

WINE DIRECT SHIPPER 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
<https://atc.dps.mo.gov>

(Revised February 2018)

WINE DIRECT SHIPPER ATC ONLINE SYSTEM USER MANUAL

As a Wine Direct Shipper (WDS) licensee you are required to use the ATC Online System to electronically submit your annual excise tax report. The ATC Online System is available 24 hours a day, seven days a week. Therefore, annual reports are due to be submitted on or before 11:59 p.m. CST on January 31st of each calendar year for shipments made directly to consumers the preceding year. The ATC Online System will automatically assess penalty and interest on any report submitted after midnight CST on February 1st of each calendar year for shipments made the preceding year.

All Wine Direct Shipper Licensees Shall:

1. **Not ship more than two cases of wine per month** to any person for his or her personal use and not for resale;
2. Not use any carrier for shipping of wine that is not licensed under this section;
3. Only ship wine that is properly registered with the Alcohol and Tobacco Tax and Trade Bureau;
4. Only ship wine manufactured on the licensed winery premises;
5. Ensure that all containers of wine delivered directly to a resident of Missouri are conspicuously labeled with the words "CONTAINS ALCOHOL: SIGNATURE OF PERSON AGE 21 OR OLDER REQUIRED FOR DELIVERY" or are conspicuously labeled with wording preapproved by the Division of Alcohol and Tobacco Control;
6. Submit an annual excise tax report by January 31 with the Division of Alcohol and Tobacco Control for shipments made directly to consumers the preceding year. **All information requested in the report must be provided** (i.e. name and address of the consumer who made the purchase, ship to address, shipment date, invoice number, amount of wine shipped, courier name and license number, and the tracking number on each shipment);
7. Pay all excise taxes due on all shipments made directly to consumers. Excise taxes due on the amount are to be calculated as if the sale were in Missouri at the location where the delivery was made; and
8. Permit the Division of Alcohol and Tobacco Control to perform an audit of the Wine Direct Shipper licensee's records upon request.

WINE DIRECT SHIPPER ATC ONLINE SYSTEM USER MANUAL

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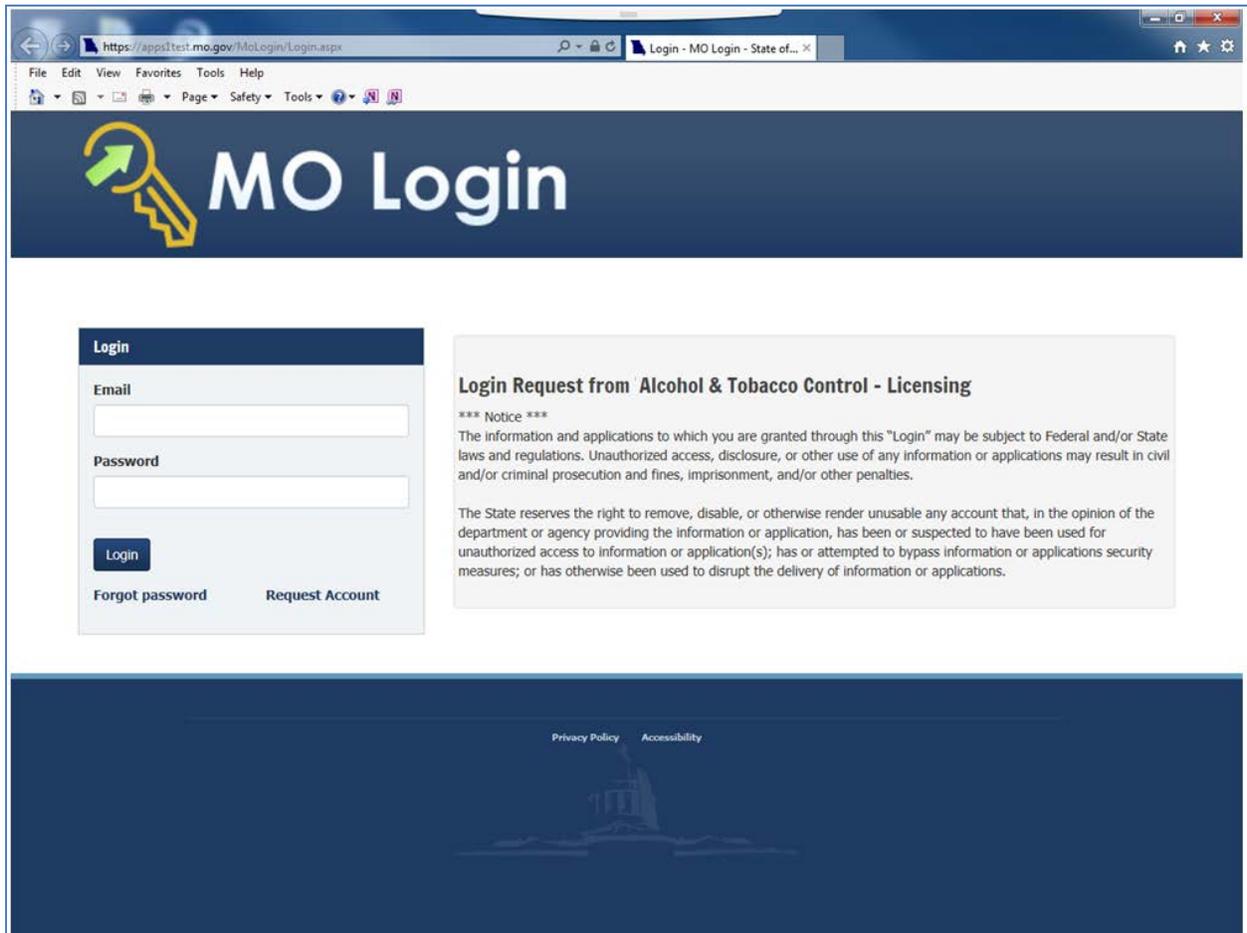
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Starting ATC Online Reporting/Payment

