

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

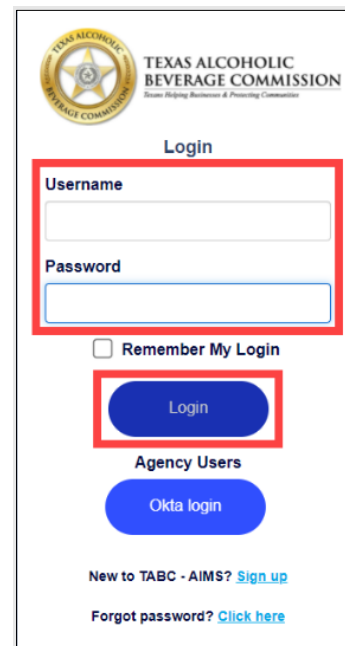
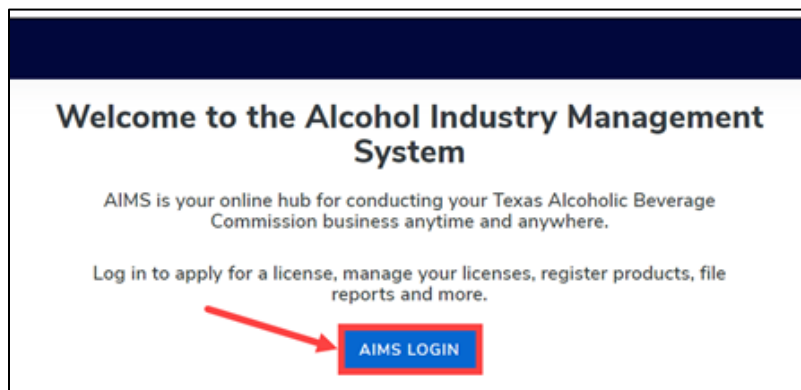
This guide provides the steps to submit an excise tax report by a business that holds an Out-of-State Winery Direct Shipper's Permit (DS). Each permit holder must submit Schedule 3.

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.

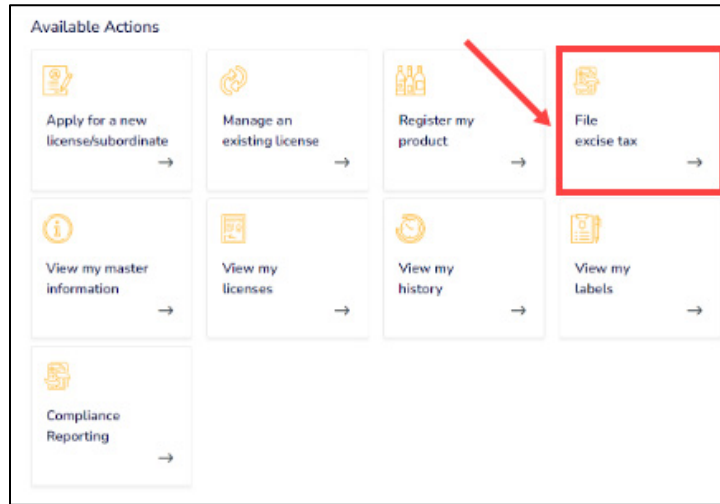
1. Log in to AIMS:

- 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.



