

Amend an Excise Tax Report (For BN, C, J/JD, and S)

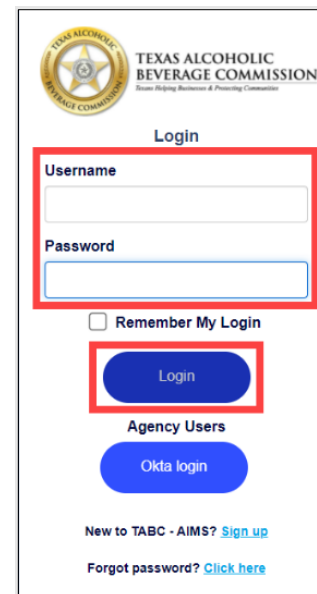
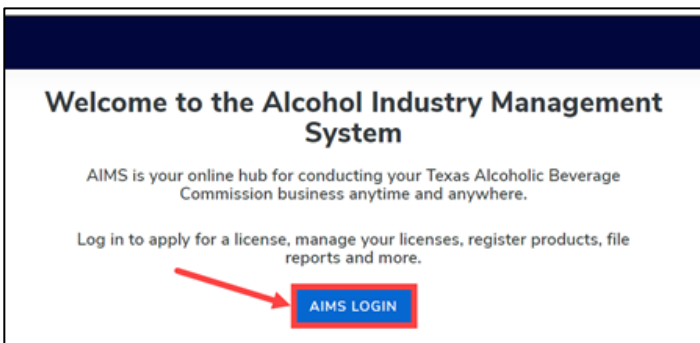
Businesses can **amend** excise tax reports they have already filed in AIMS. The following options are available under the amend feature:

- Add new records.
- Edit existing records.
- Delete existing records.

Note: If you are amending more than one report, start with the earliest report. Once you amend a report, it will lock all previous reports.

1. Log in to AIMS:

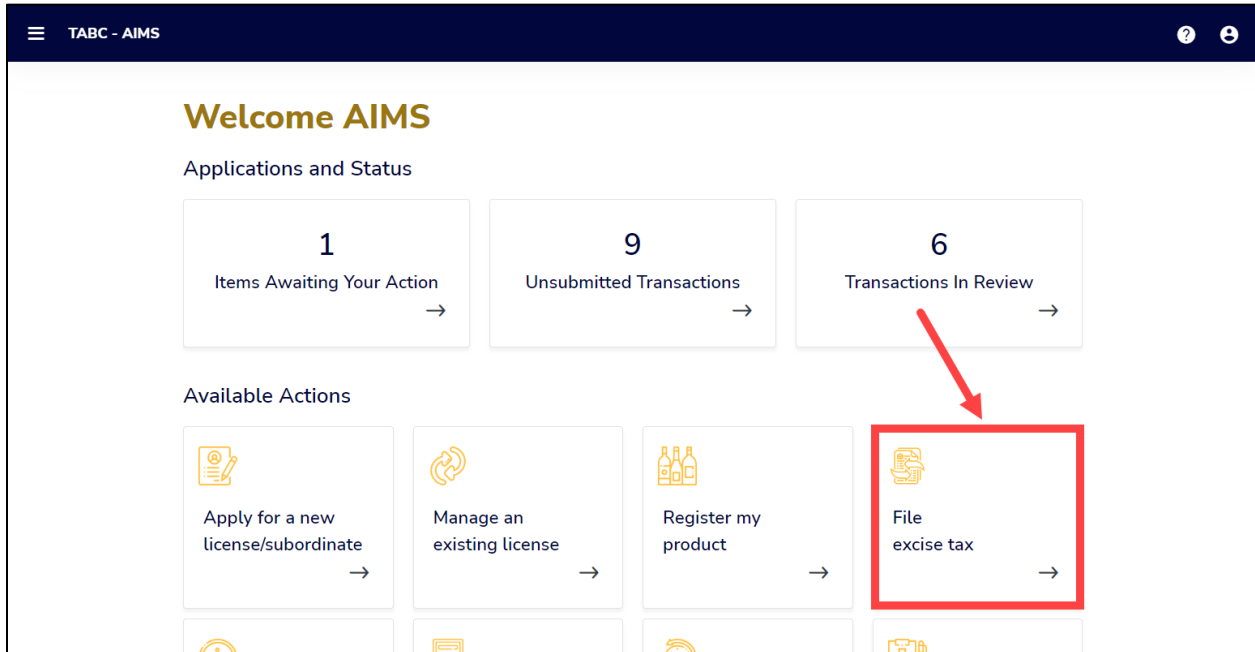
- Enter tabc.texas.gov/aims-login in Google Chrome or Microsoft Edge on your device.
- Click **AIMS LOGIN** when you're on the AIMS landing page.
- Enter **Username** and **Password**. Click the **Login** button.



