

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

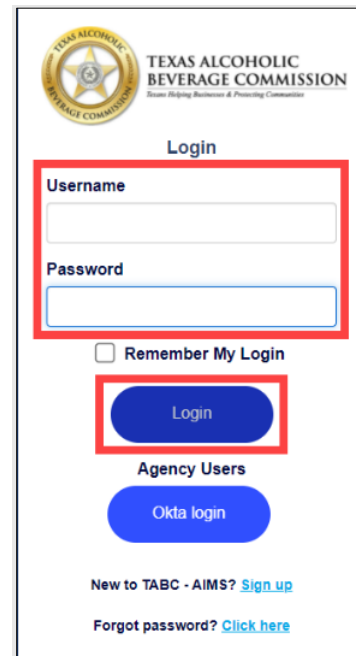
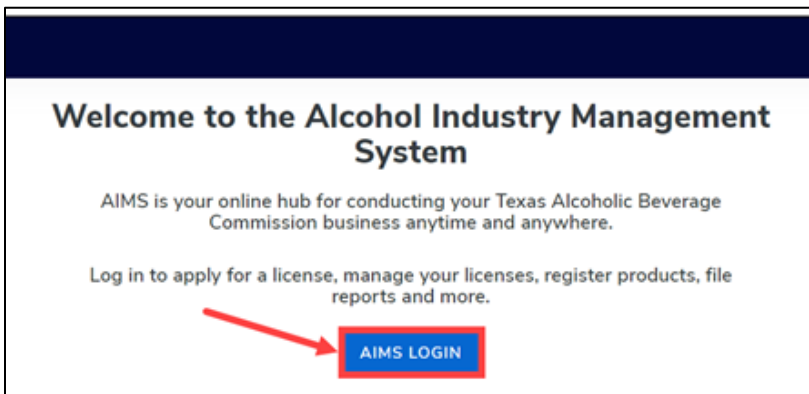
This guide provides the steps to submit an excise tax report by businesses that hold the Nonresident Seller's Permit (S). These permits submit Schedule 3.

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.

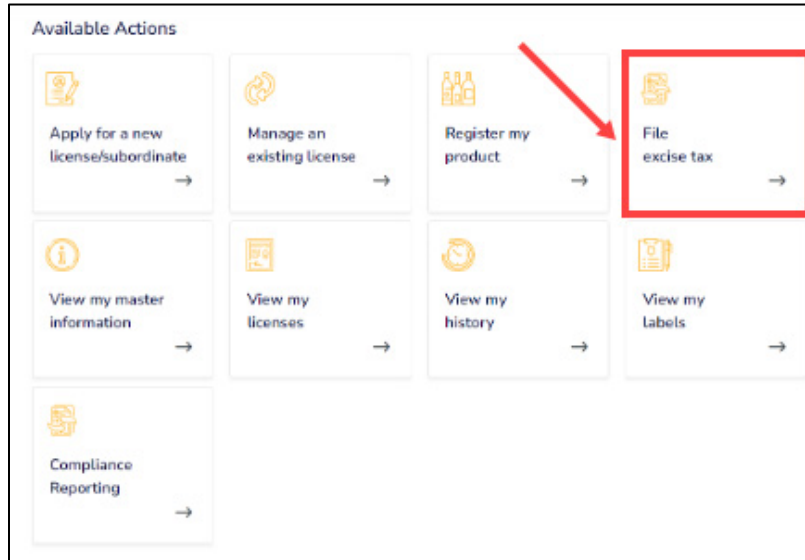
1. Log in to AIMS:

- 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.



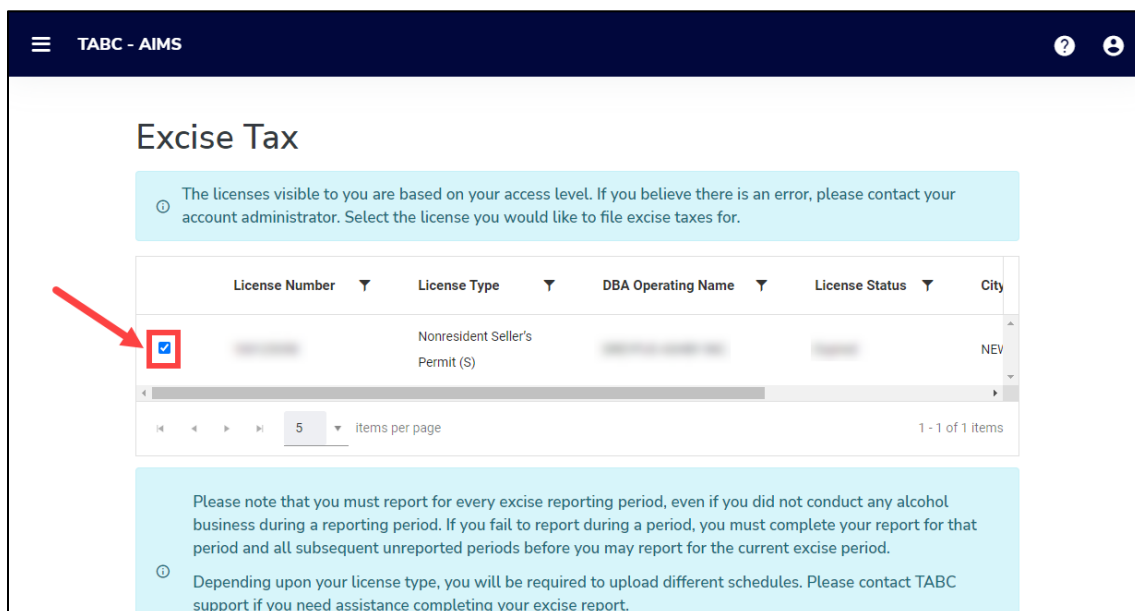
- If you have several business entities, click the one you want to access. The business entity's AIMS dashboard will appear.

