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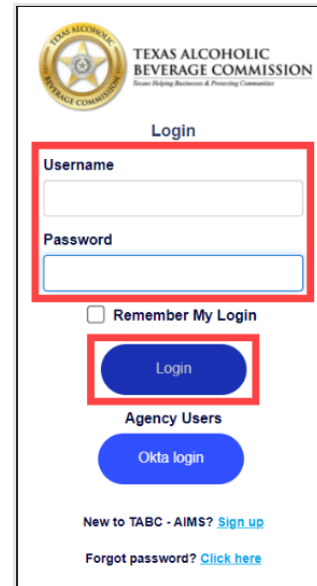
This guide provides the steps to submit an excise tax report by a business that hold the Nonresident Brewer's License (BN). Each license holder must submit the following schedules:

- **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.
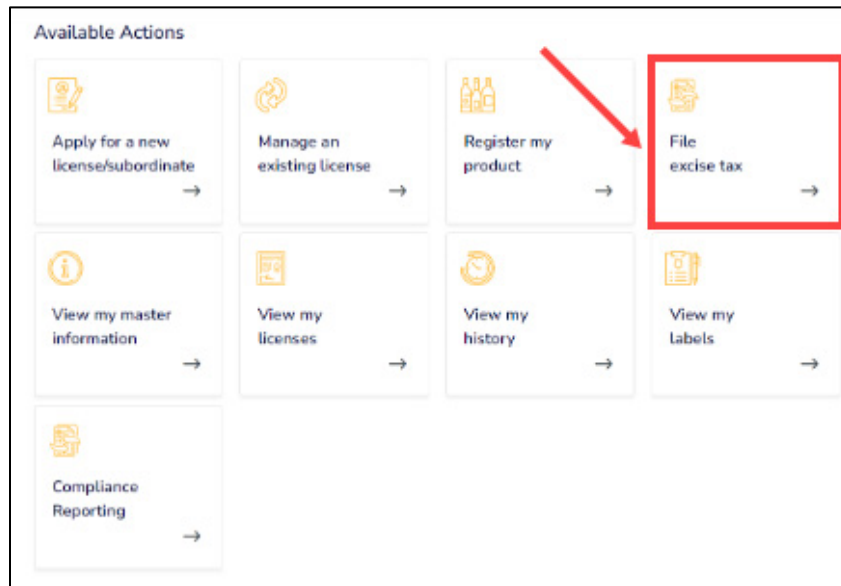
1. Log in to AIMS:

- Enter **tabc.texas.gov/aims-login** 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.
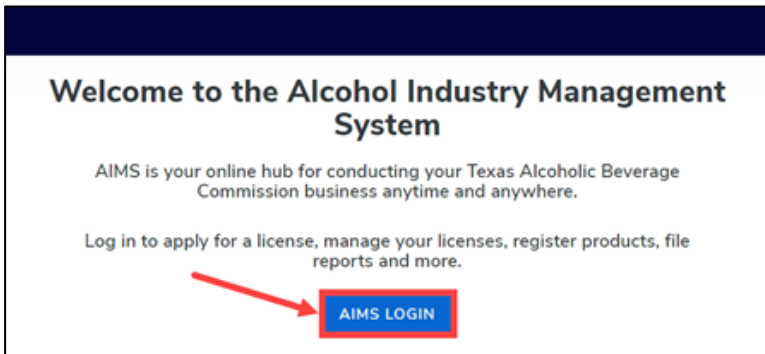
2. If you have several business entities, click the one you want to access. The business entity's AIMS dashboard will appear.

