



Schedule L Logistics Shipper Monthly Report Electronic Filing Instructions

North Dakota Century Code (N.D.C.C.) § 5-01-16 provides that direct shipping, transporting, and delivery of alcoholic beverages direct to consumers in North Dakota by a person in the business of selling alcoholic beverages is illegal unless you are a licensed retailer or manufacturer in your state of domicile and obtain a (1) direct shipper license and (2) a sales and use tax permit; or are a Logistics Shipper or an Alcohol Carrier licensed in North Dakota and are shipping product from a licensed direct shipper.

Logistic Shippers must apply for and obtain a license **before shipping**. Licensed logistics shippers may not ship alcoholic beverages from an unlicensed direct shipper or through unlicensed alcohol carriers. N.D.C.C. § 5-01-16(3) penalties apply for unlicensed persons shipping, causing to be shipped, or transporting alcoholic beverages direct to North Dakota consumers.

This Schedule L report applies to licensed logistics shippers, Schedule G (beer) and Schedule H (wine and liquor) reports apply to licensed direct shippers, and the Schedule M report applies to licensed alcohol carriers.

Logistics Shipper License and Reporting Requirements

N.D.C.C. § 5-01-16 states that logistics shippers must obtain a logistics shipper license from the North Dakota Office of State Tax Commissioner before making or causing a shipment of alcoholic beverage to be sent direct to an individual in this state. The license is valid for one calendar year and costs 100 dollars per year.

A licensed logistics shipper shall ensure all containers of alcoholic beverages shipped directly to an individual in this state are labeled with conspicuous words "SIGNATURE OF PERSON AGE 21 OR OLDER REQUIRED FOR DELIVERY." All containers of alcoholic beverage shipped directly to a resident of this state must be shipped using a licensed alcohol carrier.

The Office of State Tax Commissioner has designated "Schedule L" as the logistics shipper's monthly report form to be used for electronically reporting shipments of alcohol direct to North Dakota consumers. If no shipments were made during the month, a zero report must be filed. Amended reports **must** also be filed electronically. The Schedule L is due on the last day of the month following the month of shipment; if the due date falls on a Saturday, Sunday, or legal holiday, the due date is the first working day after the due date.

N.D.C.C. § 5-03-06 provides that failure to furnish reports when required must be assessed a penalty of **100 dollars** for each day such reports are delinquent.

For purposes of this report, the following definitions apply:

"Alcohol" means neutral spirits distilled at or above 190 degrees proof, whether or not such product is subsequently reduced, for nonindustrial use.

"Alcoholic Beverages" means any liquid suitable for drinking by human beings, which contains one-half of one percent or more of alcohol by volume.

Schedule L – Logistics Shipper Monthly Report Electronic Filing Instructions

Page 2 (7-2022)

“**Beer**” means any malt beverage containing one-half of one percent or more of alcohol by volume and includes an alcoholic beverage made by the fermentation of malt substitutes, including rice, grain of any kind, glucose, sugar, or molasses, which has not undergone distillation.

“**Direct Shipper**” means a person that is licensed by the Office of State Tax Commissioner and ships or causes to be shipped alcoholic beverages directly into this state to a consumer for the consumer’s personal use and not for resale.

“**Distilled Spirits**” means any alcoholic beverage that is not beer, wine, sparkling wine, or alcohol.

“**Gallon**” means U.S. wine gallon equal to 128 ounces.

“**Licensed Alcohol Carrier**” means a person licensed to transport or deliver alcoholic beverages to a consumer without first having the alcoholic beverage delivered through a wholesaler licensed in this state.

“**Licensed Logistics Shipper**” means a person that provides fulfillment house services, including warehousing, packaging, distribution, order processing, or shipment of alcoholic beverages on behalf of a licensed direct shipper and by way of a licensed alcohol carrier.

“**Liquor**” means any alcoholic beverage except beer.

“**Recipient**” means the North Dakota individual or consumer whose name appears on the package containing the alcoholic beverage.

“**Sparkling Wine or Champagne**” means wine made effervescent with carbon dioxide and is reported as wine.

“**Wine**” means the alcoholic beverage obtained by fermentation of agricultural products containing natural or added sugar or such beverage fortified with brandy and containing not more than 24 percent alcohol by volume.

Schedule L Filing Instructions

- Use the Schedule L report form designated for electronic filing.
- Each month begin with a new (blank) Schedule L report form.
- Only report invoices or transactions for the current reporting month on the original return; if you have invoices or transactions from a previous period that were not reported, or were reported in error, see amended return reporting instructions for correct reporting procedures – do not include these prior period entries on your current report.
- Do not leave any field blank when completing columns A through Q of this report.
- All license numbers are listed in our lookup tool which can be found at www.tax.nd.gov/AlcoholLookup. It is the logistics shipper’s responsibility to ensure that the direct shipper’s license is current.
- If you need help converting total invoiced products by category to gallons rounded to two decimal places, a conversion chart is available at www.tax.nd.gov/AlcoholTax, select “Liquor & Beer Package Conversion to Gallons Chart.”

