

///ABC TO ALL VIRGINIA WINE WHOLESALERS

CONTACT OFFICE: TAX MANAGEMENT CONTACT NUMBER: (804) 219-2039

MONTHLY REPORTING AND PAYMENT OF TAX

Each month wholesale wine distributors shall, on forms prescribed by the Board and in accordance with the instructions set forth therein, report to the Board the purchases and sales made during the preceding month; the amount of "State Wine Tax and other Alcoholic Beverages" collected from retailers pursuant to Section 4.1-234 and 4.1-235, of the Code of Virginia; and the quantity of physical inventory by brands and types. A Wine Tax Report (Form 703-40) must be submitted the month the license is issued. If no business is conducted, submit a report showing zeros, or submit in writing "No Activity", preferably electronically. Reports shall be accompanied by a remittance for the amount of taxes collected and shall be postmarked no later than the fifteenth of the month or, if the fifteenth is not a business day, the next business day thereafter (Section 3 VAC 5-60-20).

All wine, low alcohol beverages and cider purchase orders, transfers, tax exempt sale invoices and tax exempt pickups are to be submitted promptly upon completion of sale (at least weekly). The last week of the month documents are to be postmarked no later than the 5th day of the succeeding month (Section 3 VAC 5-60-20). A tax credit will not be given for tax-exempt invoices postmarked after the 5th. These documents and corrected copies must be entered into our computer prior to receipt of your monthly report.

To complete the Wholesaler's Summary of Wine Sales and Taxes (Form 703-40) the following procedure must be used (See Exhibit 1).

ITEM 1. INVENTORY BEGINNING OF MONTH (LITERS).

Separate inventories must be submitted for wine and cider and both must be reported in LITERS. Liters are to be extended three (3) places past the decimal point on all forms. Physical count of inventories are REQUIRED quarterly, pursuant to Section 3 VAC 5-60-20(6) of the Virginia Alcoholic Beverage Control Laws.

Low alcohol beverage coolers are treated as a wine in all aspects except:

- 1. Low alcohol beverage cannot be sold in localities that have not approved the sale of mixed beverages pursuant to Section 4.1-124 of the Code of Virginia and,
- 2. A mixed beverage license is needed to serve the product for on premises consumption.

ITEM 2. QUANTITY RECEIVED DURING MONTH (SCHEDULE AI)

Each order of wine and low alcohol beverages purchased by a distributor during the

month shall be listed in complete detail on Schedule A. Each order of cider purchased by a distributor during the month shall be listed separately in complete detail on Schedule A. Wine, low alcohol beverages and cider products must be executed on a purchase order form (See Exhibit 2, 3,4). Wholesaler's Report of Purchases and the grand total of such purchases are to be entered in Item 2. Total wine and low alcohol beverage purchases are to be listed under the column designated for Wine and total cider purchases are to be listed under the column designated for Cider. This does not include pickups from Virginia Retailers. Schedule A includes:

Purchases from suppliers Transfers from other Virginia distributors

The pink copy (if using state form 703-34) OR a copy (approved by this office) clearly marked as the order copy of all purchase orders must be submitted when you place your order with the supplier. The pink copy notifies this department of your intent to purchase. The yellow copy (if using state form 703-34) OR a copy (approved by this office) clearly marked as the receiving copy of all purchase orders and transfers must be submitted promptly upon receipt of the merchandise. All exceptions, corrected extensions, corrected grand total, authorized signature and date received must be shown on the front before forwarding to this Department (Tax Management Section) and reported on Schedule A, Wholesaler's Report of Purchases.

ITEM 3. TOTAL (ITEM 1PLUS ITEM 2)

Total liters stocked

ITEM 4. BREAKAGE, LEAKAGE, SPOILAGE, ETC.

Distributors are required to report total cases and bottles, size, brand, type, and extended liters carried out three (3) places past the decimal point on the bottom of Schedule A or a separate sheet of paper, authorized signature and date must be shown. The total is to be entered in Item 4. In case of excessive amounts of breakage, contact your local A.B.C. Compliance Agent prior to destruction (Example shown on Exhibit 1).

ITEM 5. STATE PICKUPS (ANALYSIS)

Merchandise set aside to be picked up by an A.B.C. Agent for chemical analysis and the total entered in Item 5.

ITEM 6. TRANSFERS OUT (SCHEDULE B1)

Each order of wine and cider transferred to a Virginia distributor during the month shall be listed separately in complete detail on Schedule B, and the total liters reported in Item 6 under the designated column.

All wine going back to a Virginia Farm Winery is to be executed on a tax-exempt invoice showing the wine being returned to their Winery Division.

