Alcoholic Beverages Excise Toolkit

The following document is a guide for Alcoholic Beverages Excise taxpayers, and includes specific processes within MassTaxConnect related to Alcoholic Beverages Excise, including the step-by-step process for:

- Filing an AB-1 Return..... p. 1
- Importing data into an AB-1 Return..... p. 5
- Filing an AB-DS Return..... p. 9

Filing an AB-1 Return in MassTaxConnect

The steps below are a general guide to filing an AB-1 return.

1. **Log** into ***MassTaxConnect*** using the MassTaxConnect URL: mass.gov/masstaxconnect
2. Click the blue **Account ID** link that begins with the letters "ABC" to access your Alcoholic Beverages excise account.

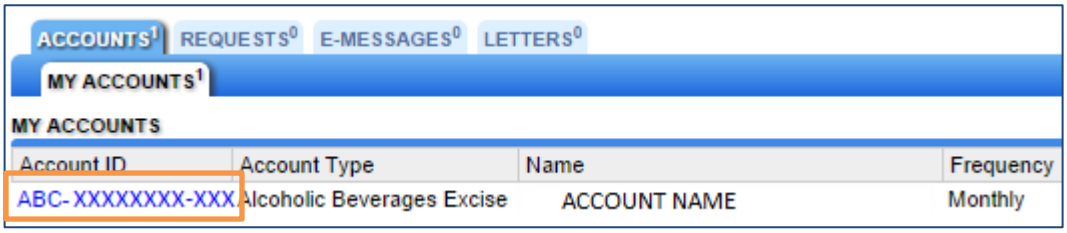


Figure 1: Accounts tab & My Accounts sub-tab

3. Click the blue **File Now** link next to the period date for the month you are filing a return.

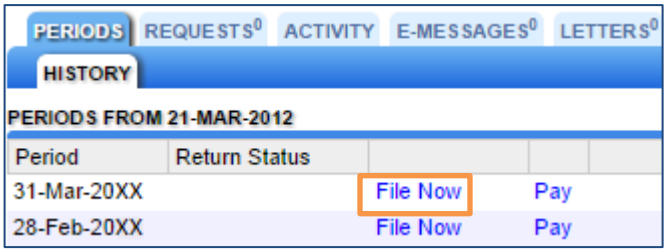


Figure 2: Periods tab & History sub-tab

Note: The *File Now* link is available when there is no return on the period. For Alcoholic Beverages Excise taxpayers who file more than just the AB-1 return, the link in figure 2 may be a *Return List* link which will provide a Return List window to select the *File Now* link for either an AB-1 or AB-DS return. (See figure 25).

4. Select the **radio** button from the three filing options listed, to complete and file the AB-1 return, unless you are importing data or filing a zero return and click the **Next** button.

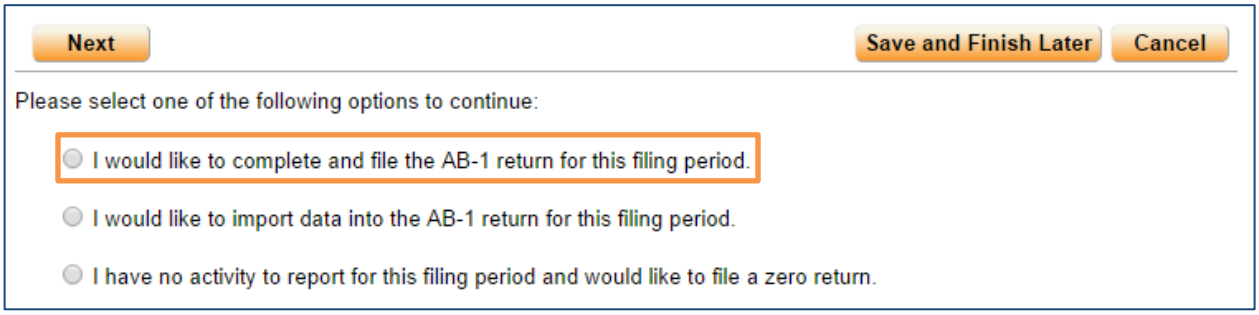


Figure 3: Filing Options for AB-1 Return

5. Enter **data from your records** into the following columns of the schedules that apply to your return:
   - Date received
   - Invoice number
   - From whom imported, purchased or otherwise acquired
   - Number of barrels or cases
   - No tax paid (gal) OR Mass. tax paid(gal) depending on whether tax was paid in Massachusetts

Note: The date received for the invoice should fall within the filing period.

