Instructions for filing Sch A/ Sch 3

1. Log into MyTaxes at 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.
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 reported 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