

How To File Excise Tax Reports: Nonresident Brewer's License (BN)

This document will provide guidance for submitting an excise tax report for Nonresident Brewer's License (BN). Each license holder must submit information known as "schedules." BN license holders must submit Schedule 3 and Schedule 4.

- **Schedule 3** reports the invoice information of shipments made to Texas distributors.
- **Schedule 4** list each brand, package size and package count shipped to distributors in the state during the reporting month.

Businesses required to file excise tax reports must file their reports between the 1st and 15th of the month, covering activity in the previous month. Because of this, you will typically be selecting the previous month as the reporting period.

There are two ways to submit the information:

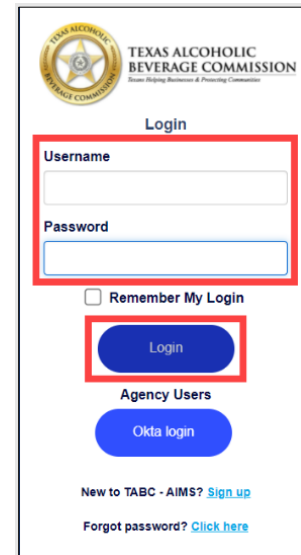
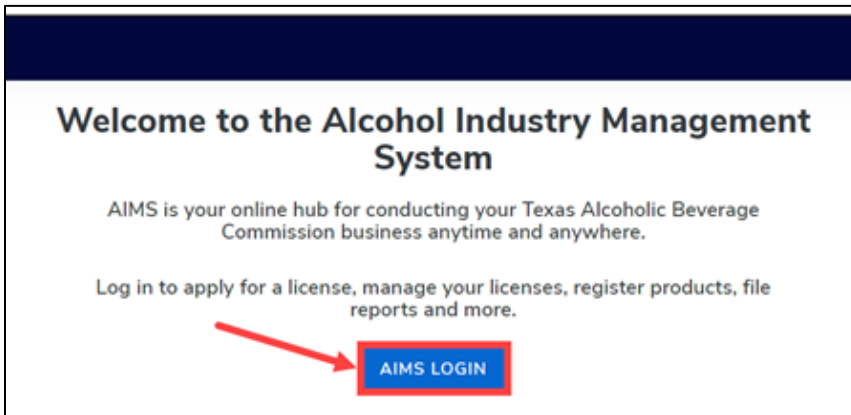
- **File upload** allows you to upload spreadsheets (CSV files). You will download the template files, enter information in the provided fields and upload the completed spreadsheets.
- **File a Non-Resident Brewer's report (online filing)** allows you to manually enter each piece of information through an online form. This is also the option to select if you have no records to add for the reporting month.

Businesses that filed paper excise tax reports after Oct. 1, 2021:

- **Begin filing excise taxes in [AIMS](#).** TABC has completed the migration of most paper reports to the online system.
- If AIMS displays the message, "Please report Excise Tax for previous months," contact AIMStaxhelp@tabc.texas.gov for assistance.

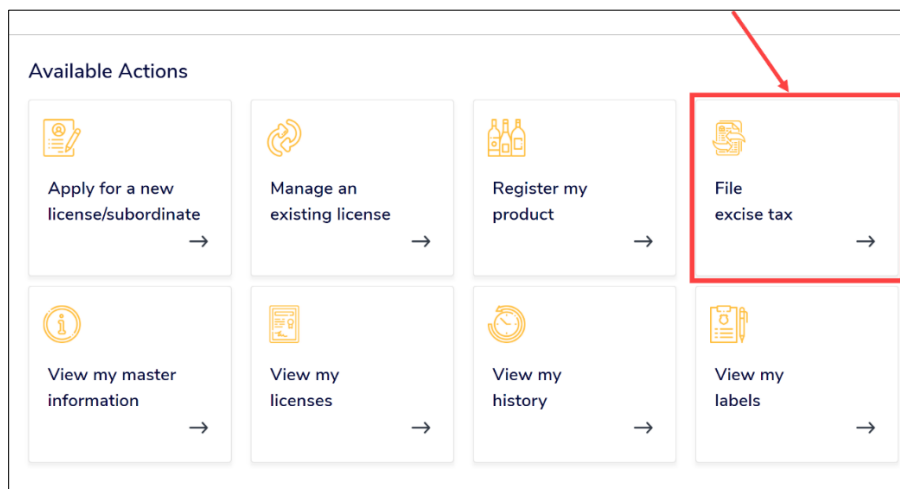
1. Log in to AIMS:

- Enter tabc.texas.gov/aims in Google Chrome or Microsoft Edge on your device.
- Click **Visit AIMS**.
- 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 business entity you want to access. The AIMS dashboard for that business entity will appear.