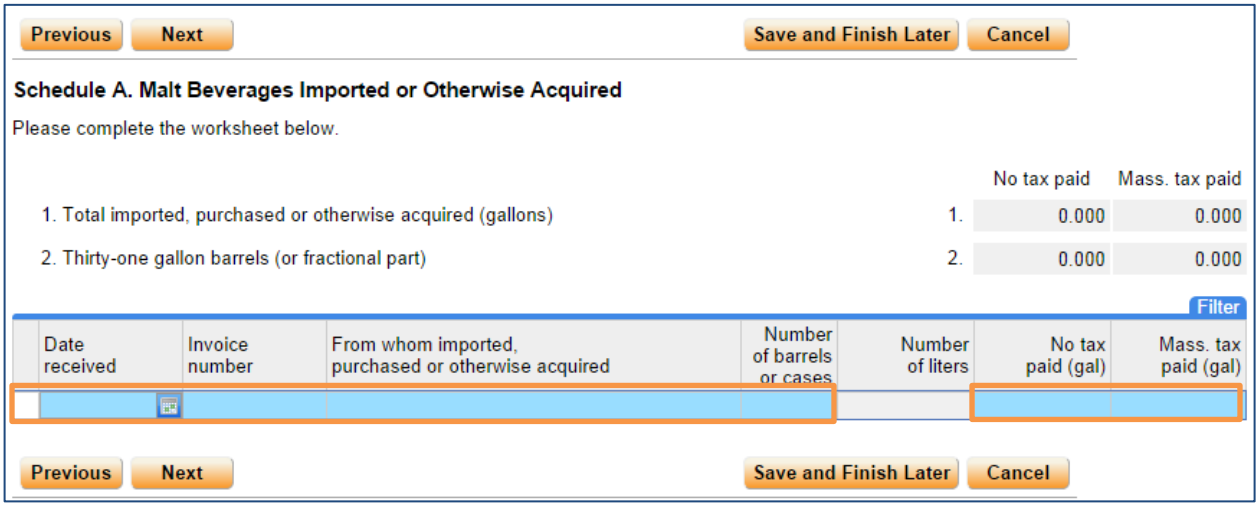


Figure 4: Schedule A worksheet of AB-1 Return

6. Click the **Next** button to go to each schedule of the AB-1 return, as you enter return information.

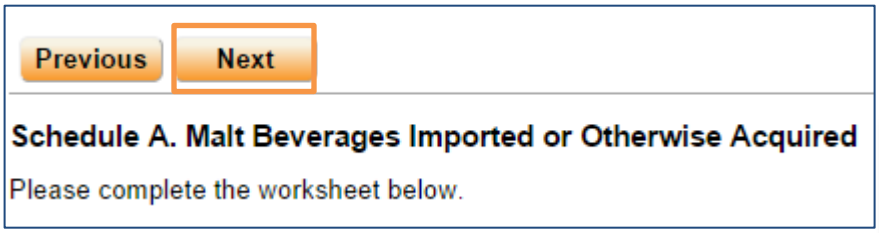


Figure 5: Next button

Note: The *Next* button can also be used to skip a schedule for which you have no data to be entered.

7. Click the blue **Add a Schedule F** link if adding deductions or adjustments to your return.

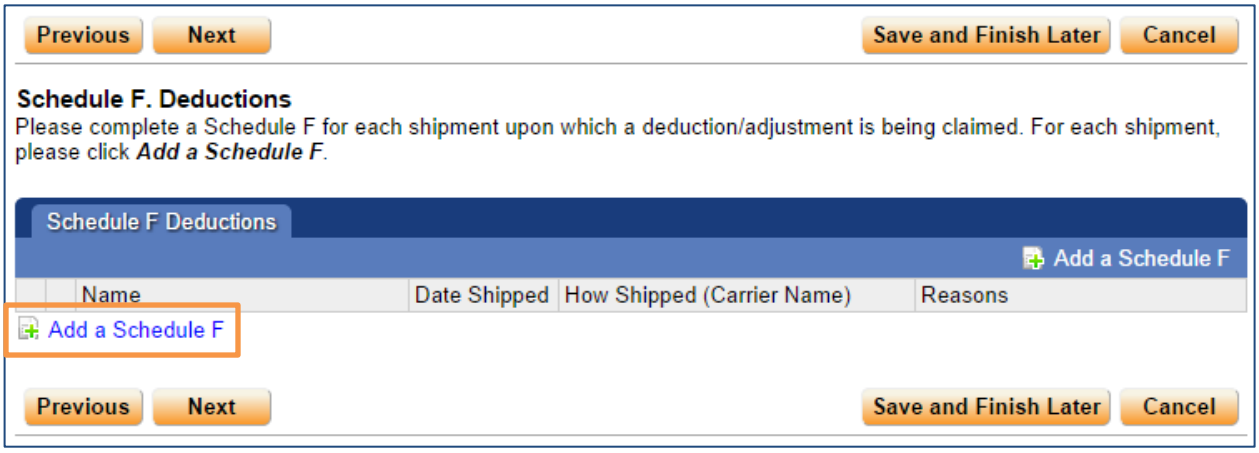


Figure 6: Schedule F. Deductions

8. Enter information in all **required fields** of the Schedule F-1 and the Schedule F Deductions tabs.

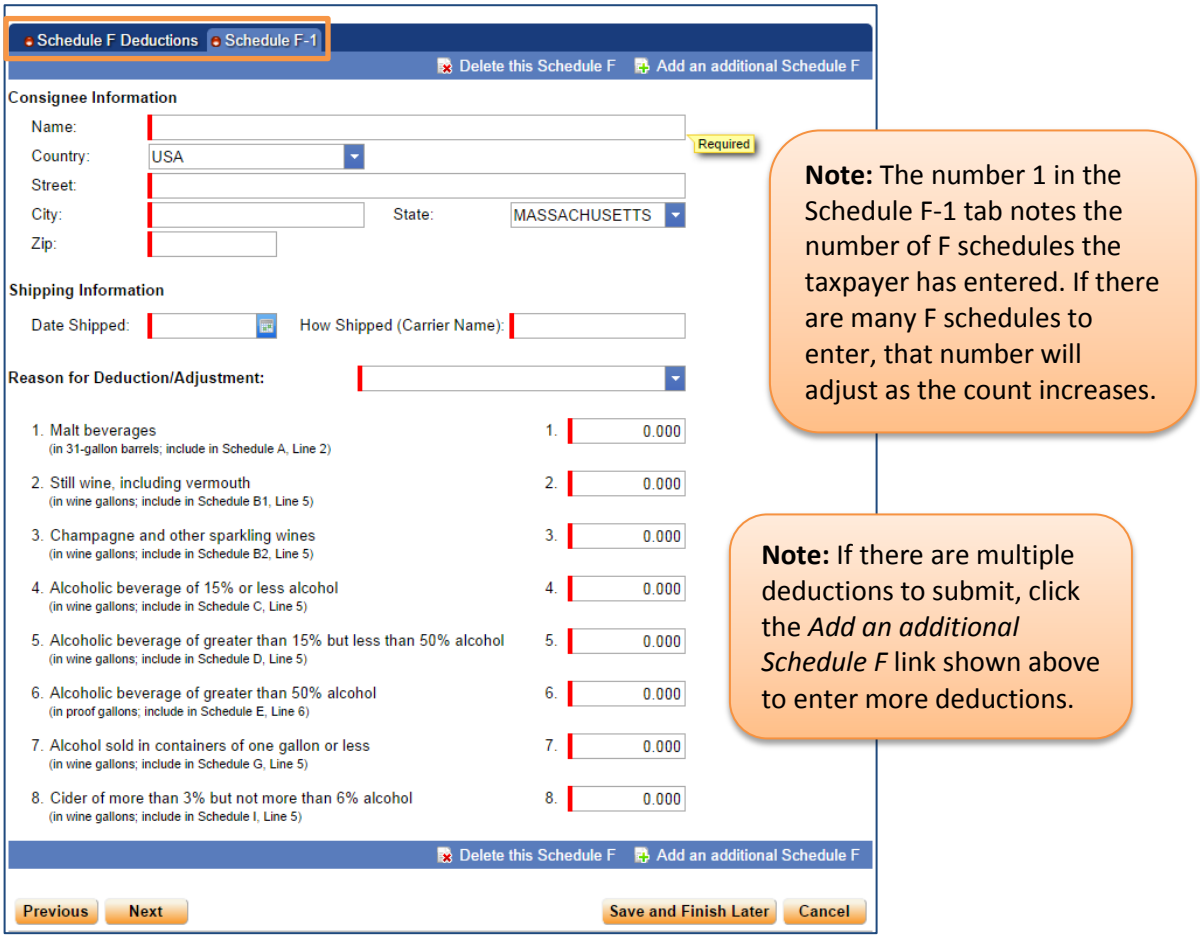


Figure 7: Schedule F-1 tab

9. Enter **data from your records** for any alcoholic beverages that were disposed of on the Form AB-DO.
10. Enter **data from your records** for any alcoholic beverages that were rectified on Form AB-4-5.
11. Click the **Submit** button on your Return Summary to file your return if all of the data is accurate.

