

OUTSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

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(November 2016)

OUTSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

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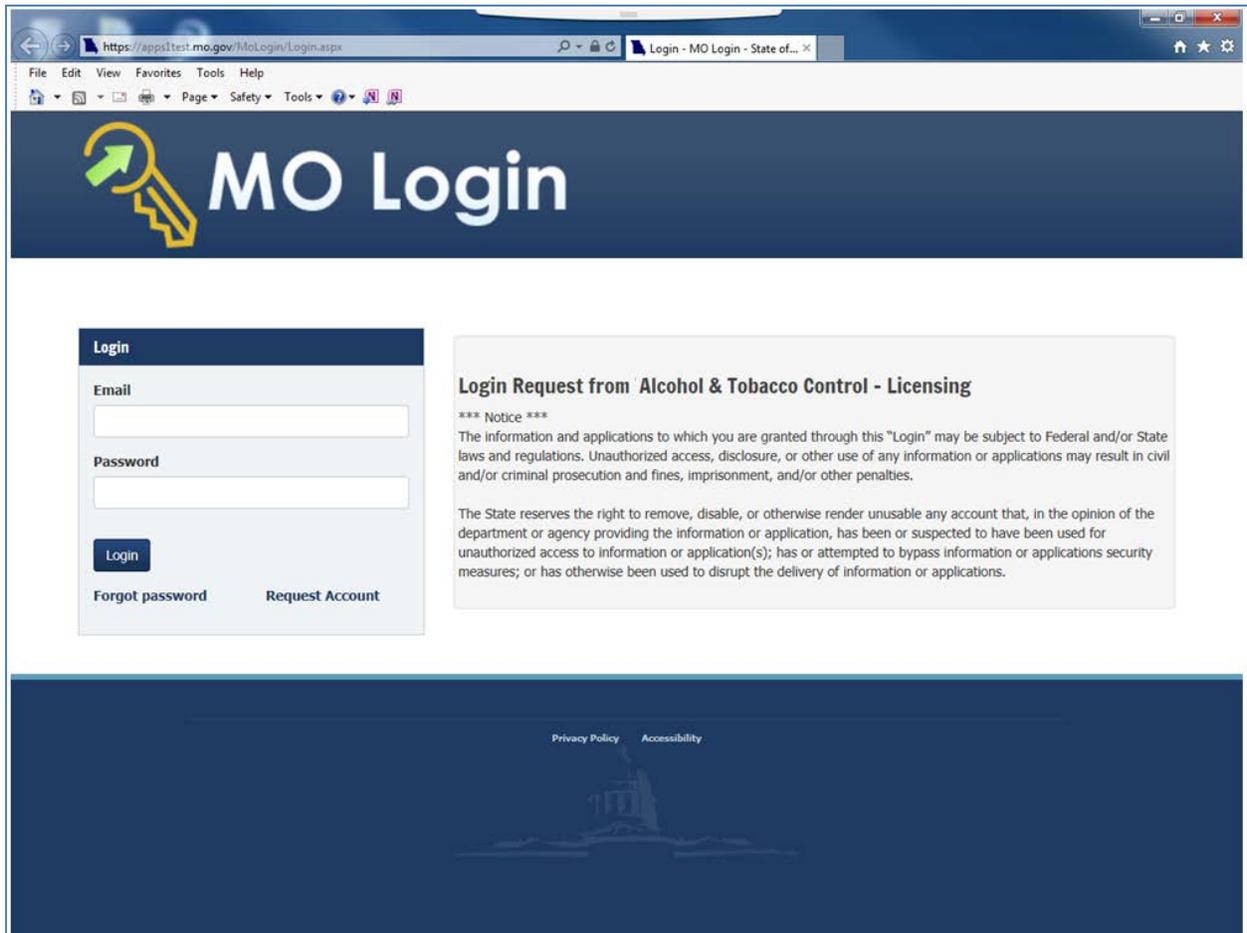
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Starting ATC Online Reporting/Payment

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

Log In: Enter email address and password and click the Login button.



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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

The screenshot shows the user interface for the Missouri Department of Public Safety Alcohol & Tobacco Control system. At the top, there is a navigation bar with 'Search', 'Claim License', and 'Logout' options. Below this is a 'Search License' section with a search form. The form includes a 'License Number' field, a text box with search instructions, and fields for 'Licensee', 'DBA', 'Address Line 1', 'City', 'State', and 'County'. There are 'Search' and 'List All' buttons. Below the form is a 'Search Results (2)' table with columns for License Number, Type, Licensee, DBA, Address Line 1, City, State, County, and Status. The table contains two rows of data. At the bottom of the page, there are links for 'Accessibility', 'Privacy Policy', and 'Alcohol & Tobacco Control'.

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 Results (2) Page Size: 10

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

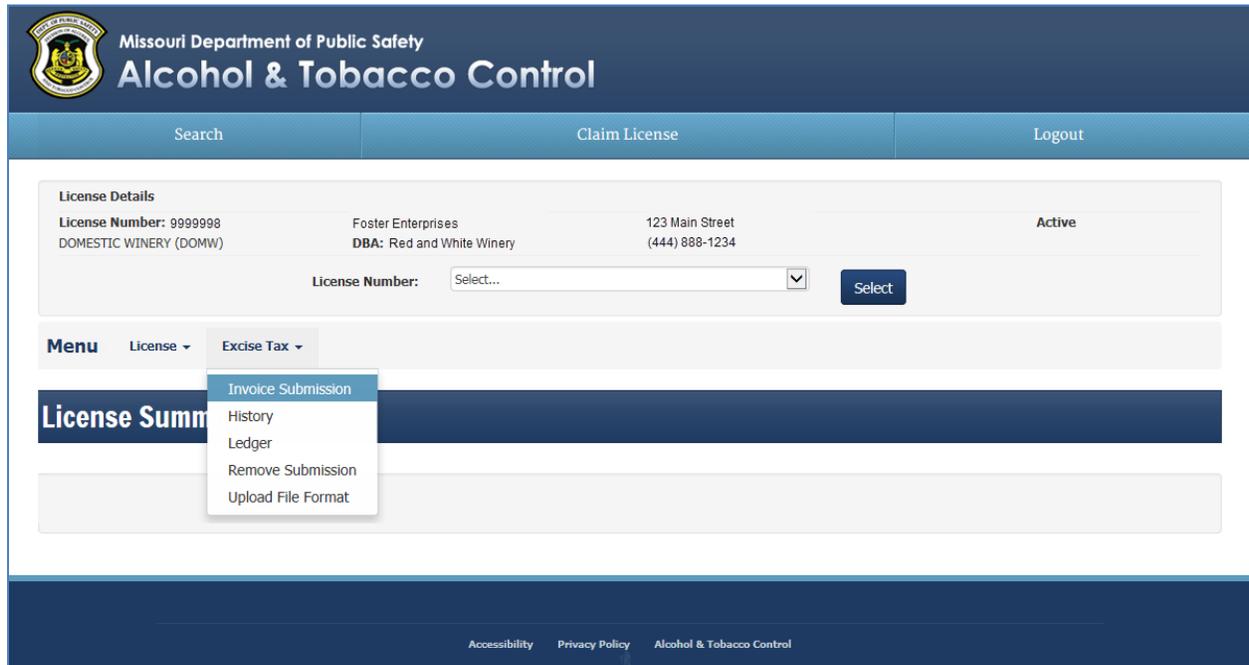
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Accessibility Privacy Policy Alcohol & Tobacco Control

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

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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.

Invoice Submission: Allows you to enter your invoice information either manually through Invoice Entry or upload a text file through Invoice Upload and then click on Review/Submit to submit your monthly reports.

NOTICE: If you have NO sales to wholesale you will go directly to the Review/Submit Tab and the system will show everything pending as zero. Please click on SUBMIT and then click on Ok to submit a zero report!

To report sales to wholesalers you will either manually enter the information (Invoice Entry) or upload a text file (Invoice Upload). See the instructions for both options that follow.

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Invoice Entry: This tab allows you to manually enter all of your invoices to Missouri wholesalers including your own wholesale license if applicable. You will need to enter each invoice separately. If you have multiple alcohol types on an invoice you will do a separate entry for each alcohol type.

Missouri Department of Public Safety
Alcohol & Tobacco Control

Search Claim License Logout

License Details
License Number: 9999998 Foster Enterprises 123 Main Street Active
DOMESTIC WINERY (DOMW) DBA: Red and White Winery (444) 888-1234
License Number: Select... Select

Menu License Excise Tax

Invoice Submission

Tax Period: 2016/10

Monthly Submissions - October

Invoice Entry Invoice Upload Inventory Review/Submit

License Number:
[Get Zip](#) Zip 9:
Invoice Number:
Ship Date:
Alcohol Type: Liquor
Gallons:
Alcohol Percent: By Volume (ABV) By Weight (ABW)
Order Number:
Save

NOTE: 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 2016/03 that was missed in your first submission and payment for 2016/03, please enter the Tax Period of 2016/03 and proceed with entering the details on the Invoice Entry tab.
The Ship Date must be a date that falls within the Tax Period. For example, if the Tax Period is 2016/03, then the Ship Date must be a day in this range:
03/01/2016 through 03/31/2016

Items below this line are not required, unless otherwise instructed.

Accessibility Privacy Policy Alcohol & Tobacco Control

Tax period: You will enter your Tax Period at the top of the screen in the following format 2016/09.

License number: You will enter the license number of the Missouri Wholesaler you sold to.

Get Zip: Zip 9: If you click on the words Get Zip the system will automatically enter the zip code for you that corresponds to the Missouri wholesaler you entered. A list of all 9 digit zip codes is available on our website at <https://atc.dps.mo.gov> under the Excise Taxes tab.

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Invoice number: Enter the invoice number exactly how it appears on the invoice, include both letters and numbers. The system only allows 10 characters. If your invoice number is longer than 10 characters, please use the last 10 characters. 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 #: Report the order number of the shipment. This field is not required unless the system prompts you to complete the information.

