

INSTRUCTIONS
VENDOR'S REPORT OF BEER SHIPMENTS INTO CALIFORNIA
Filed Pursuant to Certificate of Compliance

A report must be filed by each holder of a California Certificate of Compliance issued pursuant to [section 23671](#) of the California Alcoholic Beverage Control Act and [section 32452](#) of the Revenue and Taxation Code (R&TC).

The report must be completed in full and filed on or before the 10th day of each month, and must show all shipments of beer into California during the preceding calendar month. A report must be filed even if there are no shipments to report. Failure to procure the reports required under R&TC section 32452 is a misdemeanor.

PREPARATION OF REPORT

To file or upload your report online, go to www.cdtfa.ca.gov and select *File a Return*. If necessary, you may mail the report to California Department of Tax and Fee Administration (CDTFA), P.O. Box 942879, Sacramento, CA 94279-6070.

For each page, complete the information in boxes (a) through (e) at the top of the report. Enter (a) your CDTFA Beer Vendor 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 (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 the name of the licensed importer to whom the shipment is consigned. To report pool shipments, list each consignee as a separate shipment.
- Column 2.** Enter the name of the California city to which the shipment is destined.
- Column 3.** Enter the Licensed Importer's CDTFA account number. *Note:* Omit letters and dashes.
- Column 4.** Enter the mode code for the shipment being reported in column 5.
Codes: **R** = Railcar, **S** = Ship, and **J** = Truck
- Column 5.** If the shipment entered California via:
Railcar — enter the railcar initials, followed by the railcar number (*example:* combine railcar initials WXYZ with railcar number 45678 = WXYZ45678).
Voyage — enter the voyage number.
Trailer — enter the U.S. DOT Number assigned to the trailer. If the trailer does not have a U.S. DOT Number, enter the Motor Carrier Permit Number (CA Number) issued by the California Department of Motor Vehicles.
- Column 6.** Enter the waybill, bill of lading, or freight bill number and date.
- Column 7.** Enter the invoice number and date for the shipment.
- Column 8.** **Case Gallons** — Enter the total gallons of case beer contained in this shipment by dividing total ounces contained in the shipment by 128.
Keg Gallons — Enter the total gallons of keg beer contained in this shipment by multiplying barrels by 31. Round the result to the nearest gallon.

For more information, visit our website at www.cdtfa.ca.gov. You may also call our Customer Service Center at 1-800-400-7115 (TTY:711); from the main menu, select the option *Special Taxes and Fees*. Customer service representatives are available Monday through Friday from 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays.