

# **INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL**

Division of Alcohol and Tobacco Control  
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Jefferson City, MO 65101  
<https://atc.dps.mo.gov>

(Revised September 2018)

# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

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# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

## Starting ATC Online Reporting/Payment

Application Website address: <https://apps1.mo.gov/atclicense>

**Login:** Enter email address and password and click the Login button.

The screenshot shows a web browser window with the address bar displaying <https://apps1test.mo.gov/MoLogin/Login.aspx>. The page title is "Login - MO Login - State of...". The main content area features a dark blue header with the "MO Login" logo. Below the header, there is a login form on the left and a notice box on the right. The login form includes fields for "Email" and "Password", a "Login" button, and links for "Forgot password" and "Request Account". The notice box contains a "Login Request from Alcohol & Tobacco Control - Licensing" section with a notice about the use of the system and a disclaimer from the State of Missouri. At the bottom of the page, there are links for "Privacy Policy" and "Accessibility".

**Login**

Email

Password

Login

[Forgot password](#) [Request Account](#)

**Login Request from Alcohol & Tobacco Control - Licensing**

\*\*\* Notice \*\*\*


The information and applications to which you are granted through this "Login" may be subject to Federal and/or State laws and regulations. Unauthorized access, disclosure, or other use of any information or applications may result in civil and/or criminal prosecution and fines, imprisonment, and/or other penalties.

The State reserves the right to remove, disable, or otherwise render unusable any account that, in the opinion of the department or agency providing the information or application, has been or suspected to have been used for unauthorized access to information or application(s); has or attempted to bypass information or applications security measures; or has otherwise been used to disrupt the delivery of information or applications.

[Privacy Policy](#) [Accessibility](#)

# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

After you log in you will see this screen. If you have more than one license associated with your log in you will select the license by clicking on the license number in the Search Results grid.



Missouri Department of Public Safety  
**Alcohol & Tobacco Control**

[Search](#)[Claim License](#)[Logout](#)

### Search License

License Number:

Please enter your search criteria below. If the exact information is not known, a 'wildcard' search can be performed. To perform a wildcard search on Licensee, DBA, Address Line 1 or City enter a "%" at the beginning and/or end of the search criteria value. For example, on Address 1 enter Kemp% to search on all the street names that begin with the letters Kemp. Enter %kemp% to search all the street names that have kemp in the middle. Alternatively, enter %kemp to find all addresses that end with kemp - use this if you know the street name but not the number.

Licensee:

DBA:

Address Line 1:

City:

State:

County:

Search

List All

Search Results (2)

Page Size: 10

Export

License Number	Type	Licensee	DBA	Address Line 1	City	State	County	Status
9999998	DOMESTIC WINERY	Foster Enterprises	Red and White Winery	123 Main Street	Anytown	MO	GASCONADE	Active
9999996	Liquor Wholesale Solicitor	Foster Enterprises	Foster's Distributing	456 Hickory Street	Anytown	MO	GASCONADE	Active

«

<

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>

»

[Accessibility](#)[Privacy Policy](#)[Alcohol & Tobacco Control](#)

After you select your license, the system will take you to the License Summary page.

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# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

You will see a **Menu Bar** located below the license detail. To submit your excise tax reports you will click on the down arrow next to Excise Tax and click on Invoice Submission. If you do not have any options under the Excise Tax tab, you will set up your excise tax permissions by completing Step 3 of the set up instructions.

The screenshot shows the user interface of the Missouri Department of Public Safety Alcohol & Tobacco Control system. At the top is a dark blue header with the state seal and the text "Missouri Department of Public Safety Alcohol & Tobacco Control". Below this is a navigation bar with "Search", "Claim License", and "Logout" buttons. The main content area displays "License Details" for a user named "Foster Enterprises" with license number "9999998". It includes fields for "License Number", "DBA", and "Address". A "Menu" bar is visible with a dropdown for "Excise Tax" which is open, showing options: "Invoice Submission", "History", "Ledger", "Remove Submission", and "Upload File Format". The "License Summary" section is partially visible below the menu. At the bottom, there are links for "Accessibility", "Privacy Policy", and "Alcohol & Tobacco Control".

**Invoice Submission:** Allows you to enter your invoice information **either** manually through Invoice Entry-Manual **or** upload a text file through Invoice Entry-Upload and enter your bottled inventory balances under the Inventory tab and then Submit your report.

\*\*\*\***If you have no sales to wholesalers you will go directly to the Inventory Tab**\*\*\*\*

# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

**Select Tax Period:** Allows you to select the Tax Month & Tax Year you need to report. Click on the arrow in the box to change your tax month or tax year. After tax month and tax year are selected click Go.

License #123456: FOSTER CORPORATION

Status: Active

Phone: (573) 751-7670

License Type: LIQUOR SOLICITOR

Address: 123 MAIN STREET, JEFFERSON CITY, MO 65101

Return to License

DBA: FOSTER BEVERAGE COUNTRYWIDE

Menu

License ▾

Excise Tax ▾

Brand Label ▾

Excise Submission

Invoice

Festival

Inventory

Submit

Select Tax Period

This system allows for an additional submission for previous Tax Periods where a payment has been already made. For example, if you find an invoice with a ship date in December 2017 that was missed in your first submission and payment, please enter the Tax Period of December 2017 and proceed with entering the details on the Invoice Entry tab.

**Zero Report:** To submit a zero report click on the Submit tab, select tax month, select tax year and click Go. Please note if you are required to submit inventory balances you are required to submit the inventory record before clicking on the Submit tab.

Tax Month

August ▾

Tax Year

2018 ▾

Go

To report sales to wholesalers you will either manually enter the information by Invoice Entry – Manual or Invoice Entry-Upload. You will not do both. See the instructions for both options that follow.

# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

**Invoice Entry-Manual:** Click on the +/- button next to Invoice Entry-Manual to Expand/Collapse the section to manually enter your invoice information. This tab allows you to manually enter all of your invoices to Missouri wholesalers including your own wholesale license if applicable. You will enter each invoice separately. If you have multiple alcohol types on an invoice you will do a separate entry for each alcohol type. After each record is saved it will display on the bottom of the screen. To remove an invoice you will click the Delete option in front of the box.

License #123456: FOSTER CORPORATION

Status: Active

License Type: LIQUOR SOLICITOR

Phone: (573) 751-7670

Return to License

DBA: FOSTER BEVERAGE COUNTRYWIDE

Menu

License ▾

Excise Tax ▾

Brand Label ▾

Excise Submission - August 2018

Invoice

Festival

Inventory

Submit

NOTE: Click +/- button next to **Invoice Entry - Manual** to Expand/Collapse the section to manually enter your invoice information.

+

Invoice Entry - Manual

NOTE: Click +/- button next to **Invoice Entry - Upload** to Expand/Collapse the section to upload a text file.

+

Invoice Entry - Upload

No records found.

# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

The screenshot displays the 'Excise Submission - August 2018' form. At the top, there is a header for 'License #123456: FOSTER CORPORATION' with a 'Return to License' button. Below this, the license details are shown: 'Status: Active', 'License Type: LIQUOR SOLICITOR', 'DBA: FOSTER BEVERAGE COUNTRYWIDE', 'Phone: (573) 751-7670', and 'Address: 123 MAIN STREET, JEFFERSON CITY, MO 65101'. A 'Menu' bar includes 'License', 'Excise Tax', and 'Brand Label'. The main section is titled 'Excise Submission - August 2018' and contains tabs for 'Invoice', 'Festival', 'Inventory', and 'Submit'. A note indicates that the 'Invoice Entry - Manual' section can be expanded or collapsed. The 'Invoice Entry - Manual' section includes a 'Navigation Hint' and a form with fields for 'License Number', 'Legal Name', 'Zip Code', 'Invoice Number', 'Ship Date', 'Alcohol Type', 'Gallons', 'Order Number', and 'Alcohol Percent'. There are also radio buttons for 'By Volume (ABV)' and 'By Weight (ABW)', and a 'Save' button.

**License Number:** You will enter the license number of the Missouri wholesaler you sold to.

**Legal Name:** Will automatically populate when you add the license number and click your Tab key.

**Zip Code:** Will automatically populate when you add the license number and click your Tab key.

**Invoice Number:** Enter the invoice number exactly how it appears on the invoice, include both letters and numbers. The system will accept the following special characters: \ # \* /

**Ship Date:** You will enter the ship date in this format: MM/DD/YEAR

**Alcohol Type:** Click the down arrow and choose the alcohol type of the product you are reporting i.e. liquor, wine or malt.

**Gallons:** Report the total gallons of the invoice for the product type you selected. If the invoice has more than one alcoholic type you will do separate entries for each alcohol type. Report all gallons to the nearest tenth after the decimal place.

**Alcohol Percent:** Report alcohol percentage of product here. This field is not required unless the system prompts you to complete the information.

**Order Number:** Report the order number of the shipment. This field is not required unless the system prompts you to complete the information.



# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

After all information is completed click the Save button at the bottom of the screen to add your invoice.

License #123456: FOSTER CORPORATION

Return to License

Status: ActiveLicense Type: LIQUOR SOLICITORDBA: FOSTER BEVERAGE COUNTRYWIDE

Phone: (573) 751-7670Address: 123 MAIN STREET, JEFFERSON CITY, MO 65101

MenuLicense ▾Excise Tax ▾Brand Label ▾

Excise Submission - August 2018

InvoiceFestivalInventorySubmit

NOTE: Click +/- button next to Invoice Entry - Manual to Expand/Collapse the section to manually enter your invoice information.

Invoice Entry - Manual

Navigation Hint: Use the Tab key to move from field to field or use the mouse to click in a field. Do not use the Enter key to navigate; it will cause errors to appear.

License Number9876543

Legal NameMARXKORS DISTRIBUTING INC.

Zip Code63143-2623

Invoice Number1234

Ship Date08/01/2018

Alcohol TypeWine

Gallons25.00

NOTE: Items below are not required, unless otherwise instructed. Enter 0.015 for 1.5 percent, etc.

Order Number

Alcohol Percent

☒ By Volume (ABV)

☐ By Weight (ABW)

Save

If everything is entered correctly you will see “Save successful” at the top of the screen.

Excise Submission - August 2018

InvoiceFestivalInventorySubmit

Save successful.

NOTE: Click +/- button next to Invoice Entry - Manual to Expand/Collapse the section to manually enter your invoice information.

Invoice Entry - Manual

Navigation Hint: Use the Tab key to move from field to field or use the mouse to click in a field. Do not use the Enter key to navigate; it will cause errors to appear.

License Number9876543

Legal NameMARXKORS DISTRIBUTING INC.

Zip Code63143-2623

Invoice Number

Ship Date

Alcohol Type

Gallons

NOTE: Items below are not required, unless otherwise instructed. Enter 0.015 for 1.5 percent, etc.

Order Number

Alcohol Percent

☒ By Volume (ABV)

☐ By Weight (ABW)

Save

NOTE: Click +/- button next to Invoice Entry - Upload to Expand/Collapse the section to upload a text file.

Invoice Entry - Upload

NOTE: To view the file format go to Upload File Format under the Excise Tax menu.

Browse...

NOTE: If your upload file contains alcohol percentages, you must specify ABV or ABW below.

☒ By Volume (ABV)

☐ By Weight (ABW)

Upload

Use the Delete button next to an invoice if it was entered in error, and re-enter if necessary.

