

**WEST VIRGINIA ALCOHOL BEVERAGE CONTROL COMMISSIONER**

900 Pennsylvania Avenue, 4<sup>th</sup> Floor  
 Charleston, WV 25302  
 abca.licensing@wv.gov

**REPORT OF ETHYL ALCOHOL RECEIVED AND USED**

Under authority of Chapter 60 of the West Virginia Code and the Regulations of the West Virginia Alcohol Beverage Control Commissioner

By \_\_\_\_\_, of \_\_\_\_\_  
(NAME OF LICENSEE) (STREET ADDRESS)

\_\_\_\_\_ during the month of \_\_\_\_\_, 20\_\_\_\_\_  
(CITY OR TOWN, STATE & ZIP CODE)

**ALCOHOL RECEIVED DURING THE MONTH**

1. DATE RECEIVED	2. DEALER FROM WHOM RECEIVED	3. DEALER'S ADDRESS	4. SERIAL NUMBERS OF PACKAGES	5. WINE GALLONS	6. PROOF
<b>TOTAL</b>					

**SUMMARY**

	WINE GALLONS
1. On hand first of the month _____	
2. Received during month _____	
<b>3. Total</b>	
4. Used during month _____	
5. _____	
6. On hand last day of month _____	
<b>7. Total</b>	

STATE OF WEST VIRGINIA,

COUNTY OF \_\_\_\_\_

} To Wit:

SIGNED:

\_\_\_\_\_

Personally appearing \_\_\_\_\_ made with that the following statement, by him subscribed is in all respects true and correct, and that the alcohol was used only for the purposes authorized under WVABCA License No. \_\_\_\_\_.

\_\_\_\_\_  
(SIGNATURE OF NOTARY OR OTHER OFFICER)

\_\_\_\_\_  
(OFFICIAL TITLE)

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

## INSTRUCTIONS

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Please observe the following instructions in filling in Columns 1 to 6, inclusive, and in filling in the Summary:

- In Column 1 -- Date the shipment of alcohol reaches the licensee.
- In Column 2 -- Name of the producer or wholesaler from whom the alcohol was purchased.
- In Column 3 -- The producer's or wholesaler's address.
- In Column 4 -- Serial numbers of packages received.
- In Column 5 & 6 -- Number of wine gallons in the shipment and proof of the alcohol.
- In the Summary --
  - At Line 1 should be reported the amount shown on hand the last day of the month on the report made for the previous month.
  - At Line 2 should be entered the total of alcohol received during the month as shown by Column 5.
  - At Line 4 should be reported the quantity used during the month.
  - At Line 5 should be reported any shortage from packages when received or any loss of alcohol after receipt. Any discrepancy between the amount of alcohol actually on hand at the end of the month and the amount which should be on hand must be reported at this line. All entries at this line must be fully explained by separate affidavits attached to and accompanying the report.
  - At Line 6 should be reported the amount of alcohol actually on hand on the last day of the month.

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A return on ABC Form 139, showing all alcohol on hand, received and used during each month, shall be prepared and transmitted by mail or email to the West Virginia Alcohol Beverage Control Commissioner, Charleston, West Virginia, on or before the tenth day of the succeeding month by the holder of the license to purchase and use ethyl alcohol. The report must be signed and sworn to by the holder of the license or by his duly authorized agent. Failure to report properly and promptly may result in revocation of the license. Where there is no alcohol received, used or on hand, ABC Form 139 should be rendered in blank, with the notation "No transactions" written across the face of the form.

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