OUTSTATE SOLICITOR ATC ONLINE SYSTEM USER MANUAL

Division of Alcohol and Tobacco Control 1738 E. Elm Street, Lower Level P.O. Box 837 Jefferson City, MO 65101 <u>https://atc.dps.mo.gov</u>

(Revised September 2018)

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Starting ATC Online Reporting/Payment

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

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



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.

Search		Cl <u>aim Lic</u>	ense			Logout	
						Ű	
oorob Lioonoo							
eal cli License							
License Nu	umber:						
Please enter your sear Address Line 1 or City that begin with the let with kemp - use this it	rch criteria below. If the exact in enter a "%" at the beginning ar tters Kemp. Enter %kemp% to s f you know the street name but	formation is not known, a `wildca nd/or end of the search criteria va earch all the street names that h not the number.	rd' search can be performed. alue. For example, on Addres ave kemp in the middle. Alter	To perform a wilde s 1 enter Kemp% tr natively, enter %ke	card search o search on emp to find a	on Licensee, DBA, all the street name all addresses that e	s and
Lic	ensee:						
Address	DBA:						
	City:						
	State:						
C	ounty:	\checkmark					
	Search	t All					
earch Results (2)						Page Size: 10	
icense lumber	Licensee	DBA	Address Line 1	City	State	County	Sta
9999998 DOMESTIC WINERY	Foster Enterprises	Red and White Winery	123 Main Street	Anytown	мо	GASCONADE	Activ
9999996 Liquor Wholesale Solici	tor Foster Enterprises	Foster's Distributing	456 Hickory Street	Anytown	мо	GASCONADE	Acti
		« « Page 1	of1 > »				

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

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 need to set up your excise tax permissions by completing Step 3 of the set up instructions.

Alcoho Search	ol & Tobacco Cont	Claim License	Logout
License Details License Number: 9999998 DOMESTIC WINERY (DOMW)	Foster Enterprises DBA: Red and White Winery License Number: Select	123 Main Street (444) 888-1234	Active
Menu License - Ex icense Summ	cise Tax • voice Submission isfory edger emove Submission pload File Format		

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 then click on the Submit button to submit your monthly reports.

Zero Report: If you have NO sales to wholesaler click on the Submit tab, then select tax month and tax year and click Go. The system will take you to the Submit tab where everything pending will show as zero. Please click on SUBMIT and then click on Ok to submit a zero report!

- License #123456 FOSTED C	PROPATION	Polyan de Llorense
Status: Active	License Type: LIQUOR SOLICITOR	DBA: FOSTER BEVERAGE COUNTRYWIDE
Phone: (573) 751-7670	Address: 123 MAIN STREET JEFEEDSON CITY M	0.65101
Phone: (373) 731-7670	Address, 125 IIAN STREET, SETTERSON CITT, II	
Menu License • Excise Tax •	Brand Label 👻	
Excise Submission - A	ugust 2018	
Invoice Festival Inventory	Submit	
Submit		
Pending Submission NOTE: Please make sure all amounts are corr Gallons of Liquor: 0.00 Gallons of Malt: 0.00 Estimated tax from inventory (On Pre Estimated tax from inventory (On Pre Estimated tax from inventory (Festive Total estimated tax: \$0.00	ect for each alcohol type before clicking Submit. mise Sales): \$0.00 Il Sales): \$0.00	
No records found.		

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

Status: Active Phone: (573) 751-7670 Menu License - 1 Excise Submiss Invoice Festival 1 Select Tax Period	License Type: LIQUOR SOLICITOR Address: 123 MAIN STREET, JEFFERSON C Excise Tax - Brand Label - iON submit	DBA: FOSTER BEVERAGE COUNTRYWIDE
hone: (573) 751-7670 Menu License - 1 Excise Submiss Invoice Festival 1 Select Tax Period	Address: 123 MAIN STREET, JEFFERSON Cl Excise Tax - Brand Label - ion nventory Submit	XITY, MO 65101
Menu License - 1 Excise Submiss Invoice Festival 1 Select Tax Period	Excise Tax + Brand Label +	
Excise Submiss	ion inventory Submit	
Invoice Festival I Select Tax Period	nventory Submit	
Select Tax Period		
Select Tax Period		
This system allows for an add For example, if you find an ir the details on the Invoice End	litional submission for previous Tax Periods where a payment ha woice with a ship date in December 2017 that was missed in you ry tab.	as been already made. ur first submission and payment, please enter the Tax Period of December 2017 and proceed with entering
Zero Report: To submit a z the inventory record before	ero report click on the Submit tab, select tax month, select tax y clicking on the Submit tab.	year and click Go. Please note if you are required to submit inventory balances you are required to submit
Tax Month	Tax Year	
	2018 Y Go	
August 🗸		

To report sales to wholesalers you will either manually enter the information by Invoice Entry –Manual or Invoice Entry-Upload. You will <u>not</u> do both.

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 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. 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 CO	RPORATION	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 - Au	gust 2018	
Invoice Festival Inventory	Submit	
NOTE: Click +/- button next to Invoice Entry - I	danual to Expand/Collapse the section to manually enter your invoice	information.
+ Invoice Entry - Manual		
NOTE: Click +/- button next to Invoice Entry - I	Jpload to Expand/Collapse the section to upload a text file.	
+ Invoice Entry - Upload		
No records found.		

