

WNE-01

West Virginia Wine Supplier's Report Instructions

USE BLACK OR BLUE INK FOR ALL INFORMATION

- You must file this report monthly, even if no activity occurred during the month.
- Your report must be postmarked by the 15th of the month following the report month. i.e. Transactions for January 1st through 31st, reports are due on or before February 15th.
- Final – Check only if this is your last report to be filed and the account should be closed.
- Amended – Check only if this report is a change to a report previously filed. **Documentation must be provided along with a letter of explanation.**
- Provide all information requested.

Note: Prepare this report in duplicate. Mail the original with invoices and payment of taxes to the WV State Tax Department. Mail a copy of return and invoices to the Alcohol Beverage Control Administration, 900 Pennsylvania Ave 4th FL, Charleston, WV 25302 on or before the 15th of day of the month.

TAX CALCULATION:

Liters (Column C): Enter the number of wine liters that were shipped into WV (Liters=gallons x 3.7854).

Note: Must first complete page 2, Section 1

Line 1 Total Liters (Enter Sum of all total invoices From Page 2 Section 1).

Line 2 Tax Rate.

Line 3 Total State Excise Tax (Line 1 multiplied by Line 2).

SECTION 1-WINE SHIPPED INTO WEST VIRGINIA

Business Name: Enter the name of the Wholesaler/Distributor sold or delivered to.

Invoice Number (Column A): Enter invoice number.

Invoice Date (Column B): Enter the invoice date (MMDDYYYY).

SECTION 2-NON-REGISTERED SUPPLIER SHIPMENTS

Supplier: Enter the name of the non-registered supplier from whom you purchased.

Location: Enter the location of the non-registered supplier.

Invoice Date: Enter the invoice date (MMDDYYYY).

Invoice Number: Enter invoice number.

Total Liters: Enter the total wine liters purchased. (Liters=gallons x 3.7854)

Please sign this report and file with the

West Virginia Tax Department
PO Box 2991
Charleston WV 25330-2991.

Note: For the return to be considered timely filed information contained in Section 1 and Section 2 must be completed and filed with the return. Please make additional copies as needed.

If you have any questions about these reporting procedures, please contact the West Virginia State Tax Department, Tax Account Administration Division, 1001 Lee Street East, Charleston WV 25301-1725, or call (304) 558-3333. You can also visit our website: www.wvtax.gov.