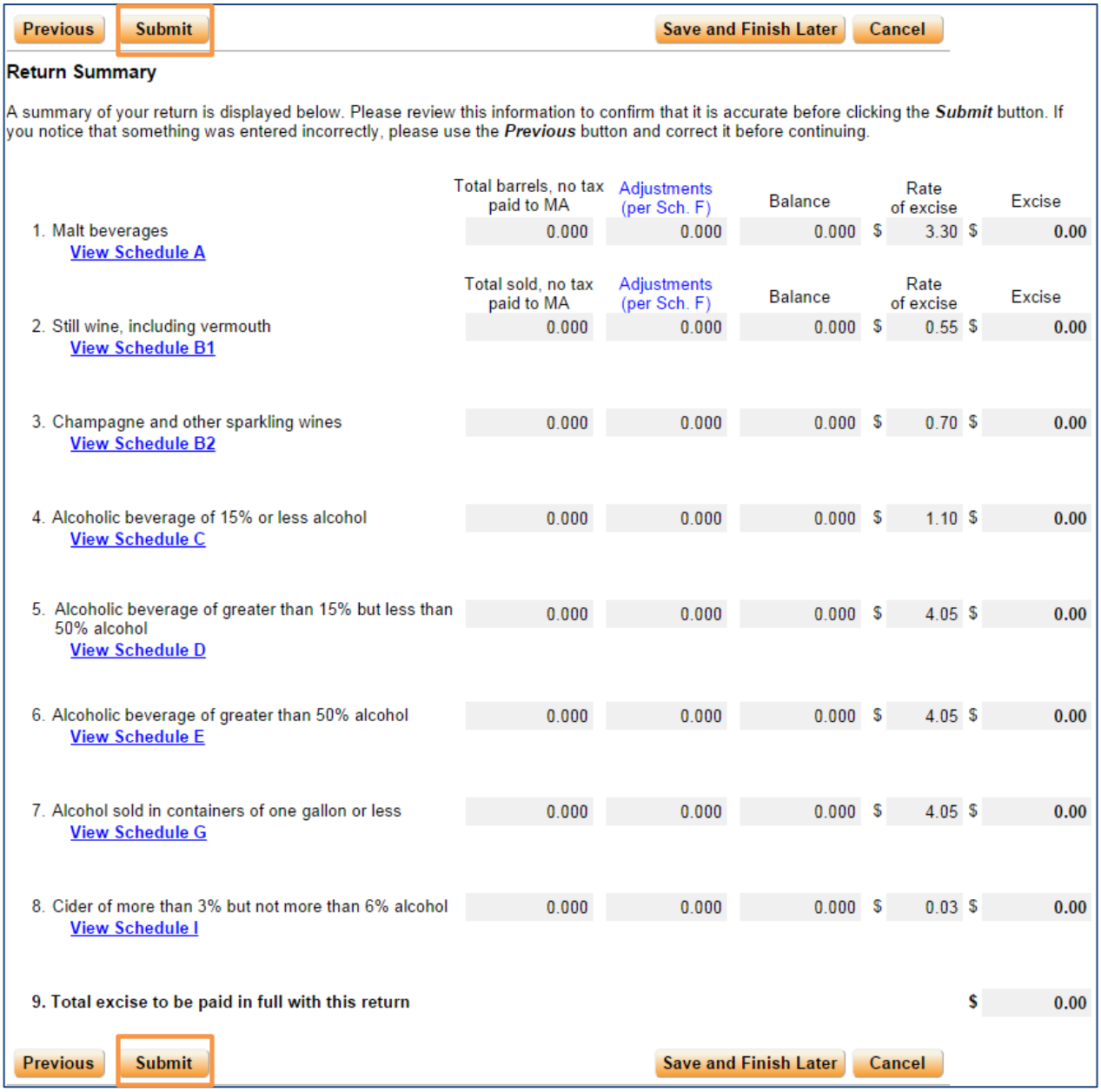


Figure 8: Return Summary window

12. Click the **OK** button to return to your Alcoholic Beverages Excise account or click the **Print** button if you wish to print your Confirmation Summary for your records.

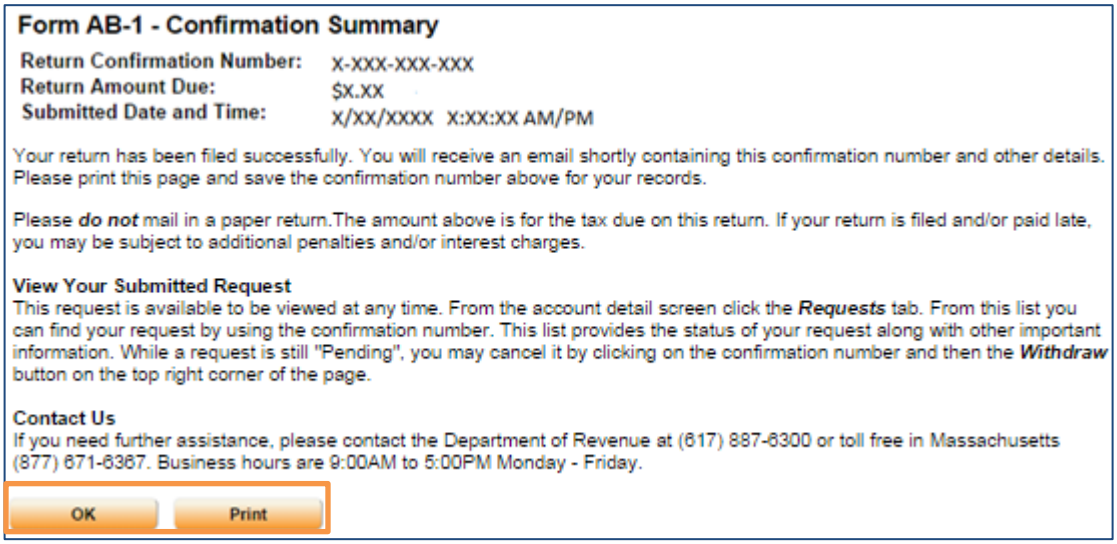


Figure 9: Confirmation Summary window

Importing AB-1 Return Data in MassTaxConnect

The steps below are a general guide to importing AB-1 return data.

