



# CREATE MONTHLY SHIPPER TAX REPORT TUTORIAL



Virginia Alcoholic Beverage  
Control Authority

NOTE: Screen shots can be accessed by clicking the links in the instructions. Additional steps not listed below are required for certain banquet applications.

## INSTRUCTIONS

For optimal performance when using the VAL system, we recommend Google Chrome or Microsoft Edge. Please know that VAL is not compatible with Safari or mobile devices. The VAL login is hosted on the [Virginia ABC](#) website and can also be accessed by selecting VAL System from the Licensing drop-down and clicking on the orange bar labeled returning users and check status.

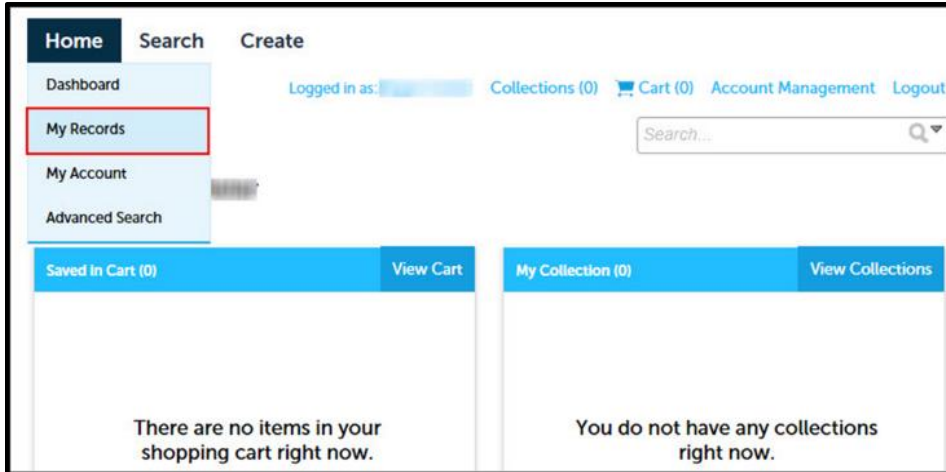
NOTE: *If you are shipping wine where Virginia excise taxes have already been paid on the product being shipped for the reporting period, select Zero report, enter the reporting month and year, enter 0s for the volumes in the custom list and upload your Direct Shipper's report as an attachment.*

1. Click on [VAL Login](#)
2. Click [Home>My Records](#) in the top left navigation. A list of all records displays.
3. Find the ABC shipper license to be amended. Click [Amendment on the ABC Shipper License](#).
4. Select the [monthly tax submission](#) radio button. Click **Continue Application**.
5. Enter a [contact for the amendment](#). (you can select from an existing contact or add a new contact). Click **Continue Application**.
6. Answer the [zero-report question](#) by **selecting** the Yes or No radio button.
7. [Add a row](#) to enter the year, month, and volumes for the zero report.
  - If a [non-zero report](#) is submitted the month, year and volumes are required.
  - If a [zero report](#) is submitted, the month and year are required.
8. Return to [zero report screen](#) with 1 row added, click **continue application**.
9. If submitting a non-zero report, you are required to [add supporting documentation](#). **select add**.
10. From the [file upload](#), **select add**.
11. Select the [type of document](#) that corresponds with your License Type and then **click save**.
12. Click [continue application](#).
13. Complete the [certify amend](#) by checking the box, click **continue application**.
14. Confirm the [correct fees](#) and **click checkout** to add the fees to the cart.
15. Ensure the [fees have been added to the cart](#) and **click checkout** to proceed to the payment portal.
16. Enter [Payment Information](#) then **click Submit Payment**.
17. [Receipt/Record issuance](#) page loads.

