

## Alcohol Sales Reporting Format

Each data element is mandatory and must be a separate field (column) in the CSV file to be uploaded. A retailer is the customer or business that purchased alcoholic beverages from you, the seller. TABC permit and license numbers and a permit and license holder's trade name, street number, city, state and ZIP code for each location are available on the TABC's Public Inquiry System at <https://apps.tabc.texas.gov/publicinquiry/Default.aspx>. Taxpayer Identification Numbers are available at the Sales Taxpayer search at <https://mycpa.cpa.state.tx.us/staxpayersearch>.

Please refer to the Data Layout Section of the RITS Visual Guide for information specific to each data element at [www.comptroller.texas.gov/taxes/alcohol/docs/rits-data-layout.pdf](http://www.comptroller.texas.gov/taxes/alcohol/docs/rits-data-layout.pdf).

<u>Data Element</u>	<u>Field Length</u>	<u>Data Type</u>	<u>Definition and Description</u>
Seller's TABC Permit or License Number	12	Char	The 8- to 12-digit permit or license number issued by the TABC. (NOTE: Each line item on the report must identify the specific TABC permit or license number actually making the sale. Consolidation of sales under a single TABC permit or license number is <b>not allowed</b> .)
Retailer's TABC Permit or License Number	12	Char	The 8- to 12-digit permit or license number issued by the TABC. Each retailer has a separate TABC permit/license number for each physical location.
Retailer's Texas Tax ID Number	11	Char	The 11-digit taxpayer identification number assigned by the Comptroller, for the purpose of reporting sales or other Texas taxes associated with the retailer's TABC permit/license number.
Retailer's TABC Trade Name	50	Char	The trade name on the retailer's permit or license that is posted at the retailer's location.
Retailer's Street Address	50	Char	The retailer's physical address (street number and street name).
Retailer's City	30	Char	The name of the city where the retailer is located.
Retailer's State	2	Char	The retailer's 2-character state code. This should always be "TX".
Retailer's 5-Digit ZIP Code	5	Char	The 5-digit ZIP code of the retailer's physical location. Do not use the ZIP + 4 format.
Beverage Class	2	Char	The 1- or 2-character class of beverage code. The code must be DS, W, B or ML (distilled spirits, wine, beer or malt liquor). Each line item will have only one class of beverage code.
Universal Product Code (UPC)	18	Decimal	The manufacturer's UPC for each line item. Each line item will have only one UPC. If no UPC exists, enter "0." This field cannot be left blank.
Brand Name	50	Char	The complete and specific brand name of each product sold.
Individual Container Size	15	Char	The individual bottle or can container size. Multi-unit packages or case packs must reflect the size of the individual units. Distilled spirits and wine must be listed in metric sizes. Report sizes less than one liter in milliliters (e.g., 750ml, 375ml, and 500ml). Report sizes one liter and greater in liters (e.g., 1.0L, 1.75L, 1.5L). Report most packaged beer and malt liquor in ounces. Domestic draft beer will normally be listed in gallons to one or two decimal places, such as 15.5G or 7.25G. Imported draft beer or malt liquor may be listed in either gallons or liters. Each line item will have only one size.
Number of Containers	7	Char	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.
Selling Price	13	Decimal	The total sales amount rounded to the nearest dollar charged to the customer for each line item on this report, including any applicable discount.