1. **Log** into ***MassTaxConnect*** using the MassTaxConnect URL: mass.gov/masstaxconnect
2. Click the blue **Account ID** link that begins with the letters "ABC" to access your Alcoholic Beverages excise account.

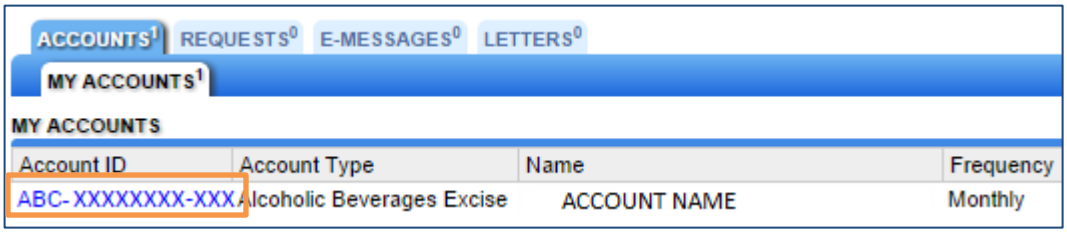


Figure 10: Accounts tab & My Accounts sub-tab

3. Click the blue **File Now** link next to the period date for the month you are filing a return.

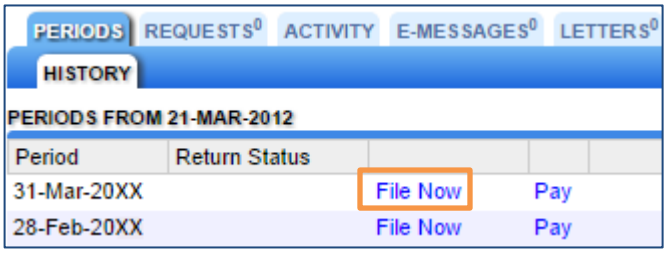


Figure 11: Periods tab & History sub-tab

4. Select the **radio** button to import data into the AB-1 return and click the **Next** button.

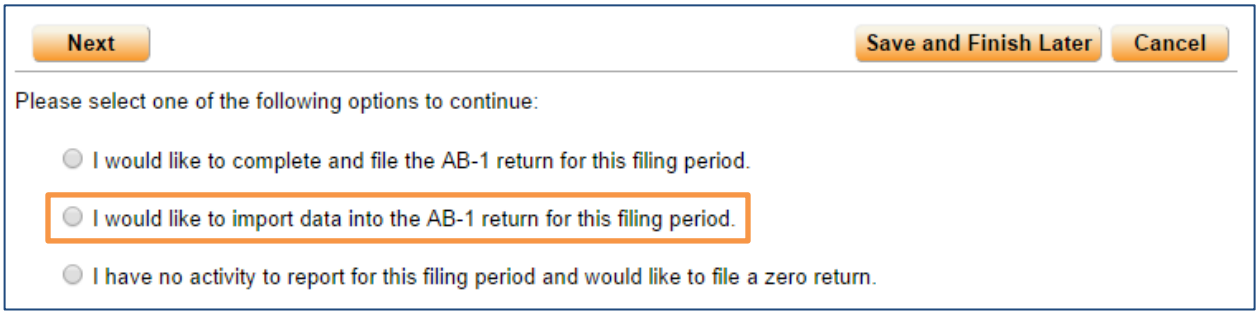


Figure 12: Filing Options for AB-1 Return

5. Click the **Info** button if you have not yet downloaded the AB-1 Return template.

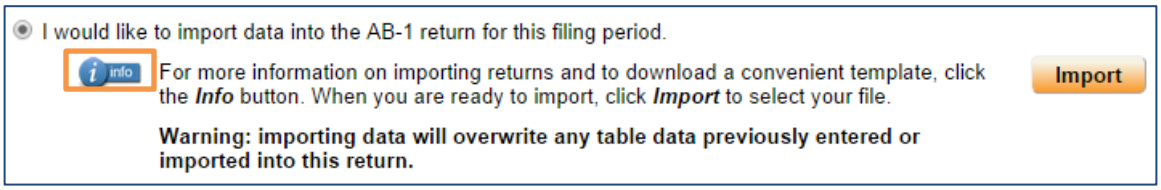


Figure 13: Info & Import buttons for AB-1 Return

6. Click the blue **Click here to download an Excel Template** link to download the AB-1 Return template.

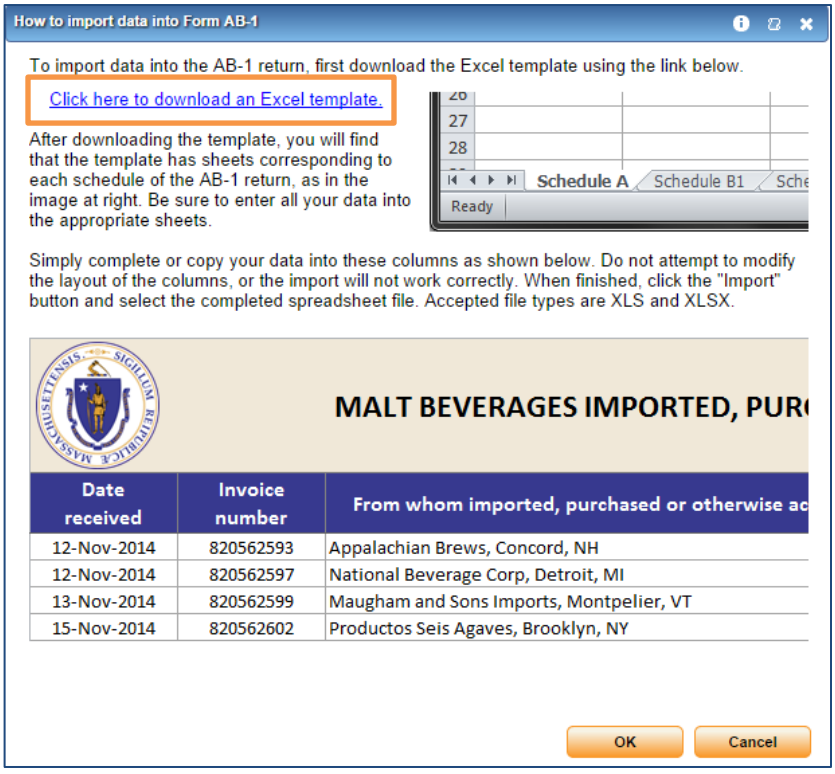


Figure 14: How to Import data into Form AB-1

7. Click the **TemplateFormAB1** excel document pop-up that appears at the bottom of your screen.

Figure 15: Template Form AB-1 pop-up window

Note: The excel document typically appears just above the start menu, but may appear elsewhere depending on your computer settings. (Watch for a pop-up blocker message and allow the template pop-up from the DOR).

