

DISTILLED SPIRITS RECEIVED FROM OWN BOTTLING DEPARTMENT

IMPORTANT - Please read the instructions on the reverse before completing this report.

(a) CDTFA DISTILLED SPIRITS ACCOUNT NUMBER	(b) REPORTING PERIOD Begin _____ End _____	(c) _____ Page _____ of _____ Page(s)
(d) BUSINESS NAME	(e) MAILING ADDRESS (street, city, state, and ZIP code)	

1	2	3				4	
DATE BOTTLED	FOR WHOM BOTTLED	ADDRESS				BOTTLED PER FEDERAL REPORTS IN WINE GALLONS (after bottling)	
	NAME OF OWNER OF BULK DISTILLED SPIRITS BEFORE BOTTLING IF OTHER THAN LICENSEE SHOWN ABOVE	STREET	CITY	STATE	ZIP	(a) 100 PROOF AND UNDER	(b) OVER 100 PROOF
TOTALS						4a.	4b.

(f) SIGNATURE	(g) PRINT NAME AND TITLE
(h) TELEPHONE	(i) EMAIL ADDRESS

INSTRUCTIONS
DISTILLED SPIRITS RECEIVED FROM OWN BOTTLING DEPARTMENT

Every distilled spirits manufacturer, manufacturer's agent, brandy manufacturer, and rectifier shall keep and preserve a record of all distilled spirits produced, manufactured, cut, blended, rectified, bottled, packaged or otherwise acquired in this state. All distilled spirits received from licensee's own bottling or packaging department shall be recorded on this form and be **retained by** the licensee to be readily available for verification by employees of the California Department of Tax and Fee Administration (CDTFA). Receipts from the bottling or packaging department shall include all distilled spirits bottled or packaged, whether or not the distilled spirits are owned by the licensee.

PREPARATION OF THE REPORT

Prepare report and submit with [CDTFA-501-DS, Distilled Spirits Tax Return](#), to the CDTFA. To file your report with the return online, go to www.cdtfa.ca.gov and select *File a Return*. For additional information, please review the *Filing Requirements* section of the instructions on the corresponding tax return CDTFA-501-DS, *Distilled Spirits Tax Return*.

For each page, complete (a) through (e) at the top of the report. Enter (a) your CDTFA Distilled Spirits account number; (b) the period begin date and end date; (c) the page number and the total pages; (d) your business name; and (e) your mailing address. Complete (f) through (i) at the bottom of the first page by signing your name in (f); printing your name and title in (g); entering your telephone number in box (h), and your email address in (i). If a multiple page report is filed, (f) through (i) need only be completed on page 1.

- Column 1.** Enter date distilled spirits were bottled.
- Column 2.** Enter name of person for whom distilled spirits were bottled.
- Column 3.** Enter address of person for whom distilled spirits were bottled. A list of valid postal codes is available on our website on [CDTFA-810-CTC, Postal Abbreviations Table](#).
- Column 4.** (a) Enter total gallons of distilled spirits **100 proof and under** (bottled per federal reports).
(b) Enter total gallons of distilled spirits **over 100 proof** (bottled per federal reports).
- Totals.** Add the total gallons in columns 4a and in column 4b, and enter the result for each column in the **Totals** row. The final page of the report should contain the grand total of each column of all pages. Enter the grand total from columns 4a and 4b on line 2 of CDTFA-501-DS, *Distilled Spirits Tax Return*.
- Note:** Report all alcoholic beverages in wine gallons pursuant to Alcoholic Beverage Tax Regulation 2544 by multiplying the quantity in liters by 0.264172. **Round the result to the nearest gallon.**