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

The screenshot shows the user interface for the Missouri Department of Public Safety Alcohol & Tobacco Control system. At the top, there is a navigation bar with 'Search', 'Claim License', and 'Logout' options. Below this is a 'License Details' section for 'Foster Enterprises' (DBA: Red and White Winery) with license number 9999998 and address 123 Main Street. A 'Select' button is present for license selection. A 'Menu' section includes 'License' and 'Excise Tax' dropdowns. The main content area is titled 'Invoice Submission' and features a 'Tax Period' dropdown set to '2016/10'. Under 'Monthly Submissions - October', there are tabs for 'Invoice Entry', 'Invoice Upload', 'Inventory', and 'Review/Submit'. The 'Invoice Entry' tab is active, showing a form with fields for License Number (999996), Zip 9 (631442711), Invoice Number (1234), Ship Date (10/12/2016), Alcohol Type (Liquor), and Gallons (45.62). There are also fields for Alcohol Percent and Order Number (abc456). A 'Save' button is at the bottom of the form. A note on the right explains that the system allows for an additional submission for previous tax periods. The footer contains links for 'Accessibility', 'Privacy Policy', and 'Alcohol & Tobacco Control'.

Missouri Department of Public Safety
Alcohol & Tobacco Control

Search Claim License Logout

License Details
License Number: 9999998 Foster Enterprises 123 Main Street Active
DOMESTIC WINERY (DOMW) DBA: Red and White Winery (444) 888-1234
License Number: Select... Select

Menu License Excise Tax

Invoice Submission

Tax Period: 2016/10

Monthly Submissions - October

Invoice Entry Invoice Upload Inventory Review/Submit

License Number: 999996
[Get Zip](#) Zip 9: 631442711
Invoice Number: 1234
Ship Date: 10/12/2016
Alcohol Type: Liquor
Gallons: 45.62

Items below this line are not required, unless otherwise instructed.

Alcohol Percent: By Volume (ABV) By Weight (ABW)
Order Number: abc456 X

Save

NOTE: 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 2016/03 that was missed in your first submission and payment for 2016/03, please enter the Tax Period of 2016/03 and proceed with entering the details on the Invoice Entry tab.

The Ship Date must be a date that falls within the Tax Period. For example, if the Tax Period is 2016/03, then the Ship Date must be a day in this range:
03/01/2016 through 03/31/2016

Accessibility Privacy Policy Alcohol & Tobacco Control

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If everything is entered correctly you will see Save Successful at the top of the screen.

Missouri Department of Public Safety
Alcohol & Tobacco Control

Search Claim License Logout

License Details
License Number: 9999998 Foster Enterprises 123 Main Street **Active**
DOMESTIC WINERY (DOMW) DBA: Red and White Winery (444) 888-1234

License Number:

Menu License ▾ Excise Tax ▾

Invoice Submission

Save successful.

Tax Period:

Monthly Submissions - October

Invoice Entry **Invoice Upload** Inventory Review/Submit

License Number:

[Get Zip](#) Zip 9:

Invoice Number:

Ship Date:

Alcohol Type: ▾

Gallons:

Items below this line are not required, unless otherwise instructed.

Alcohol Percent: **By Volume (ABV)**
 By Weight (ABW)

Order Number:

NOTE: 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 2016/03 that was missed in your first submission and payment for 2016/03, please enter the Tax Period of 2016/03 and proceed with entering the details on the Invoice Entry tab.

The Ship Date must be a date that falls within the Tax Period. For example, if the Tax Period is 2016/03, then the Ship Date must be a day in this range:
03/01/2016 through 03/31/2016

Accessibility Privacy Policy Alcohol & Tobacco Control

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

Missouri Department of Public Safety
Alcohol & Tobacco Control

Search Claim License Logout

License Details

License Number: 9999998 Foster Enterprises 123 Main Street Active
DOMESTIC WINERY (DOMW) DBA: Red and White Winery (444) 888-1234

License Number:

Menu License Excise Tax

Invoice Submission

Please correct the following errors:

- Ship Date must match the tax period month and year.

Tax Period:

Monthly Submissions - October

Invoice Entry Invoice Upload Inventory Review/Submit

License Number:
[Get Zip](#) Zip 9:
Invoice Number:
Ship Date: *
Alcohol Type:
Gallons:

Items below this line are not required, unless otherwise instructed.

Alcohol Percent:
Order Number:

By Volume (ABV)
 By Weight (ABW)

NOTE: 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 2016/03 that was missed in your first submission and payment for 2016/03, please enter the Tax Period of 2016/03 and proceed with entering the details on the Invoice Entry tab.

The Ship Date must be a date that falls within the Tax Period. For example, if the Tax Period is 2016/03, then the Ship Date must be a day in this range:

03/01/2016 through 03/31/2016

Accessibility Privacy Policy Alcohol & Tobacco Control

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Invoice Upload: This tab 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 you will save it to your computer where you can easily access it.

The screenshot displays the user interface for the Missouri Department of Public Safety Alcohol & Tobacco Control system. At the top, there is a navigation bar with 'Search', 'Claim License', and 'Logout' options. Below this, the 'License Details' section shows information for 'Foster Enterprises' with license number 9999998, address 123 Main Street, and phone number (444) 888-1234. The license is currently 'Active'. A dropdown menu for 'License Number' is set to 'Select...' with a 'Select' button next to it. A 'Menu' section includes 'License' and 'Excise Tax' dropdowns. The main content area is titled 'Invoice Submission' and features a 'Tax Period' dropdown set to '2016/10'. Under 'Monthly Submissions - October', there are tabs for 'Invoice Entry', 'Invoice Upload', 'Inventory', and 'Review/Submit'. The 'Invoice Upload' tab is active, showing a 'Browse...' button for file selection. A note states: 'NOTE: If you upload file conatins alcohol content, you must specify ABV or ABW below.' Below the note are two radio button options: 'By Volume (ABV)' (selected) and 'By Weight (ABW)'. An 'Upload' button is located at the bottom of the form area. The footer contains links for 'Accessibility', 'Privacy Policy', and 'Alcohol & Tobacco Control'.