8. Enter **return information** into the Template Form AB-1 excel document.

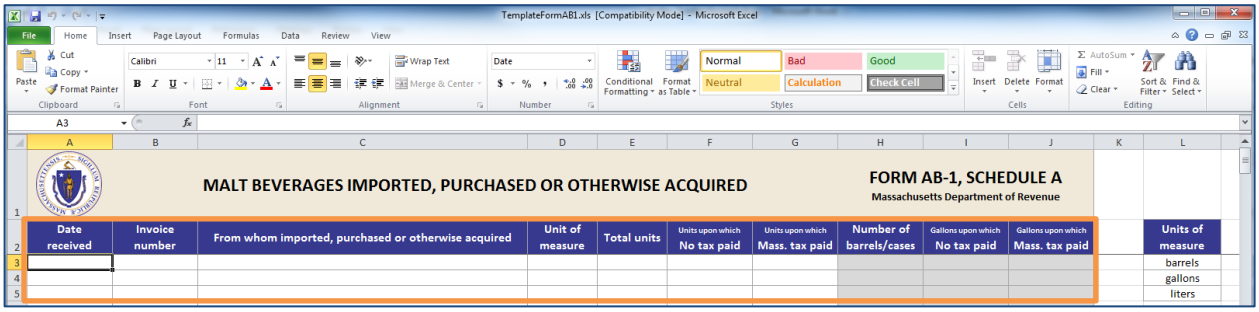


Figure 16: Template Form AB-1 excel document

9. Click the **Schedule [X]** tab to move through the different schedules within the excel document.

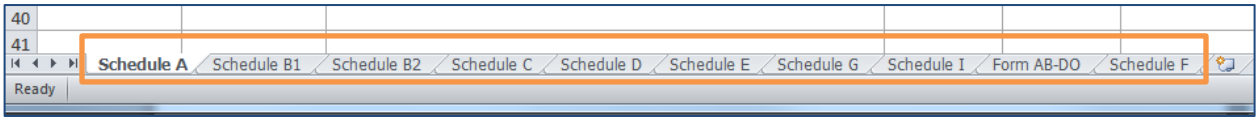


Figure 17: Schedule tabs of AB-1 Return

10. **Save** your return information within the Template Form AB-1 excel document.
11. Return to the **filing options menu** for the AB-1 return period within MassTaxConnect.
12. Click the **Import** button.

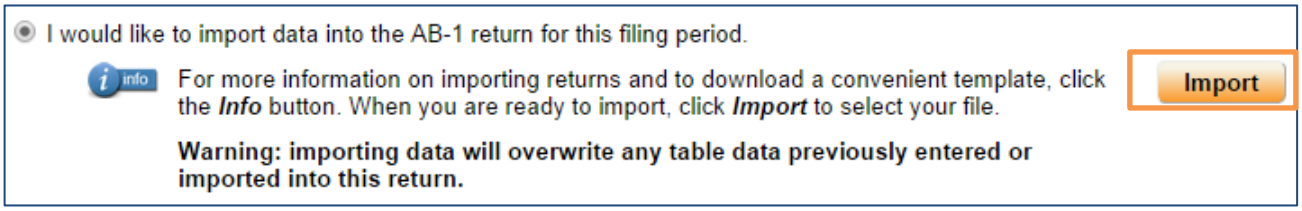
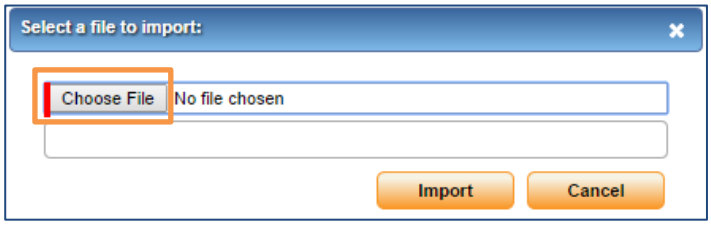