Search Results: 1Page Size: 10 ▾

	Invoice Number	Ship Date	Alcohol Type	License	ABW	Gallons	Zip
Delete	1234	8/1/2018	Wine	9876543		25.00	631432623

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# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

If anything is entered incorrectly you will receive an error message at the top of the screen and an asterisk (\*) will show by the incorrect field(s). You will need to correct the information and click Save.

Return to License

**License #123456: FOSTER CORPORATION**

Status: Active
License Type: LIQUOR SOLICITOR
DBA: FOSTER BEVERAGE COUNTRYWIDE

Phone: (573) 751-7670
Address: 123 MAIN STREET, JEFFERSON CITY, MO 65101

---

**Menu**    License ▾    Excise Tax ▾    Brand Label ▾

Excise Submission - August 2018

[Invoice](#)
[Festival](#)
[Inventory](#)
[Submit](#)

Please correct the items below:

- License number is invalid.

**NOTE:** Click + / - button next to **Invoice Entry - Manual** to Expand/Collapse the section to manually enter your invoice information.

**Invoice Entry - Manual**

**Navigation Hint:** Use the Tab key to move from field to field or use the mouse to click in a field. Do not use the Enter key to navigate; it will cause errors to appear.

<p>* <b>License Number</b></p> <input type="text" value="123456"/>	<p><b>Legal Name</b></p> <input type="text" value="FOSTER CORPORATION"/>	<p><b>Zip Code</b></p> <input type="text" value="63143-2623"/>
<p><b>Invoice Number</b></p> <input type="text" value="1234"/>	<p><b>Ship Date</b></p> <div style="display: flex; align-items: center;"> <input type="text" value="08/01/2018"/> </div>	<p><b>Alcohol Type</b></p> <div style="display: flex; align-items: center;"> <input type="text" value="Wine"/> <div style="margin-left: 5px;">▾</div> </div>
		<p><b>Gallons</b></p> <input type="text" value="25.00"/>

**NOTE:** Items below are not required, unless otherwise instructed. Enter 0.015 for 1.5 percent, etc.

**Order Number**

**Alcohol Percent**

☒ By Volume (ABV)
 ☐ By Weight (ABW)

**Invoice Entry – Upload:** Click +/- button next to Invoice Entry – Upload to Expand/Collapse the section to upload a text file.

This allows you to upload a text file that includes all of the required information regarding your sales to wholesalers including your own wholesale license if applicable. A sample text file along with the file format can be found in your menu under Upload File Format. You will create one text file containing the information in the required format for invoices to wholesalers. Once you create your text file, save it to your computer where you can easily access it.

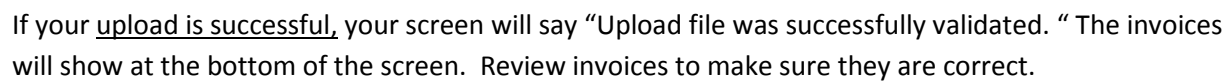
11

To upload a text file you will click browse and search for the text file you want to upload.

Click on the file and your text file will display in the box and you will click upload.

12

You will receive a message box that states: "Any pending submissions for current license and tax period will be deleted." Click OK.

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# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

If you receive an error message your screen will look like this. Please correct the errors and upload your file again until you receive a successful upload.

License #123456: FOSTER CORPORATION
Return to License

Status: Active
License Type: LIQUOR SOLICITOR
DBA: FOSTER BEVERAGE COUNTRYWIDE

Phone: (573) 751-7670
Address: 123 MAIN STREET, JEFFERSON CITY, MO 65101

---

Menu
License ▾
Excise Tax ▾
Brand Label ▾

## Excise Submission - August 2018

Invoice
Festival
Inventory
Submit

1: Ship date did not fall within the currently selected tax period.  
 2: Ship date did not fall within the currently selected tax period.  
 3: Ship date did not fall within the currently selected tax period.

**NOTE:** Click + /- button next to **Invoice Entry - Manual** to Expand/Collapse the section to manually enter your invoice information.

+ Invoice Entry - Manual

**NOTE:** Click + /- button next to **Invoice Entry - Upload** to Expand/Collapse the section to upload a text file.

- Invoice Entry - Upload

**NOTE:** To view the file format go to Upload File Format under the Excise Tax menu.

**NOTE:** If your upload file contains alcohol percentages, you must specify ABV or ABW below.

☒ By Volume (ABV)
☐ By Weight (ABW)

# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

**Inventory:** All solicitor license types located in the State of Missouri are required to report inventory balances of untaxed bottled product. Click on the Inventory tab.

License #123456: FOSTER CORPORATION

Status: Active

Phone: (573) 751-7670

License Type: LIQUOR SOLICITOR

Address: 123 MAIN STREET, JEFFERSON CITY, MO 65101

Return to License

DBA: FOSTER BEVERAGE COUNTRYWIDE

Excise Submission - August 2018

Invoice

Festival

Inventory

Submit

Inventory Entry

NOTE: Inventory entries for alcohol type need to be Updated after Adding or removing invoices. Ensure invoices are correct before entering inventory.

Alcohol Type

Bulk (gallons)

Start of Month

0.00

Produced/Received

0.00

Remove for Bottling

0.00

Remove for Loss

0.00

End of Month

0.00

Bottled (gallons)

Start of Month

0.00

Received

0.00

Bottled During Month

0.00

On Premise Sales

0.00

Out of State Sales

0.00

Festival Sales

Direct Ship Sales

0.00

Transaction Gallons

End of Month

0.00

Save

# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

**Alcohol Type:** You will be required to report an inventory balance for each alcohol type i.e., liquor, malt and wine. If you have no liquor gallons to report, just click the Save button at the bottom of the screen. A box will show up on the bottom of your screen showing all zeros for the alcohol type you entered. If all alcohol types are zero you would do this same step for the other alcohol types.