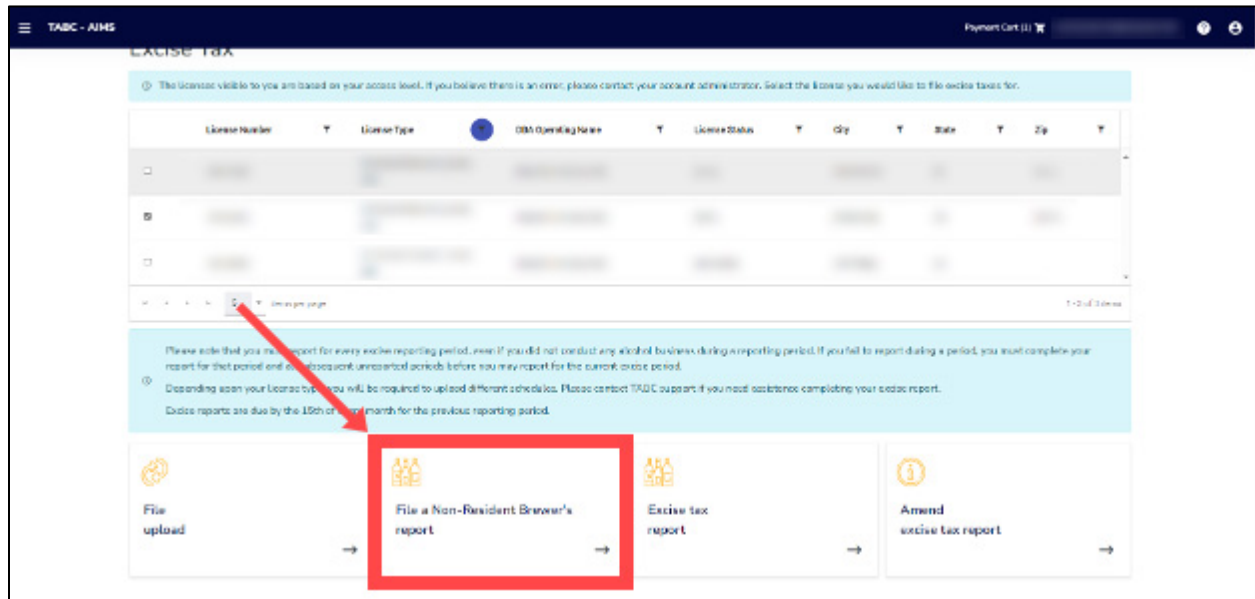Click the **File excise tax** tile.



ℹ️ If **no business** was conducted during the reporting period, see Step 3 in the **Zero Report User Guide**.

