Oregon Liquor Control Commission

PRIVILEGE TAX AND OREGON WINE BOARD FILING AND PAYMENT WEB PORTAL FAQS

HOW DO I GET ACCESS TO THE NEW PRIVILEGE TAX ONLINE SYSTEM?

A link to the new system will be available on our website. First-time users will be prompted to create a user account with their business e-mail. If you are the first representative of your company to register your account, you will be prompted to create a business account for your company. Lastly, you will be requested to associate your OLCC license(s) with your business account. Once a primary user has created their accounts, additional business e-mails may be listed as authorized users which will then be prompted to create their own user accounts.

I HAVE A CERTIFICATE OF APPROVAL (CERA) TO SELL MALT AND WINE PRODUCTS TO OREGON WHOLESALERS. WILL THIS AFFECT THE WAY I CURRENTLY REPORT?

Yes, the way CERAs report to the OLCC will change with the new system. Instead of listing shipments by invoice, CERAs will be required to enter line- item information for products shipped to Oregon. This product information may be entered by web-form for those CERAs with small quantities shipped. Larger CERAs will have the option to prepare a flat file which may then be uploaded to the system to create your report in an automated fashion. OLCC will provide both the file format and an excel template that may be used to create the file.

AS A CERA HOLDER, CAN I STILL MAIL IN MY REPORT AND INVOICE COPIES?

No. Once a CERA licensee has an online account, reporting must take place in the online system. Paper reports mailed in will be returned with instructions on how to enter the information into the online system.

I AM A COMPLIANCE SPECIALIST REPORTING ON BEHALF OF A CERA HOLDER. HOW WILL THIS AFFECT THE WAY I CURRENTLY REPORT?

Compliance Specialists that handle reporting for multiple CERAs will create their own user account that may then be associated with as many CERA license accounts as necessary. CERA licensees will create their own business and license accounts first and will need to list the Compliance Specialist’s business email as an authorized user. Each associated CERA account will then be accessible to the Compliance Specialist from a single dashboard, allowing for multiple reports for multiple clients to be entered with ease.

AS A CERA HOLDER, WILL I STILL NEED TO PROVIDE INVOICE COPIES OF PRODUCT I SELL TO WHOLESALERS? IF SO, HOW?

Yes, invoice copies will still need to be provided. However, instead of providing copies of all invoices at the time of reporting, CERAs will provide specific invoice copies when requested by OLCC Staff. Upon request (or at time of filing), PDFs of invoices and Bills of Lading may be attached to the specific report month to which they apply.

AS A WHOLESALE DISTRIBUTOR (WMBW), WILL I STILL NEED TO PROVIDE INVOICE COPIES OF PRODUCT I RECEIVE FROM MY SUPPLIERS? IF SO, HOW?

Yes, invoice copies will still need to be provided. However, instead of providing copies of all invoices at the time of reporting, WMBWs will provide specific invoice copies when requested by OLCC Staff. Upon request (or at time of filing), PDFs of invoices and Bills of Lading may be attached to the specific report month to which they apply.

WHAT IF I NEED TO MAKE CHANGES TO A REPORT I HAVE ALREADY SUBMITTED (CERAS OR WMBWS)?

The Privilege Tax Online system allows for easy amendment of filed statements. The amended version of the report will become the new official report, while the old version will stay available for review and records. Any additional tax owed will be calculated and due. Credits generated will go to OLCC Staff for approval first.

WILL WMBW AND WH STILL BE ABLE TO SUBMIT STATEMENTS VIA MAIL OR EMAIL AND JUST MAKE THE PAYMENT ONLINE? OR CAN LICENSEES SUBMIT STATEMENTS ONLINE AND THEN PAY BY CHECK OR CASH?

No, everything will be submitted and paid via the new online Privilege Tax System.

I HAVE SOMEONE ELSE PREPARE MY PRIVILEGE TAX STATEMENTS, WILL THEY BE ABLE TO SUBMIT FOR ME?

Yes, licensees will have the option of adding additional people to their accounts. The person that submits the monthly statements will certify the information is correct on the owner’s behalf and identify that they are the person that prepared the statements.

I DON’T HAVE ANY ACTIVITY, DO I STILL NEED TO SUBMIT STATEMENTS?

Yes. Consistent with current statutes, rules and regulations, zero activity statements will need to be submitted. This can be easily done by checking the option that there is no activity and submitting.

WILL THE FORMS CHANGE?

There will be some differences in the manner in which information is submitted due to the new system; but the tax rates, credits, and basic information will stay the same.

Please contact olcc.privilegetaxonline@oregon.gov with questions.