License #123456: FOSTER CORPORATION

Status: Active

Phone: (573) 751-7670

License Type: LIQUOR SOLICITOR

Address: 123 MAIN STREET, JEFFERSON CITY, MO 65101

Return to License

DBA: FOSTER BEVERAGE COUNTRYWIDE

Menu License Excise Tax Brand Label

Excise Submission - August 2018

Invoice Festival Inventory Submit

Save successful.

Inventory Entry

NOTE: Inventory entries for alcohol type need to be Updated after Adding or removing invoices. Ensure invoices are correct before entering inventory.

Alcohol Type

Bulk (gallons)

Start of Month

Produced/Received

Remove for Bottling

Remove for Loss

End of Month

Bottled (gallons)

Start of Month

Received

Bottled During Month

On Premise Sales

Out of State Sales

Festival Sales

Direct Ship Sales

Transaction Gallons

End of Month

Save

Search Results: 1

Page Size: 10

	Alcohol Type	Bulk Start Gallons	Bulk End Gallons	Bottle Start Gallons	Bottle End Gallons	On Premise Sales	Out Of State Sales	Direct Ship Sales	Festival Sales Gallons	Update Required
Delete	Liquor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	False

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# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

**To report inventory balances you will enter the following information.**

**Bulk:** The instate solicitor license does not allow bulk product. The boxes below bulk will always be zero.

**Bottled:** In the Bottled column report in gallons the amount of untaxed product you have bottled for each alcohol type that you are allowed to carry based on your license type.

**Start of Month:** Report in gallons the amount of untaxed product in bottles you have the first day of the month. **This will match your end of the month total from the prior month.**

**Received:** Report in gallons untaxed bottled product received that you are registered as primary source for with the Division of Alcohol and Tobacco Control.

**Bottled During the Month:** The instate solicitor license type is not allowed to bottle any product; therefore this field will always be zero.

**On Premise Sales:** The instate solicitor license type does not allow on premise sales, therefore this field will always be zero.

**Out of State Sales:** Report the total gallons of bottled product sold out of state. You are required to keep copies of invoices for all out of state shipments, the Division may request these invoices at any time.

**Transaction Gallons:** Report the total gallons sold to a wholesaler. This total will automatically fill from the invoices entered under the Invoice Entry page.

**End of Month:** Report the total gallons of untaxed bottled product you had on premise the last day of the month. **This will be your beginning of the month total on your next month's report.** Make sure you keep a record of what you report as you will need that information for next months' reporting.

# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

Once all information is entered and verified click the Save button at the bottom of the page. You should receive a Save Successful message and the record will appear at the bottom of the screen.

License #123456: FOSTER CORPORATION

Return to License

Status: Active

License Type: LIQUOR SOLICITOR

DBA: FOSTER BEVERAGE COUNTRYWIDE

Phone: (573) 751-7670

Address: 123 MAIN STREET, JEFFERSON CITY, MO 65101

Menu License Excise Tax Brand Label

Excise Submission - August 2018

Invoice Festival Inventory Submit

Save successful.

Inventory Entry

NOTE: Inventory entries for alcohol type need to be Updated after Adding or removing invoices. Ensure invoices are correct before entering inventory.

Alcohol Type

Bulk (gallons)

Start of Month

0.00

Produced/Received

0.00

Remove for Bottling

0.00

Remove for Loss

0.00

End of Month

0.00

Bottled (gallons)

Start of Month

0.00

Received

0.00

Bottled During Month

0.00

On Premise Sales

0.00

Out of State Sales

0.00

Festival Sales

Direct Ship Sales

0.00

Transaction Gallons

End of Month

0.00

Save

Search Results: 3

Page Size: 10

	Alcohol Type	Bulk Start Gallons	Bulk End Gallons	Bottle Start Gallons	Bottle End Gallons	On Premise Sales	Out Of State Sales	Direct Ship Sales	Festival Sales Gallons	Update Required
Delete	Liquor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	False
Delete	Malt	0.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	False
Delete	Wine	0.00	0.00	0.00	75.00	0.00	0.00	0.00	0.00	False

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# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

If there are any calculation errors or if the beginning balance does not match what you ended the previous month with you will receive an error message and are required to correct the mistakes and then save the record again.

InvoiceFestivalInventorySubmit

Please correct the following errors:

- Please Select Alcohol Type.

Inventory Entry

NOTE: Inventory entries for alcohol type need to be Updated after Adding or removing invoices. Ensure invoices are correct before entering inventory.

\* Alcohol Type

**Bulk (gallons)**

Start of Month

0.00

Produced/ Received

0.00

Remove for Bottling

0.00

Remove for Loss

0.00

End of Month

0.00

**Bottled (gallons)**

Start of Month

75.00

Received

100.00

Bottled During Month

0.00

On Premise Sales

0.00

Out of State Sales

0.00

Festival Sales

Direct Ship Sales

0.00

Transaction Gallons

End of Month

75.00

Save

Search Results: 1

Page Size: 10

	Alcohol Type	Bulk Start Gallons	Bulk End Gallons	Bottle Start Gallons	Bottle End Gallons	On Premise Sales	Out Of State Sales	Direct Ship Sales	Festival Sales Gallons	Update Required
Delete	Liquor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	False

<<<Page 1 of 1>>>

After all information is save you click on the Submit tab at the top of the screen.

# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

**Submit:** If no sales were reported you will see zero balance due.

License #123456: FOSTER CORPORATION

Status: Active

Phone: (573) 751-7670

License Type: LIQUOR SOLICITOR

Address: 123 MAIN STREET, JEFFERSON CITY, MO 65101

Return to License

DBA: FOSTER BEVERAGE COUNTRYWIDE

Menu

License ▾

Excise Tax ▾

Brand Label ▾

Excise Submission - August 2018

Invoice

Festival

Inventory

Submit

Submit

Pending Submission

NOTE: Please make sure all amounts are correct for each alcohol type before clicking Submit.

