

The information in this guide will help beer tax collectors complete the Beer Return and Schedules to account for the Ontario beer tax and amounts on account of Ontario beer tax collectable and payable for the reporting period. It also provides information about filing requirements, supporting schedules, penalties for late filing and failure to remit tax collectable or payable and payment information for remitting the beer tax.

The information in this guide does not replace the law found in the *Liquor Tax Act, 1996 (Act)*, *Liquor Licence and Control Act, 2019*, and related regulations.

General Information

Who is Required to File

The following beer tax collectors are required to complete and file monthly returns:

- Ontario beer manufacturers (includes Ontario beer manufacturers that are considered to be microbrewers for the sales year), and
- Holders of liquor sales licences with brew pub endorsements issued by the Alcohol and Gaming Commission of Ontario (i.e., brew pubs).

File, Pay and View Your Beer Return Online

ONT-TAXS online is the Ministry of Finance’s secure, convenient and free online tax service. It saves time, reduces paper and is available 24 hours a day, seven days a week.

Getting started is fast and easy!

Visit ontario.ca/finance or call us at 1-866-ONT-TAXS (1-866-668-8297).

Filing and Payment Requirements

A Beer Return and supporting schedule(s) for the reporting period must be completed and filed even if you did not have any activity to report for the reporting period.

“**Schedule A – Inventory Reconciliation Report**”, is a supporting schedule and must be completed and accompany the monthly return.

“**Schedule B – Adjustments**”, is also a supporting schedule, and must be completed and accompany the monthly return when adjustments are claimed or reported.

The return and supporting schedule(s) must be filed with the remittance of tax and amounts on account of tax **on or before the 20th day of the month following the reporting period.**

Should the return due date fall on a day when the ministry is not open during its regular hours of business, then the due date is extended to include the next day when the ministry is open during regular business hours.

A return and schedules for each reporting period will be mailed to you the month before the return and schedule(s) are due. Electronic filing is also available through ONT-TAXS online. If you choose to file your returns electronically, you will have the option of stopping paper returns from being mailed to you, but you may request paper copies at any time by contacting the ministry at the address or telephone number provided on page 4 of this guide or by submitting a request through ONT-TAXS online.

Penalties

Failure to File a Return: This may result in the assessment of a penalty equal to the **sum** of 10% of the tax collectable **and** 5% of the tax payable for the period covered by the return.

Failure to Remit Tax with Return: This may result in the assessment of a penalty equal to the **sum** of 10% of the tax collectable **and** 5% of the tax payable for the period covered by the return.

Identification Number

Your Identification Number is the unique number assigned by the ministry to your beer tax account and noted on your return.

Reference Number

This is a unique number assigned by the ministry to each return and accompanying schedule it issues to a tax collector. For effective service when communicating with the ministry, please use this unique reference number to identify a particular return/schedule, in addition to quoting your Identification Number.

Change of Information

Please notify the ministry of any changes to your business name, address, business structure or contact information. The ministry address and telephone number are provided on page 4 of this guide. When contacting the ministry be sure to use your Identification Number.

Records Retention

In order to enable the accurate determination of the tax collectable and payable under the Act, you are required to keep at your place of business or residence in Ontario:

- records and books of account in support of all entries on the return and schedules, and
- every document which verifies the information in the records and books.

You must retain these items for a period of at least seven (7) years following the end of the fiscal year that relates to the record or the last entry made in the book.

For further information regarding records retention, please refer our page on [Retention/Destruction of Books and Records](https://ontario.ca/recordretention) at Ontario.ca/recordretention.

For further information regarding audits, please refer to our page on [What to Expect During an Ontario Ministry of Finance Audit](https://ontario.ca/taxaudit) at Ontario.ca/taxaudit.

For questions on records retention, call the ministry at 1-866-ONT-TAXS (1-866-668-8297).

Certification

Online certification

When filing your return through ONT-TAXS online, a separate certification is required for the return, Schedule A and Schedule B. In order to certify that the information in the return, Schedule A and Schedule B is, to the best of the knowledge of the authorized signing officer, true, correct and complete, select the boxes identified for the return and supporting schedule(s).

Paper certification

If you are not filing your return through ONT-TAXS online, then the return, which covers the schedules as well, must be signed and dated by an authorized signing officer. The information contained in the return and schedules must, to the best of the knowledge of the authorized signing officer, be true, correct and complete.

The name and title of the person signing the return must be printed legibly in the space provided.

If the return is signed by a third party (such as your accountant or solicitor), the ministry needs your authorization for the third party to represent you. A properly completed **Authorizing or Cancelling a Representative** form must be returned to the ministry in advance of filing the return. Forms are available at Ontario.ca/taxrep.

Freedom of Information

Personal information collected within the Beer Return and schedules is collected under the authority of the *Liquor Tax Act, 1996*, and will be used for the purposes of the Act. Questions about the collection of this information should be directed to an agent with the ministry at 1-866-ONT-TAXS (1-866-668-8297) or in writing to:

Senior Manager, Account Management
Account Management and Collections Branch
Ministry of Finance
4th Floor, 33 King Street West
Oshawa ON L1H 8H5
Telephone: 1-866-ONT-TAXS (1-866-668-8297) ext. 19110

Delivery of Returns and Payments

Returns, schedules and payments may be filed using ONT-TAXS online at ontario.ca/finance or by mail to:

Ministry of Finance
33 King Street West
PO Box 620
Oshawa ON L1H 8E9

Returns, schedules and payments are also accepted at certain ServiceOntario Centre locations on behalf of the ministry. For ServiceOntario Centre locations with tax services and their hours of operation and telephone numbers, visit <https://www.services.gov.on.ca/sf> and search for beer tax.

Print your Identification Number on the back of your cheque or money order. Your cheque or money order should be made payable to the “**Minister of Finance**”.

Note: Payments **cannot** be made at financial institutions.

