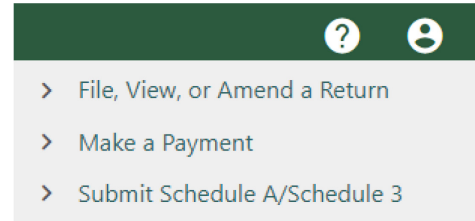




The Schedule 3 / Schedule A may be filed through our online portal located at <https://mytaxes.wvtax.gov/>.

1. Log into MyTaxes at mytaxes.wvtax.gov.
2. Go to your Tobacco Products Tax Account.
3. Click on the "File, View, or Amend a Return" hyperlink.
4. Click on the hyperlink for the period for which you are filing.
5. Click on the link "Submit Sch A/ Sch 3" on the right side of the screen.
6. Enter required information in the fields provided.
7. Under the "Brand" column choose a name from the drop-down list.



Click on the link "Submit Sch A/ Sch 3"

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.

Schedule A / Schedule 3							
Stick Counts							
Filing Period	Brand	RYO (Ounces)	20 Pk Count	25 Pack Count	Descriptio	Amended	
						<input type="checkbox"/>	

9. Once complete Submit and enter your password.
10. Print and keep a copy of your confirmation number

For more information, you can:

- **Call** a Taxpayer Services Representative at (304)558-3333 or toll-free at (800) 982-8297
- **Email** taxhelp@wv.gov
- **Go Online** to tax.wv.gov