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)

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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. <u>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.</u>

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.
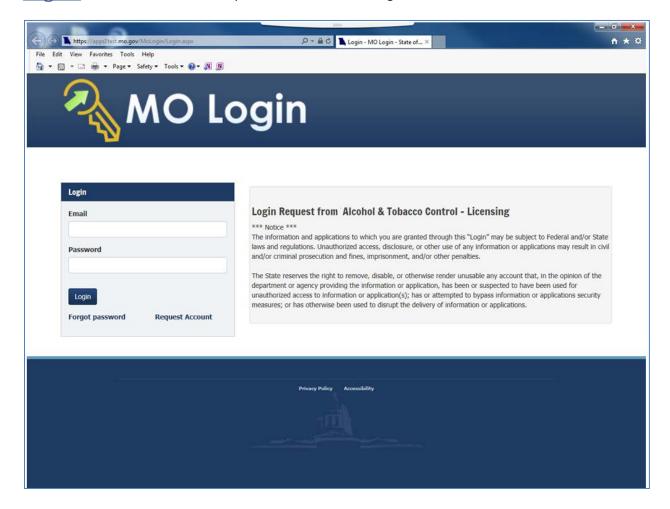
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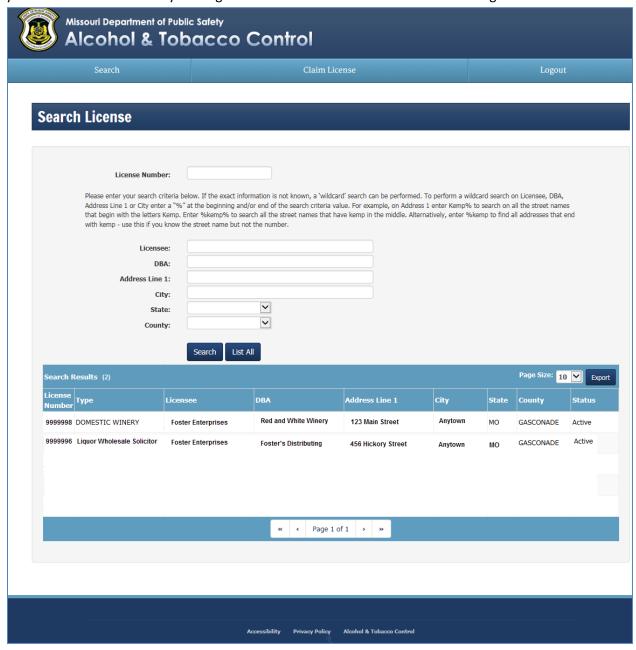# WINE DIRECT SHIPPER ATC ONLINE SYSTEM USER MANUAL