## END OF WRITTEN INSTRUCTIONS

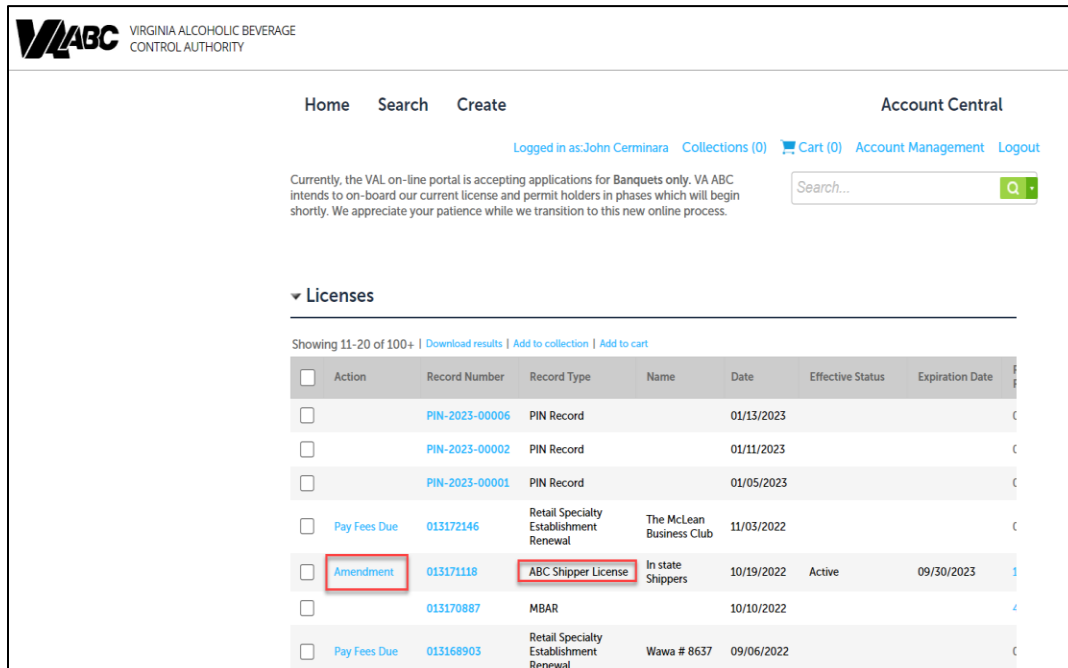
# SCREEN HELP

## 2. My Records



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## 3. Find the ABC shipper license to be amended, click Amendment.



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4. Select the monthly tax submission radio button.

The screenshot shows the Virginia ABC website interface. At the top left is the logo for Virginia Alcoholic Beverage Control Authority. Navigation links include Home, Search, Create, and Account Central. The user is logged in as John Cerminara. A search bar is present. The main section is titled 'Select an Amendment Type' and lists several options with radio buttons. The 'Monthly Tax Submission Amendment' option is selected and highlighted with a red rectangular box. Below the list is a 'Continue Application >' button.


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5. Enter a contact for the amendment.

The screenshot shows the 'Monthly Tax Submission Amendment' process. A progress bar at the top indicates the current step: 1 Contact Information, 2 Monthly Volumes, 3 Supporting Documentation, 4 Review, 5 Pay Fees, and 6. The current step is 'Step 1: Contact Information > Preparer'. Below this, there is a 'Contact' section with a note: 'A Permittee or Licensed Professional is required. To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.' Two buttons, 'Select from Account' and 'Add New', are highlighted with a red rectangular box. Other buttons include 'Continue Application >' and 'Save and resume later'.


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6. Contact information confirmation, click continue application.



VIRGINIA ALCOHOLIC BEVERAGE  
CONTROL AUTHORITY

Home Search Create
Account Central

Logged in as: John Cerminara Collections (0)  Cart (0) Account Management Logout

If you require more information regarding Virginia ABC, Please [Click Here](#)

Q

**Monthly Tax Submission Amendment**

1 Contact Information	2 Monthly Volumes	3 Supporting Documentation	4 Review	5 Pay Fees	6
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**Step 1: Contact Information > Preparer** \* indicates a required field.