PLEASE DO NOT LIST WINE GOING OUT OF STATE ON SCHEDULE B. WINE GOING OUT OF STATE IS A TAX EXEMPT SALE AND MUST BE EXECUTED ON A TAX EXEMPT INVOICE (SEE ITEM 7)

ITEM 7. TAX EXEMPT LITERS

Includes: Military sales

Out-of-state sales

Wine returned to supplier

Wine returned to a Virginia Farm Winery/Winery

Sacramental Sale (Separate permit required for each sale)

Wine used for Industrial purposes (permit required)

A copy of all tax-exempt invoices (See Exhibit 5) must be submitted promptly upon completion of the sale (at least weekly), signed by an authorize person receiving the merchandise. Last week of the month tax-exempt invoices are to be postmarked no later than the 5th day of the succeeding month (Section 3 VAC 5-60-20). A tax credit will not be given for tax-exempt invoices postmarked after the 5th. We recommend that you attach a log sheet with the invoices being submitted listing the invoice numbers. If a signature cannot be obtained, a copy of the shipping papers (bill of lading, etc.) must be attached to the invoice. The total entered in Item 7.

ITEM 8. TOTAL (ITEM 4 THROUGH ITEM 7)

Total of non-taxable liters

ITEM 9. \underline{T} OTAL (ITEM 3 LESS ITEM 8)

Total liters stocked less non-taxable liters

ITEM 10. INVENTORY AT END OF MONTH < LITERS)

Physical count of inventory is <u>REQUIRED</u> quarterly pursuant to Section 3 VAC 5-60-20 (6) of the Virginia Alcoholic Beverage Control Laws. All merchandise executed but not delivered must be included in the month-end inventory with the corresponding invoice numbers listed on Form 703-40 under "Invoice Numbers Executed But Not Delivered".

ITEM 11. TOTAL TAXABLE LITERS SOLD DURING MONTH (ITEM 9 LESS ITEM 10)

FOR CALCULATION OF WINE TAX AND CIDER MARKUP

Net taxable liters (X) rate (=) Amount due

PICKUPS FROM RETAILERS

All pickups from retailers are to be executed in detail on a distributor's invoice using the next number in the series of numbers of the category being picked up. The word pickup must be printed on the invoice (See Exhibit 6). A wholesaler may not sell or offer to sell alcoholic beverages to a retailer with the privilege of return, except for ordinary and usual commercial reasons as set forth below pursuant to

Section 3 VAC 5-30-10(3):

- (1) Products defective at the time of delivery may be replaced.
- (2) Products erroneously delivered may be replaced or money refunded.
- (3) Products that a manufacturer discontinues nationally may be returned and money refunded.
- (4) Products in the possession of a retail licensee whose license is terminated by operation of law, voluntary surrender or order of the Board may be returned and money refunded upon permit issued by the Board.
- (5) Products which have been condemned and are not permitted to be sold in this state may be replaced or money refunded upon permit issued by the Board.
- (6) Wine may be exchanged on an identical quantity, brand and package basis for quality control purposes. Any such exchange shall be documented by the word "exchange" on the proper invoice.

Each pickup must include the following information:

- (1) Retailer's license number (all digits) and complete address
- (2) Wholesalers name and complete address
- (3) Pickup date
- (4) Total number of bottles for each item
- (5) Bottle size in liters
- (6) Code number issued by Virginia A.B.C. Board
- (7) Brand name and type of wine
- (8) Extended liters
- (9) Total liters
- (10) Reason for pickup i.e., erroneous delivery, defective merchandise, out of business or condemned merchandise
- (11) Signature of wine wholesaler and retailer
- (12) It is no longer necessary to submit pickups for taxable sales; however, you must continue to submit pickups for tax-exempt sales.

NOTE: Total pickup liters are to be included in your ending inventory, Item 10.

INVOICES

All Virginia wine distributors are required to execute an invoice (form 703-35 if using a state form) OR (an invoice approved by this office) for all sales showing the delivery date, correct retail license number, trade name and address. For each line item it is required to list, in the designated column, total cases, total bottles, size in liters extended three (3) places past the decimal point, code number issued by Virginia A.B.C. Board, brand and type, extended liters carried out three (3) places past the decimal point and the value of each shipment (See Exhibit 7). Wine and Cider must be executed on a separate invoice; however, they can be in the same category sequence of numbers. If the same category sequence of numbers are being used for each category type i.e., Wine, Cider and Farm Wine, a list is required showing the invoice numbers used for each category type. Daily sale invoices, with the exception of tax-exempt sales, are not to be submitted except upon request. All copies of the invoice must be signed with a copy being retained for a period of two years subject to the use and inspection of the Department of Alcoholic Beverage Control. Any changes made on an invoice must be reflected on all copies. All invoices must be numbered in sequence for each category used. A separate category of numbers must be used for tax-exempt sales designated with the prefix "TE". When starting a series of numbers, begin the series with the number "1".

