

# PRIVILEGE TAX AND OREGON WINE BOARD FILING AND PAYMENT WEB PORTAL CERTIFICATE OF APPROVAL (CERA)

## **AM I REQUIRED TO CREATE AN ACCOUNT IN THE NEW SYSTEM AND REPORT ONLINE?**

Yes, all CERA permittees that ship products to Oregon are required to register for and report in the new system. Any paper reports received as of January 2021's report will be returned with details on how to report online.

## **CAN MY OREGON DISTRIBUTOR HELP ME?**

We encourage suppliers to contact their distributors for assistance with online reporting requirements. Your Oregon distributors will be operating under the same detail requirements and can assist with ensuring that entered data matches up.

## **AM I REQUIRED TO REPORT IN MONTHS WHERE WE DO NOT SHIP TO OREGON?**

Yes, in the new system, all CERAs are required to report monthly, even if there is zero activity to report.

The new system will have a quick method of filing a zero report which should not take more than 5 minutes to complete each month.

## **WHAT IS CHANGING ABOUT HOW WE REPORT AND PROVIDE DOCUMENTATION IN THE NEW SYSTEM?**

The most significant change to reporting is that the new system requires line-item information of product data instead of invoice volume-summary data.

For companies with many product records, an upload template will be provided so that the necessary data may be prepared ahead of time and then uploaded so the new system can generate your return in the background.

## **DO I STILL NEED TO SEND IN PAPER COPIES OF MY INVOICES?**

The OLCC will no longer require copies of all invoices be submitted along with your monthly report. Instead, the OLCC will be requesting statistical samples of invoices at account review, and occasional invoice copies to compare when the distributor report differs from the CERA report.

Requests for invoice copies will be made through the messaging function of the new system and then PDFs of the invoices may be uploaded to the corresponding report.

## **WILL MY COMPLIANCE COMPANY BE ABLE TO FILE REPORTS ON MY BEHALF?**

Yes, third party compliance companies will be able to create their own user accounts that may then be associated with multiple CERA businesses.

Future communications and training materials will go through this process in more detail.

## **SHOULD I REPORT MY SHIPMENTS BASED ON THE DISTRIBUTOR THAT ORDERED THE PRODUCT OR THE SHIPPING DESTINATION?**

All shipments into Oregon should be reported based on where they are first shipped-to in Oregon.

For example, if a distributor orders product, but it is shipped to an Oregon storage warehouse first, the shipment should be reported as sent to the warehouse.

## **I HAVE MORE QUESTIONS, WHO SHOULD I CONTACT?**

While we are in development of the new system, please contact [OLCC.PrivilegeTaxOnline@oregon.gov](mailto:OLCC.PrivilegeTaxOnline@oregon.gov) and an OLCC staff member will assist.

## **WHO DO I CONTACT AFTER THE NEW SYSTEM IS IN PLACE?**

Once the new system is live, an OLCC Helpdesk will be available to assist. Details on the Helpdesk will be in future communications/training materials.

We encourage CERA and their distributors to work together on reporting details.