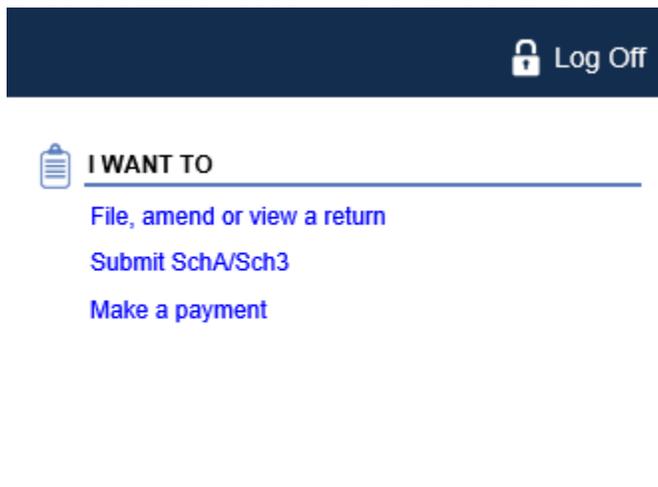


## Instructions for filing Sch A/ Sch 3

1. Log into MyTaxes at [https://mytaxes.wvtax.gov/ /](https://mytaxes.wvtax.gov/)
2. Once you are logged in find your Tobacco Products Tax Account. This can be found under the Accounts Tab.
3. Click on the account type hyperlink "Tobacco Products Tax" for the account for which you are filing.
4. Find the period for which you are filing and click on the hyperlink
5. Under the section titled "I Want To" click on the link "Submit Sch A/ Sch 3".



6. Enter required information in the fields provided.

The screenshot shows the "Sch A / Sch3" filing form. At the top, there are links for "FAQ" and "Help". On the right side, there are buttons for "Submit", "Save and Continue", "Save and Finish Later", and "Cancel". The main form area has a table with the following columns: "Filing Prd", "Brand", "RYO (Ounces)", "20 Pk Count", "25 Pk Count", "Description", and "Amended". The "Filing Prd" cell is currently empty and has a dropdown arrow. Below the table is a legend with four categories: "Editable" (white), "Required" (yellow), "Error" (red), and "Uneditable" (grey).

| Filing Prd | Brand | RYO (Ounces) | 20 Pk Count | 25 Pk Count | Description | Amended                  |
|------------|-------|--------------|-------------|-------------|-------------|--------------------------|
|            |       |              |             |             |             | <input type="checkbox"/> |

Legend: Editable Required Error Uneditable

7. Under the "Brand" column choose a name from the drop-down list.
8. If you are filing an amended schedule or making changes to a previous filing check the amended box. **Then enter the difference between the amounts originally reported and the correct figures. Examples: If 800 packs were originally report and it should have been 700, then enter (100) or -100 packs on the amended schedule. If 900 packs were originally reported and it should have been 950, enter 50 on the amended schedule.**
9. Once complete Submit and enter your password.

10. Print and keep a copy of your confirmation number