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 Missouri Department of Public Safety Alcohol & Tobacco Control search interface. 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 search results. 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

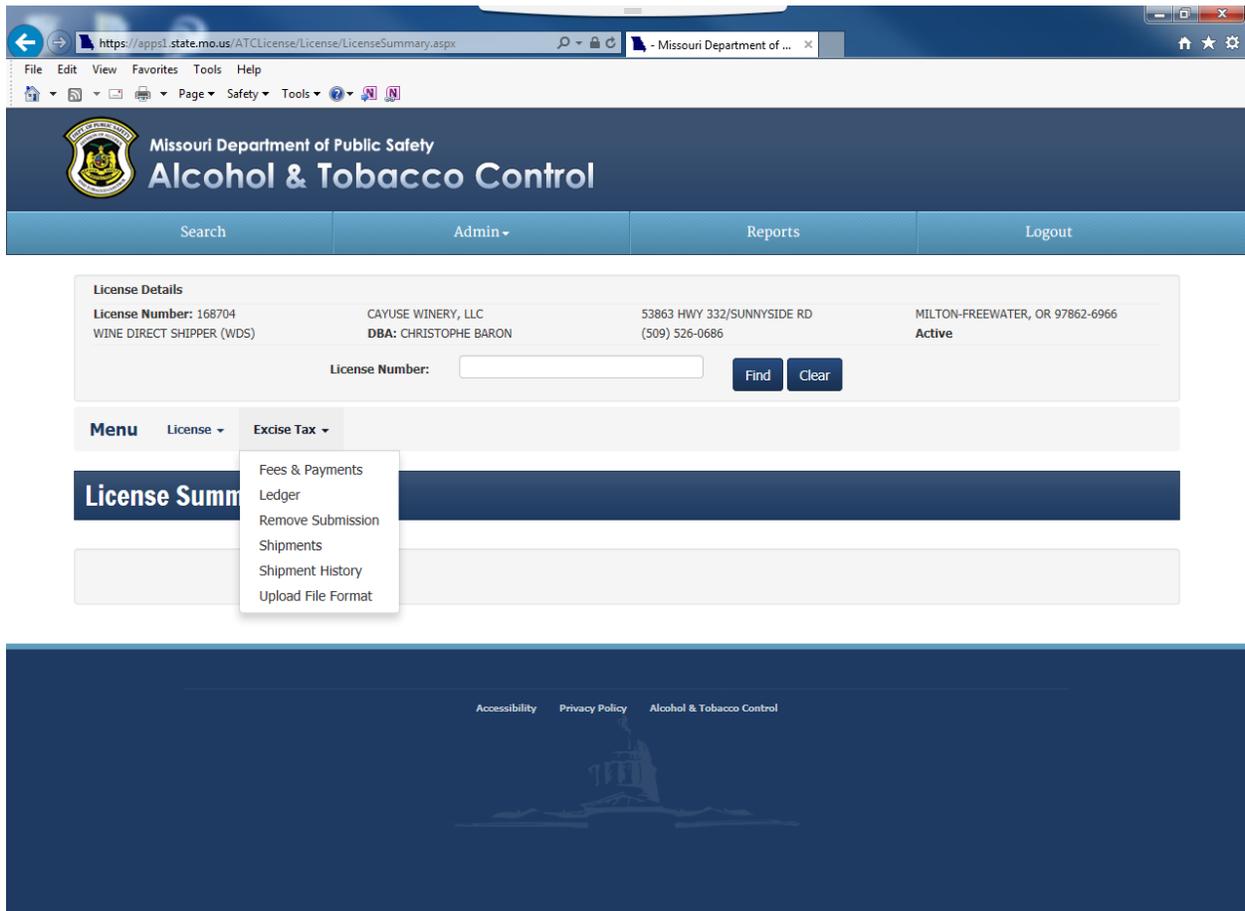
« < Page 1 of 1 > »

[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 annual excise tax report you will click on the down arrow next to Excise Tax and click on Shipments. 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.

Shipments: Allows you to enter your shipment information either manually through Manual Entry or upload a file in XML format through File Upload and then click on Review/Submit to submit your annual report. **The ATC Online System allows you to enter shipments throughout the year, but you will not be able to submit the annual report until on or after January 1st of the year following when the shipments were made.**

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

NOTICE: If you have NO direct shipping sales to Missouri residents you will go directly to the Review/Submit Tab and click on SUBMIT and then click on Ok to submit a zero report!

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Manual Entry: This tab allows you to manually enter all of your shipments to Missouri residents. You will enter each shipment separately by completing the information in each box. ALL information is required. Please see below for an explanation of what is required in each box.

You are required to report the amount shipped in gallons. Therefore, there is a conversion box available on this screen to convert the amount you enter to gallons. You will complete the information in the boxes and then click calculate and the system will give you the total gallons in the conversion box as well as the Volume (gallons) box.

