Alcohol and Tobacco Tax and Trade Bureau 04-12-2007

- Are you tired of getting calls saying you didn't complete a form correctly?
- Are you not sure how to complete your forms?
- Do you need to create amended forms?
- Have you ever been charged with penalties and interest due to a late or missing filing?
- Do you want to save some time, money, and energy?

If your answer is YES to any of those questions, we have a solution.

Pay.gov

What is Pay.gov?

- Pay.gov is a website which allows for processing and filing electronic payments/returns for Federal Excise Taxes and Operational Reports.
- It is a safe, efficient way to make financial transactions.
- The user receives a confirmation number that verifies the return, payment or operational report was transmitted.

We configured Pay.gov so you can file your Tax Returns, pay your Excise Tax Payments, and file your Operational Reports electronically.

Why should I use Pay.gov?



Alcohol and Tobacco Tax and Trade Bureau 04-12-2007

Pay.gov will help reduce the telephone calls to complete or correct a form

Pay.gov checks the form to ensure it is mathematically correct and provides feedback when you make a mistake that tells you what you need to correct.

Pay.gov can help save time, money, and energy

- Fill the form in right the first time, every time.
- Ability to email the reports within your company.
- No more "rushing to the post office" to get the mail post-marked on time.
- No more postage.
- Electronic copies eliminate the need for storing paper. Just keep a copy on your network or hard drive.

Pay.gov can help with amending forms

- To amend a form with Pay.gov, you copy the original, click the amended button, change the data, and submit it.
- Industry Circular 2004-4 mandates filing a COMPLETE return or report when amending a form, and not just the corrections. Pay.gov will drastically reduce your overhead when making amendments to previously submitted forms.

Pay.gov can help with penalties and interest

Pay.gov can help because it uses electronic payments that are settled the next business day. You must submit your form and payment by 4:00 PM EST the day before they are due to ensure they are received on-time.

Is the system secure?

- Yes, Pay.gov uses the Automated Clearing House (ACH) system or FedWire for a secure method of payment
- These are the same systems banks use to transfer their money.

Did I tell you it is FREE?

You can use the system for

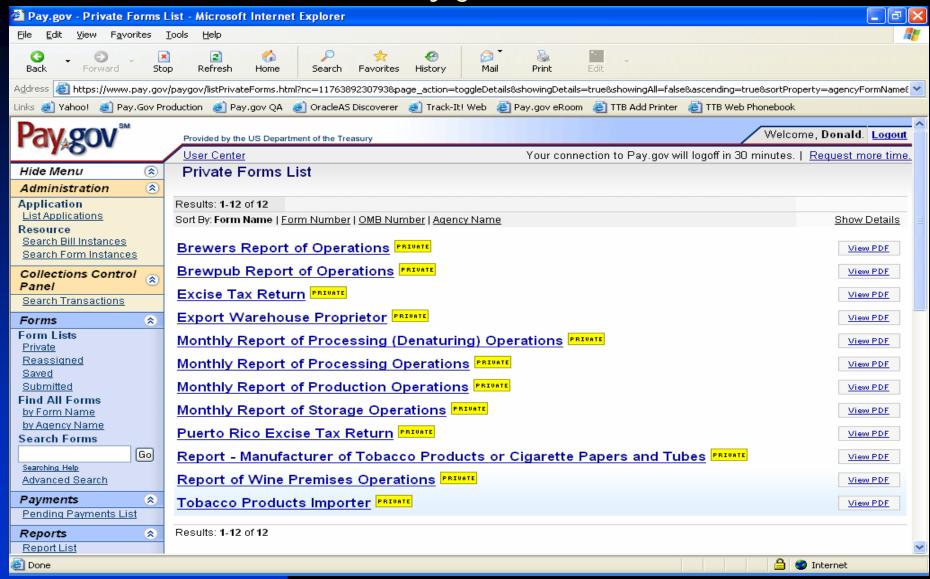
FREE

to submit our required forms. There is no fee.

TTB Pay.gov



The list of forms available on Pay.gov:



How do I enroll?

Complete an Alcohol & Tobacco Tax and Trade Bureau (TTB) User Agreement

User Agreements can be found at:

(http://www.ttb.gov/forms/f500031.pdf)



Complete the form with the requested information, including signature and date, to obtain a User ID and password

You may sign up for multiple Permit/Registry information relating to a single company with each agreement.

Where do I send my form?

Mail the user agreement to:

Alcohol and Tobacco Tax and Trade Bureau (TTB)

Attn: Pay.Gov

550 Main Street, Room 8002

Cincinnati, OH 45202



What happens next?

The individual enrolling must have signing authority for the company.

 Pay.gov then sends you a User Identification (ID) within two weeks via e-mail.

 If you do not receive your User ID and password within that period, contact us at 1-877-882-3277 or pay.gov@ttb.treas.gov.

Where do I go for help?

- For assistance in completing the User Agreement or questions about Pay.gov, you can access the system via the TTB web site at http://www.ttb.gov/epayment/epayment.shtml
- Internet Explorer is the only supported browser
- Macintosh Users: Are not supported at this time.
- You may also obtain information and help at these addresses:
 - ◆ By mail: Alcohol and Tobacco Tax and Trade Bureau
 Attn: Pay.gov
 550 Main Street Room 8002
 - Cincinnati, OH 45202
 - By Telephone: 1-877-TTB-FAQS (882-3277)
 - ◆ By e-mail: Pay.gov@ttb.treas.gov