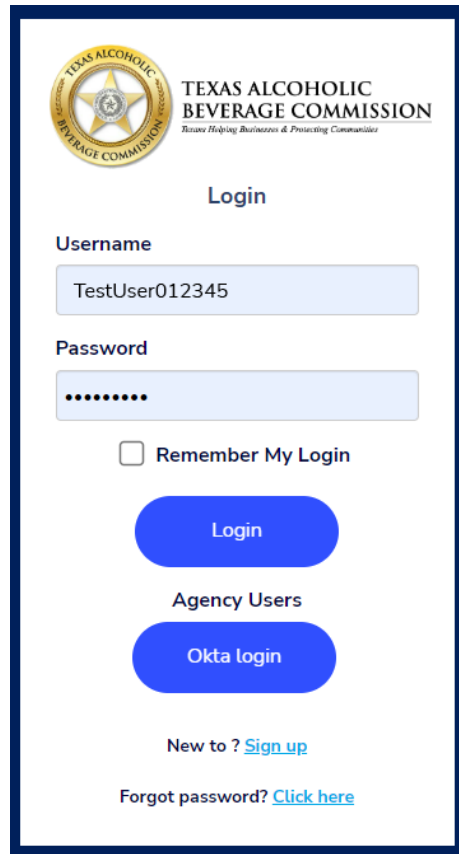# Amend Excise Tax Report for Non-Resident Sellers

Businesses that file excise tax reports can amend reports they entered previously in AIMS. The following options are available under this feature:

- Add new records.
- Delete existing records.
- Edit 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.**
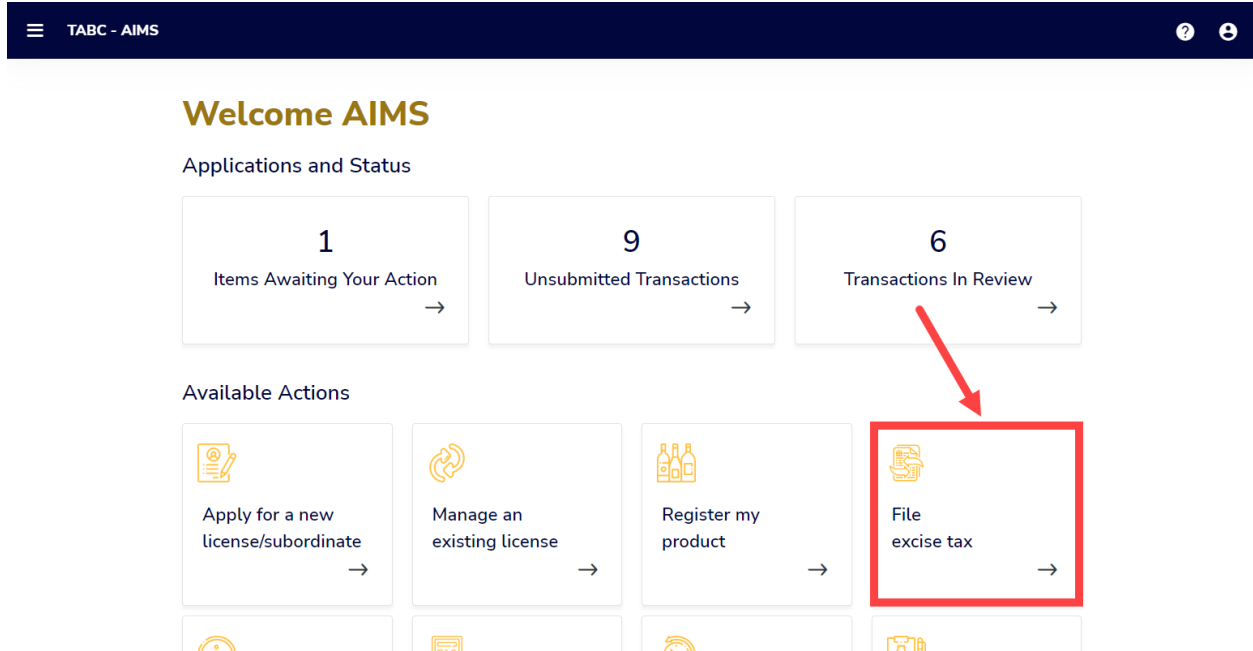
1. Log in to your AIMS account by visiting tabc.texas.gov/aims-login.



