

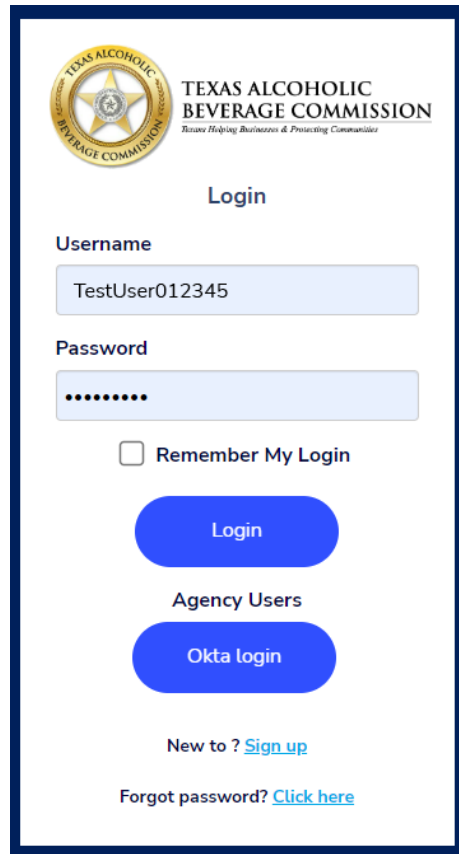
Amend Excise Tax Report for Non-Resident Sellers

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.

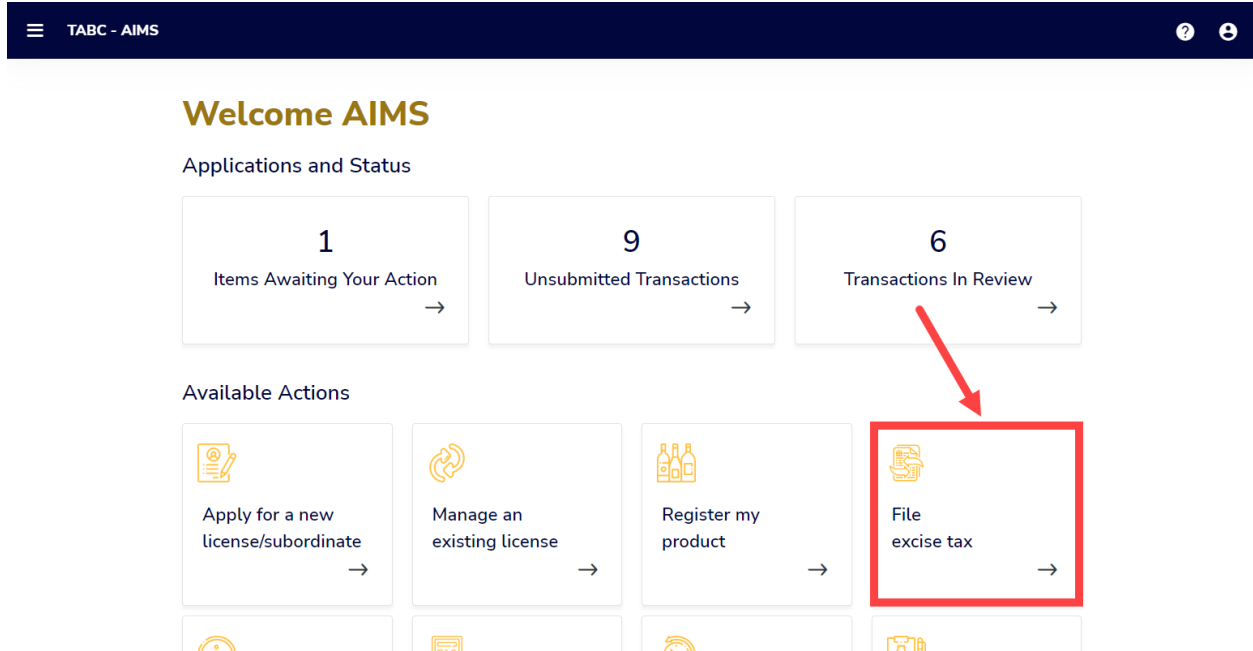
1. Log in to your AIMS account by visiting tabc.texas.gov/aims-login.



