE	OWB1020270	
CALCULATION OF TAX D	UE	Oregon Vinifera or Hybrid Grape Received	Products
Oregon tonnage received for wine process.	duction. (Total amount from Section 2)		3.
2. Enter tonnage exemption (Total amoun	nt from Section 3)		1.
Total tonnage to pay tax on (subtract li	ine 2 from line 1)		2.
4. Rate of Tax			\$25.00
5. Amount Due (Line 3 multiplied by Lin	ne 4)	s	50.00



# !\ Submit Your Return!

Now that You have previewed the return, final step is to Submit the Filing!

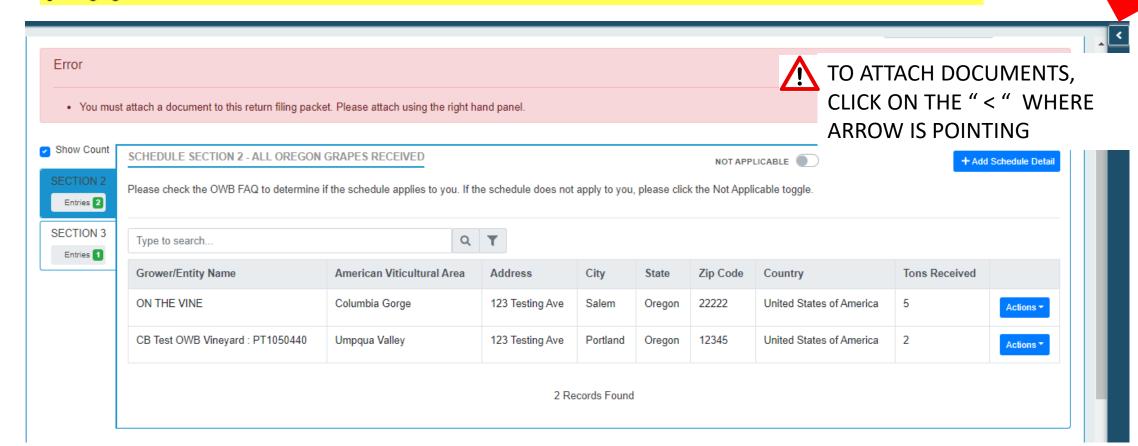




## Document Required

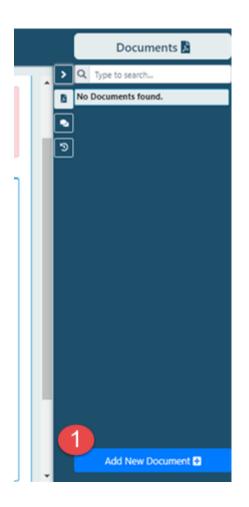
You will receive this message <u>IF</u> you have added schedules on Section 3 claiming that you have exempt product. Please read the highlighted wording below (taken from the paper return.)

If you believe you qualify for this exemption please complete the table below and attach copies or photos of your current labels and packaging.



