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:
  - 31111111111
  - 17777777777

- 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

[Alcohol Reporting Web Page](#)
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:

  ![UPC Example 1](image1)
  ![UPC Example 2](image2)
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