

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

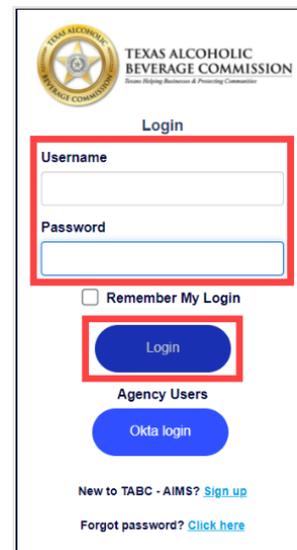
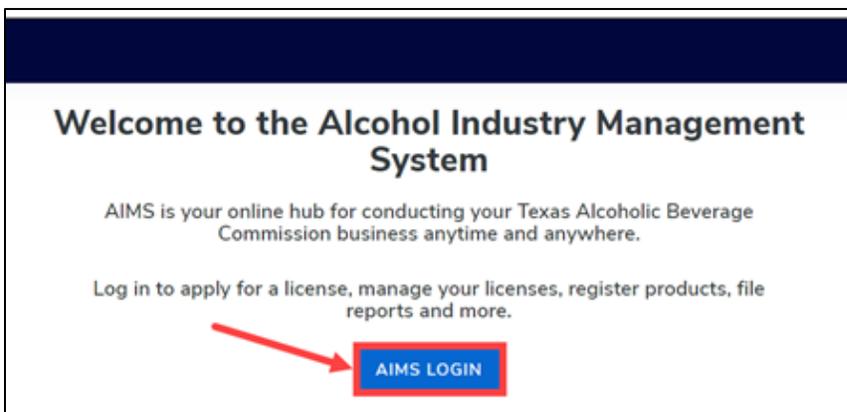
- Nonresident Seller's Permit (S)
- Nonresident Brewer's License (BN)
- Carrier's Permit (C)
- Bonded Warehouse Permit (J/JD)

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.

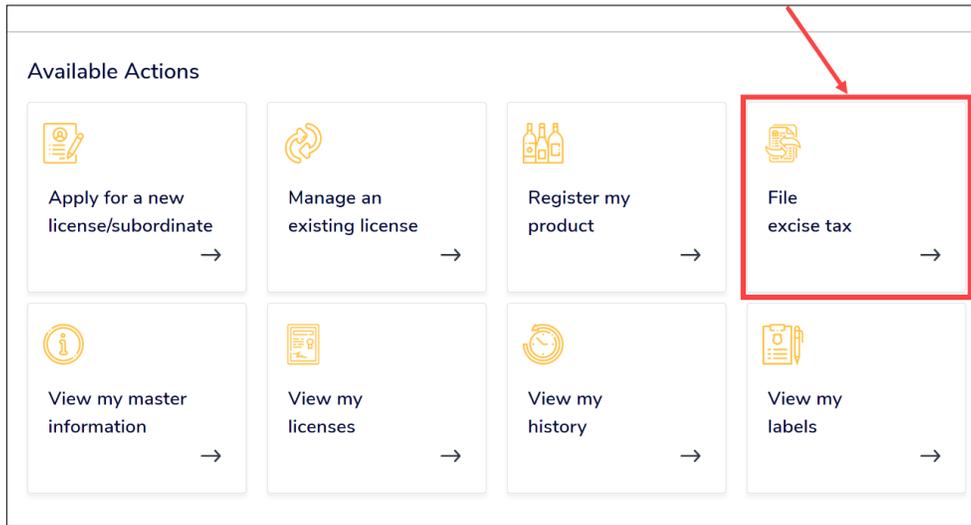
1. Log in to AIMS:

- 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.



- 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.