## Attach Required Document – Step by Step

STEP 1
Click Add New
Document button

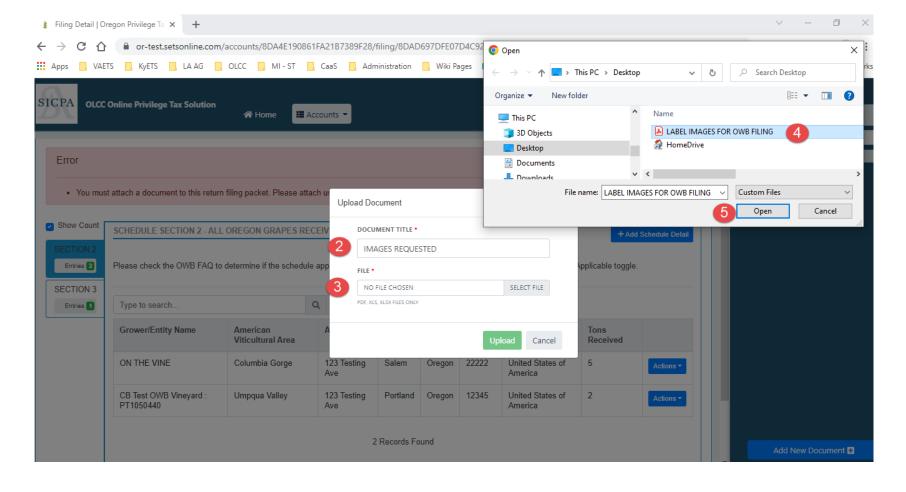


STEP 2 and 3

Give the document a name and then click "Select File" button

STEP 4 and 5

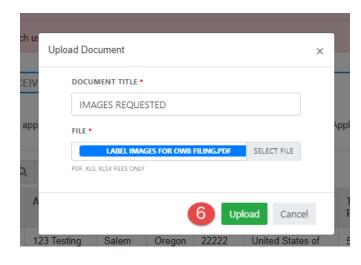
Find and Select the file on your computer (PDF), then click "Open" button



# Attach Required Document – Step by Step

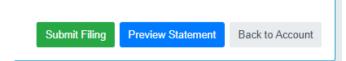
STEP 7

STEP 6 Click Upload button

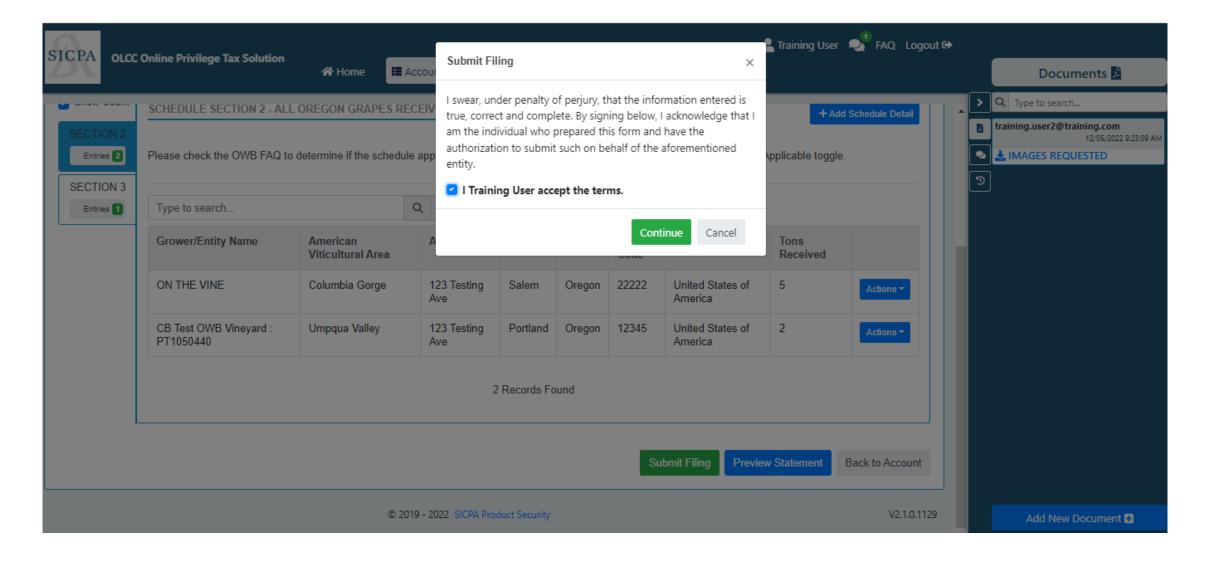


You will see your document in document panel Documents 🔀 Q Type to search... training.user2@training.com × 12/05/2022 9:23:09 AM ♣ IMAGES REQUESTED + Add Schedule Detail e toggle. ved Actions \* Actions ▼ Add New Document +

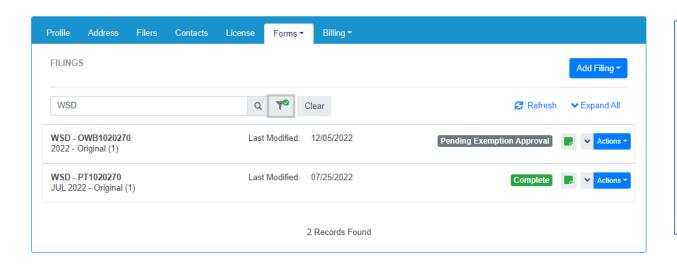
STEP 8
LET'S SUBMIT!