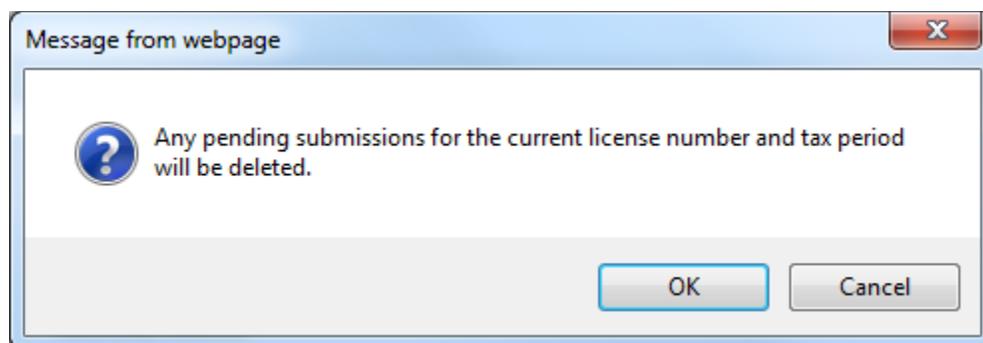
To upload a text file you will click browse and search for the text file you want to upload.

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

The screenshot shows the user interface for the Missouri Department of Public Safety Alcohol & Tobacco Control system. At the top, there is a navigation bar with 'Search', 'Claim License', and 'Logout' options. Below this is a 'License Details' section for 'Foster Enterprises' (DBA: Red and White Winery) with license number 9999998. A 'License Number' dropdown menu is set to 'Select...' with a 'Select' button next to it. A 'Menu' section includes 'License' and 'Excise Tax' dropdowns. The main content area is titled 'Invoice Submission' and features a 'Tax Period' dropdown set to '2016/10'. Under 'Monthly Submissions - October', there are tabs for 'Invoice Entry', 'Invoice Upload', 'Inventory', and 'Review/Submit'. The 'Invoice Upload' tab is active, showing a file browser with a file named 'K:\0_Special Project - Df' and a 'Browse...' button. Below the file browser, a note states: 'NOTE: If you upload file conatins alcohol content, you must specify ABV or ABW below.' There are two radio button options: 'By Volume (ABV)' (selected) and 'By Weight (ABW)'. An 'Upload' button is located at the bottom of the form. The footer contains links for 'Accessibility', 'Privacy Policy', and 'Alcohol & Tobacco Control'.

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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If your upload is successful your screen will say “Upload file was successfully validated. “

The screenshot displays the user interface of the Outstate Solicitor ATC Online System. At the top, the 'License Details' section shows the following information: License Number: 9999998, Domestic Winery (DOMW), Foster Enterprises, DBA: Red and White Winery, 123 Main Street, (444) 888-1234, and the license status is 'Active'. A 'Return to License' button is located below this information. Below the license details is a 'Menu' section with 'License' and 'Excise Tax' dropdown menus. The main heading is 'Invoice Submission'. A green notification bar at the top of the main content area states 'Upload file was successfully validated.' with a close button (X). Below this, the 'Tax Period' is set to '2016/09'. The section is titled 'Monthly Submissions - September'. There are four tabs: 'Invoice Entry', 'Invoice Upload', 'Inventory', and 'Review/Submit'. The 'Invoice Upload' tab is active. It contains a 'Browse...' button for file selection. Below the button is a note: 'NOTE: If you upload file contains alcohol content, you must specify ABV or ABW below.' There are two radio button options: 'By Volume (ABV)' (which is selected) and 'By Weight (ABW)'. An 'Upload' button is located at the bottom of the form area.

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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.

The screenshot displays the user interface for the Outstate Solicitor ATC Online System. At the top, there is a 'License Details' section with the following information: License Number: 9999998, Domestic Winery (DOMW), Foster Enterprises, DBA: Red and White Winery, 123 Main Street, (444) 888-1234, and a status of 'Active'. A 'Return to License' button is located below this information. Below the license details is a 'Menu' section with 'License' and 'Excise Tax' dropdown menus. The main heading is 'Invoice Submission'. A red error message states 'Row 1: Zipcode is invalid.' Below this, there is a 'Tax Period' field set to '2016/09'. The section is titled 'Monthly Submissions - September' and has four tabs: 'Invoice Entry', 'Invoice Upload', 'Inventory', and 'Review/Submit'. The 'Invoice Upload' tab is active, showing a 'Browse...' button and a note: 'NOTE: If you upload file conatins alcohol content, you must specify ABV or ABW below.' There are two radio button options: 'By Volume (ABV)' (selected) and 'By Weight (ABW)'. An 'Upload' button is at the bottom of the form.

After your file is successfully uploaded you can view what was uploaded by clicking on the Review/Submit tab to see invoice information.