2. **If you have more than one business entity,** select the owner business entity of the license or permit that you would like to update.
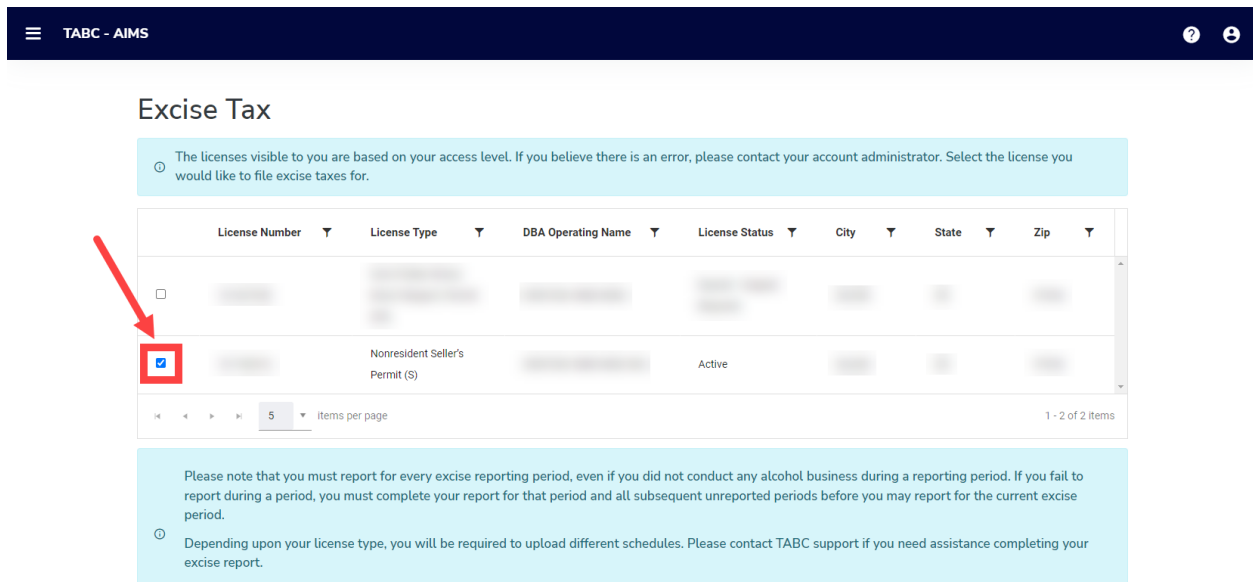
3. Click **File excise tax** button.



4. Select the license for which you need to amend an excise tax report.
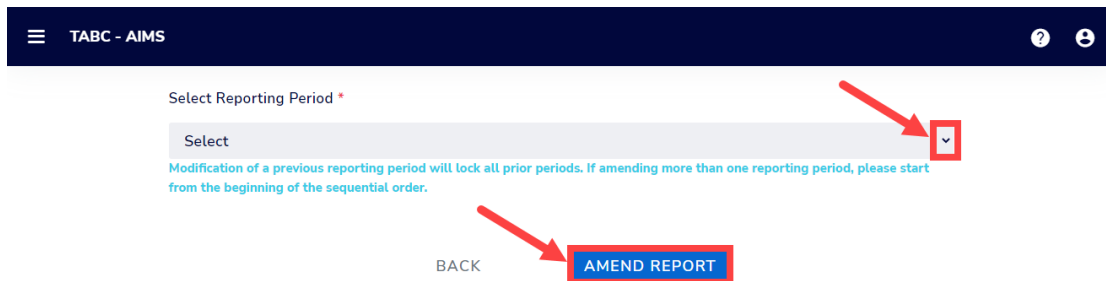
5. Scroll down.