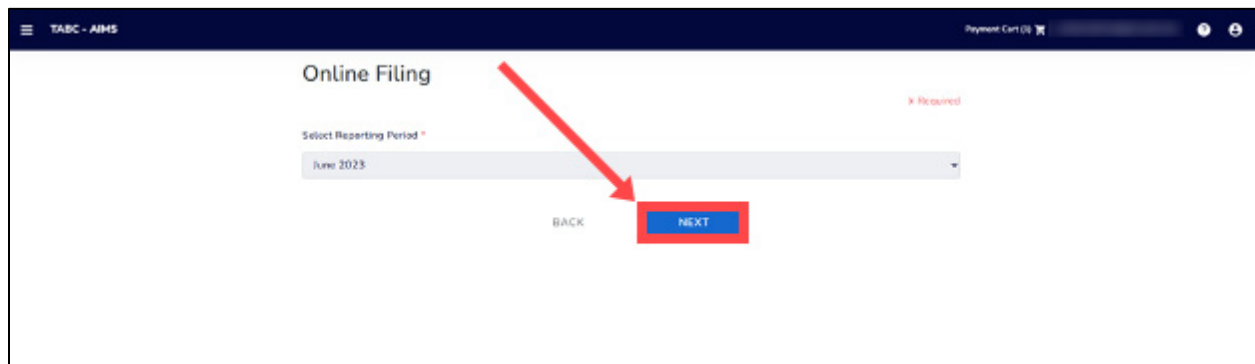3. Select the **checkbox** next to the license for which you need to submit excise taxes.
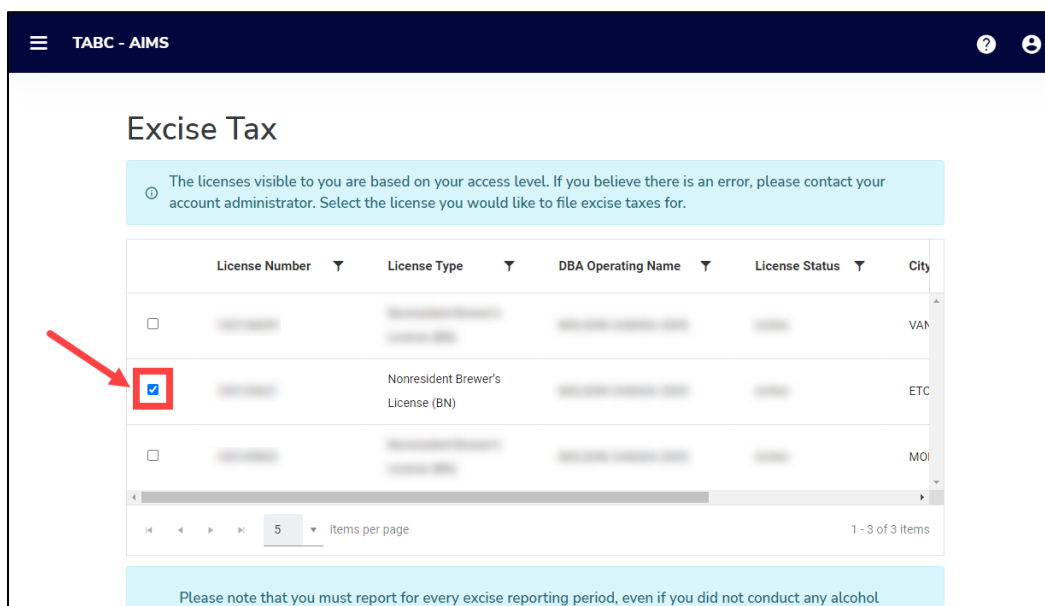
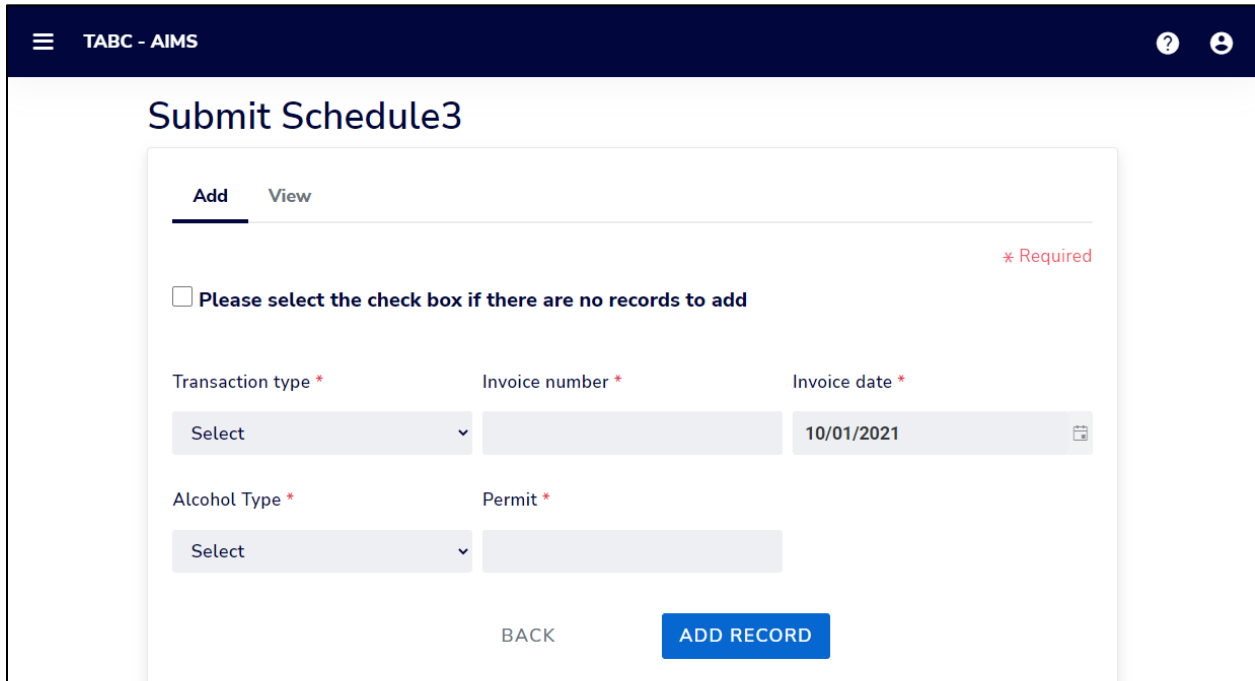3. Click the **File a Non-Resident Brewer's report** button.



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.



