

MANUFACTURER 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 September 2018)

MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

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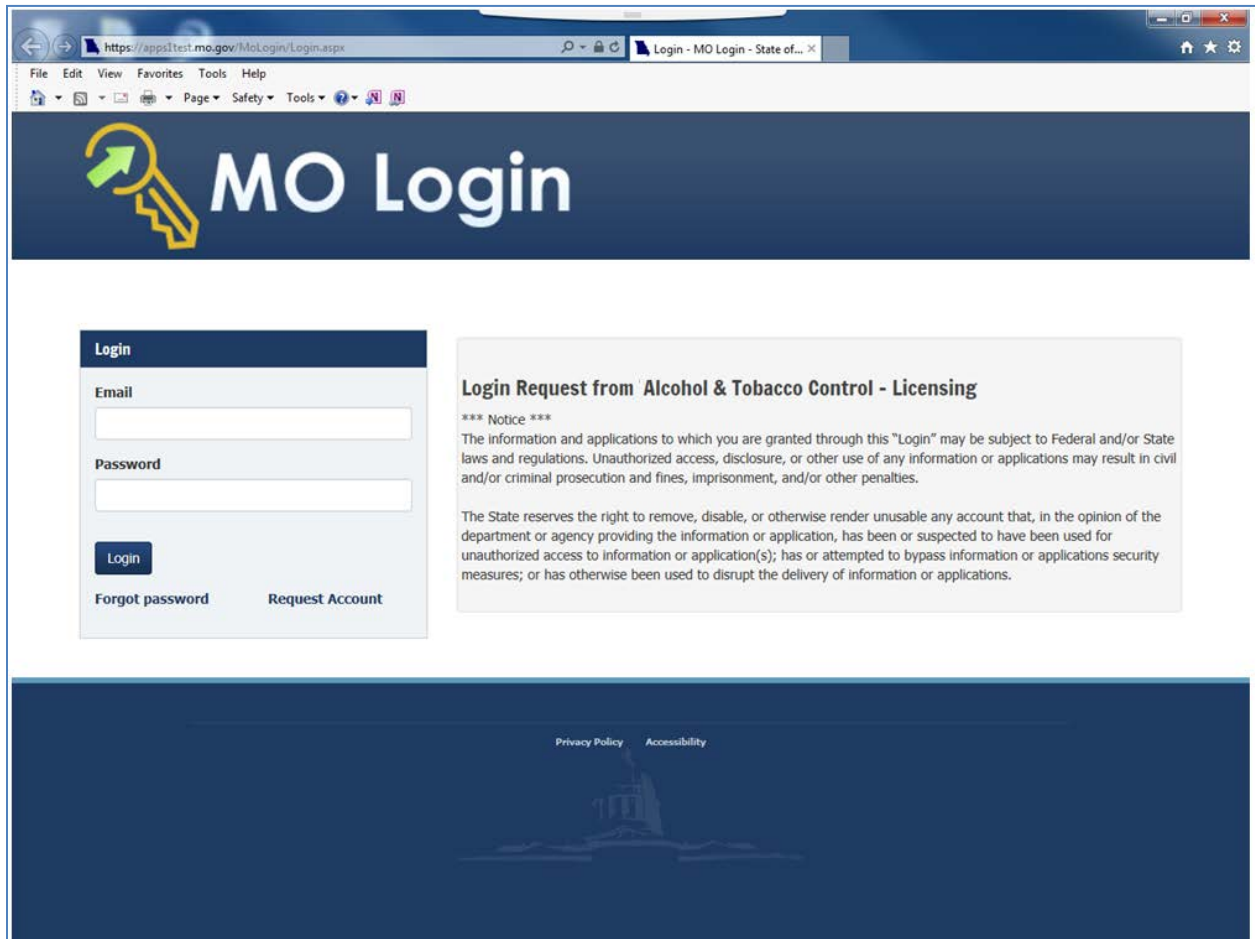
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MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

Starting ATC Online Reporting/Payment

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

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



MANUFACTURER 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, select the license by clicking on the license number in the Search Results grid.

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

Missouri Department of Public Safety
Alcohol & Tobacco Control

Search Claim License Logout

Search License

License Number:

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

Licensee:

DBA:

Address Line 1:

City:

State:

County:

Search Results (2) Page Size: 10

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

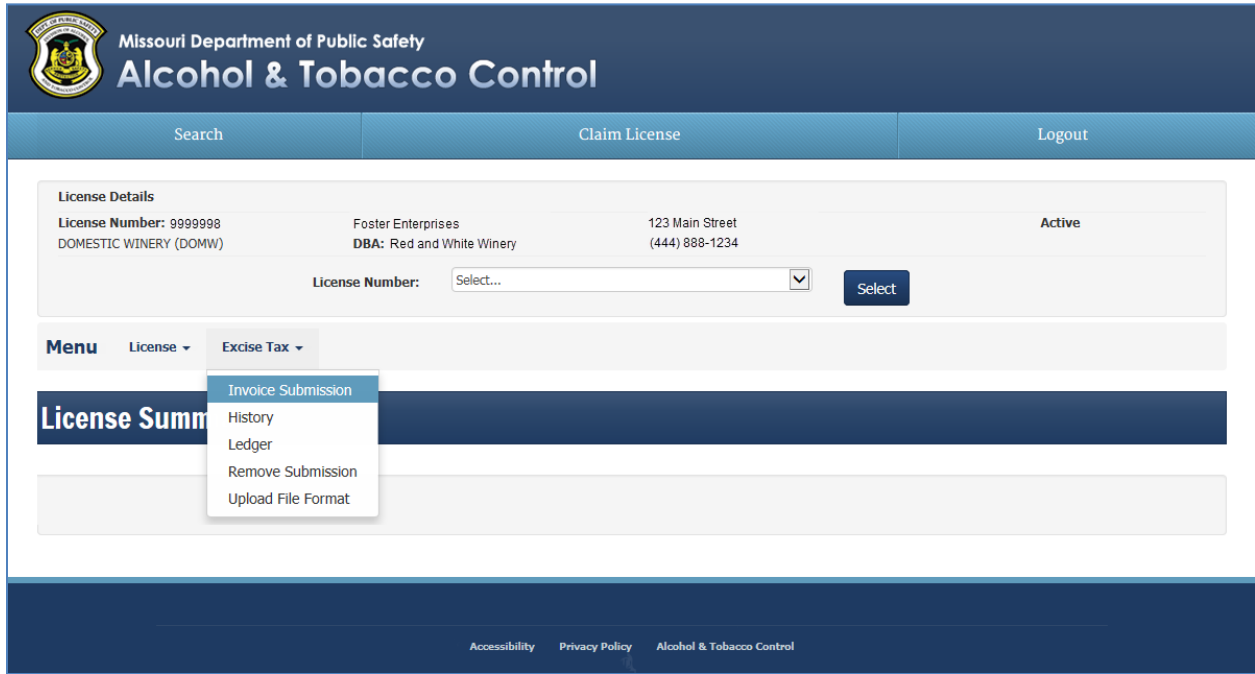
« < Page 1 of 1 > »

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

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

MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

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



Invoice Submission Allows you to enter your invoice information **either** manually through Invoice Entry-Manual **or** upload a text file through Invoice Entry-Upload, enter Festival Sales if applicable and inventory balances.

Zero Report: Select tax month and tax year and click Go. If you have NO sales & NO inventory you will go to the Inventory tab and enter zero inventory balances for each alcohol type. Then click on the Submit tab. On the Submit screen everything pending will show as zero. Please click on SUBMIT and then click on Ok to submit a zero report!

****If you have no sales to wholesalers (sales off of your licensed premise) or Festival Sales you will go directly to the Inventory Tab****

MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

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

License #123456: FOSTER CORPORATION [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

Invoice Festival Inventory **Submit**

Select Tax Period

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

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

Tax Month: August ▾ Tax Year: 2018 ▾

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

MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

Invoice Entry-Manual Click on the +/- button next to Invoice Entry-Manual to Expand/Collapse the section to manually enter your invoice information. This tab allows you to manually enter all of your invoices to Missouri wholesalers including your own wholesale license if applicable. You will enter each invoice separately. If you have multiple alcohol types on an invoice you will do a separate entry for each alcohol type.

License #123456: FOSTER CORPORATION Return to License

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

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

Menu License Excise Tax Brand Label

Excise Submission - August 2018

Invoice Festival Inventory Submit

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

+ Invoice Entry - Manual

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

+ Invoice Entry - Upload

No records found.

License #123456: FOSTER CORPORATION Return to License

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

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

Menu License Excise Tax Brand Label

Excise Submission - August 2018

Invoice Festival Inventory Submit

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

- Invoice Entry - Manual

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

License Number	Legal Name	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Invoice Number	Ship Date	Alcohol Type
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Order Number	Alcohol Percent	<input checked="" type="radio"/> By Volume (ABV)	<input type="radio"/> By Weight (ABW)
<input type="text"/>	<input type="text"/>		

MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

License Number: 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.

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

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

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

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

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

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

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

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

MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

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

License #123456: FOSTER CORPORATION Return to License

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

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

Menu License ▾ Excise Tax ▾ Brand Label ▾

Excise Submission - August 2018

Invoice Festival Inventory Submit

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

Invoice Entry - Manual

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

License Number 9876543	Legal Name MARXKORS DISTRIBUTING INC.	Zip Code 63143-2623	
Invoice Number 1234	Ship Date 08/01/2018	Alcohol Type Wine	Gallons 25.00

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

Order Number	Alcohol Percent	<input checked="" type="radio"/> By Volume (ABV)	<input type="radio"/> By Weight (ABW)
--------------	-----------------	--	---------------------------------------

Save

MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

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

Excise Submission - August 2018

Invoice Festival Inventory Submit

Save successful.