   Click the **Amend excise tax report** button.



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

   **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.**
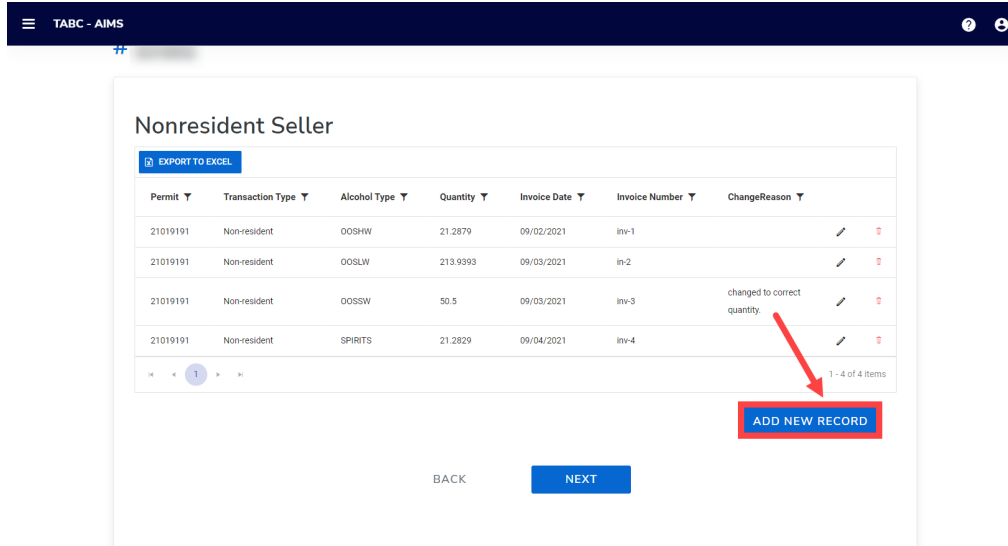
   Click the **Amend Report** button.



7. **View instructions for Add New Record (OPTION 1), Edit Entry (OPTION 2) and Delete a Record (OPTION 3) below.**

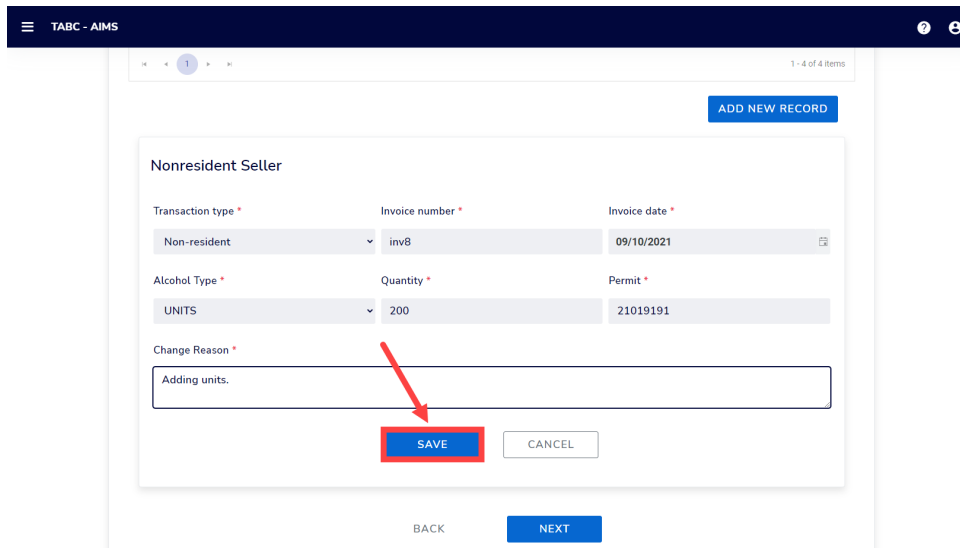**OPTION 1: Add New Record.**

Click **Add New Record** button.



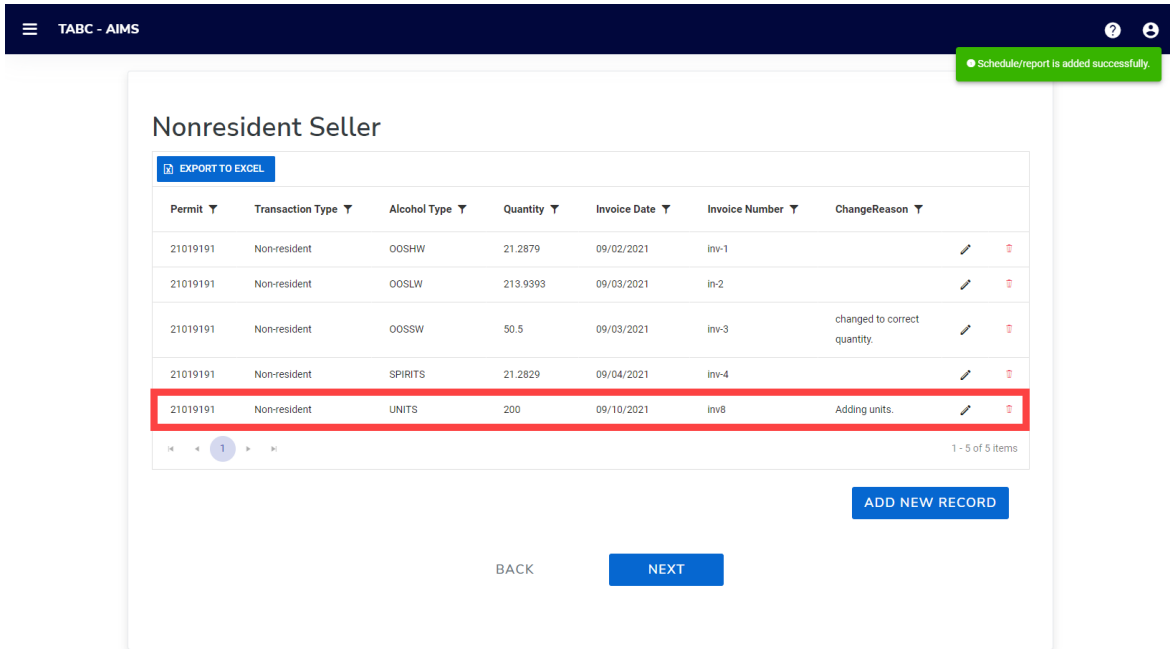**Scroll down.** Complete the following information:
- Transaction type
- Invoice number
- Invoice date
- Alcohol Type
- Quantity
- Permit

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



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Notice the new record has been added.
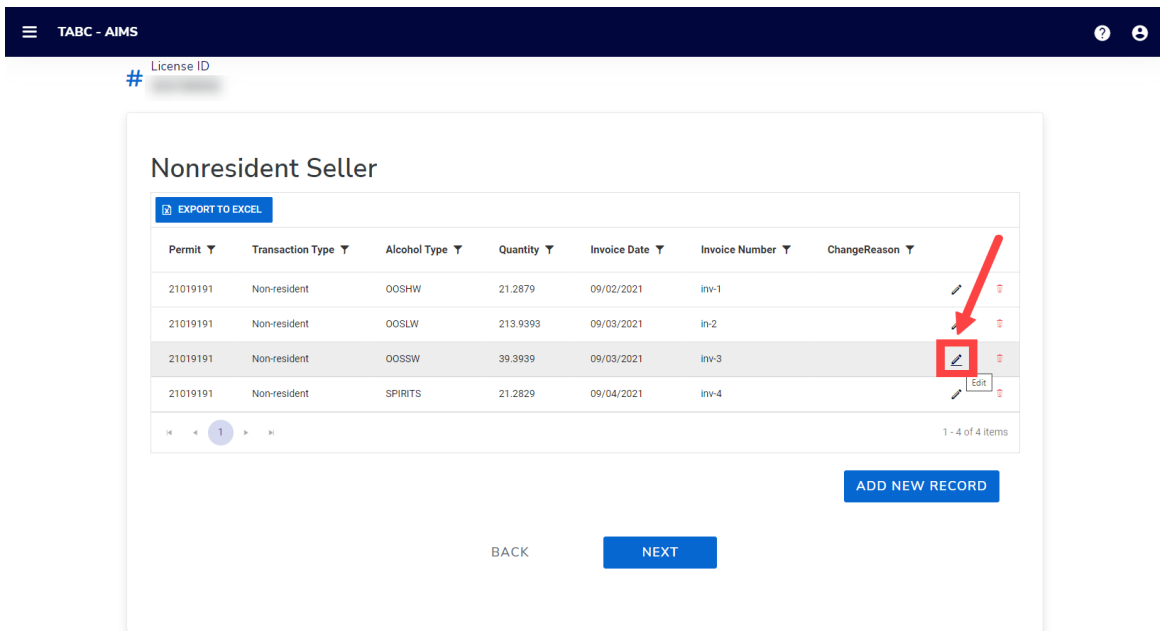