Enquiries

Address

Ministry of Finance
Account Management
and Collections Branch
33 King Street West
PO Box 625
Oshawa ON L1H 8H9

Website

ontario.ca/finance

Toll free

1-866-ONT-TAXS (1-866-668-8297)

Teletypewriter (TTY)

1-800-263-7776

Instructions for Completing the Return and Schedules

General Instructions:

Complete the return and schedules in the following order:

1. **Schedule A**
2. **Schedule B (if applicable)**
3. **Beer Return**

As the Beer Return relies on information contained in the schedule(s), it is recommended that you complete the schedule(s) before completing the Beer Return.

The completion of Schedule A supports amounts reported on Lines 1, 2, 5, 6, 9, 10, 14 and 15 of the return. The completion of Schedule B supports the amount reported on Line 23 of the return.

Note: As for all entries on the return and schedule, keep records supporting the amounts reported.

Beer Tax-Related Terms and Definitions

To assist with the completion of the return and schedules, you may find it helpful to refer to the following beer tax-related terms and definitions.

Beer Tax

Beer tax is the tax payable on beer pursuant to Part II of the *Liquor Tax Act, 1996*.

The beer tax comprises the basic tax, the volume tax and the environmental tax. Each component is recorded separately on the return.

- **Basic Tax**
The basic tax is the general tax on the beer. The basic tax component of the beer tax for draft beer is reported separately from non-draft beer due to their different basic tax rates, and is calculated on the total volume of beer in the containers. Licensees with brew pub endorsements report only draft beer made at their brew pub.
- **Volume Tax**
The volume tax is the tax on the amount of beer in the container, and is calculated on the total volume of beer in the containers. The volume tax does not apply to draft beer made at a brew pub and sold at the brew pub or a secondary location related to the brew pub.
- **Environmental Tax**
The environmental tax is the tax on the container in which the beer is sold, and is calculated on the total number of non-refillable containers in which the beer is packaged. The environmental tax does not apply to draft beer made at a brew pub and sold at the brew pub or a secondary location related to the brew pub.

“Draft beer”

“Draft beer” is beer made by a beer manufacturer other than non-draft beer (i.e., beer made by a beer manufacturer for sale in containers each of which has a capacity of 18 litres or more). Beer made at a brew pub is also draft beer for the purposes of the Act. Draft beer is subject to a different basic tax rate than non-draft beer.

“Non-draft beer”

“Non-draft beer” is beer made by a beer manufacturer for sale in containers, each of which has a capacity of less than 18 litres (for example, cans, bottles and growlers). Non-draft beer is subject to a different basic tax rate than draft beer.

“Non-refillable container”

“Non-refillable container” is a container that the manufacturer of a beverage or other person who initially fills the container with the beverage does not intend to refill, but does not include a beer bottle that is recognized as an industry standard bottle by the Brewers Association of Canada and for which the manufacturer has entered into an agreement with the Association for the use of the bottle.

Beer shipped in a non-refillable container (for example, this includes but is not limited to, a can, one-way glass and a bottle not recognized as an industry standard bottle by the Brewers Association of Canada) is subject to the environmental tax.

If a manufacturer does not want the environmental tax to apply to the containers in which it distributes its beer, it must satisfy the ministry that the containers are not non-refillable containers by displaying its intention to refill the containers. Generally, to display this intention to refill, the manufacturer must show, through its actions and processes, that it ensures that there is a **continuous and ongoing likelihood that the container (bottle) that it initially filled will be refilled with more beer**. This intent must be present in every container that the manufacturer fills.

All refilling arrangements are subject to audit. An auditor may request supporting documentation to validate the continuous and ongoing intention to refill. Should a manufacturer have questions regarding a specific arrangement that it wishes to engage in and whether the arrangement would be acceptable as displaying the intention to refill, it can send them to the ministry for review.

Taxable distribution (other than by sale)

Taxable distribution (other than by sale) refers to beer used or distributed by you where you have not collected the beer tax or an amount on account of the beer tax on that beer, even though the beer tax applies (e.g., staff parties, providing free samples or other use that is not part of the limited promotional distribution exemption or that exceeds the maximum promotional distribution exemption amount). **In these situations, you are considered to be the purchaser of the beer and must pay the tax on that beer.**

Non-taxable distribution (other than by sale)

Non-taxable distribution (other than by sale) refers to beer you distributed without charge in Ontario that you are claiming as being exempt from beer tax under the limited promotional distribution exemption. The maximum amount that may be claimed under this exemption is 10,000 litres per corporate family per beer sales year. If this exemption is claimed for the beer distributed without charge in Ontario, none of the basic tax, volume tax or the environmental tax applies to that beer.

Refer to the ministry’s page on **Promotional Distribution Exemption: Ontario Beer Manufacturers and Brew Pubs** for more information about the exemption, including the record-keeping requirements.

Find this page by searching the title on [ontario.ca/finance](https://www.ontario.ca/finance) or by calling the ministry at 1-866-ONT-TAXS (1-866-668-8297).

Instructions for Completing the Schedules

When completing the schedule(s), use the following formats:

- Where the field is marked “L”, report volume in litres, to the nearest whole litre.
- Where the field is marked “\$”, report the amount in dollars and cents, to the nearest cent

Schedule A – Inventory Reconciliation Report

Licensees with a Brew Pub Endorsement from the Alcohol and Gaming Commission of Ontario complete:

- Lines 1 through 12

Manufacturers/Microbrewers complete:

- Lines 13 through 34, Columns A and B, as applicable, and
- Total Worldwide Beer Production

Schedule B – Adjustments

All filers complete Schedule B, if applicable.

Schedule A – Inventory Reconciliation Report

Licensees with a Brew Pub Endorsement – Complete Lines 1 through 12

Product Available

Brew Pub Inventory Reconciliation (if you are not a brew pub proceed to line 13)			A Non- Draft Beer (Litres)	B Draft Beer (Litres)
Product Available				
1	Opening Inventory	1		
2	Product Manufactured	2		
3	Adjustment for Shrinkage	3		
4	Inventory Losses	4		
5	Total Product Available - add lines 1 and 2; subtract lines 3 and 4	5		

- Line 1** **Opening inventory** Record your opening inventory, in litres, of draft beer manufactured at the brew pub for the current reporting period. This value should be the same as the Closing Inventory from the preceding reporting period.
- Line 2** **Product manufactured** Amount, in litres, of draft beer manufactured at the brew pub during the reporting period.
- Line 3** **Adjustment for shrinkage** If applicable, amount, in litres, claimed as an adjustment, due to shrinkage, of draft beer manufactured at the brew pub that occurred during the reporting period. For the purposes of completing this schedule, shrinkage is considered to be evaporation.