License #123456 Status: Active	: FOSTER COF	PORATION License Type: LIQUOR SOLICITOR		Return to License DBA: FOSTER BEVERAGE COUNTRYWIDE	
Phone: (573) 751-7670		Address: 123 MAIN STREET, JEFFERS	SON CITY, MO 65101		
Menu License -	Excise Tax 👻	Brand Label 👻			
Excise Submi	ssion - Au	gust 2018			
Invoice Festival	Inventory S	ubmit			
NOTE: Click +/- button next	to Invoice Entry - M	anual to Expand/Collapse the section to	manually enter your invoice	information.	
Invoice Entry - M	anual				
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 Ente	r key to navigate; it will cause errors to appear.	
License Number	Legal Name		Zip Code		
Invoice Number	Ship Date	Alcohol Type	Gallons		
NOTE: Items below are no	t required, unless othe	rwise instructed. Enter 0.015 for 1.5 perc	cent, etc.		
Order Number	Alcohol Perc	ent By Volume (ABV)) O By Weight (A	3W)	

<u>License Number</u>: You will enter the license number of the Missouri wholesaler you sold to and then click your tab key. The Legal Name and Zip Code of the license number you entered will automatically populate in these boxes.

<u>Legal Name</u>: Will automatically populate when you add the license number and click your Tab key. <u>Zip Code</u>: Will automatically populate when you add the license number and click your Tab key. <u>Invoice Number</u>: Enter the invoice number exactly how it appears on the invoice, include both letters

and numbers. The system will accept the following special characters: \# * /.

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

<u>Alcohol Type</u>: 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.

<u>Alcohol Percent</u>: 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.

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

- License #123456	EOSTER CORP	ORATION				Dahan ba Linnan
Status: Active		License Type	LIQUOR SOLICITOR			DBA: FOSTER REVERAGE COUNTRYWIDE
Julius Acore		ciccline ()pe	i Liquon boliciron			
Phone: (573) 751-7670		Address: 123	MAIN STREET, JEFFER	SON CITY,	MO 65101	
Menu License -	Excise Tax - E	srand Label	•			
Excise Submi	ssion - Aug	ust 201	8			
Invoice Festival	Inventory Sub	mit				
NOTE: Click +/- button next	to Invoice Entry - Man	ual to Expand	/Collapse the section to	o manually	enter your invoice infe	ormation.
_ Invoice Entry - M	anual					
Navigation Mint: Use the	Tab key to move from fi	ld to field or u	re the moure to click i	o a field. Dr	o not use the Enter ke	nu to paulaste: If will cause errors to appear
						of a manifestal a sub-cases arrang to appears
License Number	Legal Name				Zip Code	
3070543	MARAKORS D	ISTRIBUTING	INC.		63143-2623	
Invoice Number	Ship Date		Alcohol Type		Gallons	
1234	08/01/2018	60	Wine	~	25.00	
NOTE: Items below are no	t required, unless otherw	ise instructed.	Enter 0.015 for 1.5 per	cent, etc.		
Order Number	Alcohol Percent	·				
			By Volume (AB)	v)	 By Weight (ABW) 	0
Save						

If everything is entered correctly you will see Save Successful at the top of the screen & the invoice record will be at the bottom of the screen.

Invoice	Festival Inventor	y Submit					
0.1310.00	verful						
e aucce							
: Click	+/- button next to Invoice Er	ntry - Manual to Expand/Colla	pse the section to manually e	enter your invoice information.			
Invo	oice Entry - Manual						
vigatio	n Hint: Use the Tab key to me	ove from field to field or use th	e mouse to click in a field. Do	o not use the Enter key to navig	ate; it will cause er	rors to appear.	
ense N	umber Legal	Name		Zip Code			
76543	MAR	XKORS DISTRIBUTING INC.		63143-2623			
oice N	umber Ship	Date A	Icohol Type	Gallons			
		1 - 1 - 1 - 1 - 1 - 1	Ť				
re: Iter	ms below are not required, unl	iess otherwise instructed. Enter	0.015 for 1.5 percent, etc.				
er Nur	mber Alcoh	ol Percent	9 By Volume (ABV)	O By Weight (ABW)			
Click +	·/- button next to Invoice En ice Entry - Upload	i try - Upload to Expand/Collap	ise the section to upload a te	xt file.			
	view the file format go to Liplo	ad File Format under the Excise	e Tax menu.				
TE: To v	Preumo						
TE: To v	Browse						
TE: To v	Browse	l percentages, you must specifi	y ABV or ABW below.				
TE: To v TE: If y By Volu	Browse our upload file contains alcoho me (ABV) O By We	l percentages, you must specifi ight (ABW)	y ABV or ABW below.				
FE: To v FE: If y By Volu	Browse our upload file contains alcoho ime (ABV) O By Wei	l percentages, you must specifi ight (ABW)	y ABV or ABW below.				
FE: To y FE: If y By Volu	Browse	l percentages, you must specifi ight (ABW)	y ABV or ABW below.				
E: To v E: If y By Volu Noad	Browse our upload file contains alcoho ime (ABV) By Wei	l percentages, you must specifight (ABW)	y ABV or ABW below. mter if necessary.				
FE: To v FE: If y By Volu bload : Delet	Browse Browse our upload file contains alcoho me (ABV) By We button next to an invoice if in nits: 1	l percentages, you must specif ight (ABW) t was entered in error, and re-e	y ABV or ABW below.				Page Size:
TE: To v TE: If y By Volu Noad Delet h Rest	Browse Browse our upload file contains alcoho me (ABV) O By We e button next to an invoice if i sites: 1 voice Number	l percentages, you must specif ight (ABW) t was entered in error, and re-e Ship Date	y ABV or ABW below. anter if necessary.	License	ABW	Gallons	Page Size:
rE: To v rE: If y By Volu bload : Delet th Rest Inv e 12	Browse Browse our upload file contains alcoho me (ABV) O By Wei be button next to an invoice if i alts: 1 voice Number 34	l percentages, you must specif ight (ABW) t was entered in error, and re- Ship Date 8/1/2018	y ABV or ABW below. enter if necessary. Alcohol Type Wine	License 9876543	ABW	Gallons 25,00	Page Size: Zip 631432623
FE: If y By Volu bload : Delet th Resu In a 12	Browse Browse our upload file contains alcoho me (ABV) O By Wei e button next to an invoice if i rits: 1 voice Number 34	l percentages, you must specif ight (ABW) t was entered in error, and re-t Ship Date 8/1/2018	y ABV or ABW below. anter if necessary. Alcohol Type Wine 	License 9876543 elofit > >	ABW	Gallons 25.00	Page Size: Zip 631432623