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

Invoice Entry - Manual

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

License Number 9876543	Legal Name MARXKORS DISTRIBUTING INC.	Zip Code 63143-2623	
Invoice Number	Ship Date [Calendar Icon]	Alcohol Type [Dropdown]	Gallons

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

Order Number	Alcohol Percent	<input checked="" type="radio"/> By Volume (ABV)	<input type="radio"/> By Weight (ABW)
--------------	-----------------	--	---------------------------------------

Save

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

Invoice Entry - Upload

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

Browse...

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

By Volume (ABV) By Weight (ABW)

Upload

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

Search Results: 1							Page Size: 10
	Invoice Number	Ship Date	Alcohol Type	License	ABW	Gallons	Zip
Delete	1234	8/1/2018	Wine	9876543		25.00	631432623
« < Page 1 of 1 > »							

MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

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

License #123456: FOSTER CORPORATION [Return to License](#)

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

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

Menu License ▾ Excise Tax ▾ Brand Label ▾

Excise Submission - August 2018

Invoice Festival Inventory Submit

Please correct the items below:

- License number is invalid.

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

Invoice Entry - Manual

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

* License Number 123456	Legal Name FOSTER CORPORATION	Zip Code 63143-2623
Invoice Number 1234	Ship Date 08/01/2018	Alcohol Type Wine ▾
		Gallons 25.00

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

Order Number	Alcohol Percent	<input checked="" type="radio"/> By Volume (ABV)	<input type="radio"/> By Weight (ABW)
--------------	-----------------	--	---------------------------------------

MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

Invoice Entry – Upload: Click +/- button next to Invoice Entry – Upload to Expand/Collapse the section to upload a text file. This tab allows you to upload a text file that includes all of the required information regarding your sales to wholesalers including your own wholesale license if applicable. A sample text file along with the file format can be found in your menu under Upload File Format. You will create one text file containing the information in the required format for invoices to wholesalers. Once you create your text file you will save it to your computer where you can easily access it.

License #123456: FOSTER CORPORATION Return to License

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

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

Menu License ▾ Excise Tax ▾ Brand Label ▾

Excise Submission - August 2018

Invoice Festival Inventory Submit

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

+ Invoice Entry - Manual

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

+ Invoice Entry - Upload

No records found.

License #123456: FOSTER CORPORATION Return to License

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

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

Menu License ▾ Excise Tax ▾ Brand Label ▾

Excise Submission - August 2018

Invoice Festival Inventory Submit

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

+ Invoice Entry - Manual

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

- Invoice Entry - Upload

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

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

By Volume (ABV) By Weight (ABW)

No records found.

MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

To upload a text file you will click browse and search for the text file you want to upload. Click on the file and your text file will display in the box and you will click upload.

License #123456: FOSTER CORPORATION Return to License

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

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

Menu License ▾ Excise Tax ▾ Brand Label ▾

Excise Submission - August 2018

Invoice Festival Inventory Submit

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

+ Invoice Entry - Manual

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

- Invoice Entry - Upload

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

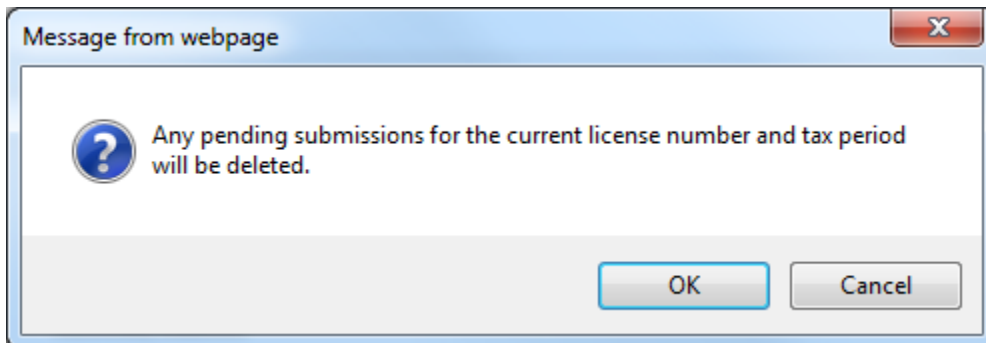
K:\0 DPS Applications ar Browse...

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

By Volume (ABV) By Weight (ABW)

Upload

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



MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

If your upload is successful your screen you say “Upload file was successfully validated “and your invoices will show up at the bottom of the screen.

License #123456: FOSTER CORPORATION Return to License

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

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

Menu License Excise Tax Brand Label

Excise Submission - August 2018

Invoice Festival Inventory Submit

Uploaded file was successfully validated.

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

+ Invoice Entry - Manual

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

- Invoice Entry - Upload

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

Browse...