Sold To

- **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: \ # * /.

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- **First Name:** You will enter the complete first name of the person who placed the order. This cannot be a business name, it must be an individual. Do not enter initials or abbreviated names.
- **Last Name:** You will enter the complete last name of the person who placed the order. This cannot be a business name, it must be an individual. Do not enter initials or abbreviated names.
- **Address 1:** You will enter the address of the person who placed the order.
- **Address 2:** Only use if you have an additional address for person who placed the order.
- **City:** You will enter the city of the person who placed the order.
- **State:** You will enter the State of the person who placed the order (click on the down arrow in the box to select the State)
- **Zip:** You will enter the zip code of the person who placed the order.

CLICK TO COPY INFORMATION TO THE “SHIPPED TO” FORM If the ship to is the same as the sold to, please click on this line and it will copy the information to the “Shipped To” boxes.

Shipped To

- **First Name:** You will enter the complete first name of the Missouri resident that the wine was shipped to. This must be a Missouri resident name, not a business name or UPS Store or Fedex Store. Do not enter initials or abbreviated names.
- **Last Name:** You will enter the complete last name of the Missouri resident the wine was shipped to. This must be a Missouri resident name not a business name or UPS Store or Fedex Store. Do not enter initials or abbreviated names.
- **Address 1:** You will enter the address of the Missouri resident where the shipment was shipped.
- **Address 2:** Only use if you have an additional address for the resident where the wine was shipped.
- **City:** You will enter the city where the wine was shipped.
- **State:** This field will auto fill with Missouri.
- **Zip:** You will enter the zip code for where the wine was shipped.
- **Volume (gallons):** Enter the gallons that were shipped on the invoice. If you use the conversion box above this field will automatically fill. Please note that Section 311.185, RSMo allows for no more than two cases of wine (4.76 gallons) shipped directly to an individual per month.

Shipper Information

- **ACL License Number:** Enter the Missouri license number of the Alcohol Carrier that delivered the wine (examples would be UPS or FEDEX). These license numbers are available on the Divisions’ website at <https://atc.dps.mo.gov/> by clicking on the ‘Reports’ link found in the Popular Links box on the lower left. On the ‘Reports’ page you will click on ‘Active Primary License-Data Only’ and search for the license number of the carrier.
- **Ship Date:** You will enter the date of the shipment.
- **Tracking ID:** You will enter the tracking number that was provided to you by your Alcohol Carrier.

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After all information is completed click on **Add Shipment** to add the record.

If everything is entered correctly you will receive a message at the top of the screen and below Resident Shipments stating: Records have been saved, and can be viewed on the Review Tab. You can then add your next shipment. After all shipments have been added you will go to the Review/Submit tab.

Records have been saved, and can be viewed on the Review tab.

File Upload **Manual Entry** **Review/Submit**

Volume per Bottle: 750 Unit of Measure: Milliliters Bottle Count: 12 Calculate Reset 0.00 Gallons

Sold To

Invoice Number: 204

First Name: Jane Last Name: Doe

Address Line 1: 123 One Way Street

Address Line 2:

City: Jefferson City

State: Missouri Zip: 65101

Country: United States

Click to Copy Information to the "Shipped To" form

Shipped To

First Name: Jane Last Name: Doe

Address Line 1: 123 One Way Street

Address Line 2:

City: Jefferson City

State: Missouri Zip: 65101

Volume (gallons): 2.38

Shipping Information

ACL License Number: 168217 Ship Date: 01/13/2017

Tracking ID: 12234523B234864489

Add Shipment **Clear** Reset fields when a record is added.

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If any information is missing or incorrect you will receive a notice stating what was missing or incorrect at the top of the screen and below Resident Shipments. You will need to correct the information and click on Add Shipment. Once information is correct the system will provide you with the Record Added message.

The screenshot shows a web browser window with the URL <https://apps1.state.mo.us/ATCLicense/DirectShip/ShipmentSubmission.aspx>. A red error message at the top states: "Item 1 : The Volume field is required. Volume value was invalid." The form is divided into three tabs: "File Upload", "Manual Entry", and "Review/Submit".

Manual Entry Tab:

- Volume per Bottle:** 750
- Unit of Measure:** Milliliters
- Bottle Count:** 12
- Calculate:** 0.00 Gallons
- Reset:** (button)

Sold To:

- Invoice Number:** 204
- First Name:** Jane
- Last Name:** Doe
- Address Line 1:** 123 One Way Street
- Address Line 2:** (empty)
- City:** Jefferson City
- State:** Missouri
- Zip:** 65101
- Country:** United States

Click to Copy Information to the "Shipped To" form

Shipped To:

- First Name:** Jane
- Last Name:** Doe
- Address Line 1:** 123 One Way Street
- Address Line 2:** (empty)
- City:** Jefferson City
- State:** Missouri
- Zip:** 65101
- Volume (gallons):** (empty)

Shipping Information:

