



MONTHLY REPORT OF ON-PREMISE SALES* INSTRUCTIONS

WHO IS REQUIRED TO FILE THIS REPORT?

Retail Liquor Stores, Distributors and Farm Wineries who sell alcoholic liquor to licensees for consumption on the licensed premise 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. 14-601
- **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

DUE DATE

*This monthly report is **due on or before the 15th 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 ON-PREMISE SALES:

1. Complete the month, year, FEIN, license number and your Basic Permit number.
2. Complete 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" and file your report.
4. To report sales to licensees, complete information for each license type as follows:
 - A. **Licensee Name.** Enter the name of each licensee you have sold to.
 - B. **License Number.** Enter the license number for each licensee you have sold alcoholic liquor to.
 - C. **Date of Sale.** Enter the date you sold the alcoholic liquor to each licensee.
 - D. **Total Amount of Sale.** Enter the total dollar amount of the sale for each licensee.
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 and Licensee name and demographic information. Check the box next to "I have no sales to report this month."

FILING OF THE MONTHLY REPORT OF ON-PREMISE SALES

After completing all required information, file the original copy of the Monthly Report of On-Premise Sales with the Kansas Department of Revenue. It is preferred that you file your report by email to KDOR_LiquorReport.Audit@ks.gov or you may mail your report at the address provided at the top of the form.

CONTACT INFORMATION

Questions may be directed to the Audit Services Bureau by email to KDOR_LiquorReport.Audit@ks.gov

*On-premise sales include sales to Class A Clubs, Class B Clubs, Drinking Establishments (including railway cars), Hotel/Drinking Establishments, Caterers, Drinking Establishments/Caterer, Public Venue and Temporary Permit holders.