## OPTION 2: Edit Entry

Click the **pencil icon** on the report that needs editing.
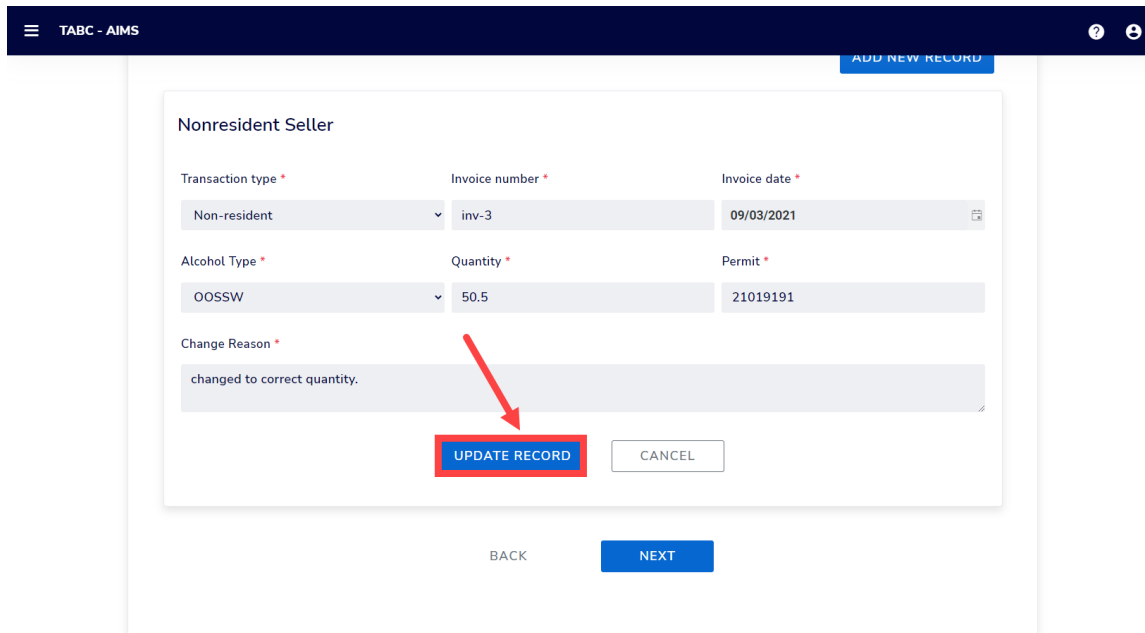
Make the necessary change(s).

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

Click the **Update Record** button.



Notice the change is reflected in the report.

## OPTION 3: Delete a Record

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



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



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Notice the change is reflected in the report.



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

AIMS will display the **Reported Totals (original amounts)** and **Modified Totals (amended amounts)** for each alcohol type. Check to make sure the information is correct.

Click the **Submit** button to submit the amendment request for TABC's review and approval.

TABC will send notifications about the results of this request to the license or permit holder's account.



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