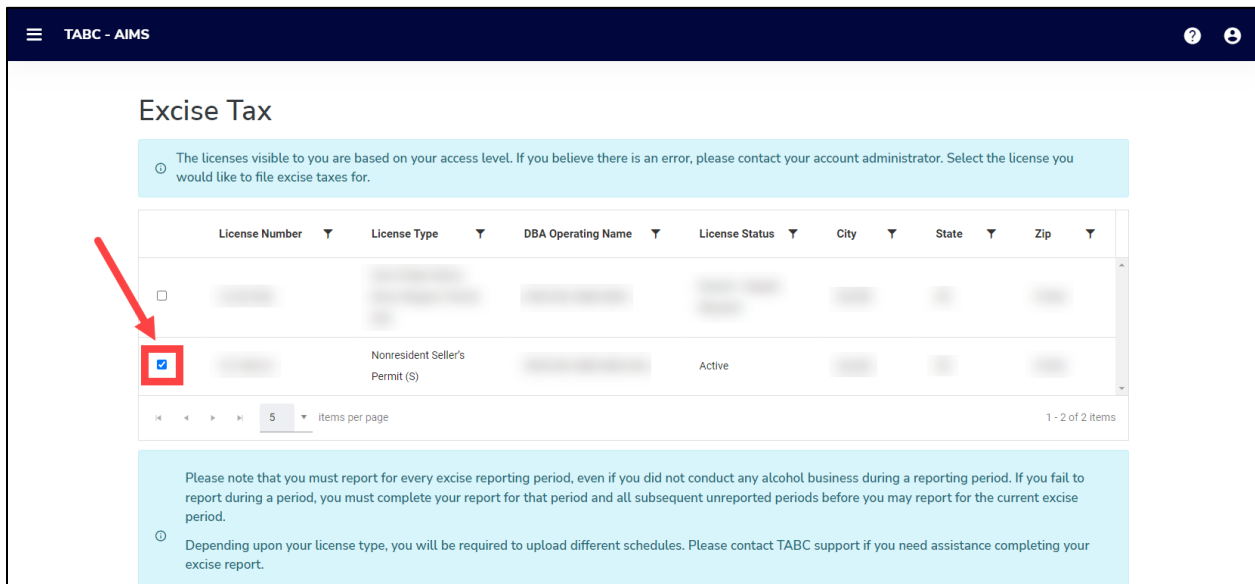


2. If you have several business entities, click the one you want to access. The business entity's AIMS dashboard will appear.

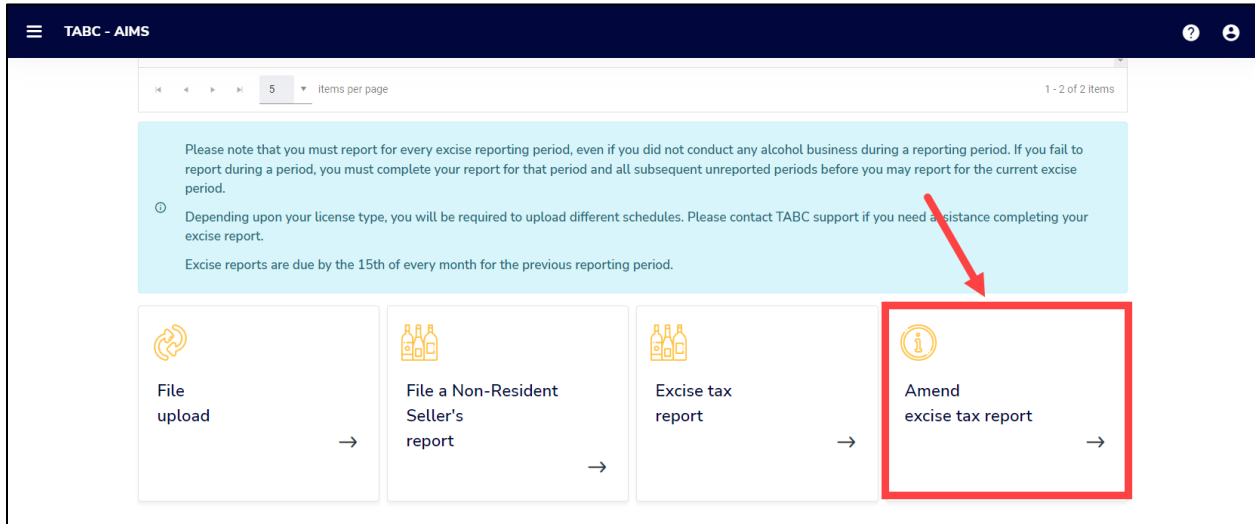
Click **File excise tax** button.



