

**DEPARTMENT OF THE TREASURY  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU  
FEDERAL FIREARMS AND AMMUNITION  
QUARTERLY EXCISE TAX RETURN**

*(Please read the instructions before completing this form)  
(Send us the original – keep a copy for your records)*

**FOR TTB USE ONLY**

Tax \$	Examined by:
Penalty \$	Other:
Interest \$	
Total \$	Date:

**PART I - GENERAL**

1. Business name and location <i>(number, street, city, state, and zip code)</i>	3. Employer Identification Number (EIN)	4. Daytime telephone number
	5. Form of payment <i>(if any)</i> <input type="checkbox"/> Check <input type="checkbox"/> Other <i>(Specify)</i> <input type="checkbox"/> EFT <input type="checkbox"/> Money Order	6. Type of return <input type="checkbox"/> Quarterly <input type="checkbox"/> Annual <input type="checkbox"/> One-time/Occasional <input type="checkbox"/> Final <input type="checkbox"/> Amended
<p><input type="checkbox"/> Address changed since last return was filed</p>		
2. E-mail address	7. Tax period <i>(Enter the year and select only one quarterly period)</i> Year <input type="checkbox"/> January 1 - March 31 <input type="checkbox"/> July 1 - September 30 <input type="checkbox"/> April 1 - June 30 <input type="checkbox"/> October 1 - December 31	

**PART II – CALCULATION OF TAXES ON SALES OR USES DURING THIS TAX PERIOD**

*(Please refer to the appropriate instructions before completing Items 8 – 22)*

Taxes Calculated for This Tax Period	Taxable Articles		
	Handguns <i>(Pistols and Revolvers)</i> (a)	Other Firearms <i>(Rifles, Shotguns, Machine Guns, etc.)</i> (b)	Ammunition <i>(Shells and Cartridges)</i> (c)
8. The sales price of all articles <b>sold</b>	\$	\$	\$
9. The sales price of all articles <b>sold tax-exempt</b>			
10. The sales price of all articles <b>sold tax-free</b>  TTB Tax-free Registration Number: _____			
11. Taxable sales <i>(Item 8 minus Item 9 and Item 10)</i>			
12. Eligible adjustments			
13. Adjusted taxable sales <i>(Item 11 plus or minus Item 12)</i>			
14. The sales price of all articles <b>used</b>			
15. Total taxable sales and uses <i>(Item 13 plus Item 14)</i>			
<b>Tax Rate</b>	<b>10%</b>	<b>11%</b>	<b>11%</b>
16. Total tax <i>(Multiply Item 15 by the Tax Rate above)</i>	\$	\$	\$

**PART III – CALCULATION OF TAX LIABILITY FOR THIS TAX PERIOD**

*(Before making entries on Lines 18 - 22, complete Schedules A and B on page 2 of this form)*

17. Total of Items 16(a) + 16(b) + 16(c)	\$
18. Increasing adjustments from Item 27, Schedule A	
19. Gross tax <i>(Item 17 plus Item 18)</i>	
20. Decreasing adjustments from Item 34, Schedule B <i>(Cannot be more than the amount on Item 19)</i>	
<b>21. Net tax due with this return</b> <i>(Item 19 minus Item 20 . Cannot be less than zero)</i>	
22. Amount paid with this return	\$

**SCHEDULE A — INCREASING ADJUSTMENTS** *(See instructions)*

Explanation of Increasing Adjustments (a)	Amount of Adjustments		
	Tax (b)	Interest (c)	Penalty (d)
23.	\$	\$	\$
24.			
25.			
26. Totals of Columns (b), (c), and (d)	\$	\$	\$
<b>27. Total of Item 26, Columns (b), (c), and (d)</b>			<b>\$</b>

**SCHEDULE B — DECREASING ADJUSTMENTS** *(See instructions)*

Explanation: Select an allowable adjustment from the drop-down <i>(Provide details on row below.)</i> (a)	Amount of Adjustments	
	Tax (b)	Interest (c)
28.	\$	\$
29.		
30.		
31.		
32. <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Condition to Allowance:</b> In compliance with 26 U.S.C. 6416(a)(1), I/We certify that I/we sold the article(s) at a tax-excluded price, repaid the amount of tax to the buyer, or have obtained written consent from the buyer to make this/these claim(s)/adjustment(s). <i>(See Instructions)</i>		
33. Totals of Columns (b) and (c)	\$	\$
<b>34. Total of Item 33, Columns (b) and (c)</b>		<b>\$</b>

**CERTIFICATION**

Under penalties of perjury, I declare that I have reported all transactions and tax liabilities required by law and regulations. I have examined this return *(including any attached explanations, statements, schedules, and forms)* and to the best of my knowledge and belief it is true, complete, and correct. If I took adjustment(s) in Schedule B, I have met all requirements of Title 26, United States Code and the applicable Federal regulations, Title 27, Code of Federal Regulations, Part 53.

