



TTB Alcohol and Tobacco
Tax and Trade Bureau
U.S. Department of the Treasury

Submitting a Manual Claim Using the CBMA Importer Claims Alternate Procedure

Importers are authorized by [TTB Industry Circular 2023-1, Alternate Procedure for Submission of CBMA Importer Claims](#), to use an alternate procedure (“manual claim submission”) to file CBMA refund claims for entry summary lines in limited situations when a claim cannot be filed through the regular claim procedures within the myTTB CBMA Importer Claims system.

In contrast to the regular claim submission process, where the claimant submits their refund claim based on entry and entry summary data from CBP’s Automated Commercial Environment (ACE) retrieved automatically by the TTB CBMA Importer Claims system, the alternate procedure requires importers to manually upload their corrected import data as well as required supporting documentation to submit their CBMA refund claim in myTTB. Importers must prepare the import data using the [TTB CBMA ACE Report](#) (or “Report”).

TTB is providing guidance on two methods for preparing the Report that must be uploaded into myTTB under the alternate procedure.

- **Option 1:** Download and populate an Excel version of the Report. (View [instructions](#).)
- **Option 2:** Access and run the Report in CBP’s ACE Reports System. (Instructions are *coming soon*.)

Importers should follow the [instructions for how to submit a claim under the alternate procedure](#) based on corrected data prepared through either method above within the myTTB CBMA Importer Claim System.