3. Select the license or permit for which you need to amend an excise tax report.

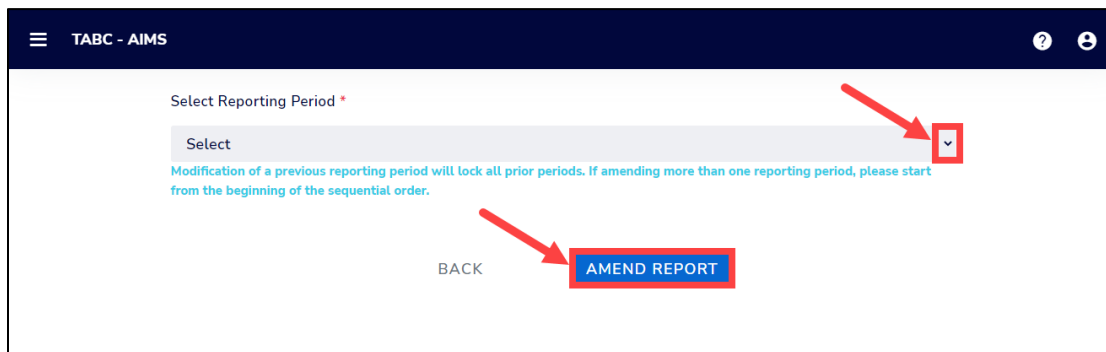


4. Scroll down and click the **Amend excise tax report** button.



5. **Select Reporting Period** from the dropdown list.

Click the **Amend Report** button.



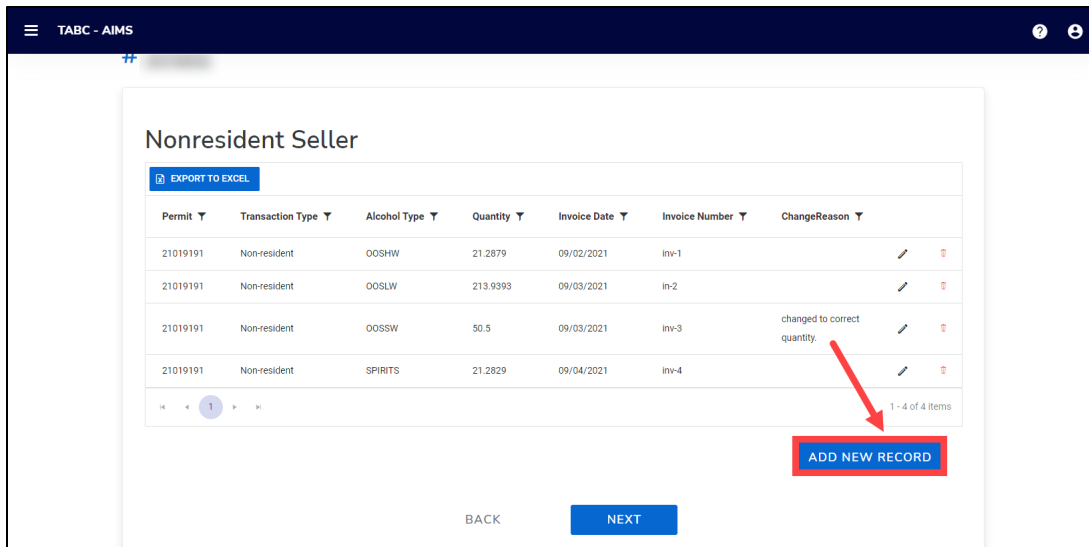
6. Depending on the license or permit, AIMS will display the applicable schedules along with the original information reported for the selected report. **Schedules for Nonresident Seller's Permit (S), Bonded Warehouse Permit (J/JD), and Carrier's Permit (C) are labeled as their license/permit type. Nonresident Brewer's License (BN) will see Schedule 3 and 4.**

In the example used for all of the options below, Nonresident Seller's Permit Type (S) completes Nonresident Seller schedule. **Click on the options to navigate to the instructions:**

- [Option 1: Add New Record](#)
- [Option 2: Edit Entry](#)
- [Option 3: Delete a Record](#)

Option 1: Add New Record

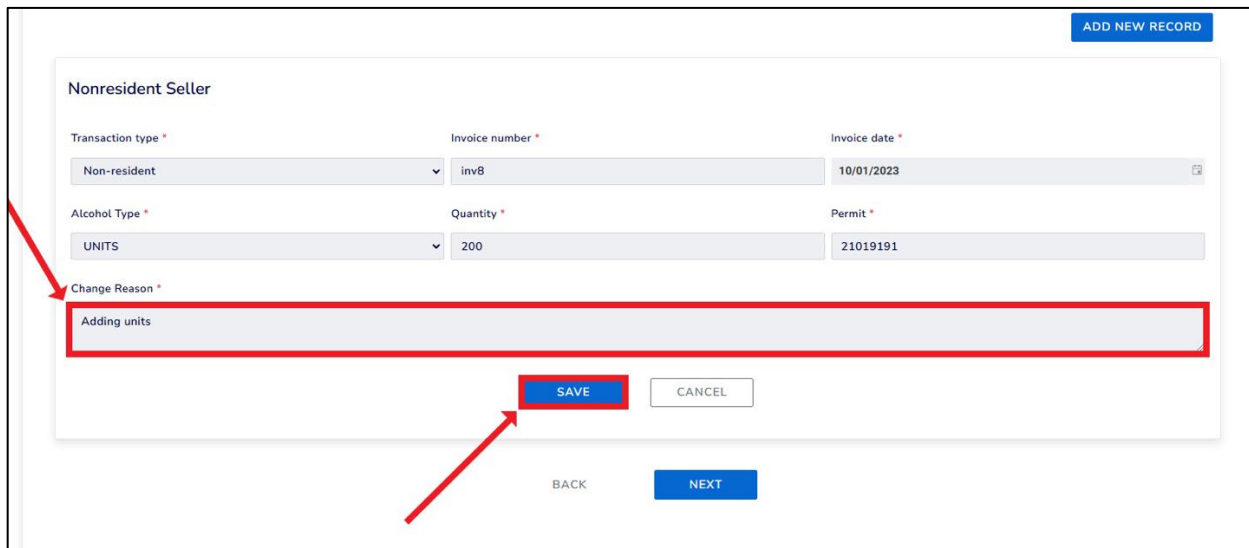
Click **Add New Record** button.