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

By Volume (ABV) By Weight (ABW)

Upload

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

Search Results: 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

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MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

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

License #123456: FOSTER CORPORATION Return to License

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

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

Menu License ▾ Excise Tax ▾ Brand Label ▾

Excise Submission - August 2018

Invoice Festival Inventory Submit

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

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

+ Invoice Entry - Manual

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

- Invoice Entry - Upload

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

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

By Volume (ABV) By Weight (ABW)

MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

Festival: A festival, bazaar or similar event hosted by a Missouri manufacturer who also holds a retail by drink (RBD) license that allows an out of state manufacturer to receive a temporary license (MRBD) to participate. The Missouri manufacturer is required to report and pay excise taxes on intoxicating liquor brought into the state by a Temporary Manufacturer Event Permit holder the month the event took place. The total from your entry will carry forward to your Inventory Tab so you can subtract this amount out of your inventory.

The screenshot displays the user interface for the Missouri ATC online system. At the top, it shows license information for Foster Corporation, including the license number #123456, status (Active), license type (LIQUOR SOLICITOR), and address (123 MAIN STREET, JEFFERSON CITY, MO 65101). A 'Return to License' button is visible. Below this is a navigation menu with options for 'Menu', 'License', 'Excise Tax', and 'Brand Label'. A dark blue banner indicates the current section is 'Excise Submission - August 2018'. Underneath, a navigation bar contains 'Invoice', 'Festival', 'Inventory', and 'Submit', with 'Festival' highlighted by a red circle. The main form area is titled 'Festival Entry' and includes a note: 'NOTE: Please enter the sales related to Manufacturer Retail By the Drink (MRBD) license.' The form contains four input fields: 'License Number', 'Festival Begin Date' (with a calendar icon), 'Alcohol Type' (a dropdown menu), and 'Gallons'. A green 'Save' button is located at the bottom left of the form.

License Number: Enter the MRBD license number issued to the out of state manufacturer for the event.

Festival Begin Date: The begin date on the MRBD license.

Alcohol Type: Select type of alcohol brought in.

Gallons: Enter the number of gallons brought in by the MRBD licensee. Report all gallons to the nearest tenth after the decimal place.

MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

After all information is completed click the Save button at the bottom of the screen.

License #123456: FOSTER CORPORATION Return to License

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

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

Menu License Excise Tax Brand Label

Excise Submission - August 2018

Invoice Festival Inventory Submit

Festival Entry

NOTE: Please enter the sales related to Manufacturer Retail By the Drink (MRBD) license.

License Number: 222333
MARXKORS BREWING

Festival Begin Date: 08/08/2018

Alcohol Type: Malt

Gallons: 50.00

Save

If all information is entered correctly you will receive a Save Successful message.

License #123456: FOSTER CORPORATION Return to License

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

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

Menu License Excise Tax Brand Label

Excise Submission - August 2018

Invoice Festival Inventory Submit

Save successful.

Festival Entry

NOTE: Please enter the sales related to Manufacturer Retail By the Drink (MRBD) license.

License Number:

Festival Begin Date:

Alcohol Type:

Gallons:

Save

Use the **Delete** button next to a Festival Sale if it was entered in error, and re-enter if necessary.

Search Results: 1						Page Size: 10
	Festival Begin Date	MRBD License Number	Legal Name	Alcohol Type	Gallons	
Delete	8/8/2018 12:00:00 AM	222333	MARXKORS BREWING	Malt	50.00	

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MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

If you receive an error message you will need to make corrections and add the record again.

License #123456: FOSTER CORPORATION [Return to License](#)

Status: Active License Type: LIQUOR SOLICITOR DBA: FOSTER BEVERAGE COUNTRYWIDE
Phone: (573) 751-7670 Address: 123 MAIN STREET, JEFFERSON CITY, MO 65101

Menu License ▾ Excise Tax ▾ Brand Label ▾

Excise Submission - August 2018

Invoice Festival Inventory Submit

Please correct the following errors:

- Reported License Number is not valid MRBD License.

Festival Entry

NOTE: Please enter the sales related to Manufacturer Retail By the Drink (MRBD) license.

* License Number	Festival Begin Date	Alcohol Type	Gallons
13803 Invalid MRBD License	08/21/2018	Liquor	50.00

Save

No records found.

MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

Inventory: All manufacturer license types located in the State of Missouri are required to report inventory balances of both bulk and bottled product under this tab for all alcohol types (liquor, wine and malt) even if you do not produce that type. You will click the down arrow in the box and select an alcohol type. If you do not have any gallons to report for that alcohol type, just click the Save button at the bottom of the screen. A box will show up on the bottom of your screen showing all zeros for the alcohol type you entered. You will need to have a record for all three alcohol types at the bottom of the inventory page before you can submit your report.