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.
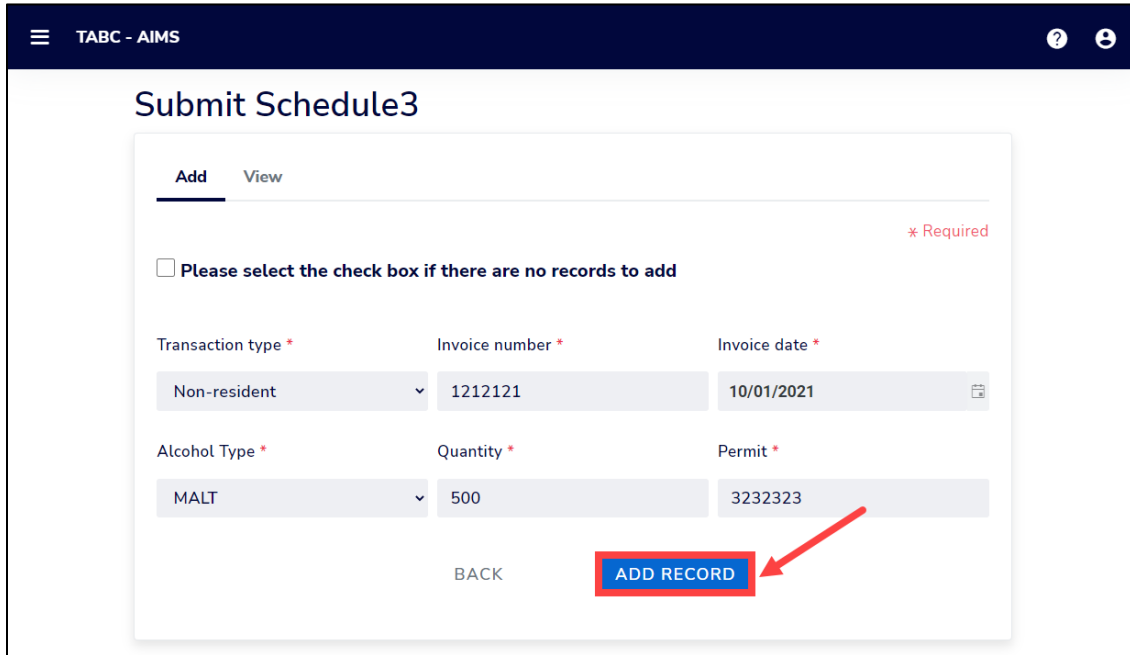
| Alcohol Type | Description |
|---|---|
| MALT | Malt beverages (gallons) |

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.
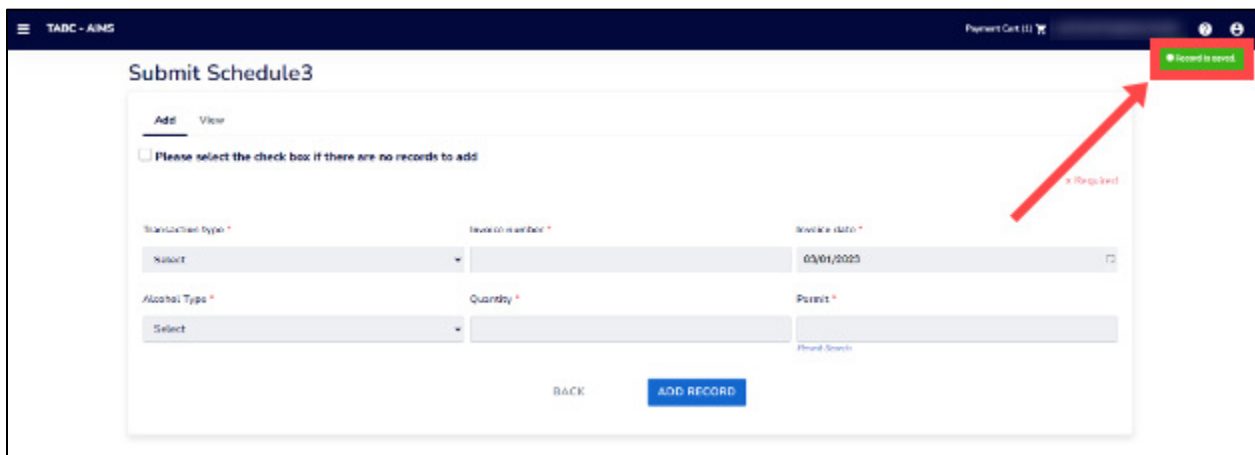