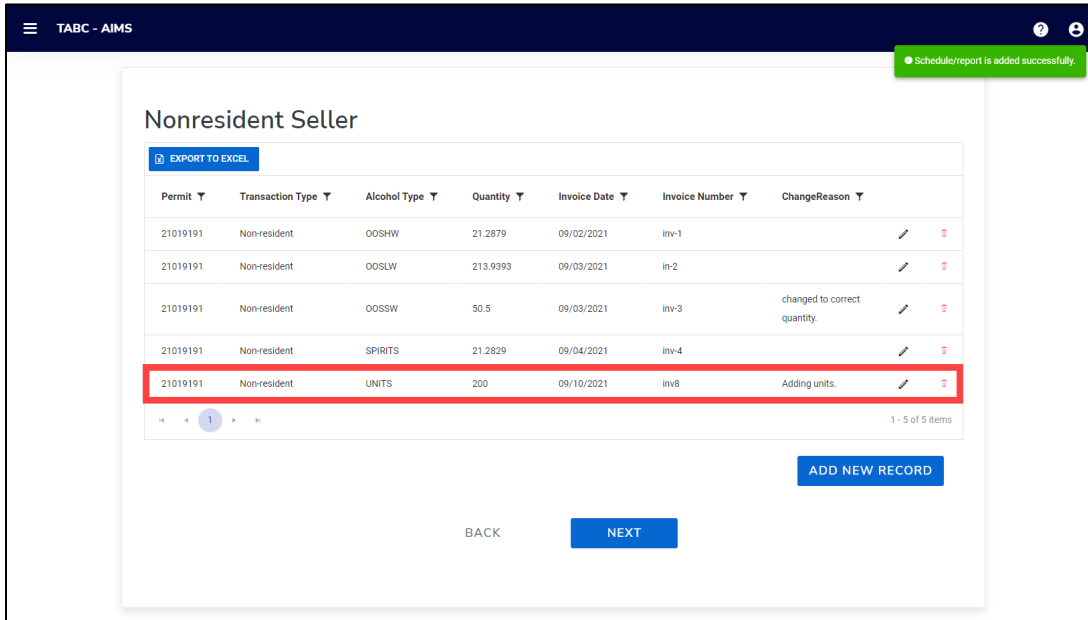
Enter all required information:

- Transaction type
- Invoice number
- Invoice date
- Alcohol Type
- Quantity
- Permit

Enter the reason for change in the **Change Reason** field. Click the **Save** button.



The new record will be added to the report.



Nonresident Seller

EXPORT TO EXCEL

Permit	Transaction Type	Alcohol Type	Quantity	Invoice Date	Invoice Number	ChangeReason
21019191	Non-resident	OOSHW	21.2879	09/02/2021	inv-1	
21019191	Non-resident	OOSLW	213.9393	09/03/2021	inv-2	
21019191	Non-resident	OOSSW	50.5	09/03/2021	inv-3	changed to correct quantity.
21019191	Non-resident	SPIRITS	21.2829	09/04/2021	inv-4	
21019191	Non-resident	UNITS	200	09/10/2021	inv8	Adding units.

