

**INSTRUCTIONS FOR
OUT OF STATE MANUFACTURER/IMPORTER
REPORT OF LIQUOR SHIPMENTS
FORM LQ-1**

Manufacturer/Importer Report of Liquor Shipments is due prior to the 20th of each month for all shipments made to each wholesaler during the preceding month.

License Number: Complete license number assigned by the ABC Board. (Example: 210-000123456. The complete license number is the type ("210") and the 9 digits shown as the license number.)

Manufacturer/Importer Name: Trade name as listed on your license issued by the ABC Board.

Contact Person: Name of contact person if we have any questions about this report. If that person has changed since your last report, please check the box for new contact.

E-mail Address: E-mail address of the contact person listed.

Phone Number: Phone number of the contact person listed.

Reporting Period: Month and year of period reported.

BODY OF REPORT

These rows are used to report by date shipped, invoice number, licensed liquor wholesaler name, liquor wholesaler license number, ABC list code, case and size of product, and quantity for each shipment during the reporting period. You may add rows and/or columns as needed, but they must be included within totals.

Quantity Shipped: The number of each liquor products for each invoice shipped during the reporting period.

Invoice Date Shipped: The shipment date printed on the invoice.

Invoice Number: The invoice number of the document listing liquor products by ABC code list, case/size, and quantity which were shipped to the wholesaler. The invoice number should be the **exact number**, including alphanumeric characters, as shown on the invoice. Each invoice **must be** stated separately. Order numbers **are not** acceptable. You may add rows as needed, but they must be included within totals.

Licensed Liquor Wholesaler Name: The trade name of the wholesaler that liquor was shipped and sold to during the month as it appears on the license issued by the ABC Board.

ABC Liquor Wholesaler License Number: The complete license number of the wholesaler issued by the ABC Board. (Example: 080-000123456. The complete license number is the type ("080") and the 9 digits shown as the license number.)

ABC List Code: ABC Code for listed product (assigned by ABC Board).

Number Per Case / Size: Number of containers in a case / size of the container. State each package size separately. State containers per case and size (i.e., ounces, milliliters). Refer to the standard sizes for alcoholic beverages prescribed by the U.S. Treasury Department for guidance. Columns may be added as needed.

Total Sold To Liquor Wholesalers: The sum of each column.

If you have questions, you may contact the Tax & Trade Practices Division at (334) 260-5408.

A digital form of this entire workbook should be emailed to audit@abc.alabama.gov.