Figure 18: Info & Import buttons for AB-1 Return

13. Click the **Choose File** button.



14. Click the **Import** button once the appropriate AB-1 return file has been chosen.

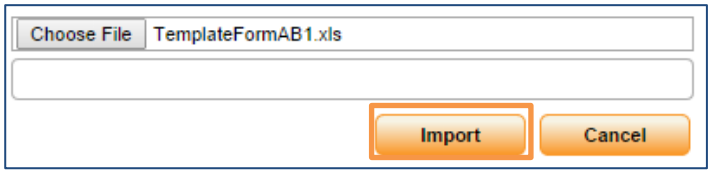


Figure 19: Select a File to Import window

15. Click the **Next** button (repeatedly) to review each imported schedule.

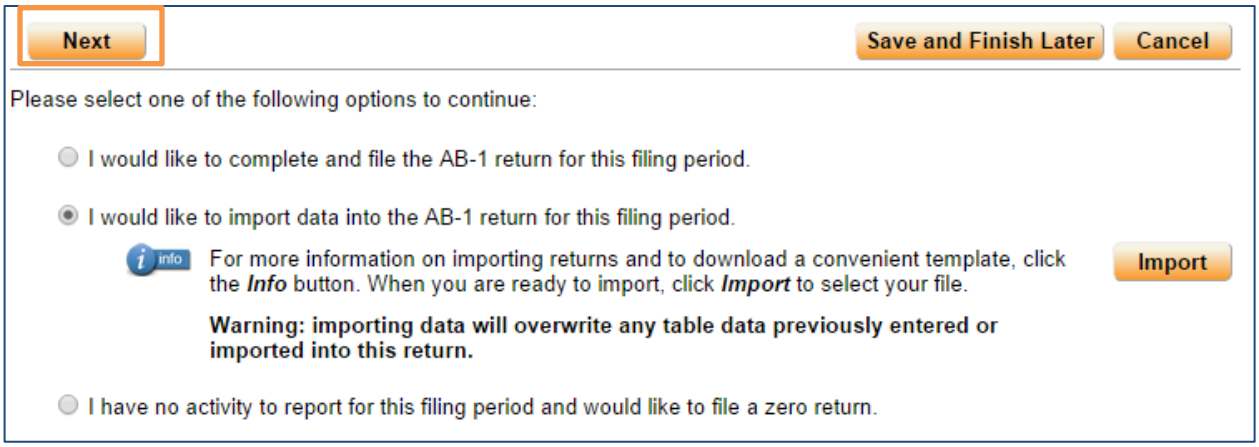


Figure 20: Info & Import buttons for AB-1 Return

16. Click the **Submit** button on your Return Summary to file your return if all imported data is accurate.

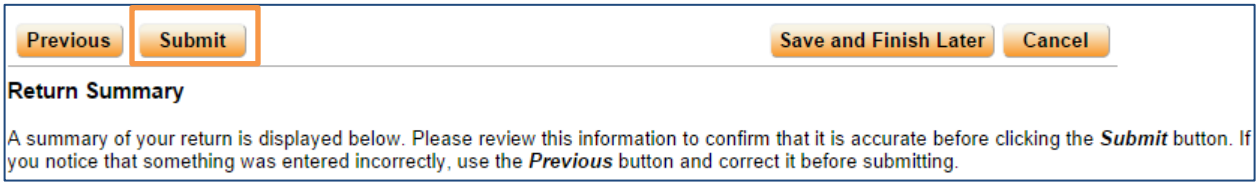


Figure 21: Return Summary window (see figure 8 on page 4 for full image of return summary window)

17. Click the **OK** button to return to your Alcoholic Beverages Excise account or click the **Print** button if you wish to print your Confirmation Summary for your records.

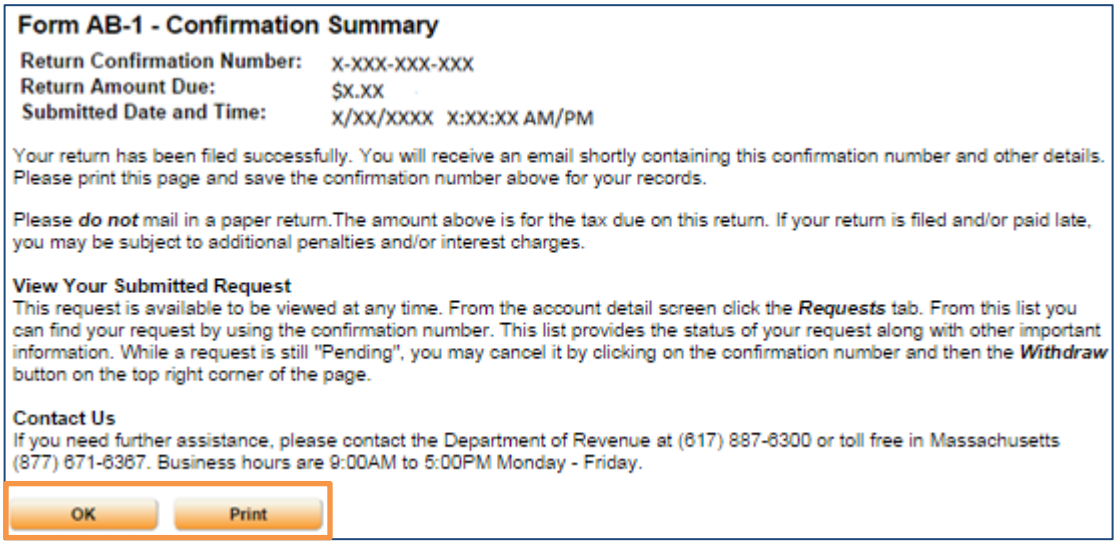


Figure 22: Confirmation Summary window

Filing an AB-DS Return in MassTaxConnect

The steps below are a general guide to filing an AB-DS return.

1. **Log** into ***MassTaxConnect*** using the MassTaxConnect URL: mass.gov/masstaxconnect
2. Click the blue **Account ID** link that begins with the letters "ABC" to access your Alcoholic Beverages excise account.

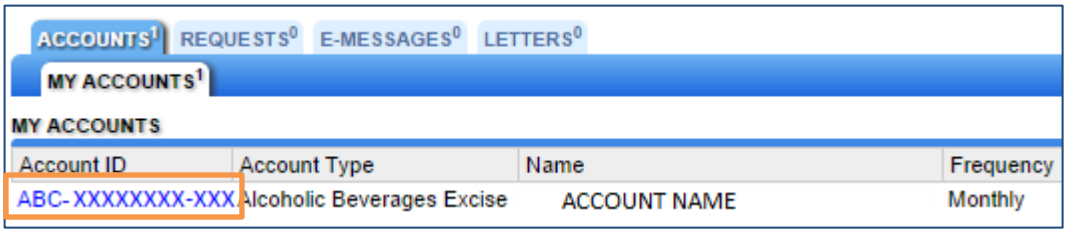


Figure 23: Accounts tab & My Accounts sub-tab

3. Click the blue **Return List** link next to the period date for the month you are filing a return.

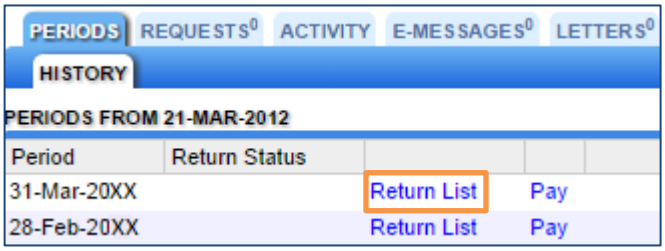


Figure 24: Periods tab & History sub-tab

4. Click the blue **File Now** link next to the type of return you are filing.

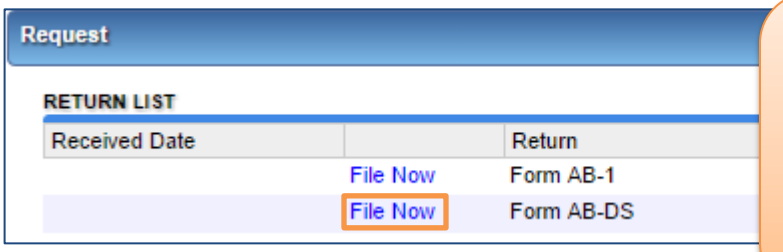


Figure 25: Return List

Note: The *File Now* link is available when there is no return on the period, but most AB-DS filers are also AB-1 filers, so there may be a need to click the *Return List* link from the Periods tab if you file more than one type of ABC return.