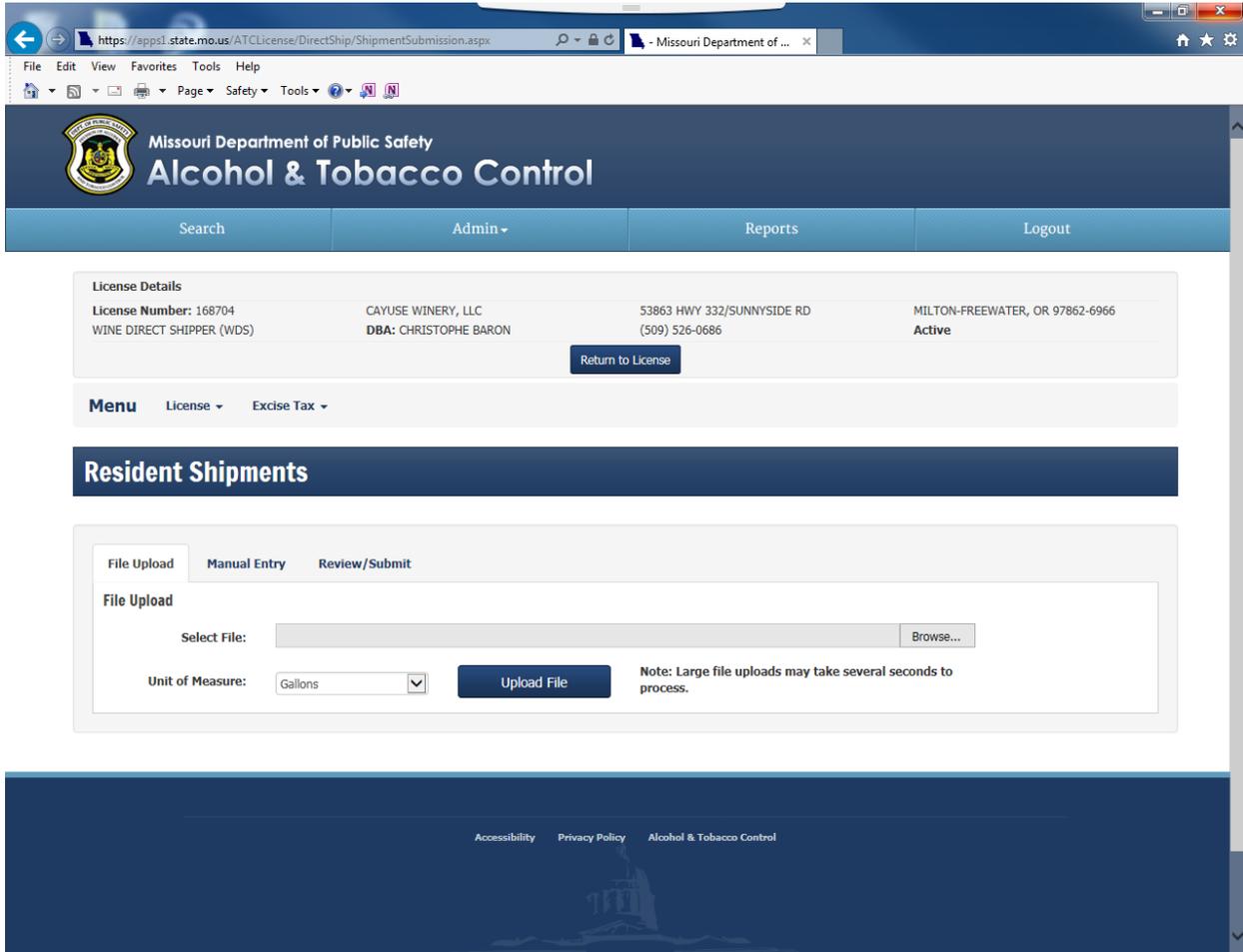
- ACL License Number:** 168217
- Ship Date:** 01/13/2017
- Tracking ID:** 122345238234864489

Buttons: Add Shipment, Clear

Reset fields when a record is added.

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File Upload: This tab allows you to upload a file in XML format that includes all of the required information regarding your sales to Missouri residents. A sample file format can be found in your Excise Tax Menu under Upload File Format. You will create **one** file containing the information in the required format for shipments to Missouri residents. Once you create your file you will save it to your computer where you can easily access it.



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

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Click on the file and it will display in the box and you will click Upload File.

The screenshot shows a web browser window with the URL <https://apps1.state.mo.us/ATCLicense/DirectShip/ShipmentSubmission.aspx>. The page header includes the Missouri Department of Public Safety logo and the text "Alcohol & Tobacco Control". Below the header is a navigation bar with "Search", "Admin", "Reports", and "Logout".

The main content area displays "License Details" for a license number 168704, issued to CAYUSE WINERY, LLC. The license is active and for WINE DIRECT SHIPPER (WDS). A "Return to License" button is present.

Below the license details is a "Menu" section with "License" and "Excise Tax" options.

The "Resident Shipments" section is highlighted in a dark blue bar. Underneath, there are three tabs: "File Upload", "Manual Entry", and "Review/Submit". The "File Upload" tab is active.

The "File Upload" section contains a "Select File:" input field with the file path "K:\WDS test_data_ACL168093_1100_ML.xml" and a "Browse..." button. Below this is a "Unit of Measure:" dropdown menu set to "Gallons" and an "Upload File" button. A note states: "Note: Large file uploads may take several seconds to process."

The footer of the page includes links for "Accessibility", "Privacy Policy", and "Alcohol & Tobacco Control".

WINE DIRECT SHIPPER ATC ONLINE SYSTEM USER MANUAL

If your upload is successful your screen will say “Records have been saved, and can be viewed on the Review tab”.

