

Instructions for Keeping a Tax-Free Alcohol Log

Select the appropriate inventory log sheet – one sheet is for 190 proof ethanol the other is for 200 proof ethanol. Complete the contact information and location on the top part of the form. Record the amount of alcohol received. Ethanol that has been denatured (made unsuitable for beverage use) does not need to be logged – **substitute denatured alcohol whenever possible.**

Each time alcohol is removed from inventory document:

- The date
- The amount withdrawn
- The person withdrawing the alcohol
- The specific use for the alcohol
- The remaining quantity in the inventory

Maintain all records of purchase, receipt, use logs, or loss for a period of three (3) years. The inventory should be reconciled at least annually, and especially when new tax-free alcohol is purchased and placed in inventory.

If you have any questions please review the Alcohol and Tobacco, Tax and Trade Bureau's website at http://www.ttb.gov/industrial/taxfree_regs_laws.shtml or contact Occupational Health and Safety at 934-2487.