Line 4 Inventory losses If applicable, amount, in litres, claimed for non-shrinkage inventory losses, that can be verified by the ministry, that occurred during the reporting period.

Inventory losses are losses of beer that occur prior to the distribution of the draft beer made at the brew pub and where, by reason of the loss, the beer is considered to be unconsumable (e.g., spoilage, line flushing).

Losses that are incurred after the distribution of the draft beer made at the brew pub on which beer tax or amounts on account of beer tax have been remitted to the ministry that can be verified by the ministry must be reported on Schedule B.

Line 5 Total product available (Line 1 + Line 2) minus (Line 3 + Line 4) = Total draft beer made at the brew pub available for the reporting period.

Taxable Distribution

Taxable Distribution			
6	Sales at Primary Location	6	
7	Sales at Secondary Location	7	
8	Taxable Distribution (by sale) - add lines 6 and 7; transfer to Line 1 of the return	8	
9	Taxable Distribution (other than by sale) - transfer to Line 2 of the return	9	
10	Brew Pub Taxable Distribution - add lines 8 and 9	10	

Line 6 Sales at primary location Amount, in litres, of draft beer made and sold at the brew pub during the reporting period.

Line 7 Sales at secondary location Amount, in litres, of draft beer made at the brew pub and sold at the secondary location related to the brew pub during the reporting period. Under the Act, a place is a secondary location related to a brew pub if **all** of the following conditions apply:

1. draft beer made at the brew pub is sold to a purchaser at the place,
2. the place is not part of the brew pub,
3. there is a valid licence for the place or the sale of the draft beer at that place is made in accordance with a caterer's endorsement attached to the licence for the brew pub, and
4. if a separate licence for the place is in effect, the holder of the licence for the brew pub has a direct or indirect ownership interest of at least 51 per cent in the business that sells beer at the place.

Line 8 Taxable distribution (by sale) Line 6 + Line 7 = Taxable distribution (by sale) of draft beer made at the brew pub during the reporting period.

Transfer to Return, Line 1.

Line 9 Taxable distribution (other than by sale) Amount, in litres, of Taxable distribution (other than by sale) of draft beer made at the brew pub during the reporting period. See the beer tax-related terms and definitions section beginning on page 6 of this guide for Taxable distribution (other than by sale).

Transfer to Return, Line 2.

Line 10 Brew pub taxable distribution Line 8 + Line 9 = Taxable distribution of draft beer made at the brew pub for the reporting period.

Non-Taxable Distribution

Non- Taxable Distribution			
11	Non-Taxable Distribution (other than by sale)	11	

Line 11 Non-taxable distribution (other than by sale) Amount, in litres, of draft beer made at the brew pub that you distributed without charge in Ontario during the reporting period for which you are claiming the promotional distribution exemption. See the beer tax-related terms and definitions section beginning on page 6 of this guide for more information.

Note:
As for all entries on the return and schedules, keep records supporting the exemption claimed.

Closing Inventory

Closing Inventory			
12	Closing Inventory - add lines 10 and 11; subtract the result from Line 5	12	

Line 12 Closing inventory Line 5 minus (Line 10 + Line 11) = Closing inventory at the end of the reporting period. This value should be the Opening Inventory for the next reporting period.

Beer Manufacturers and Microbrewers – Complete Lines 13 through 34 and Total Worldwide Beer Production

Column A and Column B Each line has two columns to report the type of beer in respect of that line:

- Column “A” to report the non-draft beer (in litres), and
- Column “B” to report the draft beer (in litres).

Note:
Include amounts, in litres, of beer that has not been filled into any container for shipment (i.e., beer still in brite tank) as draft beer.

Product Available

			A Non-Draft Beer (Litres)	B Draft Beer (Litres)
Manufacturer / Microbrewer Inventory Reconciliation (do not complete this section if you are not a manufacturer or microbrewer)				
Product Available				
13	Opening Inventory	13		
14	Draft from Opening Inventory Converted to Non-Draft - Out	14		
15	Draft from Opening Inventory Converted to Non-Draft - In	15		
16	Product Manufactured	16		
17	Interplant Transfers - In	17		
18	Other Transfers - In	18		
19	Inventory Losses	19		
20	Total Product Available - add lines 13, 15, 16, 17 and 18; subtract lines 14 and 19	20		

Line 13 Opening inventory

Record the opening inventory, in litres, of beer for the current reporting period. This value should be the same as the Closing Inventory from the preceding reporting period.

Line 14 Draft from opening inventory converted into non-draft - out

Amount, in litres, of draft beer from your opening inventory that has been converted to (i.e., packaged as) non-draft beer during the reporting period.

This line only applies to draft beer (Column "B") as it reports the amount of draft beer that has been reduced due to the conversion from draft to non-draft beer (e.g., from brite tank into bottles).

The amount reported should be the same as the amount reported on Line 15.

Draft beer loss incurred in converting draft beer to non-draft beer is reported in Column "B" of Line 19, Inventory losses.

Line 15 Draft from opening inventory converted into non-draft - in

Amount, in litres, of draft beer that has been converted to (i.e., packaged as) non-draft beer during the reporting period.

This line only applies to non-draft beer (Column "A") as it reports the amount of non-draft beer that has been increased due to the conversion of draft beer into non-draft beer (e.g., from brite tank into bottles).

The amount reported should be the same as the amount reported on Line 14.

