

Submit an Excise Tax Report by File Upload: Nonresident Brewer's License (BN)

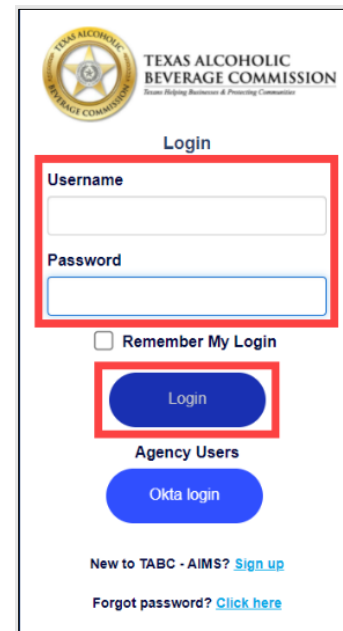
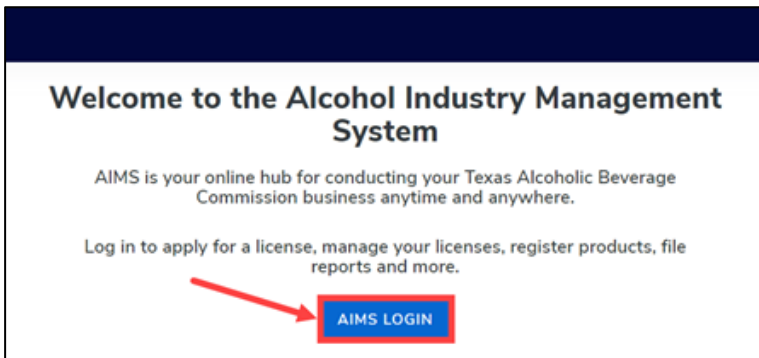
This guide provides the steps to submit an excise tax report for businesses that hold the Nonresident Brewer's License (BN). Each license holder must submit the following schedules:

- **Schedule 3** reports the invoice information of shipments made to Texas distributors.
- **Schedule 4** lists each brand, package size and package count shipped to distributors in the state during the reporting month.

You must file your excise tax report between the 1st and 15th of the month, covering activity in the previous month.

1. Log in to AIMS:

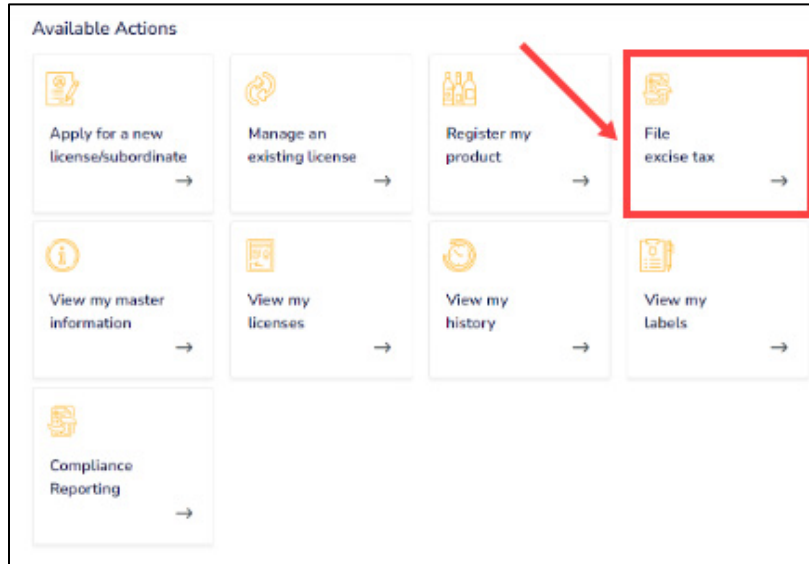
- Enter tabc.texas.gov/aims-login in Google Chrome or Microsoft Edge on your device.
- Click **AIMS LOGIN** when you're on the AIMS landing page.
- Enter **Username** and **Password**. Click the **Login** button.





