

# Submit an Excise Tax Report by Online Filing: Nonresident Brewer's License (BN)

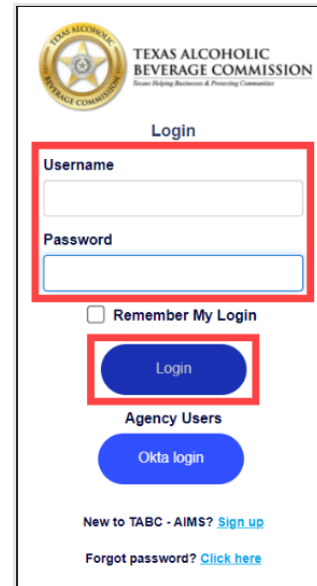
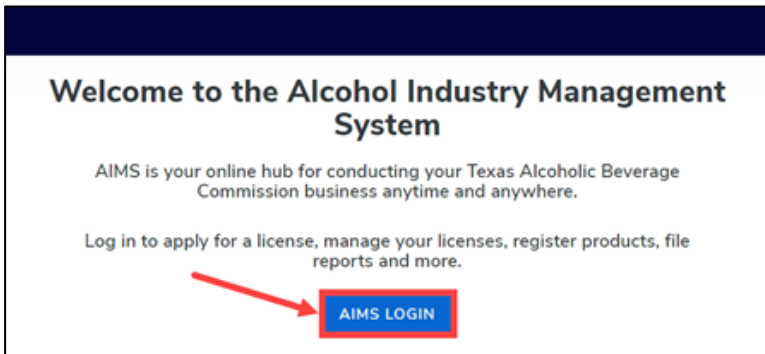
This guide provides the steps to submit an excise tax report by a business that hold the Nonresident Brewer's License (BN). Each license holder must submit the following schedules:

- **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 report between the 1st and 15th of the month, covering activity in the previous month.

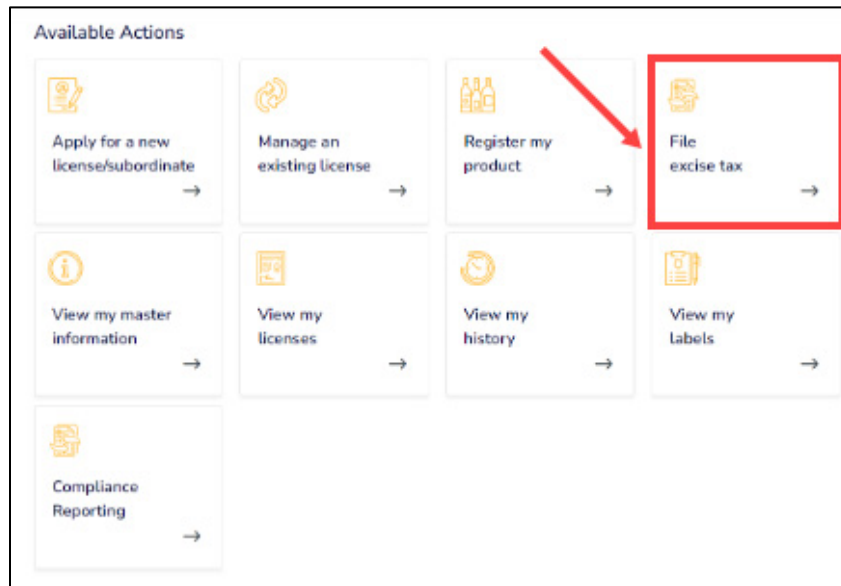
## 1. Log in to AIMS:

- Enter [tabc.texas.gov/aims-login](http://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.



