

DEPARTMENT OF THE TREASURY

ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

Supporting Statement – Information Collection Requirement

OMB Control Number 1513-0047

TTB REC 5110/01     Distilled Spirits Records and  
TTB F 5110.40       Monthly Report of Production Operations

A. Justification.

1. What are the circumstances that make this collection of information necessary and what legal or administrative requirements necessitate the collection? Also include the following: Align the information collection to Treasury's Strategic Goals, Line of Business/Sub-function, and IT Investment, if one is used.

Changes in this supporting statement and form reflect changes to section numbers as recodified in the final rule for the revision of part 19 of the TTB regulations. (See TTB Notice No. 83)

26 U.S.C. 5001(a)(1) sets forth that distilled spirits, other than those used for certain authorized nonbeverage purposes, are taxed at the rate of \$13.50 a proof gallon. To safeguard the revenue from this tax, Congress prescribed, in 26 U.S.C. 5207, that the proprietor of a DSP must maintain records of production, storage, denaturation, and processing activities and to render reports covering those operations.

Regulations in 27 CFR 19.584 through 19.586 as amplified by other sections of the regulations, prescribe the records, which are unique to the production operation, and 27 CFR 19.632(a)(1) prescribes the reporting requirements for those operations. Records provided for by part 19 require the maintenance of those data elements necessary to account for materials used for the production of spirits (§§ 19.584, 19.293, 19.294, 19.295, 19.308), the production of spirits and withdrawal of spirits from the production account (§ 19.585), and byproduct spirit production (§§19.586, 19.309). Records must be retained as required by § 19.575

This information collection is aligned with:

Treasury Strategic Goal: Effectively Manage U.S. Government Finances.

Line of Business/Sub-function: General Government/Taxation Management.

IT Investment: Tax Major Application Systems.

2. How, by whom and for what purpose is this information used?

We use collections of information on DSP production operations for the protection of the revenue and for the compilation of statistics for use by our agency, other Government agencies, and industry. The production operations records required by Part 19 are used by our field personnel to verify the quantity of distilled spirits produced by a DSP proprietor. Since provisions of 26 U.S.C. 5001(b) prescribe that the tax liability attaches at the time of production, the verification of production is essential in establishing a proprietor's tax liability and adequacy of bond coverage. Production records, required by Part 19, are used to verify production by accounting of spirits.

27 CFR 19.632(a)(1) requires DSP proprietors to submit a Monthly Report of Production Operations on TTB F 5110.40, essentially a summary of various data elements from the proprietor's daily production records. TTB management, specialists, and the Director, National Revenue Center (NRC) use this report of production operations:

- To monitor industry operations for compliance with statutes and regulations,
- To analyze trends,
- To allocate field resources most effectively,
- To compile statistics, and
- As an audit tool in revenue protection inspections.

TTB F 5110.40 is examined by our specialists in the NRC for mathematical accuracy and indications of unusual or unauthorized activities. If discrepancies are found, the specialist may resolve them by contacting the permittee (either by letter or by telephone) or by initiating an inspection to be conducted by a TTB investigator. It should be noted that the primary purpose of the report is to establish accountability for the spirits produced rather than their ultimate disposition for taxable or non-taxable purposes.

Bureau management uses the monthly report of production operations to analyze trends in the industry and to plan the most efficient allocation of field resources. It is essential that management personnel have some means of determining who most needs to be inspected. In the absence of specific problems at specific establishments, we generally attempt to inspect the high volume establishments first. Operational reports provide that information and can thus serve as a management tool for determining inspection priorities.

Our field investigators use TTB F 5110.40 to conduct tax compliance inspections at DSPs. The monthly summaries of operations, as reflected on the operational reports, provide an essential tool with which the investigator may determine which areas deserve closest scrutiny due to the relative jeopardy to the revenue. Also, it provides a basis upon which the investigator may plan a statistical sampling approach to verifying the data. Our regional specialists also summarize the monthly production reports into our monthly statistical releases. There are over 1,000 subscribers to this statistical release, including other Federal agencies, State and local Governments, academic institutions, members of the press and trade associations.

3. To what extent does this collection of information involve the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology? What consideration is given to use information technology to reduce burden?

We have, and will continue to, approve on a case-by-case basis, the use of improved technology for recording the information. Manufacturers have an electronic means, through Pay.gov, to submit the report, and manual reports can also be submitted by businesses that may not be able to use the electronic system. Pay.gov ensures the accuracy of the information being reported and reduces the need for amended reports.

4. What efforts are used to identify duplication? Why can't any similar information already available be used or modified for use for the purposes described in Item 2 above?

TTB F 5110.40 collects information that is pertinent to each respondent and applicable to his/her specific operation. As far as we can determine, similar information is not available anywhere else.

5. If this collection of information impacts small businesses or other small entities, what methods are used to minimize burden?

