



Kansas Department of Revenue
Alcoholic Beverage Control Division
915 S.W. Harrison Street, Room 214
Topeka, KS 66625-3512
Phone: 785-296-7015 Fax: 785-296-7185

DISTRIBUTORS' MONTHLY REPORT OF SALES INSTRUCTIONS

WHO IS REQUIRED TO COMPLETE THIS REPORT?

All licensed Kansas beer, wine and spirits distributors.

DUE DATE:

This monthly report is due on or before the 15th day of the calendar month following the month in which the distributor disburses alcoholic liquor. **This report must be filed even if you have no sales to report.**

INSTRUCTIONS TO COMPLETE THE DISTRIBUTORS' MONTHLY REPORT OF SALES:

1. Complete the month, year and your FEIN.
 2. Complete distributor name, demographic and contact information.
 3. Complete information listed for each invoice.
- If you have no sales to report, check the box "I do not have any sales to report this month".

EXPLANATION OF COLUMN HEADINGS:

1. **No.** Line number on form
2. **Product Type.** Enter the corresponding product type.
AS = Alcohol and Spirits
FW = Fortified Wine (14.1% ABV or more)
LW = Light Wine (14% ABV or less)
SB = Strong Beer
SF = Flavored Malt Beverage – Strong (4% ABV or more)
SW = Flavored Malt Beverage – Weak (4% ABV or less)
WB = Cereal Malt Beverage (3.2% ABW or less)
3. **Code.** Enter the corresponding code. See Explanation of Codes below.
4. **Buyer's License/Permit Number.** Enter the Kansas license number for the Kansas farm winery, microbrewery or manufacturer or corresponding universal license number.
5. **Invoice Number.** Enter the unique number that identifies the invoice.
6. **Invoice Date.** Enter the date of the invoice.
7. **GTIN/SCC.** Global Trading Identification Number. This is an optional field.
8. **UNIMERC.** Enter the number assigned by DISCUS or the brewery code.
9. **Selling Units.** Enter the items in the container.
10. **Product Unit Size.** Enter the size of the individual container.
11. **Unit of Measure.** Enter the size of the container measurement.
12. **Shipment Quantity.** Enter the quantity of selling units sold.
13. **Shipment Unit of Measure.** Enter the unit or basis of measurement shipped. Use only the following codes: BR (barrel); CA (case); EA (each); and PK (pack).
14. **Unit Price.** Enter the price of the individual selling units.

EXPLANATION OF CODES:

Use one of the following codes for entries in the **Code** column:

- 01 = **Product Sold.** Enter product information that is removed from the warehouse and sold to Kansas licensees.
- 02 = **Out-of-State Transfers.** Enter the products returned to the supplier or non-taxable sales of spirits to Military.
- 03 = **Other Non-Taxable Distributions.** This includes breakage, spoilage and shrinkage.
- 04 = **Intrastate Transfers.** Products sold to a licensed Kansas Distributor.
- 05 = **Samples.** Inventory withdrawn from the warehouse for samples.



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DISTRIBUTORS' MONTHLY REPORT OF SALES INSTRUCTIONS CONTINUED

UNIVESAL LICENSE NUMBERS:

When applicable, use one of the following universal license numbers in the **Buyer's License/Permit Number** column:

Breakage = 99-000-0000-01

Military Non-taxable Sales of Spirits Only = 99-000-0000-02

Military taxable sales = 99-000-0000-03

Spoilage = 99-000-0000-04

Cereal Malt Beverage Licensees = 99-XXX-0000-05. Replace the XXX with the three digit county code.

Samples = Enter Your FEIN

Shrinkage = 99-000-0000-06

USE OF LICENSE NUMBERS AND CODES:

Code 1: Product Sold. Use the Kansas Licensee number, the universal Cereal Malt Beverage Number (99-XXX-0000-05) or the Military Taxable Sales Number (99-000-0000-03).

Code 2: Out of State Transfers. Enter the Kansas Supplier Permit, manufacturer license number or the universal license number for Military non-taxable sales (99-000-0000-02).

Code 3: Other Non-Taxable Distributions. Enter the universal license numbers for breakage (99-000-0000-01), spoilage (99-000-0000-04), or shrinkage (99-000-0000-06).

Code 4: Intrastate Transfers. Enter the FEIN of the distributor to whom you are selling products.

Code 5: Samples. Enter your FEIN.

FILING OF DISTRIBUTORS' MONTHLY REPORT OF PURCHASES:

After completing all required information, file the Distributors' Monthly Report of Purchases with the Kansas Department of Revenue. There are two methods to file this report: Electronically using EDI or filing a paper report. If you elect to file a paper report, only this form (ABC-219 and ABC-220 Rev. 7.1.11) will be accepted as all other versions (ABC-219 and ABC-220) are obsolete. If obsolete forms are filed, they will be rejected and returned to you.

CONTACT INFORMATION:

Questions may be directed to the ABC Marketing Unit.

- Phone: 785-296-7015
- Email: ABC.Marketing.Unit@kdor.ks.gov



**KANSAS DEPARTMENT OF REVENUE
ALCOHOLIC BEVERAGE CONTROL DIVISION
915 SW HARRISON
TOPEKA, KANSAS 66625-3512
785-296-7015**

MONTH: _____

YEAR: _____

FEIN: _____

DISTRIBUTORS' MONTHLY REPORT OF SALES

DISTRIBUTOR NAME: _____ PHONE: _____

ADDRESS: _____ CITY: _____ KS ZIP CODE: _____

CONTACT PERSON: _____ EMAIL ADDRESS: _____

I do not have any sales to report this month.

No.	Product Type	Code	Buyer's License / Permit Number	Invoice Number	Invoice Date	GTIN/SCC (Optional)	UNIMERC	Selling Units	Product Unit Size	Unit of Measure	Shipment Quantity	Shipment Unit of Measure	Unit Price
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													

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

SIGNATURE _____ TITLE _____
State whether individual owner, member of firm, or title if officer of corporation.