Line 16	Product manufactured	<p>Amount, in litres, of beer you manufactured during the reporting period. Include amounts that you manufactured for any other beer manufacturer or microbrewer.</p> <p>Also include amounts, in litres, of beer that you had previously distributed and collected an amount on account of tax on but which was returned to you and not destroyed. For example, where beer is returned to you which you intend to redistribute, you will claim an adjustment on Schedule B for the amount on account of tax previously collected on the returned product and include the amount, in litres, of the returned product in this line.</p>
Line 17	Interplant transfers – in	<p>Amount, in litres, of beer you received pursuant to the inter-provincial interplant transfer policy (i.e., transfer of beer made at your manufacturing facility that is outside of Ontario but within Canada to your manufacturing facility in Ontario) during the reporting period.</p>
Line 18	Other transfers – in	<p>Amount, in litres, of beer you received from any other beer manufacturer or microbrewer during the reporting period that was not received pursuant to the inter-provincial interplant transfer policy.</p> <p>Include amounts received from another beer manufacturer or microbrewer for you to package its beer only (i.e., co-packing, receipt of beer for you to package only).</p> <p>Include amounts received from another beer manufacturer or microbrewer that only packaged your beer (i.e., co-packing, return of beer that you sent to another beer manufacturer or microbrewer for packaging only).</p>
Line 19	Inventory losses	<p>Amount, in litres, claimed for inventory losses (if applicable) that can be verified by the ministry, during the reporting period.</p> <p>Inventory losses are losses of beer that occur prior to the distribution of the beer, and where, by reason of the loss, the beer is considered to be unconsumable (e.g., spoilage, line flushing).</p> <p>Losses that are incurred after the distribution of the beer on which beer tax or amounts on account of beer tax have been remitted to the ministry that can be verified by the ministry must be reported on Schedule B.</p>
Line 20	Total product available	<p>For non-draft beer (Column “A”):</p> <p>(Line 13 + Line 15 + Line 16 + Line 17 + Line 18) minus (Line 19) = Total non-draft beer available for the reporting period.</p> <p>For draft beer (Column “B”):</p> <p>(Line 13 + Line 16 + Line 17 + Line 18) minus (Line 14 + Line 19) = Total draft beer available for the reporting period.</p>

Taxable Distribution

- A taxable distribution occurs when beer has been sold, shipped or otherwise distributed (whichever occurs first), and the beer is subject to the beer tax, such as delivery to your own brewery retail store or to The Beer Store or one of its warehouses.
 - Beer shipped to your own warehouse **for storage purposes only**, whether onsite or offsite of the manufacturing facility, has generally not been sold or delivered to another person and therefore is generally not considered to be a distribution until it leaves the warehouse to be delivered.
 - Beer that you have sold but are shipping to your own warehouse for pick-up by the person who purchased the beer **has** been sold and must be reported as a distribution below.

Taxable Distribution				
21	The Beer Store	21		
22	Brewery Retail Store	22		
23	Licensees	23		
24	Taxable Distribution (by sale) - add lines 21 through 23; transfer to lines 5 and 9 of the return	24		
25	Taxable Distribution (other than by sale) - transfer to lines 6 and 10 of the return	25		
26	Manufacturer / Microbrewer Taxable Distribution - add lines 24 and 25	26		

- Line 21 The Beer Store** Amount, in litres, of beer distributed to The Beer Store during the reporting period. Include amounts distributed to southern agency stores of the Liquor Control Board of Ontario.
- Line 22 Brewery retail store** Amount, in litres, of beer distributed to your own brewery retail store during the reporting period.
- Include amounts, in litres, of beer sold under any liquor sales licence issued to you by the Alcohol and Gaming Commission of Ontario (e.g., **“Tied House”** liquor sales licence or **“By the Glass”** manufacturer’s limited liquor sales licence) during the reporting period.
- Line 23 Licensees** Amount, in litres, of beer distributed directly to establishments licensed by the Alcohol and Gaming Commission of Ontario to sell liquor during the reporting period.
- Do not include amounts distributed pursuant to a purchase order from the Liquor Control Board of Ontario to grocery stores that have an authorization from the Alcohol Gaming Commission of Ontario to sell beer in that store. These distributions should be reported on Line 27 of Schedule A.
- Line 24 Taxable distribution (by sale)** Line 21 + Line 22 + Line 23 = Total taxable distribution (by sale) of beer during the reporting period.
- Transfer to Return:**
- Line 24A of Schedule to Line 5 of Return, and**
- Line 24B of Schedule to Line 9 of Return.**

Line 25 Taxable distribution (other than by sale) Amount, in litres, of taxable distribution (other than by sale) of beer during the reporting period. See the beer tax-related terms and definitions section beginning on page 6 of this guide for Taxable distribution (other than by sale).

Transfer to Return:

Line 25A of Schedule to Line 6 of Return, and

Line 25B of Schedule to Line 10 of Return.

Line 26 Manufacturer/ Microbrewer taxable distribution Line 24 + Line 25 = Total taxable distribution for the reporting period.

Non-Taxable Distribution

- A non-taxable distribution occurs when beer has been sold, delivered or otherwise distributed, and the beer is not otherwise subject to the beer tax, such as a delivery to the Liquor Control Board of Ontario or one of its warehouses.
 - Beer shipped to your own warehouse **for storage purposes only**, whether onsite or offsite of the manufacturing facility, has generally not been sold or delivered to another person and therefore is generally not considered to be a distribution until it leaves the warehouse to be delivered.
 - Beer that you have sold but are shipping to your own warehouse for pick-up by the person who purchased the beer **has** been sold and must be reported as a distribution below.

Non - Taxable Distribution			
27	LCBO Sales	27	
28	Duty Free Sales	28	
29	Exports	29	
30	Interplant Transfers - Out	30	
31	Other Transfers - Out	31	
32	Non-Taxable Distribution (other than by sale)	32	
33	Manufacturer / Microbrewer Non-Taxable Distribution - add lines 27 through 32	33	

Line 27 LCBO sales Amount, in litres, of beer sold directly to the Liquor Control Board of Ontario during the reporting period. This includes beer sold to northern agency stores of the Liquor Control Board of Ontario.

Include amounts distributed pursuant to a purchase order from the Liquor Control Board of Ontario to grocery stores that have an authorization from the Alcohol Gaming Commission of Ontario to sell beer in that store.

Line 28 Duty-free sales Amount, in litres, of beer sold to duty-free stores in Ontario (where the store is located in a transportation hub and where the purchaser must leave Ontario directly as part of their travel segment at the transportation hub) during the reporting period.

- Line 29 Exports** Amount, in litres, of beer sold and delivered outside of Ontario during the reporting period.
- This includes purchases by the Government of Canada where the beer is warehoused in Ontario and afterwards is exported for use by Canadian diplomatic or consular offices abroad.
- This includes distributions to other nations' embassies and consulates **outside of Ontario**. Distributions to other nations' embassies and consulates in Ontario are taxable distributions and are normally reported on Line 21 or Line 22 of Schedule A.
- Line 30 Interplant transfers – out** Amount, in litres, of beer you distributed pursuant to the inter-provincial interplant transfer policy during the reporting period.
- Line 31 Other transfers – out** Amount, in litres, of beer you transferred to any other beer manufacturer or microbrewer during the reporting period that was not transferred pursuant to the inter-provincial interplant transfer policy.
- Include amounts that you sent to another beer manufacturer or microbrewer for it to package your beer only (i.e., co-packing, sending beer out for packaging only).
- Include amounts that you returned to the beer manufacturer or microbrewer that sent its beer to you for you to package its beer only (i.e., co-packing, sending back beer you packaged).
- Line 32 Non-taxable distribution (other than by sale)** Amount, in litres, of beer you distributed without charge in Ontario during the reporting period for which you are claiming the promotional distribution exemption. See the beer tax-related terms and definitions section beginning on page 6 of this guide for more information.
- Note:**
As for all entries on the return and schedules, keep records supporting the exemption claimed.
- Line 33 Manufacturer/ Microbrewer non-taxable distribution** Line 27 + Line 28 + Line 29 + Line 30 + Line 31 + Line 32 = Total non-taxable distribution for the reporting period.

Closing Inventory

Closing Inventory			
34	Closing Inventory - add lines 26 and 33; subtract the result from Line 20	34	

- Line 34 Closing inventory** (Line 20) minus (Line 26 + Line 33) = Closing inventory at the end of the reporting period. This value should be the Opening Inventory for the next reporting period.

Total Worldwide Beer Production

The Total Worldwide Beer Production information is used in large part to determine if a beer manufacturer is considered to be a microbrewer for a sales year.

Total Worldwide Beer Production	Beer Produced By:		Production (Litres)
	1	Manufacturer / Microbrewer	
Reporting Period: If insufficient space, attach list.	2	Affiliate (s)	
		Name (if applicable):	
		Name (if applicable):	
		Name (if applicable):	
	3	Other Manufacturer(s) / Microbrewer(s)	
		Name (if applicable):	
		Name (if applicable):	
		Name (if applicable):	
	4	Total Beer Produced - add lines 1 through 3	

To be considered a microbrewer for a sales year, a beer manufacturer must meet **all** of the following criteria:

1. Its **worldwide** production of beer, including beer manufactured in Ontario, in the preceding production year was not more than 49,000 hectolitres (4.9 million litres).
2. It **did not** have an agreement or other arrangement in the preceding production year where a non-microbrewer agreed to manufacture beer for it.

NOTES:

- a) For the purposes of this requirement, the beer manufacturer **may** have an agreement or arrangement with a non-microbrewer that provides only for the final bottling or other packaging by the non-microbrewer, including any incidental processes such as final filtration and final carbonation or the addition of any substance to the beer that, if added, must be added at the time of final filtration.
 - b) For the purposes of this requirement, the beer manufacturer may have an agreement or other arrangement in the preceding production year where a non-microbrewer agreed to manufacture beer for it, but only if the non-microbrewer was a microbrewer at some point in that production year.
3. Any affiliate it had that manufactured beer in the preceding production year was also a microbrewer.

Line 1

Manufacturer/ Microbrewer

Amount, in litres, of all beer you manufactured **worldwide**, including in Ontario, during the reporting period. Include amounts you manufactured:

- for yourself;
- for your affiliate(s); and
- under contract for any other beer manufacturer or microbrewer.

This amount is not necessarily the same as the amount reported on Line 16 above.

Line 2 **Affiliate(s)** Amount, in litres, of all beer manufactured **worldwide**, including in Ontario, by every affiliate of yours during the reporting period. Include amounts manufactured by that affiliate:

- for itself;
- for you; and
- under contract for any other beer manufacturer or microbrewer.

Enter the name(s) of the affiliate(s) in the space provided. If there is insufficient space, attach a list.

Line 3 **Other manufacturer(s) / microbrewer(s)** Amount, in litres, of all beer manufactured **worldwide**, including in Ontario, for you or for an affiliate of yours by any other beer manufacturer or microbrewer during the reporting period.

Enter the name(s) of the other beer manufacturer(s) or microbrewer(s) that manufactured beer for you or for your affiliate(s) and the volume that they manufactured in the space provided. If there is insufficient space, attach a list.

Do not include amounts received from another beer manufacturer or microbrewer for you to package its beer only (i.e., co-packing, receipt of beer for you to package).

Line 4 **Total beer produced** Line 1 + Line 2 + Line 3 = Total beer produced worldwide for the reporting period.

Schedule B – Adjustments (Complete and file only if applicable. If not, proceed to Return)

Each adjustment must be recorded separately, including adjustments for prior periods. Prior period adjustments are adjustments that could not be reconciled during the reporting period that covered the distribution. This may include, for example, beer that was originally shipped to The Beer Store but which was later shipped by The Beer Store to the Liquor Control Board of Ontario.

Only record adjustments for amounts not included in refund claims previously submitted to the ministry.

Adjustments in respect of beer on which amounts on account of the beer tax has been collected and remitted to the ministry may be submitted for losses incurred by a person to whom the beer was sold or delivered due to the following:

- Verifiable losses (i.e., product that is lost, stolen, or destroyed) for product on which an amount on account of tax has been reported and remitted on a previous return. For example, if beer was sold to The Beer Store and reported on a return but was later stolen, you may claim an adjustment for the amounts on account of tax that was remitted on the stolen product, provided the loss can be verified.
- Verifiable losses that are incurred prior to amounts on account of the beer tax becoming collectable or payable must be claimed on Schedule A on Line 19 (Inventory Losses).
- Bad debts (i.e., uncollectible debts).

Note: As for all entries on the return and schedules, keep records supporting the adjustment claimed.

A Adjustment Period	B Customer Name	C Customer Business No.	D Adjustment Reason	Product Description					Basic Tax		Volume Tax		Environmental Tax		P = (K+M+O) Total Adjusted Tax amount (\$)	
				E Size	F Vol.	G No. Per Unit	H Number of Units	I Quantity Adjustment (Litres)	J Tax Rate	K = (I x J) Basic Tax Adjustment (\$)	L Tax Rate	M = (I x L) Volume Tax Adjustment (\$)	N Tax Rate	O = (G x H x N) Environmental Tax Adjustment (\$)		
										Totals						

Transfer amount
to Line 23 of the
return

Column A Adjustment period Insert the reporting period for which the adjustment is being claimed or reported (e.g., the reporting period in which the beer tax or an amount on account of the beer tax was collected on the beer that is the subject of the adjustment being claimed or reported).

Column B Customer name Identify the recipient of the product to which the adjustment relates.

Column C Customer business no. Provide the recipient's federal Business Number (or if not a Canadian jurisdiction, provide the recipient's Identification Number) for the product to which the adjustment relates.

Column D Adjustment reason Provide the reason for the adjustment being claimed or reported.

Column E	Size	<p>For each adjustment claimed or reported, enter the size of each container:</p> <ul style="list-style-type: none"> • For a typical bottle of beer where the volume is represented in millilitres (mL), enter the value in millilitres (e.g., enter “341”). • For a typical keg of beer where the volume is represented in litres (L), enter the value in litres (e.g., enter “58.6”).
Column F	Volume	<p>For each adjustment claimed or reported, enter the volume of each container:</p> <ul style="list-style-type: none"> • Where the volume is represented in millilitres, enter “mL”. • Where the volume is represented in litres, enter “L”.
Column G	No. per unit	<p>For each adjustment claimed or reported, enter the number of containers in a unit of product (e.g., for a case (unit) of beer containing 24 bottles, enter “24”).</p>
Column H	Number of units	<p>For each adjustment claimed or reported, enter the number of units (e.g., for three 24-bottle cases of beer, enter “3”).</p>
Column I	Quantity adjustment	<p>For each adjustment claimed or reported, enter the quantity (in litres). Round to the nearest whole litre.</p> <p>Example 1: For three 24-bottle cases of 341 mL beer bottles, use the following calculation:</p> $\text{Column E} \times 0.001 \times \text{Column G} \times \text{Column H} = \text{Quantity adjustment.}$ $341\text{mL/bottle} \times 0.001\text{L/mL} \times 24 \text{ bottles/case} \times 3 \text{ cases} = 24.552 \text{ L, rounded to nearest whole litre} = 25 \text{ L.}$ <p>Example 2: For three 58.6 L kegs, use the following calculation:</p> $\text{Column E} \times \text{Column G} \times \text{Column H} = \text{Quantity adjustment.}$ $58.6\text{L/keg} \times 1 \text{ keg/unit} \times 3 \text{ units} = 175.8 \text{ L, rounded to nearest whole litre} = 176 \text{ L.}$
Column J	Basic tax rate	<p>For each adjustment being claimed or reported, indicate the Basic Tax Rate that applied to the beer that is the subject of the adjustment.</p>
Column K	Basic tax adjustment	<p>For each adjustment being claimed or reported, use the Basic Tax Rate inserted in Column J.</p> <p>Column I x Column J = Basic tax adjustment for the reporting period.</p>
Column L	Volume tax rate	<p>For each adjustment being claimed or reported, indicate the Volume Tax Rate that applied to the beer that is the subject of the adjustment.</p>

Column M	Volume tax adjustment	<p>For each adjustment being claimed or reported, use the Volume Tax Rate inserted in Column L.</p> <p>Column I x Column L = Volume tax adjustment for the reporting period.</p> <p>Note: As beer made at a brew pub is not subject to the volume tax, this adjustment is not applicable to beer made at a brew pub that is sold at that brew pub or at a secondary location related to that brew pub.</p>
Column N	Environmental tax rate	<p>For each adjustment being claimed or reported, indicate the Environmental Tax Rate that applied to the beer that is the subject of the adjustment.</p>
Column O	Environmental tax adjustment	<p>For each adjustment being claimed or reported, use the Environmental Tax Rate inserted in Column N.</p> <p>Column G x Column H x Column N = Environmental tax adjustment for the reporting period.</p> <p>Note: As beer made at a brew pub is not subject to the environmental tax, this adjustment is not applicable to beer made at a brew pub that is sold at that brew pub or at a secondary location related to that brew pub.</p>
Column P	Total adjusted tax amount	<p>For each product that is the subject of an adjustment, the following calculation must be completed:</p> <p>Column K + Column M + Column O = Total adjusted tax amount claimed for the reporting period.</p> <p>Transfer to Return, Line 23.</p>

Instructions for Completing the Beer Return

- As the Beer Return relies on information contained in Schedule A, and if applicable, Schedule B, it is recommended that you complete the schedule(s) before completing the return.
- If you have a paper return, the **previous balance on Line 25** has been pre-populated based on the information we have in our records on the date that the return was printed; assessments, payments or other debits and credits issued or received after this date are not reflected on this line. If you file using ONT-TAXS online, your previous balance is shown on the account summary.

When completing the return, use the following formats:

- Where the field is marked “L”, report volume in litres, to the nearest whole litre.
- Where the field is marked “\$”, report the amount in dollars and cents, to the nearest cent.

Beer Tax-Related Terms and Definitions:

To assist with the completion of the return you may find it helpful to refer to the beer tax-related terms and definitions section, which begins on page 5 of this guide.

Different Components of the Beer Tax

The beer tax comprises the basic tax, the volume tax and the environmental tax. Each component is recorded separately on the return.