This information collection constitutes a complete accounting of materials used and distilled spirits produced. The information required is the minimum amount of information necessary for the accounting. Therefore, these requirements cannot be reduced based on the size of an entity; however, a small DSP may be expected to have fewer and smaller transactions, and the recordkeeping burden would be commensurately less.

6. What consequences to Federal program or policy activities and what, if any, technical or legal obstacles to reducing burden will occur if this collection is not conducted or is conducted less frequently?

Production records, required by part 19, are maintained on a continuing basis. They constitute a complete accounting of the production of distilled spirits. Any less frequent collections would render the accounting meaningless. Similarly, any less frequent submissions of the Monthly Report of Production Operations would severely restrict the utility of that form for the users described in item 2 above. Further, NRC specialists examine TTB F 5110.40 looking for anomalies. It is these anomalies that trigger follow-up inspections. Less frequent reporting would have the effect of masking unusual transaction by combining them with a greater volume of data over a longer reporting period.

Also, one element of the specialist's examination of monthly reports is the verification of adequate bond coverage. There are times when bond coverage may not sufficient to cover accrued liabilities, and this can be observed at the time monthly reports are monitored. If the operational reports were examined less frequently than currently required, it would allow the accrual of even greater tax liabilities before bond coverage was monitored and would leave the Government exposed to greater risk.

Likewise, less frequent reporting, such as quarterly reports as opposed to monthly reports, would be too infrequent to be used effectively as an auditing tool.

Monthly reports are the basic input in the compilation of our monthly statistical releases. Not only do we use these statistics for planning and analysis, we believe that the publication of our statistical releases on a monthly basis provides a valuable service to other Federal agencies, State Governments, or the industry itself. We believe that the monthly statistical report clearly meets the practical utility standard as defined in 5 CFR 1320.7 with regard to both agency usage and making the information available to the public.

Without the records and reports of production operations, we would be severely handicapped in performing our principal function of protecting the revenue derived from the distilled spirits tax, and would be unable to provide the Government with the statistics needed for effective economic planning and analysis.

7. Are there any special circumstances associated with this information collection that would require it to be conducted in a manner inconsistent with OMB guidelines?

There are no special circumstances associated with this information collection.

8. What effort was made to notify the general public about this collection of information? Summarize the public comments that were received and describe the action taken by the agency in response to those comments.

A NPRM for the revision to part 19 was published on May 8, 2008 (73 FR 26200). In response to Notice No. 83, TTB received 7 comments. Six of the comments expressed strong support for the revisions to part 19 and commented on specific areas of agreement and recommendations for further changes. The comments were supportive of efforts to reduce burden of forms by allowing letterhead applications and notices where possible. No comments were opposed to changes that are affected by this information collection. As a result, a final rule (T.D. TTB-92, 76 FR 9080) was published to reflect the changes that were proposed in Notice No. 83. For this collection, several section numbers were changed.

A 60-day Federal Register notice was published to renew this information collection on Friday, June 29, 2012, 77 FR 38886. The notice solicited comments from the general public. TTB received no comments.

9. What decision was made to provide any payment or gift to respondents, other than remuneration of contractors or grantees?

No payment or gift is associated with this collection.

10. What assurance of confidentiality was provided to respondents and what was the basis for the assurance in statute, regulations, or agency policy?

No specific assurance of confidentiality is provided on this form. 26 U.S.C. 6103 protects the confidentiality of the information collected.

11. What justification is there for questions of a sensitive nature?

We do not ask questions of a sensitive nature in this collection.

12. What is the estimated hour burden of this collection of information?

There is no change in burden from the previous submission.  $150$  (respondents)  $\times$   $12$  (number of times filed annually) =  $1,800$  (number of responses)  $\times$   $2$  hours (processing time) =  $3,600$  (total burden hours).

13. What is the estimated total annual cost burden to respondents or recordkeepers resulting from this collection of information (excluding the value of the burden hours in Question 12 above)?

We do not associate any cost with this collection.

14. What is the annualized cost to the Federal Government?

Estimates of annual cost to the Federal Government are as follows:

Printing	\$ 680
Distribution	160
Clerical Costs	8,320

Other Salary (review supervisory, etc.)	11,110
Publication & Tabulation	<u>870</u>
TOTAL	\$21,140

15. What is the reason for any program changes or adjustments?

There are no program changes or adjustments associated with this collection.

16. Outline plans for tabulation and publication for collections of information whose results will be published.

The results of this collection will not be published.

17. If seeking approval to not display the expiration date for OMB approval of this information collection, what are the reasons that the display would be inappropriate?

We will display the expiration date of OMB approval for this collection.

18. What are the exceptions to the certification statement?

- (c) See item 5 above.
- (i) No statistics are involved.

**B. Collection of Information Employing Statistical Methods**

This collection does not employ statistical methods.