35. Date	36. Signature <i>(Original Signature Only)</i>	37. Title
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**PAPER CHECK CONVERSION NOTICE TO CUSTOMERS MAKING PAYMENT BY CHECK**

If you send us a check, it will be converted into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually occur within 24 hours, and will be shown on your regular account statement. You will not receive your original check back. We will destroy your original check, but we will keep the copy of it. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, we may try to make the transfer up to 2 times.

**PRIVACY ACT**

A Privacy Act Statement required by 5 U.S.C. 552a(e)(3) stating our authority for soliciting and collecting the information from your check, and explaining the purposes and routine uses which will be made of your check information, is available at <http://www.ttb.gov/pdf/notice-of-system-records.pdf>, or call toll free at (877) 882-3277 to obtain a copy by mail. Furnishing the check information is voluntary, but a decision not to do so may require you to make payment by some other method.

## GENERAL INSTRUCTIONS

(Please detach these instructions before mailing return)

- A. Why must you file this form?** You must file to report Federal Firearms and Ammunition Excise Tax (FAET) required by 26 U.S.C. 4181.
- B. Who must file this form?** If you are the manufacturer, producer, or importer of pistols, revolvers, other firearms, or shells and cartridges (articles), you are required to file a return unless you fall under the exemptions provided by 26 U.S.C. 4182.
- C. How does a taxpayer determine the amount of tax owed?** You owe tax based on the sales price of the articles you sell or use.
- D. How often and when is the tax return due?**

If you file:	Your tax return period is:	Your tax return is due by*:	Comments:
Quarterly	January 1 to March 31	April 30th	You must file a return for any calendar quarter that you owe tax.
	April 1 to June 30	July 31st	
	July 1 to September 30	October 31st	You are not required to file a return in any quarter that you do not owe tax.
	October 1 to December 31	January 31st	
Annually	January 1 to December 31	January 31st of the following year	You must file annually if you filed a return in the past but do not owe tax for an entire calendar year.

\* If the due date falls on a Saturday, Sunday, or legal holiday, your return and payment is due on the next succeeding day that is not a Saturday, Sunday, or legal holiday.

- E. How and where are returns filed?** Prepare this form in duplicate. Keep one copy for your records and mail the original to:

TTB  
Excise Tax  
P.O. Box 979055  
St. Louis, MO 63197-9000

- Make your check or money order payable to the **Alcohol and Tobacco Tax and Trade Bureau**. Write your Employer Identification Number (EIN) on all checks or money orders.
- If your payment is made by Electronic Fund Transfer (EFT), your return must be mailed to the above address by the due date.
- You can file your excise tax returns and payments through the Pay.gov system using electronic forms as described in 27 CFR, Part 73, Electronic Signatures; Electronic Submission of Forms. Obtain a User ID and password by completing TTB F 5000.31 Pay.gov User Agreement at <http://www.ttb.gov/forms/f500031.pdf>. Visit the TTB Pay.gov website at <http://www.ttb.gov/epayment/epayment.shtml> for further information.

**F. When are returns timely?**

- Your return is timely if it is mailed by the due date.
- We use the official postmark of the U.S. Postal Service on the envelope or your receipt of certified mail as proof of timeliness.

**G. Who must sign the return?**

If you are filing this return as a(n):	Then the following person may sign your return:
Individual	You
Sole proprietorship	You
Partnership, LLC, etc.	A responsible and authorized member or officer having knowledge of your affairs
Corporation	The President, Vice-President, or other principal officer having knowledge of your affairs
Trust or estate	Fiduciary
Any of the above	Agent with an acceptable power of attorney on file with TTB's National Revenue Center

**H. How does a taxpayer reflect overpayment or underpayment of taxes on the tax return?**

- If you **overpay**, you may claim the overpayment as a credit in **Schedule B, Decreasing Adjustments**, or you can file TTB F 5620.8, Claim, for a refund.
- If you **underpay**, you may pay the underpayment through an entry in **Schedule A, Increasing Adjustments**.
- You should not file amended returns for overpayments and underpayments under any circumstances.
- The law allows the payment of interest on underpayments and on some overpayments of tax. We compute your interest at the rate found in 26 U.S.C. 6621.

