

About the transporter

Name of transporter

You must let the Duty Paid Movement team know these details as soon as possible and before the goods are dispatched.

Schedule of goods Table A - to be completed before dispatch of the goods

Tax type	Type of goods	Brand name	Alcohol Strength %	Unit of measure (litre, hectolitre or kilogram)	Quantity	Duty rate £	Duty due £

Total duty

Intended date of arrival in UK DD MM YYYY

Intended date of dispatch DD MM YYYY

This date must be at least 10 days after the date you send us the correctly completed form

Intended date of arrival at customer address

DD MM YYYY

Notes for filling in Schedule of Goods Table A

Tax type

Enter the relevant 3-digit tax type, for each category of goods. To find the correct tax type go to [UK Trade Tariff: excise duties, reliefs, drawbacks and allowances](#) on GOV.UK

Type of goods

Enter the type of goods, for example, whisky, still wine or cigarettes.

Quantity

Show the quantity (to 2 decimal places) in the units required to calculate the duty and include the unit of measure. For example, duty on wine is calculated using hectolitres, therefore 125 litres should be converted into hectolitres and written as 1.25 hl.

Duty rate

Enter the current rate of UK Excise Duty for each type of tax, as shown in Volume 1, Part 12 of the UK Tariff.

Duty due

To help you calculate the duty correctly, go to [Notice 204b Certified traders and tax representatives](#) on GOV.UK

Schedule of goods Table B - to be completed after the goods are received

If there are no discrepancies, tick the box at the bottom of this section and re-send the form to HMRC.

Complete this table if there are any discrepancies on receipt of the goods, state the relevant line number (from the Schedule of goods, Table A above), the difference between the quantity expected and the quantity actually received, the resulting duty difference, whether this is an excess/shortage and a reason for the discrepancy.

If your customer has received goods not listed on your original declaration, under 'Explanation for discrepancy' include information on any different tax types, brand names or alcoholic strengths. If there are any discrepancies, the Duty Paid Movements team will contact you to let you know what you need to do.

Line number	Quantity difference	Duty difference	Excess/shortage	Explanation for discrepancy

I confirm that the goods listed under 'Schedule of goods - Table A' have been received by the customer with no discrepancies

Tick box

Declaration

I declare that:

- the details shown on this form represent the total quantity of excise goods to be imported into the UK
- I understand that if any information on this document does not match the goods imported, then the goods may be detained until Customs are satisfied that the goods imported are those declared, and on which the UK duty has been secured

I also confirm that, if relevant:

- the retail containers of alcoholic liquor to which the duty stamps that I am ordering are to be affixed, are not already stamped, and will not be stamped before I receive them
- if, for any reason, these duty stamps are not affixed to the retail containers for which they are intended, I will return them without delay
- I understand that if my order for duty stamps is untrue in any material, I will have committed a criminal offence and may be prosecuted

Tick the box below to confirm that the information you've given is correct and that you understand the declaration statements above

Full name

Signature

Status for example Director, Partner, Proprietor

Date DD MM YYYY

What to do now

Email the completed form to importersteam.commercial@hmrc.gov.uk

Or send to:

HMRC Payments REDS
HM Revenue and Customs
BX9 1XT

Our preferred method for returning this is by email and if sent by post, it may take longer because of postal delays.

What happens next

We'll let you know the HMRC authorisation number for this consignment. The number is unique and should accompany the consignment to prevent undue delay if it's stopped for checks.