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

TABC - AIMS

Excise Tax

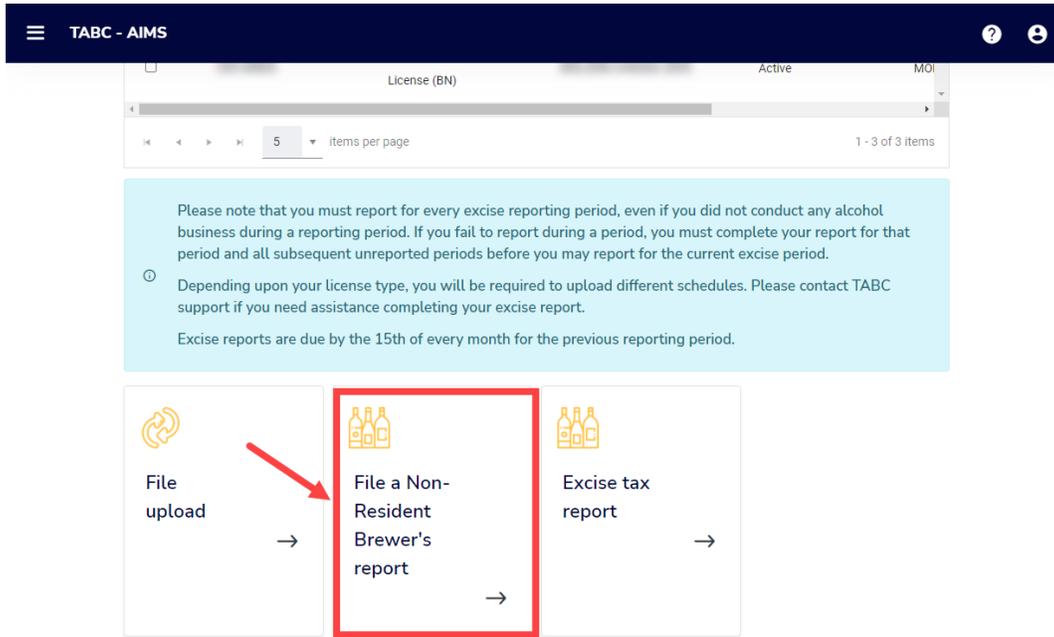
The licenses visible to you are based on your access level. If you believe there is an error, please contact your account administrator. Select the license you would like to file excise taxes for.

	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

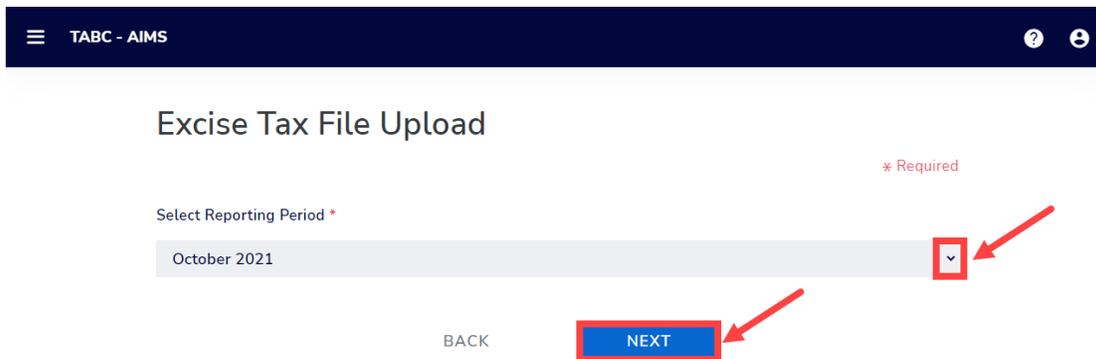


- In this example, we click the **File a Non-Resident Brewer's report** button. This particular button may be called something different, such as **Online filing**, depending on the type of license or permit.



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

Click the **Next** button.





- 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.

Submit Schedule3

Add View

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

Transaction type * Invoice number * Invoice date *

Select [] 09/01/2021 []

Alcohol Type * Permit *

Select []

BACK ADD RECORD

Click **View**.

Submit Schedule3

Record is saved.

Add View

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

Transaction type * Invoice number * Invoice date *

Select [] 09/01/2021 []

Alcohol Type * Permit *

Select []

BACK ADD RECORD



7. Click the **Next** button.

Submit Schedule3

Record is saved.

Add View

EXPORT TO EXCEL

Invoice date	Invoice nu...	Permit	Quantity	Transaction	Alci
11/11/9999	999999	999999	0.0000	Non-resident	

5 items per page

NEXT

8. 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**