- I. How long must a taxpayer keep FAET records?** You must keep records to support all entries made on this return for at least **3 years** from the date you filed this tax return.

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## GENERAL INSTRUCTIONS (Continued)

### J. When must a taxpayer file a final return or a one-time or occasional return?

- You must file a final return when you permanently cease FAET operations.
- Check the appropriate box in Item 6 and attach a statement containing the following information:
  1. Person (name) who kept the records.
  2. Location (address) of the records.
  3. Whether the business was transferred to another person.
  4. To whom (name and address) the business was transferred.
- You must file a one-time or occasional return if you owe tax but are not engaged in the FAET business.
- Check the appropriate box in Item 6 and attach your payment.

### K. Where does a taxpayers go for additional information? If you have any questions about filing returns, you may contact:

Alcohol and Tobacco Tax and Trade Bureau  
National Revenue Center (NRC)  
FAET Unit  
550 Main Street, Suite 8002  
Cincinnati, OH 45202-5215  
Telephone Nos.: 877-882-3277 & 513-684-3817  
E-mail Address: ttbfaet@ttb.gov

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## SPECIFIC INSTRUCTIONS

### Part I – GENERAL

#### Item 3. Employer Identification Number (EIN)

- You are required to have an Employer Identification Number (EIN) if you are engaged in a business that requires you to regularly file FAET returns.
- You may use your Social Security Number (SSN) ONLY if you file an occasional or one-time return.
- You may obtain an EIN from the Internal Revenue Service (IRS) using Form SS-4. You may obtain a Form SS-4 from the IRS website [www.irs.gov](http://www.irs.gov) or by contacting any IRS office.

#### Item 5. Form of payment

If you pay tax by Electronic Funds Transfer (EFT), contact the FAET Unit at the NRC for specific information.

#### Item 6. Type of return

Select **Quarterly** when filing for a quarterly period. Select **Annual** if you filed a return in the past, but do not owe tax for an entire calendar year. Select **One-Time/Occasional** and **Final** using General Instruction J above.

#### Item 7. Tax period

Enter the year of the tax return period and select one quarter. If you are filing an annual return enter the year only. See General Instruction D.

### Part II – CALCULATION OF TAXES ON SALES OR USES DURING THIS TAX PERIOD

#### General

- Entries you make on the lines in Part II are limited to the sales and uses occurring during the tax period specified in Item 7.

#### Taxable Articles, Other Firearms Column (b)

Enter the sales price of any portable weapons such as rifles, carbines, machine guns, shotguns, or fowling pieces, from which a shot, bullet, or other projectile may be discharged by an explosive.

#### Item 8. The sales price of all articles sold

- Do **not** include FAET that may have been included in the sales price.
- Enter the dollar amount of your total sales of taxable articles, including tax-exempt or tax-free sales during the tax period stated in Item 7.
- Do **not** include articles if you are not the manufacturer, producer, or importer for purposes of this tax.
- Except for leases and certain installment sales, you must include all sales regardless of whether your customers paid you.
- The sales price is usually stated on the customer's invoices. You should also include the dollar value of things other than money given as consideration for the article. This includes services, personal property, and articles traded in.
- Do not include the sales price of a non-taxable article unless you sold it as a unit with the taxable article.
- When a taxable article is sold as a unit with a non-taxable article (for example, a pistol and holster) or with extra parts or accessories, you should enter the sales price of the unit. If a taxable sale, you must adjust the unit's sales price in Item 12 to exclude the non-taxable article, part, or accessory.

**SPECIFIC INSTRUCTIONS (Continued)**

**Item 9. The sales price of all articles sold tax-exempt**

Enter the sales price of all articles included in Item 8 that you sold **tax-exempt**. Please use the following chart to determine whether your entry is tax-free or tax-exempt.

**Item 10. The sales price of all articles sold tax-free & TTB Tax-free Registration Number**

Enter the sales price of all articles included in Item 8 that you sold **tax-free**, and enter your Tax-Free Registration Number in the space provided. Please use the following chart to determine whether your entry is tax-free or tax-exempt.