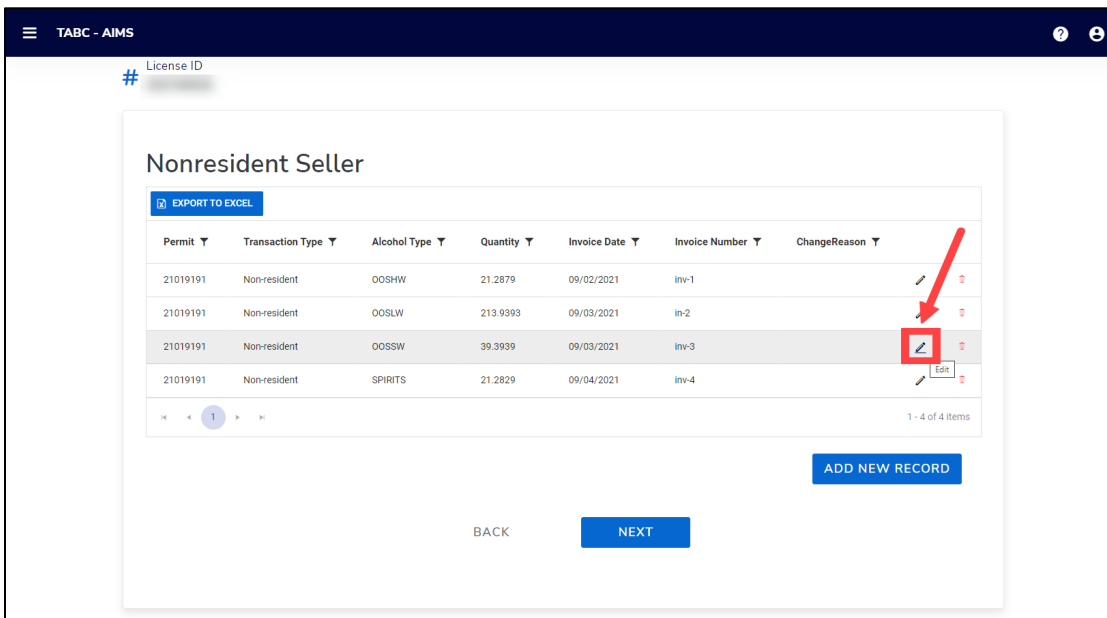
1 - 5 of 5 items

ADD NEW RECORD

BACK NEXT

Option 2: Edit Entry

Click the **pencil icon** on the report that needs editing.



Nonresident Seller

EXPORT TO EXCEL

Permit	Transaction Type	Alcohol Type	Quantity	Invoice Date	Invoice Number	ChangeReason
21019191	Non-resident	OOSHW	21.2879	09/02/2021	inv-1	
21019191	Non-resident	OOSLW	213.9393	09/03/2021	inv-2	
21019191	Non-resident	OOSSW	39.3939	09/03/2021	inv-3	
21019191	Non-resident	SPIRITS	21.2829	09/04/2021	inv-4	

1 - 4 of 4 items

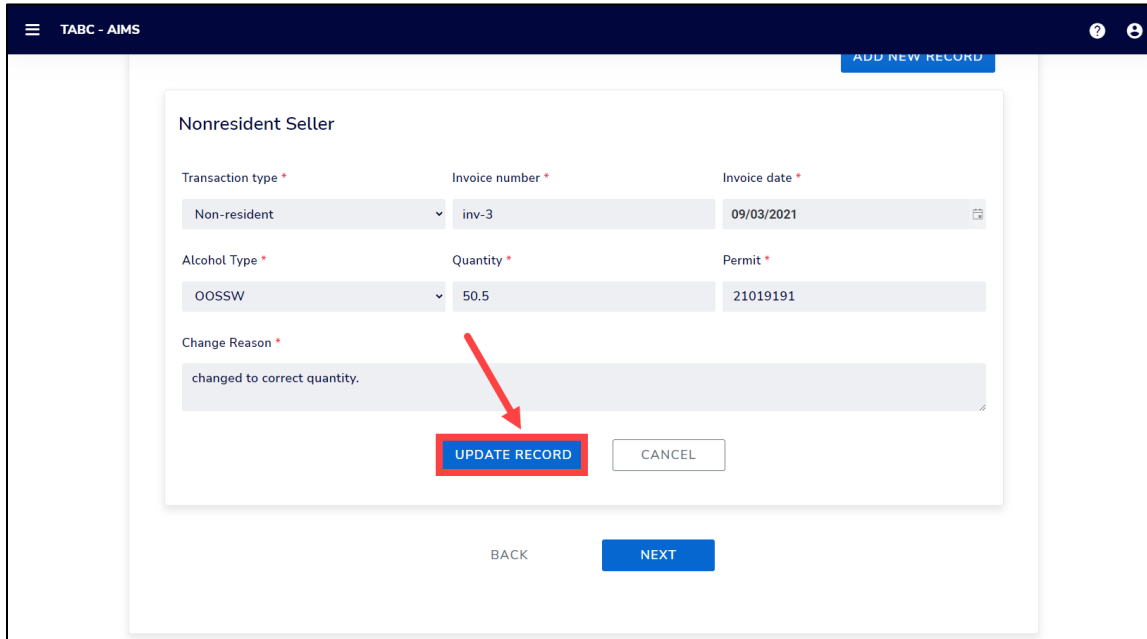
ADD NEW RECORD

BACK NEXT

Make the necessary change(s).

Enter the reason for the change in the **Change Reason** field.

Click the **Update Record** button.