NOTE: Low alcohol beverages are included in the same number sequence as wine.

On the back of your wholesale wine report (Form 703-40) list the beginning and ending invoice numbers of each category type used during the month. If the same category sequence of numbers are being used for each category type i.e., Wine, Cider and Farm Wine, a list is required showing the invoice numbers used for each category type. In addition to listing your retail sales invoice numbers, you must list any farm wine sales on the line titled TOTAL FW WINE SOLD TO RETAIL LICENSEES. This space is for Virginia grown wine that you sell to retailers in Virginia. If you do not sell Virginia grown wine, please list ZERO (0) OR NONE in this space. Please do not leave blank. The column INVOICE NO. FROM PREVIOUS MONTH is for the invoice numbers that were listed in the prior month as invoice numbers executed but not delivered (example not delivered in March) and they were delivered the next month (example delivered in April) and should be included with the series of numbers listed under "INVOICE NUMBERS" for April. If you do not have this type of situation, please leave Invoice No. From Previous Month column blank.

NOTE:

Do not execute retail sale invoices without the five (5) digit code number issued by the Virginia A.B.C. Board in the designated column. Virginia code numbers may be obtained from our web site at www.abc.virginia.gov under Laws and Enforcement, Tax Management Reports, Active Brand Names. You can contact this Department at (804) 213-4497 or (804) 213-4560 for assistance with our web site.

SAMPLES

A wholesaler may give a retail licensee a sample serving or a container size, not to exceed 1500 liters, of a Brand not currently sold by the retail licensee, pursuant to Section 3 VAC 5-70-100(2) of the Virginia Alcoholic Beverage Control Laws and all samples are taxable pursuant to this Section under D. All "sample" invoices to retailers are to be executed on a distributor's taxable invoice using the next number in the series, listing all required information stated under the heading "INVOICES". Samples going out-of-state are to be executed on a tax-exempt invoice using the next number in the series, signed by the wholesaler and retailer prior to forwarding to this Department (Tax Management Section).

FORMS

All forms (purchase orders and distributor's wine invoices) must be shown in metric equivalents for sizes And extensions (See Exhibit 2 and 7).

This agency furnishes the following non-computerized forms and non-computerized reports at cost:

Form 703-34 - Wine Purchase Orders \$10.00 for set of 100

Form 703-35 - Distributor's Wine Invoices - \$25.00 for set of 800 \$6.25 for set of 200

Form 703-40 - Monthly Wine Report - Supplied at no cost

The following listings may be obtained from our web site at no cost <u>www.abc.virginia.gov</u> under Laws And Enforcement, Tax Management Reports):

Brand Code Listing

Quarterly Code Listing

Brand Code List by Selected Supplier

Distributors who wish to order purchase orders, wine invoices or monthly wine reports directly from the Printer must contact this Department (Tax Management Section) for necessary changes and approval before ordering.

If you have any questions please, contact this Department at (804) 219-2039.

Ramona Howell, Manager Tax Management Section Financial Management Services

Rev. 07/15

EXHIBIT 1

WHOLESALER'S SUMMARY OF WINE SALES AND TAXES

OF ALCOHOLIC BEVERAGE CONTROL

RICHMOND

Johr Tay 123 CITY or TOWN and STA NAME TRADING ... ADDRESS 23261-7491, accompanied by remittance and the total of File this report with the Virginia Department of Aicofolic Beverage Control, P.O. Box 27491, Richmond, Virginia such taxes, and markup collected during the preceding month. This report shall be postmarked no later then the fifteenth of the month or, if the fifteenth is not a business day, the next business day thereafter.

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lor Distributing Co.	3		A.B.C. LICENSE NO.	SE NO.	028481	
Mack Road			REPORT FOR THE MONTH OF	* 11# ₹	ONTH OF	
nasontown, Va. 23220	23220		August		277,5	
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071.170				(
217.200	A SINCE	•		₽.		