Tax-Free Sales	Tax-Exempt Sales
<ul style="list-style-type: none"> <li>If you are selling articles tax-free, you and your customer may need an approved TTB F 5300.28, Application for Registration for Tax-Free Transactions Under 26 U.S.C. 4221.</li> <li>This registration number must be listed in Item 10.</li> <li>Please refer to 27 CFR 53.131 for tax-free sales and 27 CFR 53.140 for registration requirements.</li> </ul>	<ul style="list-style-type: none"> <li>If you are selling articles tax-exempt, an approved TTB F 5300.28, Application for Registration for Tax-Free Transactions Under 26 U.S.C. 4221, is not required.</li> <li>Please refer to 27 CFR 53.62 for tax exemptions.</li> </ul>
<ul style="list-style-type: none"> <li>Do not include the sales of articles sold tax paid to customers who later resell or use the articles for tax-free purposes; however, you may take a credit in Schedule B or file TTB F 5620.8, Claim, for a refund.</li> <li>Your failure to follow requirements or to be properly registered may result in additional taxes, penalties, and interest.</li> </ul>	

**Item 12. Eligible Adjustments**

- Eligible adjustments are allowed for certain items only when included in the sales price to your customer. (See chart below)

Price readjustments in the same tax period in which the sale occurs may be taken in this line, as an adjustment to the tax in Schedule B or used in determining the sales price in Line 8.

- Enter the net amount of adjustments to the sales prices of taxable sales for this tax period from Item 11.
- Do not use Item 12, to subtract the sales price (including excise tax) that you paid to another manufacturer or importer. If you further manufacture articles on which excise tax was paid by another person, you may take a credit in Schedule B or file TTB F 5620.8, Claim, for a refund.

Eligible Adjustments		
Exclusions (Decreasing Adjustments)	Inclusions (Increasing Adjustments)	Constructive Sales Price (CSP)
<p>You may take decreasing adjustments for the following items when included in the sales price of the article and not as a separate charge.</p> <ul style="list-style-type: none"> <li>This excise tax.</li> <li>Any charges for transportation, delivery, insurance, installation, and other expenses actually incurred in connection with the delivery of an article to a purchaser in connection with a bona fide sale.</li> <li>Local advertising charges when certain conditions are met.</li> <li>Extra and identical parts and accessories.</li> <li>Non-taxable articles when sold in combination with a taxable article.</li> </ul> <p>Please refer to 27 CFR 53.61(b), 53.92, 53.93, 53.100, 53.101, and 53.102 for further information on exclusions from the sale price.</p>	<p>You may have to increase the sales price of a taxable article from the amount shown on your invoice. When calculating your sales price you must include the following.</p> <ul style="list-style-type: none"> <li>Any charge which is required by the manufacturer, producer, or importer to be paid as a condition of the sale - which is not an expense falling within one of the allowable exclusions.</li> <li>Any charges for tools and dies used in production.</li> <li>A charge for a warranty. This depends on whether the warranty is optional or required. (See 27 CFR, 53.91(c) for specific information.)</li> <li>Any charges for coverings, containers, and packing.</li> <li>Taxable and non-taxable articles sold as a unit.</li> </ul> <p>Please refer to 27 CFR 53.91 for further information on inclusions.</p>	<p>Certain types of sales require increasing or decreasing adjustments (also referred to as a constructive sales price) because the manufacturer, producer, or importer is constructing a new taxable price for the taxable article.</p> <ul style="list-style-type: none"> <li>Use of a CSP will arise where the taxable article is not sold at wholesale.</li> <li>A manufacturer, producer, or importer may elect or will be required to use a CSP so that its taxable sale price for various types of sales are at or near the established wholesale price of the taxable article.</li> <li>When a manufacturer, producer, or importer makes a sale at retail or to retailers, he <b>may elect</b> to base the FAET on either the actual sale price or a CSP, which will be a percentage of the actual sale price to either retailers or at retail.</li> <li>When a manufacturer, producer, or importer makes a sale "not at arms length and at less than fair market value" he <b>is required</b> to use a CSP in lieu of its actual sales price.</li> <li>There are other circumstances which may require a CSP to be used. See the regulations listed below for these circumstances.</li> </ul> <p>Please refer to 27 CFR 53.94, 53.95, 53.96, 53.97, 53.99(c), 53.104(d)(1) &amp; (e), and 53.143 for further information on constructive sales price.</p>

**Item 14. The sales price of all articles used**

You must pay the tax on your business use of taxable articles that you manufactured or imported. If you regularly sell the articles, you must:

- Compute the tax based on the lowest established wholesale price.

