

Submit an Excise Tax Report by File Upload: Brewer's License (BW) and Brewpub License (BP)

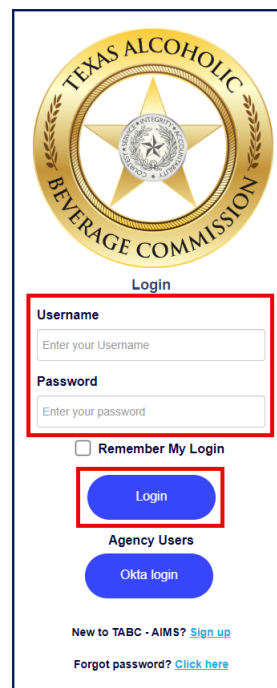
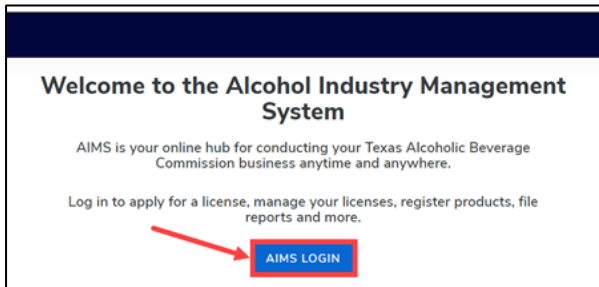
This guide provides the steps to submit an excise tax report by businesses that hold a Brewer's (BW) and Brewpub (BP) license. Each license holder must submit the following schedules:

- **Schedule 1** reports both manufacturing and retail and consumer sales. You should include the total amount of alcohol manufactured (i.e., bottled, canned, or kegged) for the month, in gallons. Businesses eligible to sell to retailers and consumers for on- or off-premises consumption must also report the gallonage sold for each category in the reporting month.
- **Schedule 2** reports incoming alcohol (i.e., product received) and exemptions, such as sales to distributors or alcohol exported out of the state.
- **Schedule 4** lists each brand, package size and package count sold to retailers in the state during the reporting month. For BWs and BPs, this should match your RETAIL sale amount under Schedule 1.

You must file your excise tax report between the 1st and 15th of the month, covering activity in the previous month.

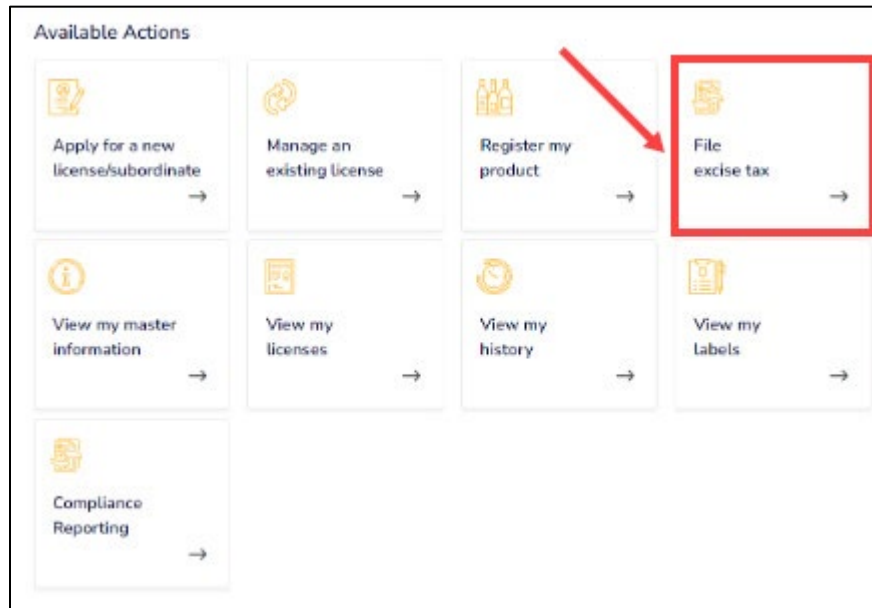
1. Log in to AIMS:

- Enter tabc.texas.gov/aims-login in Google Chrome or Microsoft Edge on your device.
- Click **AIMS LOGIN** when you're on the AIMS landing page.
- Enter **Username** and **Password**. Click the **Login** button.