Basic Tax:

Licensees with a Brew Pub Endorsement from the Alcohol and Gaming Commission of Ontario report using

- Lines 1 through 4

Ontario beer manufacturers/microbrewers report using:

- Lines 5 through 13

Volume Tax:

Ontario beer manufacturers/microbrewers report using:

- Lines 14 through 17

Environmental Tax:

Ontario beer manufacturers/microbrewers report using:

- Lines 18 through 21

Basic Tax (Brew Pub) – Draft beer made at a brew pub and sold at the brew pub or at a secondary location related to the brew pub.

(Only licensees with a brew pub endorsement from the Alcohol and Gaming Commission of Ontario complete this section)

Basic Tax (Please round all currency fields to two decimal places)			
Brew Pub (If you are not a brew pub proceed to Line 5)			
1	Taxable Distribution (by sale) - enter amount from Schedule A, Line 8B	1	L
2	Taxable Distribution (other than by sale) - enter amount from Schedule A, Line 9B	2	L
3	Brew Pub Basic Tax Rate	3	Tax Rate
4	Brew Pub Basic Tax Payable - (Line 1 x Line 3) + (Line 2 x Line 3)	4	\$

Line 1 **Taxable distribution (by sale)** Enter amount (in litres) from Schedule A, Line 8B.

Line 2 **Taxable distribution (other than by sale)** Enter amount (in litres) from Schedule A, Line 9B. See the beer tax-related terms and definitions section beginning on page 6 of this guide for Taxable distribution (other than by sale).

Line 3 **Brew pub basic tax rate** The Brew Pub Basic Tax Rate is pre-populated on the return. Use this figure to calculate the total basic tax payable on draft beer made at a brew pub and sold at the brew pub or a secondary location related to the brew pub.

Line 4 **Brew pub basic tax payable** Using the Brew Pub Basic Tax Rate set out on Line 3 of your return, perform the following calculation:

$(\text{Line 1} \times \text{Line 3}) + (\text{Line 2} \times \text{Line 3}) = \text{Basic tax payable on draft beer made at a brew pub for the reporting period.}$

Before completing the addition, round the multiplication sections of the above equation to the nearest cent. For illustration purposes, the following example uses the beer basic tax rate applicable to draft beer made by a brew pub in March 2019:

Example: $(3,141 \text{ L} \times \$0.3341/\text{L}) + (227 \text{ L} \times \$0.3341/\text{L})$

1. Calculate the multiplication functions first:
 $= (\$1,049.4081) + (\$75.8407)$

2. Round each multiplication result to the nearest cent:
 $= (\$1,049.41) + (\$75.84)$

3. Complete the addition:
 $= \$1,125.25$

Basic Tax (Manufacturer/Microbrewer)

(Only Beer Manufacturers and Microbrewers complete this section. Licensees with a brew pub endorsement proceed to Line 22 "Tax Due Calculation")

Manufacturer / Microbrewer (if you are not a manufacturer or microbrewer proceed to Line 22)			
5	Non-Draft Beer Taxable Distribution (by sale) - enter amount from Schedule A, Line 24A	5	L
6	Non-Draft Beer Taxable Distribution (other than by sale) - enter amount from Schedule A, Line 25A	6	L
7	Non-Draft Beer Basic Tax Rate	7	Tax Rate
8	Non-Draft Beer Tax Payable - (Line 5 x Line 7) + (Line 6 x Line 7)	8	\$
9	Draft Beer Taxable Distribution (by sale) - enter amount from Schedule A, Line 24B	9	L
10	Draft Beer Taxable Distribution (other than by sale) - enter amount from Schedule A, Line 25B	10	L
11	Draft Beer Basic Tax Rate	11	Tax Rate
12	Draft Beer Basic Tax Payable - (Line 9 x Line 11) + (Line 10 x Line 11)	12	\$
13	Manufacturer / Microbrewer Basic Tax Payable - add lines 8 and 12	13	\$

Line 5 **Non-draft beer taxable distribution (by sale)** Enter amount (in litres) from Schedule A, Line 24A.

Line 6 **Non-draft beer taxable distribution (other than by sale)** Enter amount (in litres) from Schedule A, Line 25A. See the beer tax-related terms and definitions section beginning on page 6 of this guide for Taxable distribution (other than by sale).

Line 7 **Non-draft beer basic tax rate** The Basic Tax Rate applicable to non-draft beer is pre-populated on the return. Use this figure to calculate the total basic tax payable for non-draft beer.

Line 8 **Non-draft beer basic tax payable** Using the Basic Tax Rate for non-draft beer set out on Line 7 of your return, perform the following calculation:

$(\text{Line 5} \times \text{Line 7}) + (\text{Line 6} \times \text{Line 7}) = \text{Basic tax payable on non-draft beer for the reporting period.}$

Before completing the addition, round the multiplication sections of the above equation to the nearest cent. For illustration purposes, the following example uses the beer basic tax rate applicable to non-draft beer made by a beer manufacturer in March 2019:

Example: $(3,141 \text{ L} \times \$0.8974/\text{L}) + (227 \text{ L} \times \$0.8974/\text{L})$

1. Calculate the multiplication functions first:
 $= (\$2,818.7334) + (\$203.7098)$

2. Round each multiplication result to the nearest cent:
 $= (\$2,818.73) + (\$203.71)$

3. Complete the addition:
 $= \$3,022.44$

Line 9 **Draft beer taxable distribution (by sale)** Enter amount (in litres) from Schedule A, Line 24B.