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.

- License #123456	FOSTER COR	PORATION			Return to License
Status: Active		License Type	LIQUOR SOLICITOR		DBA: FOSTER BEVERAGE COUNTRYWIDE
Phone: (573) 751-7670		Address: 123	MAIN STREET, JEFFERSON	CITY, M	IO 65101
Menu License •	Excise Tax 👻	Brand Label 🖥	e.		
Excise Submi	ssion - Au	gust 201	.8		
Invoice Festival	Inventory Se	ıbmit			
Please correct the items License number is in 	below: valid.				
NOTE: Click +/- button next 1	to Invoice Entry - Ma	anual to Expand	Collapse the section to mar	nually en	nter your invoice information.
– Invoice Entry - Ma	nual				
Navigation Hint: Use the	Tab key to move from	field to field or u	se the mouse to click in a fi	ield. Do I	not use the Enter key to navigate; it will cause errors to appear.
★ License Number	Legal Name				Zip Code
123456	FOSTER CO	RPORATION			63143-2623
Invoice Number	Ship Date		Alcohol Type		Gallons
1234	08/01/2018		Wine	~	25.00
NOTE: Items below are not	required, unless othe	wise instructed.	Enter 0.015 for 1.5 percent,	, etc.	
Order Number	Alcohol Perce	nt	By Volume (ABV)	C	O 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 <u>text</u> 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 <u>one</u> 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.

License #123456: FOSTER COR Status: Active	PORATION License Type: LIQUOR SOLICITOR	Return to License DBA: FOSTER BEVERAGE COUNTRYWIDE
Phone: (573) 751-7670	Address: 123 MAIN STREET, JEFFERSON CITY, MO 65101	
Menu License - Excise Tax -	Brand Label 👻	
Excise Submission - Au	gust 2018	
Invoice Festival Inventory S	ubmit	
NOTE: Click +/- button next to Invoice Entry - M	anual to Expand/Collapse the section to manually enter your invoice inf	ormation.
+ Invoice Entry - Manual		
NOTE: Click +/- button next to Invoice Entry - U	pload to Expand/Collapse the section to upload a text file.	
Invoice Entry - Upload		
NOTE: To view the file format go to Upload File F Browse NOTE: If your upload file contains alcohol percen	ormat under the Excise Tax menu. tages, you must specify ABV or ABW below.	
By Volume (ABV) By Weight (AB Upload	W)	
No records found.		

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

- License #123456: FOSTER COR	RPORATION	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 - Au	gust 2018	
Invoice Festival Inventory S	Submit	
NOTE: Click +/- button next to Invoice Entry - M	Ianual to Expand/Collapse the section to manually enter your invoice inf	formation.
+ Invoice Entry - Manual		
NOTE: Click +/- button next to Invoice Entry - U	ipload to Expand/Collapse the section to upload a text file.	
Invoice Entry - Upload		
NOTE: To view the file format go to Upload File F	Format under the Excise Tax menu.	
NOTE: If your upload file contains alcohol percen	ntages, you must specify ABV or ABW below.	
By Volume (ABV) By Weight (AB Upload	3W)	

Click on the file and your text file will display in the box and you will click <u>upload</u>.

- License #123456: FOSTER COR	PORATION	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 - Aug	gust 2018	
Invoice Festival Inventory S	ubmit	
NOTE: Click +/- button next to Invoice Entry - M	anual to Expand/Collapse the section to manually enter your invoice in	formation.
+ Invoice Entry - Manual		
NOTE: Click +/- button next to Invoice Entry - U	pload to Expand/Collapse the section to upload a text file.	
– Invoice Entry - Upload		
NOTE: To view the file format go to Upload File F K:\0 DPS Applications ar Browse NOTE: If your upload file contains alcohol percen	ormat under the Excise Tax menu. tages, you must specify ABV or ABW below.	
By Volume (ABV) By Weight (AB Upload	w)	

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

Message fi	rom webpage
?	Any pending submissions for the current license number and tax period will be deleted.
	OK Cancel

If your <u>upload is successful</u> your screen will say "Upload file was successfully validated. " The invoices will show at the bottom of the screen. Review invoices to make sure they are correct.