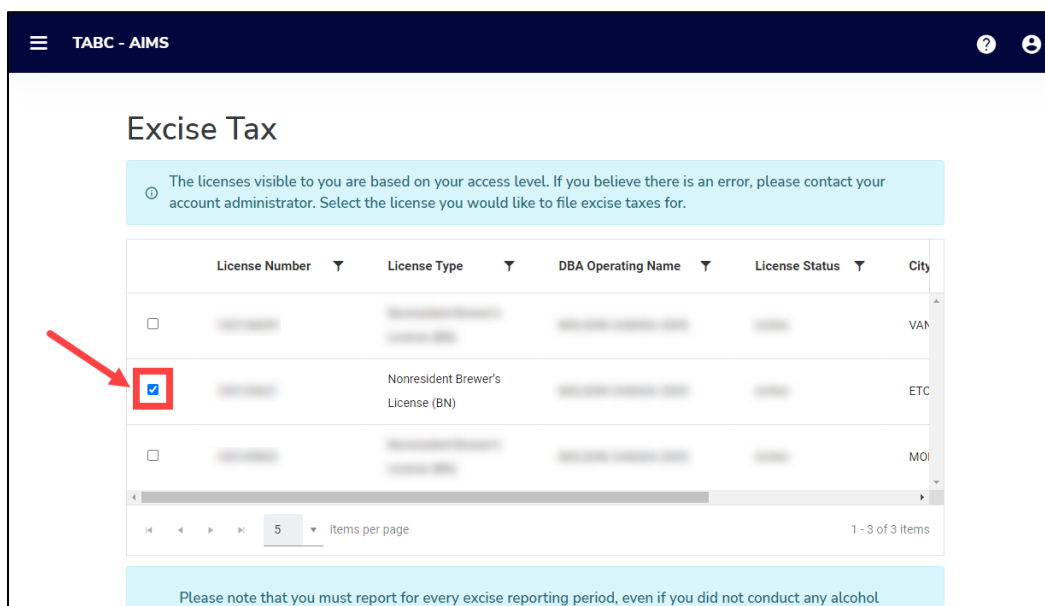
- If you have several business entities, click the one you want to access. The business entity's AIMS dashboard will appear.

Click the **File excise tax** tile.

