

Online Claims Submission Portal — For Submission of TTB F 5620.8, Claim – Alcohol, Tobacco, and Firearms Taxes

After downloading and completing a fillable-printable TTB F 5620.8 form from the TTB website (<https://www.ttb.gov/forms>), respondents may electronically upload and submit the completed form and any required supporting documents to TTB via the Online Claims Submission portal on the TTB website at <https://my.ttb.gov/nrc-claims-submission/claim-form>.

The screenshot shows a web browser window with the URL <https://my.ttb.gov/nrc-claims-submission/claim-form>. The page header includes the TTB Alcohol and Tobacco Tax and Trade Bureau logo and the text "myTTB". A yellow banner with a warning icon states: "Claims submitted by mail may experience significant delays due to COVID. To ensure your claim is processed in a timely fashion, we strongly encourage you to submit your claims online, using this form." Below this, the main heading "Online Claims Submission" is displayed. The text explains that TTB has set up an online submission process to make it easier to file and receive payment for claims, and that there is no need to resubmit previous claims sent by mail. It also provides contact information for the National Revenue Center (NRC), including a link to "contact us online" and a phone number (877-882-3277). The page is titled "Instructions" and has a "Download" button. The Windows taskbar at the bottom shows the time as 4:07 PM on 1/26/2022.

Online Claims Submission | myTTB

<https://my.ttb.gov/nrc-claims-submission/claim-form>

An official website of the United States government [Here's how you know](#)

TTB Alcohol and Tobacco Tax and Trade Bureau
U.S. Department of the Treasury

myTTB

Claims submitted by mail may experience significant delays due to COVID.

To ensure your claim is processed in a timely fashion, we strongly encourage you to submit your claims online, using this form.

Online Claims Submission

TTB has set up an online submission process to make it easier for you to file and receive payment for claims. Please note that there is no need to resubmit previous claims sent by mail - TTB is working to process them.

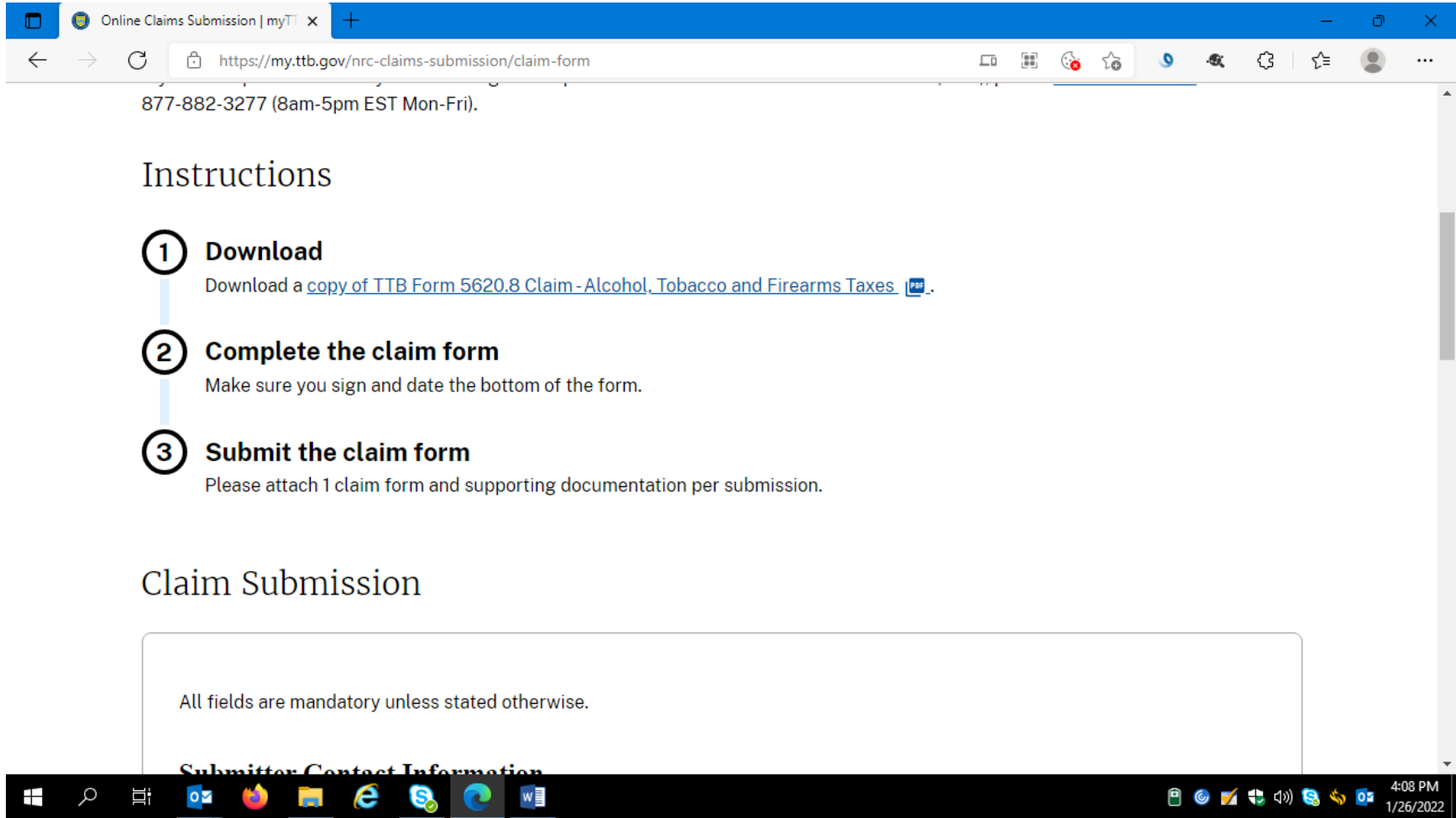
If you have questions about your claim or general questions for TTB's National Revenue Center (NRC), please [contact us online](#) or call us at 877-882-3277 (8am-5pm EST Mon-Fri).