Schedule L – Logistics Shipper Monthly Report Electronic Filing Instructions

Page 3 (7-2022)

Schedule L

Report Period: Enter the calendar year and month covered in the YYYYMM format (i.e., 202201).

Original or Amended Return: Enter “O” for original return or “A” for amended return.

Logistics Shipper’s Name: Enter the name on your North Dakota Logistics Shipper License.

Logistics Shipper’s FEIN: Enter the company assigned nine-digit Federal Identification Number.

Logistics Shipper’s License Number: Enter your five-digit North Dakota 40000 series license number.

Address, City, State, and Zip Code: Enter the company’s mailing address.

Phone Number: Enter the 10-digit phone number of the contact person.

Email Address: Enter the contact person’s email address.

If any of the account information entered in the heading above has changed, check the information change box to update your license information in our office.

If no shipments were made during this reporting period, check the box for a zero report. Stop here and go to Electronically File Report instructions below.

Begin on the first blank row under Column A of this report and enter the following information of each shipment.

Column A:

Enter the recipient’s ship date using the correct format (i.e., mm/dd/yyyy).

Column B:

Enter the recipient’s direct shipment tracking number.

Column C:

Enter the alcohol carrier North Dakota license number, which is a five-digit number in the 60000 series.

Column D:

Enter the alcohol carrier name.

Column E:

Enter the direct shipper’s North Dakota license number, which is a five-digit number in the 90000 series.

Column F:

Enter the direct shipper’s name.

Column G:

Enter the direct shipper’s street address.

Column H:

Enter the direct shipper’s city location.

Column I:

Enter the direct shipper’s state location.

Column J:

Enter the direct shipper’s zip code.

Column K:

Enter the recipient’s name.

Schedule L – Logistics Shipper Monthly Report Electronic Filing Instructions

Page 4 (7-2022)

Column L:

Enter the recipient's street address.

Column M:

Enter the recipient's city location.

Column N:

Enter the recipient's state location.

Column O:

Enter the recipient's zip code.

Column P:

Enter the Product Description Code(s) as listed under Note C on report to reflect the type of product being shipped under this transaction.

Code A = Alcohol is a spirit at or above 190 proof

Code B = Beer is a malt beverage

Code C = Cider

Code D = Distilled Spirits

Code W = Wine and Champagne

Column Q:

Enter the alcohol gallons contained in the shipment, rounded to two decimal places.

Electronically File Report

Completed reports are to be filed electronically as required under N.D.C.C. §§ 5-01 and 5-03 on North Dakota Taxpayer Access Point (ND TAP) - www.tax.nd.gov/tap. Be sure you are submitting the report in the Excel .xlsx format prescribed by the Office of State Tax Commissioner.

New users will need to register for ND TAP access at www.tax.nd.gov/tap. Please follow these steps to create your ND TAP account:

- Sign Up for Access
 - o Create an ND TAP logon and password. An authorization code will be either mailed or emailed to you or the business depending on the access level chosen.
- Log into ND TAP
 - o Once you receive your authorization code you may log in to ND TAP. The authorization code is only used the very first time you log in to ND TAP. You may discard the code after successfully logging into the system.
- Add access to account(s)
 - o Once a user is logged in, he/she can request access to an account by selecting "Add / Grant Access" then "Add Access to Another Account" and enter the following information about the taxpayer and account:
 - Entity Type (Corporation, Sole Proprietor, etc.)
 - Identification Number (FEIN or SSN)
 - Type of Account (Liquor Tax)

- Account Number
- Letter ID (from a recent letter issued on the account). The ND TAP authorization code letter will not work for this step; it must be a letter specific to your liquor tax account.

Amending Schedule L Report

Amended reports are necessary when a logistics shipper fails to report correctly. To correct an original report, a “total replacement” amended report must be electronically submitted.

The logistics shipper will enter an “A” for amended report in the report heading instead of an “O” for original report on the amended Schedule L report. Complete the report as it should have been filed and submit it following the Electronically File Report instructions above.

Reminders

- North Dakota logistics shippers are to include all shipments made during the reporting period.
- When completing the Schedule L report, do not leave blank rows between entries. All required fields must be completed for each entry (Column A through Column Q). Reports cannot be processed if they contain blank rows or empty fields in a row.
- Reports that suspend are not considered filed and failure to file penalties may apply. Failure to file penalty is **100 dollars** per day.
- All volumes are to be reported in gallons, rounded to two decimal places.

Contacts:

Taxpayer Assistance: 701-328-2702
Fax Number: 701-328-1942
Email: alcoholtax@nd.gov
Website: tax.nd.gov

Mailing Address:

Wholesale and Oil Taxes - Alcohol Section
Office of State Tax Commissioner
600 E. Boulevard Ave., Dept. 127
Bismarck, ND 58505-0599