

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



Alcohol and Tobacco Tax and Trade Bureau

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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 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 Operations?

1. From the USER CENTER SCREEN, click on *Private Forms* under the *Forms* Listing. Select *Monthly Report of Processing Operations, TTB F 5110.28* in the Agency Form Control Number column.
2. The following screen appears:

Pay.gov - Form Instance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Pay.govSM Provided by the Department of the Treasury. User Center Welcome, Teresa. Logout

Your connection to Pay.gov will logoff in 30 minutes. | Request more time.

Show Menu Form Instance

OMB No. 1513-0041 (08/31/2006)

1. PLANT NUMBER 2. MONTH AND YEAR 3 / 2006 Original Amend Final

3. NAME OF PROPRIETOR DBA

4. LOCATION OF PLANT Address: 550 Main Street City: Cincinnati State: OH Zip Code: 45202

1. Every proprietor engaged in processing operations must prepare this form each month in duplicate.
2. The proprietor shall forward the original to the Director, National Revenue Center, on or before the 15th day of the month following the month for which prepared.
3. The copy is to be kept on file by the proprietor.

HelpText Paperwork Reduction Act

PART I - BULK INGREDIENTS			PART II - FINISHED PRODUCTS		
TRANSACTION (a)	WINE (Proof gallons) (b)	SPIRITS (Proof gallons) (c)	TRANSACTION (a)	BOTTLED (Proof gallons) (b)	PACKAGED (Proof gallons) (c)
1. ON HAND FIRST OF MONTH			27. ON HAND FIRST OF MONTH		
2. RECEIVED (Other than line 3)			28. BOTTLED OR PACKAGED		
3. ALCOHOL FOR FUEL USE RECEIVED FROM CUSTOMS CUSTODY			29. RECEIVED		
4. ALCOHOL, FLAVOR, MATERIALS DUMPED			30. INVENTORY OVERAGES		
5. WINE MIXED WITH SPIRITS			31. TOTAL - LINES 27 THROUGH 30		
6. DUMPED FOR FURTHER PROCESSING			32. TRANSFERRED IN BOND ¹		
7. GAINS			33. WITHDRAWN TAX DETERMINED		
8. TOTAL - LINES 1 THROUGH 7			34. WITHDRAWN FREE OF TAX: FOR U.S. HOSPITAL, SCIENTIFIC OR EDUCATIONAL USE		
9. BOTTLED OR PACKAGED			35. WITHDRAWN WITHOUT PAYMENT OF TAX: FOR ADDITION TO WINE		
10. WINE MIXED WITH SPIRITS			36. FOR EXPORTATION, VESSELS AND AIRCRAFT, AND TRANSFER TO C.B.W.		
11. USED FOR DENATURATION			37. TRANSFERRED TO PRODUCTION ACCOUNT FOR REDISTILLATION		
12. TRANSFERRED IN BOND					
13. WITHDRAWN TAX DETERMINED					
14. WITHDRAWN FREE OF TAX: FOR U.S., HOSPITAL, SCIENTIFIC OR EDUCATIONAL USE					

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 “Plant Number”.

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

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.

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.

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.

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.

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.

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.

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.

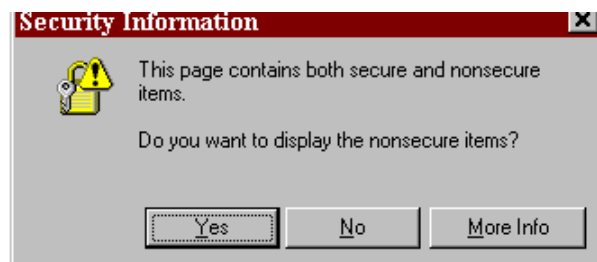
9. Once you have filled in the appropriate fields on the form, click *Update* to capture the data. If report errors occur, the total field will be highlighted in red, and the system will display a warning message and explain the error that needs corrected. After corrections are made, click the *Update* button again.
10. Then, click Next Page, and fill in the appropriate fields on the second page of the form.

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.

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:



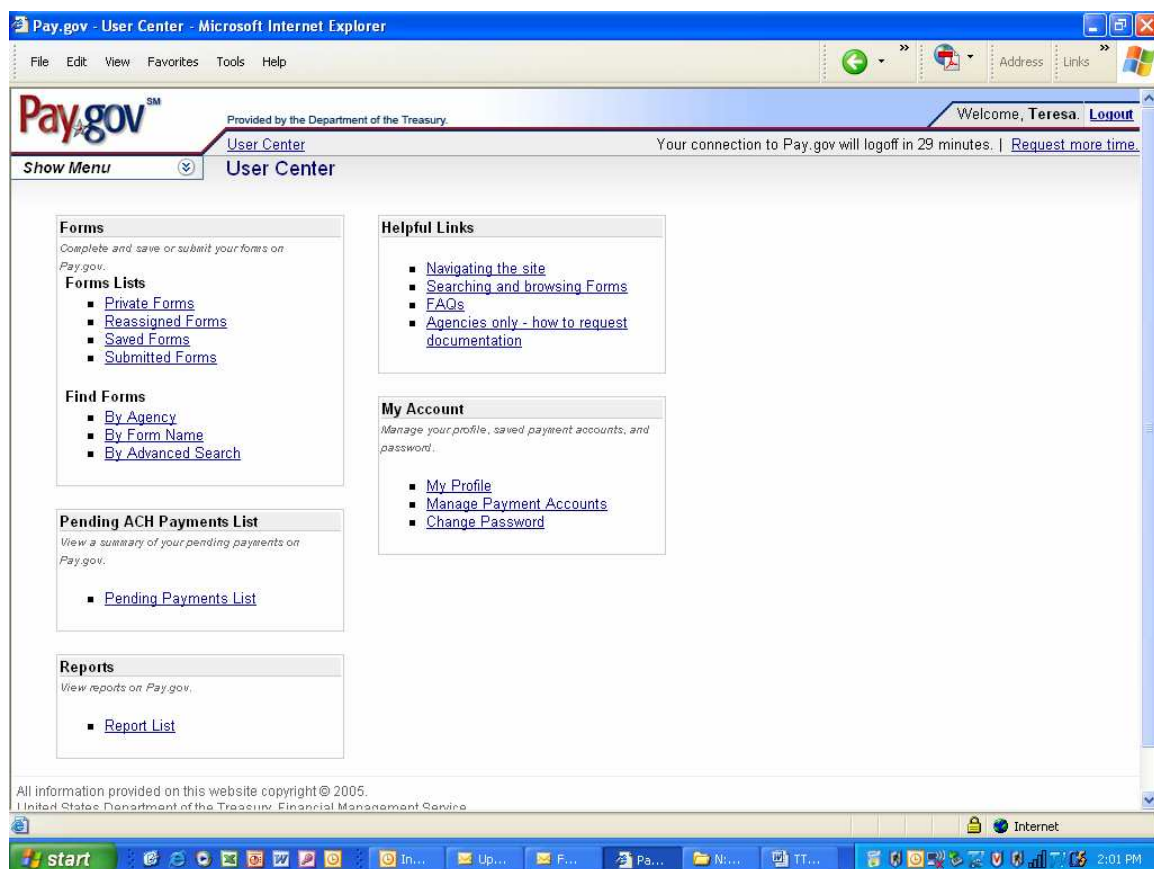
11. Click *Yes*, and a PDF version of the form is displayed.
12. To print the form, select the *Printer* icon from the Adobe toolbar or from the browser toolbar. This will open the Print dialog box. Select *OK* to print all pages of the form.
13. After viewing or printing the form, click on the *Back* button to return to the updated version of the form.
14. The *Pay.gov Privacy Policy* hyper-link provides access to view the Privacy Policy for this site.
15. 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).

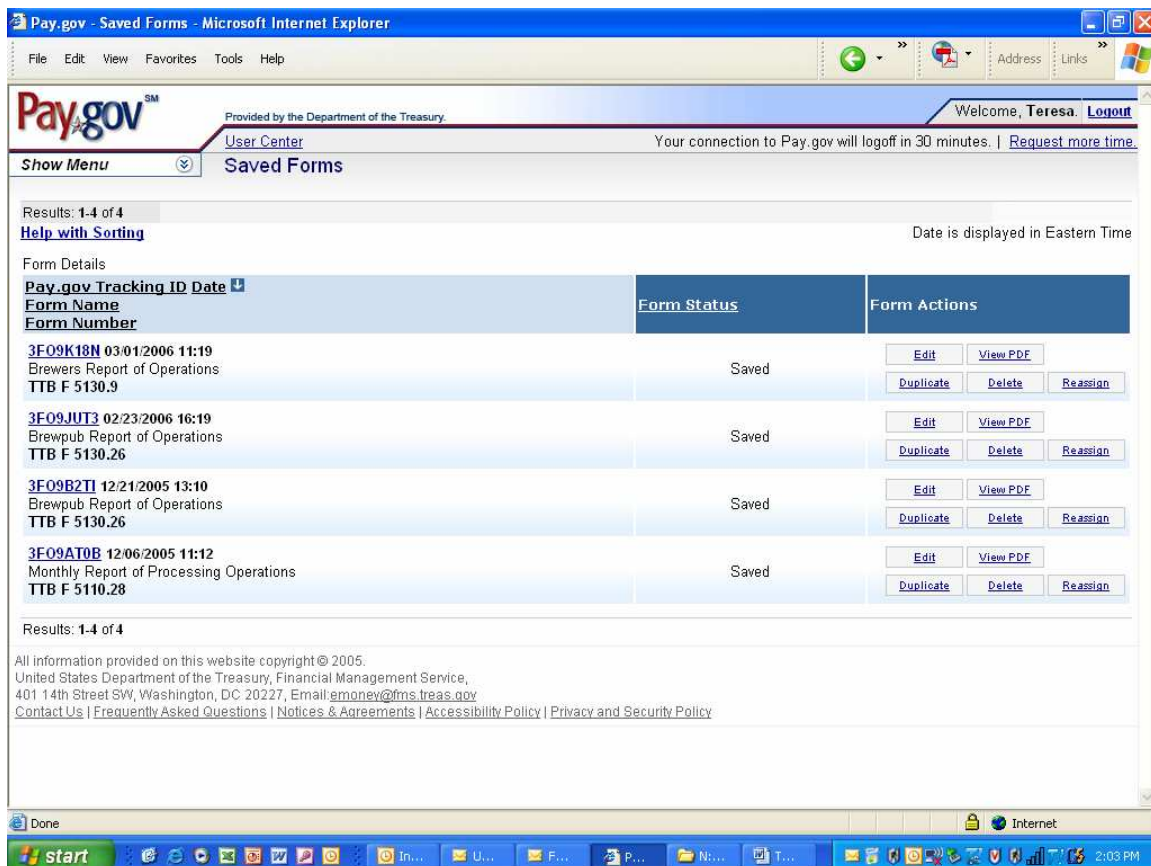
- If you wish to complete the process now, click on the *Submit Data* button. Please verify that your submission is shown as “Accepted” under the Forms Status column in the Saved and Submitted Forms section of the User Center. You will also receive a Confirmation Number and a Pay.gov Tracking ID number. 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.