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

The screenshot displays the user interface for the Missouri Department of Public Safety Alcohol & Tobacco Control system. At the top, there is a navigation bar with three options: Search, Claim License, and Logout. Below this is a 'License Details' section for a user named Foster Enterprises, with license number 9999998 and address 123 Main Street. The license is currently 'Active'. A dropdown menu for 'License Number' is set to 'Select...' with a 'Select' button next to it. A 'Menu' section includes 'License' and 'Excise Tax' dropdowns. The main content area is titled 'Invoice Submission' and shows the 'Tax Period' as 2016/10. Under 'Monthly Submissions - October', there are tabs for 'Invoice Entry', 'Invoice Upload', 'Inventory', and 'Review/Submit'. The 'Review/Submit' tab is active, showing a table of 'Pending Submissions' with all values at 0.00. At the bottom of the page, there are links for 'Accessibility', 'Privacy Policy', and 'Alcohol & Tobacco Control'.

Missouri Department of Public Safety
Alcohol & Tobacco Control

Search Claim License Logout

License Details
License Number: 9999998 Foster Enterprises 123 Main Street Active
DOMESTIC WINERY (DOMW) DBA: Red and White Winery (444) 888-1234
License Number: Select... Select

Menu License Excise Tax

Invoice Submission

Tax Period: 2016/10

Monthly Submissions - October

Invoice Entry Invoice Upload Inventory Review/Submit

Pending Submissions

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
Total estimated tax:	\$0.00

Submit Delete All

Accessibility Privacy Policy Alcohol & Tobacco Control

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

Missouri Department of Public Safety
Alcohol & Tobacco Control

Search Claim License Logout

License Details

License Number: 9999998 Foster Enterprises 123 Main Street Active
DOMESTIC WINERY (DOMW) DBA: Red and White Winery (444) 888-1234

License Number:

Menu License ▾ Excise Tax ▾

Invoice Submission

Tax Period:

Monthly Submissions - October

Invoice Entry Invoice Upload Inventory **Review/Submit**

Pending Submissions

Gallons of Liquor: 45.62
Gallons of Malt: 0.00
Gallons of Wine: 0.00
Estimated tax from invoices: \$91.24
Estimated tax from inventory (On Premise Sales): \$0.00
Total estimated tax: \$91.24

Search Results (1) Page Size: 10 ▾

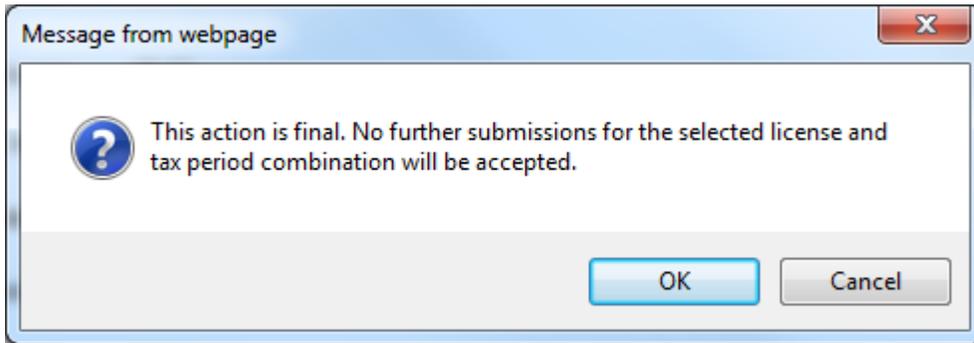
Invoice Number	License Number	Zip	Alcohol Type	Gallons	Alcohol Percent (ABW)	
1234	63265	631442711	Liquor	45.62	0.000	Delete

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Review the information and if everything is correct click Submit.

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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.



After you have submitted your report, the system will automatically go to the Ledger screen.

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Ledger: The Ledger screen will show your Current Balance due. If you have submitted a zero report it will show no balance due. Please note reports are due on or before the 15th of each month for all sales the preceding month. **If your report is submitted on the 16th 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.**

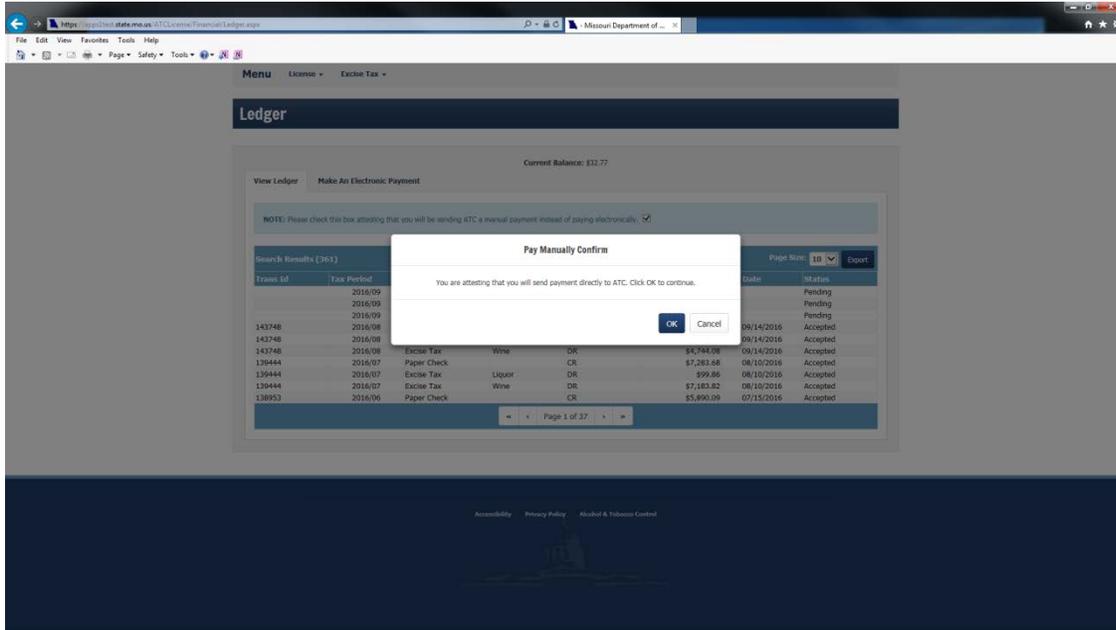
The screenshot displays the user interface for the Missouri Department of Public Safety Alcohol & Tobacco Control system. At the top, there is a navigation bar with 'Search', 'Claim License', and 'Logout' options. Below this is a 'License Details' section for license number 9999998, belonging to Foster Enterprises at 123 Main Street. The status is 'Active'. A search dropdown for 'License Number' is present with a 'Select' button. A 'Menu' section includes 'License' and 'Excise Tax' options.