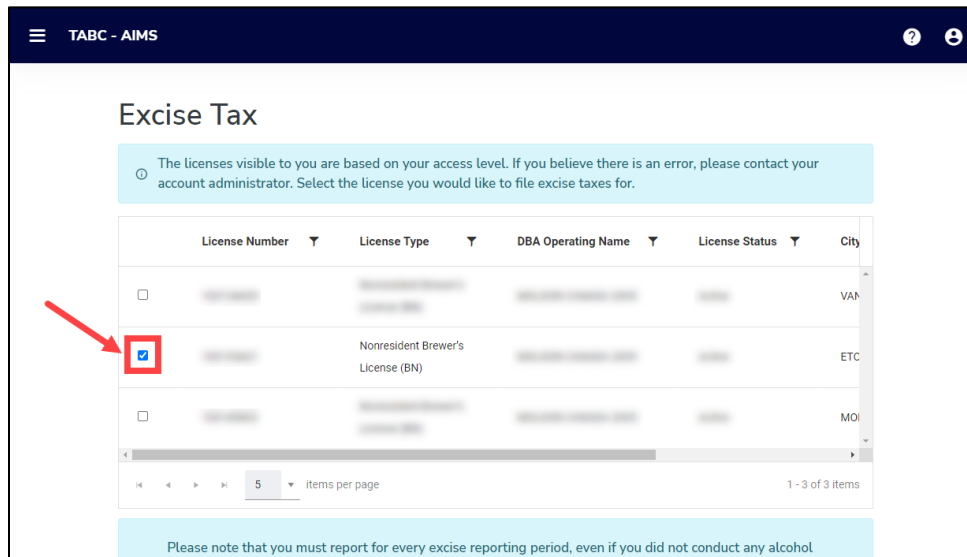
2. If you have several business entities, click the one you want to access. The business entity's AIMS dashboard will appear.

Click the **File excise tax** tile.

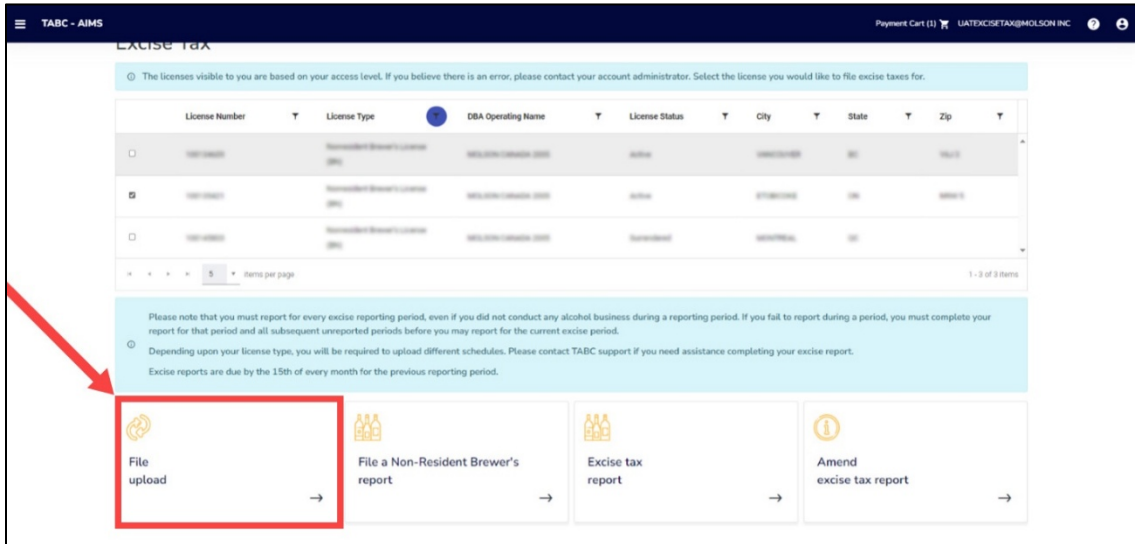


i If **no business** was conducted during the reporting period, see Step 3 in the [Zero Report User Guide](#).