5. Click the appropriate sales type **check boxes** and click the **Next** button.

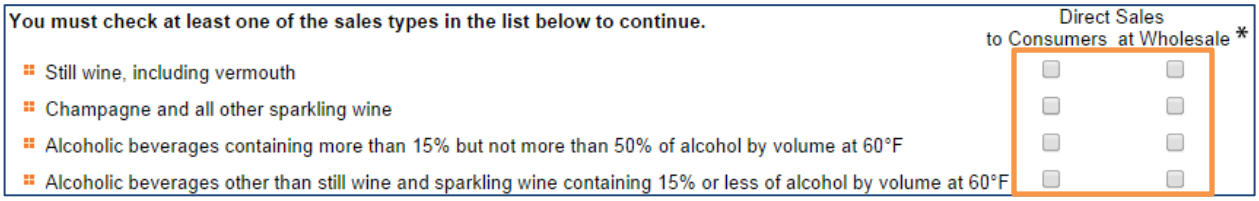


Figure 26: Sales Types List for AB-DS Return

6. Enter **data from your records** in the following columns of each schedule of direct sales to *consumers*:
   - Date received
   - To whom sold
   - Number of wine gallons

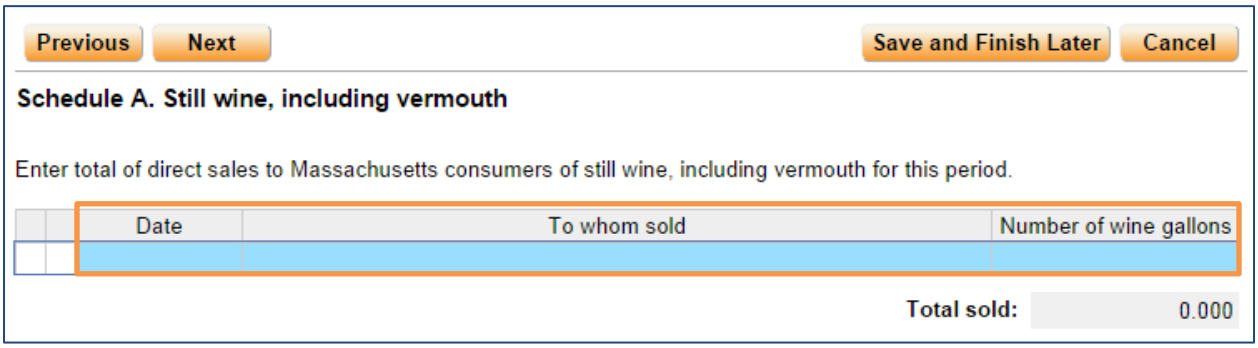


Figure 27: Schedule A of AB-DS Return

7. Click the **Next** button to move through the different schedules of direct sales to consumers.

8. Enter **data from your records** in the following columns of each schedule of direct sales at *wholesale*:
    - Date received
    - Name
    - Complete Address
    - Number of cases (if applicable)
    - Number of kegs (if applicable)
    - Number of casks (if applicable)
    - Number of barrels (if applicable)
    - Total wine gallons

Note: The date received for the invoice should fall within the filing period.

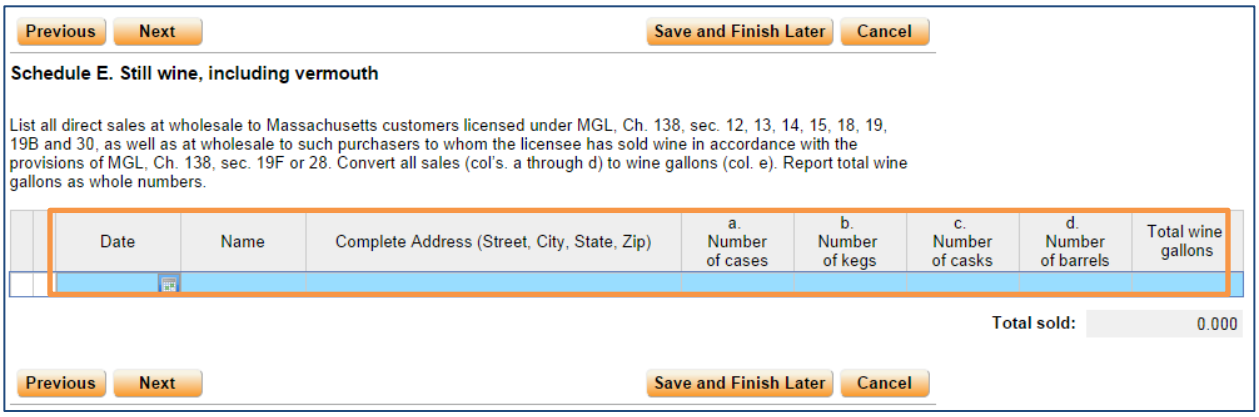
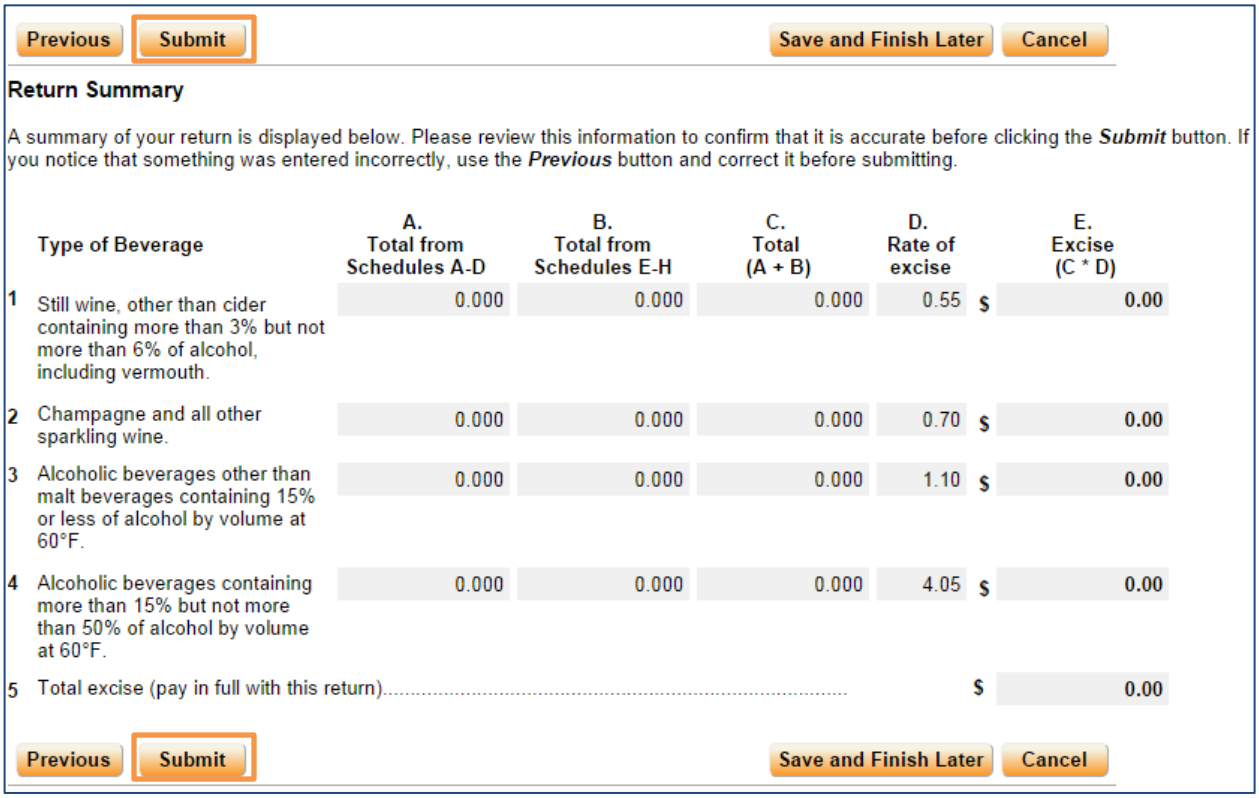