License #123456: FOSTER CORPORATION
Return to License

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

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

Menu License ▾ Excise Tax ▾ Brand Label ▾

Excise Submission - August 2018

Invoice
Festival
Inventory
Submit

Save successful.
✕

Inventory Entry

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

Alcohol Type
▾

Bulk (gallons)

Start of Month

Produced/Received

Remove for Bottling

Remove for Loss

End of Month

Bottled (gallons)

Start of Month

Received

Bottled During Month

On Premise Sales

Out of State Sales

Festival Sales

Direct Ship Sales

Transaction Gallons

End of Month

Save

Search Results: 3 Page Size: 10 ▾

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

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MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

To report inventory balances you will enter the following information.

Bulk (gallons): Report in gallons the product in tanks or barrels

- **Start of Month:** Enter the amount of bulk on hand beginning of the month. **This will match the amount you ended the last month with or you will receive an error message.**
- **Produced/Received:** Enter the amount of bulk produced as well as any bulk received during the month. Any increase to bulk product gets reported in this box. For example, if you add juice you will increase your bulk amount here. If you are a domestic winery you can only receive bulk product from other domestic wineries.
- **Remove for Bottling:** Report any removal of bulk product for bottling only in this box.
- **Remove for Loss:** Report any loss of bulk product other than what was bottled in this box.
- **End of Month:** Report end of the month total of bulk product. You will want to keep a record of what you are reporting as you will need this information for next months' reporting.

Bottled (gallons) Report in gallons the amount of untaxed product you have bottled for each alcohol type you are allowed to carry based on your license type.

- **Start of Month:** Report in gallons the amount of untaxed product in bottles you have the first day of the month. **This will match your end of the month total from the prior month.**
- **Received:** Report in gallons untaxed bottled product received that you are registered as primary source for with the Division of Alcohol and Tobacco Control, or if you have sent bulk wine out and had it bottled and received it back. If you host a Festival you will report the gallons brought in from your MRBD licensees in this box.
- **Bottled During the Month:** Report in gallons the amount bottled during the month. The State considers kegs/serving tanks as bottled products.
- **On Premise Sales:** Report total gallons of bottled product sold **on your licensed premise.** This includes product used for tastings that you charge for and/or if they are taken off premise and any donations.
- **Out of State Sales:** Report total gallons of bottled product sold out of state. You are required to keep copies of invoices for all out of state shipments, the Division may request these invoices at any time.
- **Festival Sales:** This total will populate automatically based on the gallons entered under the Festival tab.
- **Direct Ship Sales:** This is used for **WINE** product only that is shipped directly to consumers in Missouri thru your Wine Direct Shipper license. This will take product out of your inventory without taxing it therefore you will pay the taxes on these gallons under your Wine Direct Shipper license in January each year.
- **Transaction Gallons:** This total will automatically populate based on the invoices entered under the Invoice tab that was sold off your licensed premise.
- **End of Month:** Report the total gallons of untaxed bottled product you had on premise the last day of the month. This will be your beginning of the month total on your next month's report.

MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

Once all information is entered and verified for an alcohol type click the Save button to save the record for that alcohol type. If the numbers you entered balance, you will receive a Save Successful message. You will enter the inventory balance for liquor, wine & malt. After all alcohol types are entered they will show up at the bottom of the screen. Then you will go to the Submit tab to submit the report.

[-] License #123456: FOSTER CORPORATION
Return to License
 Status: Active License Type: LIQUOR SOLICITOR DBA: FOSTER BEVERAGE COUNTRYWIDE
 Phone: (573) 751-7670 Address: 123 MAIN STREET, JEFFERSON CITY, MO 65101

Menu License ▾ Excise Tax ▾ Brand Label ▾

Excise Submission - August 2018

Invoice Festival **Inventory** Submit

Save successful. ✕

Inventory Entry

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

Alcohol Type

Bulk (gallons)

Start of Month

Produced/Received

Remove for Bottling

Remove for Loss

End of Month

Bottled (gallons)

Start of Month

Received

Bottled During Month

On Premise Sales

Out of State Sales

Festival Sales

Direct Ship Sales

Transaction Gallons

End of Month

Save

Search Results: 3

Page Size: 10 ▾

	Alcohol Type	Bulk Start Gallons	Bulk End Gallons	Bottle Start Gallons	Bottle End Gallons	On Premise Sales	Out Of State Sales	Direct Ship Sales	Festival Sales Gallons	Update Required
Delete	Liquor	75.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	False
Delete	Malt	65.00	65.00	0.00	0.00	0.00	0.00	0.00	100.00	False
Delete	Wine	0.00	0.00	0.00	100.00	50.00	0.00	0.00	0.00	False

« < Page 1 of 1 > »

MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

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

License #123456: FOSTER CORPORATION [Return to License](#)
 Status: Active License Type: LIQUOR SOLICITOR DBA: FOSTER BEVERAGE COUNTRYWIDE
 Phone: (573) 751-7670 Address: 123 MAIN STREET, JEFFERSON CITY, MO 65101

Excise Submission - August 2018

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

Bulk ending gallons for prior month did not match bulk starting gallons for the current submission. ✕

Inventory Entry

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

Alcohol Type

Bulk (gallons)

Start of Month

Produced/Received

Remove for Bottling

Remove for Loss

End of Month

Bottled (gallons)

Start of Month

Received

Bottled During Month

On Premise Sales

Out of State Sales

Festival Sales

Direct Ship Sales

Transaction Gallons

End of Month

[Save](#)

Search Results: 2 Page Size: 10

	Alcohol Type	Bulk Start Gallons	Bulk End Gallons	Bottle Start Gallons	Bottle End Gallons	On Premise Sales	Out Of State Sales	Direct Ship Sales	Festival Sales Gallons	Update Required
Delete	Wine	0.00	100.00	0.00	325.00	25.00	0.00	0.00	0.00	False
Delete	Malt	55.00	355.00	0.00	0.00	0.00	0.00	0.00	100.00	False

« < Page 1 of 1 > »

MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

Submit: If no sales were reported you will see zero balances due. Review the information and if everything is correct click Submit.

License #123456: FOSTER CORPORATION

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

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

[Return to License](#)

Menu License - Excise Tax - Brand Label -

Excise Submission - August 2018

Invoice Festival Inventory **Submit**

Submit

Pending Submission

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

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

[Submit](#)

[Delete All](#)

No records found.

If sales were reported the screen will show pending excise tax due. Review the information and if everything is correct click Submit.

License #123456: FOSTER CORPORATION

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

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

[Return to License](#)

Menu License - Excise Tax - Brand Label -

Excise Submission - August 2018

Invoice Festival Inventory **Submit**

Submit

Pending Submission

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

Gallons of Liquor: 200.00
 Gallons of Malt: 300.00
 Gallons of Wine: 100.00
 Estimated tax from invoices: \$460.00
 Estimated tax from inventory (On Premise Sales): \$0.00
 Estimated tax from inventory (Festival Sales): \$0.00
 Total estimated tax: \$460.00

[Submit](#)

[Delete All](#)

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

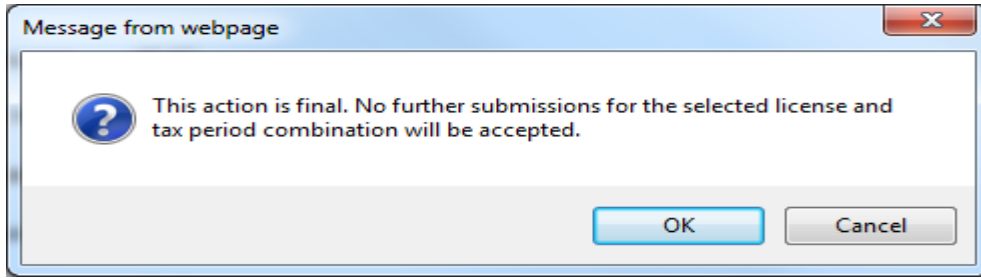
Search Results: 3 Page Size: 10

	Invoice Number	Ship Date	Alcohol Type	License	ARW	Gallons	Zip
Delete	1234	8/1/2018	Wine	9898		100.00	631432623
Delete	789	8/18/2018	Liquor	70707		200.00	631432623
Delete	909	8/27/2018	Malt	10109		300.00	631432623

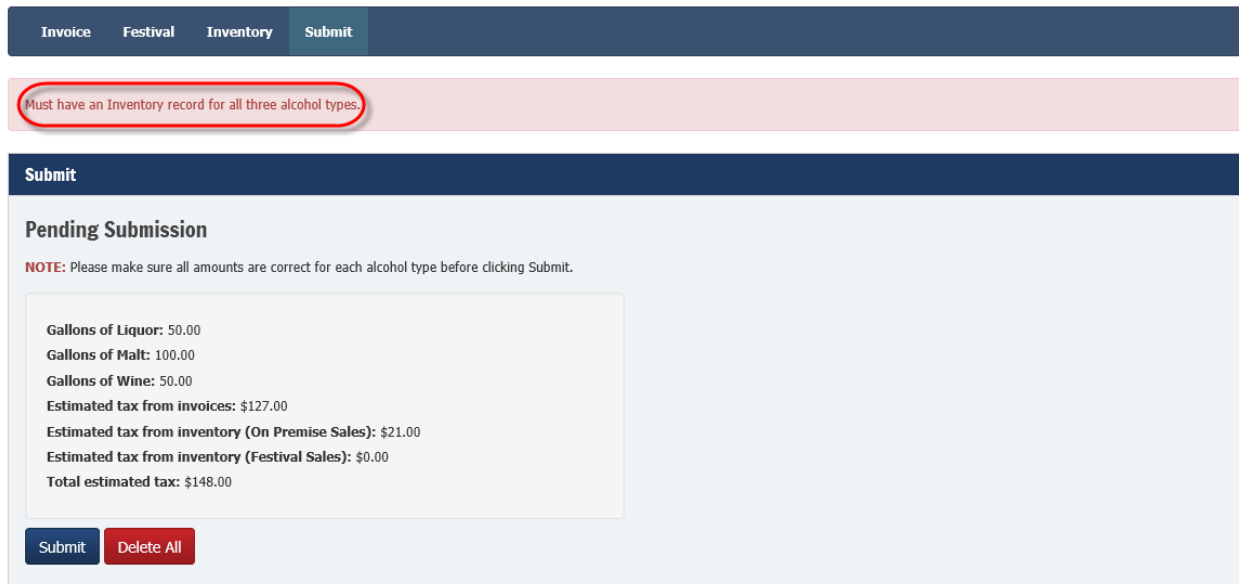
« < Page 1 of 1 > »

MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

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



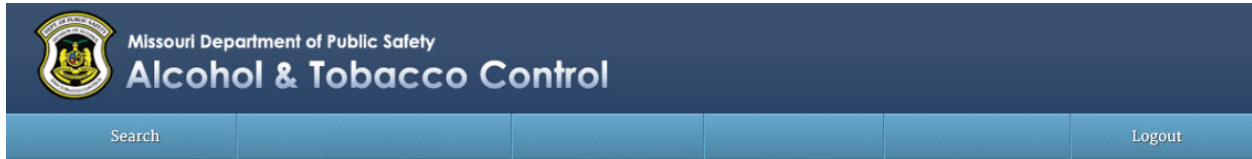
If you receive the message: “Must have an inventory record for all three alcohol types.” This means that you have not entered an inventory balance for one of the alcohol types. You will need to click Inventory on the top of the page and enter balances for the alcohol type that you are missing. The bottom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



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

MANUFACTURER 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 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.**



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: \$2,184.18

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

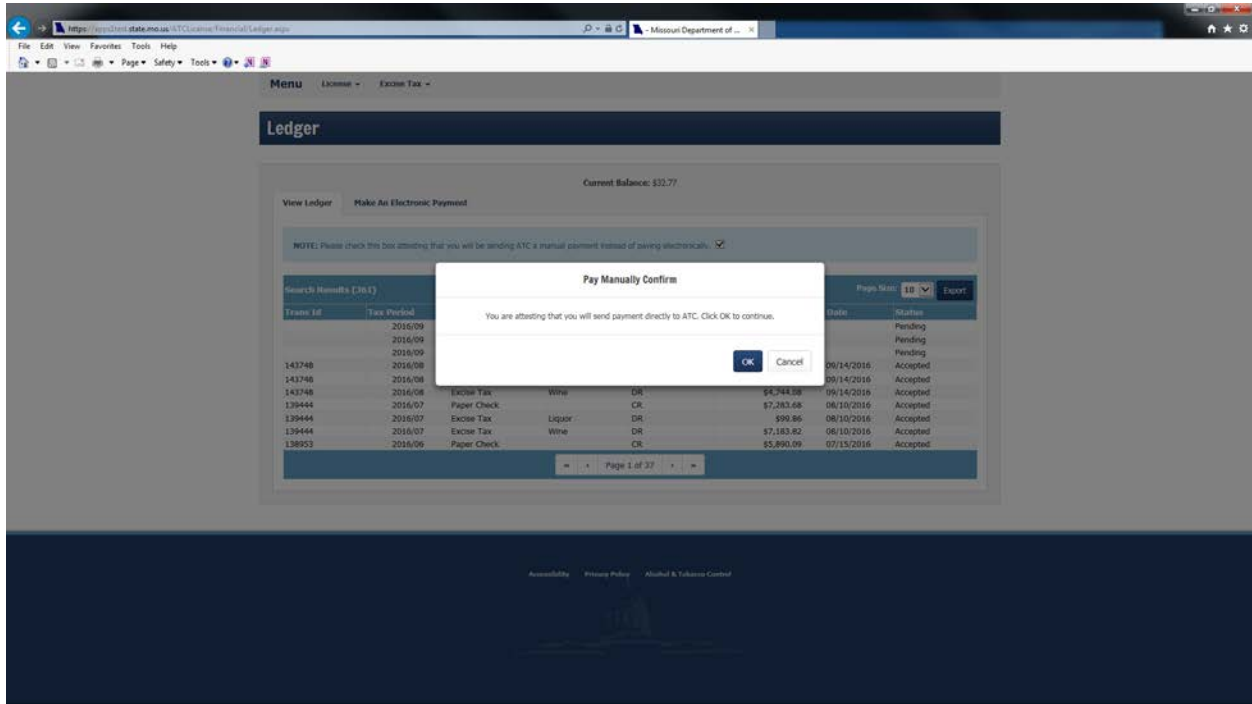
NOTE: Please check this box attesting that you will be sending ATC a manual payment instead of paying electronically.