Instructions

Download

4:07 PM
1/26/2022

Introduction and Instructions – continued.



The screenshot shows a web browser window with the title "Online Claims Submission | myTTB". The address bar displays the URL "https://my.ttb.gov/nrc-claims-submission/claim-form". Below the browser window, the text "877-882-3277 (8am-5pm EST Mon-Fri)." is visible. The main content area has a heading "Instructions" followed by a numbered list of three steps: 1. Download, 2. Complete the claim form, and 3. Submit the claim form. Each step includes a brief instruction. Below the instructions is a heading "Claim Submission" and a large empty box. At the bottom of the page, the text "All fields are mandatory unless stated otherwise." is displayed. The Windows taskbar is visible at the bottom of the screen, showing various application icons and the system clock indicating 4:08 PM on 1/26/2022.

877-882-3277 (8am-5pm EST Mon-Fri).

Instructions

- 1 Download**
Download a [copy of TTB Form 5620.8 Claim - Alcohol, Tobacco and Firearms Taxes](#).
- 2 Complete the claim form**
Make sure you sign and date the bottom of the form.
- 3 Submit the claim form**
Please attach 1 claim form and supporting documentation per submission.

Claim Submission

All fields are mandatory unless stated otherwise.

Submitter Contact Information

January 26, 2022.

Respondents complete the Submitter Contact Information data fields:

The screenshot shows a web browser window with the address bar displaying <https://my.ttb.gov/nrc-claims-submission/claim-form>. The page title is "Online Claims Submission | myTTB". The main heading is "Claim Submission". Below this, a message states: "All fields are mandatory unless stated otherwise." The section "Submitter Contact Information" contains three input fields: "First Name", "Last Name", and "Email". The "Email" field has a placeholder text "email@address.com". A blue circular button with a plus sign is located at the bottom right of the form area. The "Claim Information" section is partially visible at the bottom. The Windows taskbar at the bottom shows various application icons and the system clock indicating 4:09 PM on 1/26/2022.

Online Claims Submission | myTTB x

https://my.ttb.gov/nrc-claims-submission/claim-form

Claim Submission

All fields are mandatory unless stated otherwise.

Submitter Contact Information

First Name

Last Name

Email

email@address.com

Claim Information

January 26, 2022.

Respondents complete the Claim Information data fields and attach a copy of one completed and signed TTB F 5620.8, along with any required supporting documents:

The screenshot shows a web browser window with the address bar displaying "https://my.ttb.gov/nrc-claims-submission/claim-form". The page title is "Online Claims Submission | myTTB". The main heading is "Claim Information". Below this, there is a blue information box with a white 'i' icon and the text: "The claim form must include the signature and title of a person authorized to sign on behalf of the company/claimant." Below the information box is a text input field labeled "EIN (Employer Identification Number)". Underneath the EIN field is the section "Attach file(s)" with the instruction "Include 1 signed claim form and supporting documentation. Accepted file types: Word, Excel, PDF, JPG, PNG". Below this is a dashed rectangular box containing the text "Drag files here or [choose from folder](#)". At the bottom of the form is a reCAPTCHA widget with the text "I'm not a robot" and the reCAPTCHA logo. A blue circular button with a white upward arrow is located on the right side of the form. The Windows taskbar is visible at the bottom of the screen, showing various application icons and the system clock indicating 4:09 PM on 1/26/2022.

Online Claims Submission | myTTB

https://my.ttb.gov/nrc-claims-submission/claim-form

Claim Information

i The claim form must include the signature and title of a person authorized to sign on behalf of the company/claimant.

EIN (Employer Identification Number)

Attach file(s)
Include 1 signed claim form and supporting documentation.
Accepted file types: Word, Excel, PDF, JPG, PNG

Drag files here or [choose from folder](#)

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

4:09 PM
1/26/2022

January 26, 2022.

Respondents verify that they are not a robot, and click the Submit Claim button:

The screenshot shows a web browser window with the address bar displaying <https://my.ttb.gov/nrc-claims-submission/claim-form>. The page content includes a reCAPTCHA verification area with a checkbox labeled "I'm not a robot" and a "Submit claim" button. Below this is a feedback button labeled "How helpful is this page?". The footer is a dark blue navigation bar with the TTB logo and five columns of links: Filing & Payments, About TTB, Additional Information, Additional Resources, and Other Gov't Sites. The Windows taskbar at the bottom shows the time as 4:09 PM on 1/26/2022.

Filing & Payments	About TTB	Additional Information	Additional Resources	Other Gov't Sites
Permits Online	Contact Us	Open Government	No FEAR Act	Dept. of the Treasury
COLAs Online	Who We Are	Plain Language	EEO	USA.gov
Tax Returns	Careers	Information Quality	FOIA	Data.gov

-- END --

January 26, 2022.