A green box in the upper-right corner will confirm the record is saved.
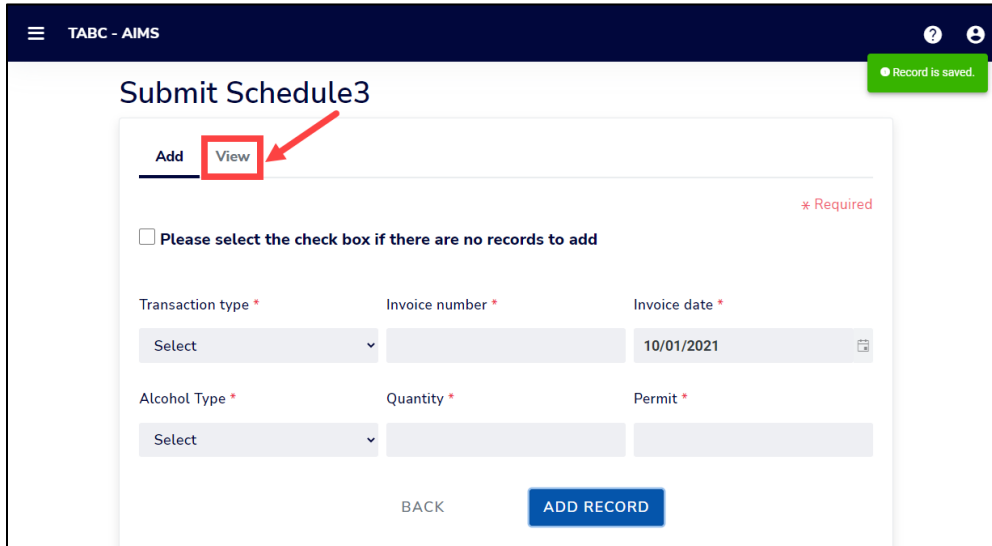
6. Once all records have been entered, click **View**.



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

   Click the **Next** button.

8. Submit Schedule 4.



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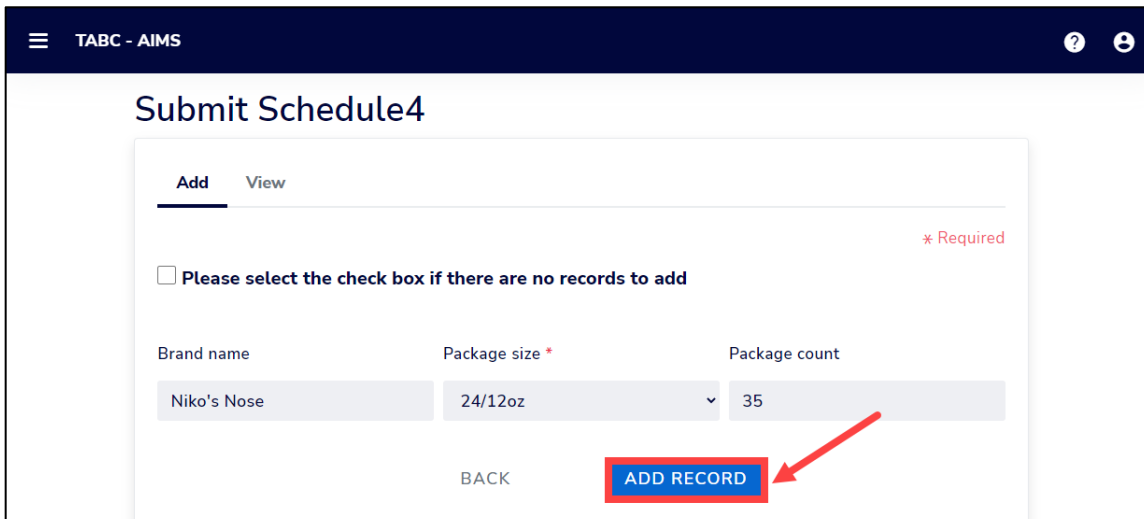
Enter **Package Size**: See the **chart on the TABC Alcohol Excise Taxes page**. Choose the appropriate package size from the Package Size column. The chart also provides Quantity and Size for clarity, but the values in those columns do not need to be entered into the schedule.

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**.



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

    Click the **Next** button.

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



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**.