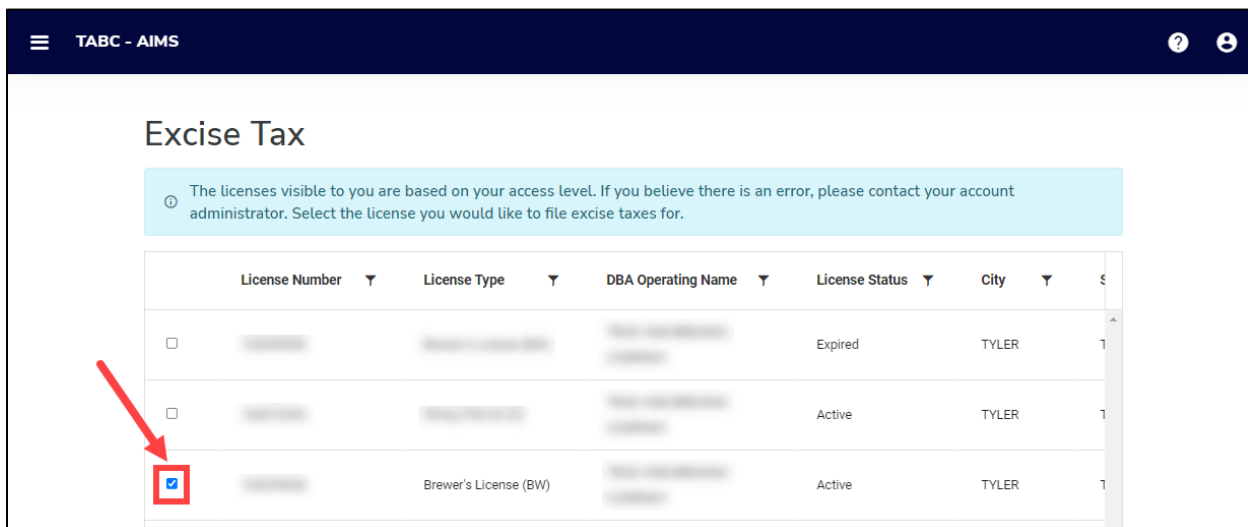
- If you have several business entities, click the one you want to access. The business entity's AIMS dashboard will appear.

Click the **File excise tax** tile.



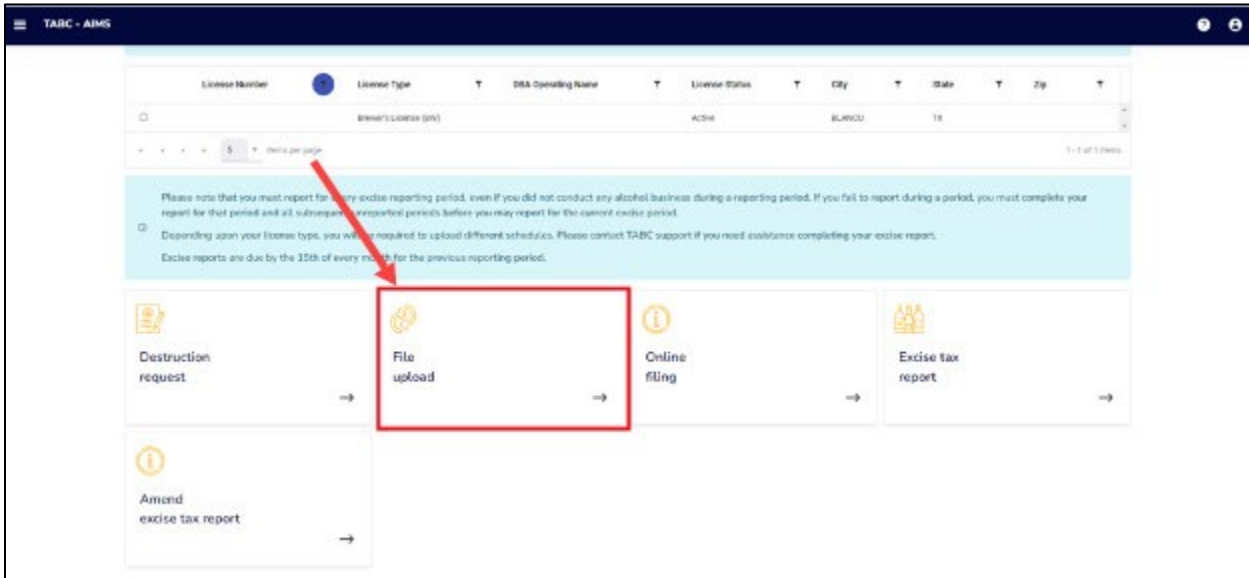
i If **no business** was conducted during the reporting period, see Step 3 in the [Zero Report User Guide](#).

- Select the **checkbox** next to the license for which you need to submit excise taxes.



