

ELECTRONIC TAX REPORTING USER GUIDE

Submitting a Wine Gallonage Tax Report – Native Wineries

STEP 1

Visit the Web:

1. Visit the web at www.IowaABD.com and click the **“Alcohol”** tab.
2. While hovering over the **“Alcohol”** tab, click on **“Licensing Application”** under **“Licensees”**.
3. Log-on using your User ID and Password you created for renewing your class A wine permit. Click **“Log On”**.
4. After a successful login, you will be taken to the **“Action List”** screen.
5. Click on **“Complete a Tax Report”**.
6. Select the license you wish to complete a tax report for from the **“License List”** screen and click **“Complete.”** **Note:** All reports ready to be completed will be in the status “Notice Sent.” All completed reports will be “Updated.” Choose the correct month by looking at the “Reporting Period” column.

STEP 2

Enter Tax Information:

Note: Do not use commas when entering numbers.

1. Enter information on **“Native Wine Tax”** screen and click **“Next”** at the bottom right corner of screen. For beginning gallonage, use the ending gallonage from the previous month’s report. Any wine produced during the month will be recorded in the “Gallons of wine Produced” box. For outside purchases of wine use the “Gallons receive in Bond” box.
2. Enter information on **“Tax Exemption Adjustments”** screen and click **“Next”** at the bottom right corner of screen. This screen will encompass all exemptions including breakage, racking losses, samples, and all retail sales from the Winery location.
3. Enter all sales by individual wholesalers by date sold on “Sold to Iowa Licensed Wholesalers” screen. After each entry, click on **“Add New”** to clear the screen to enter the next entry. Information will be displayed in the blue and gray box below. Be sure to always click on **“Add New”** before clicking on **“Next”** at the bottom right corner of screen. If you have no sales to Iowa licensed wholesalers, click **“Next”**. **Note:** This screen is for sales to WHOLESALERS, not Retail sales.
4. Enter gallons on **“Gallons Sold at Wholesale”** screen the same way as the previous screen and click **“Next”** at the bottom right corner of screen. This is for sales to RETAILERS and is the only taxed gallons. If no sales, enter Zero. Click on **“Next”**

STEP 2

5. Next screen named **“Calculation of Taxes Due”** is a recap of what you have entered and the tax due for the reporting month. Check that all entries are correct. If you have an error, return to that page in the report. Click on **“Next”**.

STEP 3***Sign Tax Report***

1. Enter name completing the tax report under **“Applicant’s Name”**.
2. Enter current date in the format of **mm/dd/yyyy**.
3. Fill in banking information
4. Click “Finish”. You should be directed to a confirmation screen.
5. Your report has been submitted and is pending Iowa ABD approval. All reports will be added to a queue to be approved and submitted for payment by ABD. If you have made an error, please contact the number below to make amendments or corrections.
6. When you are on a screen and the information is not loading correctly, look in the upper left side of the screen for an “Error” messages. These messages will be in **Red** and will instruct you on how to fix the error on the page.

NEED HELP?

If you have questions regarding the wine gallonage tax reporting process, contact the Division’s accounting section at 515.281.7370, or by e-mail at Bertram@IowaABD.com. This option is available Monday through Friday, 8:00 a.m. to 4:30 p.m.