TTB
Pay.gov DSP Report of Processing (Denaturing) Operations
Electronic Submission User Guide

Alcohol and Tobacco Tax and Trade Bureau

Table of Contents

Introduction

Welcome to Pay.gov, the Alcohol and Tobacco Tax and Trade Bureau's (TTB's) System for electronic form filing and payment of excise taxes.

What Does This Guide Cover?

This guide shows you how to:
- Complete and submit DSP Report of Processing (Denaturing) Operations Forms.

For information about using this system and how to obtain technical support, please visit the pay.gov web site: **http://www.ttb.gov/epayment.htm**.

What Does This Guide Not Cover?

This guide does not contain information regarding enrollment. For enrollment information, please go to http://www.ttb.gov/epayment/gettingstarted.htm. Also, the guide does not contain all the specific instructions for completing each form. If you have any questions about completing or filing any form, contact your TTB Specialist at (513) 684-3334 or toll free at 1-877-882-3277. All of the applicable forms can be viewed or printed at http://www.ttb.gov/forms/index.htm.

- For information regarding other Pay.gov functions and forms, please refer to the separate User Guides for each form.

How Do I Complete a DSP Monthly Report of Processing (Denaturing) Operations?

1. From the USER CENTER SCREEN, click on *Private Forms* under the *Forms Listing*. Select *Monthly Report of Processing (Denaturing) Operations, TTB F 5110.43* in the Agency Form Control Number column.

2. The following screen appears:

3. Depending on your settings, you may need to scroll up or down, right or left, to be able to view the entire form.

4. Information from your user profile will be entered for you in the appropriate fields. Please verify the accuracy of the information in the pre-populated fields.

5. Be sure to only use the mouse or the *tab* key to enter information into the fields. **DO NOT use the *enter* key to enter information in the fields.** The enter key will cause edits to be performed on your form, which may slow data entry. Also, the *Back* and *Forward* buttons on your browser are also not to be used. *Next Page* and *Previous Page* options should be utilized instead when available. Navigation through the form is by tabbing by column or clicking your mouse in the appropriate field.

6. Begin by clicking your cursor into the field marked "Name of Proprietor".

**** The information provided in the following fields must match your permit.

Name of Proprietor: The name of your business is not pre-populated. You must enter the company name as shown on your TTB approved permit or registration.
Plant Number: You must enter your Registry Number, which must follow the format DSP-ST-#####. You must enter a DSP. The next two characters signify the State. The next five positions must contain a one to five digit number (1 through 99999 is valid). The state abbreviation in your registry number must match what was entered in the state field for your premise address. Do not enter the dashes ("-"), as these will be auto-populated.
Street Address: Your Street Address is pre-populated. You may edit pre-populated fields if necessary. If there is no address for your business in your User Profile, then nothing will be pre-populated and you must complete the field
City: The city where the business is located is pre-populated. You may edit pre-populated fields if necessary. If there is no city for your business in your User Profile, then nothing will be pre-populated and you must complete the field.
State: The state where your business is located is pre-populated. You may edit pre-populated fields if necessary. If there is no state for the business in your User Profile, then nothing will be pre-populated and you must enter the two-letter state abbreviation.
Zip Code: The zip code where your business is located is pre-populated. You may edit pre-populated fields if necessary. If there is no zip code for your business in your User Profile, then nothing will be pre-populated and you must complete the field. You must enter a 5-digit number or a 5-digit number followed by a "-" and then a 4-digit number.
Month and Year: You must select the appropriate month and year of the reporting period covered by the report from the separate drop-down boxes. You must select the month from the drop-down box that lists the 12 months. You must select the year from the drop-down box.
DBA: The Operating/DBA of your business is not pre-populated. You must enter this name as shown on your TTB approved permit or registration.

7. To complete the form, use the current procedures for completing the paper form. Instructions for completing the form are available by clicking the *Help Text* button in the top center of the form. This will open another window of your browser without impacting your Pay.gov session. To close the Help Text, simply close the window. **Please note** that if you intend to enter data into the write-in fields, you must first enter the appropriate row or column heading before entering the numerical data.

Penalties of Perjury Statement: Check the box for the penalties of perjury certification of the information provided on the form.
Title: Enter the title of the person submitting the form and whose name appears in the *Signature* box.

8. The buttons at the bottom of the page perform the following functions:

Save – allows the user to save the form in its current state.

*Reset* – clears all form fields and restores to a blank form.

Update – captures data without submitting the information and performs validations of all entered and required fields.

PDF Preview – creates a PDF version of the form that can then be printed in the current OMB format of the form.

> NOTE: If you don't have Adobe Acrobat installed on your computer, you will be prompted to download the free software.

> Once you have filled in the appropriate fields on the second page of the form, click *Update* again to capture the data. Then, click *PDF Preview* to view the form.