The screenshot shows the login interface for the Texas Alcoholic Beverage Commission's AIMS system. At the top left is the commission's logo, and to its right is the text "TEXAS ALCOHOLIC BEVERAGE COMMISSION" with the tagline "Texas Helping Businesses & Protecting Communities". Below this is the heading "Login". There are two input fields: "Username" containing "TestUser012345" and "Password" with masked characters. A checkbox labeled "Remember My Login" is present. Below the fields are three buttons: "Login", "Agency Users", and "Okta login". At the bottom, there are two links: "New to ? [Sign up](#)" and "Forgot password? [Click here](#)".

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.



Welcome AIMS

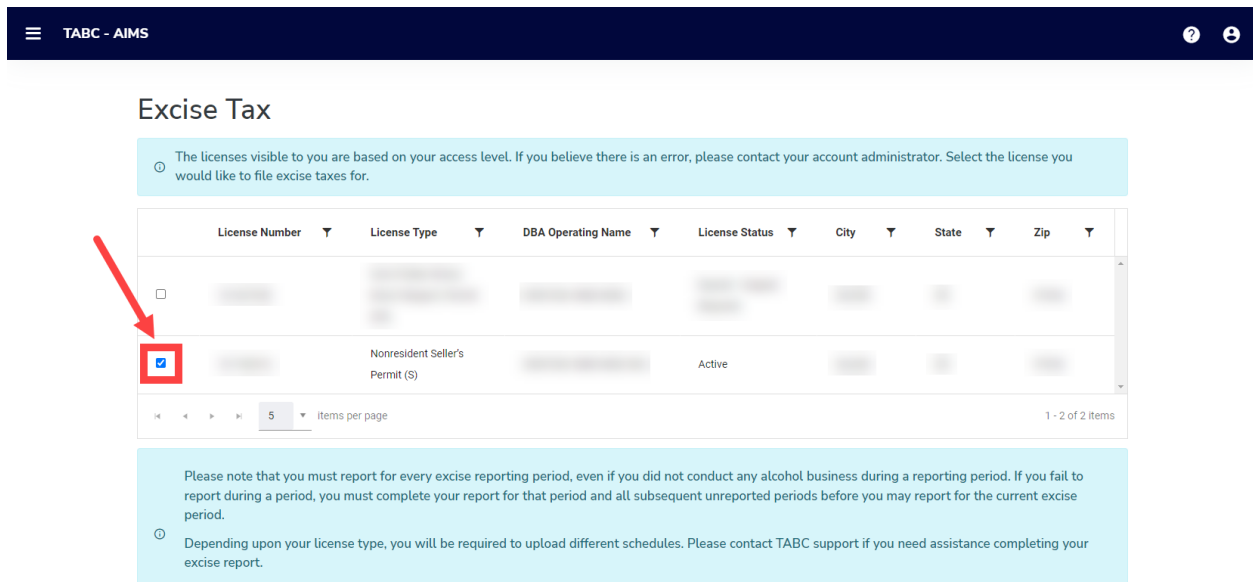
Applications and Status

- 1 Items Awaiting Your Action →
- 9 Unsubmitted Transactions →
- 6 Transactions In Review →

Available Actions

- Apply for a new license/subordinate →
- Manage an existing license →
- Register my product →
- File excise tax →**

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



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	State	Zip
<input type="checkbox"/>						
<input checked="" type="checkbox"/>	Nonresident Seller's Permit (S)		Active			

5 Items per page 1 - 2 of 2 Items

Please note that you must report for every excise reporting period, even if you did not conduct any alcohol business during a reporting period. If you fail to report during a period, you must complete your report for that period and all subsequent unreported periods before you may report for the current excise period.

Depending upon your license type, you will be required to upload different schedules. Please contact TABC support if you need assistance completing your excise report.