Starting ATC Online Reporting/Payment

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

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

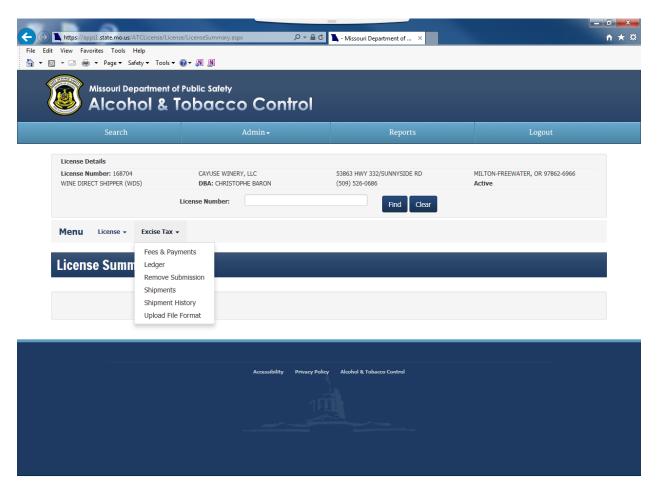# WINE DIRECT SHIPPER ATC ONLINE SYSTEM USER MANUAL

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

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

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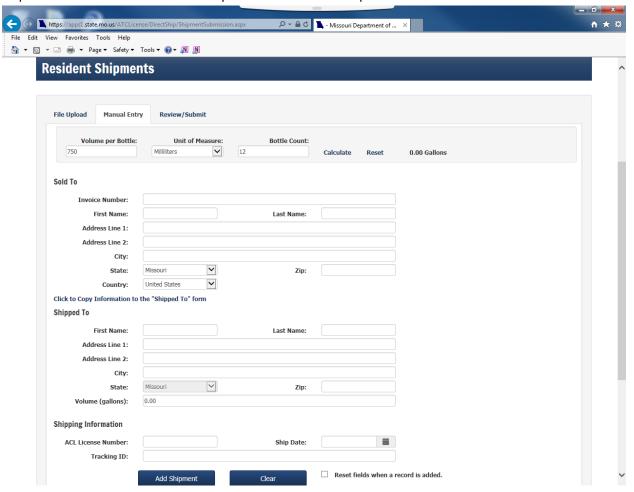You will see a **Menu Bar** located below the license detail.

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!

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.
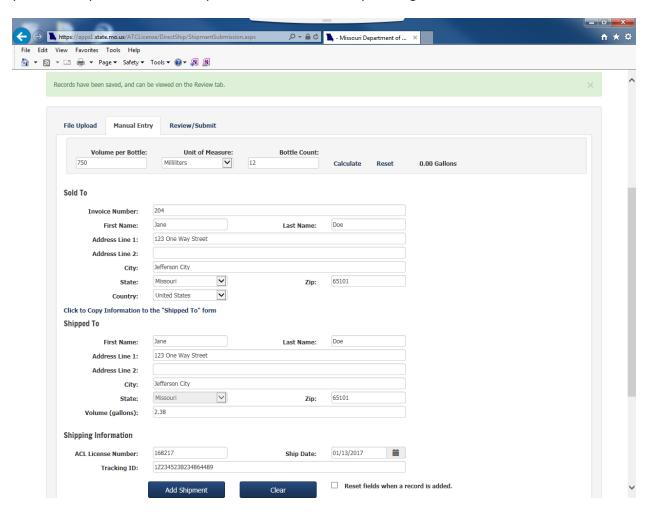
Shipped To

- **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.

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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.

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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.

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

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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.

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: 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'.

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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.

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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.**

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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.

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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.

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.**

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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.

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

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

JetPay

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

🛒 Cart Information	💳 Payment Information

🛒 Payment Information

Please select your Payment Method

⦿ Credit Card VISA MasterCard DISCOVER AMERICAN EXPRESS

Card Number	4111111111	VISA
Name on Card	JANE DOE	
Expiration Month	01	⌄
Expiration Year	2019	⌄
Security Code	123	❓
Card Zip Code	65102	✕
Amount Due	$ 598.45	
Payment	$ 598	. 45

🛒 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)

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

Billing Contact Information

COMPANY ABC, INC.
123 MAIN STREET
JEFFERSON CITY, MO 65101

JDOE@COABC.COM

☐ I agree to the Payment Terms of Service and authorize this payment.

◀◀ Back to Payment Method   ✔ Make Payment

🛒 Shopping Cart   ⊗

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

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

✖ Cancel Transaction

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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.

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.

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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**

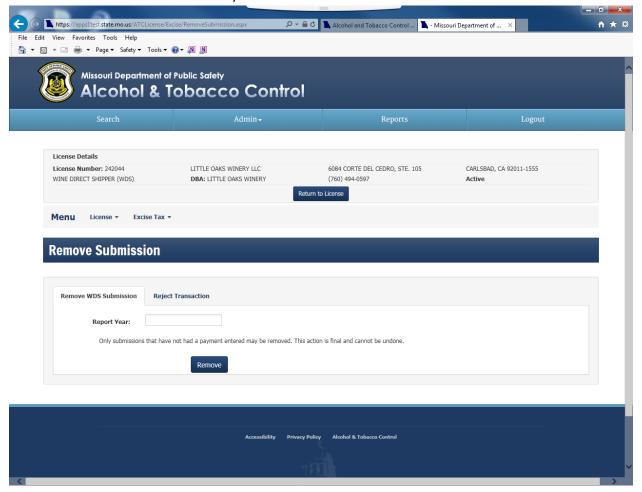| Field Name	Data Type	Required	Description
LCNR	Integer	Yes	Licensee you are doing business with; do not use yours. For example: If you are WDS, then Alcohol carrier Lic # that is shipping the alcohol. If you are ACL, then WDS Lic # that is selling alcohol.
TRKD	Text (150 max length)	Yes	Courier Tracking 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.

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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

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.