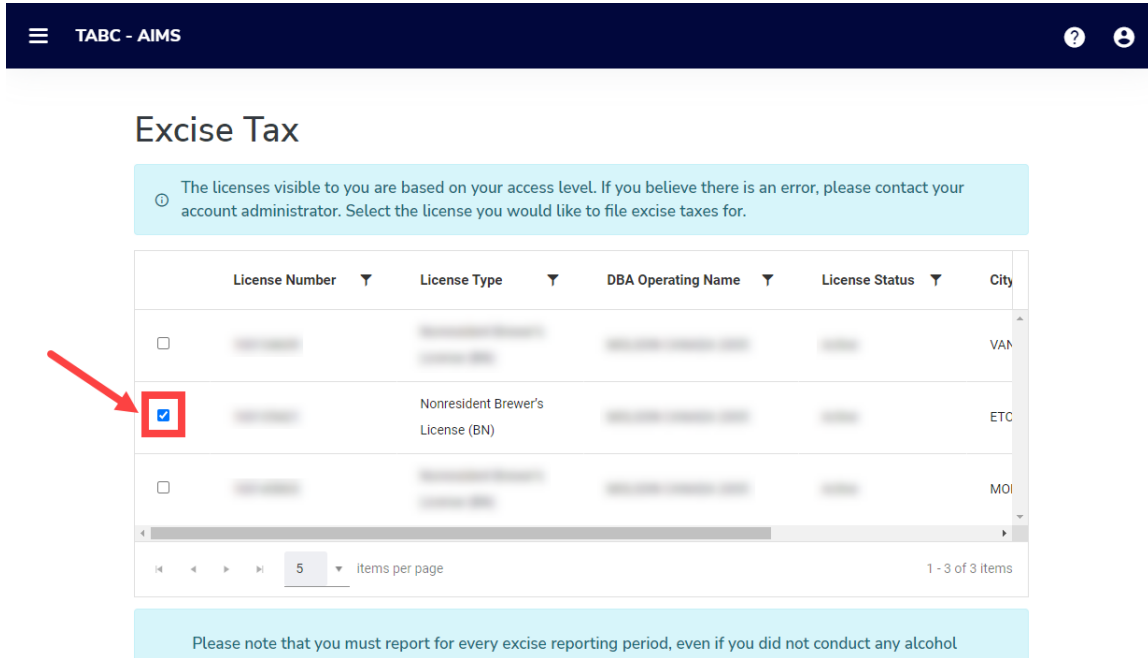
Click the **File excise tax** button.



i If you have **no records to add**, use **OPTION 2: ONLINE FILING** and refer to the [How To File Excise Tax Zero Shipment Report \(S, BN, C and J/JD\) User Guide](#) for more information.

OPTION 1: FILE UPLOAD

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



Excise Tax

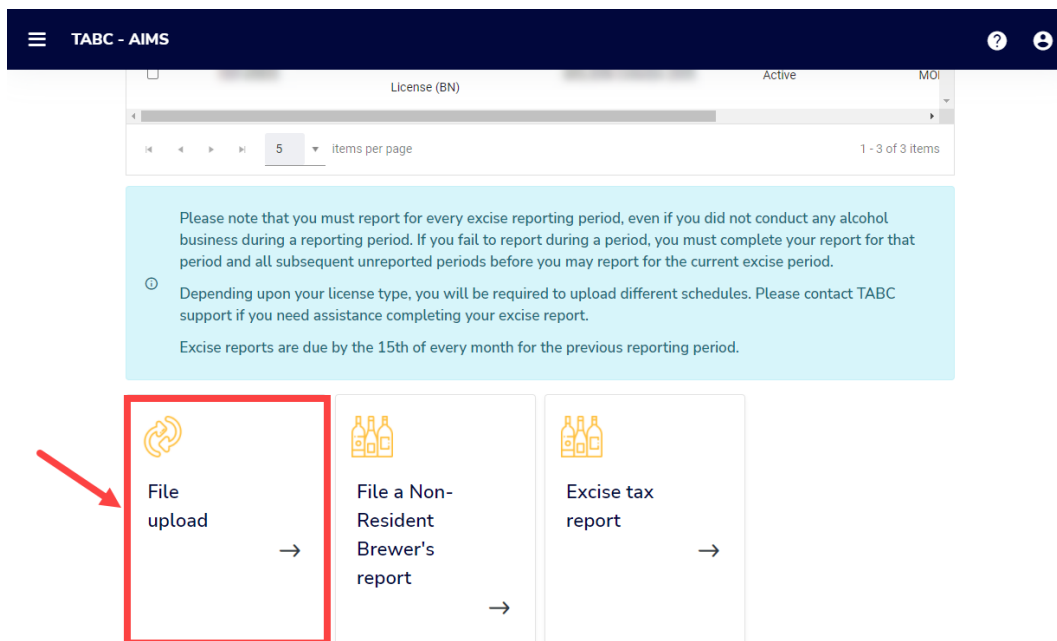
The licenses visible to you are based on your access level. If you believe there is an error, please contact your account administrator. Select the license you would like to file excise taxes for.

License Number	License Type	DBA Operating Name	License Status	City
<input type="checkbox"/>				VAN
<input checked="" type="checkbox"/>	Nonresident Brewer's License (BN)			ETC
<input type="checkbox"/>				MOI

Please note that you must report for every excise reporting period, even if you did not conduct any alcohol

4. Scroll down.

Click the **File upload** button.



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.

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.

Excise reports are due by the 15th of every month for the previous reporting period.

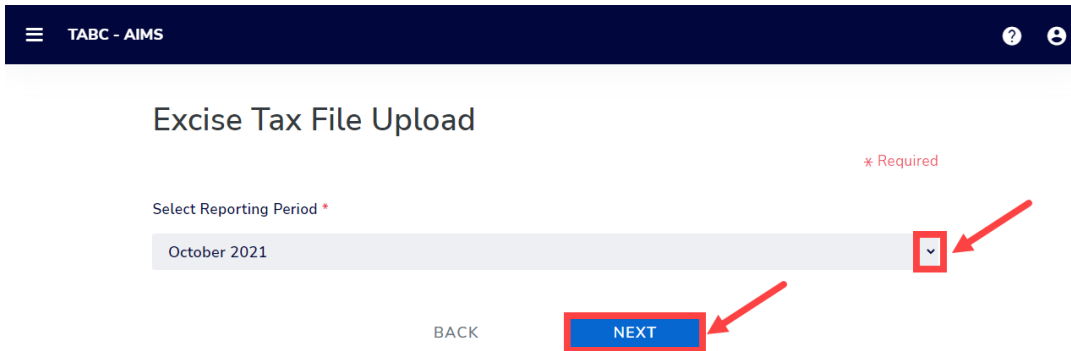
File upload →

File a Non-Resident Brewer's report →

Excise tax report →

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

Click the **Next** button.



TABC - AIMS

Excise Tax File Upload

Select Reporting Period * * Required

October 2021

BACK NEXT

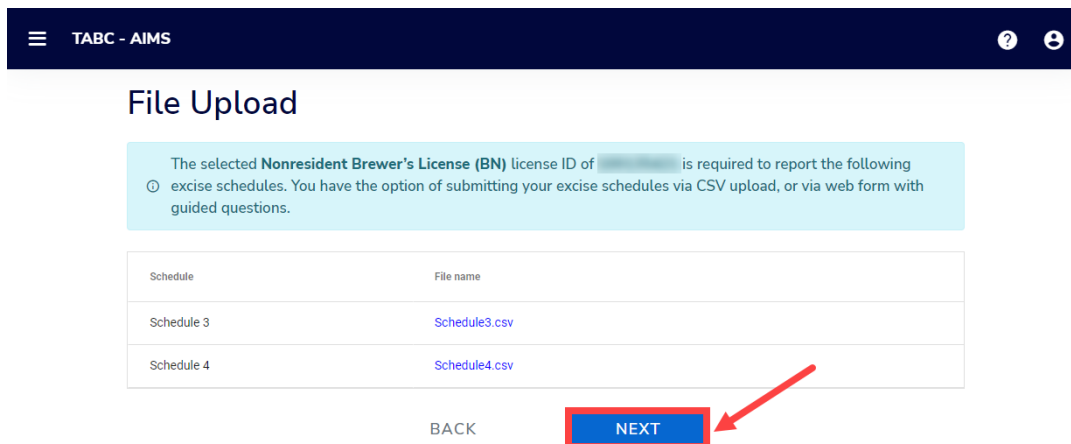
- Download all the required schedules for your license each reporting period. Do not use schedules you downloaded from previous reporting periods.**

The files on this page are templates you will use to enter the necessary information. Click each file name to download the file onto your computer. AIMS will automatically display which schedules are required based on the license you selected in Step 3.

Do not change the file type or column headings when you save each file (i.e., keep them as CSV files).

Important Note: You will need to ensure Alcohol Type, Transaction Type and Sale Type entries match the text field format provided in this document. If the information is not entered in the exact format listed below, you'll receive an error and won't be allowed to proceed with your submission. Data entry will be based on your license type.

Once you've downloaded the files, click the **Next** button.



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File Upload

The selected **Nonresident Brewer's License (BN)** license ID of [redacted] is required to report the following excise schedules. You have the option of submitting your excise schedules via CSV upload, or via web form with guided questions.

Schedule	File name
Schedule 3	Schedule3.csv
Schedule 4	Schedule4.csv

BACK NEXT

Schedule 3

The following fields appear in Schedule 3. **However, 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																

How To Complete

Fill in each cell with the information as outlined below.

Permit (Column A) – TABC permit number of permittee receiving shipment. Use the new AIMS license or permit number and enter only numbers with no leading letters.

Need help looking up a new AIMS license number? There are three ways to find it:

- [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 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): Enter invoice number.

AlcoholType (Column E): Enter alcohol type shipped. For BN license holders, “MALT” is the only alcohol type option and should be used in Column E in every row you are reporting information.

Alcohol Type	Description
MALT	Malt Beverage (Gallons)

Quantity (Column F): Gallon amounts cannot exceed four (4) decimal places to the right. You must use decimals when entering units and not fractions.

Correct	Incorrect
101.3333	101 1/3

Complete the information and save the files to your computer. Be sure you do not change the file format and maintain the CSV file type.

Schedule 4

The following columns populate in Schedule 4.

	A	B	C
1	Brand	Package size	Package count
2			
3			

Brand (Column A): Enter name from TABC Product Registration Certificate.

Package Size (Column B): Refer to the [chart posted on the TABC Alcohol Excise Taxes webpage](#). Choose the appropriate package size from the Package Size column and enter it exactly as shown in the chart. The chart also provides Quantity and Size for clarity, but the values in those columns do not need to be entered into the schedule.

Package Count (Column C): Enter number of packages, represented as a whole number.

For example, if you are reporting that the business sold 100 packs of 12 12 oz. containers of TX Example brand beer to a Texas distributor, you would enter that as follows:

	A	B	C
1	Brand	Package size	Package count
2	TX Example	12/12oz	100
3			

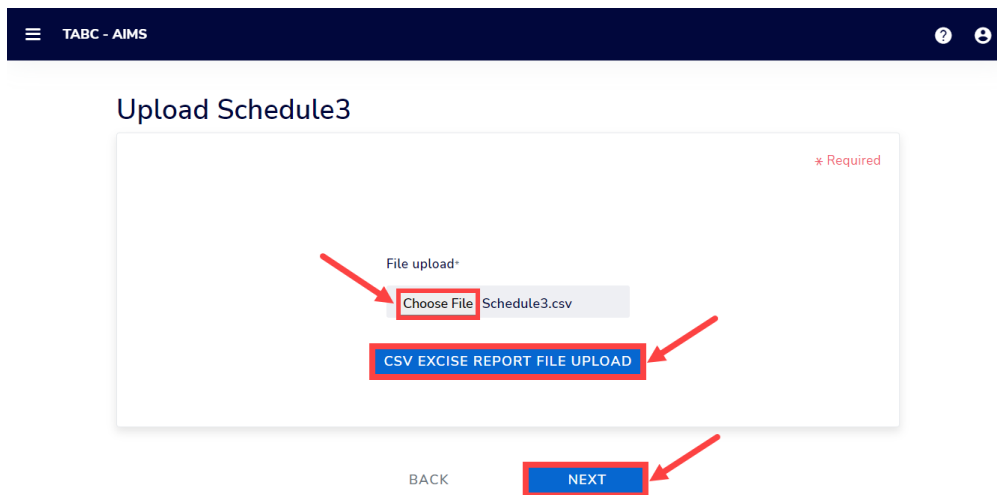
Complete the information and save. Be sure you do not change the file format and maintain the CSV file type. Return to AIMS when complete to upload the completed files.