**Contact**

A Permittee or Licensed Professional is required. To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ Contact added successfully.

**John Cerminara**  
Test18@vaabc.com  
 Home phone:  
 Mobile Phone:  
 Work Phone: 1234569966  
 Fax:  
[Edit](#) [Remove](#)

▼ Contact Addresses

**Add Contact Address**

To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing		11, 1 VA 11111 United States	<a href="#">Actions ▼</a>

Continue Application >

Save and resume later

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7. Answer the zero-report question.

Home Search Create Account Central

Logged in as John Cerminara Collections (0) Cart (0) Account Management Logout

If you require more information regarding Virginia ABC, Please [Click Here](#) Search...

**Monthly Tax Submission Amendment**

1 Contact Information 2 Monthly Volumes 3 Supporting Documentation 4 Review 5 Pay Fees 6

**Step 2: Monthly Volumes > Volumes By Month**

There is a reporting requirement to be met even if no shipments to the Commonwealth of Virginia were made for the reported calendar month, in this case, a Zero Report shall be submitted.

Please click Add Row to enter your reported Monthly Volumes \* indicates a required field.

**Custom Fields**

**ZERO REPORT**

\* Are you submitting a Zero Report?:  Yes  No

**Custom Lists**

**Volumes by Month**

Showing 0-0 of 0

Month	Year	Wine (Total Liters)	Beer (Total Ounces)	Cider (Total Liters)
No records found.				

Add a Row Edit Selected Delete Selected

Continue Application Save and resume later

If submitting a non-zero report, populate the month, year, and volumes.

**Volumes by Month**

\*Month: February \*Year: 2023 \*Wine (Total Liters): 1000

\*Beer (Total Ounces): 2000 \*Cider (Total Liters): 500

Submit Cancel

If submitting a zero report populate the month and year.

**Volumes by Month**

\*Month: March \*Year: 2023 \*Wine (Total Liters): 0

\*Beer (Total Ounces): 0 \*Cider (Total Liters): 0

Submit Cancel

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8. Return to zero report screen and click continue application.

The screenshot shows the Virginia ABC website interface. At the top left is the logo for Virginia Alcoholic Beverage Control Authority. Navigation links include Home, Search, Create, and Account Central. The user is logged in as John Cerminara. The main content area is titled 'Monthly Tax Submission Amendment' and shows a progress bar with six steps: 1 Contact Information, 2 Monthly Volumes (current step), 3 Supporting Documentation, 4 Review, 5 Pay Fees, and 6. Below the progress bar, the text reads 'Step 2: Monthly Volumes > Volumes By Month' and explains that a Zero Report is required if no shipments were made. A table titled 'Volumes by Month' shows data for February 2023: Wine (1000), Beer (2000), and Cider (500). At the bottom, the 'Continue Application' button is highlighted with a red box, and a 'Save and resume later' button is also visible.

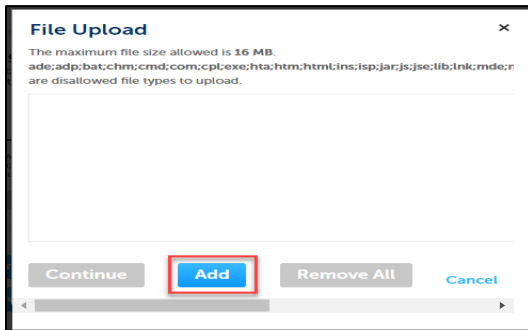
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9. If submitting a non-zero-report upload supporting documentation, click add.

The screenshot shows the Virginia ABC website interface at Step 3: Supporting Documentation > Monthly Report. The progress bar shows steps 1 Contact Information, 2 Monthly Volumes, 3 Supporting Documentation (current step), 4 Review, 5 Pay Fees, and 6. The text explains that if a Zero Report was selected, a document must be uploaded. Below this is an 'Attachment' section with a table for file uploads. The table has columns for Name, Type, Size, Latest Update, and Action. Below the table, the 'Add' button is highlighted with a red box, and a 'Continue Application' button is also visible.

