



## MONTHLY REPORT OF SALES INSTRUCTIONS

### **WHO IS REQUIRED TO FILE THIS REPORT?**

Retail Liquor Stores, Distributors, Farm Wineries and Microbreweries who sell alcoholic liquor to licensees are required to file a monthly sales report by the due date.

- **Retail Liquor Stores** who possess a Basic Permit report their sales to Clubs, Caterers, Drinking Establishments, Public Venue and Temporary Permit holders. K.A.R. 14-13-10
- **Distributors** that **do not file electronically** must report their sales to Retail Liquor Stores, Clubs, Caterers, Drinking Establishments, Public Venue and Temporary Permit holders. K.S.A. 41-601
- **Farm Wineries** that **self-distribute** must report their sales to Clubs, Caterers, Drinking Establishments, Public Venue, Producers and Temporary Permit holders. K.S.A. 41-601
- **Microbreweries** that **self-distribute** must report their sales to Retail Liquor Stores, Clubs, Caterers, Drinking Establishments, Public Venue, and Temporary Permit holders. K.S.A. 41-601

### **DUE DATE**

*This monthly report is **due on or before the 15<sup>th</sup> day** of the calendar month following the month in which the alcoholic liquor was sold. You are **required** to file this report even if you have no sales to report.*

### **INSTRUCTIONS TO COMPLETE THE MONTHLY REPORT OF SALES:**

1. Complete the month, year, and FEIN.
2. Complete your license number, basic permit number, licensee name, demographic and contact information.
3. If you have no sales to report, check the box by "I have no sales to report this month", sign, and file your report.
4. To report sales to licensees, complete information for each license type as follows:
  - A. **Date of Sale.** Enter the date you sold the alcoholic liquor to each licensee.
  - B. **Licensee Name.** Enter the name of each licensee you have sold to.
  - C. **License Number.** Enter the license number for each licensee you have sold alcoholic liquor to, no dashes.
  - D. **Business Address.** Enter the street address, city, state, and zip code for each licensee.
  - E. **Amount of Net Sales.** Enter the total dollar amount of the sale for each licensee, minus the liquor excise tax.
  - F. **Liquor Excise Tax.** Enter the liquor excise tax amount.
  - E. **Amount of Gross Sale.** Enter the total dollar amount of the sale for each licensee and total for all sales.
5. Sign, date and enter your title on the form.
6. Make a copy of the report and retain for your records.

### **NO SALES**

You are required to file this report even if you have no sales to report. Complete the month, year, FEIN, license number, basic permit number, licensee name and demographic information. Check the box next to "I have no sales to report this month."

### **FILING OF THE MONTHLY REPORT OF SALES**

After completing all required information, email the completed ABC-73 form to KDOR\_LiquorReport.Audit@ks.gov.

### **CONTACT INFORMATION**

Questions may be directed to the Audit Services Bureau by email to KDOR\_LiquorReport.Audit@ks.gov



DEPARTMENT OF REVENUE  
PHONE: 785-296-7719  
FAX: 785-296-0531  
KDOR\_LiquorReport.Audit@ks.gov

## MONTHLY REPORT OF SALES

**MONTH:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_ **FEIN:** \_\_\_\_\_

Liquor License No.	Basic Permit No.	Licensee Name
Business Mailing Address		
Person Completing Report	Telephone Number	Email Address

☐ I have no sales to report this month.[illegible]

**I declare under penalties of perjury that to the best of my knowledge and belief this is a true, correct, and complete form.**

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_