5. Scroll down.

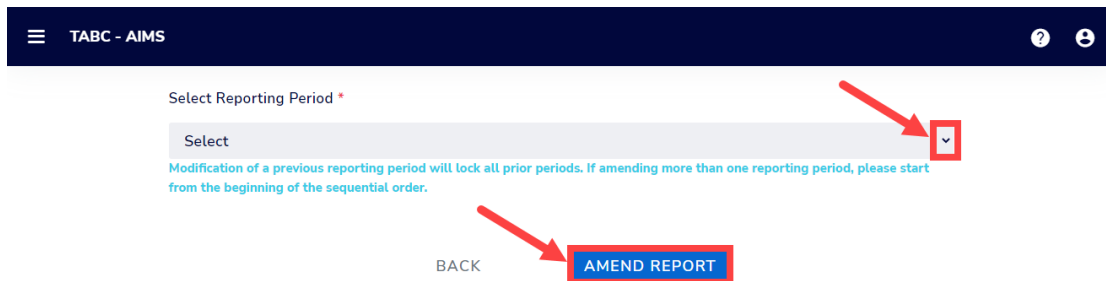
Click the **Amend excise tax report** button.



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.

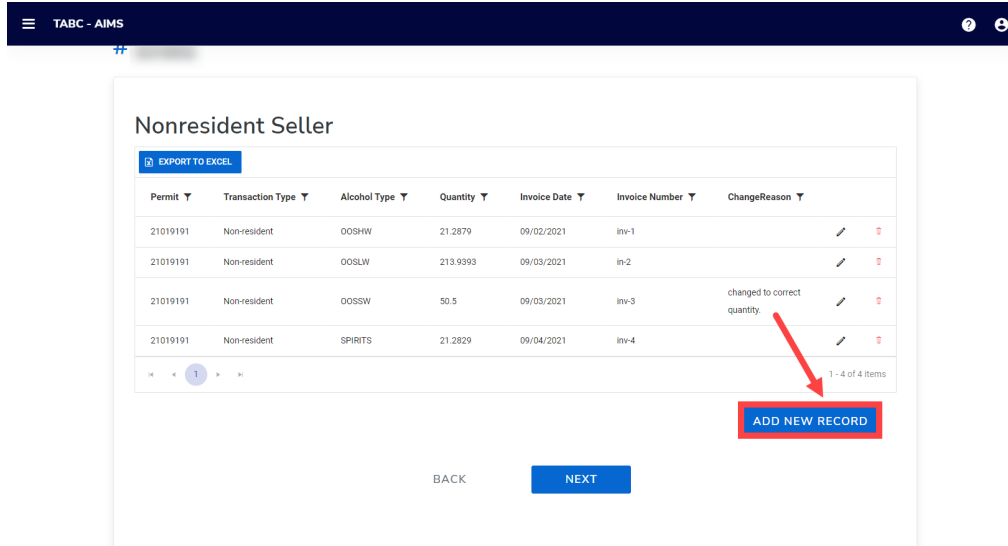
Click the **Amend Report** button.



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.

