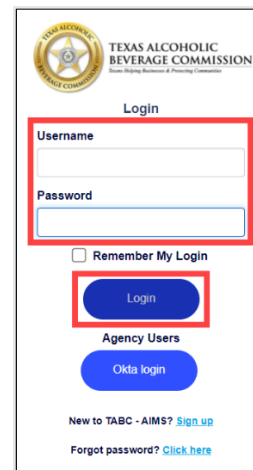
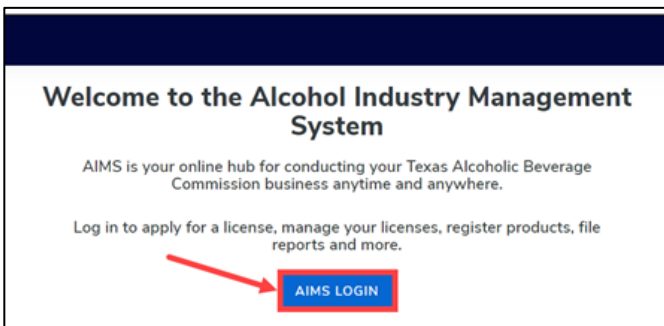


Submit an Excise Tax Report by File Upload: Carrier's Permit (C)

This guide will provide the steps to submit an excise tax report by a business that holds the Carrier's Permit (C). Each permit holder must submit a **Carrier Report**. You must file your report between the 1st and 15th of the month, covering activity in the previous month.

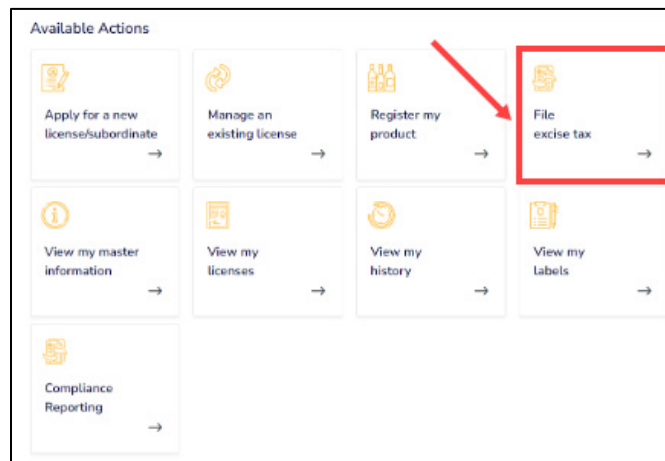
1. Log in to AIMS:

- 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 permit for which you need to submit excise taxes.

Excise Tax

The licenses visible to you are based on your access level. If you believe there is an error, please contact your account administrator. Select the license you would like to file excise taxes for.

License Number	License Type	DBA Operating Name	License Status	City
<input checked="" type="checkbox"/>	Carrier's Permit (C)			MIS

5 items per page 1 - 1 of 1 items

Please note that you must report for every excise reporting period, even if you did not conduct any alcohol

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

Excise Tax

The licenses visible to you are based on your access level. If you believe there is an error, please contact your account administrator. Select the license you would like to file excise taxes for.

License Number	License Type	DBA Operating Name	License Status	City	State	Zip
<input checked="" type="checkbox"/>	Carrier's Permit (C)					

5 items per page 1 - 1 of 1 items

Please note that you must report for every excise reporting period, even if you did not conduct any alcohol business during a reporting period. If you fail to report during a period, you must complete your report for that period and all subsequent unreported periods before you may report for the current excise period.

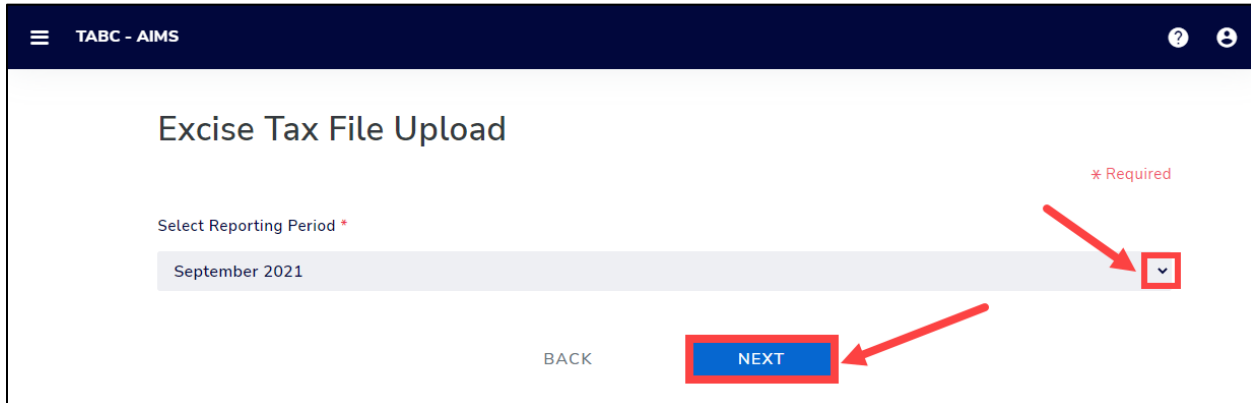
Depending upon your license type, you will be required to upload different schedules. Please contact TABC support if you need assistance completing your excise report.