> The following screen should appear:
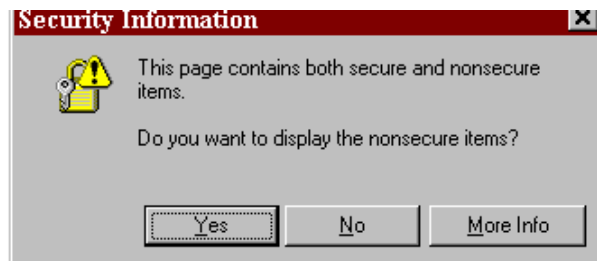
9. Click *Yes*, and a PDF version of the form is displayed.

10. To print the form, select the *Printer* icon from the Adobe toolbar or from the browser toolbar. This will open the Print dialog box. Select *OK* to print all pages of the form.

11. After viewing or printing the form, click on the *Back* button to return to the updated version of the form.

12. The *Pay.gov Privacy Policy* hyper-link provides access to view the Privacy Policy for this site.

13. You may choose to either save your form and submit it at a later time, or submit the form now.

- If you wish to save the form, click on the *save* button. You will receive a confirmation number for your saved form. (See "How Do I Retrieve A Saved Form?" to find your form when you are ready to submit the report).
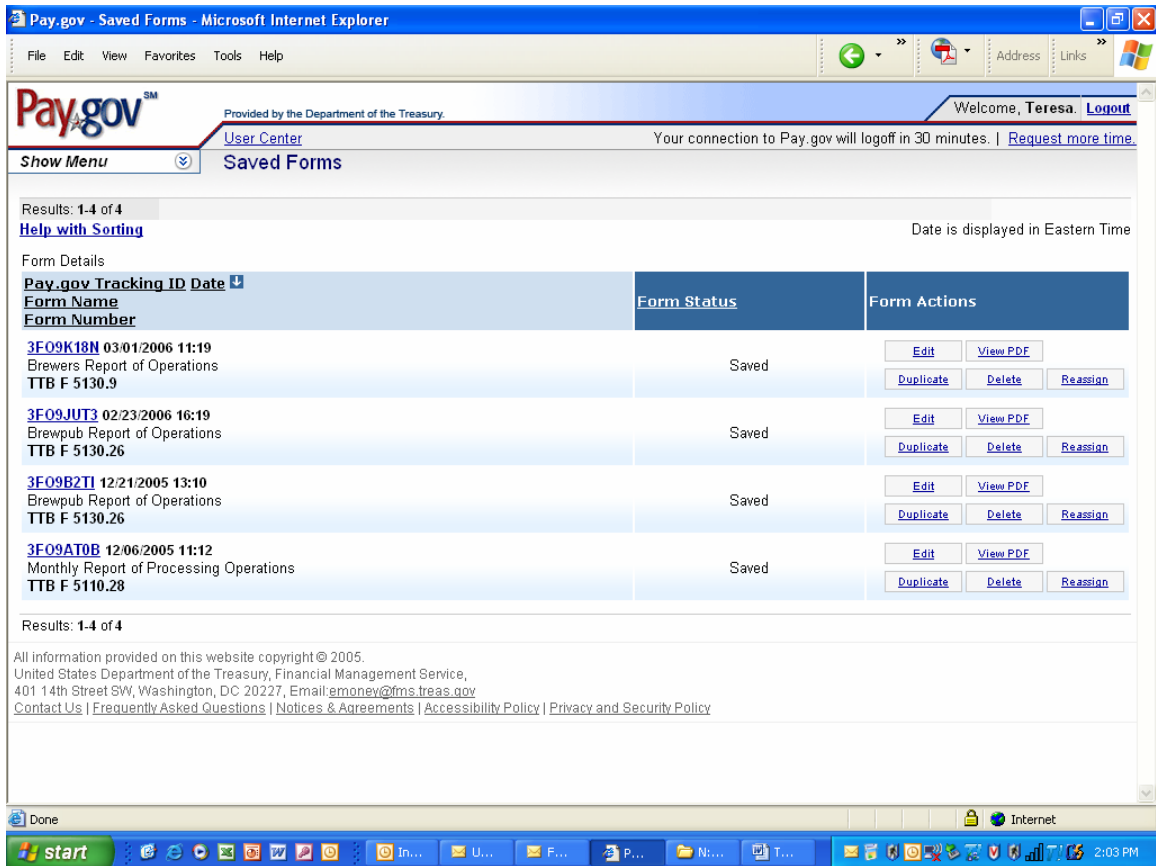
- If you wish to complete the process now, click on the *Submit Data* button. Please verify that your submission is shown as "Accepted" under the Forms Status column in the Saved and Submitted Forms section of the User Center. You will also receive a Confirmation Number and a Pay.gov Tracking ID number. Please print or record these numbers for your records.

