

How To File Excise Tax Reports: Carrier's Permit (C)

This document will provide guidance for submitting an excise tax report for the Carrier's Permit (C). Businesses with a C Permit must submit a **Carrier Report**.

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.
- **Online filing** allows you to manually enter each piece of information through an online form. You should also use this filing method if you have no records to add for the reporting month.

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

- **Begin filing excise taxes in <u>AIMS</u>**. 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 <u>AIMStaxhelp@tabc.texas.gov</u> 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.

Welcome to the Alcohol Industry Management System
AIMS is your online hub for conducting your Texas Alcoholic Beverage Commission business anytime and anywhere.
Log in to apply for a license, manage your licenses, register products, file reports and more.



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.

vailable Actions			
	Ø		
Apply for a new license/subordinate →	Manage an existing license →	Register my product →	File excise tax —
()			
View my master information	View my licenses	View my history	View my labels
\rightarrow	\rightarrow	\rightarrow	-

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



OPTION 1: FILE UPLOAD

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

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	(i)	The li accou	censes nt adm	visible to inistrator.	you are Select t	based on your acc he license you wo	cess leve ould like	l. If you believe there is to file excise taxes for.	s an err	or, please contac	t your				
				Licens	e Number	T	License Type	Ŧ	DBA Operating Name	T	License Status	T	City		
							Carrier's Permit (C	:)					MIS		
	Image: marked with the set of t								items						
			Plea	ise note	e that you	must re	port for every exc	cise repo	rting period, even if you	ı did no	ot conduct any al	cohol			

4. Scroll down.

Click the File upload button.

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				Carrier's Permit (C)	Anna an	MIS		
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		Ū	Please note that you i business during a rep period and all subseq Depending upon your support if you need as Excise reports are due	must report for every excise repo orting period. If you fail to repor uent unreported periods before license type, you will be require ssistance completing your excise by the 15th of every month for	orting period, even if you did t during a period, you must c you may report for the curren ed to upload different schedu e report. the previous reporting perio	not conduct any alcohol omplete your report for that nt excise period. les. Please contact TABC d.		
		Ç Fil up	e load →	File a carrier report →	Excise tax report →			



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

Click the **Next** button.

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Excise Tax File Upload			
			* Required
Select Reporting Period *			
September 2021			
	BACK	NEXT	

6. Download the required schedule for your permit.

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

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

Important Note: You will need to ensure all 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 permit type.

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

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	File Upload						
	 The selected Carrier's Permit (C You have the option of submittin 	The selected Carrier's Permit (C) license ID of 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					
	Carrier Report	CarrierReport.csv					
		BACK NEXT					



7. Complete all the required schedules for your permit. See detailed instructions for your schedule.

Carrier Report

The Carrier Report requires the following fields:

1 DateShipped Consignor PointofOrigin Consignee Destination FreightBillNumber NumberofPackages Co				
	Dat	Consignee Destination FreightBillNumber NumberofPa	ackages CommidityType	DateDelivered
2				

How To Complete

Fill in each cell with the information as outlined.

Date Shipped (Column A): Enter in the format MM/DD/YYYY or MM-DD-YYYY.

Consignor (Column B): Name of party sending shipment.

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

Consignee (Column D): Name of party receiving shipment.

Destination (Column E): City and state of location where product will be delivered (e.g., Austin, TX).

Freight Bill Number (Column F): This number can be entered in any format.

Number of Packages (Column G): Must be whole numbers.

CommodityType (Column H): Choose the correct alcohol type from the list below.

Alcohol Type	Description
Malt	Distilled Spirits (Gallons)
Spirits	Distilled Spirits (Units)
Wine	Texas Low Wine (14% ABV and lower)

Delivery Date (Column I): Enter in the format MM/DD/YYYY or MM-DD-YYYY. The Delivery Date should either be the same day as the Date Shipped or a future date.



8. **Upload the Carrier Report**. Click **Choose File** and find the completed file on your computer.

Click the CSV Excise Report File Upload button.

If entries are correct, the "Next" button will populate. Click "Next" to continue with the report submission. If errors are found, correct them and re-upload.