3. Select the **checkbox** next to the license for which you need to submit excise taxes.

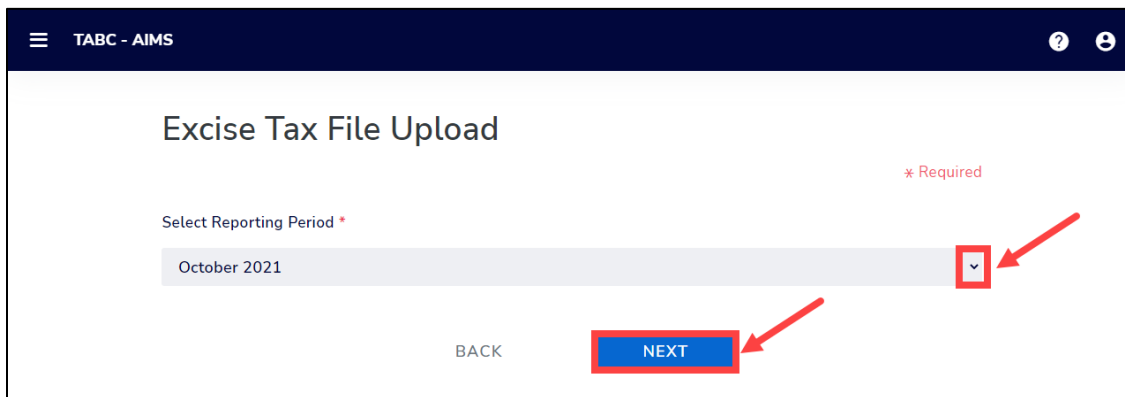


4. Scroll down and click the **File upload** tile.



5. **Select Reporting Period** from the dropdown list. You'll typically be selecting the previous month as the reporting period.

Click the **Next** button.

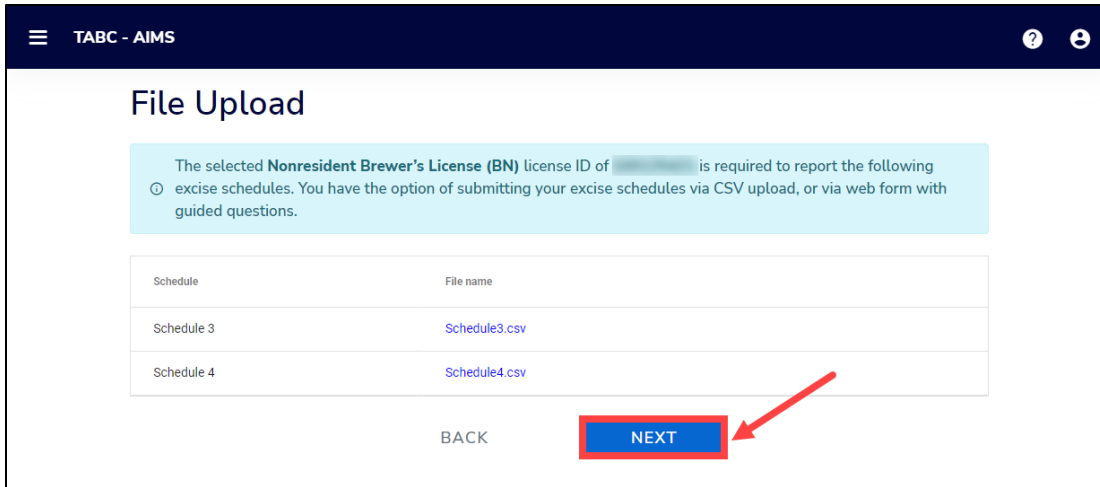


6. Download a new copy of the required schedules for your license each reporting period. **Don't use schedules you downloaded from previous reporting periods.**

Click each file name to download the file onto your computer. AIMS will automatically display which schedules are required based on the license type.

Important notes: You must ensure all data entered matches the format provided in these files. Do not change the column headings when saving each file.

Once you've downloaded the files, click the **Next** button.



How to Complete Schedule 3

The following fields appear in Schedule 3, but you only need to complete the fields highlighted in the image below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Permit	Transaction Type	Invoice Date	Invoice Number	Alcohol Type	Quantity	Price	Customer name	Address	Shipper	Shipped date	City	Brand	Package size	Tracking	IsCreditMemo
2																
3																

Permit (Column A): TABC license number of licensee or permittee receiving shipment. Use the AIMS license number and enter only numbers with no leading letters.