Search Results (15)							Page Size: 10 ▾	Export
Trans Id	Tax Period	Description	Alcohol Type	Type	Amount	Post Date	Status	
	2018/01	Excise Tax	Liquor	DR	\$600.00		Pending	
	2018/01	Additional Taxes	Liquor	DR	\$320.89		Pending	
	2018/01	Additional Taxes	Malt	DR	\$1,012.55		Pending	
	2018/01	Additional Taxes	Wine	DR	\$250.74		Pending	
92088	2017/09	Interest	Interest Per Month	DR	\$16.92	01/18/2018	Accepted	
92088	2017/09	Penalty	Penalty Per Day	DR	\$167.64	01/18/2018	Accepted	
92087	2017/09	Excise Tax	Liquor	DR	\$1,512.00	01/18/2018	Cancelled	
92087	2017/09	Excise Tax	Malt	DR	\$12.00	01/18/2018	Cancelled	
92087	2017/09	Interest	Interest Per Month	DR	\$16.92	01/18/2018	Cancelled	
92087	2017/09	Penalty	Penalty Per Day	DR	\$167.64	01/18/2018	Cancelled	

<< < Page 1 of 2 > >>

MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

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



MANUFACTURER 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 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

MANUFACTURER 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 Next Step.

JetPay

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

Billing Contact Information

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

Shopping Cart

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

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

Next Step: Add Payment Method

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

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

Payment Information

Please select your Payment Method

eCheck

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

Shopping Cart

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

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

Next Step: Review Payment

MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

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

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

[Cart Information](#) [Payment Information](#)

[Payment Information](#)

Please select your Payment Method

Credit Card

Card Number

Name on Card

Expiration Month

Expiration Year

Security Code

Card Zip Code

Amount Due

Payment

[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 ▶](#)


MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

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

Cart Information Payment Information

Review Payment

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

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

Billing Contact Information

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

JDOE@COABC.COM

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

Shopping Cart

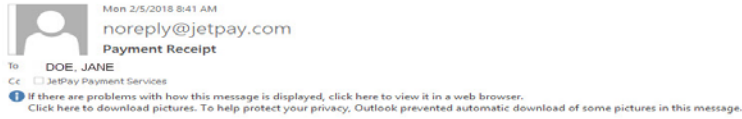
Excise Tax Collections	\$2,184.18
Subtotal	\$2,184.18
Projected eCheck Fee	\$0.50

Payment Details

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

MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

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



Missouri: Alcohol and Tobacco
Payment Receipt

Thank You for Your Payment

Please save this confirmation number for your personal records.

Customer Name
COMPANY ABC, INC.

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

Payment Confirmation Number
20000105

Payment Method	Amount
Checking****1111	\$2,184.68
Payment	Item
Excise Tax Collections	\$2,184.19
Transaction Fee:	\$0.50
Total Amount Due:	\$2,184.68

Payment Details

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

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

[Return to License](#)

Menu License ▾ Excise Tax ▾

Ledger

Current Balance: \$0.00

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

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

Search Results (309)
Page Size: 10 ▾
Export

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

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Accessibility Privacy Policy Alcohol & Tobacco Control

MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

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

Missouri Department of Public Safety
Alcohol & Tobacco Control

Search Claim License Logout

License Details

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

[Return to License](#)

Menu License ▾ Excise Tax ▾

Submission History

Tax Period:

Monthly Submissions - September

Summary Invoice Inventory Discrepancy

Search Results (3) Page Size: 10 ▾

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

« < Page 1 of 1 > »

MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

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

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

Search Claim License Logout

License Details

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

[Return to License](#)

Menu License ▾ Excise Tax ▾

Upload File Format

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

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

MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

Accepted Group Types

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

MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

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

The screenshot displays the user interface for the Missouri Department of Public Safety Alcohol & Tobacco Control system. At the top, there is a dark blue header with the state seal and the text "Missouri Department of Public Safety Alcohol & Tobacco Control". Below the header is a navigation bar with three buttons: "Search", "Claim License", and "Logout".

The main content area is divided into sections. The first section is "License Details", which contains the following information:

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

Below the license details is a "Return to License" button. Underneath is a "Menu" section with dropdown menus for "License" and "Excise Tax".

The "Remove Submission" section is highlighted with a dark blue background. It contains a sub-section titled "Remove Monthly Submission". This section includes a "Tax Period:" label followed by a text input field containing "YYYY/MM". Below the input field is a warning message: "Only submissions that have not had a payment entered may be removed. This action is final and cannot be undone." At the bottom of this section is a "Remove" button.

At the very bottom of the page, there is a dark blue footer containing the links "Accessibility", "Privacy Policy", and "Alcohol & Tobacco Control".

MANUFACTURER ATC ONLINE SYSTEM USER MANUAL

Frequently Asked Questions (FAQs)

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