≡	TABC - AIMS		?	8
	Upload Carrier Report			
	File upload* Choose File CarrierReport.csv CSV EXCISE REPORT FILE UPLOAD	* Required		
	BACK 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 suppension of the license or permit.
BACK SUBMIT



OPTION 2: ONLINE FILING

Complete steps 1-2 above.

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

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]	License	e Numb	er	T	License Type Carrier's Permit (C)	T	DBA Operating Name	T	License Status	Ŧ	City MIS		
		4	4	► F	5	Ŧ	items p	er page					1 - 1 of 1	• items		
			Ple	ase note	that y	ou r	nust re	port for every exc	se repo	orting period, even if you	u did n	ot conduct any al	cohol			



4. Click the **File a carrier report** button.

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		•		Carrier's Permit ((C)	1		-	MIS		
		4	∢ ⊳ ⊨ 5 v	items per page					▶ 1 - 1 of 1 items		
		:	Please note that you n business during a repo period and all subsequ Depending upon your support if you need as Excise reports are due	nust report for every ex rting period. If you fail lent unreported period: license type, you will b sistance completing yo by the 15th of every m	to report s before y require our excise nonth for	rting period, even if : during a period, yo /ou may report for t d to upload differen report. the previous reporti	f you did no u must con the current at schedule: ing period.	ot conduct any nplete your rep excise period. 5. Please conta	alcohol port for that ict TABC		
		Ç Fil up	e load →	File a carrier report	\rightarrow	Excise tax report	\rightarrow				

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

Click the **Next** button.

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Online Filing			
			* Required
Select Reporting Period *			
October 2021			
	ВАСК	NEXT	

AIMS will automatically display which schedules are required based on the permit type.



6. Add your record(s) to the Carrier Report.

If you have **no records to add**, refer to the <u>How to File Excise Tax Zero Shipment Report</u> (S, BN, C and J/JD) User Guide for more information.

Submit Carrier Report

Add View			
Please select the check	box if there are no records to ad	d	* Required
Date shipped *	Consignor *	Point of origin *	x ricquired
09/01/2021	*** 		
Consignee *	Destination *	Freight bill number *	
Number of packages *	Commodity *	Delivery date *	
0	Select	✓ 09/01/2021	
	ВАСК	ADD RECORD	

Carrier Report

Carrier report requires the above fields:

How To Complete

Fill in each field with the information as outlined.

Enter **Date Shipped:** Enter in the format MM/DD/YYYY or MM-DD-YYYY.

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., Austin, 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	Distilled Spirits (Gallons)
Spirits	Distilled Spirits (Units)
Wine	Texas Low Wine (14% ABV and lower)

Enter **Delivery Date:** Enter in the format MM/DD/YYYY or MM-DD-YYYY. Delivery Date should either be the same day as the Date Shipped or a future date.

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

Submit Carrier F	Report		
Add View			
Please select the check	box if there are no records to ad	d	* Required
Date shipped *	Consignor *	Point of origin *	
09/01/2021			
Consignee *	Destination *	Freight bill number *	
107.11	Hadron, MI	454545	
Number of packages *	Commodity *	Delivery date *	
100	Malt	✓ 09/01/2021	(**)



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

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	Record is :	saved.
Submit Carrier Report		
Add View		
☐ Please select the check box if there are no records to add * Required		
Date shipped * Consignor * Point of origin *		
09/01/2021 🛱		
Consignee * Destination * Freight bill number *		
Number of packages * Commodity * Delivery date *		
0 Select • 09/01/2021		
BACK ADD RECORD		

8. Check that the information is correct.

Click the **Next** button.

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	Add	View									
	EXPORT	TO EXCEL									
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	4 4	▶ ⊮ 5	▼ items	per page						1 - 1 of 1 items	
						NEXT					



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

Attestation	
☑ By submitting this report, you a legally authorized to do so or permittee. Furthermore, you ar stated in the report, or in any writ report, are true, correct, and not n result in cancellation or	re representing to the Commission that you are h behalf of the entity/business listed as the e affirming that all the information and facts ten instrument relating to or supplementing the hisleading. A false or misleading statement may r suspension of the license or permit.
BACK	SUBMIT