Gallons of Liquor: 0.00

Gallons of Malt: 0.00

Gallons of Wine: 0.00

Estimated tax from invoices: \$0.00

Estimated tax from inventory (On Premise Sales): \$0.00

Estimated tax from inventory (Festival Sales): \$0.00

Total estimated tax: \$0.00

Submit

Delete All

No records found.

If sales were reported the screen will show pending excise tax due.

License #123456: FOSTER CORPORATION

Status: Active

Phone: (573) 751-7670

License Type: LIQUOR SOLICITOR

Address: 123 MAIN STREET, JEFFERSON CITY, MO 65101

Return to License

DBA: FOSTER BEVERAGE COUNTRYWIDE

Menu

License ▾

Excise Tax ▾

Brand Label ▾

Excise Submission - August 2018

Invoice

Festival

Inventory

Submit

Submit

Pending Submission

NOTE: Please make sure all amounts are correct for each alcohol type before clicking Submit.

Gallons of Liquor: 200.00

Gallons of Malt: 300.00

Gallons of Wine: 100.00

Estimated tax from invoices: \$460.00

Estimated tax from inventory (On Premise Sales): \$0.00

Estimated tax from inventory (Festival Sales): \$0.00

Total estimated tax: \$460.00

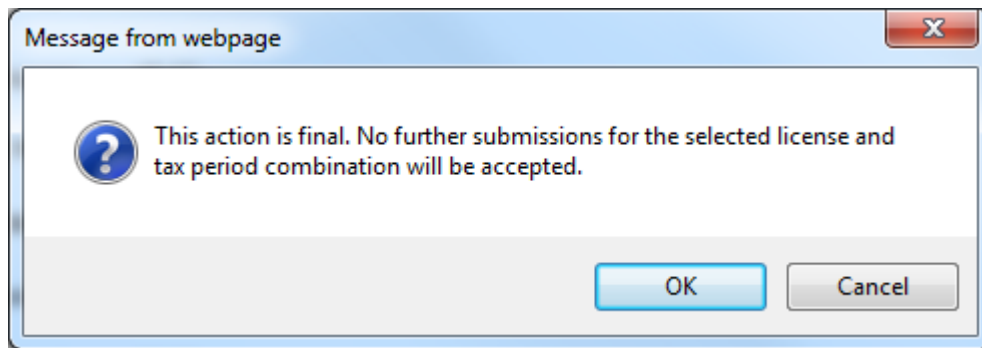
Submit

Delete All

Review the information and if everything is correct click Submit.

# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

A message box appears stating: “This action is final. No further submissions for the selected license and tax period combination will be accepted.” Click OK.



If you receive this message: “Must have an inventory record for all three alcohol types.” This means that you have not entered an inventory balance for one of the alcohol types. You will need to click Inventory on the top of the page and enter balances for the alcohol type that you are missing. The bottom of the screen should indicate the balances that you have entered.

A screenshot of the "Submit" page in the Instate Solicitor ATC Online System. At the top is a dark blue navigation bar with the following tabs: "Invoice", "Festival", "Inventory", and "Submit". Below the navigation bar is a red error message box that says "Must have an Inventory record for all three alcohol types." Below the error message is the "Submit" section, which has a dark blue header with the word "Submit" in white. The main content area is titled "Pending Submission" and contains a "NOTE: Please make sure all amounts are correct for each alcohol type before clicking Submit." Below the note is a table with the following data:


Gallons of Liquor:	50.00
Gallons of Malt:	100.00
Gallons of Wine:	50.00
Estimated tax from invoices:	\$127.00
Estimated tax from inventory (On Premise Sales):	\$21.00
Estimated tax from inventory (Festival Sales):	\$0.00
Total estimated tax:	\$148.00

At the bottom of the table are two buttons: "Submit" and "Delete All".

After you submit your report, the system will automatically go to the Ledger Screen.

# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

**Ledger:** The Ledger screen will show your Current Balance due. If you submit a zero report it will show no balance due. Please note reports are due on or before the 15<sup>th</sup> of each month for all sales the preceding month. **If your report is submitted on the 16<sup>th</sup> or after the system will automatically calculate and charge penalty and interest for late reporting in compliance with Statute 311.553, RSMo and will be included in your current balance due.**



Missouri Department of Public Safety  
**Alcohol & Tobacco Control**

Search

Logout

License #123456: COMPANY ABC, INC.

Return to License

Status: Active  
Phone: (314) 888-1234

License Type: LIQUOR MANUFACTURER SOLICITOR  
Address: 123 MAIN STREET, JEFFERSON CITY, MO 65101

DBA: COMPANY ABC

Menu License ▾ Excise Tax ▾ Brand Label ▾

**Ledger**

Current Balance: \$2,184.18

View Ledger

Make An Electronic Payment

**NOTE:** Please check this box attesting that you will be sending ATC a manual payment instead of paying electronically. ☐

Search Results (15)