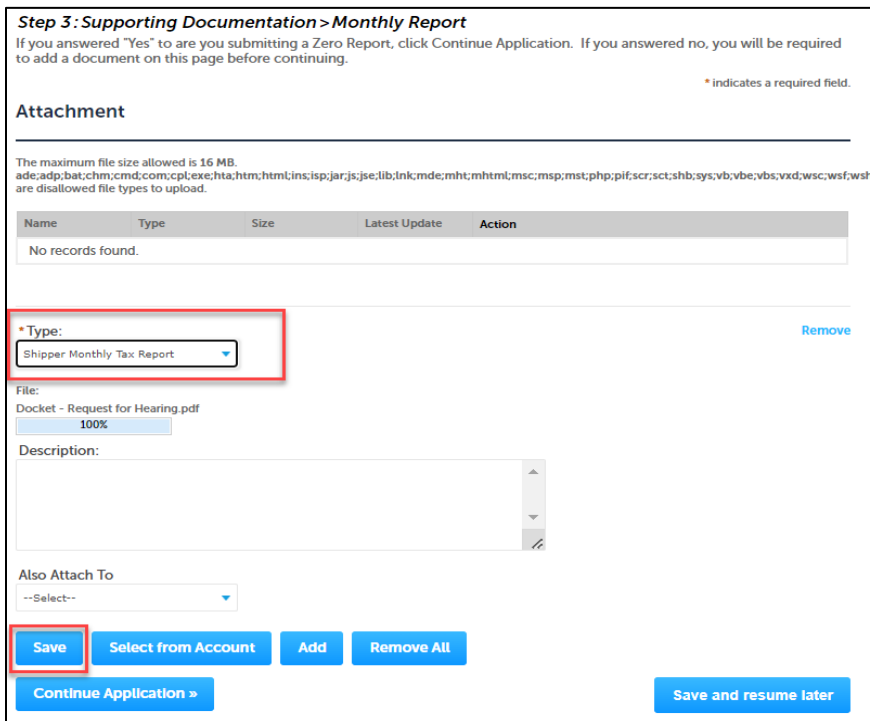
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10. At the file upload screen select add.



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11. Select the documentation type, click save.



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12. Click continue application.

 **The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

**Monthly Tax Submission Amendment**

1 Contact Information	2 Monthly Volumes	3 Supporting Documentation	4 Review	5 Pay Fees	6
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**Step 3: Supporting Documentation > Monthly Report**

If you answered "Yes" to are you submitting a Zero Report, click Continue Application. If you answered no, you will be required to add a document on this page before continuing.

\* indicates a required field.

**Attachment**

The maximum file size allowed is 16 MB.  
ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
<a href="#">Docket - Request for Hearing.pdf</a>	Shipper Monthly Tax Report	163.02 KB	04/10/2023	<a href="#">Actions</a> ▼

[Select from Account](#) [Add](#)

[Continue Application »](#)

[Save and resume later](#)

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13. Certify amendment.

**Custom Fields**

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ZERO REPORT [Edit](#)

Are you submitting a No Zero Report?

**Custom Lists**

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Volumes by Month [Edit](#)

Month	Year	Wine (Total Liters)	Beer (Total Ounces)	Cider (Total Liters)
February	2023	1000	2000	500

**Attachment** [Edit](#)

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The maximum file size allowed is 16 MB.  
ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
<a href="#">Docket - Request for Hearing.pdf</a>	Shipper Monthly Tax Report	163.02 KB	04/10/2023	<a href="#">Actions</a> ▼

I swear (or affirm) that this report has been examined by me, and, to the best of my knowledge and belief, is a true and complete report made in good faith for the period as stated, pursuant to the ALCOHOLIC BEVERAGE CONTROL AUTHORITY ACT and regulations of the Virginia A.B.C. Board.

By checking this box, I agree to the above certification.