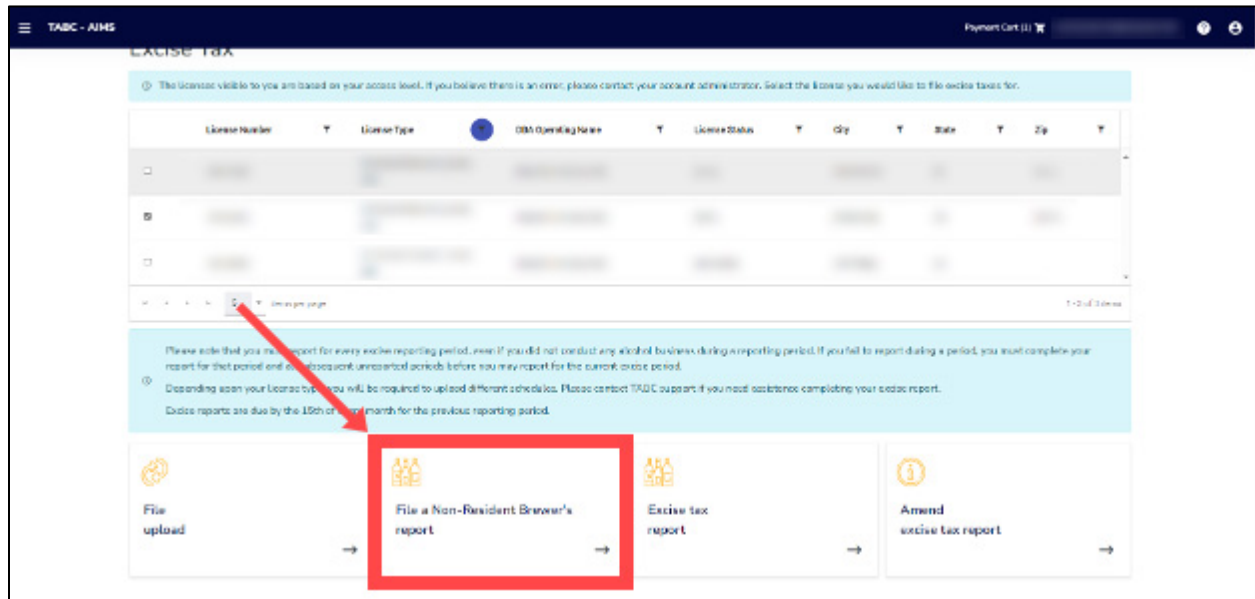


**i** If **no business** was conducted during the reporting period, see Step 3 in the [Zero Report User Guide](#).

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

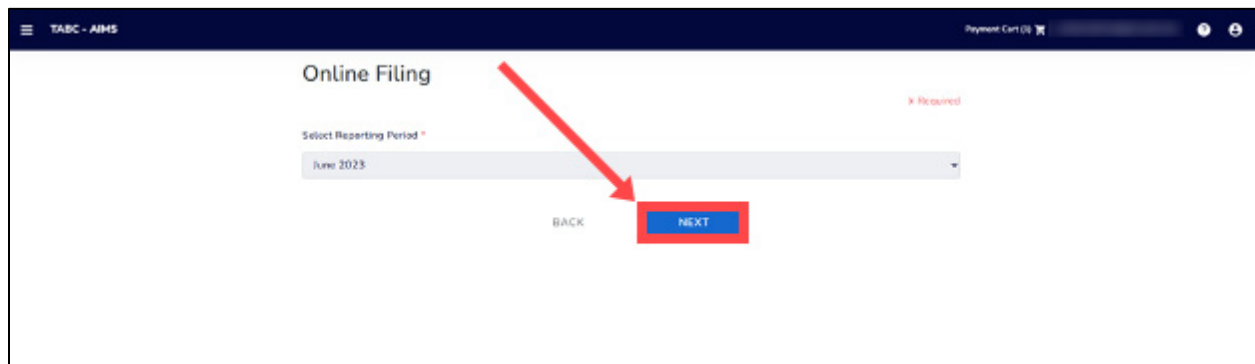


3. Click the **File a Non-Resident Brewer's report** button.



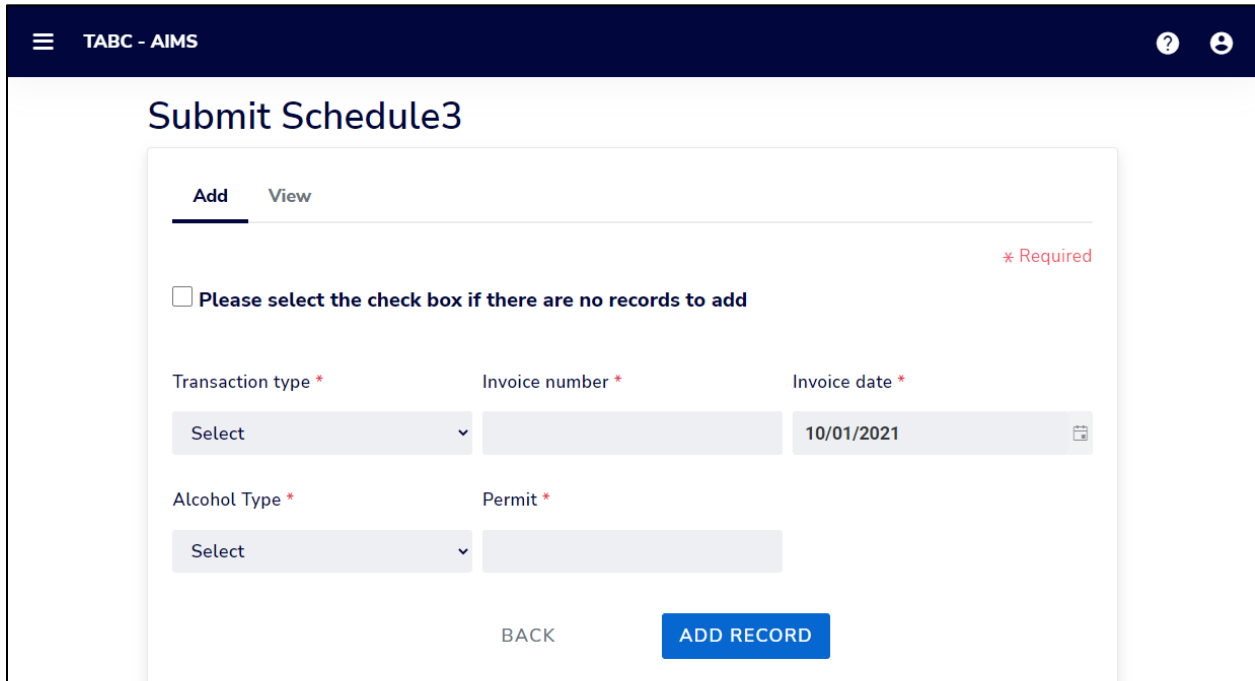
4. **Select Reporting Period** from the dropdown list. You will typically be selecting the previous month as the reporting period.