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2. Quentity Received During		071.407			(AMOUNI DUE
Month (SCH A)	1.686.350		WINE		-	
3. TOTAL (Item 1 plus Item 2)		217.200	3,451.100		_	\$1,380.44
	4,584,350	481.320	CD			
4. Breakage, Leakage, Spoilage, Etc.	18.000		91.885	·	8.	7.35
5. State Pickups		8.520	TOTAL SUBMITTED WITH REPORT	WITH REPORT		\$1,387.79
	.750	C	FOR	FOR ABC DEPT LISE ONIX	I PRI	> =
6. Transfers Out (SCHB)	3		WINE: 12% \$	•		· •
	24.000	25.560	WINE 44%	\$	-Cider Merkup	Code (t30169
/. rax Exempt Liters	45.000	L CC	WINE 44%	•		Code 01054
8. TOTAL (frem 4 through 7)		0.035				Code 01057
	117.750	40.115	swear (or affirm) that this report has been asset in	enort has been a		
9. TOTAL (Item 3 less Item 8)	4,466.600	441,205	knowledge and beflef, is a true and complete report made in good faith for the best of my stated, pursuant to the ALCOHOLIC BEVERAGE CONTROL ACT and regulations of the Virginia A B C. Avend	and complete rep	ort made in	me, and, to the best of my good faith for the period as OL ACT and regulations of
10. Inventory at End of Month			Stand	holy of		
11 TOTAL TAXABLE LITEDS	1,015.500	349.320				

THIS COPY TO BE RETURNED TO VA. A.B.C. BOARD

President

9/10/xx

Date

91,885

3,451,100

Nev. 2/86 9

11. TOTAL TAXABLE LITERS

SOLD DURING MONTH

(them 9 less them 10)

SCHEDULE A
WHOLESALER'S REPORT
PURCHASES

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	TUNCHASES (List only purchases from sur	CONSIGNOR NAME OF WINERY OR WHOLESALER	ENLY	wa Wine Co. Valley Wine Co. Flash Imports	TRANSFERS Richmond Beverage Co.	CIDER Royal Cider	CIDER TRANSFERS J. G. Distributing			
	PURCHARE	ONDER NO.		22413 22412 22415	15235	22414	15237			
	DATE	GOODS		8/5/XX 8/12/XX 8/29/XX	8/10/XX	8/12/XX	8/20/XX			-

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BREAKAGE: Forklift damage and warehouse breakens	Sue's Rose Table Wine E.& M Chardomay	The Calan
GE: Forkli	12 .750 6 1.500	24 .375
BREAKA	1 Ader	

.375

TNT Cider

9.000 9.000 8.520

Name	DATE GOODS	1	I KANSFERS OUT (To Virginia Wine Wholesalers)	ginia Wine Wholesalers)	
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11720 Wine Distributing Goothland, VA Goothland, VA Goothland, VA Goothland, VA Goothland, VA Goothland, VA GOOTHLAND Highes & Co. Bromsville, VA Brownering Brownerille, VA Brownerille		<u>.</u>	ENTS		\$60T7
172 Highes & Co. Brownsville, VA	8/10/XX 8/13/XX		Wine Distributing Wine Distributing		45.000
Brownsville, VA	8/3/xx	172	CIDER Harboo & C.		0.6
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COMMONWEALTH OF VIRGINIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL VIRGINIA ALCOHOLIC BEVERAGE CONTROL BOARD RICHMOND, VA. 23261

EXHIBIT 2

PURCHASE ORDER

				TOTOTIAGE ONDER				
То	Sonome	Wine Exc	hange					
, Address,	40 Pla	yground I	ane			INDICATE IMI	Porter's N Mber on Ai	UMBER AN
City_	Orange	Grove.	Ca. 9512	.3		AND SHIPPIN	G PAPERS	
-	Please fur	nish and deliv	er the followi	ing described articles direct to:		IMPORTER'S NO	096069	
						LICENSE NO.		
Consignee	•	Distribu	ting Co.			Date8/5	,	
Street		ack Road				Terms_net 3	10	
City	Johnso	ontown. V	a. 23220)	VIRGINIA	Ro	uting Instruction	<u> </u>
TOTAL CASES	TOTAL BOTTLES	SIZE IN LITERS	CODE NUMBER	BRAND AND TYPE		LITERS	CASE PRICE	TOTAL
5 5 10 5	60 120 60 20	.750 .375 1.500 4.000	70853 70932 80201 80132	Napa Valley Cream Sherry Napa Valley Tawny Port Napa Valley Chablis Napa Valley Burgundy	y	45 000 45 000 90 000 80 000		
				THIS COPY TO YENDOR TO RETAIN POR RECORD PURPOSES		260 000		
E RECEIVED	B. A. Musu	815/ Lay	XX	By 4	Distri	buting Compa	any	

orm 703-34 (Rev. 3/87)

EXHIBIT 3

COMMONWEALTH OF VIRGINIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL VIRGINIA ALCOHOLIC BEVERAGE CONTROL BOARD RICHMOND, VA. 23261