Click the **File excise tax** tile.



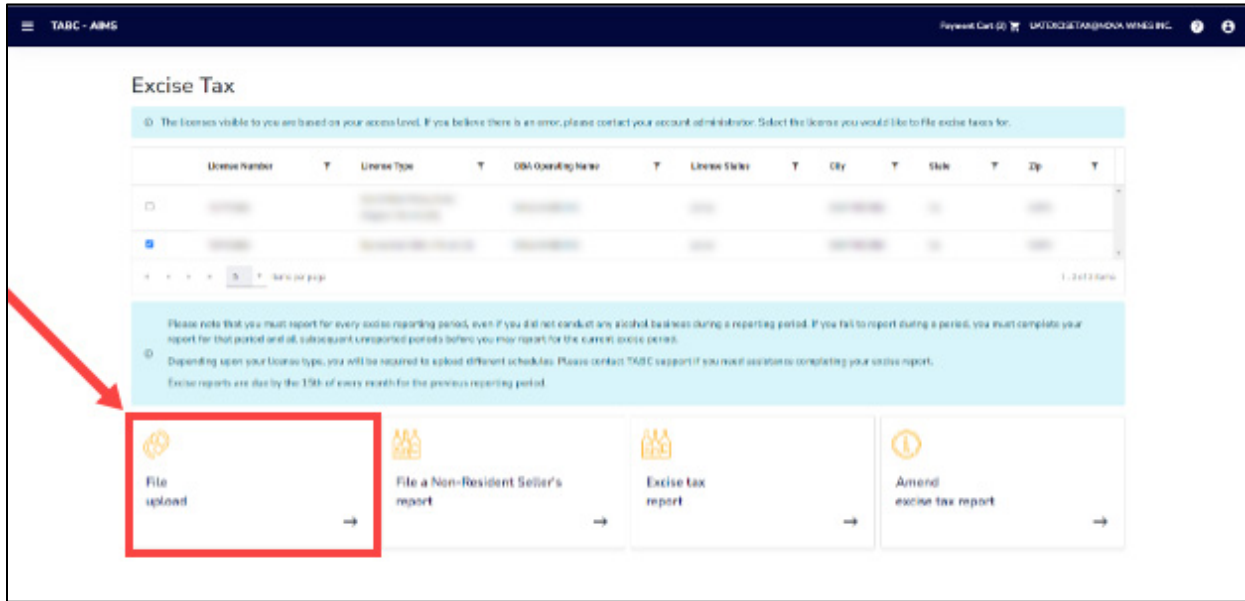
i If **no business** was conducted during the reporting period, see Step 3 in the [Zero Report User Guide](#).

- Select the **checkbox** next to the permit for which you need to submit excise taxes.