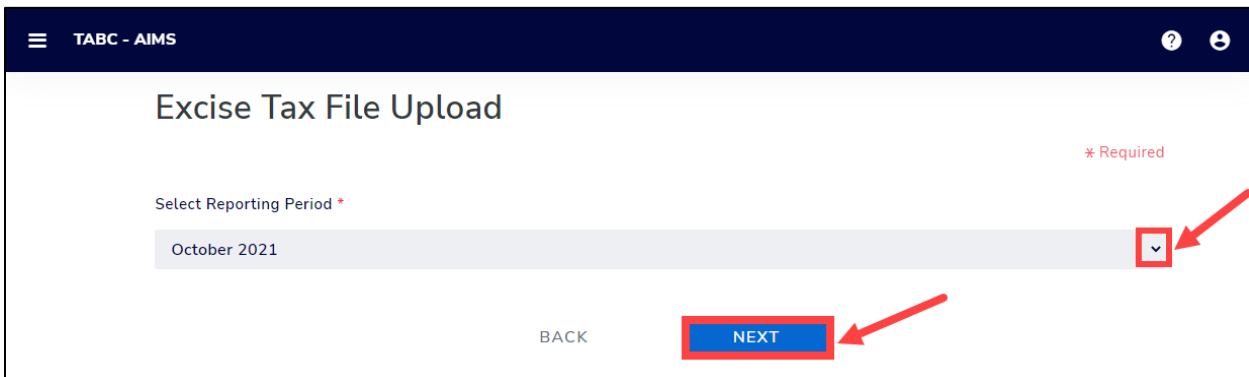


4. Scroll down and click the **File upload** tile.



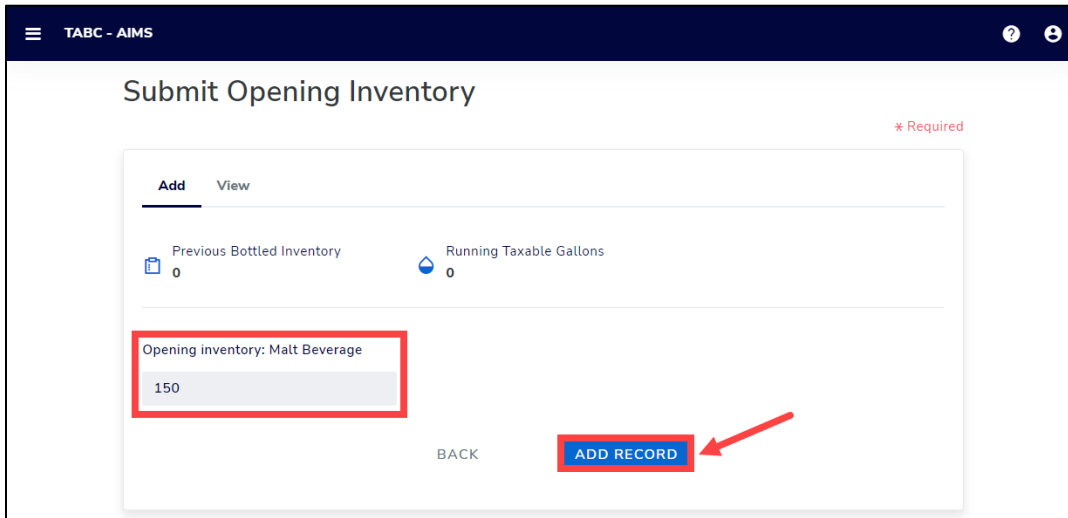
5. **Select Reporting Period** from the dropdown list. You'll typically be selecting the previous month as the reporting period.

Click the **Next** button.



6. **Skip to Step 9 if you have submitted an excise tax report AIMS before.** If this is your first time submitting in AIMS, you must enter an opening inventory. The opening inventory is equal to the total closing inventory from the previous reporting period. Enter opening inventory for each beverage category and click the **Add Record** button.

Important note: You won't have to enter Opening Inventory amounts for subsequent report filings.



* Required

Add **View**

Previous Bottled Inventory: 0 Running Taxable Gallons: 0

Opening inventory: Malt Beverage
150

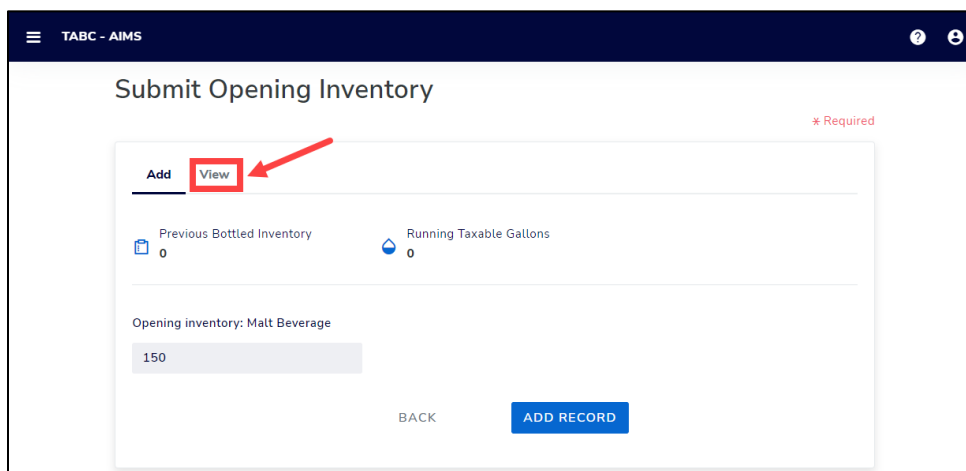
BACK **ADD RECORD**

Alcohol Types and Descriptions Provided for Reference

Alcohol Type	Description
MALT	Malt beverages (gallons)

7. A green box in the upper-right corner will confirm the record was saved.

Click **View**.