Date:

[Continue Application »](#)

[Save and resume later](#)

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14. Verify fees are correct, click checkout.

Home Search Create
Account Central

[Logged in as: John Cerminara](#)
[Collections \(0\)](#)
[Cart \(0\)](#)
[Account Management](#)
[Logout](#)

If you require more information regarding Virginia ABC, Please [Click Here](#)

**Monthly Tax Submission Amendment**

1
2 Monthly Volumes
3 Supporting Documentation
4 Review
5 Pay Fees
6 Record Issuance

**Step 5: Pay Fees**

Listed below are the fees due based upon the information you've entered. Some fees are pro-rated and will result in a reduced amount being charged. The following screen will display your total fees.

**Application Fees**

Fees	Calculation	Amount
Beer Tax	44	\$44.00
Wine or Cider Tax	440	\$440.00

**TOTAL FEES: \$484.00**  
 If you have questions regarding the fees, please contact your Regional ABC Office.

Check Out »

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15. Pay fees, click checkout.

Home Search Create
Account Central

[Logged in as: John Cerminara](#)
[Collections \(0\)](#)
[Cart \(1\)](#)
[Account Management](#)
[Logout](#)

Currently, the VAL on-line portal is accepting applications for Banquets only. VA ABC intends to on-board our current license and permit holders in phases which will begin shortly. We appreciate your patience while we transition to this new online process.

**Cart**

1 Select item to pay
2 Payment information
3 Receipt/Record issuance

**Step 1: Select item to pay**

Please click on edit cart to save fees for later.

PAY NOW

**No Address**  
**1 Application(s) | \$484.00**

▶ Monthly Tax Submission Amendment  
 23TMP-000633
 
Total due: \$484.00

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**Total amount to be paid: \$484.00**  
 Note: This does not include additional inspection fees which may be assessed later.

Checkout »
Edit Cart »
Continue Shopping »

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16. Submit Payment information.

The screenshot shows a payment form with two main sections: "Order Section" and "Name and Zip".

- Order Section:** Amount: 210.00 USD.
- Payment:** Includes a "PAYMENT CARD" section with logos for VISA, MasterCard, and American Express. Below the logos are three input fields: "Card Number \*", "Expiration date (MMYY) \*", and "Security code \*".
- Name and Zip:** Includes "First Name" (Susan) and "Last name" (Smith) fields. Below them is a "Postal code" field.

Red boxes highlight the "Card Number \*", "Expiration date (MMYY) \*", "Security code \*", and "Postal code" fields. A "SUBMIT PAYMENT" button is located below the payment fields. At the bottom, there is a "Secure Payment" logo and a disclaimer: "By placing this order, you are indicating you agree with our return and refund policy. https://www.abc.virginia.gov/stores/store-information/return-policy".

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View and Print Receipt

The screenshot shows a receipt confirmation page with a progress indicator at the top: "1 Select item to pay", "2 Payment information", and "3 Receipt/Record issuance".

**Step 3: Receipt/Record issuance**

### Receipt

Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.

[Print/View Receipt](#)

**2901 Hermitage RD, Richmond VA 23220 United States**

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013350952 [View Receipt](#)

[Print/View Receipt](#)

A red box highlights the "Print/View Receipt" button at the bottom of the page.

**PAYMENT RECEIPT**

**Receipt Number:14254174**

**DATE/TIME:** 6/21/2023 12:00:00 AM

**CASHIER:** PUBLICUSER39596

**NAME:** Peter Smith

**ADDR:**

License #	Type	Fee Description	Total Fee	Fee qty	Unit Total
013350952	Culinary Permit Application	Culinary Application Fee	\$50.00	1.00	\$50.00
			\$50.00	1.00	\$50.00
<b>Total</b>			<b>\$50.00</b>	<b>1.00</b>	<b>\$50.00</b>

Transaction #	Payment Type	Check Number	Payment Amount
750337	Credit Card		\$50.00
			<b>\$50.00</b>

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