PURCHASE ORDER

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	<u>_</u>	_	~	1	-

Royal Cider INDICATE IMPORTER'S NUMBER AND 4 Apples Court Suite 4U LICENSE NUMBER ON ALL INVOICES AND SHIPPING PAPERS WV 45678 Aubrey, Please furnish and deliver the following described articles direct to: 067321 IMPORTER'S NO. __ **028481** LICENSE NO. . Taylor Distributing Co. Consignee 8/3/XX net 30 123 Mack Road Terms_ Street **Routing Instructions** Johnsontown, VA 23220 City_ TOTAL COST TOTAL TOTAL BOTTLES SIZE IN LITERS CODE NUMBER CABE LITERS BRAND AND TYPE 108,600 .200 23005 Apple Blossom Cider 2 +15 543

	THIS COPY 1 AECO40 PURP	TO VEHICLE TO RETAIN FOR USES				
			108	600		
RECEIVED	5 / xx	ву	esident	ng Com	pany	

EXHIBIT 4

COMMONWEALTH OF VIRGINIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL VIRGINIA ALCOHOLIC BEVERAGE CONTROL BOARD RICHMOND, VA. 23261

022415

PURCHASE ORDER

Address City_	21 Am			1			LICEN	ise nua	PORTER'S N MBER ON A G PAPERS	NUMBER AND ALL INVOICES
_	Please furn	ish and delin	ver the follow	ing described articles	direct to:		IMPO	RTER'S NO.	04958	6
	Т1	- D4-4-41				····	1	SE NO	00010	1
Consignee			outing Co.				Date_		8/14/	XX
Street	123 M						Terms	T	et 60	
City_	Johnso	ntown, V	a. 23220	,	,	VIRGINIA	7-//	Rou	ating Instruction	ns .
TOTAL CASES	TOTAL BOTTLES	SIZE IN LITERS	CODE	BRAN	IO AND TYPE		LIT	ERS	GABE PRICE	TOTAL
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RECEIVE	B. L.	bay.	9/XX		Ordered By	Taylor Dis	Son		отрапу	

EXHIBIT 5

License No.

COMMONWEALTH OF VIRGINIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

Invoice

No. TE 10

RICHMOND

DISTR	BUTOR'S	WINE	INVOICE

Date of Invoice

8/10/XX

Taylor Distributing Company Distributor

028481

Date Shipped

8/12/XX

Address (complete) 123 Mack Road, Richmond, Va. SOLD TO

How Shipped Truck

Retailer's License No.

049586

Blank Ship Club

City Dumfries

Terms-Cash on Delivery

Street & No. 402 Gary Court County Mayberr Salesman- R. Chavis SIZE IN LITERS NO. CASES NO. BOTTLES CODE BRANG AND TYPE CASE PRICE LITERS TOTAL 1 12 .750 32567 Napa Valley Pinot Grigio 000 Total 9 1000

(TO BE FILL	ED IN	BY RET	ΓA IŁ.	LICENSEE
(TO BE FILL		7-	15	

Remarks:

Goods as listed above have been received and cash full paid therefor on the above date. Goods received

(FOR USE OF WHOLESALE LICENSEE)

n: Taylor Distributing

Blank Ship Club

ned

XX

COMMONWEALTH OF VIRGINIA

Invoice

No. 903

EXHIBIT 7

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

RICHMOND

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Date of Invoice

8/2/xx

Distributor Taylor Distributing Company

Date Shipped

8/3/xx

Address (complete)

License No.

123 Mack Road, Richmond, Va. 23220

How Shipped

Retailer's License No.

Truck

041117

Licensee Elbow Room

028481

City Richmond

Terms-Cash on Delivery

Street & No. 2345 Arrow Drive County Henrico Salesman- T. Lloyd SIZE IN LITERS LITERS CASE CASES NO. BRAND AND TYPE TOTAL 7/12 Napa Valley Cream Sherry Napa Valley Tawny Port 7 .750 71853 5 250 20.00 11.67 12 .375 71932 4 500 20.00 10.00 1 1.500 81201 Napa Valley Chablis 6 9 1000 25.00 25.00 2 4.000 81132 Napa Valley Burgundy **B** 000 23.00 11.50 Terel 26. 750 58.17

Pote WAST	BY RETAIL LI	CENSEE)
Date //UNIAT	3	, 19 XX
<i>b</i>		

Goods as listed above have been received and cash in full paid therefor on the above date. Goods received

Taylor Distributing Company

from:

Signed Elbow Room

(Name of Transportation Company)

Remarks:

(FOR USE OF WHOLESALE LICENSEE)