How To File an Excise Tax Zero Shipment Report (S, BN, C and J/JD)

This document will provide guidance for submitting an excise tax report for zero shipments for holders of
- Nonresident Seller's Permit (S)
- Nonresident Brewer's License (BN)
- Carrier's Permit (C)
- Bonded Warehouse Permit (J/JD)

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.

Online filing allows you to select a checkbox in the event you have no records to add.
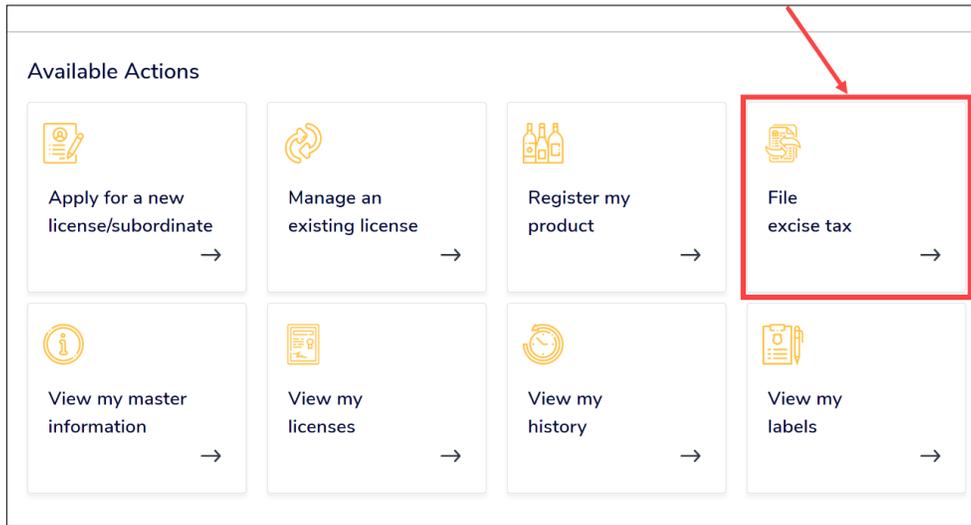
1. Log in to AIMS:
   - Enter **tabc.texas.gov/aims** in Google Chrome or Microsoft Edge on your device.
   - Click **Visit AIMS**.
   - Click **AIMS LOGIN** when you're on the AIMS landing page.
   - Enter **Username** and **Password**. Click the **Login** button.
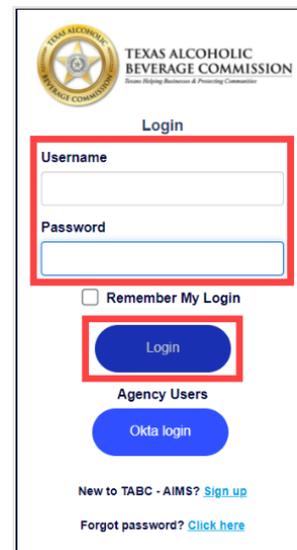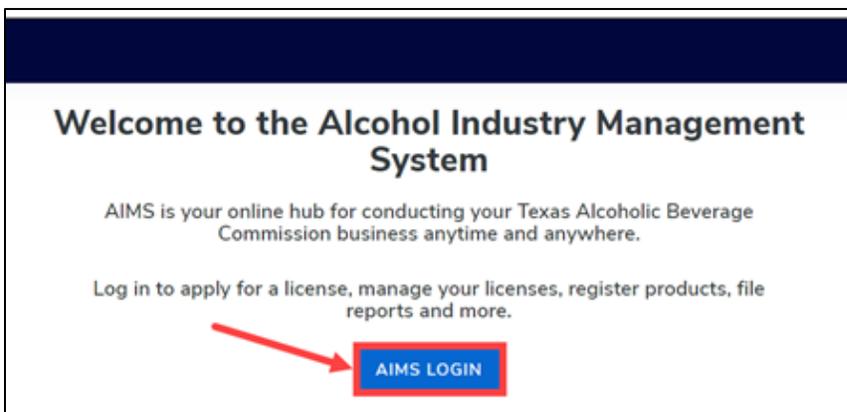
2. If you have several business entities, click the business entity you want to access. The AIMS dashboard for that business entity will appear.

