DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

TTB Smart Form User Guide

A Smart Form:

- Is an interactive form with built-in logic and automation features that simplify form completion
- Performs most mathematical computations in order to reduce errors
- Recognizes certain common errors and attempts to prevent you from making those errors
- Prevents printing when a mandatory field is incomplete
- Allows you to print a blank version of the form
- Checks for errors in most fields; when errors are recognized, a popup window will provide instructions for corrections.

SYSTEM REQUIREMENTS

Our Smart Forms function best when using these minimum standards:

PC Users

- PC with Windows XP or greater
- Adobe Acrobat 7 or later (Adobe Reader, Standard or Professional). To download the latest free version of Adobe Reader visit http://get.adobe.com/reader/ .

Mac Users

- Mac with OS X 10.6.8 (Snow Leopard) or greater
- Adobe Acrobat 9 or later (Adobe Reader, Standard or Professional). To download the latest free version of Adobe Reader visit http://get.adobe.com/reader/ .

Mobile Users

This form, in general, does not work on the I-Pad or I-Pod or I-Phone (We did not test the form on other mobile devices). TTB does not recommend or promote the use of any specific mobile device apps, and we do not recommend that you purchase any specifically for use with our smart forms. Apps are not guaranteed to perform as claimed.

Research using public forums and blogs suggest that if you previously purchased apps such as *PDF Expert* or *Acrobat Reader Pro*, you may experience success completing interactive fillable PDF forms. **TTB has no knowledge as to the validity of these claims.**

If you want to complete this smart form on a mobile device using the free Adobe Acrobat reader app, we suggest you download the regular version of this form (The regular form number does not include the extension 'sm').

TTB Smart Form User Guide

Chrome Users

The Google Chrome browser has a built-in Chrome PDF Viewer. If you use Chrome as your browser, you will need to take one of two actions when using a TTB smart form:

1. Download the smart form to your computer and open it directly using your Adobe Acrobat software.

2. Disable the Chrome PDF Viewer so that the form opens in your Adobe Acrobat software.

    a. Open a second browser tab and type in, "about:plugins" to see all your Chrome plug-ins.

    b. Look for the Chrome PDF Viewer and click the Disable link below it:

    c. After the Chrome PDF Viewer is disabled, feel free to download the TTB smart form – it should now open in your Adobe Acrobat software and work perfectly.

SAVING THE FORM

Save a copy of the form for your records and submit a copy with a signature to TTB. Remember, the signer must have signature authority on file with TTB.

FEEDBACK │ COMMENTS │ CONCERNS

When reporting an issue, please be ready to identify as much as possible, the following:

*   Type of computer (PC, Mac, IPad, Mobile Device, etc.);
*   Operating System (Windows 7, Windows XP, OS X Mountain Lion, OS X 10.6 Snow Leopard etc.);
*   Browser (Microsoft Internet Explorer 8, Safari 5, Mozilla Firefox 11, etc.);
*   Complete details: What happened just before the problem, the nature of the problem, your response to the problem, the form's response;
*   The wording in any error messages;
*   If you have any relevant screen captures, please include them.

Remember, email is not a secure method of communicating, so do not include any sensitive or personal information in your email to TTB. If you need to send sensitive information through a secure email, contact us and request a secure email.

Email: TTBInternetQuestions@ttb.gov (Use "Smart Form Inquiry" in the e-mail title.)
Phone: 1-877-882-3277 (Mention that this is in reference to a "Smart Form".)