Figure 28: Schedule E of AB-DS Return

9. Click the **Next** button to move through the different schedules of direct sales at wholesale.

10. Click the **Submit** button on your Return Summary to file your AB-DS return if all of the data is accurate.



Previous | Submit | Save and Finish Later | Cancel

Return Summary

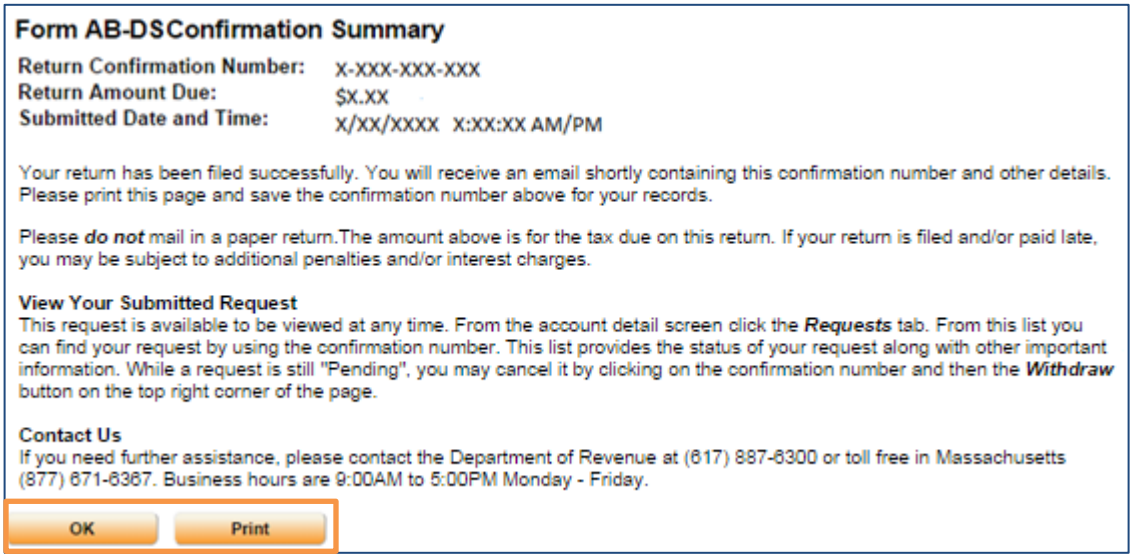
A summary of your return is displayed below. Please review this information to confirm that it is accurate before clicking the ***Submit*** button. If you notice that something was entered incorrectly, use the ***Previous*** button and correct it before submitting.

	Type of Beverage	A. Total from Schedules A-D	B. Total from Schedules E-H	C. Total (A + B)	D. Rate of excise		E. Excise (C * D)
1	Still wine, other than cider containing more than 3% but not more than 6% of alcohol, including vermouth.	0.000	0.000	0.000	0.55	$	0.00
2	Champagne and all other sparkling wine.	0.000	0.000	0.000	0.70	$	0.00
3	Alcoholic beverages other than malt beverages containing 15% or less of alcohol by volume at 60°F.	0.000	0.000	0.000	1.10	$	0.00
4	Alcoholic beverages containing more than 15% but not more than 50% of alcohol by volume at 60°F.	0.000	0.000	0.000	4.05	$	0.00
5	Total excise (pay in full with this return).....					$	0.00

Previous | Submit | Save and Finish Later | Cancel

Figure 29: Return Summary window

11. Click the **OK** button to return to your Alcoholic Beverages Excise account or click the **Print** button if you wish to print your confirmation summary for your records.



Form AB-DSConfirmation Summary

Return Confirmation Number: X-XXX-XXX-XXX
Return Amount Due: $X.XX
Submitted Date and Time: X/XX/XXXX X:XX:XX AM/PM

Your return has been filed successfully. You will receive an email shortly containing this confirmation number and other details. Please print this page and save the confirmation number above for your records.

Please ***do not*** mail in a paper return.The amount above is for the tax due on this return. If your return is filed and/or paid late, you may be subject to additional penalties and/or interest charges.

View Your Submitted Request
This request is available to be viewed at any time. From the account detail screen click the ***Requests*** tab. From this list you can find your request by using the confirmation number. This list provides the status of your request along with other important information. While a request is still "Pending", you may cancel it by clicking on the confirmation number and then the ***Withdraw*** button on the top right corner of the page.

Contact Us
If you need further assistance, please contact the Department of Revenue at (617) 887-6300 or toll free in Massachusetts (877) 671-6367. Business hours are 9:00AM to 5:00PM Monday - Friday.

OK | Print

Figure 30: Confirmation Summary window