* Required

Add **View**

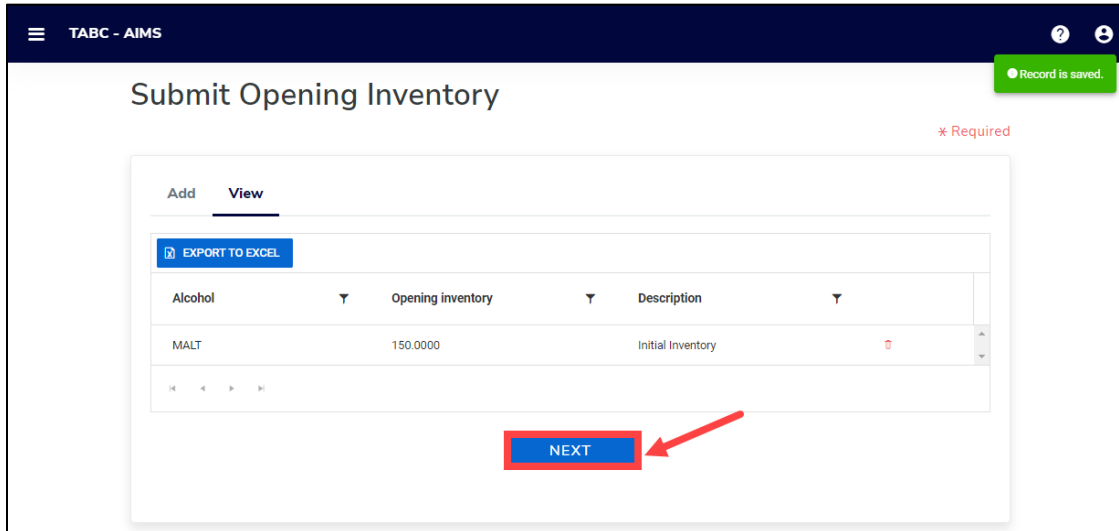
Previous Bottled Inventory: 0 Running Taxable Gallons: 0

Opening inventory: Malt Beverage
150

BACK **ADD RECORD**

If you find incorrect entry information, click the **trashcan icon** to delete the entry and add a new one. You can't edit entries.

Click the **Next** button.



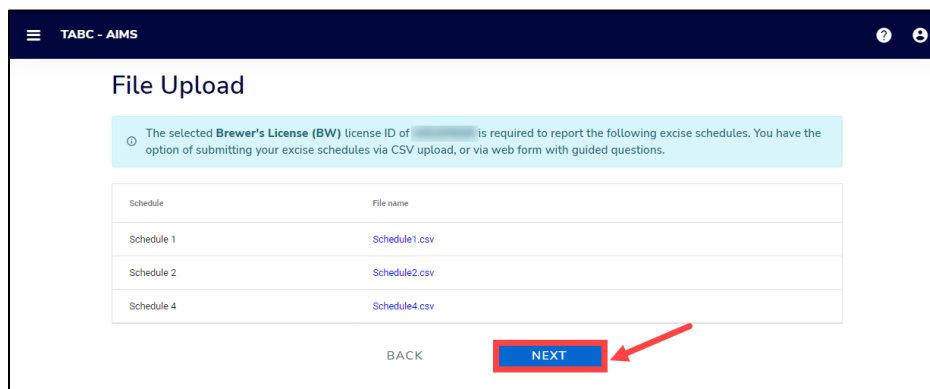
8. Download the required schedules. You'll use the files on this page to enter the necessary information.

Click each file name to download the file onto your computer. AIMS will automatically display which schedules are required based on the license type.

Important notes:

- Please ensure all data entered matches the format provided in these files.
- Do not change the column headings.

Once you've downloaded the files, click the **Next** button.



9. Complete the required schedules. Fill in each cell of the schedule spreadsheet with the information in the instructions below.

Schedule 1

The following fields are required:

	A	B	C	D
1	Transaction	AlcoholType	Quantity	SaleType
2				

Transaction (Column A): Type either “Manufacture” or “Direct Sales” into each cell. Inventory reported as Manufacture should be reported on a separate row from Direct Sales.

- **Manufacture** — Enter if the alcoholic beverage inventory is manufactured (e.g., a brewery reporting gallons of malt beverage bottled/kegged). If you input this option, leave SaleType (Column D) blank for that row.
- **Direct Sales** — Enter if the business made sales to retailers, sales off-premises and/or on-premises during the reporting period. If you input Direct Sales, you must enter an option for SaleType (Column D).

AlcoholType (Column B): the alcohol type manufactured and/or sold to retailers or consumers for on-premises or off-premises consumption.

Choose from the options listed under Alcohol Type below and type them exactly as they appear. For BW and BP licenses, MALT is the only option.

Alcohol Type	Description
MALT	Malt beverage (gallons)

Quantity (Column C): Gallon amounts can’t exceed four decimal places to the right. You must use decimals when entering units.

Correct	Incorrect
101.3333	101.000056

SaleType (Column D): includes sales to retailers, sales made off-premises, and sales made on-premises.

- RETAIL — sold to retailer.
- OFFPREMISE — sold for off-premises consumption.
- ONPREMISE — sold for on-premises consumption.

Example: An in-state brewery that manufactured 1,000.5 gallons of malt beverage, and sold on-premises 10 gallons of the malt beverage it manufactured, would report these as such:

	A	B	C	D
1	Transaction	AlcoholType	Quantity	SaleType
2	Manufacture	MALT	1000.5	
3	Direct Sales	MALT	10	ONPREMISE

Complete the information and save.

Important note: Do not change the file format from CSV.

Schedule 2

	A	B	C	D	E	F	G
1	Permit	TransactionType	Invoice Date	Invoice Number	AlcoholType	GallonsQuantity	IsCreditMemo
2							

Permit (Column A): The permit field is only required for Incoming or Distributors transaction types (see Column B information below for descriptions of each transaction type).

- For transaction type INCOMING, enter the AIMS license number of the receiving permittee. Enter only the numbers and don't include any leading letters.
- For transaction type DISTRIBUTORS, enter the AIMS license number of the supplying permittee. Enter only the numbers and don't include any leading letters.

If you chose a Transaction Type other than INCOMING or DISTRIBUTORS, leave the Permit field (Column A) blank for that row.