- License #123456: FOSTER COR	PORATION	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 - Au	gust 2018	
Invoice Festival Inventory S	Submit	
Uploaded file was successfully validated.		×
NOTE: Click +/- button next to Invoice Entry - M	lanual to Expand/Collapse the section to manually enter your invo	pice information.
+ Invoice Entry - Manual		
NOTE: Click +/- button next to Invoice Entry - U	pload to Expand/Collapse the section to upload a text file.	
- Invoice Entry - Upload		
NOTE: To view the file format go to Upload File I Browse	Format under the Excise Tax menu.	
NOTE: If your upload file contains alcohol percer	ntages, you must specify ABV or ABW below.	
By Volume (ABV) By Weight (ABV)	3W)	
Upload		

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

Search I	tesults: 3						Page Size: 10 😽
	Invoice Number	Ship Date	Alcohol Type	License	ABW	Gallons	Zip
Delete	#10235/55	8/23/2018	Wine	42456		30.00	641164136
Delete	1234	8/1/2018	Wine	98989		25.00	631432623
Delete	5050	8/1/2018	Wine	765432		25.00	631432623
			« < Page 1 of 1 >	*			

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

- License #123456: FOSTER COP	RPORATION	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 - Au	gust 2018		
Invoice Festival Inventory S	şubmit		
1: Ship date did not fall within the currently selec 2: Ship date did not fall within the currently selec 3: Ship date did not fall within the currently selec	ted tax period. ted tax period. ted tax period.		×
NOTE: Click +/- button next to Invoice Entry - N	fanual to Expand/Collapse the section to manually ent	er your invoice information.	
+ Invoice Entry - Manual			
NOTE: Click +/- button next to Invoice Entry - U	Jpload to Expand/Collapse the section to upload a text	file.	
Invoice Entry - Upload			
NOTE: To view the file format go to Upload File Browse NOTE: If your upload file contains alcohol perce	Format under the Excise Tax menu. ntages, you must specify ABV or ABW below.		
By Volume (ABV) By Weight (Al Upload	3W)		

Submit: This screen will show your pending amounts. If no sales were reported you will see zero balance due. Please review this screen to make sure correct alcohol types and gallons were reported. If everything reported is correct click Submit.

License #123456: FOSTER COF Status: Active Phone: (573) 751-7670	PORATION 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 - Au	gust 2018	
Invoice Festival Inventory S	ubmit	
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 Premi	se Sales): \$0.00	
Estimated tax from inventory (Festival S Total estimated tax: \$0.00	ales): \$0.00	
Submit Delete All		
No records found.		

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

License #123456: FOSTE	R CORPORATION		Return t	o License	2000.0000000000	
is: Active	License Type: LIQU	JOR SOLICITOR	DBA: FOS	TER BEVERAGE	COUNTRYWIDE	
e: (573) 751-7670	Address: 123 MAIN	STREET, JEFFERSON CITY, MO 65	5101			
enu License - Excise	Tax 👻 🛛 Brand Label 👻					
cise Submission	- August 2018					
nvoice Festival Invento	o ry Submit					
bmit						
nding Submission						
TE: Please make sure all amounts a	re correct for each alcohol type b	efore clicking Submit.				
Gallons of Liquor: 200.00						
Gallons of Malt: 300.00						
Gallons of Wine: 100.00						
Estimated tax from invoices: \$4	60.00					
Estimated tax from inventory (On Premise Sales): \$0.00					
Total estimated tax: \$460.00	restival Sales): \$0.00					
Submit Delete All						
كمتفسيتها كيسيع						
: Use the Delete button next to an i	invoice if it was entered in error,	and re-enter if necessary.				
ch Results: 3						Page Size: 1
Invoice Number	Ship Date	Alcohol Type	License	ABW	Gallons	Zip
e 1234	8/1/2018	Wine	9898		100.00	631432623
re 789	8/18/2018	Liquor	70707		200.00	631432623
909	8/27/2018	Malt	10109		300.00	631432623

Review the information and if everything is correct click <u>Submit</u>.

A message box appears stating: "This action is final. No further submissions for the selected license and tax period combination will be accepted." Click <u>OK</u>.



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

Ledger: The Ledger screen will show your Current Balance due. If you 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.