The main section is titled 'Ledger' and shows a 'Current Balance: \$491.24'. There are two tabs: 'View Ledger' (selected) and 'Make An Electronic Payment'. A note below the tabs asks the user to check a box if they will be sending a manual payment instead of paying electronically. Below the note is a table of search results (308) with columns for Trans Id, Tax Period, Description, Alcohol Type, Type, Amount, Post Date, and Status. The table shows various transactions including Excise Tax and On-Premise Sales for Liquor and Wine. A pagination bar at the bottom of the table indicates 'Page 1 of 31'.

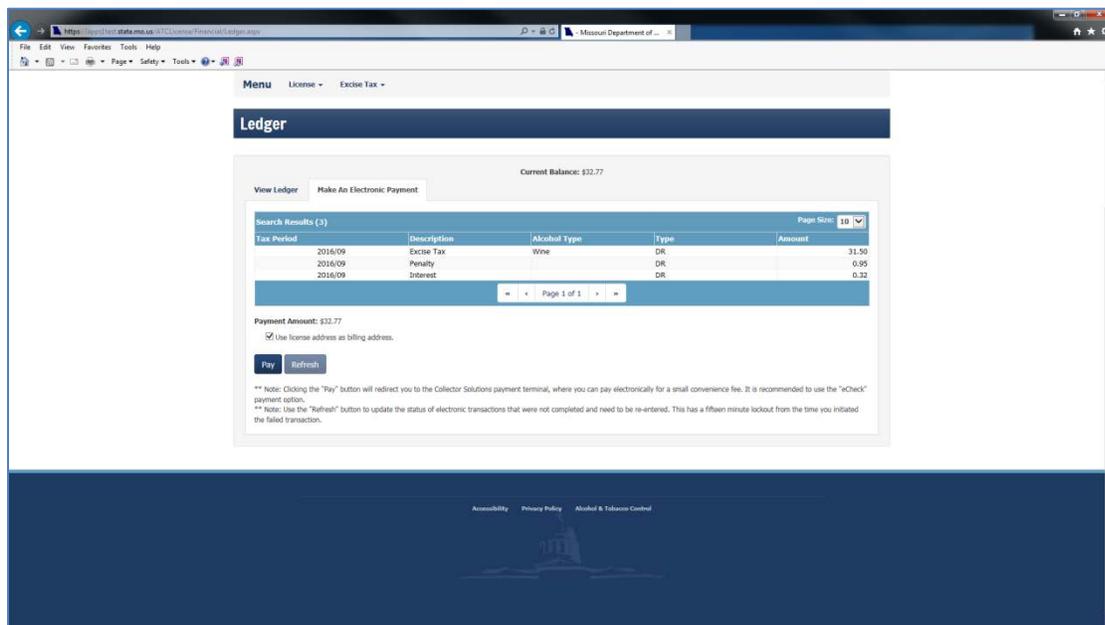
Trans Id	Tax Period	Description	Alcohol Type	Type	Amount	Post Date	Status
	2016/10	Excise Tax	Liquor	DR	\$91.24		Pending
	2016/10	On-Premise Sales	Liquor	DR	\$400.00		Pending
144585	2016/09	Electronic Check		CR	\$4,745.24	10/14/2016	Accepted
144585	2016/09	Excise Tax	Wine	DR	\$3,746.61	10/14/2016	Accepted
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
139569	2016/07	Excise Tax	Wine	DR	\$1,070.45	08/12/2016	Accepted

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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 15th** of the month to avoid late fees automatically being assessed.