There are three ways to find an AIMS license number:

- [AIMS License Search](#)
- [TABC Licenses lookup table](#)
- [Public Inquiry](#)

TransactionType (Column B): Submit received alcohol (INCOMING) or record exemptions, if applicable.

Transaction Type	Description
INCOMING	Returned from the Texas market
CARRIER	Carrier claim
DESTRUCTIONS	Approved TABC destruction amount
EXPORTS	Out-of-state exports
DISTRIBUTORS	Sales to distributors (applies to BW, BP, BB and BC licenses only)
LAB	Inventory used for lab purposes
MILITARY	Sales to military installations
OTHER	You must receive TABC approval for this exemption type. Email questions to our Excise Tax team at excise.tax@tabc.texas.gov .

Invoice Date (Column C): Enter in the format M/D/YYYY, M/DD/YYYY, MM/D/YYYY or MM/DD/YYYY.

Invoice Number (Column D): Enter invoice number (no specified format).

AlcoholType: Choose the correct alcohol type from the table below and enter it exactly how it appears. For BW and BP licenses, MALT is the only alcohol type. This stands for “malt beverages (in gallons).”

GallonsQuantity: Gallon amounts can’t exceed four decimal places to the right. You must enter the units using decimals.

Correct	Incorrect
101.3333	101.000056

IsCreditMemo: Leave this field blank.

Example: If a business sold 1,000.5 gallons of malt beverages to a distributor with license number 123456789 on Sept. 2, 2021, documented under invoice #123456, it would be entered as follows:

	A	B	C	D	E	F	G
1	Permit	TransactionType	Invoice Date	Invoice Number	AlcoholType	GallonsQuantity	IsCreditMemo
2	123456789	DISTRIBUTORS	9/2/2021	123456	MALT	1000.5	

Complete the information and save.

Important note: Do not change the file format from CSV.

Return to AIMS when complete to upload the completed files.

Schedule 4

	A	B	C
1	Brand	Package size	Package count
2			

Brand (Column A): Enter name from TABC Product Registration Certificate. Find certificates through [Public Inquiry](#).

Package Size (Column B): See the [chart posted on the Alcohol Excise Taxes page](#). Choose the appropriate package size from the Package Size column and enter it exactly as shown in the chart.

Package Count (Column C): Enter number of packages, represented as a whole number.
Example: If you are reporting the business sold one-hundred 12 packs of 12 oz cans of ABC Malt to a retailer, you would enter it as follows:

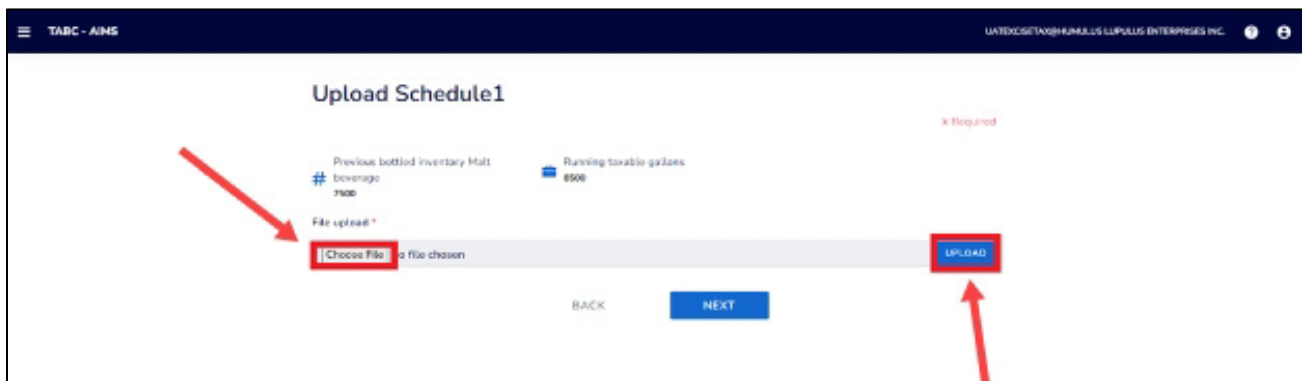
	A	B	C
1	Brand	Package size	Package count
2	ABC Malt	12/12oz	100

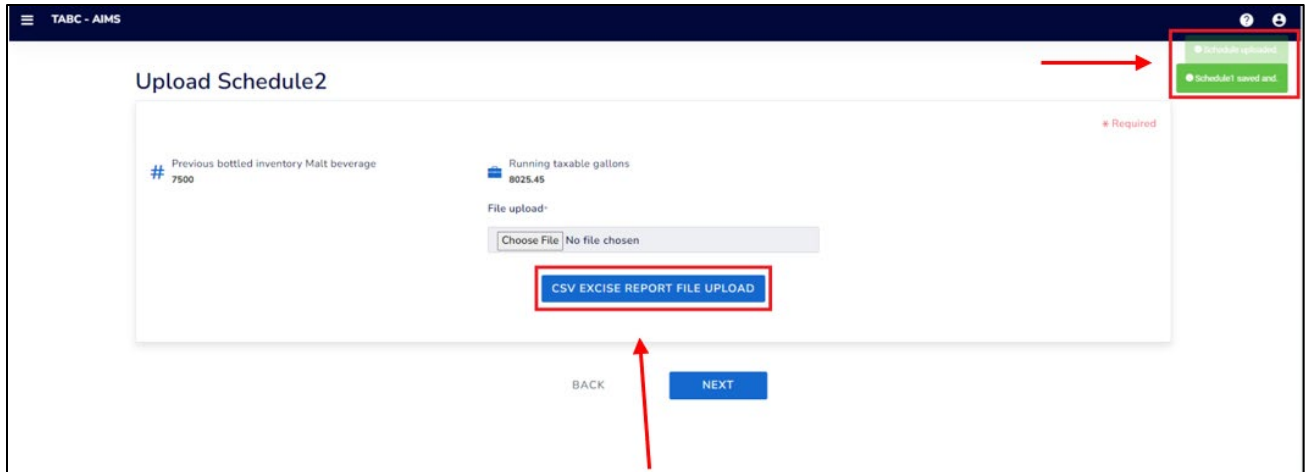
Complete the information and save. **Important note:** Do not change the file format from CSV.

