

## File formatting instructions – Beer, Wine, and Liquor Wholesalers

Use this document as a guide for how to format the individual fields of your file. You should use the spreadsheet template provided on the Web site when you are actually entering your information.

	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K	Column L	Column M	Column N	Column O	Column P
Field Name	Vendor's Legal Name	Vendor's DBA Name	SLA License Address	SLA City	SLA State	SLA Zip	Vendor's Telephone	Mailing Address	Mailing City	Mailing State	Mailing Zip	SLA Number	Federal Tax ID #	NYS Sales Tax ID #	Year & Month of Reported Sales	Monthly Net Sales Amount
Maximum Field Size	60 Characters	60 Characters	60 Characters	25 Characters	2 Characters	9 characters	12 Characters	60 Characters	25 Characters	2 Characters	9 Characters	7 Characters	11 Characters	11 Characters	6 Characters	17 Characters
Field Type	Alpha Numeric	Alpha Numeric	Alpha Numeric	Alpha Numeric	Alpha	Alpha Numeric	Alpha Numeric	Alpha Numeric	Alpha Numeric	Alpha	Alpha Numeric	Numeric	Alpha Numeric	Alpha Numeric	Date YYYYMM	Numeric with 2 decimals
Special Field Requirements						Minimum 5 characters  No hyphens					Minimum 5 characters  No hyphens	Always 7 Characters	Always between 9 and 11 characters with no hyphens	Always between 9 and 11 characters with no hyphens		
Required Field Indicator	YES											YES		YES	YES	YES
Data Example	ABC Inc.	ABC Liquor Store	123 2nd Street	Saratoga	NY	12065	518-222-3333	123 2nd Street	Saratoga	NY	12065	1234567	123456777	135668521	200801	2125.00

### Important Information:

1. If you have no information to report in a specific field and the field is not required, you should leave it blank. Do not enter any numbers or special characters.
2. Required data fields are used only to validate your files. Penalties will still apply for failing to provide required information on your return.
3. The NYS Sales Tax ID # is now a required field for this filing period and all future filing periods.