Click the **Next** button.



AIMS will automatically display the required schedules based on the license type.

5. Submit Schedule 3.



The screenshot shows the 'Submit Schedule3' form in the TABC - AIMS system. The form has a dark blue header with a menu icon and the text 'TABC - AIMS'. Below the header, the title 'Submit Schedule3' is displayed. The form contains several fields and buttons:

- Add** and **View** tabs at the top left.
- A checkbox with the text:  Please select the check box if there are no records to add. A red asterisk and the word 'Required' are to the right.
- Transaction type \***: A dropdown menu with 'Select' as the current value.
- Invoice number \***: A text input field.
- Invoice date \***: A date picker showing '10/01/2021'.
- Alcohol Type \***: A dropdown menu with 'Select' as the current value.
- Permit \***: A text input field.
- At the bottom, there are two buttons: **BACK** and **ADD RECORD**.

Select **Transaction Type** from the dropdown list. The correct selection will be “NON-RESIDENT.”

Enter **Invoice Number**.

Select **Invoice Date**.

Select **Alcohol Type** from the dropdown list. Choose the correct alcohol type from the Alcohol Type options. Review the list below for descriptions.

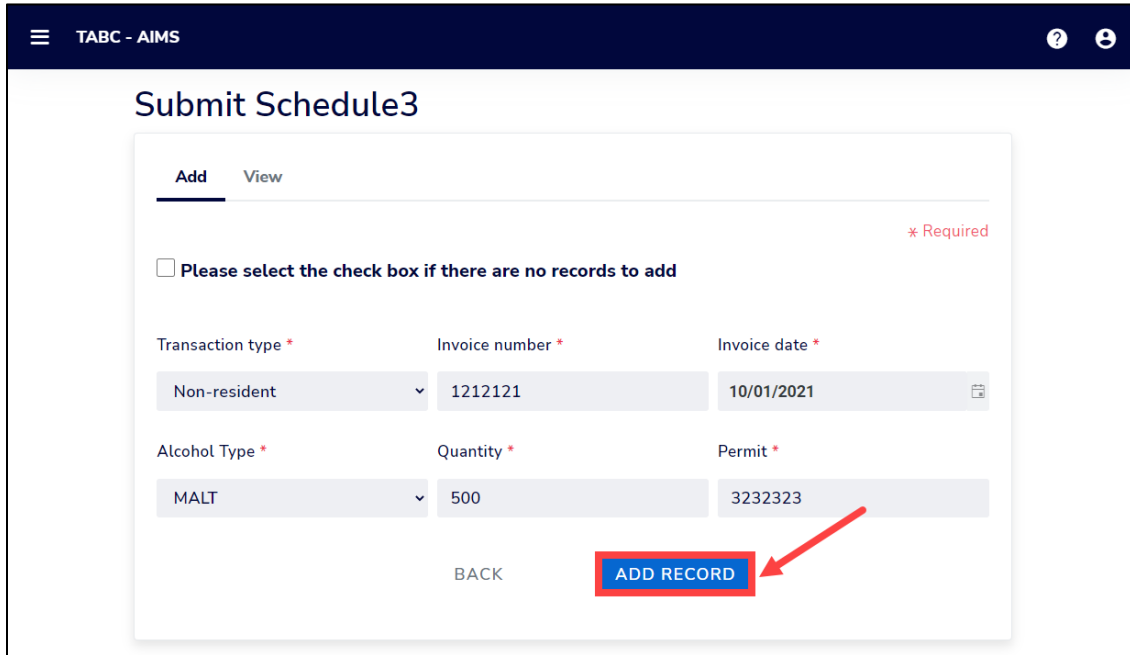
Alcohol Type	Description
MALT	Malt beverages (gallons)