10. **Upload Schedule 1.** Return to AIMS and click **Choose File**. Follow the prompts to find the Schedule 1 file you completed.

Click **Upload**.

Important note: AIMS will review each of your files for errors. If entries are correct, you'll receive a successful confirmation notification and be automatically directed to the next schedule. Any errors found will appear at the bottom of the page. You'll need to correct the identified errors and re-upload the schedule before you can go to the next schedule.

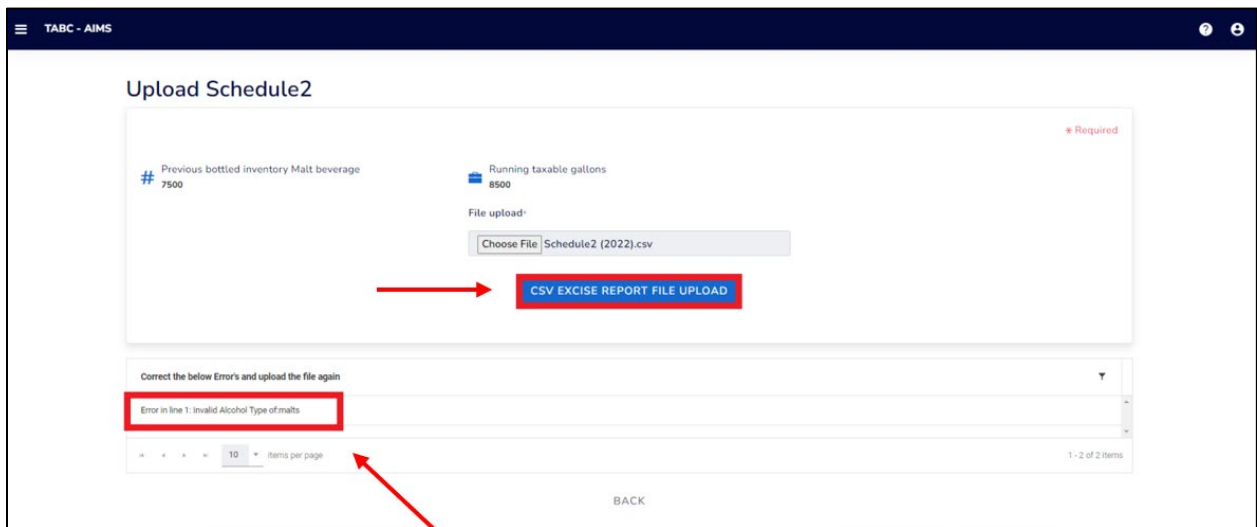


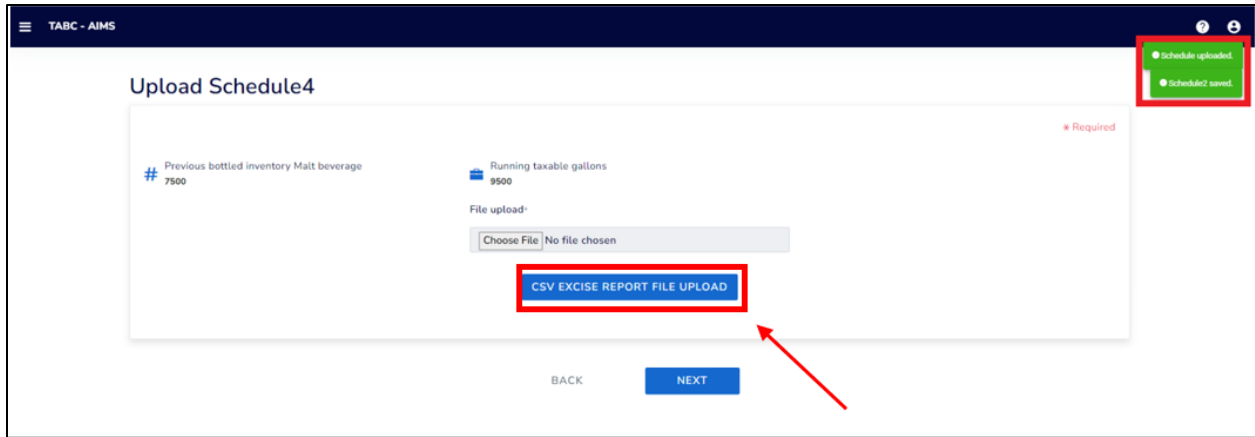


11. **Upload Schedule 2.** Click **Choose File** and find the completed file on your computer.