The screenshot shows a web browser window displaying the Missouri Department of Public Safety Alcohol & Tobacco Control website. The browser address bar shows the URL: <https://apps1.state.mo.us/ATCLicense/DirectShip/ShipmentSubmission.aspx>. The website header includes the Missouri Department of Public Safety logo and the text "Alcohol & Tobacco Control". Below the header is a navigation bar with "Search", "Admin", "Reports", and "Logout" options.

The main content area displays "License Details" for a license held by CAYUSE WINERY, LLC. The license number is 168704, and the status is "Active". The license holder's address is 53863 HWY 332/SUNNYSIDE RD, MILTON-FREEWATER, OR 97862-6966, with a phone number of (509) 526-0686. A "Return to License" button is visible below the details.

A "Menu" section includes "License" and "Excise Tax" options.

The "Resident Shipments" section features a green confirmation message: "Records have been saved, and can be viewed on the Review tab." with a close button (X).

Below the message is a "File Upload" form with tabs for "File Upload", "Manual Entry", and "Review/Submit". The "File Upload" tab is active. The form includes a "Select File:" field with a "Browse..." button, a "Unit of Measure:" dropdown menu set to "Gallons", and an "Upload File" button. A note states: "Note: Large file uploads may take several seconds to process."

The footer of the website contains links for "Accessibility", "Privacy Policy", and "Alcohol & Tobacco Control".

WINE DIRECT SHIPPER 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.

The screenshot shows a web browser window displaying the Missouri Department of Public Safety Alcohol & Tobacco Control online system. The browser address bar shows the URL: <https://apps1.state.mo.us/ATCLicense/DirectShip/ShipmentSubmission.aspx>. The page header includes the Missouri Department of Public Safety logo and the text "Alcohol & Tobacco Control". Below the header is a navigation bar with "Search", "Admin", "Reports", and "Logout" options.

The main content area displays "License Details" for a license with the following information:

License Number: 168704	CAYUSE WINERY, LLC	53863 HWY 332/SUNNYSIDE RD	MILTON-FREEWATER, OR 97862-6966
WINE DIRECT SHIPPER (WDS)	DBA: CHRISTOPHE BARON	(509) 526-0686	Active

A "Return to License" button is located below the license details.

Below the license details is a "Menu" section with "License" and "Excise Tax" options.

The "Resident Shipments" section is highlighted in blue. Below it, a red error message box contains the following text:

Item 1 : The Invoice field is required. The FirstNameSold field is required. The LastNameSold field is required. The AddressLn1Sold field is required. The CitySold field is required. The CountrySold field is required. Incompatible license types.

The "File Upload" section is active, showing a "File Upload" tab and a "Manual Entry" tab. The "File Upload" form includes a "Select File:" field with a "Browse..." button, a "Unit of Measure:" dropdown menu set to "Gallons", and an "Upload File" button. A note states: "Note: Large file uploads may take several seconds to process."

The footer of the page includes links for "Accessibility", "Privacy Policy", and "Alcohol & Tobacco Control".

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

WINE DIRECT SHIPPER ATC ONLINE SYSTEM USER MANUAL

Review/Submit: This screen allows you to review all shipments you have entered either manually or through the file upload. Please verify the gallons and the estimated tax amounts to make sure everything is correct. If you need to delete a shipment, you will click 'Delete' in the last column. If you need to delete all shipments you will click on the 'Delete All Shipments'.

License Details

License Number: 168704
WINE DIRECT SHIPPER (WDS)

CAYUSE WINERY, LLC
DBA: CHRISTOPHE BARON

53863 HWY 332/SUNNYSIDE RD
(509) 526-0686

MILTON-FREEWATER, OR 97862-6966
Active

[Return to License](#)

Menu License ▾ Excise Tax ▾

Resident Shipments

File Upload Manual Entry **Review/Submit**

[Submit All](#) Note: Click the **SUBMIT** button even if there are no records, in order to create a zero-submission report. Gallons: 22,934.37 Estimated Tax: \$9,632.44 [Delete All Shipments](#)

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

License Reported	Tracking ID	Invoice	Shipment Date	Gallons	Ship To	Ship Address	Delete
168217	1Z234523B234864489	204	01/13/2017	2.38	Jane Doe	123 One Way Street, Jefferson City, MO 65101	Delete
168093	790981D3B7A0D548	0D6EAE3D	05/10/2015	1.02	BRANDON CREACH	8139 CHAMNESS Boulevard, Jefferson City, MO 65101	Delete
168093	B7B9B4FDABD43C48	E64EEBDA	05/10/2015	0.05	JAMES DAVIS	4441 REEVES Street, Jefferson City, MO 65101	Delete
168093	0377ECDDA3400FCD	5AAE9F5B	05/10/2015	5.01	JOHN ERICKSON	7167 LORING Boulevard, Jefferson City, MO 65101	Delete
168093	1EDD65494E7CF917	F67541F8	05/10/2015	2.01	LOUIS HOLLOWAY	7514 TAYLOR Boulevard, Jefferson City, MO 65101	Delete
168093	8D356A4A084E541A	F9A6BF1C	05/10/2015	0.02	DOUGLAS JACOB	3306 HAYHURST Street, Jefferson City, MO 65101	Delete
168093	68DE67D7496C062A	0C80DAF0	05/10/2015	5.04	ELIJAH MAWHINNEY	7769 WILLIAMS Lane, Jefferson City, MO 65101	Delete
168093	CB55205EC36E559C	ADB9F98E	05/10/2015	3.06	JAMES MITCHELL	4911 HOWELL Avenue, Jefferson City, MO 65101	Delete
168093	3A288C88F3FFC77D	9FC2258C	05/10/2015	5.02	JUSTIN SAUNDERS	2624 MACK Road, Jefferson City, MO 65101	Delete
168093	013B11199D040A6E	B079B9D0	05/10/2015	5.02	GARRET VENEGONI	546 RUDDLE Boulevard, Jefferson City, MO 65101	Delete

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WINE DIRECT SHIPPER ATC ONLINE SYSTEM USER MANUAL

If everything is correct click the 'Submit All' button to submit your report. Please note only shipments for the previous calendar year can be submitted. If you have entered any shipments for the current calendar year they cannot be submitted until January of the next year and you will receive a notice stating this.

