

Data Layout – 1st field/column

- **Seller's TABC Permit or License Number**

- The following permit and license holders must file:
 - Wholesalers (**W, X and LX**)
 - Distributors (**BB, BD and BC**)
 - Wineries (**G**)
 - Package stores holding local distributor's permits (**PW/ LP**); and
 - Certain brewers and beer manufactures (**B and BA**)
- Examples:
 - BC123456; BD1234567; P123456; & P1234567
- Each line item on the report must identify the specific TABC permit or license actually making the sale.
- Consolidation of sales under a single TABC permit or license is **not allowed**.
- A single Comptroller-issued taxpayer number may be associated with multiple TABC permits or licenses but an individual TABC permit or license may only be associated with a single taxpayer number.
- This is a **mandatory** field

Data Layout – 2nd field/column

- **Retailer's TABC Permit or License Number**
 - A retailer is the customer or business that purchased alcoholic beverages from you, the seller
 - Examples: BG123456; BQ1234567; N123456; & N1234567
 - Each line item on this report must identify the specific and correct TABC permit or license to which the sale was made.
- This is a **mandatory** field

Data Layout – 3rd field/column

- **Retailer's Tax Identification Number**
 - The 11-digit tax identification number assigned by the Comptroller
 - Must begin with a 3 or 1
 - Do not include dashes
- Examples:
 - 311111111111
 - 177777777777
- This is a **mandatory** field

Data Layout – 4th field/column

- **Retailer's TABC Trade Name:**
 - This is the TABC trade name as it appears on the retailer's permit or license
- Examples:
 - Cold Creek Beer And Wine
 - Hill country Liquor Store
 - Happy Trails Store
- This is a **mandatory** field

Data Layout – 5th field/column

- Retailer's Street Address

- This is the retailer's physical address (street number and street name)

- Examples:

- 1800 North Congress Ave
- 6915 Main St.
- 1628 South Pecan Lane

- This is a **mandatory** field

Data Layout – 6th field/column

- **Retailer's City:**
 - This is the name of the city where the retailer is located
- Examples:
 - Houston
 - Dallas
 - Odessa
 - Bastrop
- This is a **mandatory** field

Data Layout – 7th field/column

- **Retailer's State:**
 - This is the retailer's 2-character state code (TX)
- This is a **mandatory** field

Data Layout – 8th field/column

- Retailer's Five Digit Zip Code
- Examples:
 - 78701
 - 76101
 - 77702
 - 79902
- Do NOT use Zip+4 format
- This is a **mandatory** field

Data Layout – 9th field/column

- **Beverage Class**
- Examples:
 - DS = Distilled Spirits
 - W = Wine
 - B = Beer
 - ML = Malt Liquor and Ale
- Ale is considered malt liquor and should be reported as “ML.”
- Each line item can only have 1 class of beverage designation.
- This is a **mandatory** field

Data Layout – 10th field/column

- **Universal Product Code**

- The manufacturer's UPC for each line item; this is not a SKU code or other internal code
- Each line item will have only 1 UPC, usually 12 digits but not to exceed 18 digits
- If no UPC exists, enter a "0"

- Examples:



Data Layout – 11th field/column

- **Brand Name:**

- This is the complete and specific brand name of each product you sold

- Examples:

- Miller
- Budweiser
- Bud Lite
- Shiner Oktoberfest
- Jack Daniels Black
- Johnnie Walker Red

- This is a **mandatory** field

Data Layout – 12th field/column

- **Individual Container Size:**

- This is the individual bottle, can or container size
- Multi-unit packages or case packs must reflect the size of the individual unit
- Do not use “keg,” “case” or other generic size description

- Report size as follows:

- Distilled spirits and wine containers sizes **less than** 1 liter in milliliters:

- 750 ml 375 ml, 500 ml

- Distilled spirits containers **1 liter and greater** in liters:

- 1.0L, 1.75L, 1.5L

- Packaged beer and malt liquor in ounces:

- 12oz, 16oz, 7oz

- Draft beer in gallons:

- 15.5G, 7.25G

- Imported draft beer or malt liquor may be reported in either gallons or liters

- This is a **mandatory** field

Data Layout – 13th field/column

- **Number of Containers:**
 - This is the number of individual bottles, cans or containers for each line item
 - Multi-unit packages, such as cases, must be broken down into the number of individual bottles or cans
 - To report a credit, enter a negative number (-12; -7)
 - Do NOT include any spaces, decimal points, commas, etc.
- This is a **mandatory** field

Data Layout – 14th field/column

- **Net Selling Price:**
 - This is the total sales amount rounded to the nearest dollar charged to the customer of each line item on this report and should include any applicable discounts
 - To report a credit, enter a negative number (-7; -12)
 - Do not include dollar signs, spaces, decimal, commas, etc.
- This is a **mandatory** field

Common Errors

- Review error messages closely, as they will help you understand the error
- Pay particular attention to the period you are filing (e.g., June's report would be due July 25th)
- Your CSV file will not process if it has headings or titles – remove headings and titles before converting to a CSV file
- An amended report replaces an original report
 - Do not submit corrections only
 - Wait at least 24 hours to submit an amended report
- Do not delete a field; the entire row must be deleted to process correctly
- For Excel users:
 - All corrections must be made in the Excel version and re-saved as CSV for upload – corrections to your CSV file will not process
 - Create 1 file for every month

Avoid the Rush and Penalties

Reports can be filed immediately after the reporting month;
you do not have to wait until the 25th

You must file a report even if you have no sales

For questions, contact us at 1-800-531-5441, ext. 3-0959
or via email at HB11@cpa.state.tx.us