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## SPECIFIC INSTRUCTIONS (Continued)

### Item 14. The sales price of all articles used (cont.)

- Enter the sum of the prices for articles used.  
Uses include:
  - Loans of articles for display
  - Demonstration or familiarization, or
  - Further Manufacture of an article not subject to any FAET.

Please refer to 27 CFR 53.111-115 for more information.

## Part III – CALCULATION OF MY TAX LIABILITY FOR THIS TAX PERIOD

### Item 18. Increasing adjustments from Item 27, Schedule A

Use Schedule A to report adjustments increasing the amount of tax you owe, and include in **Item 18**, the total shown in **Item 27**.

Examples include:

- Errors you made in calculating the tax you owed in a previous tax return period which resulted in an underpayment of your tax.
- Penalties and/or interest you owe on increasing adjustments

### Item 20. Decreasing adjustments from Item 34, Schedule B

Use Schedule B to report adjustments decreasing the amount you owe, and include in **Item 20**, the total shown in **Item 34**. The amount you show here cannot exceed the amount shown in Item 19. Any excess must be carried over as a credit in Schedule B on your next tax return, or you can file TTBF 5620.8, Claim, for refund.

Examples include:

- Errors you made in calculating the tax you owed in a previous tax return period that resulted in an overpayment of tax.
- Interest we owe you on decreasing adjustments.

You must select a qualifying category from the dropdown fields in Schedule B and underneath that selection, fully explain your adjustments and submit documentation as required by 27 CFR Parts 53 and 70. You may not make adjustments earlier than the period in which they arose.

### Item 32. Condition to Allowance

This 'Yes' or 'No' checkbox only applies if you are claiming a decreasing adjustment based on one of the first two descriptions from the Schedule B dropdown list; either "1. **No liability exists or FAET paid in error,**" or "2. **Exportation, uses and resale of articles (tax-free sales by manufacturer)."**

#### 26 U.S.C. 6416(a)(1)

##### a) Condition to allowance

###### (1) General rule

No credit or refund of any overpayment of tax imposed by chapter 31 (relating to retail excise taxes), or chapter 32 (manufacturers taxes), shall be allowed or made unless the person who paid the tax establishes, under regulations prescribed by the Secretary, that he--

- (A) has not included the tax in the price of the article with respect to which it was imposed and has not collected the amount of the tax from the person who purchased such article;
- (B) has repaid the amount of the tax to the ultimate purchaser of the article;
- (C) in the case of an overpayment under subsection (b)(2) of this section--
  - (i) has repaid or agreed to repay the amount of the tax to the ultimate vendor of the article, or
  - (ii) has obtained the written consent of such ultimate vendor to the allowance of the credit or the making of the refund; or
- (D) has filed with the Secretary the written consent of the person referred to in subparagraph (B) to the allowance of the credit or the making of the refund.

### Item 36. Signature

This form must have an original, authorized signature.

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## PAPERWORK REDUCTION ACT NOTICE

This request is in accordance with the Paperwork Reduction Act of 1995. We use this information collection to identify taxpayers, the period covered, and the amount of tax due for each tax return period. This information also ensures the correct tax payment was made and received. The information we request is mandatory by law (26 U.S.C. 6302).

We estimate the average burden associated with this collection of information is 7 hours per respondent or recordkeeper, depending on your individual circumstances. Address your comments concerning the accuracy of this burden estimate and suggestions to reduce this burden to the Reports Management Officer, Regulations and Rulings Division, Alcohol and Tobacco Tax and Trade Bureau, Washington, DC 20220.

TTB may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a current, valid OMB control number.

## PRIVACY ACT STATEMENT

We provide this information to comply with Section 3 of the Privacy Act of 1974 (5 U.S.C. 552(a)(e)(3)).

We require this information under the authority of 26 U.S.C. 6302. You must disclose this information so we may identify you as a taxpayer, the period covered, and the amount of tax due for each return. This information also ensures the correct tax payment was made and received. We use this information to make determinations for the purposes described in paragraph 2. Also, we may disclose the information to other Federal, State, foreign, and local law enforcement and regulatory agency personnel to verify information on the form where law does not prohibit such disclosure. We may disclose the information to the Justice Department if it appears that the furnishing of false information may constitute a violation of Federal law. Finally, we may disclose the information to members of the public in order to verify information on the form where law does not prohibit such disclosure. If you fail to supply complete information, there will be a delay in the processing of your return.