# Certify to Finish the Return

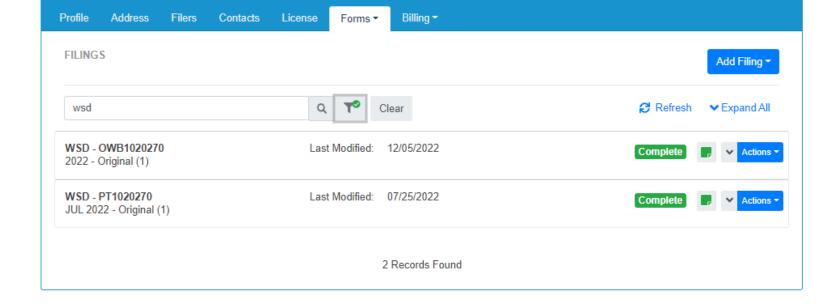


## Congratulations!



IF you have any entries on Section 3 when you submit your tax return it will go to a status of Pending Exemption Approval. An employee at the OLCC will review your return and your documents and either approve or deny the return. They will contact you if there are concerns or questions.

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



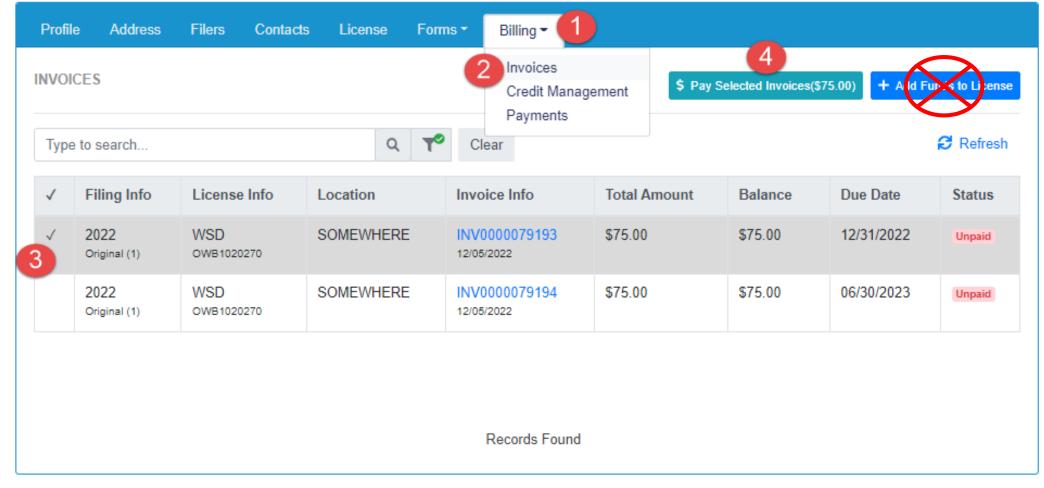
## Making a Payment – READ ME!

- 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  $\frac{1}{2}$  of the full amount due, only select the Invoice that shows a due date of  $\frac{12}{31}$

## Invoice and Payment – Step by Step



### DO NOT USE THE ADD FUNDS BUTTON!



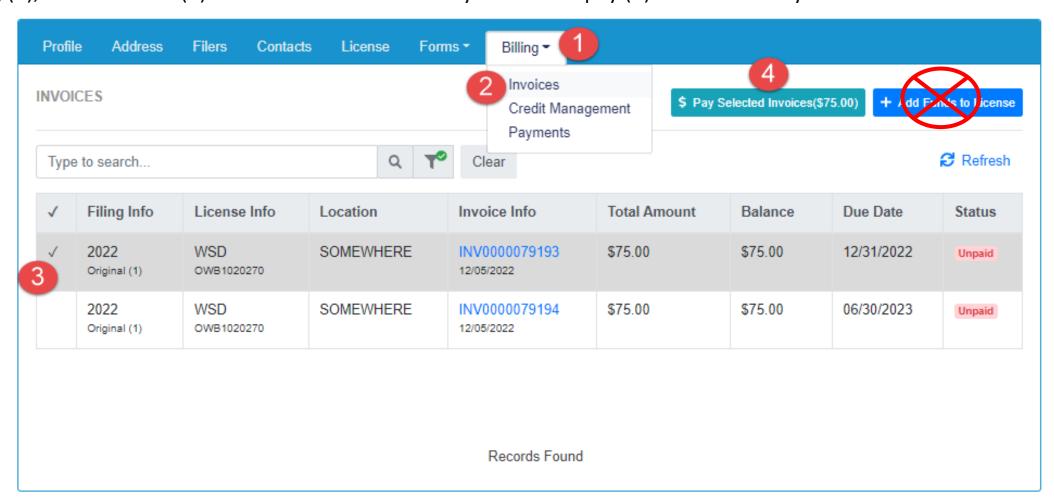
## Invoice and Payment – Step by Step

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).



