

## Submit an Excise Tax Report by File Upload: Nonresident Seller's Permit (S)

This guide provides the steps to submit an excise tax report by businesses that hold the Nonresident Seller's Permit (S). These permits submit Schedule 3.

Under **Schedule 3**, a nonresident seller reports shipments of wine and/or distilled spirits made to a licensed permittee authorized to import these products into the state.

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.

	TEXAS ALCOHOLIC BEVERAGE COMMISSION Enter Reining Researce & Proving Comments
	Login
Welcome to the Alcohol Industry Management System	Password
AIMS is your online hub for conducting your Texas Alcoholic Beverage Commission business anytime and anywhere. Log in to apply for a license, manage your licenses, register products, file	Remember My Login     Login
AIMS LOGIN	Agency Users Okta login
	New to TABC - AIMS? Sign up

Forgot password? Click here



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.

2		1111 ALIA	8
Apply for a new license/subordinate $\rightarrow$	$\begin{array}{l} {\rm Manage \ an} \\ {\rm existing \ license} \\ \rightarrow \end{array}$	Register my product →	File excise tax
<u>(</u> )		0	
View my master information $\rightarrow$	View my licenses →	View my history →	View my Labels
<b>\$</b>			
Compliance			
→			

(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.

📃 тавс -	AIMS	?	8
	Excise Tax The licenses visible to you are based on your access level. If you believe there is an error, please contact your		
	License Number       T       License Type       T       DBA Operating Name       T       License Status       T       City         Nonresident Seller's       * <td< td=""><td></td><td></td></td<>		
	Permit (S)         NEV            ✓           Image: Market M		
	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.		



4. Scroll down and click the File upload tile.

	Excis	e Tax												
	© The l	censes visible to you an	based on	your access layel. If you	believe th	ere is an error, plause corta	your acco	ent od ministrator. So	loct the lik	era e you would	ike to file e	cise takes	for.	
		Ucense Number	•	Linense Type	•	DBA Operating Name	۲	Literase States	۲	CRY	T SN		Dp .	۲
	D													
		1.1.5.1.549	ter belle											1.24124646
	Pho	ate note that yes must a	eport for ev	ery axists reporting per	iad, even	r yeu diel not conduct any al	shol besin	as during a repart a	g period. <b>P</b>	you fail to repr	t during a p	ried, yea	nuet complete	yaar
	Plan Nop Day Enc	are note that you must a ort for that partial ad- ending upon your tices he reports are due by th	eport for av Lostroceuse to type, you a 150- of e	ery assise reporting per rt unreported porteds to will be required to uplo serv month for the previ	iad, even ofera you ad differe eus repert	If you did not conduct any air may report for the current or it schedules. Please contact ing period.	ohol basin ese perioti 1948 C supp	as during a report o	g ported. I tan co corm	f you fail to rope ofering your sec	t duing a p is report.	ried, yea	eust compisto	ya x
	D Day for	ase note that you must a ort for that particle and at and ing upon your boars se regards are due by th	eport for ev Lotrocque to type, you e 15th of e	ery postale reporting per rt presponded ponteds to will be required to apple way exactly for the provi	iad, even i ofero your ad differe eus repert	If you did not conduct any all may report for the carrier is it schedules. Please contact ing period.	shat basis osa peran tikit casp	ias during a repartie ort IT you mouth assis	g ported 1 ten co corm	f you fail to repo	t during a p is report.	rind, you	muat campiata	ya a
	Plan ND Day Exc File	ase note that you must a ent the thet period and a sending upon your base se reports one due by th	sport for av Lodrocque to type, you a 150- of e	ery axis reparking per it unsatrict periods to will be repared to aple was exactly for the pro-	iod, even i ofero you ed differe eus reperi	r yaa did net candust ang ab may najart for the carrent is rt schedulas. Please contact ing period. ant Sicilian's	ahal busin ose period 1480 supp Data	es during a reporta ortif you must assis	g pariod. I tan su com	f you fail to rope sletting your site	t during a p in report.	ried, you	munt compilate	ya.x
	Pice No Day Exc File uploar	ane note that you must a ort for that particle and a ording upon your book her reports are due by th	aport for ev It subseque to type, you to 19th of e	ery soil to reporting period will be resoured to table erry month for the pro- tion of the table file a Nor report	iod, even ofero your ad differe eus repert	r yaa did net cansket any ab man naant for the carrent is et schedules. Please contact ing period ant Sellier's	that basis are period that supp that supp that period	es during a reporta ortif you must away o tax	g portad. P	r you fail to rope sletting your set	t cutry of comport.	ried, you	muun carripiato	yaw

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

Click the **Next** button.

😑 тавс - Ан	4S	•	8
	Excise Tax File Upload	* Required	
	Select Reporting Period *		•
	October 2021	· · ·	
	BACK	_	



6. Click the file name to download Schedule 3 onto your computer. **Do not use a schedule from previous reporting periods.** 

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

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

≡	TABC -	AIMS		?	8
		File Upload			
		The selected <b>Nonresident Seller's Permit (S)</b> license ID of is required to report the following excise schedules. You have the option of submitting your excise schedules via CSV upload, or via web form with guided questions.			
		Schedule	File name		
		Schedule 3	Schedule3.csv		
			BACK		

## 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.



**Permit (Column A):** TABC license number of receiving permittees. Use the new AIMS license number and enter numbers only with no leading letters.

There are three ways to find an AIMS license number:

- <u>AIMS License Search</u>
- 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): Can be entered in any format.



**AlcoholType (Column E)**: Choose the correct alcohol type from the list below and type them exactly as they appear:

Alcohol Type	Description
SPIRITS	Distilled spirits (gallons)
UNITS	Distilled spirits (units)
OOSLW	Out-of-state low wine – 14% ABV and lower (gallons)
OOSHW	Out-of-state high wine – more than 14% ABV (gallons)
OOSSW	Out-of-state sparkling wine (gallons)

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

Correct	Incorrect
101.3333	101.000056

For example, a nonresident seller shipped 100 gallons of 13.5% alcohol-by-volume wine to a Texas business with permit number 1111111. This transaction, invoiced on 1/1/2021 with invoice number 12345, would be entered as such:

А В С D Е F G н 1 J L M Ν 0 P Permit Transaction Type Invoice Date Invoice Number Alcohol Type Quantity Price Customer name Address Shipper Shipped date City Brand Package size Tracking IsCreditMemo 11111111 NON-RESIDENT 1/1/2021 122345 OOSLW 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 taken 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.

≡	TABC -	AIMS		0	θ
		Upload Schedule3			
			* Required		
		File upload-			
		Choose File Schedule3.csv	•		
		CSV EXCISE REPORT FILE UPLOAD			
		ВАСК	•		



8. 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.

After completing the attestation, your report is considered submitted. If you need to make changes to the report after submission, see the <u>Amend Excise Tax Report User Guide</u>.