- Upload Schedule 3.** Click **Choose File** and find the completed file on your computer.

Click the **CSV Excise Report File Upload** button.

Note: AIMS will review each of your files for errors. If errors are found, they will populate at the bottom of the page. You will have to correct the identified errors and reupload the schedule before you can go to the next screen.

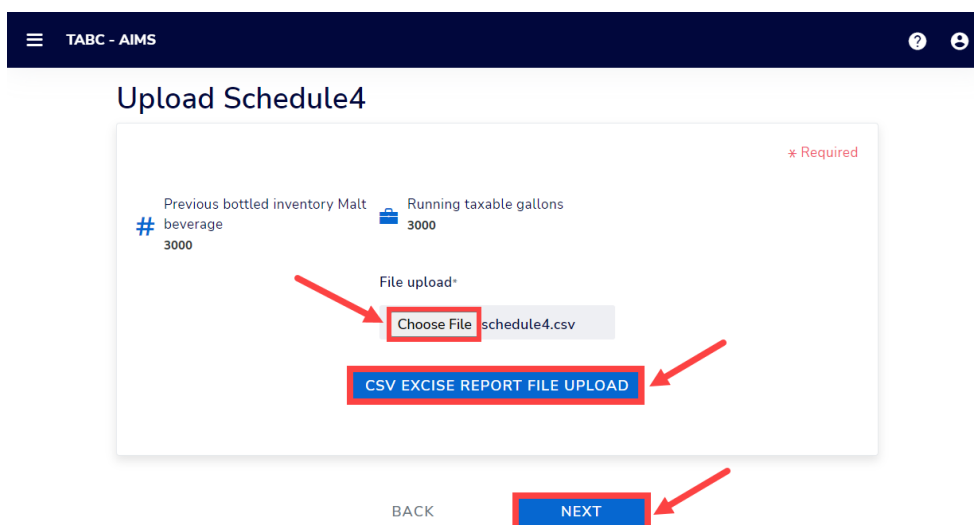
If entries are correct, you will be directed to the next schedule. If errors are found, correct them and re-upload.



- Upload Schedule 4.** Click **Choose File** and find the completed file on your computer.

Click the **CSV Excise Report File Upload** button.

If entries are correct, you will be directed to the next schedule. If errors are found, correct them and re-upload.





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.

BACK **SUBMIT**

OPTION 2: ONLINE FILING

Complete steps 1-2 above.

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

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Excise Tax

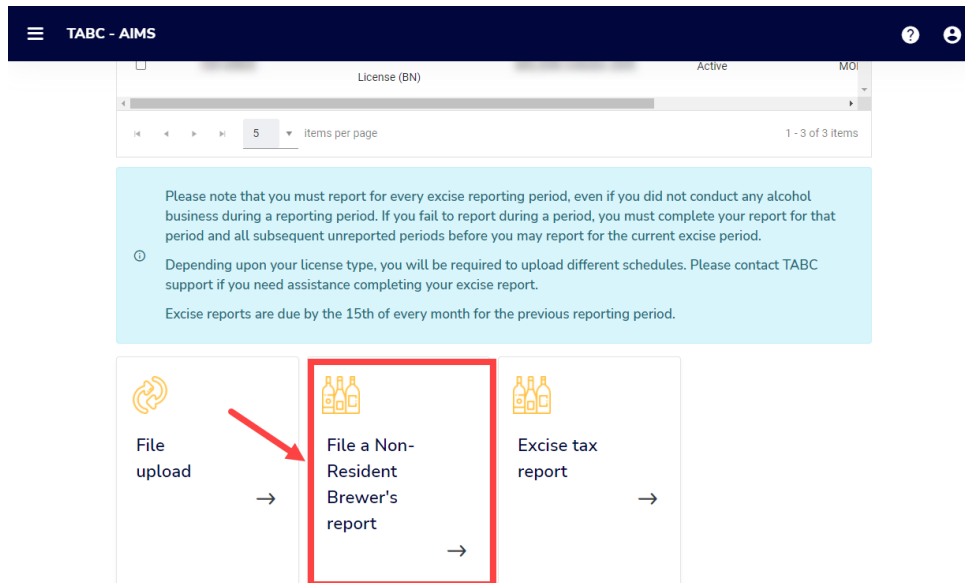
The licenses visible to you are based on your access level. If you believe there is an error, please contact your account administrator. Select the license you would like to file excise taxes for.

	License Number	License Type	DBA Operating Name	License Status	City
<input type="checkbox"/>					VAN
<input checked="" type="checkbox"/>		Nonresident Brewer's License (BN)			ETC
<input type="checkbox"/>					MOI

5 Items per page 1 - 3 of 3 items

Please note that you must report for every excise reporting period, even if you did not conduct any alcohol

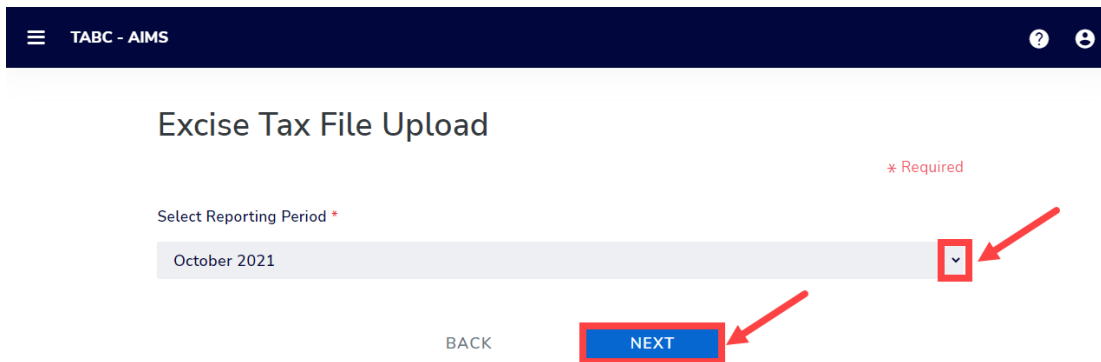
- Click the **File a Non-Resident Brewer's report** button.



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

Click the **Next** button.

If you have **no records to add**, refer to the [How To File Excise Tax Zero Shipment Report \(S, BN, C and J/JD\) User Guide](#).



6. Submit Schedule 3.

☰ TABC - AIMS
? ⌵

Submit Schedule3

Add View
* Required

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

Transaction type *

Select
▼

Invoice number *

Invoice date *

10/01/2021
📅

Alcohol Type *

Select
▼

Permit *

BACK
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 Beverage (Gallons)

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

Need help looking up a new AIMS license number? There are three ways to find it:

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

Click the **Add Record** button when complete. Complete the form for each alcohol type you sell.

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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**

Once all alcohol types have been entered, click **View**.

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Submit Schedule3

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**

Record is saved.



7. Check that the information is correct.

Click the **Next** button.

Submit Schedule3

Record is saved.

EXPORT TO EXCEL

Invoice date	Invoice nu...	Permit	Quantity	Transaction	Alc...
10/01/2021	1212121	3232323	500.0000	Non-resident	MAI