Click the **CSV Excise Report File Upload** button.

If entries are correct, you'll be automatically directed to the next schedule. If errors are found, correct them and re-upload.

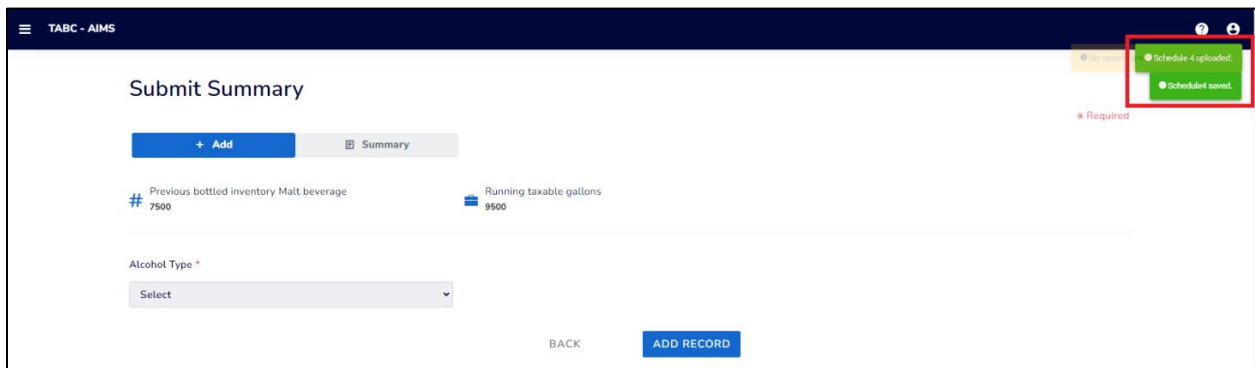
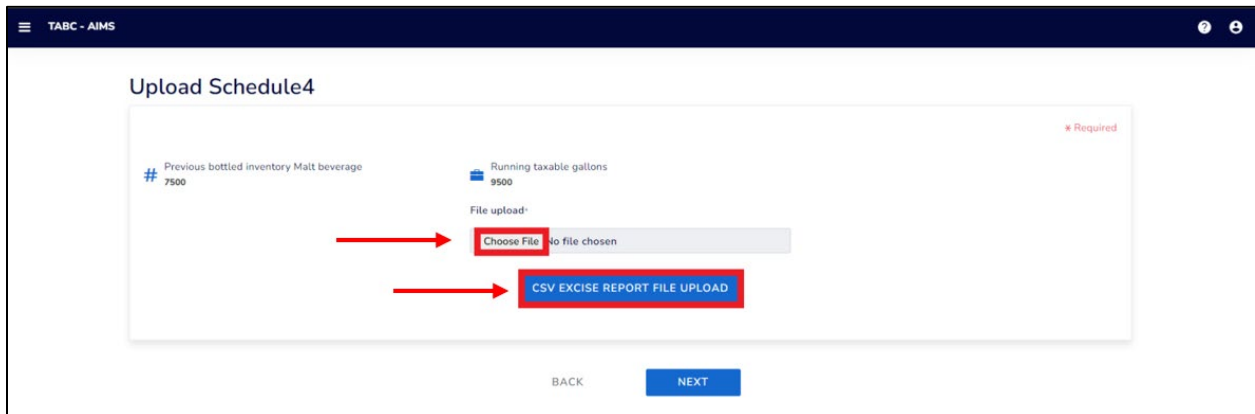




12. **Upload Schedule 4.** Click **Choose File** and find the completed file on your computer.

Click the **CSV Excise Report File Upload** button.

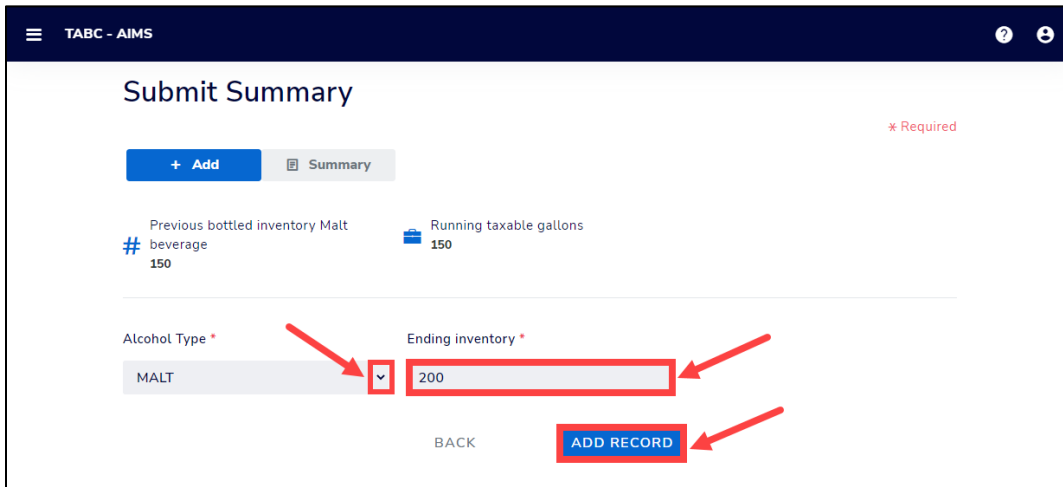
If entries are correct, you'll be directed to the **Submit Summary** page. If you find errors, correct them and re-upload.



