



## INSTRUCTIONS

### VENDOR'S REPORT OF BEER SHIPMENTS INTO CALIFORNIA

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.

The report must be completed in full and mailed to State Board of Equalization, Special Taxes and Fees, P.O. Box 942879, Sacramento, California 94279-0088 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. Pursuant to Revenue and Taxation Code section [32452](#) failure or refusal of any person to render the reports required under this section is a misdemeanor.

#### PREPARATION OF REPORT

For each page, complete the information in boxes (a) through (e) on the top of the report. Enter (a) the month and year of the report; (b) your Board of Equalization (BOE) vendor account number; (c) the page number and the total number of pages of the report; (d) your business name, and (e) your mailing address. Complete boxes (f) through (i) at the bottom of the first page by signing your name in box (f); printing your name and title in box (g); entering your phone number in box (h), and your email address in box (i). *If a multiple page report is filed, boxes (f) through (i) need only be completed on page 1 of the report.*

**Column 1.** Enter the name of the licensed importer to whom the shipment is consigned. If the shipment was sold to a person other than to the consignee, show both the name of purchaser and consignee.

**Note:** In reporting 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 importer's BOE beer and wine importer account number.

**Column 4.** If the shipment entered California via railroad or motor carrier, enter the name of carrier; If the shipment entered California via steamship, enter the name of the steamship line.

**Column 5.** If the shipment entered California via steamship, enter the bill of lading number. If the shipment entered California via railroad, enter the railroad car initials and number. If the shipment entered California via motor carrier, enter the truck trailer number.

**Column 6.** Enter the invoice date and number of the shipment.

**Column 7.** Enter the total number and type of packages contained in the shipment. It is not necessary that quantities be segregated by type and size of container, with the exception of kegs/barrels.

**Column 8.** Enter the total gallons of beer contained in this shipment. Report all beer in gallons by multiplying barrels by 31 (see Revenue and Taxation Code section [32151](#)), or dividing total ounces by 128. Round the result to the nearest gallon.

If you need additional information, please contact the State Board of Equalization, Special Taxes and Fees, P.O. Box 942879, Sacramento, CA 94279-0088. You may also visit the BOE website at [www.boe.ca.gov](http://www.boe.ca.gov) or call the Taxpayer Information Section at 800-400-7115 (TTY:711); from the main menu, select the option Special Taxes and Fees. Customer service representatives are available weekdays from 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays.