



Washington State Liquor and Cannabis Board

Beer and Wine Tax Reporting

Getting Comfortable with Electronic Reporting

Online Filing / Tax Reporting System



Tax and Fee Reporting



Beer and Wine
Tax Reporting

What can I do on the E-Payment System?

- Fill out and submit your monthly tax report
- Pay your taxes online or pay by mail
- View previously submitted reports
- Print monthly tax reports
- Reset your own password
- Change your e-mail address
- Edit saved reports before submitting

What do I need before creating my online account?

- Your access code (emailed to you, by WSLCB tax desk, upon request)
- Your WSLCB 6-digit license number
- Your valid email address

RE: WSLCB LICENSE NUMBER: 999999
ELECTRONIC REPORTING/PAYMENT



Dear WSLCB Licensee:

Electronic tax and fee reporting and payment is available for your license privilege. This convenient option makes reporting easier for users and reduces errors.

How to File Online

1. Visit the LCB website lcb.wa.gov
2. Click on the "Tax/Fee Reporting & Payment" icon
3. Click on the "Tax/Fee Reporting & Payment" icon again
4. Click on the "Create your account" link
5. Follow the step-by-step instructions

Individual Access Code

You will need an access code in order to create your electronic reporting account. The access code associated with your license number is listed below.

Access Code: **.YB3)8Me**



Access Code is 8 characters long

How do I access the E-Payment System?

Go to lcb.wa.gov then click on the [Tax and Fee Reporting](#) icon.

The screenshot displays the Washington State Liquor and Cannabis Board website. At the top, there are links for Accessibility, Contact, and Privacy Policy, along with a language selection dropdown and accessibility icons. The main navigation bar includes Home, Licensing Services, Enforcement, Education, Careers, and Business Portal. A search icon is also present. The main content area features a large banner for 'Vapor Products' with a 'Read More' button. Below the banner, there are several category tiles: Vapor Products, Traceability, We Have Moved to a New Location, Marijuana 2019, Annual Quality, and What to Expect when Applying for a Liquor License. A hand cursor icon is pointing to the 'Tax and Fee Reporting' icon in the Quick Links section. The Quick Links section contains six icons: Banquet Permits, Public Records, How Are We Doing, Report a Violation, Tax and Fee Reporting, and Speaking Request.

Accessibility Contact Privacy Policy Select Language

Washington State Liquor and Cannabis Board Home Licensing Services Enforcement Education Careers Business Portal

Vapor Products

What you need to know about the law regulating vapor products

Read More

Vapor Products Traceability We Have Moved to a New Location Marijuana 2019 Annual Quality What to Expect when Applying for a Liquor License




Quick Links

Banquet Permits Public Records How Are We Doing Report a Violation Tax and Fee Reporting Speaking Request

Click on the “Beer and Wine Tax Reporting” link

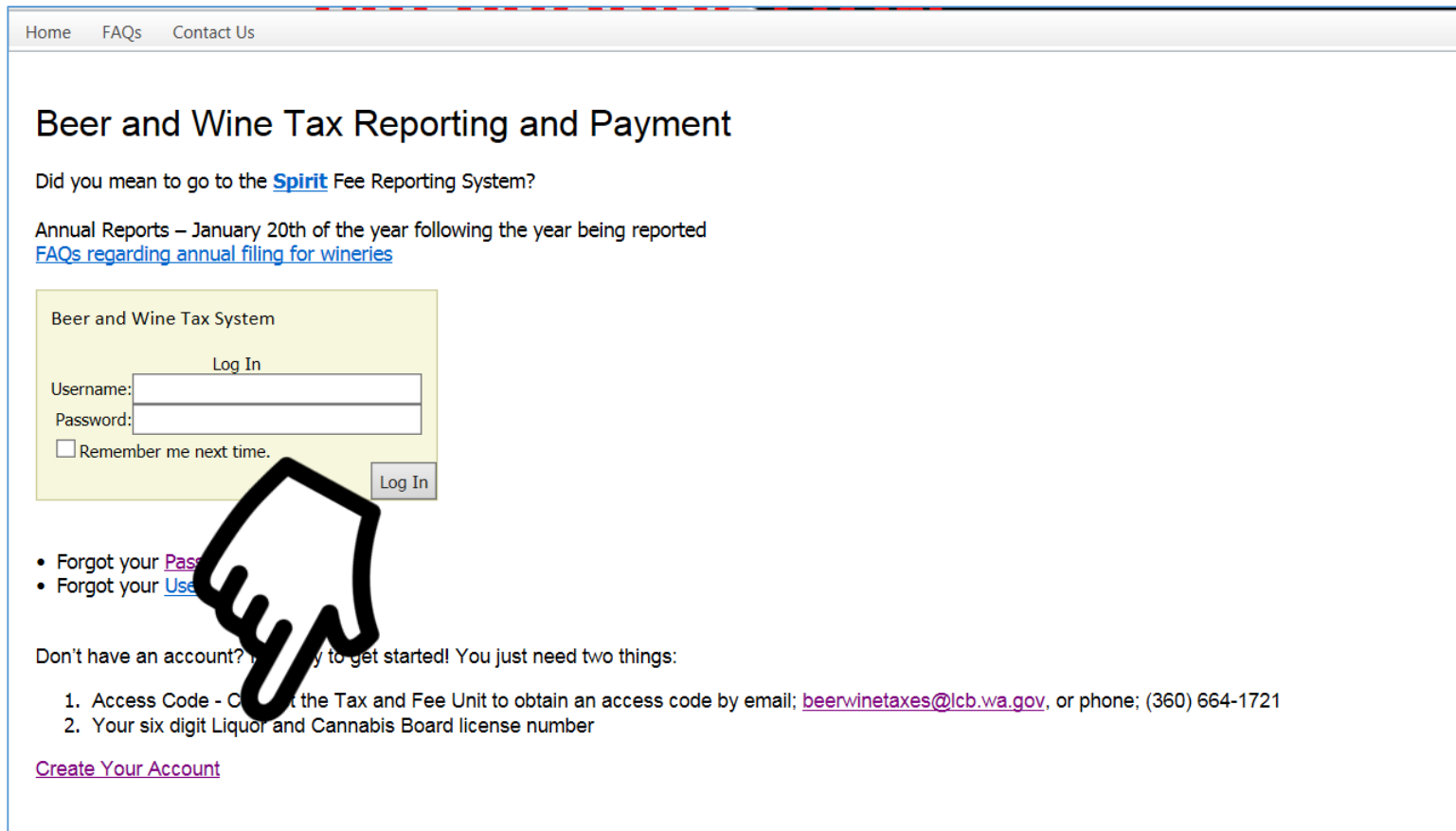
Tax and Fee Reporting



Tax and Fee Reporting —	Tax and Fee Reporting
Beer and Wine Tax Reporting Guide	Online Reporting and Payment Available for:
Benefits of Online Reporting	  
Marijuana Tax Reporting Guide	<ul style="list-style-type: none">• Spirit Fee Reporting spiritfees@lcb.wa.gov^{ca} (360) 664-1721• Beer and Wine Tax Reporting beerwinetaxes@lcb.wa.gov^{ca} (360) 664-1721• Marijuana Tax Reporting marijuanataxes@lcb.wa.gov^{ca} (360) 664-1789
Spirit Fee Reporting Guide	Beer and Wine Taxes beerwinetaxes@lcb.wa.gov ^{ca} (360) 664-1721
Helpful Tools —	Spirit Fees spiritfees@lcb.wa.gov ^{ca} (360) 664-1721
Brewer's Tax Rate Per Barrel Table	Marijuana Tax Unit marijuanataxes@lcb.wa.gov ^{ca} (360) 664-1789
Contact	Reporting Guides Detailed information for licensees regarding filing dates, record keeping, reporting requirements, etc.
Conversion Tables	<ul style="list-style-type: none">• Beer and Wine Tax Reporting Guide• Spirit Fee Reporting Guide• Marijuana Tax Reporting Guide
Licensee List	Printer-friendly version
Washington Licensees —	
Brewery	
Craft Distillery	
Distiller	
Distributor	
Importer	
Interstate Common Carrier	
Retailer	
Winery	
Out of State Licensees —	
Brewery COA	
Distiller COA	
Representative COA	
Winery COA and Shipper to Consumer	

Create your account

When you get to this page click on [“Create Your Account”](#)



Home FAQs Contact Us

Beer and Wine Tax Reporting and Payment

Did you mean to go to the [Spirit](#) Fee Reporting System?

Annual Reports – January 20th of the year following the year being reported
[FAQs regarding annual filing for wineries](#)

Beer and Wine Tax System

Log In

Username:

Password:

Remember me next time.

Log In

- [Forgot your Password](#)
- [Forgot your Username](#)

Don't have an account? [Click here](#) to get started! You just need two things:

1. Access Code - Contact the Tax and Fee Unit to obtain an access code by email; beerwinetaxes@lcb.wa.gov, or phone; (360) 664-1721
2. Your six digit Liquor and Cannabis Board license number

[Create Your Account](#)

Creating your online tax reporting account

- 1. Fill out required fields below **Tip: Look to the right of each box for detailed instructions**
- 2. Click “Create Account”

The screenshot shows the WSLCB Beer and Wine Taxes website. At the top, there is a logo for the State of Washington and the text "WSLCB BEER AND WINE TAXES". Below the logo, contact information is provided: Phone (360)664-1721 and Email - beenwintaxes@lq.wa.gov. Navigation links include [WSLCB Website](#), [Login](#), and [Create Account](#). The breadcrumb trail shows [Home](#) > Create Account.


On the left side, there is a green sidebar with a "Home" section containing links to [Create Account](#), [Recover Password](#), [Recover User Name](#), [FAQs](#), and [Contact Us](#).

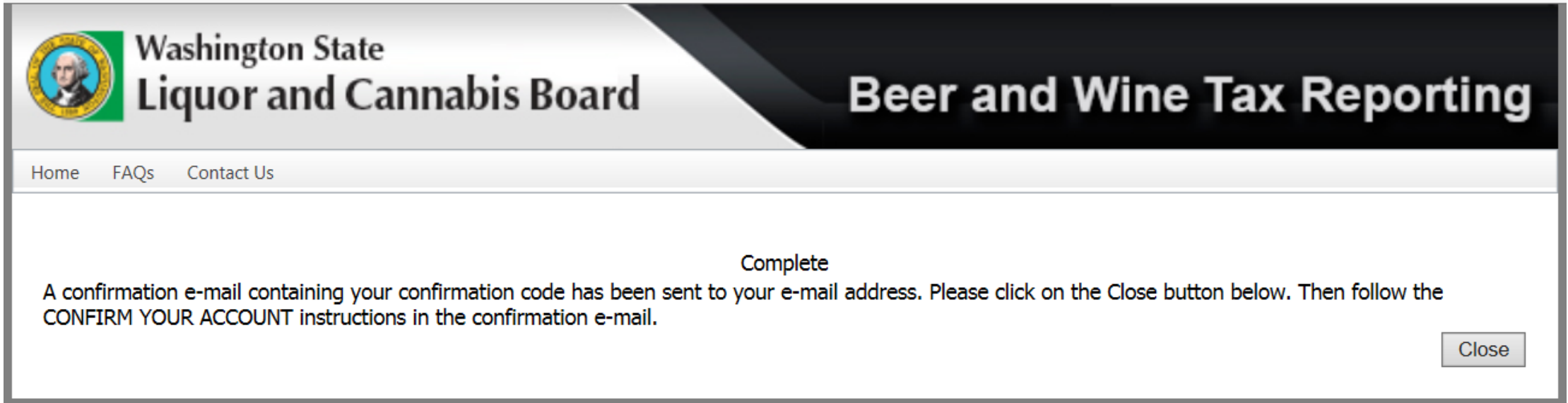
The main content area is titled "Sign Up for Your New Account" and states "All fields are required." It contains the following form fields and instructions:

- LCB License Number:** A text input field. A hand icon with the number "1" points to this field. Instruction: "Your 6 digit Liquor Control Board License Number."
- Access Code:** A text input field. Instruction: "This 8 character access code that has been mailed to you."
- User Name:** A text input field. Instruction: "Create a User Name of your choice 6-16 characters. It is not case sensitive."
- Password:** A text input field. Instruction: "9-16 characters with at least 1 number, at least 2 letters, and at least 1 special character such as (@^%\$#@ etc. Case sensitive."
- Confirm Password:** A text input field. Instruction: "Duplicate password to confirm."
- E-mail:** A text input field. Instruction: "Your e-mail will be used to send you a temporary password in case you lose your password."
- Security Question:** A dropdown menu with "[Select a Question]" selected. Instruction: "Select a security question."
- Security Answer:** A text input field. Instruction: "Your answer to the selected security question. Not case sensitive."

At the bottom right of the form, there is a blue button labeled "Create User". A hand icon with the number "2" points to this button.

What do I need before creating my online account?

This is what you should see once you click  it may take several minutes for your Confirmation code to be sent once you click on the close button.



The screenshot shows the Washington State Liquor and Cannabis Board website. The header includes the board's logo and name, and the page title is "Beer and Wine Tax Reporting". A navigation menu contains "Home", "FAQs", and "Contact Us". The main content area displays a confirmation message: "Complete" followed by "A confirmation e-mail containing your confirmation code has been sent to your e-mail address. Please click on the Close button below. Then follow the CONFIRM YOUR ACCOUNT instructions in the confirmation e-mail." A "Close" button is located in the bottom right corner of the message area.

Washington State
Liquor and Cannabis Board

Beer and Wine Tax Reporting

Home FAQs Contact Us

Complete

A confirmation e-mail containing your confirmation code has been sent to your e-mail address. Please click on the Close button below. Then follow the CONFIRM YOUR ACCOUNT instructions in the confirmation e-mail.

Close

Confirming your account

- Log on to the e-mail account you used to set up your account
- Open the e-mail from “do-not-reply@lcb.wa.gov” (subject: Registration Confirmation)
- Follow the directions to confirm your account (more about this in the next slide)
- Save this email for your records

From: do-not-reply@lcb.wa.gov [mailto:do-not-reply@lcb.wa.gov]
Sent: Tuesday, September 17, 2019 9:38 AM
To:
Subject: Registration Confirmation
Importance: High

Thank you for signing up for online account management of your Liquor and Cannabis Board account. To confirm your account, please follow the steps below. If you did not sign up for this account, please accept our apology and simply delete this e-mail.

Your user name is: ~~leantest~~
Your confirmation code is: 31afc4d2-eebb-4e1d-8327-49b31d989bc6
Your Liquor and Cannabis Board License Number is: 444444

CONFIRM YOUR ACCOUNT

To help prevent unauthorized account usage, we need you to confirm your e-mail address. We will use this e-mail address to send you a new password if you cannot remember it.

1. Copy the following web address:
<http://taxreportepayexternalpre//ConfirmCode.aspx?ConfCode=31afc4d2-eebb-4e1d-8327-49b31d989bc6>

IMPORTANT: Because fraudulent ("phishing") e-mail often uses misleading links, the Liquor and Cannabis Board recommends that you do not click links in e-mail, but instead copy and paste them into your browser as described here.


2. Open your web browser, paste the link in the address bar, and then press ENTER.

3. Click the "Confirm" button on the web page that opens.

Thank you again,
Washington State
Liquor and Cannabis Board

Confirming your account

- Enter the confirmation code you received in the email
- Click “confirm”




Washington State
Liquor and Cannabis Board

Beer and Wine Tax Reporting

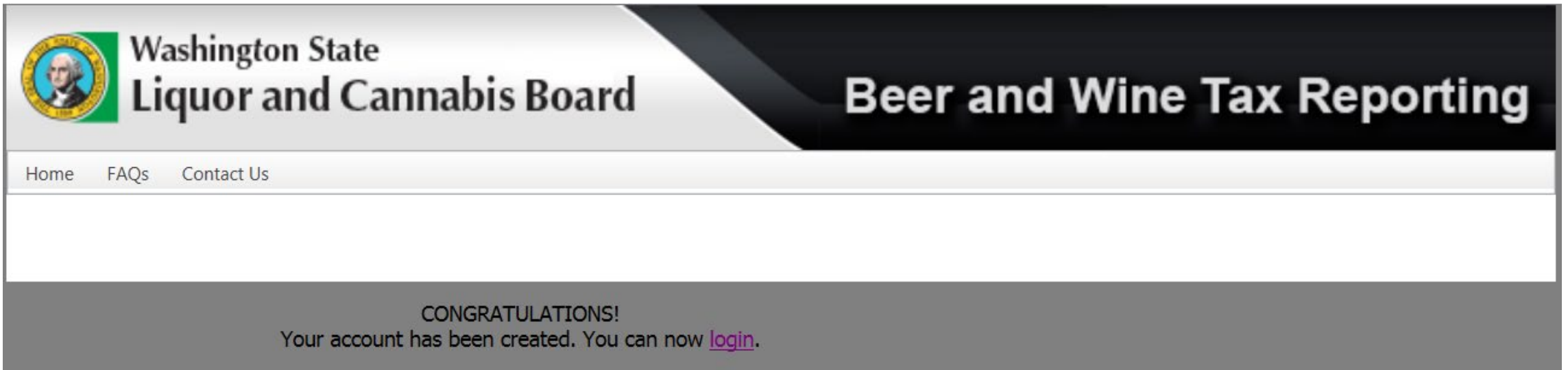
[Home](#) [FAQs](#) [Contact Us](#)

Enter the confirmation code that you received by e-mail.

Confirmation Code:



You are now confirmed and can log in. Click "[login](#)"



The screenshot shows the header of the Washington State Liquor and Cannabis Board website. On the left is the board's logo, which includes a circular seal with a portrait and the text "WASHINGTON STATE LIQUOR AND CANNABIS BOARD". To the right of the logo, the text "Washington State Liquor and Cannabis Board" is displayed. Further right, on a dark background, the text "Beer and Wine Tax Reporting" is visible. Below the header is a navigation bar with links for "Home", "FAQs", and "Contact Us". The main content area is mostly blank. At the bottom, a grey banner contains the text: "CONGRATULATIONS! Your account has been created. You can now [login](#)."

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CONGRATULATIONS!
Your account has been created. You can now [login](#).