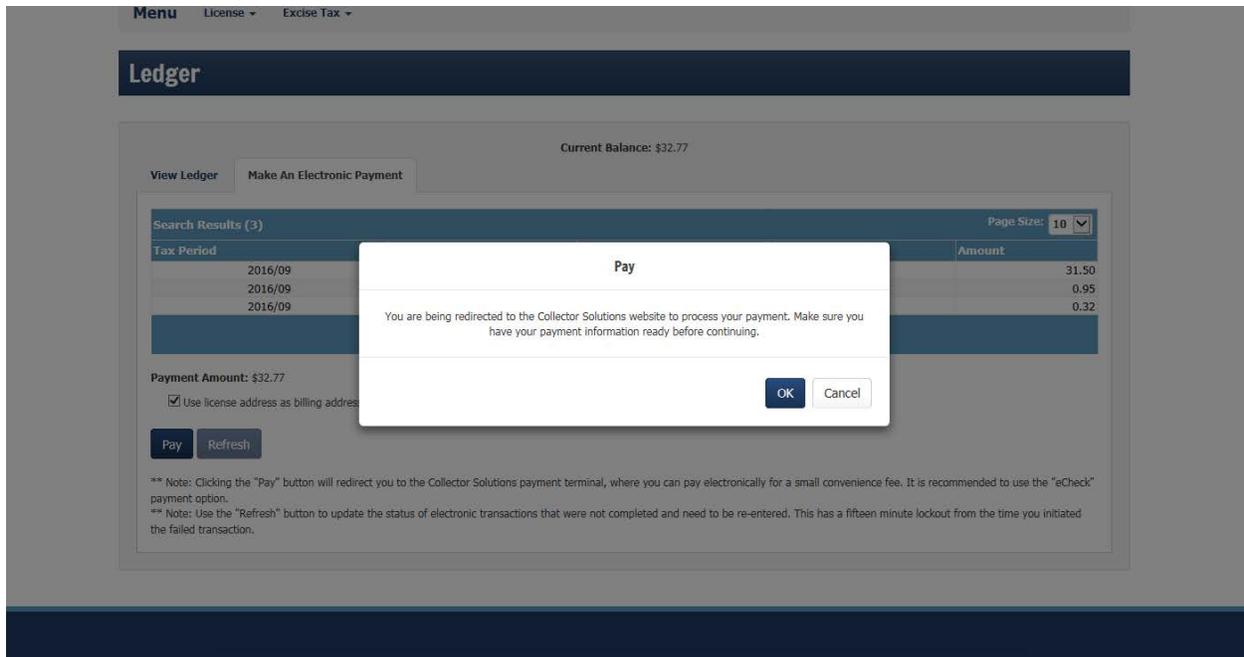


If you are paying online you will click the **Make An Electronic Payment** tab. Then click on the Pay button.



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You will receive a notice that you are being directed to Collector Solutions login to make an electronic payment. **Please have your payment information ready before continuing.**



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You are now on the Collector Solutions Website.

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

This screen will provide you with the option to submit payment by eCheck or Credit Card.

The screenshot displays a checkout interface for Missouri Alcohol and Tobacco (Test). At the top, a yellow banner reads: "Welcome to Missouri Alcohol and Tobacco (Test)'s secure checkout. We'll securely finish your payment. Once you receive a receipt, feel free to close this window, as your transaction will be completed." Below this is a progress bar with five steps: Step 1 Get Started, Step 2 Add Payment, Step 3 Billing Info, Step 4 Payment Info (highlighted), and Step 5 Review.

The main content area is titled "Step 4 of 5 - Enter your payment info". It features a "Choose Payment Method" section with a dropdown menu currently showing "Please select", "eCheck", and "Credit Card". Below the dropdown are three buttons: "Cancel Payment", "Back", and "Continue".

To the right is a "Shopping Cart" sidebar. It includes a "Billing Info" section with fields for "Your Name" and "Your Billing Info", and an "Edit" link. Below that is the "Items in Cart" section, which lists "Excise Tax Collections" for \$491.24, with a quantity of 1, an application PIN number of 680, and a name field. At the bottom of the cart, the "Subtotal" is \$491.24.

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If you choose eCheck, please complete the required information.

The screenshot displays the 'Step 4 of 5 - Enter your payment info' section of the checkout process. At the top, a yellow banner reads 'Welcome to Missouri Alcohol and Tobacco (Test)'s secure checkout.' Below this, a progress bar shows five steps: Step 1 Get Started, Step 2 Add Payment, Step 3 Billing Info, Step 4 Payment Info (highlighted), and Step 5 Review.

The main form area is titled 'Step 4 of 5 - Enter your payment info'. It features a 'Choose Payment Method' dropdown menu with 'eCheck' selected. Below this is a graphic of a check with the routing number '000047884' and bank account number '12244500'. The form includes several input fields and dropdown menus: 'Bank Name', 'Checking or Savings Account' (set to 'Checking'), 'Personal or Business Check' (set to 'Personal'), 'Bank Location (US or International)' (set to 'United States'), 'Routing Number', 'Verify Routing Number', 'Bank Account Number', 'Verify Account Number', and 'Account Name' (with a placeholder 'Your Account Name').

At the bottom of the form are three buttons: 'Cancel Payment', 'Back', and 'Continue'.

To the right of the form is a 'Shopping Cart' sidebar. It shows 'Billing Info' with fields for 'Your Name' and 'Your Billing Info'. Under 'Items in Cart', there is one item: 'Excise Tax Collections' with a quantity of 1, an application PIN number of 680, and a name. The subtotal is listed as \$491.24.

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If you choose Credit Card, please complete the required information.

Welcome to Missouri Alcohol and Tobacco (Test)'s secure checkout.

We'll securely finish your payment. Once you receive a receipt, feel free to close this window, as your transaction will be completed.

Step 1 Get Started | **Step 2** Add Payment | **Step 3** Billing Info | **Step 4** Payment Info | **Step 5** Review

Step 4 of 5 - Enter your payment info

Choose Payment Method Credit Card

Card Number
Required

Expiration /
Required

CVV
Required

Card Name
The name on this credit card.