The screenshot shows a web browser window with the URL <https://apps1test.state.mo.us/ATCLicense/DirectShip/ShipmentsSubmission.aspx>. The page displays license details for Little Oaks Winery LLC, including license number 242044 and status 'Active'. A 'Submission Notice' dialog box is open, stating: 'Some of your shipments were for the current year, and cannot be submitted until January of next year. Click OK to continue to the ledger page, or Cancel to stay.' The background shows a 'Resident Shipments' section with a 'Submit All' button, a table of search results, and a footer with links for Accessibility, Privacy Policy, and Alcohol & Tobacco Control.

License Details
License Number: 242044
WINE DIRECT SHIPPER (WDS)

LITTLE OAKS WINERY LLC
DBA: LITTLE OAKS WINERY

6084 CORTE DEL CEDRO, STE. 105
(760) 494-0597

CARLSBAD, CA 92011-1555
Active

Menu License ▾ Excise Tax ▾

Resident Shipments

File Upload Manual Entry Re

Submit All

Estimated Tax: \$0.08
Delete All Shipments

Search Results Page Size: 10 Export

License Reported	Tracking ID	Invoice	Shipment Date	Gallons	Ship To	Ship Address	Delete
168093	12fr7534cd12537 816		01/04/2017	0.20	Bob Ross	Route M, Jefferson City , MO 65101	Delete

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Accessibility Privacy Policy Alcohol & Tobacco Control

WINE DIRECT SHIPPER ATC ONLINE SYSTEM USER MANUAL

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 31st of January for all sales during the preceding year. If the 31st falls on the weekend your report is still due on or before the 31st of January. **If your report is submitted late 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 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

Ledger

Current Balance: \$491.24

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 (308) Page Size: 10 Export

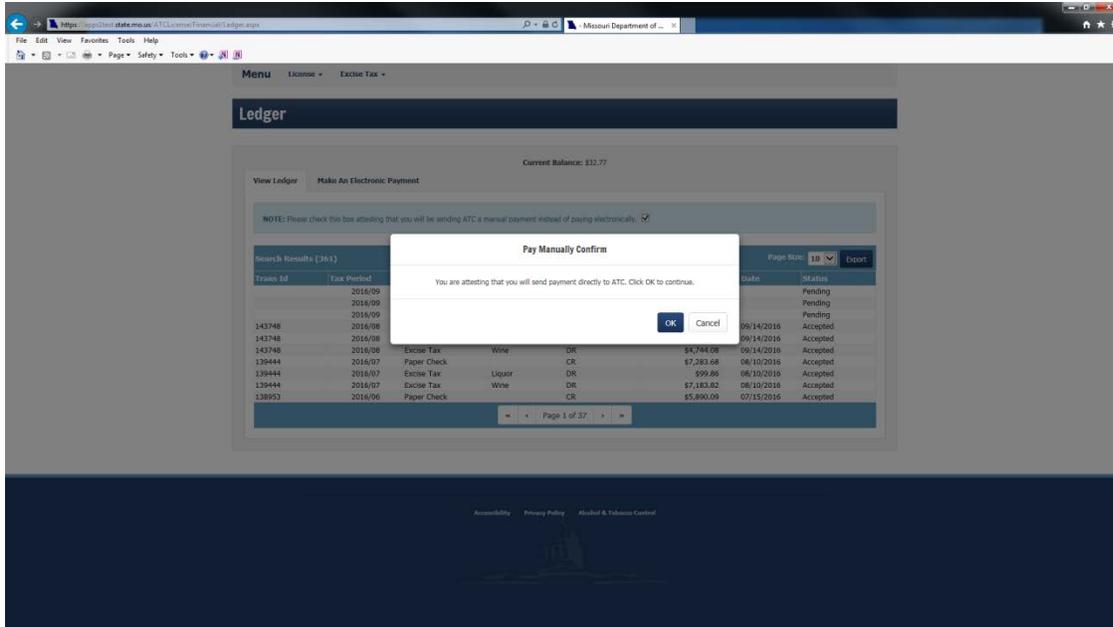
Trans Id	Tax Period	Description	Alcohol Type	Type	Amount	Post Date	Status
	2016/10	Excise Tax	Liquor	DR	\$91.24		Pending
	2016/10	On-Premise Sales	Liquor	DR	\$400.00		Pending
144585	2016/09	Electronic Check		CR	\$4,745.24	10/14/2016	Accepted
144585	2016/09	Excise Tax	Wine	DR	\$3,746.61	10/14/2016	Accepted
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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Accessibility Privacy Policy Alcohol & Tobacco Control

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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 31st of January** to avoid late fees automatically being assessed. If the 31st falls on the weekend your envelope is required to be postmarked on or before the 31st of January.