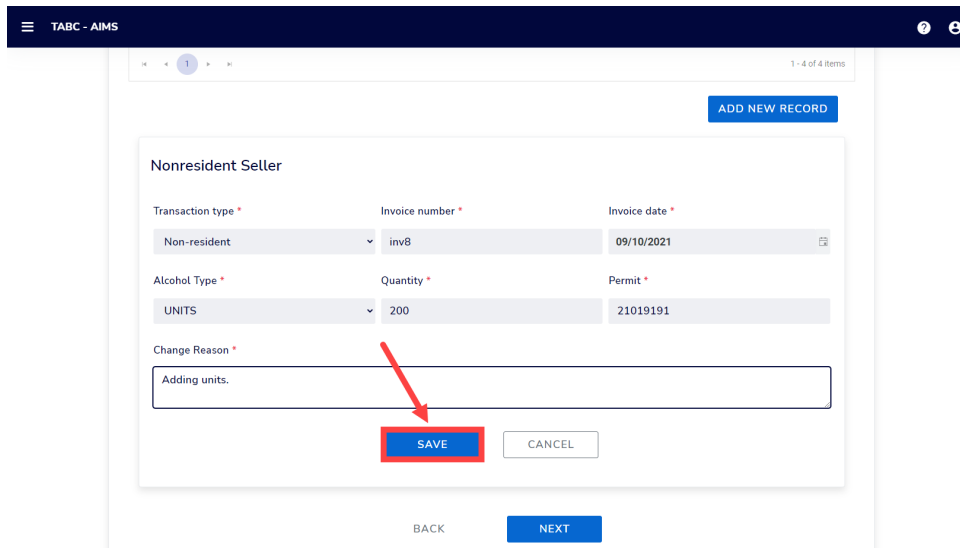


The screenshot shows the 'Nonresident Seller' interface. At the top, there is a navigation bar with 'TABC - AIMS' and a menu icon. Below it is a table with columns: Permit, Transaction Type, Alcohol Type, Quantity, Invoice Date, Invoice Number, and ChangeReason. The table contains four rows of data. A red arrow points from the 'ChangeReason' field of the third row to a blue button labeled 'ADD NEW RECORD' at the bottom right of the table area. Below the table are 'BACK' and 'NEXT' buttons.

Scroll down. Complete the following information:

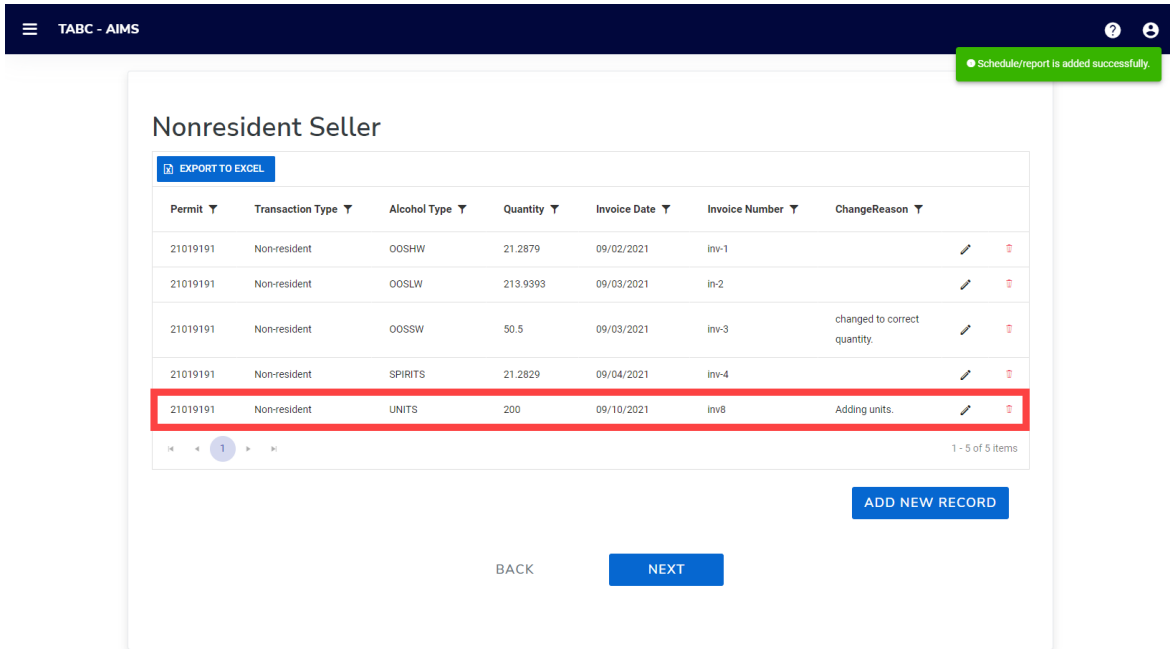
- Transaction type
- Invoice number
- Invoice date
- Alcohol Type
- Quantity
- Permit

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



The screenshot shows the 'Nonresident Seller' form. It has several input fields: 'Transaction type' (dropdown menu), 'Invoice number' (text input), 'Invoice date' (calendar icon), 'Alcohol Type' (dropdown menu), 'Quantity' (text input), and 'Permit' (text input). Below these is a 'Change Reason' text area containing the text 'Adding units.' A red arrow points from this text area to a blue button labeled 'SAVE'. To the right of the 'SAVE' button is a 'CANCEL' button. At the bottom of the form are 'BACK' and 'NEXT' buttons.

Notice the new record has been added.



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.