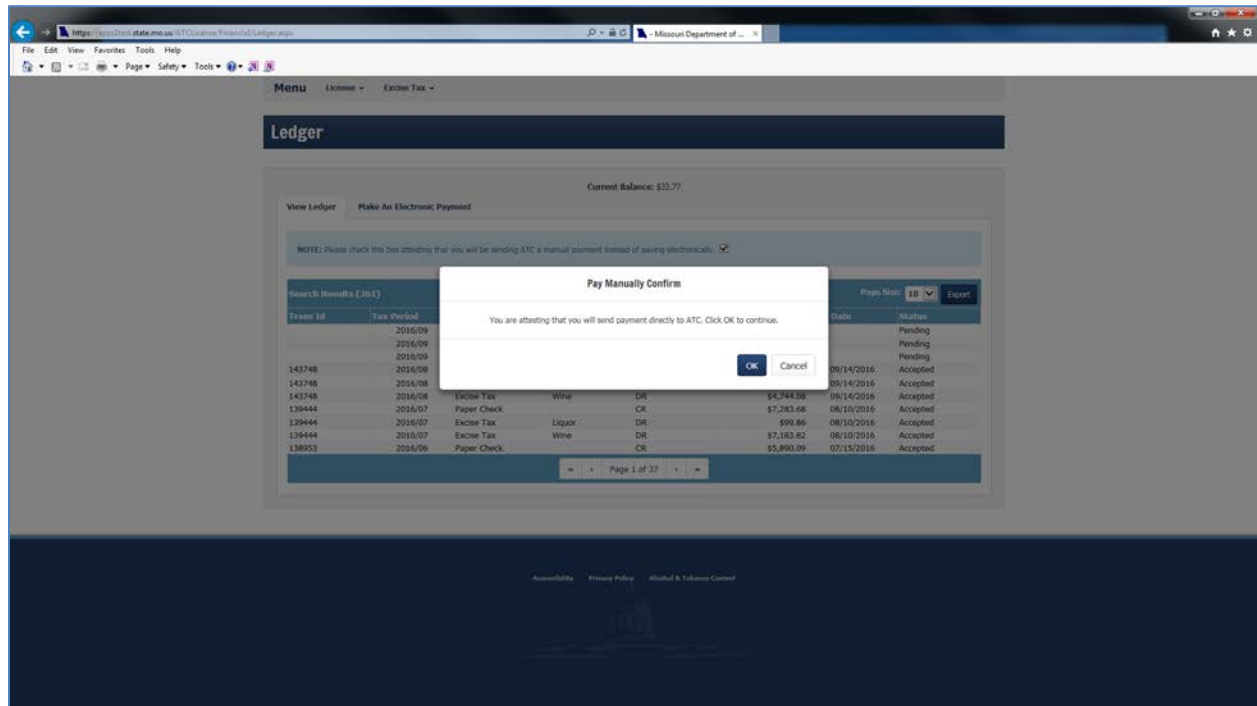
Page Size: 10 ▾ Export

Trans Id	Tax Period	Description	Alcohol Type	Type	Amount	Post Date	Status
	2018/01	Excise Tax	Liquor	DR	\$600.00		Pending
	2018/01	Additional Taxes	Liquor	DR	\$320.89		Pending
	2018/01	Additional Taxes	Malt	DR	\$1,012.55		Pending
	2018/01	Additional Taxes	Wine	DR	\$250.74		Pending
92088	2017/09	Interest	Interest Per Month	DR	\$16.92	01/18/2018	Accepted
92088	2017/09	Penalty	Penalty Per Day	DR	\$167.64	01/18/2018	Accepted
92087	2017/09	Excise Tax	Liquor	DR	\$1,512.00	01/18/2018	Cancelled
92087	2017/09	Excise Tax	Malt	DR	\$12.00	01/18/2018	Cancelled
92087	2017/09	Interest	Interest Per Month	DR	\$16.92	01/18/2018	Cancelled
92087	2017/09	Penalty	Penalty Per Day	DR	\$167.64	01/18/2018	Cancelled

<< < Page 1 of 2 > >>

# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

**Payment Options:** If you are mailing your payment for excise taxes due, you are required to print the Ledger screen and send this with your payment. You will also click in the Note box stating that you are mailing payment. You will receive a message to confirm that you are submitting a manual payment by clicking the OK tab. Your envelope must be postmarked on or before the 15<sup>th</sup> of the month to avoid late fees automatically being assessed.



# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

If you are paying online you will click the **Make An Electronic Payment** tab.

This screen will provide you with the option to choose if you want to submit payment by Electronic Check or Credit Card. After selecting your payment choice then click on Pay.

Missouri Department of Public Safety  
**Alcohol & Tobacco Control**

Search License Work Queue Admin Maint Reports Logout

License #123456: COMPANY ABC, INC. [Return to License](#)

Status: Active License Type: LIQUOR MANUFACTURER SOLICITOR DBA: COMPANY ABC  
Phone: (314) 888-1234 Address: 123 MAIN STREET, JEFFERSON CITY, MO 65101

Menu License Excise Tax Brand Label

**Ledger**

Current Balance: \$598.45

View Ledger **Make An Electronic Payment**

Search Results (1) Page Size: 10

Tax Period	Description	Alcohol Type	Type	Amount
2018/01	Additional Taxes	Liquor	DR	598.45

« < Page 1 of 1 > »

☒ Use license address as billing address

Payment Amount: \$598.45

Payment Type: **Electronic Check** Credit Card

**Pay** Refresh

**NOTE:** Clicking the **Pay** button will redirect you to the JetPay payment terminal, where you can pay electronically for a small convenience fee. It is recommended to use the **eCheck** payment option.

**NOTE:** Use the **Refresh** button to update the status of electronic transactions that were not completed and need to be re-entered. This has a fifteen minute lockout from the time you initiated the failed transaction.

Accessibility Privacy Policy Alcohol & Tobacco Control

You will receive a notice that you are being directed to the JetPay login to make an electronic payment.

**Please have your payment information ready before continuing.**

**Pay**

You are being redirected to the **JetPay** website to process your payment. Make sure you have your payment information ready before continuing.

**OK** **Cancel**



# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

You are now on the JetPay Website.

Please note you will be charged a transaction fee by JetPay for processing your electronic payment.

On this screen you will complete your company information then click on Next Step.

**JetPay**

**Make A Payment - Payment Information - Missouri: Alcohol and Tobacco**

**Billing Contact Information**

Name: COMPANY ABC, INC.  
Address: 123 MAIN STREET  
Street Address Continued:  
City: JEFFERSON CITY  
State: Missouri  
Zip Code: 65101  
Email: JDOE@COABC.COM  
Home Phone Number:

**Shopping Cart**

Excise Tax Collections: \$2,184.18  
Subtotal: \$2,184.18  
Projected eCheck Fee: \$0.50

**Payment Details**  
Excise Tax Collections: 561 - 156013 - \$2,184.18

[Cancel Transaction](#)

[Next Step: Add Payment Method](#)

If you chose Electronic Check please complete the required information and click Next Step.

