

**DISTILLED SPIRITS RECEIVED FROM OWN BOTTLING DEPARTMENT**

Please read the instructions on the reverse before preparing this report.

ACCOUNT NUMBER	FOR MONTH OF	<b>20</b>	Page	of	Pages
NAME			BUSINESS ADDRESS (street, city, state and zip code)		

DATE	FOR WHOM BOTTLED NAME OF OWNER OF BULK DISTILLED SPIRITS BEFORE BOTTLING IF OTHER THAN LICENSEE SHOWN ABOVE	ADDRESS	BOTTLED PER FEDERAL REPORTS WINE GALLONS (after bottling)	
			100 PROOF AND UNDER	OVER 100 PROOF
A	B	C	D	E
Totals from previous page _____				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTALS</b>				

**INSTRUCTIONS FOR COMPLETING  
THE DISTILLED SPIRITS RECEIVED FROM OWN BOTTLING DEPARTMENT REPORT**

**FILING REQUIREMENTS**

Every distilled spirits manufacturer, manufacturer's agent, brandy manufacturer, and rectifier shall keep and preserve a record of all distilled spirits produced, manufactured, cut, blended, rectified, bottled, packaged or otherwise acquired in this state. All distilled spirits received from licensee's own bottling or packaging department shall be recorded on this form and be **retained by** the licensee to be readily available for verification by employees of the BOE. Receipts from the bottling or packaging department shall include all distilled spirits bottled or packaged, whether or not the distilled spirits are owned by the licensee.

**PREPARATION OF THE REPORT**

Prepare report in duplicate, retain a copy for your files, and mail the original to the State Board of Equalization, Special Taxes and Fees, P. O. Box 942879, Sacramento, CA 94279-0088.

- Enter entire account number.
- Enter reporting month and year.
- Enter page number and number of pages in reporting month.
- Enter owner or company name.
- Enter business address, including zip code.

**COLUMN**

- A.** Enter date distilled spirits were bottled.
- B.** Enter name of person for whom distilled spirits were bottled.
- C.** Enter address of person for whom distilled spirits were bottled.
- D.** Enter total gallons of distilled spirits 100 proof or under (bottled per federal reports).
- E.** Enter total gallons of distilled spirits 100 proof or over (bottled per federal reports).
- F.** Total all entries made in Columns D and E and enter the totals in the boxes at the bottom of the report.