# Payment – Step by Step

STEP 5

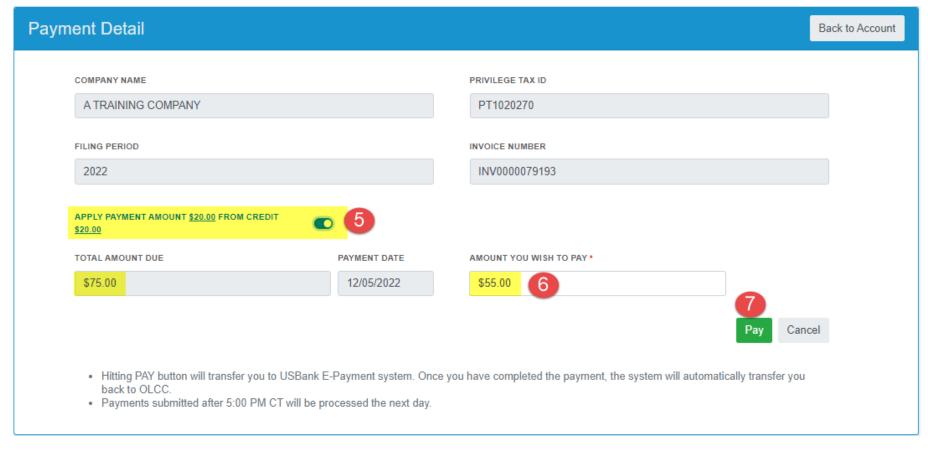
Credit – toggle to apply or un-apply (only appears if you HAVE credit available)

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.)

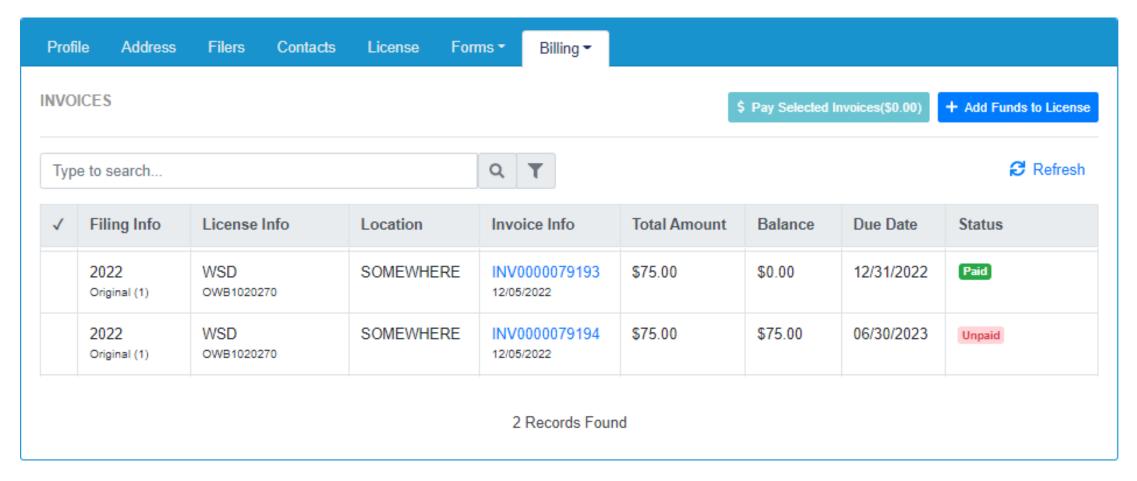
#### STEP 7

**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.



## 1 of 2 Invoices Paid

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



## 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 <a href="mailto:setssupport@sicpa.com">setssupport@sicpa.com</a>