**Make A Payment - Payment Information - Missouri: Alcohol and Tobacco**

**Payment Information**

**Please select your Payment Method**

☒ eCheck

Check Type: Business  
Account Type: Checking  
Name on Check: COMPANY ABC, INC.  
Routing Number: 063210112  
Confirm Routing Number: 063210112  
Account Number: 4111111111  
Confirm Account Number: 4111111111  
Amount Due: \$ 2184.18  
Payment: \$ 2184 - 18

**Shopping Cart**

Excise Tax Collections: \$2,184.18  
Subtotal: \$2,184.18  
Projected eCheck Fee: \$0.50


**Payment Details**  
Excise Tax Collections: 561 - 156013 - \$2,184.18


[Cancel Transaction](#)


[Back to Payment Information](#) [Next Step: Review Payment](#)


# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL


If you chose Credit Card, please complete the required information and click Next Step.



 Make A Payment - Payment Information - Missouri: Alcohol and Tobacco





 Cart Information

 Payment Information


 Payment Information

**Please select your Payment Method**

☒ Credit Card



Card Number



Name on Card


Expiration Month

▼

Expiration Year

▼

Security Code





Card Zip Code


×

Amount Due

Payment

 Back to Payment Information

Next Step: Review Payment 

 Shopping Cart

Excise Tax Collections

\$598.45

Subtotal

\$598.45

Projected Card Fee

\$12.87

**Payment Details**

Excise Tax Collections

2229 - 156014 - \$598.45

✕ Cancel Transaction

26


# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL


Please review and verify that everything is correct, place a check mark in the agreement box at the bottom of the screen and click the Make Payment button.

Cart Information

Payment Information

Review Payment

Item	Amount
Excise Tax Collections	\$2,184.18
Transaction Fee:	\$0.50
Total Amount Due:	\$2,184.68
Checking ***** 1111 	(\$2,184.68)
Total Payment Methods:	(\$2,184.68)

 A fee in the amount of \$0.50 has been added as a transaction fee for the following transaction.

Billing Contact Information

COMPANY ABC, INC.  
123 MAIN STREET  
JEFFERSON CITY, MO 65101  
  
JDOE@COABC.COM

☐ I agree to the [Payment Terms of Service](#) and authorize this payment.

Back to Payment Method

Make Payment

Shopping Cart

Excise Tax Collections

\$2,184.18

Subtotal

\$2,184.18

Projected eCheck Fee

\$0.50

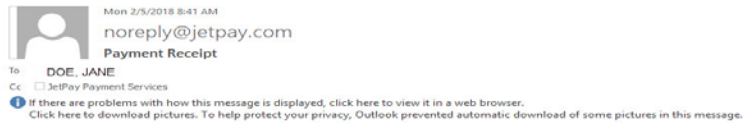
Payment Details

Excise Tax Collections  
561 - 156013 - \$2,184.18

Cancel Transaction

# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

When the payment has been submitted you will automatically receive a confirmation email from JetPay.



**Missouri: Alcohol and Tobacco**  
Payment Receipt

---

**Thank You for Your Payment**

Please save this confirmation number for your personal records.

**Customer Name**  
COMPANY ABC, INC.

**Effective Date**  
2/5/2018 8:40 AM Central Standard Time

**Payment Confirmation Number**  
20000105

Payment Method	Amount
Checking****1111	\$2,184.68

Payment	Item
Excise Tax Collections	\$2,184.18
Transaction Fee:	\$0.50
<b>Total Amount Due:</b>	<b>\$2,184.68</b>

**Payment Details**

Excise Tax Collections  
561 - 156013 - COMPANY ABC, INC - \$2,184.68

If you click on Ledger from the Menu the Ledger screen will now show the payment was accepted.

[Return to License](#)

**Menu** License ▾ Excise Tax ▾

---

**Ledger**

---

Current Balance: \$0.00

[View Ledger](#) [Make An Electronic Payment](#)

**NOTE:** Please check this box attesting that you will be sending ATC a manual payment instead of paying electronically. ☐

**Search Results (309)** Page Size: 10 ▾ [Export](#)

Trans Id	Tax Period	Description	Alcohol Type	Type	Amount	Post Date	Status
144790	2016/10	Credit Card		CR	\$491.24	11/02/2016	Accepted
144790	2016/10	Excise Tax	Liquor	DR	\$91.24	11/02/2016	Accepted
144790	2016/10	On-Premise Sales	Liquor	DR	\$400.00	11/02/2016	Accepted
144585	2016/09	Electronic Check		CR	\$4,745.24	10/14/2016	Accepted
144585	2016/09	Excise Tax	Wine	DR	\$3,746.61	10/14/2016	Accepted
144585	2016/09	On-Premise Sales	Wine	DR	\$998.63	10/14/2016	Accepted
143858	2016/08	Electronic Check		CR	\$4,092.44	09/15/2016	Accepted
143858	2016/08	Excise Tax	Wine	DR	\$3,315.23	09/15/2016	Accepted
143858	2016/08	On-Premise Sales	Wine	DR	\$777.21	09/15/2016	Accepted
139569	2016/07	Electronic Check		CR	\$1,934.10	08/12/2016	Accepted


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Accessibility Privacy Policy Alcohol & Tobacco Control

# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

**Submission History:** The Submission History tab will allow you to review what was submitted for a particular tax period. The tax period can be changed to any previous year/month to review what was submitted. You can then click on the different tabs to see invoice, inventory and discrepancy information.