Excise reports are due by the 15th of every month for the previous reporting period.

File upload → **File a carrier report** → **Excise tax report** → **Amend excise tax report** →

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

Click the **Next** button.



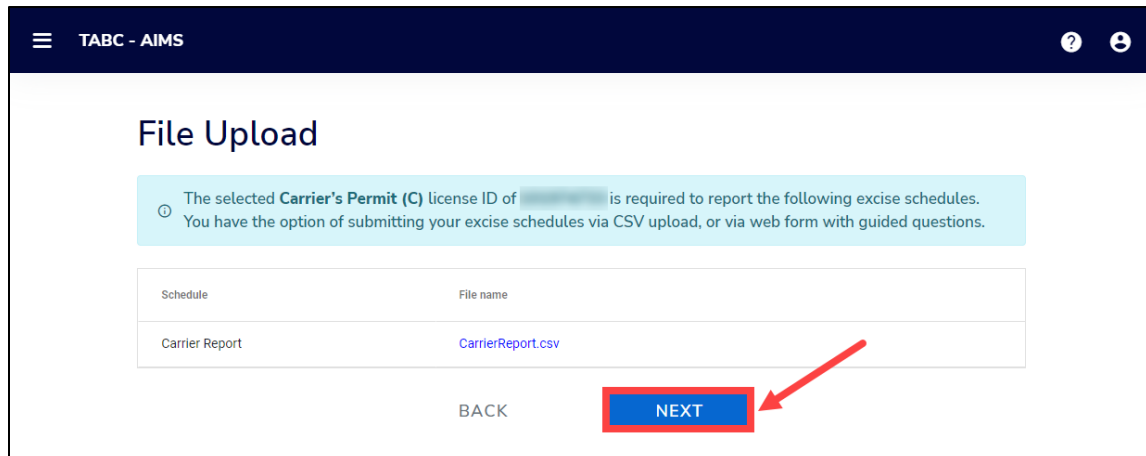
6. Download all the required schedules for your license. The files on this page are templates you will use to enter the necessary information.

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:

- Please ensure your entries match the text field format provided in this document. If the information is not entered in the exact format listed below, you'll receive an error and won't be allowed to proceed with your submission. Data entry will be based on your license type.
- Do not change the column heads or the file type from CSV.

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



7. Complete the Carrier Report.

The Carrier Report requires the following fields:

	A	B	C	D	E	F	G	H	I
1	DateShipped	Consignor	PointofOrigin	Consignee	Destination	FreightBillNumber	NumberofPackages	CommodityType	DateDelivered
2									

Date Shipped (Column A): Enter in the format MM/DD/YYYY or MM-DD-YYYY.

Consignor (Column B): Name of party sending shipment.

Point of Origin (Column C): City and state of location where product will be picked up (e.g., Austin, TX).

Consignee (Column D): Name of party receiving shipment.

Destination (Column E): City and state of location where product will be delivered (e.g., Austin, TX).

Freight Bill Number (Column F): This number can be entered in any format.

Number of Packages (Column G): Must be whole numbers.

CommodityType (Column H): Choose the correct alcohol type from the list below.

Alcohol Type	Description
Malt	Malt beverages
Spirits	Distilled spirits
Wine	Wine

Delivery Date (Column I): Enter in the format MM/DD/YYYY or MM-DD-YYYY. The Delivery Date should either be the same day as the Date Shipped or a future date.



8. Upload the Carrier Report. Return to AIMS and click **Choose File**. Follow the prompts to find the file you completed.

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

Important note: AIMS will review each file for errors. If entries are correct, you'll receive a confirmation notification 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 report before you can proceed.

TABC - AIMS

Upload Carrier Report

* Required

File upload*

Choose File CarrierReport.csv

CSV EXCISE REPORT FILE UPLOAD

BACK NEXT

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

Attestation

By submitting this report, you are representing to the Commission that you are legally authorized to do so on behalf of the entity/business listed as the permittee. Furthermore, you are affirming that all the information and facts stated in the report, or in any written instrument relating to or supplementing the report, are true, correct, and not misleading. A false or misleading statement may result in cancellation or suspension of the license or permit.

BACK SUBMIT

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](#).