- Line 10** **Draft beer taxable distribution (other than by sale)** Enter amount (in litres) from Schedule A, Line 25B. See the beer tax-related terms and definitions section beginning on page 6 of this guide for Taxable distribution (other than by sale).
- Line 11** **Draft beer basic tax rate** The Basic Tax Rate applicable to draft beer is pre-populated on the return. Use this figure to calculate the total basic tax payable for draft beer.
- Line 12** **Draft beer basic tax payable** Using the Basic Tax Rate for draft beer set out on Line 11 of your return, perform the following calculation:

 $(\text{Line 9} \times \text{Line 11}) + (\text{Line 10} \times \text{Line 11}) = \text{Basic tax payable on draft beer for the reporting period.}$

 Before completing the addition, round the multiplication sections of the above equation to the nearest cent (refer to the example calculation for Line 8 on page 22 of this guide).
- Line 13** **Manufacturer/ Microbrewer basic tax payable** $\text{Line 8} + \text{Line 12} = \text{Basic tax payable on non-draft and draft beer for the reporting period.}$

Volume Tax

(Only Beer Manufacturers and Microbrewers complete this section)

Volume Tax (if you are not a manufacturer or microbrewer proceed to Line 22)			
14	Beer Taxable Distribution (by sale) - add line 5 and 9	14	L
15	Beer Taxable Distribution (other than by sale) - add lines 6 and 10	15	L
16	Volume Tax Rate	16	Tax Rate
17	Volume Tax Payable - $(\text{Line 14} \times \text{Line 16}) + (\text{Line 15} \times \text{Line 16})$	17	\$

- Line 14** **Beer taxable distribution (by sale)** $\text{Line 5} + \text{Line 9} = \text{Taxable distribution of non-draft and draft beer (by sale) for the reporting period.}$
- Line 15** **Beer taxable distribution (other than by sale)** $\text{Line 6} + \text{Line 10} = \text{Taxable distribution of non-draft and draft beer (other than by sale) for the reporting period.}$ See the beer tax-related terms and definitions section beginning on page 6 of this guide for Taxable distribution (other than by sale).
- Line 16** **Volume tax rate** The Volume Tax Rate is pre-populated on the return. Use this figure to calculate the total volume tax payable.
- Line 17** **Volume tax payable** Using the Volume Tax Rate set out on Line 16 of your return, perform the following calculation:

 $(\text{Line 14} \times \text{Line 16}) + (\text{Line 15} \times \text{Line 16}) = \text{Volume tax on non-draft and draft beer payable for the reporting period.}$

 Before completing the addition, round the multiplication sections of the above equation (refer to the example calculation for Line 8 on page 22 of this guide).

Environmental Tax

(Only Beer Manufacturers and Microbrewers complete this section)

Environmental Tax (if you are not a manufacturer or microbrewer proceed to Line 22)			
18	Non-Refillable Containers (by sale)	18	
19	Non-Refillable Containers (other than by sale)	19	
20	Environmental Tax Rate	20	Tax Rate
21	Environmental Tax Payable - (Line 18 x Line 20) + (Line 19 x Line 20)	21	\$

Line 18 Non-refillable containers (by sale)

Insert the total quantity of non-refillable containers in which beer was distributed under Taxable distribution (by sale) during the reporting period.

Do not include the containers for beer you distributed under Non-taxable distribution (by sale) during the reporting period.

Line 19 Non-refillable containers (other than by sale)

Insert the total quantity of non-refillable containers in which beer was distributed under Taxable distribution (other than by sale) during the reporting period. See the beer tax-related terms and definitions section beginning on page 6 of this guide for Taxable distribution (other than by sale).

Do not include the containers for beer you distributed during the reporting period without charge in Ontario that you are claiming as being exempt from beer tax under the limited promotional distribution exemption. If this exemption is claimed for the beer distributed without charge in Ontario, none of the basic tax, volume tax or the environmental tax applies to that beer. See the beer tax-related terms and definitions section beginning on page 6 of this guide for Non-taxable distribution (other than by sale).

Line 20 Environmental tax rate

The Environmental Tax Rate is pre-populated on the return. Use this figure to calculate the total environmental tax payable.

Line 21 Environmental tax payable

Using the Environmental Tax Rate set out on Line 20 of your return, perform the following calculation:

$(\text{Line 18} \times \text{Line 20}) + (\text{Line 19} \times \text{Line 20}) = \text{Environmental tax payable for the reporting period.}$

Before completing the addition, round the multiplication sections of the equation above to the nearest cent (refer to the example calculation for Line 8 on page 22 of this guide).

Tax Due Calculation

(All filers complete this section)

Tax Due Calculation			
22	Total Tax Payable - add lines 4, 13, 17 and 21	22	\$
23	Adjustments - enter total from Schedule B, Column P	23	\$
24	Tax Due (or Credit) - add lines 22 and 23	24	\$
25	Previous Balance	25	\$
26	Total Due (or Credit) - add lines 24 and 25	26	\$
27	Payment Amount - transfer to payment voucher below	27	\$

- Line 22 Total tax payable** Line 4 + Line 13 + Line 17 + Line 21 = Total beer tax payable for the reporting period.
- Line 23 Adjustments** Insert the Total adjusted tax amount (debit or credit) from Schedule B, Column P.
- Line 24 Tax due (or credit)** Line 22 + Line 23 = Tax due (or credit) for the reporting period.
- Line 25 Previous balance** Your previous balance, if any, is pre-populated on the return. Use this figure to calculate the Total due (or credit).
- Note:**
For paper returns, this balance represents the status of your account as at the date the return was printed. Assessments, payments or other debits and credits issued or received after the return was printed are not reflected on this line. If you require further information regarding your account balance, please contact the ministry.
- If you file using ONT-TAXS online, there is no Line 25 or 26 as your balance is shown in the account summary.
- Line 26 Total due (or credit)** Use the Previous balance (if any) set out on Line 25 of your return.
 Line 24 + Line 25 = Total due (or credit) for the reporting period.
- Line 27 Payment amount** If you have entered an amount owing in Line 26 – Total due (or credit), then enter that amount on Line 27 and transfer this amount to the payment voucher (remittance portion) of your return.
- If you have reported zero or a credit amount on Line 26 – Total due (or credit), you do not owe tax for this reporting period and may leave Line 27 blank.

Please retain this guide for future reference. If you require additional copies, please refer to our website ontario.ca/finance or contact us at 1-866-ONT-TAXS (1-866-668-8297).

Cette publication est disponible en français sous le titre « Guide relatif à la Déclaration sur la bière ». Vous pouvez obtenir un exemplaire en appelant le 1-866-ONT-TAXS (1-866-668-8297) ou en visitant ontario.ca/finances.