   Click the **File excise tax** button.

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

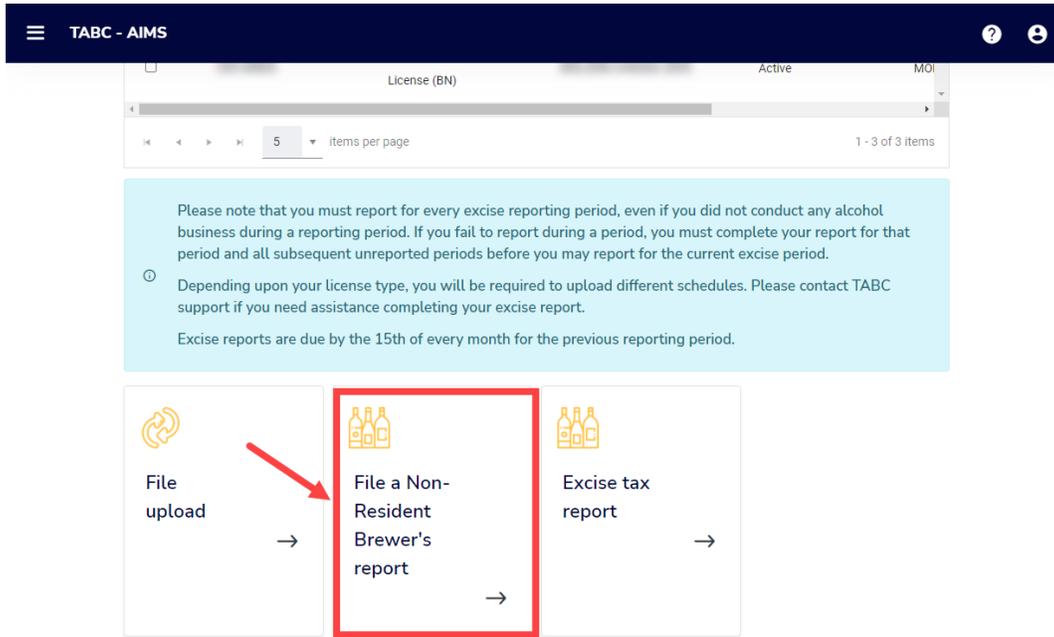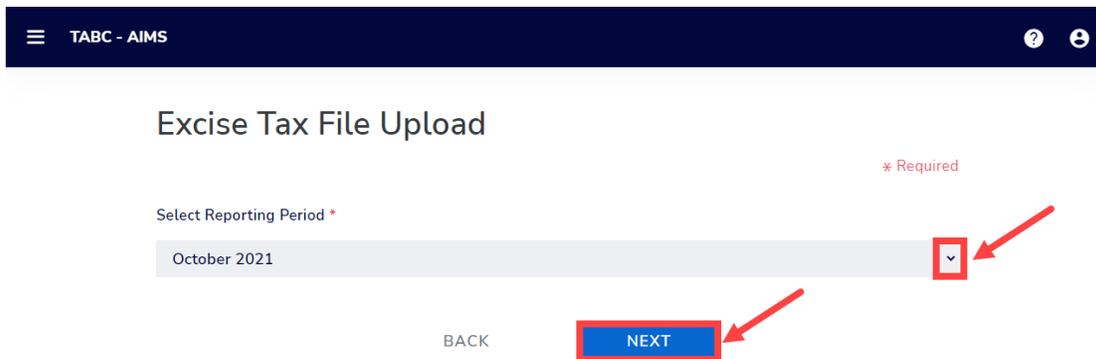4. In this example, we click the **File a Non-Resident Brewer's report** button. This particular button may be called something different, such as **Online filing,** depending on the type of license or permit.

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

   Click the **Next** button.

6. For each schedule where you have no records to enter, check the box that says **Please select the check box if there are no records to add**.

Click the **Add Record** button.

Click **View**.

7. Click the **Next** button.

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