5 Items per page

NEXT

8. **Submit Schedule 4**

Submit Schedule4

* Required

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

Brand name Package size * Package count

Select

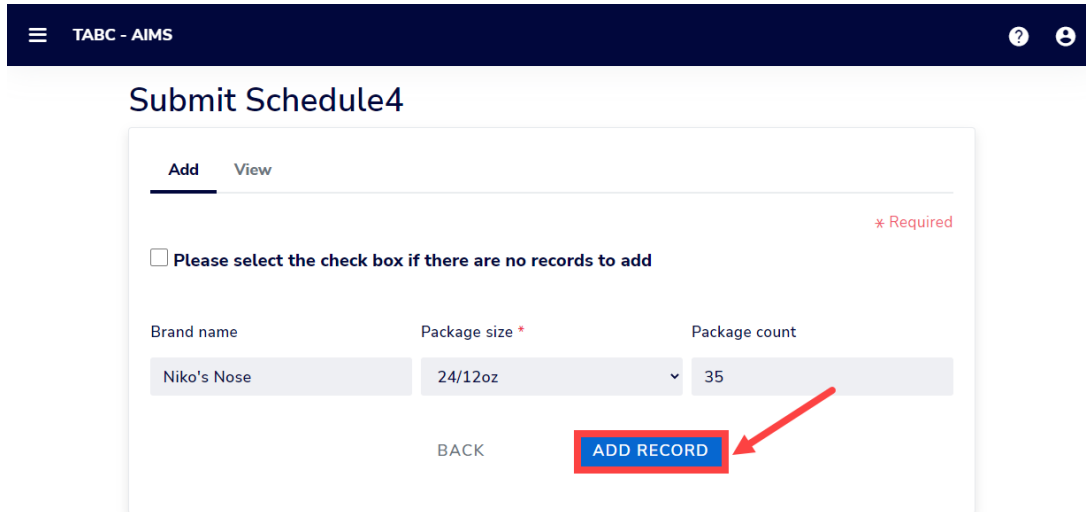
BACK ADD RECORD

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

Enter **Package Size**: Refer to the [chart posted 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.



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Submit Schedule4

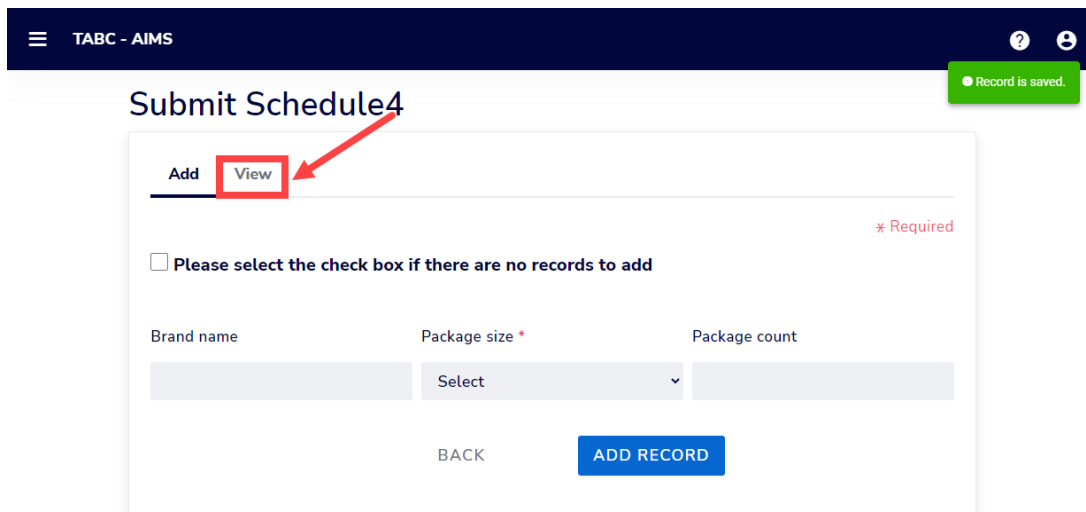
Add View

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

Brand name	Package size *	Package count
Niko's Nose	24/12oz	35

BACK **ADD RECORD**

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



TABC - AIMS

Submit Schedule4

View Add

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

Brand name	Package size *	Package count
	Select	

BACK **ADD RECORD**

Record is saved.



Check that the information is correct.

Click the **Next** button.

TABC - AIMS Record is saved.

Submit Schedule4

Add View

EXPORT TO EXCEL

Brand Name	Package Size	Gallon Quantity	Package Count
Bosco Brew	48/12oz	225.00000	50
Niko's Nose	24/12oz	78.75000	35

5 items per page

NEXT

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.

BACK **SUBMIT**