Nonresident Seller

Transaction type * Invoice number * Invoice date *

Non-resident inv-3 09/03/2021

Alcohol Type * Quantity * Permit *

OOSW 50.5 21019191

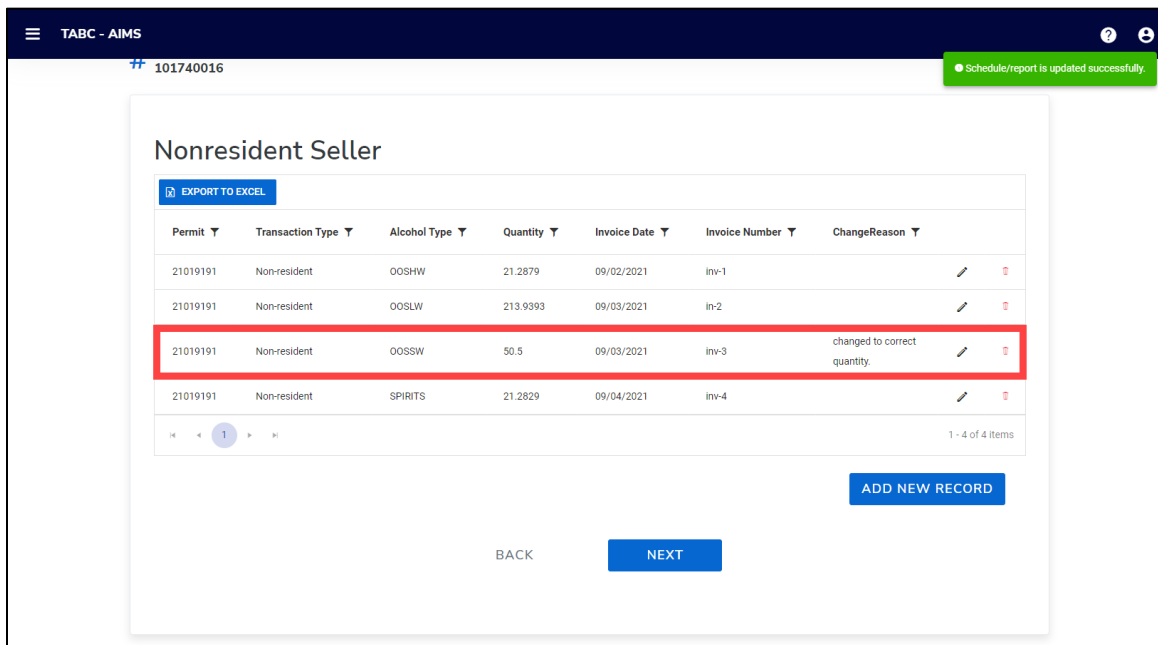
Change Reason *

changed to correct quantity.

UPDATE RECORD CANCEL

BACK NEXT

The change will display in the report.



Nonresident Seller

EXPORT TO EXCEL

Permit	Transaction Type	Alcohol Type	Quantity	Invoice Date	Invoice Number	ChangeReason
21019191	Non-resident	OOSHW	21.2879	09/02/2021	inv-1	
21019191	Non-resident	OOSLW	213.9393	09/03/2021	inv-2	
21019191	Non-resident	OOSW	50.5	09/03/2021	inv-3	changed to correct quantity.
21019191	Non-resident	SPIRITS	21.2829	09/04/2021	inv-4	

1 - 4 of 4 Items

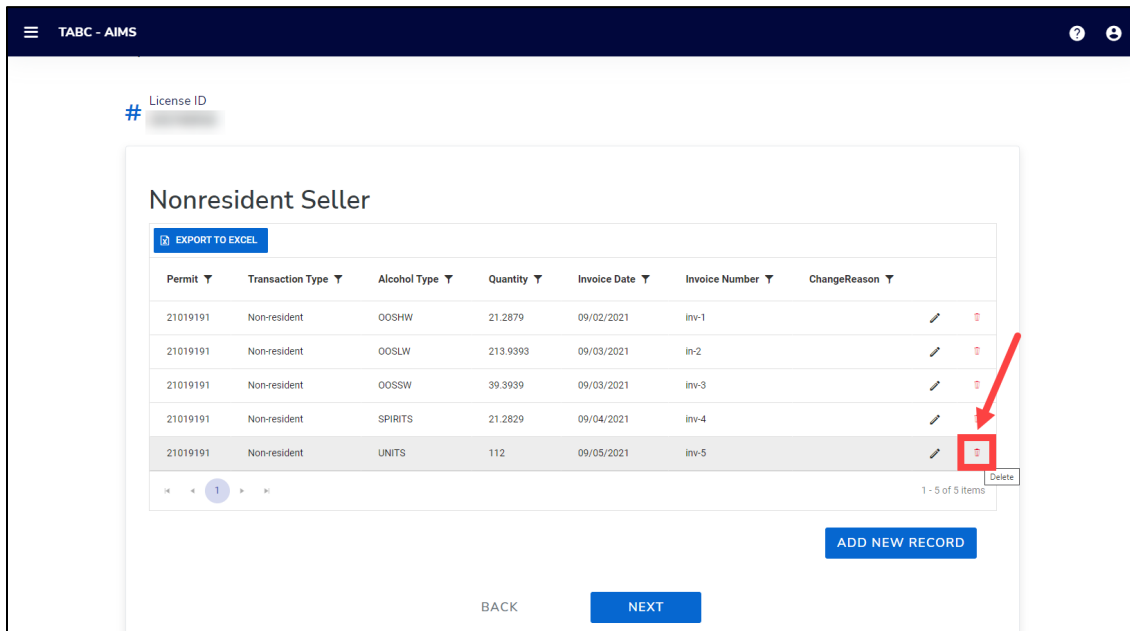
ADD NEW RECORD

BACK NEXT

Schedule/report is updated successfully.

