



## INSTRUCTIONS FOR COMPLETING THE DISTILLED SPIRITS IMPORTED INTO CALIFORNIA REPORT

### FILING REQUIREMENTS

This report must be complete in every detail as called for on the report and mailed on or before the fifteenth day of each month showing all shipments of distilled spirits received from a point outside of California.

### PREPARATION OF THE REPORT

Prepare report in duplicate, retain a copy for your files, and mail the original to the Excise Taxes Division, State Board of Equalization, 450 N Street, MIC:56, PO Box 942879, Sacramento, CA 94279-0056.

- Enter entire account number.
- Enter reporting month and year.
- Enter page number and number of pages in reporting month.
- Enter owner or company name.
- Enter business address, including zip code.

### COLUMN

- A.** Enter the name of the shipper and the city and state or country in which the shipment originated.
- B.** Enter name of common carrier originally transporting shipment *into* California.
- C.** Do not write in this column — it is for Board use only.
- D.** If shipment entered California by water, *the voyage number* and the name of the vessel in which the shipment was transported into California must be shown.  
  
If the shipment entered California in a railroad car, the number of the car in which the shipment was contained must be shown. If the shipment entered California by motor carrier, the truck trailer number must be shown.
- E.** Enter the waybill, bill of lading, or freight bill number.
- F.** Enter the waybill, bill of lading, or freight bill date.
- G.** Enter the name of the person or firm from whom the merchandise was purchased.
- H.** Enter invoice number covering the shipment.
- I.** Enter date merchandise was received.
- J.** Enter total number of packages contained in the shipment (i.e., cs., ctn., bbl., etc.)
- K.** Enter total gallons of distilled spirits 100 proof or under contained in the shipment.
- L.** Enter total gallons of distilled spirits over 100 proof.
- M.** Total all entries made in Columns K and L and enter the totals in the boxes at the bottom of the report.