There are three ways to find an AIMS license number:

- [AIMS License Search](#)
- [TABC Licenses lookup table](#)
- [Public Inquiry](#)

Transaction Type (Column B): "NON-RESIDENT" is the only transaction type option and should be used in Column B in every row for which you are reporting information.

Invoice Date (Column C): Enter in the format M/D/YYYY, M/DD/YYYY, MM/D/YYYY or MM/DD/YYYY.

Invoice Number (Column D): Enter invoice number.

AlcoholType (Column E): Enter alcohol type shipped. For BN licenses, "MALT" is the only alcohol type option and should be used in Column E in every row you are reporting information.

Alcohol Type	Description
MALT	Malt beverages (gallons)

Quantity (Column F): Gallon amounts cannot exceed four decimal places to the right. You must use decimals when entering units.

Correct	Incorrect
101.3333	101.000056

Complete the information and save. **Important note:** Do not change the file format from CSV.

How to Complete Schedule 4

The following columns populate in Schedule 4.

	A	B	C
1	Brand	Package size	Package count
2			
3			

Brand (Column A): Enter name from TABC Product Registration Certificate. Find certificates through [Public Inquiry](#).

Package Size (Column B): See the [chart on the TABC Alcohol Excise Taxes page](#). Choose the appropriate package size from the Package Size column and enter it exactly as shown in the chart. The chart also provides Quantity and Size for clarity, but the values in those columns do not need to be entered into the schedule.

Package Count (Column C): Enter number of packages, represented as a whole number.

Example: If you are reporting the business sold one-hundred 12 packs of 12 oz cans of ABC Malt to a retailer, you would enter it as follows:

	A	B	C
1	Brand	Package size	Package count
2	ABC Malt	12/12oz	100

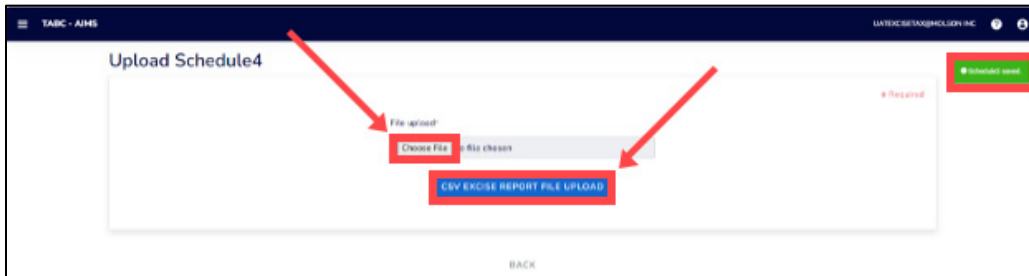
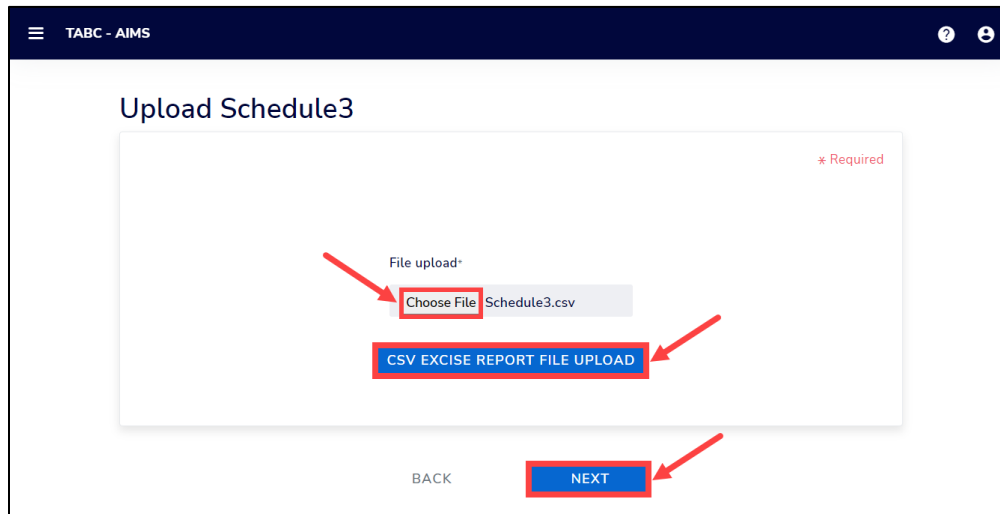
Complete the information and save. **Important note:** Do not change the file format from CSV.