WINE DIRECT SHIPPER 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

WINE DIRECT SHIPPER 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 need to 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@COARC.COM
Home Phone Number:

Shipping 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 - JetPay

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: 411111111
Confirm Account Number: 411111111
Amount Due: \$ 2184.18
Payment: \$ 2184 . 18

Shipping 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](#)

WINE DIRECT SHIPPER ATC ONLINE SYSTEM USER MANUAL

If you choose 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

[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](#)

[Back to Payment Information](#)

[Next Step: Review Payment](#)

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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.

Shopping Cart

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

Payment Details

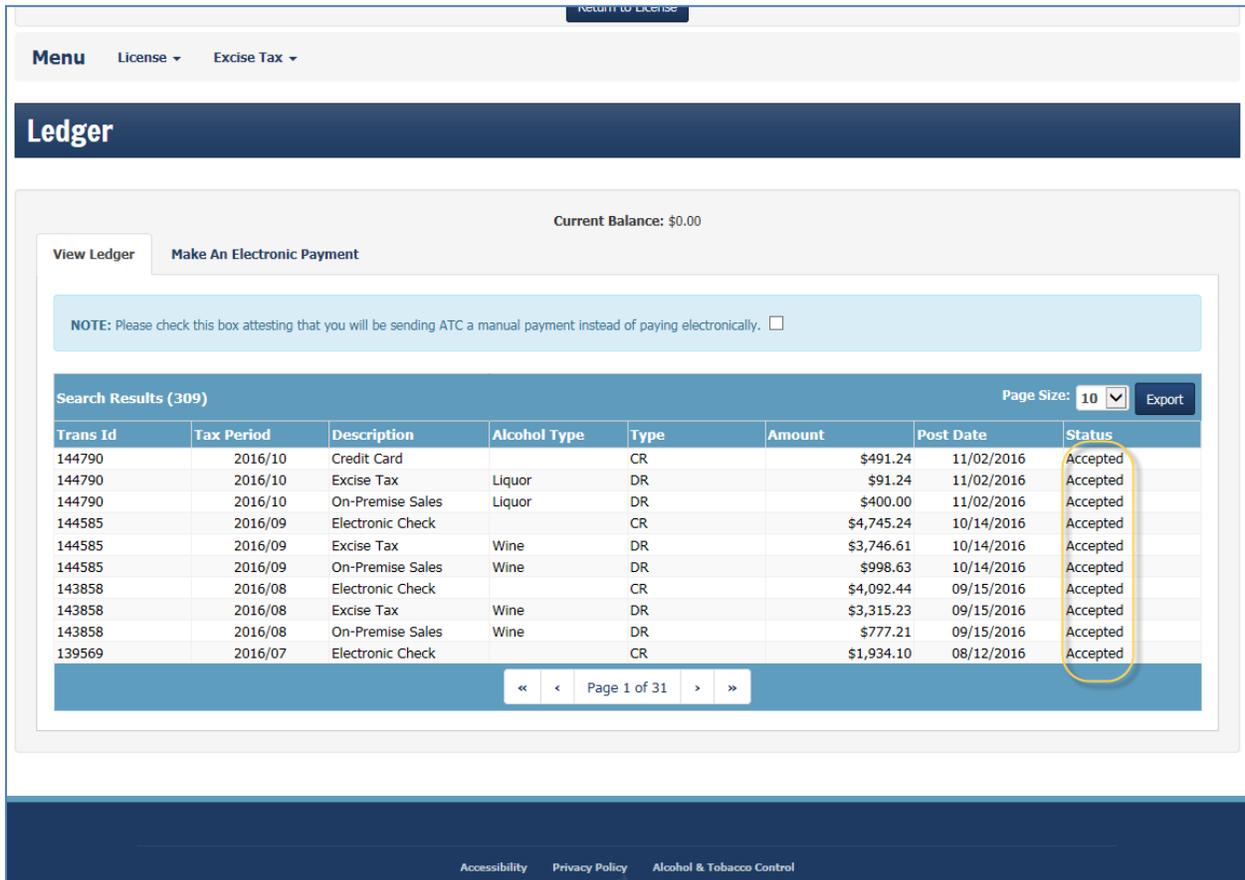
Excise Tax Collections
561 - 156013 - \$2,184.18

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



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



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Submission History: The Submission History tab will allow you to review what was submitted for a particular calendar year. The Report Year can be changed to any previous year to review what was submitted by clicking on the down arrow and selecting the year you want to review. You can then click on the different tabs to see a summary or specific shipments. Only reports from 2017 forward will be accessible in this screen.

The screenshot shows a web browser window with the URL <https://apps1test.state.mo.us/ATCLicense/DirectShip/ShipHistory.aspx>. The page header includes the Missouri Department of Public Safety logo and the text "Alcohol & Tobacco Control". Navigation links for "Search", "Admin", "Reports", and "Logout" are visible. The "License Details" section shows:

- License Number: 242044
- License Type: WINE DIRECT SHIPPER (WDS)
- Holder: LITTLE OAKS WINERY LLC
- DBA: LITTLE OAKS WINERY
- Address: 6084 CORTE DEL CEDRO, STE. 105, CARLSBAD, CA 92011-1555
- Phone: (760) 494-0597
- Status: Active

A "Return to License" button is located below the license details. A "Menu" section includes "License" and "Excise Tax" options. The "Shipment History" section features a "Report Year" dropdown set to 2015 and a "Search" button. Below this, there are tabs for "Summaries" and "Shipments". The "Summaries" tab is active, displaying:

- Gallon Total: 2,588.90
- Est. Tax Total: \$1,087.34

A "Search Results" table is shown with the following data:

Report Year	Date Submitted	Alcohol Type	Gallons	Estimated Tax	User
2015	2017-01-20	Wine	2,588.90	\$1,087.34	Mitchem, Charlene

Navigation controls for the table include "Page Size: 10" and "Export" buttons. The page footer contains links for "Accessibility", "Privacy Policy", and "Alcohol & Tobacco Control".

