

Submit an Excise Tax Reports by Online Filing: Carrier's Permit (C)

This guide provides the steps to submit an excise tax report by businesses that hold 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.

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Apply for a new license/subordinate \rightarrow	Manage an existing license $ ightarrow$	Register my product →	File excise tax
(j) View my master information →	View my licenses →	© View my history →	View my Labels
Compliance Reporting			

(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.





4. Scroll down and click the **File a carrier report** tile.

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Excise Tax				
 The licenses visible to you are based on your and License Number 	ense Type T DBA Operating Name	sur account administrator. Select the license you wou T License Status T City	Id like to file excise taxes for. ▼ State ▼ Zip	т
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Please note that you must report for every ex report for that period and all subsequent unn © Depending upon your license type, you will b Excise reports are due by the 15th of every m	cise reporting period, even if you did not conduct any alcol ported periods before you may report for the current excit e required to upload different schedules. Please contact Tr onth for the previous reporting period.	ol business closers a reporting period. If you fail to re a period. BC support if you need assistance completing your a	port during a period, you must complete you xcise report.	r
	E	êlê	0	
File upload →	File a carrier report →	Excise tax report \rightarrow	Amend excise tax report	\rightarrow

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

Click the **Next** button.

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	Online Filing			
	Select Reporting Period *			* Required
	October 2021			
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6. Add your record(s) to the **Carrier Report**.

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Select Date Shipped.

Enter **Consignor:** Name of party sending shipment.

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

Enter **Consignee:** Name of party receiving shipment.

Enter **Destination:** City and state of location where product will be delivered (e.g., Dallas, TX).

Enter Freight Bill Number: Can be entered in any format.

Enter Number of Packages: Must be whole numbers.

Enter **Commodity:** Choose the correct alcohol type from the list below.

Alcohol Type	Description
Malt	Malt beverage
Spirits	Distilled spirits
Wine	Wine

Select Delivery Date.

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



Submit Carrier Report			
Add View			
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A green box in the upper-right corner will confirm the record was saved.

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Submit Carrier Report			
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Date shipped *	Consignor *	Point of origin *	
04/01/2023	6		
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7. Once you've entered all records, click View.

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8. If entry information is incorrect, click the **trashcan icon** to delete the entry and add a new one. You can't edit entries.

Click the	Next	button.
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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.
ВАСК SUBMIT

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>.