

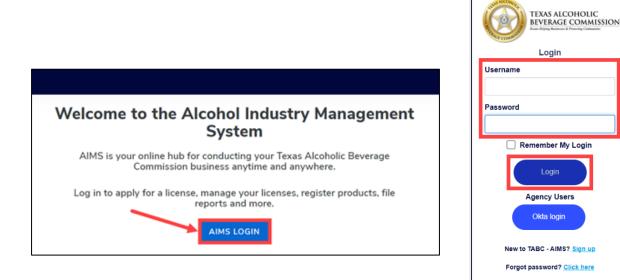
## Submit an Excise Tax Report by Online Filing: Nonresident Seller's Permit (S)

This guide provides the steps to submit an excise tax report by a business that holds the Nonresident Seller's Permit (S). Each permit holder must submit Schedule 3.

Under **Schedule 3**, a nonresident seller reports shipments of wine and distilled spirits made to another TABC-licensed business allowed to import these products into the state.

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 →	Manage an existing license $ ightarrow$	Register my product →	File excise tax
0		0	
View my master information →	View my licenses →	View my history →	View my Labels

(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.

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		Excise Tax					
		The licenses visible to you are based on your access level. If you believe there is an error, please contact your account administrator. Select the license you would like to file excise taxes for.					
		License Number <b>Y</b> License Type <b>Y</b> DBA Operating Name <b>Y</b> License Status <b>Y</b> City					
		Permit (S)					
	H ← → H 5 ▼ Items per page 1 - 1 of 1 Item						
	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.						
		O 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. Click the File a Non-Resident Seller's report tile.

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

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	Online Filing	× Required		
	Select Reporting Period 1			
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	BACK			

Click the **Next** button.

AIMS will automatically display the required schedule based on the permit type.



6. Add your record(s) to the **Non-Resident Seller's Report**.

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	Non-Resident	Seller's Report				
	Add View					
	Please select the ch	eck box if there are no records to	add			
	Transaction type *	Invoice number *	Invoice date *			
	Select	÷	09/01/2021	C2		
	Alcohol Type *	Permit				
	Select	· ·				
		BACK AC	DD RECORD			

Select Transaction Type from the dropdown list. Select the only option: NON-RESIDENT.

Enter Invoice Number.

Enter Invoice Date.

Select **Alcohol Type** from the list below:

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)

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

There are three ways to find 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.

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		Alcohol Type *		Quantity *		Permit *			
		OOSSW	~	250		1111111			
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A green box in the upper-right corner will confirm the record was saved.

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

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Non-Resident	: Seller's Report		Record is saved.
Add View	neck box if there are no records t	o add	
Transaction type *	Invoice number *	Invoice date *	
Select	~	09/01/2021	(**) (**)
Alcohol Type *	Quantity *	Permit *	
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8. If entry information is incorrect, click the **trashcan icon** to delete the entry and add a new one. Click the **Next** button.

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Non-Resident Seller's	Report					
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		NEXT				

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

Attestation	
By submitting this report, you are repr- legally authorized to do so on behalt permittee. Furthermore, you are affirm stated in the report, or in any written inst report, are true, correct, and not misleadi result in cancellation or suspen	of the entity/business listed as the ing that all the information and facts rument relating to or supplementing the ng. A false or misleading statement may
BACK	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>.