Enter **Permit**: TABC permit number of receiving permittee. Use the new AIMS license number and enter numbers only with no leading letters.

There are three ways to find it the AIMS license number:

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

Click the **Add Record** button when complete. Repeat this process for each record.



Submit Schedule3

**Add** View

Please select the check box if there are no records to add \* Required

Transaction type \* Invoice number \* Invoice date \*

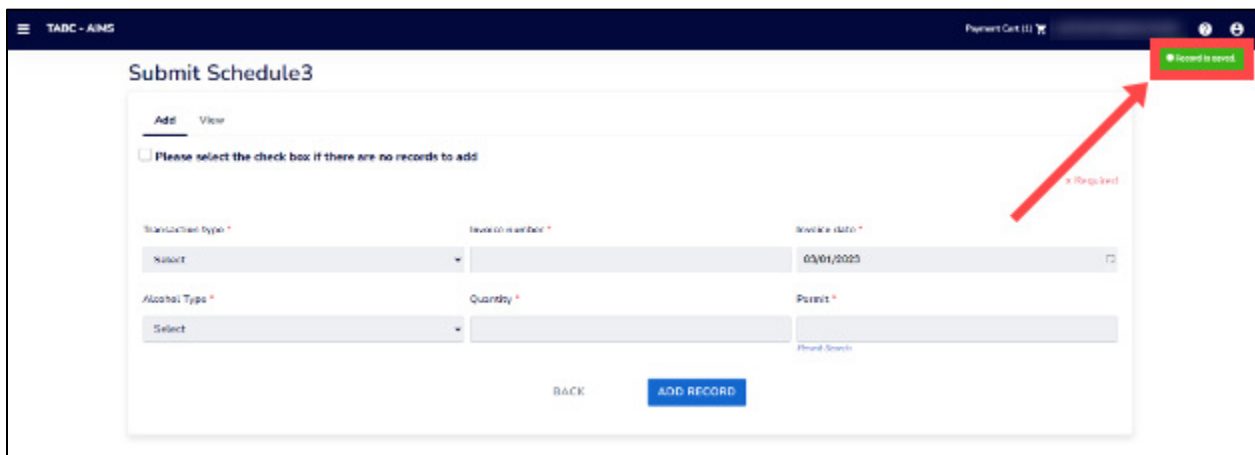
Non-resident 1212121 10/01/2021

Alcohol Type \* Quantity \* Permit \*

MALT 500 3232323

BACK **ADD RECORD**

A green box in the upper-right corner will confirm the record is saved.