Search							Logout
License #	123456: COMPANY	ABC, INC.			Return to License		
tatus: Active hone: (314) 888	-1234	License Type: LIQU Address: 123 MAIN §	OR MANUFACTURER SOLICI STREET, JEFFERSON CIT	TOR (. MO 65101	DBA: COMPANY ABC		
		Received and					
Menu Li	cense - Excise Tax -	Brand Label +					
Ledger							
			Current Ba	ance: \$2 184 18			
			Current Bal	ance: \$2,184.18			
View Ledger	Make An Electronic Pa	vment	Current Bal	ance: \$2,184.18			
View Ledger	Make An Electronic Pa	yment	Current Bal	ance: \$2,184.18			
View Ledger	Make An Electronic Pa	iyment u will be sending ATC a mar	Current Bal	ance: \$2,184.18			
View Ledger NOTE: Please che	Make An Electronic Pateck this box attesting that yo	ryment u will be sending ATC a mar	Current Bai	ance: \$2,184.18	2	Page 6	
View Ledger NOTE: Please che Search Result	Make An Electronic Patch this box attesting that yo s (15)	yment u will be sending ATC a mar	Current Bai	ance: \$2,184.18		Page S	size: 10 Y Exp
View Ledger IOTE: Please che Search Result Trans Id	Make An Electronic Pa eck this box attesting that yo s (15) Tax Period	yment u will be sending ATC a mar Description	Current Bal nual payment instead of payi Alcohol Type	ance: \$2,184.18 ng electronically.	Amount	Page S Post Date	iize: 10 V Expo Status
View Ledger IOTE: Please che Search Result Trans Id	Make An Electronic Patck this box attesting that your so (15) Tax Period 2018/01	yment u will be sending ATC a mar Description Excise Tax	Current Bal	ance: \$2,184.18 ng electronically. Type DR	Amount \$600.00	Page S Post Date	ize: 10 V Exp Status Pending
View Ledger IOTE: Please che Search Result Trans Id	Make An Electronic Patter of the box attesting that your so (15) Tax Period 2018/01 2018/01	yment u will be sending ATC a mar Description Excise Tax Additional Taxes	Current Bal Current Bal Alcohol Type Liquor Liquor	ance: \$2,184.18 ng electronically. [Type DR DR DR	Amount \$600.00 \$320.89	Page S Post Date	ize: 10 V Exp Status Pending Pending
View Ledger IOTE: Please che Search Result Trans Id	Make An Electronic Patternic Pattern	yment u will be sending ATC a mar Description Excise Tax Additional Taxes	Current Bal nual payment instead of payi Alcohol Type Liquor Liquor Malt	ance: \$2,184.18 g electronically. [Type DR DR DR DR DR DR	Amount \$600.00 \$320.89 \$1,012.55	Page S Post Date	ize: 10 V Exp Status Pending Pending Pending
View Ledger IOTE: Please che Search Result Trans Id	Make An Electronic Paracek this box attesting that your set (15) Tax Period 2018/01000000000000000000000000000000000	yment u will be sending ATC a mar Description Excise Tax Additional Taxes Additional Taxes	Current Bal nual payment instead of payi Alcohol Type Liquor Liquor Malt Wine	ance: \$2,184.18 rg electronically, [Type DR DR DR DR DR DR	Amount \$600.00 \$320.89 \$1,012.55 \$250.74	Page 5 Post Date	ize: 10 CExpo Status Pending Pending Pending Pending Pending
View Ledger NOTE: Please che Search Result Trans Id 92088	Tax Period 2018/01 2018/01 2018/01 2018/01 2018/01 2018/01 2018/01 2018/01 2018/01 2018/01 2018/01 2018/01	yment u will be sending ATC a mar Description Excise Tax Additional Taxes Additional Taxes Additional Taxes Interest	Alcohol Type Liquor Liquor Malt Wine Interest Per Month	ance: \$2,184.18 rg electronically. [Type DR	Amount \$600.00 \$320.89 \$1,012.55 \$250.74 \$16.92	Page 5	ize: 10 CExpo Status Pending Pending Pending Pending Accepted
View Ledger NOTE: Please che Search Result Trans Id 92088 92088	Tax Period 2018/01 2018/01 2018/01 2018/01 2018/01 2018/01 2018/01 2018/01 2018/01 2018/01 2018/01 2018/01 2018/01 2018/01 2017/09	Description Excise Tax Additional Taxes Additional Taxes Interest Penalty	Alcohol Type Liquor Liquor Wine Interest Per Month Penalty Per Day	ng electronically. [Type DR DR DR DR DR DR DR DR DR DR DR DR	Amount \$600.00 \$320.89 \$1,012.55 \$250.74 \$16.92 \$16.92	Page 5 Post Date 01/18/2018 01/18/2018	ize: 10 V Expo Status Pending Pending Pending Pending Accepted Accepted
View Ledger NOTE: Please che Search Result Trans Id 92088 92088 92088	Tax Period 2018/01 2018/01 2018/01 2018/01 2018/01 2018/01 2018/01 2018/01 2018/01 2018/01 2017/09 2017/09	Description Excise Tax Additional Taxes Additional Taxes Interest Penalty Excise Tax	Alcohol Type Liquor Liquor Malt Wine Interest Per Month Penalty Per Day Liquor	ance: \$2,184.18 rype DR	Amount \$600.00 \$320.89 \$1,012.55 \$250.74 \$16.92 \$16.92 \$167.64 \$16.764	Page 5 Post Date 01/18/2018 01/18/2018 01/18/2018	ize: 10 ✓ Exp Status Pending Pending Pending Pending Accepted Accepted Cancelled

DR

DR

« « Page 1 of 2 » »