Missouri Department of Public Safety  
**Alcohol & Tobacco Control**

SearchClaim LicenseLogout

License Details

License Number: :9999998  
DOMESTIC WINERY (DOMW)

Foster Enterprises  
DBA: Red and White Winery

123 Main Street  
(444) 888-1234

Active

Return to License

MenuLicense ▾Excise Tax ▾

Submission History

Tax Period: 2016/09

Monthly Submissions - September

SummaryInvoiceInventoryDiscrepancy


Search Results (3)Page Size: 10 ▾

Submission Date	Alcohol Type	Invoice Gallons	Estimated Tax From Invoices	Estimated Tax From Inventory (On Premise Sales)	User
10/14/2016 03:34 PM	Malt	0.00	\$0.00	\$0.00	Doe, John
10/14/2016 03:34 PM	Wine	0.00	\$0.00	\$168.80	Doe, John
10/14/2016 03:34 PM	Liquor	0.00	\$0.00	\$0.00	Doe, John

<<<Page 1 of 1>>>

# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

**Upload File Format:** This screen shows the required format of the text file for uploading invoices into our system and provides a sample file that you can view.

**Missouri Department of Public Safety**  
**Alcohol & Tobacco Control**

[Search](#)[Claim License](#)[Logout](#)

**License Details**

**License Number:** :9999998  
DOMESTIC WINERY (DOMW)

Foster Enterprises  
DBA: Red and White Winery

123 Main Street  
(444) 888-1234

Active

[Return to License](#)

**Menu** [License](#) [Excise Tax](#)

**Upload File Format**

Field Name	Data Type	Required	Description
WHL/SOL NAME	40A	No	whl/sol you are shipping to or receiving from
ADDR1	40A	No	dba (doing business as)
ADDR2	40A	No	building number / street
ADDR3	70A	No	city / state / zip
SHIP DATE	10A	Yes	date shipped (mmddyyyy)
INVOICE NUM	10A	Yes	invoice number
ORDER NUM	8A	No	order number
QUANTITY	29A	No	case quantity / btls / size
DESCR	30A	No	product description
GROUPTYPE	30A	Yes	compliance group (liquor, malt, wine) see list below
ALCOHOL PERC	3	No	alcohol percentage no decimals (5% would be 050)
FILLER1	18A	No	-
GALLONS	7	Yes	gallons including two decimal places WITHOUT decimal point (150.75 gals would be 15075) NOTE: SOLICITORS SHOULD ITEMIZE EACH LINE/PRODUCT WITH TOTAL GALLONS. WHOLESALERS NEED ONLY TO PROVIDE TOTAL GALLONS PER INVOICE

Scroll down on page to continue with Field Names and view Accepted Group Types →


# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

## Accepted Group Types

Group Type	Alcohol Type
ALUMINUM BOTTLES	M
ART. CARBONATED WINE	W
B	M
BEER	M
BOTTLE	M
BOURBON	L
BRANDY	L
CAN	M
CARBONATED WINE	W
CASK & CREAM	L
CIDER	W
CIDER (FEDERAL)	W
CIDER (STATE)	W
COCKTAILS	L
COOLERS-CIDER	W
COOLERS-SPIRITS	L
COOLERS-WINE	W
CRAFT BEER	M
DESSERT WINE	W
DRAFT	M
FORTIFIED	W
GIN	L
L	L
LIQUEURS	L
LIQUOR	L
M	M
MALT	M
OTHER WINE	W
P	M
RUM	L
SCOTCH	L
SPARKLING WINE	W
SPECIALTIES	L
SPIRITS	L
STILL WINE	W
TABLE WINE	W
TEQUILA	L
VERMOUTH	W
VODKA	L
W	W

# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

**Remove Submission:** This option will allow you to remove a submission only if payment has not been made. Enter the Tax Period you wish to remove.



Missouri Department of Public Safety  
**Alcohol & Tobacco Control**

Search

Claim License

Logout

License Details

License Number: :9999998  
DOMESTIC WINERY (DOMW)

Foster Enterprises  
DBA: Red and White Winery

123 Main Street  
(444) 888-1234

Active

Return to License

Menu

License ▾

Excise Tax ▾

## Remove Submission

Remove Monthly Submission

Tax Period:

Only submissions that have not had a payment entered may be removed. This action is final and cannot be undone.

Remove

Accessibility

Privacy Policy

Alcohol & Tobacco Control



# INSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

## Frequently Asked Questions (FAQs)

1. How can I amend my excise tax report?  
If you have not submitted payment you can click on the Remove Submission in your menu and enter in the tax period and click remove. If payment has been made you are required to complete the manual forms that are available on our website at <https://atc.dps.mo.gov> under the Excise Taxes tab and mail them to our Division.
2. How can I see what I submitted for a previous month?  
To view what you submitted in a previous month, please click on the History option in your menu and enter any year and month from August 2014 forward. Click on any of the options: summary, invoices, inventory and discrepancies to see the data entered.
3. Am I required to submit a report even if I have no shipments?  
A report for each month is required even if you have no shipments to report.
4. How can I enter a credit?  
All credits are required to be approved by the State Supervisor before they can be taken on the monthly reports. Please submit the Application for Credit of Missouri Excise Tax form that is available on our website at <https://atc.dps.mo.gov> under the Excise Taxes tab. Credits must be requested within 90 days of the original invoice date. If credit is approved, the amount will be entered in the ATC Online System. You will receive an email notification that the credit amount has been applied to your account for the next applicable tax period.
5. How can I find a license number and/or zip code?  
The Division has a list of all licensees and zip codes available on our website at <https://atc.dps.mo.gov> under the Popular Links by clicking on Reports.
6. I received an email notice of additional taxes for monies due. How can I make a payment?  
Click on the Ledger option in your Menu and it will show any monies due and will allow you to make a payment.
7. If I received an email of my excise tax payment being rejected am I required to resubmit payment and will late fees be applied?  
If ATC is notified of an excise tax payment being rejected from JetPay or your bank you will receive an email from ATC to log back in and go to the Ledger option to review balance due and resubmit payment. If payment is resubmitted after the 15<sup>th</sup> late fees will be applied.