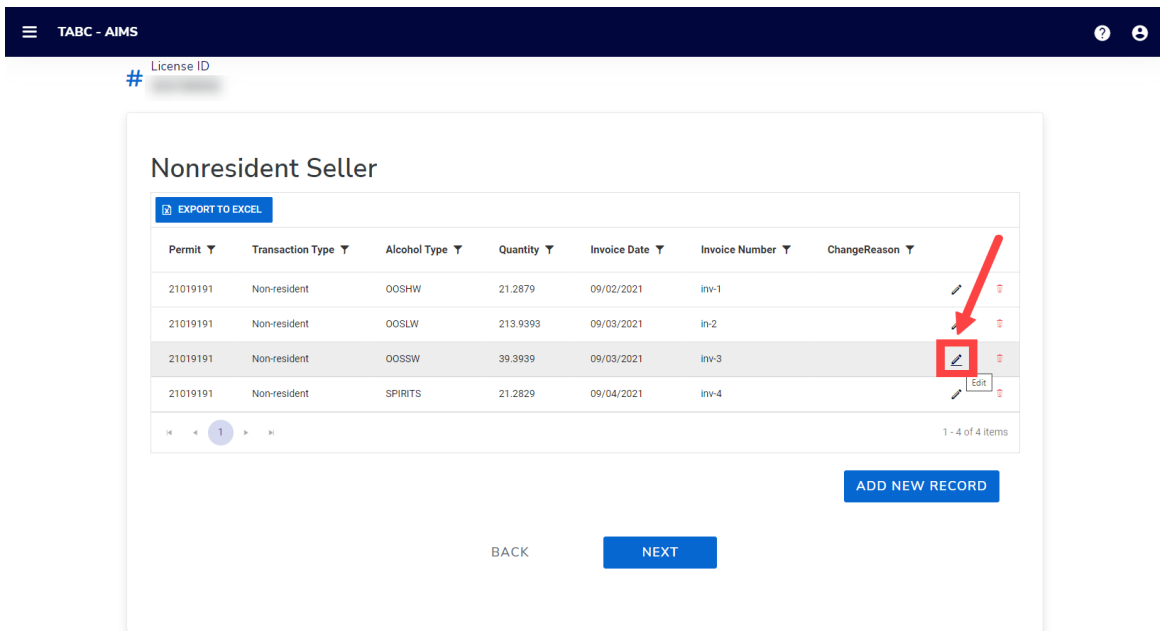
1 - 5 of 5 items

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

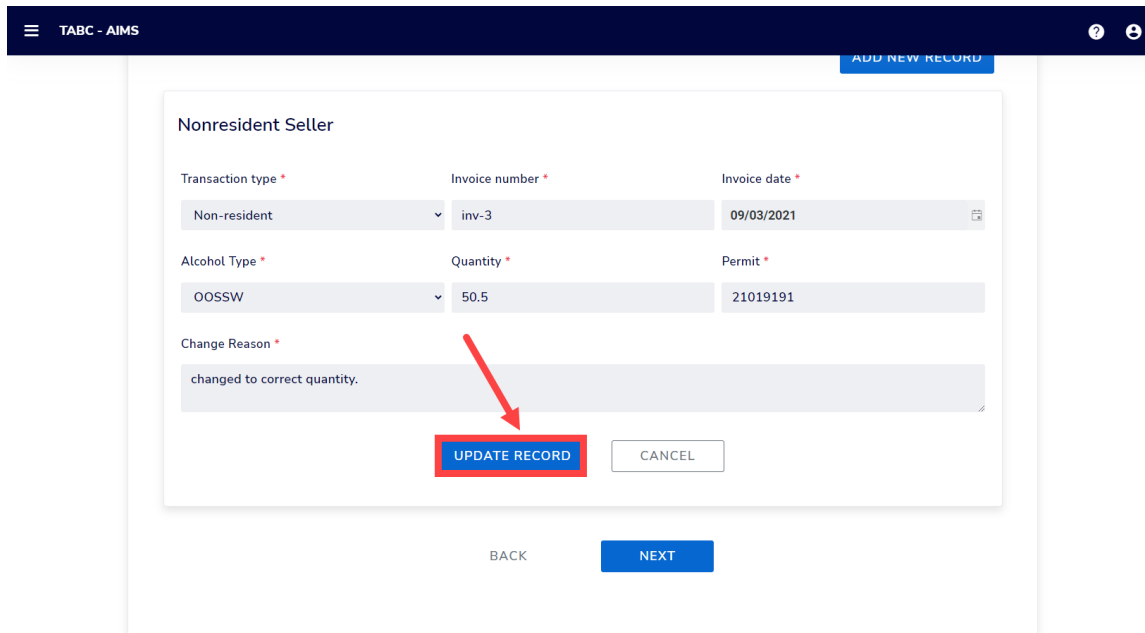
ADD NEW RECORD

BACK NEXT

Make the necessary change(s).

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

Click the **Update Record** button.



Transaction type * Invoice number * Invoice date *

Non-resident inv-3 09/03/2021

Alcohol Type * Quantity * Permit *

OOSSW 50.5 21019191

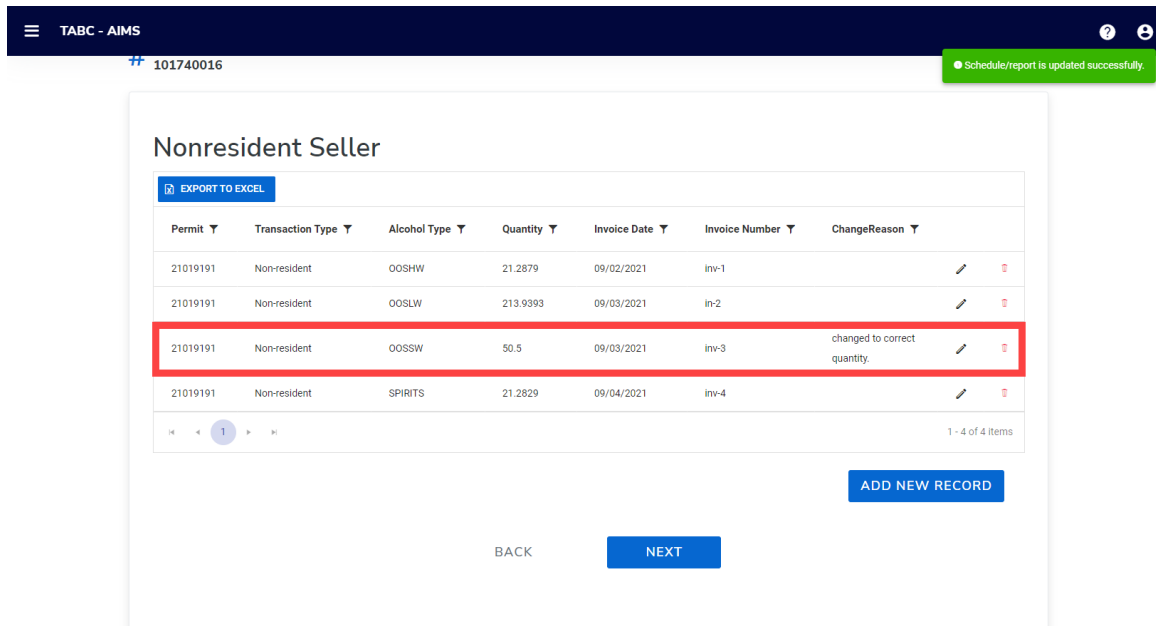
Change Reason *

changed to correct quantity.

UPDATE RECORD CANCEL

BACK NEXT

Notice the change is reflected in the report.



101740016 Schedule/report is updated successfully.

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	

1 - 4 of 4 items

ADD NEW RECORD

BACK NEXT

OPTION 3: Delete a Record

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

TABC - AIMS

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]

1 - 5 of 5 items

ADD NEW RECORD

BACK NEXT

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

TABC - AIMS

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









Notice the change is reflected in the report.

TABC - AIMS ? ⌵

License ID Record Deleted

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](#)

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

TABC - AIMS ? ⌵

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](#)

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.

☰ TABC - AIMS
? ⌵

Amend Excise Tax Reports

* Required

September 2021

License ID
101740016

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

☰ TABC - AIMS
? ⌵

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