Submit Schedule3

**Add** View

Please select the check box if there are no records to add \* Required

Transaction type \* Invoice number \* Invoice date \*

Select 03/01/2023

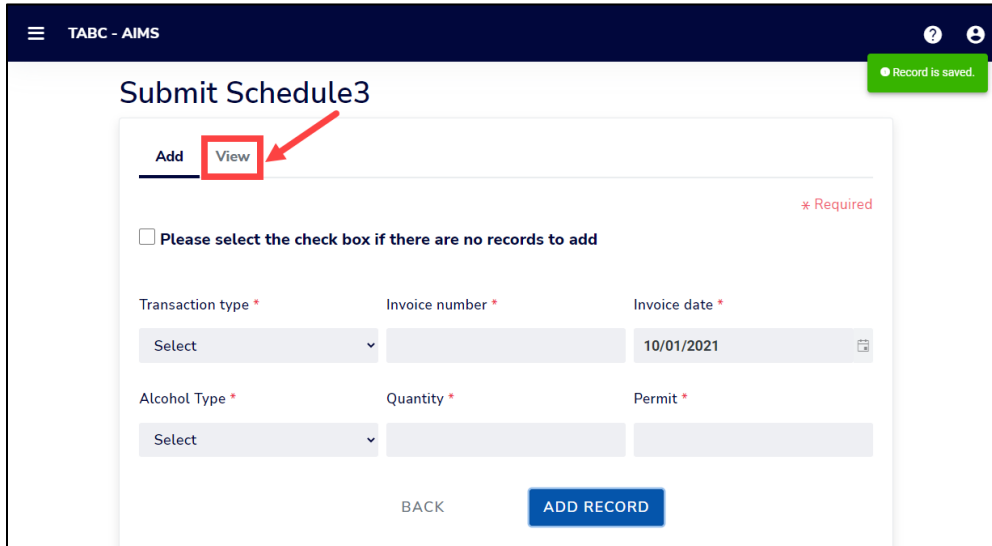
Alcohol Type \* Quantity \* Permit \*

Select

BACK **ADD RECORD**

Record is saved.

- Once all records have been entered, click **View**.



TABC - AIMS

Submit Schedule3

Record is saved.

Add View

Please select the check box if there are no records to add \* Required

Transaction type \* Invoice number \* Invoice date \*

Select [ ] 10/01/2021

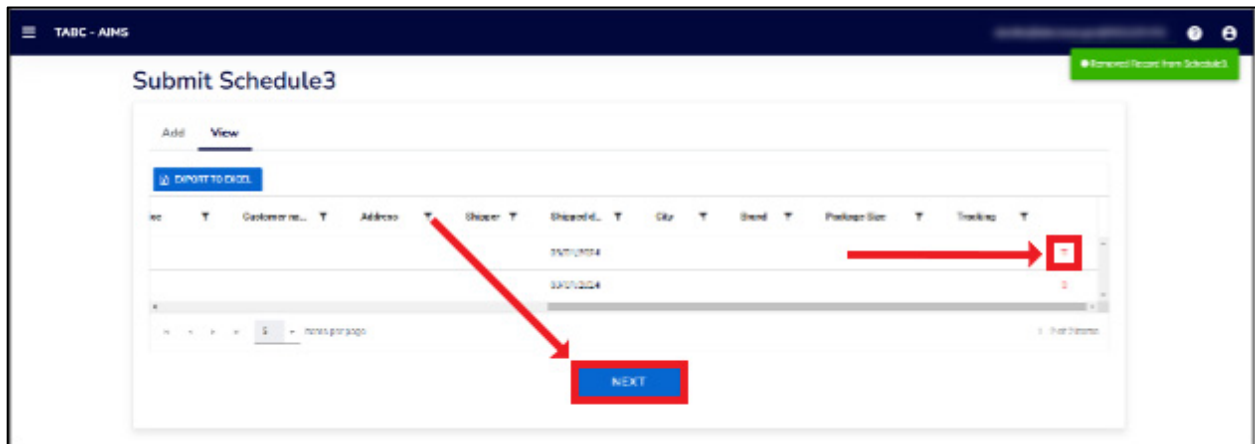
Alcohol Type \* Quantity \* Permit \*

Select [ ] [ ]

BACK ADD RECORD

- If entry information is incorrect, click the **trashcan icon** to delete the entry and add a new one.

Click the **Next** button.