Interest Per Month

Penalty Per Day

Cancelled

Cancelled

\$16.92

\$167.64

01/18/2018

01/18/2018

92087

92087

2017/09

2017/09

Interest

Penalty

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

Menu Ucense	 Excise Tax + 							
Ledger	_							
Minur Ladour	Make An Electronic	Daumant	Cun	rent Balance: \$32.77				
the second	Make on Electronic	Payment						
NOTE: Plogar di	eck this box attesting t	nat you will be sending a	ATC a manual payment	enstead of paying electronical	. 9			
	13							
Search Results (Pay	Manually Confirm		Page	Stret 10 💌 Export	
Trans Id	Tax Period	You are a	attesting that you will s	end payment directly to ATC. (Jick OK to continue.	Date	Status	
	2016/09						Pending	
	2016/09						Pending	
143748	2016/08				OK Cancel	09/14/2016	Accepted	
143748	2016/08					09/14/2016	Accepted	
143748	2016/08	Excise Tax	Wine	DR	\$4,744.08	09/14/2016	Accepted	
139444	2016/07	Paper Check		CR	\$7,283.68	08/10/2016	Accepted	
139444	2016/07	Excise Tax	LIQUOR	DR	\$99,80	08/10/2016	Accepted	
118953	2016/06	Paper Check	wore	CR	\$5,890.09	07/15/2016	Accepted	
			• •	Page 1 of 37 > >				

If you are paying online you will click the <u>Make An Electronic Payment</u> tab. This screen will provide you with the option to choose submitting payment by Electronic Check or Credit Card. After selecting your payment choice then click on Pay.

Search -	License -	Wor	rk Queue -	Admin -	Maint -	Reports	Logout
- License #12345 status: Active Phone: (314) 888-1234 Menu License +	6: COMPANY AB	BC, INC. License Type: LIQU Address: 123 MAIN Brand Label +	JOR MANUFACTURER STREET, JEFFERS	R SOLICITOR I ION CITY, MO 65101	Return to License BBA: COMPANY ABC		
Ledger		_					
			Curre	ent Balance: \$598.45			
View Ledger Make	An Electronic Payme	nt	Curre	ent Balance: \$598.45			
View Ledger Make	An Electronic Payme	nt	Curre	ent Balance: \$598.45			Page Size: 10
View Ledger Make Search Results (1) Tax Period	An Electronic Payme	nt	Curre	ent Balance: \$598.45 Alcohol Type	Туре	A	Page Size: 10 Amount
View Ledger Make Search Results (1) Tax Period 2018/0	An Electronic Payme	nt Description Additional Taxes	Curre	ent Balance: \$598.45 Nicohol Type Liquor	Туре DR	A	Page Size: 10 Amount 598
View Ledger Make Search Results (1) Tax Period 2018/0	An Electronic Payme	nt Description Additional Taxes	Curre L « <	ent Balance: \$598.45 Alcohol Type Liquor Page 1 of 1 → ×	Type DR		Page Size: 10 Amount 598

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.**



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 need to complete your company information then click on Next Step.

JetPay			
🎢 Make A Payme	nt - Payment Information - Missouri: Alcohol	and Tobacco	
	R Cart Information	📾 Payment II	nformation
😁 Billing Contact Info	mation	Te Shopp	ing Cart
Name	COMPANY ABC INC.	Excise Ta	x Collections \$2,184
Address	123 MAIN STREET	Subtotal	eCheck Fee \$0
Street Address Continued		Payment	Details
City	JEFFERSON CITY	Excise Ta 561 - 156	x Collections 013 - \$2,184 18
State	Missouri		
Zip Code	65101		R Cancel Transaction
Email	JDOE@COABC.COM		

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			ि Shopping Cart	e
Please select your l	ayment Method		Excise Tax Collections \$	2,184.11
eCheck	10054		Subtotal S	2,184.1
Check Type	Business	~	T Tojected concert ree	00.0
Account Type	Checking	~	Payment Details Excise Tax Collections	
Name on Check	COMPANY ABC, INC.		561 - 156013 - \$2,184.18	
Routing Number	063210112		× Cancel Trans	action
Confirm Routing Number	063210112			
Account Number	411111111			
Confirm Account Number	411111111	×		
Amount Due	\$ 2184.18			
Payment	\$ 2184 . 18			

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

lake A Payme	nt - Payment Information - Missouri: Alcohol	and Tob	bacco		
	ि Cart Information		Payment Informat	ion	
Payment Information			😭 Shopping Ca	rt	C
ease select your F	ayment Method		Excise Tax Colle	ections	\$598.4
Credit Card			Subtotal		\$598.4
Card Number	411111111	15/1	Projected Card F	ee	\$12.8
Name on Card	JANE DOE		Payment Detail	S	
Expiration Month	01	~	2229 - 156014 -	\$598.45	
Expiration Year	2019	~		Y Cancel T	ransaction
Security Code	123	2		- Oancel II	ansacuoli
Card Zip Code	65102	×			
Amount Due	\$ 598.45				
Payment	\$ 500				

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.