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Upload File Format: This screen shows the required XML format for the file for uploading shipments into our system and provides an example that you can view by clicking on WDS Example.

Upload File Format

NOTE: Upload File must be in the appropriate XML format: [WDS Example](#)

Field Name	Data Type	Required	Description
LCNR	Integer	Yes	Licensee you are doing business with; do not use yours. For example: If you are WDS, then Alcohol carrier Lic # that is shipping the alcohol. If you are ACL, then WDS Lic # that is selling alcohol.
TRKD	Text (150 max length)	Yes	Courier Tracking Number assigned to the shipment.
SHPD	Date (yyyy-MM-dd)	Yes	Shipment date associated with the Tracking Number.
FNSP	Text (75 max length)	Yes	First name of the individual on the shipping address.
LNSP	Text (75 max length)	Yes	Last name of the individual on the shipping address.
A1SP	Text (150 max length)	Yes	Shipping address line 1.
A2SP	Text (150 max length)	No	Shipping address line 2.
CYSP	Text (75 max length)	Yes	City on the shipping address.
STSP	Text (2 length)	Yes	State code on the shipping address.
ZPSP	Text (9 length)	Yes	Zip code on shipping address.
VLME	Decimal (10,2) 0.00 to 99,999,999.99	Yes	Volume shipped. This may be entered in Milliliters, Liters, or Gallons. The unit of measure is then selected when uploading the file, and must be consistent throughout the file.
INVC	Text (150 max length)	Yes, for WDS	Invoice number associated with the sale.
FNSD	Text (75 max length)	Yes, for WDS	First name of the individual on the billing address.
LNSD	Text (75 max length)	Yes, for WDS	Last name of the individual on the billing address.
A1SD	Text (150 max length)	Yes, for WDS	Billing address line 1.
A2SD	Text (150 max length)	No	Billing address line 2.
CYSD	Text (75 max length)	Yes, for WDS	City on the billing address.
STSD	Text (2 length)	Yes, for WDS	State code on the billing address.
ZPSD	Text (9 length)	Yes, for WDS	Zip code on billing address.
CNSD	Text (2 length)	Yes, for WDS	Country code on the billing address (see link for supplied code which is required). Click here to view country codes

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

The screenshot displays a web browser window with the URL <https://apps1test.state.mo.us/ATCLicense/Excise/RemoveSubmission.aspx>. The page header includes the Missouri Department of Public Safety logo and the text "Alcohol & Tobacco Control". A navigation bar contains "Search", "Admin", "Reports", and "Logout".

The main content area features a "License Details" section with the following information:

License Number: 242044 WINE DIRECT SHIPPER (WDS)	DBA: LITTLE OAKS WINERY	6084 CORTE DEL CEDRO, STE. 105 (760) 494-0597	CARLSBAD, CA 92011-1555 Active
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A "Return to License" button is located below the license details.

A "Menu" section includes "License" and "Excise Tax" dropdowns.

The "Remove Submission" section is highlighted with a dark blue header. It contains two tabs: "Remove WDS Submission" (selected) and "Reject Transaction". Below the tabs is a "Report Year:" label and an empty text input field. A note states: "Only submissions that have not had a payment entered may be removed. This action is final and cannot be undone." A "Remove" button is positioned at the bottom of the form.

The footer of the page includes links for "Accessibility", "Privacy Policy", and "Alcohol & Tobacco Control".

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Frequently Asked Questions (FAQs)

1. How can I amend my report?
If you have not submitted payment you can click on the Remove Submission in your menu and enter in the calendar year and click remove and enter your report again. 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 write amended on them and mail them to our Division.
2. How can I see what I submitted for a previous year?
To view what you submitted in a previous year, please click on the History option in your menu and enter any year from 2017 forward to review shipments. The Ledger option will show any payment received.
3. Am I required to submit a report even if I have no shipments?
A report is required for all licenses even if there are no shipments to report.
4. When is the annual excise tax report due?
Annual reports are due to be submitted on or before 11:59 p.m. CST on January 31st of each calendar year for shipments made directly to consumers the preceding year. If the 31st falls on the weekend the report is still required to be submitted on or before the 31st of the month. The ATC Online System will automatically assess penalty and interest on any report submitted after midnight CST on February 1st of each calendar year for shipments made the preceding year.
If your license goes into an out of business status then the annual excise tax reports are due at the time your license status changes from active to out of business.
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. Are tracking numbers required?
Yes, tracking numbers are required on all shipments.
8. My tax amount due is under \$1.00. Do I still need to send payment?
Yes, Missouri requires payment of the excise tax amount due.
9. Where do I send my payment?
Missouri Division of Alcohol & Tobacco Control
1738 East Elm Street, Lower Level, PO Box 837
Jefferson City, MO 65101

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10. 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.