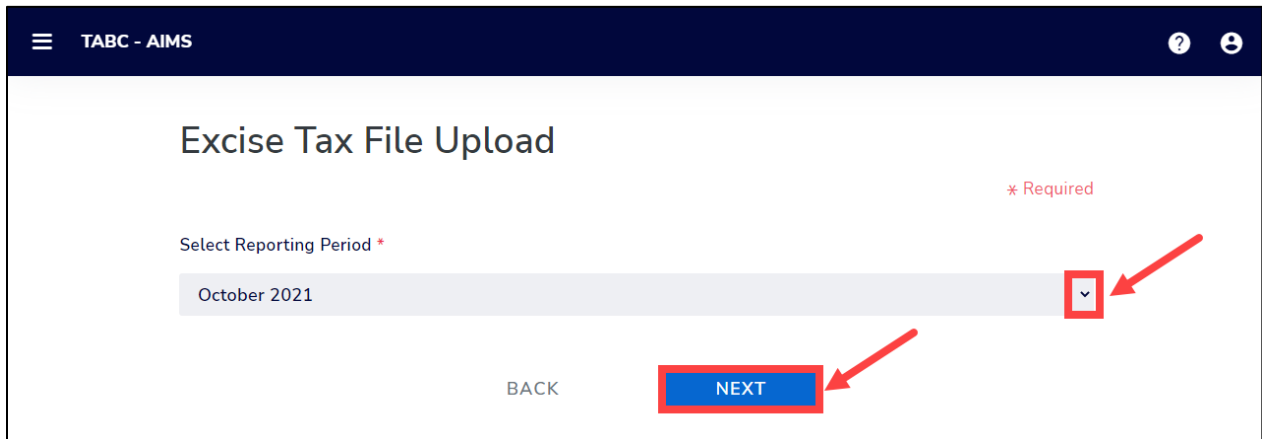


4. Scroll down and click the **File upload** tile.



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

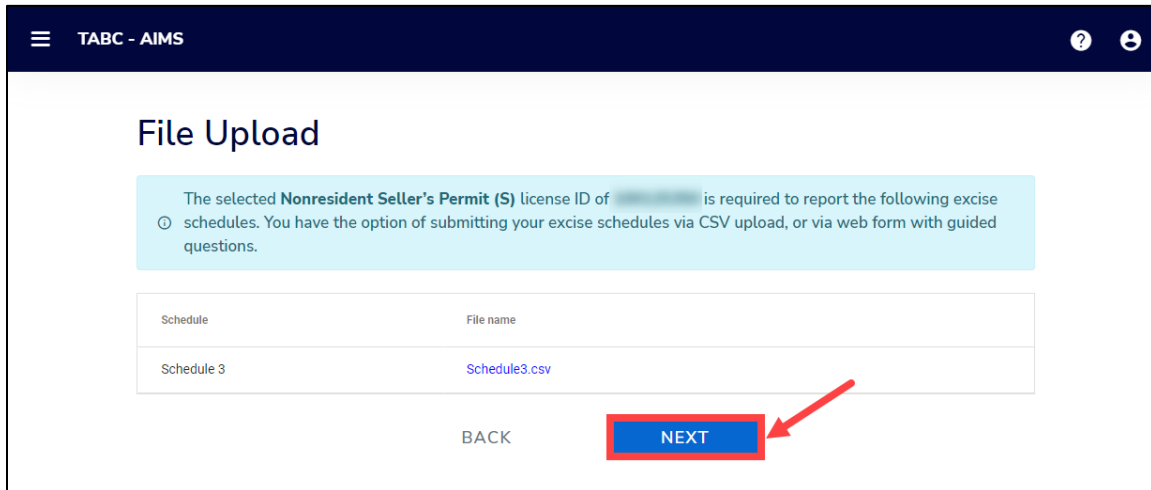
Click the **Next** button.



6. 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.



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 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:

- [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): 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:

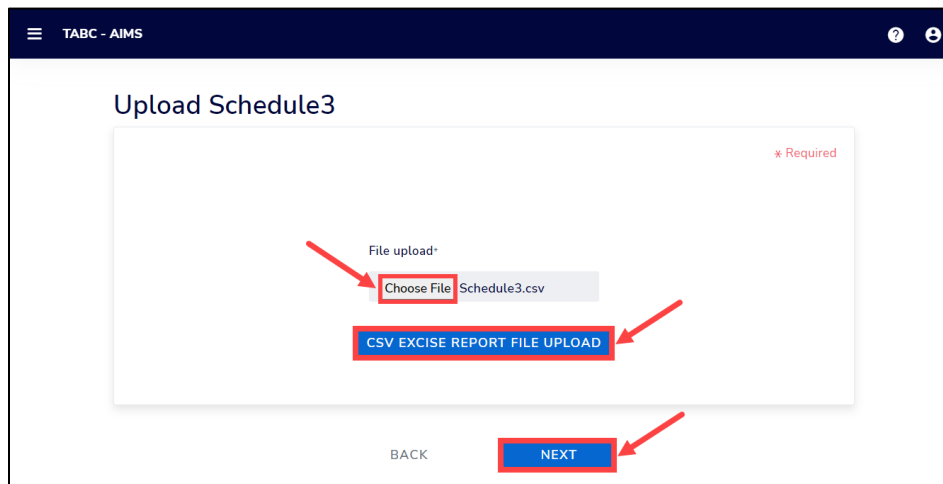
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Permit	Transaction Type	Invoice Date	Invoice Number	Alcohol Type	Quantity	Price	Customer name	Address	Shipper	Shipped date	City	Brand	Package size	Tracking	IsCreditMemo	
2	11111111	NON-RESIDENT	1/1/2021	122345	OOSLW	100											
3																	

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

- 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.





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.

[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](#).