Option 3: Delete a Record

Click the **trashcan icon** on the record you want deleted.



License ID # [redacted]

Nonresident Seller

EXPORT TO EXCEL

Permit	Transaction Type	Alcohol Type	Quantity	Invoice Date	Invoice Number	ChangeReason
21019191	Non-resident	OOSHW	21.2879	09/02/2021	inv-1	[edit] [trash]
21019191	Non-resident	OOSLW	213.9393	09/03/2021	inv-2	[edit] [trash]
21019191	Non-resident	OOSSW	39.3939	09/03/2021	inv-3	[edit] [trash]
21019191	Non-resident	SPIRITS	21.2829	09/04/2021	inv-4	[edit] [trash]
21019191	Non-resident	UNITS	112	09/05/2021	inv-5	[edit] [trash] Delete

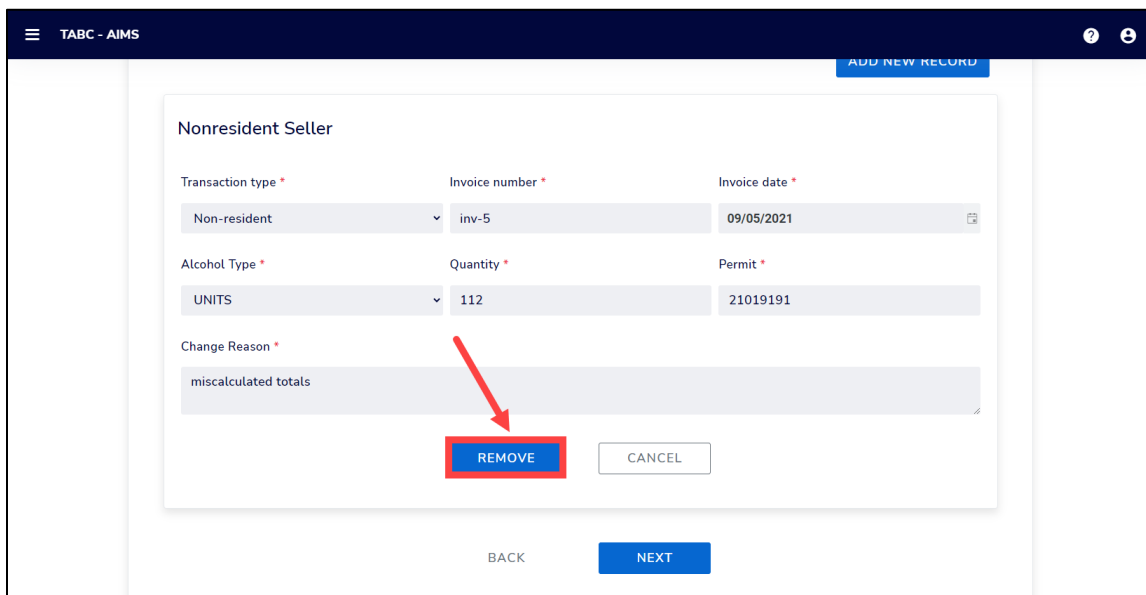
1 - 5 of 5 items

ADD NEW RECORD

BACK NEXT

Enter the reason for the change in the **Change Reason** field.

Click **Remove** button.



Nonresident Seller

Transaction type * Non-resident

Invoice number * inv-5

Invoice date * 09/05/2021

Alcohol Type * UNITS

Quantity * 112

Permit * 21019191

Change Reason * miscalculated totals

REMOVE CANCEL

BACK NEXT



The record will be deleted from the report.

The screenshot shows the 'Nonresident Seller' report interface. At the top, there is a 'License ID' field with a '#' symbol and a green 'Record Deleted' button. Below the title, there is an 'EXPORT TO EXCEL' button. The main content is a table with the following columns: Permit, Transaction Type, Alcohol Type, Quantity, Invoice Date, Invoice Number, and ChangeReason. The table contains four rows of data:

Permit	Transaction Type	Alcohol Type	Quantity	Invoice Date	Invoice Number	ChangeReason
21019191	Non-resident	OOSHW	21.2879	09/02/2021	inv-1	
21019191	Non-resident	OOSLW	213.9393	09/03/2021	inv-2	
21019191	Non-resident	OOSSW	39.3939	09/03/2021	inv-3	
21019191	Non-resident	SPIRITS	21.2829	09/04/2021	inv-4	

At the bottom of the table, there is a pagination indicator '1 - 4 of 4 items'. Below the table, there are three buttons: 'BACK', 'NEXT', and 'ADD NEW RECORD'.