How Do I Retrieve A Saved Form?

1. Go to the User Center under "Forms Listing" and click on *Saved Forms*.
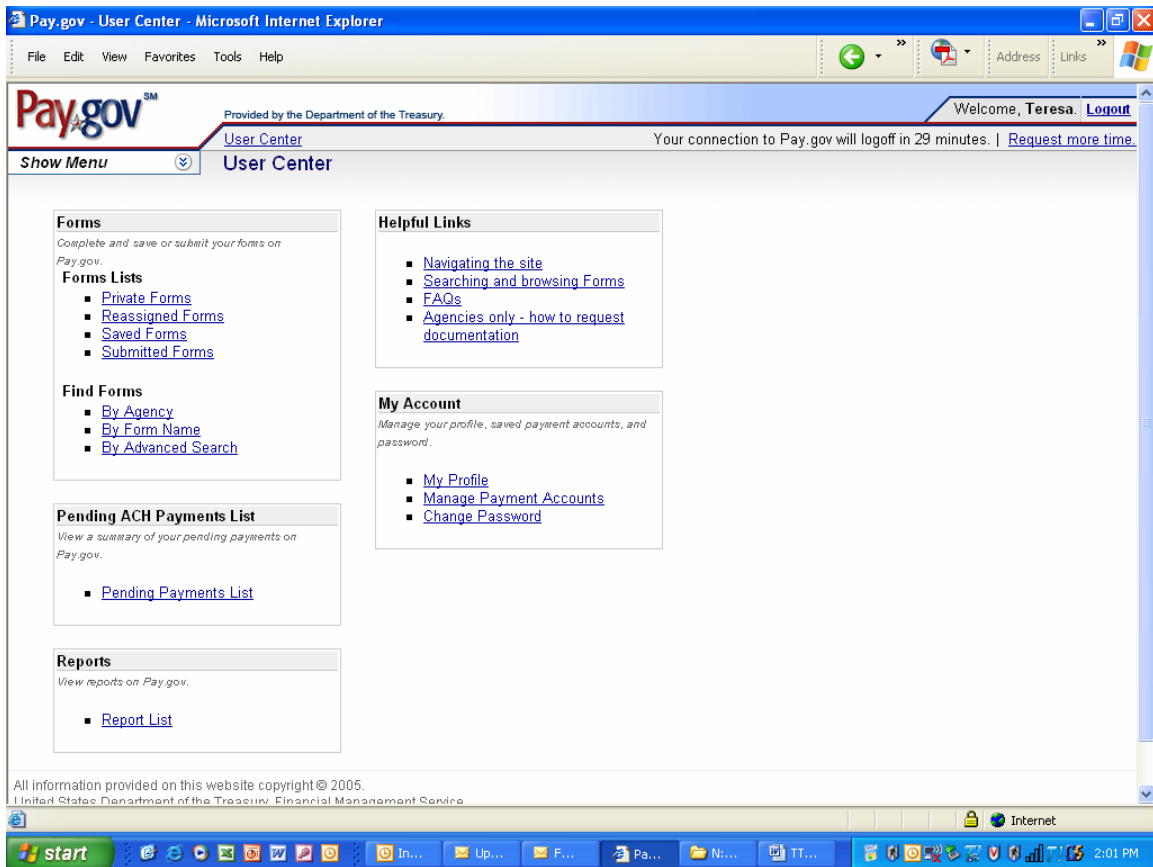
2. Click on the form you want to select.

3. If you want to keep a copy of the form for your records, you must click on the *print preview* button and print your completed form NOW!
4. Once you have printed the form, click the *back* button on your browser.
5. If you wish to edit the form, make the necessary changes and *save* the form.
6. If you wish to create a copy of a form that can be edited and then saved or submitted as a new form, click the *Duplicate* button.
7. If you wish to submit the form, click on the *Submit Data* button. Please verify that your submission is shown as "Accepted" under the Forms Status column in the Saved and Submitted Forms section of the User Center.
8. Note: Each form has a "Form Status". Explanations of each form status is given below:

   Form Status:
   Saved - The form has been saved but not submitted. The user can go back into the form and make changes.
   Rejected - There was a problem with the form in submission. This can occur if you submit the form but cancel out of the collection screens. The user cannot make changes.
   Submitted - The form has been submitted to the system (only at this state for a very short period of time). The user cannot make changes. This status does not mean it was accepted, only sent. NOTE: Submitted forms will only be saved within Pay.gov for 120 days. If you wish to archive your records, please save a

copy of your print preview.

Forwarded – The form has been submitted to the system, but has not yet been processed. The user cannot make changes.

Accepted - The form was accepted into the system and stored. The user cannot make changes. If changes are needed, you must file an amended return.   NOTE: Users should verify that their submission was "Accepted" after filing.