TABC - AIMS

Submit Schedule3

Retrieved Record from Schedule3

Add View

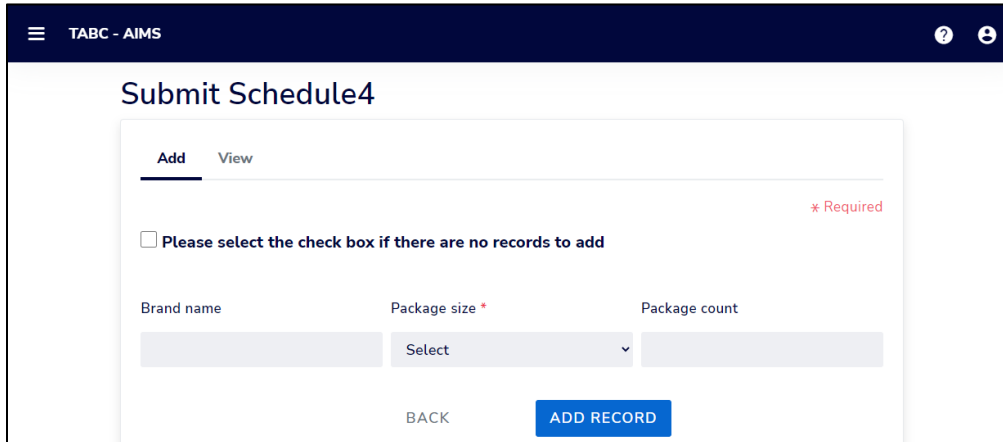
EXPORT TO EXCEL

no	Customer no.	Address	Shower	Shower Id.	Qty	Shed	Permit No.	Tracking
				55710204				
				55710204				

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

NEXT

8. Submit Schedule 4.

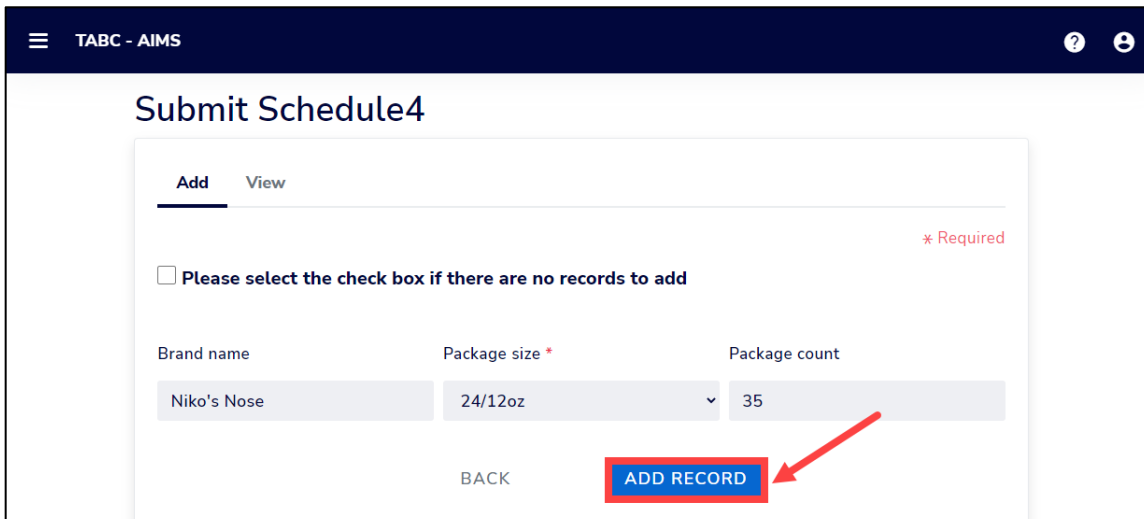


Enter **Brand Name**: Name from TABC Product Registration Certificate.

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

Enter **Package Count**: Number of packages, represented as a whole number.

Click the **Add Record** button when complete. Complete the form for each brand shipped.



9. Once all brands have been entered, click **View**.

Submit Schedule4

Record is saved.

Add View

\* Required

Please select the check box if there are no records to add

Brand name Package size \* Package count

Select

BACK ADD RECORD

10. If entry information is incorrect, click the **trashcan icon** to delete the entry and add a new one.

Click the **Next** button.

Submit Schedule4

Record is saved.

Add View

EXPORT TO EXCEL

Brand Name	Package Size	Gallon Quantity	Package Count

5 Items per page

NEXT





11. 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

After you complete 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](#).