

Submit an Excise Tax Report by File Upload: Out-of-State Winery Direct Shipper's Permit (DS)

This guide provides the steps to submit an excise tax report by a business that holds an Out-of-State Winery Direct Shipper's Permit (DS). Each permit holder must submit Schedule 3.

Schedule 3 reports all sales and shipments of wine made directly to consumers.

You must file your 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.







2. 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.

2			8
Apply for a new license/subordinate →	Manage an existing license →	Register my product →	File excise tax
j View my master information →	View my licenses →	© View my history →	View my Labels
Compliance Reporting →			

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

3. Select the **checkbox** next to the permit for which you need to submit excise taxes.

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	Excis	e Tax licenses visible to you are unt administrator. Select t	based on your access leve the license you would like	el. If you believe there is to file excise taxes for.	an error, please contac	t your		
		License Number 🛛 🝸	License Type 🛛 🝸	DBA Operating Name	▼ License Status	▼ City		
	0				Active	SOL		
			Out-of-State Winery Direct Shipper's Permit (DS)		Active	HEA		
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	4	b bi 5 w Homon	107 D 200			► 1 - 4 of 4 items		
	Ple	ease note that you must re	port for every excise repo	rting period, even if you	did not conduct any ale	cohol		



4. Scroll down and click the File upload tile.

E TABC - AIM	S					Payment Cart (3) 🦕	or the second second second	?
	Excise Tax							
	The licenses visible to you are based for.	on your access level. If you be	lieve there is an error, ple	ase contact your account a	dministrator. Select th	e license you would like	e to file excise taxes	
	License Number	License Type Y	DBA Operating Name	Y License Status	▼ City	T State T	Zip Y	
	8	San of State West, State Regard - North 201			1000			
	H 4 F H 5 * Items per page						1 - 1 of 1 items	
	Please note that you must report for must complete your report for that Depending upon your license type, Excise reports are due by the 15th o	r every excise reporting terio period and all subscient un you will be required to upload of every much for the previou	d, even if you did not cond reported periods before yo I different schedules. Plea Is reporting period.	luct any alcohol business d ou may report for the curre se contact TABC support if	uring a reporting perio nt excise period. ' you need assistance c	d. If you fail to report d	luring a period, you report.	
	Q	()				(i)		
	File upload	Online filing		Excise tax report		Amend excise tax repo	ort	
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- 5. Select Reporting Period from the dropdown list. If you ship:
 - **Over** 5,000 gallons of wine the previous calendar year, submit a **monthly report**. The dropdown list will give monthly options.
 - **Under** 5,000 gallons of wine the previous calendar year, submit a **quarterly report**. The dropdown list will give quarterly options.

Click the **Next** button.

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	Excise Tax File Upload		
	* Required		
	Select Reporting Period *		
	Q3		
	BACK NEXT		



6. Download a new copy of Schedule 3 each reporting period. **Do not use schedules you downloaded from previous reporting periods.**

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:

- You must ensure all data entered matches the format provided in these files.
- Do not change the column heads or the file type from CSV when saving files.

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

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		File Upload			
		 The selected Out-of-State Winery the following excise schedules. You web form with guided questions. 	Direct Shipper's Permit (DS) license ID of is required to report nave the option of submitting your excise schedules via CSV upload, or via		
		Schedule	File name		
		Schedule 3	Schedule3.csv		
			BACK NEXT		

7. Complete Schedule 3. The following fields appear in Schedule 3. However, you only need to complete the fields highlighted in the image below.



Transaction Type (Column B): "DIRECT" is the only transaction type option and should be entered in Column B in every row you are reporting information.

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).



Alcohol Type (Column E): Choose the correct alcohol type from the list below.

Alcohol Type	Description
OOSLW	Out-of-state low wine (14% ABV and lower)
OOSHW	Out-of-state high wine (more than 14% ABV)
OOSSW	Out-of-state sparkling wine

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

Correct	Incorrect
101.3333	101.000056

Price (Column G): Enter price per bottle.

Customer Name (Column H): Enter customer's name.

Address (Column I): Enter customer's street address (e.g., 5806 Mesa Drive).

Shipper (Column J): Enter the name of the licensed carrier used to ship product to the customer.

Shipped Date (Column K): Enter the date of shipment in the format M/D/YYYY, M/DD/YYYY, MM/D/YYYY or MM/DD/YYYY.

City (Column L): Enter the customer's city.

Brand (Column M): Enter the brand name and class type of bottle (e.g., Example Brand Wine, Merlot).

Package Size (Column N): Enter the size of the bottle. See the list of sizes.

Tracking (Column O): Enter shipment tracking number.

8. Upload Schedule 3. Return to AIMS and click **Choose File**. Follow the prompts to find the Schedule 3 file you completed.

Click the CSV Excise Report File Upload button.

Important note: AIMS will review each file for errors. If entries are correct, you'll receive a successful confirmation and proceed. Any errors found will appear at the bottom of the page. You'll need to correct the identified errors and re-upload the schedule to proceed.



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	Upload Schedule3	
	* Re	quired
	File upload* Choose File Schedule3.csv CSV EXCISE REPORT FILE UPLOAD	
	ВАСК	

E TABC - AIMS			Payment Cart (3) 🏋 UATEXCISETAX@NOVA W	
Upload S	chedule3			Schedule3 uploaded.
			* Required	
Running tax	able gallons			
		File upload* Choose File DS - Schedule3 (CGE THE DATE).csv		
		CSV EXCISE REPORT FILE UPLOAD		
		BACK NEXT		

9. Subject to Taxation explains the reported total. Click the Next button.

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	Coldiant to Transform			
	Name	Reported Total		
	Out-Of-State High Wine	100.5		
	BACK	NEXT		



10. 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

11. The payment screen will appear with the charges. Scroll down.

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.

If you submit payment through TEXNET, see the **TEXNET Payment User Guide**.

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

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

Texas Low Wine(TXLW)	0.204	\$1.02
Grand Total:		\$148.67
Agency Fee:		\$148.67
2% Discount:		\$0.00
Credit:		\$0.00
Total Costs*:		\$148.67
	Choose Payment Type *	
*This service is provided b includes funds that suppo is provided by a third part	by Texas.gov, the official website of Texa ort the ongoing operations and enhancer ty in partnership with the State.	is. The price of this service ments of Texas.gov, which
By selecting this check	oox, I swear that I have voluntarily execu	ited this report.
	BACK PAY NOW	

After completing payment, your report is considered submitted. If you need to make changes to the report after submission, see the <u>Amend Excise Tax Report User Guide</u>.