Shopping Cart

Billing Info: [Edit](#)
Your Name
Your Billing Info

Items in Cart:

Excise Tax Collections	\$491.24
Quantity	1
Application PIN Number	680
Name	

Subtotal \$491.24

OUTSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

After payment information is entered, please click the Pay button. When the payment goes through you will receive a confirmation email from Collector Solutions.

Welcome to Missouri Alcohol and Tobacco (Test)'s secure checkout.

We'll securely finish your payment. Once you receive a receipt, feel free to close this window, as your transaction will be completed.

Step 1 Get Started | Step 2 Add Payment | Step 3 Billing Info | Step 4 Payment Info | Step 5 Review

Let's review your payment details:

By selecting the 'pay button' your payment will be processed for the 'Total Remitted' value
FEE NOTICE: Please be advised that a convenience fee will be applied to this transaction and included in the 'Total Remitted'
This should be clearly defined in the Payment Summary as Processing Fee

A receipt email will be sent to : Yourname@emaildomain.com

Cancel Payment | Back | Pay \$501.80

Shopping Cart

Billing Info: [Edit](#)
Your Name
Your Billing Info

Payment Info: [Edit](#)
Ending in: 1111
Expires: 01/19

Items in Cart:

- Excise Tax Collections \$491.24
- Quantity 1
- Application PIN Number 680
- Name

Subtotal \$491.24
Convenience Fee \$10.56
Total Remitted \$501.80

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

The screenshot displays the 'Ledger' interface. At the top, there is a navigation bar with 'Menu', 'License', and 'Excise Tax'. Below this, the 'Ledger' title is prominently displayed. The main content area shows a 'Current Balance: \$0.00' and two tabs: 'View Ledger' (selected) and 'Make An Electronic Payment'. A note below the tabs states: 'NOTE: Please check this box attesting that you will be sending ATC a manual payment instead of paying electronically.' with an unchecked checkbox. Below the note is a 'Search Results (309)' section with a 'Page Size: 10' dropdown and an 'Export' button. The main part of the screen is a table with the following columns: Trans Id, Tax Period, Description, Alcohol Type, Type, Amount, Post Date, and Status. The 'Status' column for all visible rows is 'Accepted', which is highlighted with a yellow circle. At the bottom of the table, there are navigation arrows and 'Page 1 of 31'. The footer of the page contains links for 'Accessibility', 'Privacy Policy', and 'Alcohol & Tobacco Control'.

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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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.

The screenshot displays the user interface for the Missouri Department of Public Safety Alcohol & Tobacco Control system. At the top, there is a navigation bar with 'Search', 'Claim License', and 'Logout' options. Below this is a 'License Details' section for 'Foster Enterprises' with license number '9999998' and status 'Active'. A 'Return to License' button is present. A 'Menu' section includes 'License' and 'Excise Tax' dropdowns. The main section is titled 'Submission History' and features a 'Tax Period' dropdown set to '2016/09'. Underneath, 'Monthly Submissions - September' is shown with tabs for 'Summary', 'Invoice', 'Inventory', and 'Discrepancy'. The 'Summary' tab is active, displaying a table of search results with 3 entries. The table columns are Submission Date, Alcohol Type, Invoice Gallons, Estimated Tax From Invoices, Estimated Tax From Inventory (On Premise Sales), and User. The data shows three submissions for Malt, Wine, and Liquor, all with 0.00 gallons and varying tax amounts. A 'Page Size' dropdown is set to 10, and a pagination bar shows 'Page 1 of 1'.

Missouri Department of Public Safety
Alcohol & Tobacco Control

Search Claim License Logout

License Details
License Number : 9999998 Foster Enterprises 123 Main Street Active
DOMESTIC WINERY (DOMW) DBA: Red and White Winery (444) 888-1234
Return to License

Menu License ▾ Excise Tax ▾

Submission History

Tax Period: 2016/09

Monthly Submissions - September

Summary Invoice Inventory Discrepancy

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

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Upload File Format: This screen shows the required format for 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 Foster Enterprises 123 Main Street Active
 DOMESTIC WINERY (DOMW) DBA: Red and White Winery (444) 888-1234

[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 (mmdyyyyy)
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 →

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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

OUTSTATE 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.

The screenshot displays the user interface for the Missouri Department of Public Safety Alcohol & Tobacco Control system. At the top, there is a navigation bar with the department's logo and name, and three main menu items: Search, Claim License, and Logout. Below this is a 'License Details' section for a license number 9999998, issued to Foster Enterprises at 123 Main Street. The license is currently 'Active'. A 'Return to License' button is present. A 'Menu' section includes dropdowns for 'License' and 'Excise Tax'. The main content area is titled 'Remove Submission' and contains a 'Remove Monthly Submission' section. It features a 'Tax Period' input field with a placeholder 'YYYY/MM' and a 'Remove' button. A note states: 'Only submissions that have not had a payment entered may be removed. This action is final and cannot be undone.' The footer contains links for Accessibility, Privacy Policy, and Alcohol & Tobacco Control.

Missouri Department of Public Safety
Alcohol & Tobacco Control

Search Claim License Logout

License Details

License Number: :9999998 Foster Enterprises 123 Main Street Active
DOMESTIC WINERY (DOMW) DBA: Red and White Winery (444) 888-1234

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

OUTSTATE 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.