7. **Upload Schedule 3.** Return to AIMS and click **Choose File**. Follow the prompts to find the Schedule 3 file you completed.

Click the **CSV Excise Report File Upload** button.

Important note: AIMS will review each of your files for errors. If entries are correct, you'll receive a confirmation and be automatically directed to the next schedule. Errors will appear at the bottom of the page. You'll need to correct the identified errors and re-upload the schedule before you can go to the next schedule.

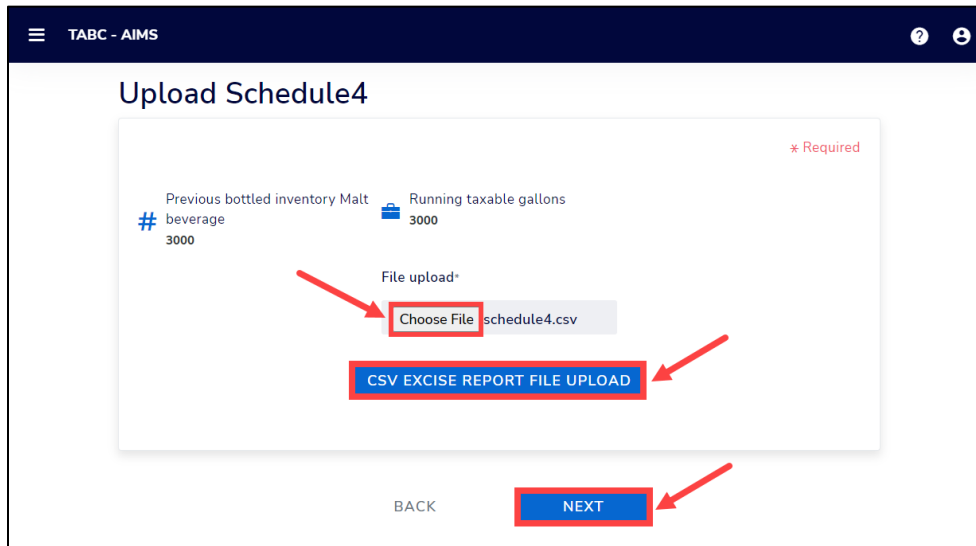




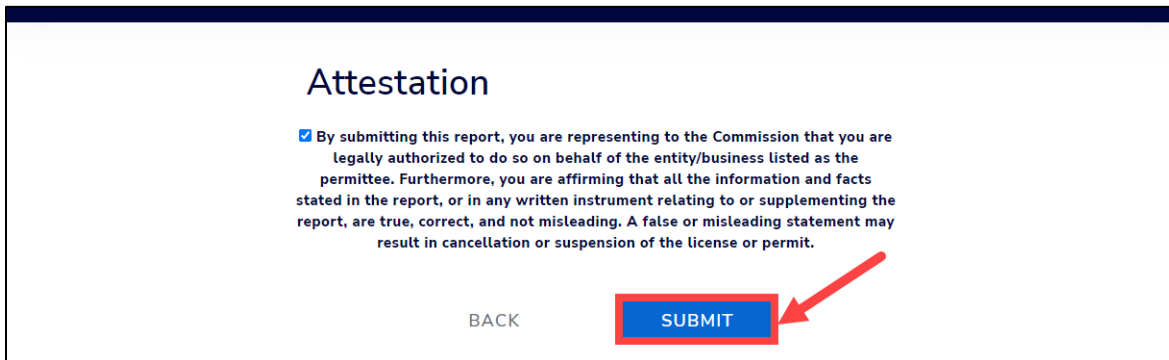
8. **Upload Schedule 4.** Click **Choose File** and find the completed file on your computer.

Click the **CSV Excise Report File Upload** button.

If entries are correct, you'll be taken to the attestation page. If errors are found, correct them and re-upload.



9. Review the Attestation and click the **Submit** button.



After completing the attestation, your report is considered submitted. If you need to make changes to the report after submission, see the [Amend Excise Tax Report User Guide](#).