13. On the **Submit Summary** page, select the **Alcohol Type** from the dropdown list.

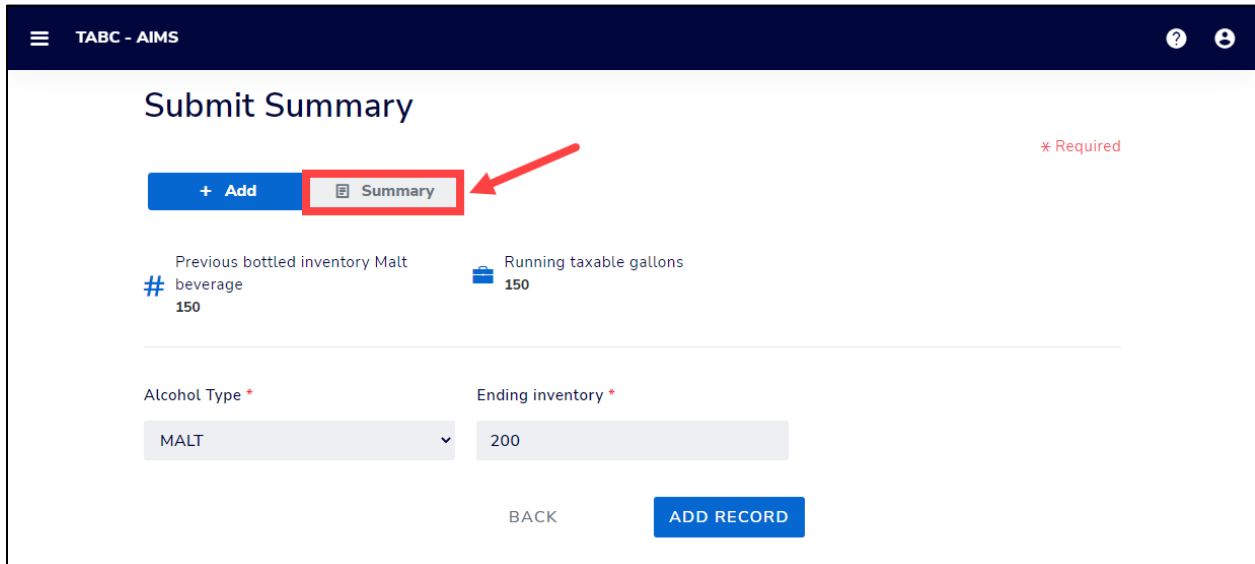
Enter **Ending Inventory**.

Click **Add Record**.



The screenshot shows the 'Submit Summary' page in the AIMS system. At the top, there is a navigation bar with 'TABC - AIMS' and user icons. Below the title, there are two buttons: '+ Add' and 'Summary'. The page displays two summary items: 'Previous bottled inventory Malt beverage' with a value of 150, and 'Running taxable gallons' with a value of 150. Below these, there are two required fields: 'Alcohol Type *' with a dropdown menu showing 'MALT', and 'Ending inventory *' with a text input field containing '200'. At the bottom, there are 'BACK' and 'ADD RECORD' buttons. Red arrows point to the dropdown arrow, the '200' input, and the 'ADD RECORD' button.

14. When complete, click **Summary**.



The screenshot shows the 'Submit Summary' page after the record has been added. The '+ Add' button is now disabled, and the 'Summary' button is highlighted with a red box and a red arrow pointing to it. The summary items and the 'Alcohol Type' and 'Ending inventory' fields remain visible at the bottom of the page.



15. If entry information is incorrect, click the **trashcan icon** to delete the entry and add a new one.

Click the **Next** button.

TABC - AIMS

Submit Summary

Record is saved.

* Required

+ Add Summary

EXPORT TO EXCEL

Alcohol	Ending inventory
MALT	200.0000

BACK NEXT

16. Review the Attestation and click the **Submit** button.

Attestation

By submitting this report, you are representing to the Commission that you are legally authorized to do so on behalf of the entity/business listed as the permittee. Furthermore, you are affirming that all the information and facts stated in the report, or in any written instrument relating to or supplementing the report, are true, correct, and not misleading. A false or misleading statement may result in cancellation or suspension of the license or permit.

BACK SUBMIT

17. The payment screen will appear with the charges. Review the charges and scroll down.

If you submit payment through TEXNET, view the [TEXNET Payment User Guide](#).

Choose Payment Type from the dropdown list.

Important note: A convenience fee is charged for credit card payments, while no fee is applied to ACH or TexNet payments.

Select the **checkbox** to agree to the attestation.

Click the **Pay Now** button to be taken to Texas.gov for payment.

Grand Total:	\$148.67
Agency Fee:	\$148.67
2% Discount:	\$0.00
Credit:	\$0.00
Total Costs*:	\$148.67

Choose Payment Type *

Select

*This service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

By selecting this checkbox, I swear that I have voluntarily executed this report.

BACK

After completing payment, your report is considered submitted. If you need to make changes to the report after submission, see the [Amend Excise Tax Report User Guide](#).