



DTR – Direct to Retailer

The following instructions are for webform data entry. For entities that have a large number of transactions to report, please see the instructions for uploading data using an Excel template under the System Navigation panel, and on the instructions tab of the template.

Schedule 1A

Once you have opened your return, a blank page will offer two choices. Click on the Zero Activity toggle if you have no transactions to report, and then click on the green Submit button. Or click on the blue Add Schedule Detail button to open the webform.

The webform has fields for the Retailer Name and Account ID. The system will search for the licensee based on your entry. When you choose the licensee, the rest of their information will auto-populate.

If your retailer does not appear on the drop-down list, they may be licensed under a name you are not familiar with. You can try searching for them in the Licensee list under the General panel. It may be that they have not been added to system yet, in which case you



will need to send a request to the Privilege Tax team at:

olcc.privilegetaxonline@olcc.oregon.gov

The lower portion of the webform has fields for each ABV type. Note that Malt and Cider Under are in barrels, and the other values are in gallons. Enter summary values for each Retailer you ship to.

The second column is where you choose to claim the SWE – small winery exemption. You must enter the value claimed in the third column – Authorized Deductions, so that the taxable distribution calculates to zero.

PRODUCT	TAXABLE PRODUCT SHIPPED TO OREGON	SUBJECT TO SMALL WINERY EXEMPTION?	AUTHORIZED DEDUCTIONS	TOTAL TAXABLE DISTRIBUTION
Malt Beverage (Barrels)	<input type="text" value="50.00000"/>			<input type="text" value="50.00000"/>
Cider 8.5% and Under (Barrels)	<input type="text" value="0.00000"/>			<input type="text" value="0.00000"/>
Cider Over 8.5% Up to 16% (Gallons)	<input type="text" value="0.00000"/>			<input type="text" value="0.00000"/>
Cider Over 16% (Gallons)	<input type="text" value="0.00000"/>			<input type="text" value="0.00000"/>
Wine 16% and Under (Gallons)	<input type="text" value="500.00000"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="500.00000"/>	<input type="text"/>
Wine Over 16% (Gallons)	<input type="text" value="10.00000"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	<input type="text" value="10.00000"/>

Note for Small Winery Exemption: Did you produce at least one gallon and less than 100K gallons of wine in the current year? The Exception is good for first 40K gallons.

Click on the green Save and Add Another button to open a new webform for your next retailer entry. Save and close will take you back to the schedule summary page. If you leave the system for any reason, or navigate away, your saved entries will be retained. Cancel will return you to the summary page without saving your entries.



SCHEDULE 1A ZERO ACTIVITY ☐ [+ Add Schedule Detail](#)

Type to search... [Expand All](#)

Retailer Name: Milwaukie Wine : PT142330	Street Address: 1550 SE Lava Dr	City: Milwaukie
Privilege Tax Number: PT142330	State: Oregon	Zip Code: 97222

1 Record Found

☒ Edit Schedule Detail
☒ Remove Schedule Detail

[Submit Filing](#) [Preview Statement](#) [Back to Account](#)

If you need to make changes to the webform after saving, click on the blue Actions button and choose Edit Schedule Detail. You may also delete the form to start over. From the summary page, the blue Add Schedule Detail button opens a new form.

When your entries are complete, click on the blue Preview Statement button to review your invoice and verify that the return is calculated correctly. Click on the green Submit button to complete your return. Your invoice will be generated immediately.

Filing [Back to Account](#)

Maggie Sales and Distribution ☒ **Active** JAN 2024 - Original (1)

Greg Lifton	LICENSE NAME Maggie Sales and Distribution	LICENSE TRADE NAME Maggie	OLCC LICENSE / PREMISES NUMBER 765765 / 000046770
(503) 750-0308	PRIVILEGE TAX ID PT142524	SUBMITTED DATE Not available	FILING PERIOD JAN 2024
greg.lifton@oregon.gov	FILING CATEGORY PT-DTR MON	SEQUENCE NUMBER 1	FILING STATUS In Process
	FILING TYPE Original	SOURCE WEB (Filer)	

☒ Show Count

1A

Entries **1**

SCHEDULE 1A ZERO ACTIVITY ☐ [+ Add Schedule Detail](#)

Type to search... [Expand All](#)

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1 Record Found

☒ Edit Schedule Detail
☒ Remove Schedule Detail

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Additional features on the summary page are the Back to Account button, which closes the return, marks the status as In Process, and returns you to the Filings page. The up/down carrot will expand the title lines to show all the return details. The Show Count checkbox shows the number of webforms entered.



Small Winery Exemption

The SWE provides a reduction of tax for wineries that produce less than 100,000 gallons of wine annually. The exemption is for the first 40,000 gallons sold in Oregon.

December DTR Reporting

If you claim the SWE for any month in the calendar year, the December return requires that you attach your TTB Report of Operations to that return. This is required so that we may verify that you qualify for the exemption.

For the system to recognize the attachment, you must use the right-hand side panel for uploading your documents **while the return is open**.

Open your return by clicking on the blue Actions button and choose View Schedules.

The screenshot shows the OLCC Filings page. At the top is a navigation bar with links: Profile, Address, Filers, Contacts, License, Forms, and Billing. Below this is a section titled 'FILINGS' with an 'Add Filing' button. A search bar with the placeholder 'Type to search...' and a filter icon is present. Below the search bar is a table of filings. The table has columns for Filing ID, Description, Name, Last Modified, Status, and Actions. Two filings are listed, both with status 'In Process'. The 'Actions' dropdown menu is open for the first filing, showing options: 'View Schedules' and 'Remove Filing'.

Filing ID	Description	Name	Last Modified	Status	Actions
PT-DS - PT142692 Q2 2023 - Amendment (2)	Magpie Sales and Distribution	Magpie	06/26/2025	In Process	View Schedules Remove Filing
PT-DS - PT142692 Q4 2023 - Amendment (2)	Magpie Sales and Distribution	Mannie	06/26/2025	In Process	

Click on the document icon in the right-hand side panel, then click on the blue Add New Document button to upload your TTB report(s).



Enter the Document Title in the Upload Document form. Once uploaded, it will show as a blue hyperlink that can be opened for review.

Click on the Select File button and select your TTB file, then click on the green Upload button. You will then be able to submit the Q4 return.

Upload Document

DOCUMENT TITLE *

Q4 2024 TTB Report

FILE *

TTB REPORT OF OPERATIONS EXAMPLE.PDF

SELECT FILE

PDF, XLS, XLSX FILES ONLY

Upload

Cancel

