



**Commonwealth of Massachusetts**  
**Department of the State Treasurer**  
**Alcoholic Beverages Control Commission**  
**239 Causeway Street**  
**Boston, Massachusetts 02114**

**Deborah B. Goldberg**  
*Treasurer and Receiver*  
*General*

This is a reminder that M.G.L. c.138, § 19F(f), requires Direct Wine Shippers to provide the Massachusetts Alcoholic Beverages Control Commission ("ABCC") with an annual report detailing their previous year wine sales to Massachusetts residents. This report differs from the one that Direct Wine Shippers must provide to the Massachusetts Department of Revenue. The annual report must be submitted to the ABCC no later than January 31. The ABCC is committed to making this process as easy as possible.

We have devised a way for you to submit your annual report through the ABCC website. In order to receive and process the information concerning your previous year's sales, the information must be in a specifically formatted spreadsheet.

Please complete the following steps to submit your annual report:

1. Go to <https://massit.onbaseonline.com/1500abccwine/dws.aspx> and enter your license number: DS-LIC-#####. Your license name and winery address will populate the remaining fields.
2. If you did NOT ship any wine directly to Massachusetts consumers the previous year, check the box next to "I did not ship any wine directly to Massachusetts consumers in XX year." Click on "Submit" at the bottom of the page and the process is complete.
3. If you DID ship wine to any Massachusetts Residents in the previous year, your customer shipping information must be in a spreadsheet and contain the following column headers (across the top of the spreadsheet), in this particular order:

Salutation  
First Name  
Middle Name  
Last Name  
Suffix  
Street Number  
Street Name  
Address  
City or Town  
State  
Zip Code  
Total Number of Gallons Shipped  
Total Value of Wine Shipped  
Date Shipped

4. Your completed spreadsheet must be saved as a comma-separated value file ("CSV") in order to upload it into our system. For full instructions on Steps 3 and 4, please visit

<http://www.mass.gov/abcc/pdf/howtoCSV.pdf>

5. Once the system accepts your CSV file, click on the "Save" button at the bottom of the page. After completing this process, you will receive a notification stating that the submission was successful.

If you need assistance converting bottles to gallons, please visit:

<http://www.mass.gov/abcc/conversionform.htm>.

We hope that this process will allow you to utilize your current computer systems to download the data. If for some reason you need to upload additional names or change any previously submitted information, please be sure that ALL of the original information is also included in your file, as the system will automatically purge the first file if a second one is submitted. In other words, our system will only keep one spreadsheet for each licensee, each year.

For any licensing questions please contact Deron Egbuche at [1-617-727-3040 ext 723](tel:1-617-727-3040), or [degbuhe@tre.state.ma.us](mailto:degbuhe@tre.state.ma.us) if you should have any technical questions regarding the annual report please contact Renata Thomas at [1-617-727-3040 ext 739](tel:1-617-727-3040) or [rthomas@tre.state.ma.us](mailto:rthomas@tre.state.ma.us).