

Instructions for Completing and Filing
Liquor Retailer's Report and Wholesaler's Report

1. In "EIN," enter the Employer Identification Number (EIN) which is also known as a Federal Tax Identification Number.
2. In "Licensee Name," enter the Business Name.
3. In "Reporting Period," enter the Quarter and Year (i.e. 1st Quarter 2009) for the period the report covers. The reports are due 20 days after the end of calendar quarter. The schedule is as follows:

Quarter	Months	Due Date
1st Quarter	January, February, March	April 20th
2nd Quarter	April, May, June	July 20th
3rd Quarter	July, August, September	October 20th
4th Quarter	October, November, December	January 20th

4. If the report is an amended report, check the appropriate box and indicate the period being amended in the "Reporting Period."
5. In "Mailing Address," enter the Business Mailing Address.
6. In "Telephone Number," enter the telephone number at which the Office of the Navajo Tax Commission (ONTC) can contact the Licensee or Authorized Agent, should ONTC have concerns about the report.
7. "Physical Address," enter the Physical Address.
8. "License Number and License Type," enter the License number issued to the Licensee by the ONTC and enter the type of License that was issued: Beer/Wine or Spirits. A separate report must be filed for each license type.
9. In Column 1, enter the dates Liquor was received/delivered within the stated reporting period.
10. In Column 2, enter the name of the Wholesaler/Retailer whom received/delivered the Liquor.
11. In Column 3, enter the type of Liquor received/delivered.
12. In Column 4, enter the quantity amount of liquor received/delivered.
13. Total the Quantity Amount and that from all additional attachments, if necessary, and place amount in to the Grand Total box.
14. The Licensee or Authorized Agent must sign, print name, telephone number and date the report. If a report is submitted without the appropriate signature, the report will be considered void and unfiled.