7. After updating all schedule information, click the **Next** button at the bottom of the screen.

The screenshot shows the 'Nonresident Seller' report interface after an update. The table now contains five rows of data:

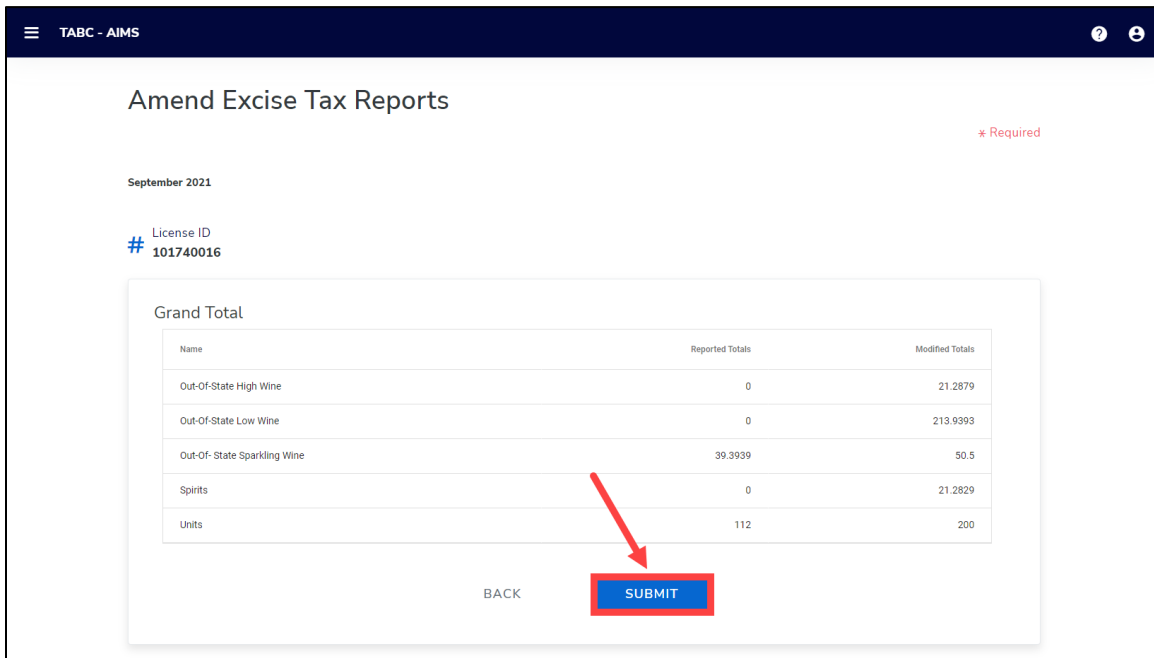
Permit	Transaction Type	Alcohol Type	Quantity	Invoice Date	Invoice Number	ChangeReason
21019191	Non-resident	OOSHW	21.2879	09/02/2021	inv-1	
21019191	Non-resident	OOSLW	213.9393	09/03/2021	inv-2	
21019191	Non-resident	OOSSW	50.5	09/03/2021	inv-3	changed to correct quantity.
21019191	Non-resident	SPIRITS	21.2829	09/04/2021	inv-4	
21019191	Non-resident	UNITS	200	09/10/2021	inv8	Adding units.

The pagination indicator now shows '1 - 5 of 5 items'. A red arrow points to the 'NEXT' button at the bottom of the screen.

- AIMS will display the **Reported Totals (i.e., original amounts)** and **Modified Totals (i.e., amended amounts)** for each alcohol type.

Check to ensure the information is correct.

Click the **Submit** button. TABC will review the amendment request for approval.



September 2021

License ID
101740016

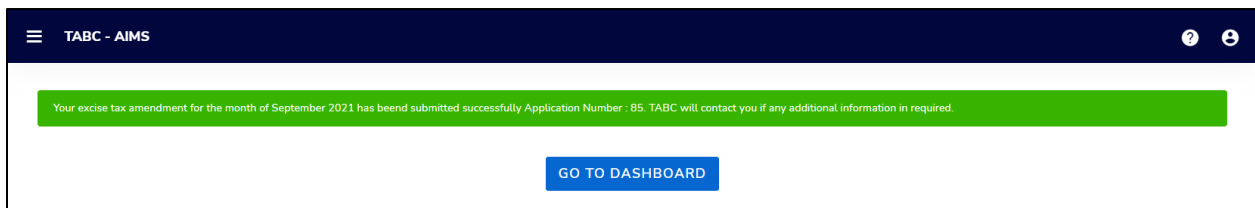
* Required

Grand Total

Name	Reported Totals	Modified Totals
Out-Of-State High Wine	0	21,2879
Out-Of-State Low Wine	0	213,9393
Out-Of-State Sparkling Wine	39,3939	50.5
Spirits	0	21,2829
Units	112	200

BACK **SUBMIT**

You'll receive the message, "Your excise tax amendment for the month of [applicable month] has been submitted successfully," followed by the application number.



Your excise tax amendment for the month of September 2021 has been submitted successfully Application Number : 85. TABC will contact you if any additional information is required.

[GO TO DASHBOARD](#)

After submitting, you'll receive messages in AIMS about the results of this request.