Review Payment		`Ħ Shopping Cart	
Item	Amount	Excise Tax Collections	\$2,184.1
Excise Tax Collections	\$2 184 18	Subtotal	\$2,184,1
Transaction Fee:	\$0.50	Projected eCheck Fee	
Total Amount Due:	\$2,184.68	Payment Details	
Checking ***** 1111 🖹 🗹	(\$2,184.68)	561 - 156013 - \$2,184.18	
Total Payment Methods:	(\$2,184.68)	¥ Canc	el Transaction
A fee in the amount of \$0.50 has been added as a transaction.	transaction fee for the following		
 A fee in the amount of \$0.50 has been added as a transaction. Billing Contact Information 	transaction fee for the following		
A fee in the amount of \$0.50 has been added as a transaction. Billing Contact Information COMPANY ABC, INC. 123 MAIN STREET JEFFERSON CITY, MO 65101	transaction fee for the following		
A fee in the amount of \$0.50 has been added as a transaction. Billing Contact Information COMPANY ABC, INC. 123 MAIN STREET JEFFERSON CITY, MO 65101 JDOE@COABC.COM	transaction fee for the following		
A fee in the amount of \$0.50 has been added as a 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 authors	transaction fee for the following		

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

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.

	e 👻 Excise Tax 👻						
dger							
			Current	Balance: \$0.00			
			ourrent				
/iew Ledger	Make An Electronic P	Payment					
NOTE: Please	check this box attesting th	nat you will be sending ATC	a manual payment inste	ad of paying electronically	<i>.</i>		
Connels Docult	- (200)					Pane	Size: 10 M
search Kesuit	5 (309)					i uge e	
	Tax Period	Description	Alcohol Type	Туре	Amount	Post Date	Status
Frans Id		e 1º e 1		CR	¢401.24	11/02/2016	Accepted
Trans Id 144790	2016/10	Credit Card		CIX	\$491.24	11/02/2010	Accepted
Frans Id 144790 144790	2016/10 2016/10	Excise Tax	Liquor	DR	\$91.24	11/02/2016	Accepted
Frans Id 144790 144790 144790	2016/10 2016/10 2016/10	Excise Tax On-Premise Sales	Liquor Liquor	DR DR	\$91.24 \$91.24 \$400.00	11/02/2016 11/02/2016 11/02/2016	Accepted Accepted Accepted
Trans Id 144790 144790 144790 144585	2016/10 2016/10 2016/10 2016/09	Excise Tax On-Premise Sales Electronic Check	Liquor Liquor	DR DR CR	\$400.00 \$4,745.24	11/02/2016 11/02/2016 10/14/2016	Accepted Accepted Accepted Accepted
Trans Id 144790 144790 144790 144790 144585 144585	2016/10 2016/10 2016/10 2016/09 2016/09	Excise Tax On-Premise Sales Electronic Check Excise Tax	Liquor Liquor Wine	DR DR CR DR	\$991.24 \$91.24 \$400.00 \$4,745.24 \$3,746.61	11/02/2016 11/02/2016 11/02/2016 10/14/2016 10/14/2016	Accepted Accepted Accepted Accepted Accepted
Trans Id 144790 144790 144790 144585 144585 144585	2016/10 2016/10 2016/10 2016/09 2016/09 2016/09	Credit Card Excise Tax On-Premise Sales Electronic Check Excise Tax On-Premise Sales	Liquor Liquor Wine Wine	DR DR CR DR DR DR	\$491.24 \$91.24 \$400.00 \$4,745.24 \$3,746.61 \$998.63	11/02/2016 11/02/2016 11/02/2016 10/14/2016 10/14/2016	Accepted Accepted Accepted Accepted Accepted Accepted
Trans Id 144790 144790 144790 144585 144585 144585 144585 143858	2016/10 2016/10 2016/10 2016/09 2016/09 2016/09 2016/08	Excise Tax On-Premise Sales Electronic Check Excise Tax On-Premise Sales Electronic Check	Liquor Liquor Wine Wine	DR DR CR DR DR CR	\$491.24 \$91.24 \$400.00 \$4,745.24 \$3,746.61 \$998.63 \$4,092.44	11/02/2016 11/02/2016 11/02/2016 10/14/2016 10/14/2016 10/14/2016 09/15/2016	Accepted Accepted Accepted Accepted Accepted Accepted
Trans Id 144790 144790 144790 144585 144585 144585 143858 143858	2016/10 2016/10 2016/09 2016/09 2016/09 2016/09 2016/08 2016/08	Creait Card Excise Tax On-Premise Sales Electronic Check Excise Tax On-Premise Sales Electronic Check Excise Tax	Liquor Liquor Wine Wine Wine	DR DR DR DR DR CR DR DR DR	\$99.24 \$400.00 \$4,745.24 \$3,746.61 \$998.63 \$4,092.44 \$3,315.23	11/02/2016 11/02/2016 10/14/2016 10/14/2016 10/14/2016 09/15/2016 09/15/2016	Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted
Trans Id 144790 144790 144790 144585 144585 144585 143858 143858 143858	2016/10 2016/10 2016/10 2016/09 2016/09 2016/09 2016/08 2016/08 2016/08	Creat Card Excise Tax On-Premise Sales Electronic Check Excise Tax On-Premise Sales Electronic Check Excise Tax On-Premise Sales	Liquor Liquor Wine Wine Wine Wine Wine	DR DR CR DR DR CR DR DR DR DR	\$91.24 \$91.24 \$400.00 \$4,745.24 \$3,746.61 \$998.63 \$4,092.44 \$3,315.23 \$777.21	11/02/2016 11/02/2016 10/14/2016 10/14/2016 10/14/2016 09/15/2016 09/15/2016	Accepted Accepted Accepted Accepted Accepted Accepted Accepted
Trans Id 144790 144790 144790 144585 144585 144585 143858 143858 143858 143858 143858	2016/10 2016/10 2016/10 2016/09 2016/09 2016/08 2016/08 2016/08 2016/08	Creat Card Excise Tax On-Premise Sales Electronic Check Excise Tax On-Premise Sales Electronic Check Excise Tax On-Premise Sales Electronic Check	Liquor Liquor Wine Wine Wine Wine	DR DR CR DR DR CR CR DR CR CR CR CR	\$91.24 \$91.24 \$400.00 \$4,745.24 \$3,746.61 \$998.63 \$4,092.44 \$3,315.23 \$77.72 \$1,934.10	11/02/2016 11/02/2016 10/14/2016 10/14/2016 10/14/2016 09/15/2016 09/15/2016 08/15/2016	Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted
Trans Id 144790 144790 144790 144585 144585 144585 144585 143858 143858 143858 143858 139569	2016/10 2016/10 2016/10 2016/09 2016/09 2016/08 2016/08 2016/08 2016/07	Creat Card Excise Tax On-Premise Sales Electronic Check Excise Tax On-Premise Sales Electronic Check Excise Tax On-Premise Sales Electronic Check	Liquor Liquor Wine Wine Wine	DR DR CR DR DR CR DR DR CR CR	\$91.24 \$91.24 \$400.00 \$4,745.24 \$3,746.61 \$998.63 \$4,092.44 \$3,315.23 \$777.21 \$1,934.10	11/02/2016 11/02/2016 10/14/2016 10/14/2016 09/15/2016 09/15/2016 09/15/2016 08/12/2016	Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted

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 click on the different tabs to see invoice, inventory and discrepancy information.

Sear	ch		CI	laim License		Logout
ense Details						
ense Number: 199999	98	Foster Enterprises		123 Main Street		Active
DMESTIC WINERY (DOM	N)	DBA: Red and Whi	te Winery	(444) 888-1234		
			R	eturn to License		
			_			
enu License -	Excise Tax 🔻					
Ibmission H	istory d: 2016/09					
Ibmission H Tax Perio Ionthly Submis Summary Invok	istory d: 2016/09 sions - Septe	mber				
Ibmission H Tax Perio Ionthly Submis Summary Invoid	istory d: 2016/09 sions - Septe e Inventory	mber Discrepancy				Page Size: 10 🗸
Ibmission H Tax Perio Ionthly Submis Summary Invoid Search Results (3) Submission Date	istory d: 2016/09 sions - Septe e Inventory	mber Discrepancy Invoice Gallons	Estimated Tax Fr	om Estimated Tax From Inv (On Premise Sales)	entory User	Page Size: 10 🔽
Ibmission H Tax Perio Ionthly Submis Summary Invoid Search Results (3) Submission Date 10/14/2016 03:34 PM	istory d: 2016/09 sions - Septe e Inventory Alcohol Type Mait	Discrepancy Invoice Gallons 0.00	Estimated Tax Fr Invoices \$0.00	om Estimated Tax From Inv (On Premise Sales) \$0.00	entory User Doe, John	Page Size: 10 🔽
Ibmission H Tax Perio Ionthly Submis Summary Invoid Search Results (3) Submission Date 10/14/2016 03:34 PM 10/14/2016 03:34 PM	istory d: 2016/09 sions - Septe æ Inventory Alcohol Type Malt Wine	Discrepancy Invoice Gallons 0.00 0.00	Estimated Tax Fr Invoices \$0.00 \$0.00	om Estimated Tax From Inv (On Premise Sales) \$0.00 \$168.80	entory User Doe, John Doe, John	Page Size: 10 💌

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						
Sear	ch		Claim License	Logout		
License Details License Number: :9999 DOMESTIC WINERY (DOP	998 Fo 1W) DE	ister Enterprises 3 A: Red and White Winery	123 Main Street (444) 888-1234 Return to License	Active		
Menu License -	Excise Tax 👻					
Upload File F	ormat					
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 SOLICITORS SHOULD ITEMIZE EACH LINE/PRODUCT WITH '	(150.75 gals would be 15075) NOTE: TOTAL GALLONS. WHOLESALERS		

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

Group Type	Alcohol Type
ALUMINUM BOTTLES	М
ART. CARBONATED WINE	W
В	М
BEER	М
BOTTLE	М
BOURBON	L
BRANDY	L
CAN	М
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	м
DESSERT WINE	W
DRAFT	М
FORTIFIED	W
GIN	L
L	L
LIQUEURS	L
LIQUOR	L
M	М
MALT	М
OTHER WINE	W
Р	М
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

<u>Remove Submission</u>: 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 Alcohol &	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 Return to License	Active				
Menu License - Excise Tax	•						
Remove Submission							
Remove Monthly Sub	nission						
Tax Period:	М						
Only submissions that hav	e not had a payment entered may be removed. T	This action is final and cannot be undone.					
	Remove						
	Accessibility Priv	vacy Policy Alcohol & Tobacco Control					

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.

- 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 <u>https://atc.dps.mo.gov</u> 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.

- 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.
- 6. 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 15th late fees will be applied.