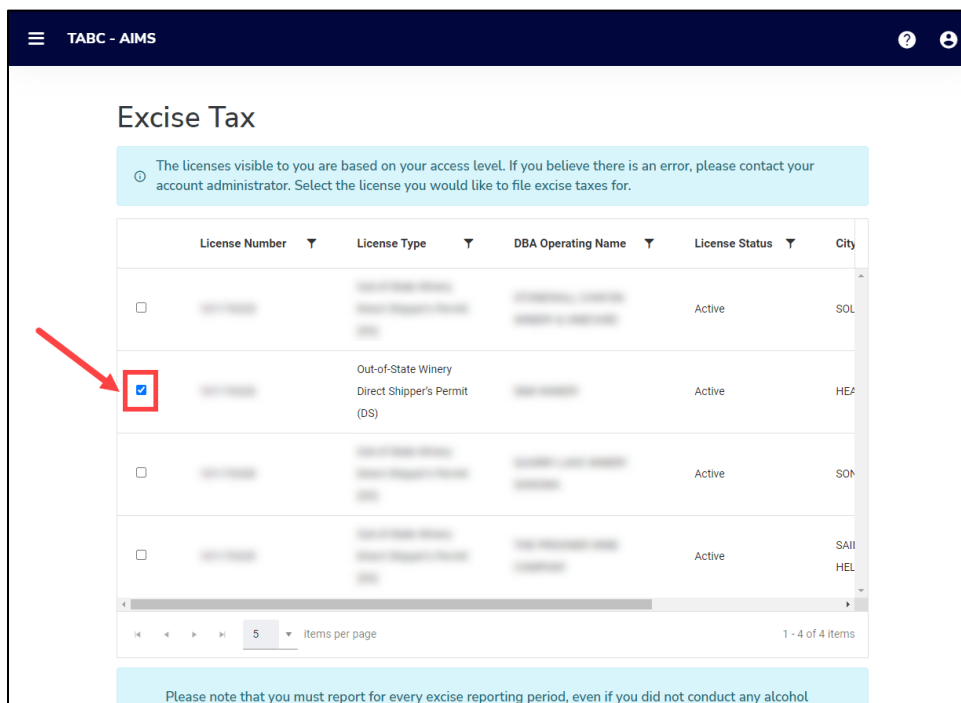
- If you have several business entities, click the one you want to access. The business entity's AIMS dashboard will appear.

Click the **File excise tax** tile.

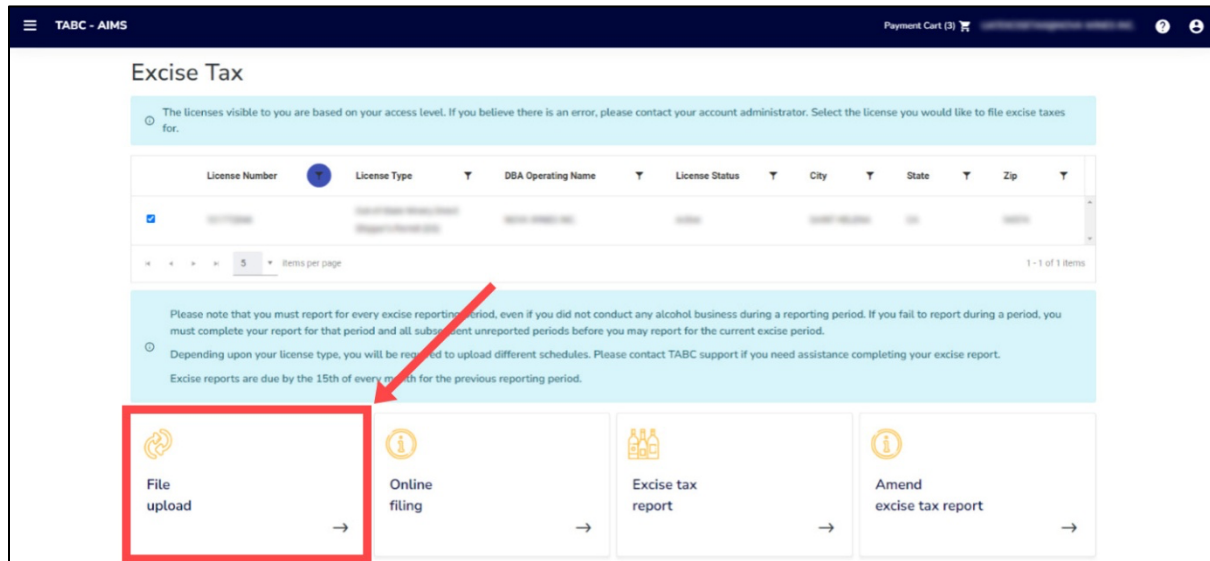


i If **no business** was conducted during the reporting period, see Step 3 in the [Zero Report User Guide](#).

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



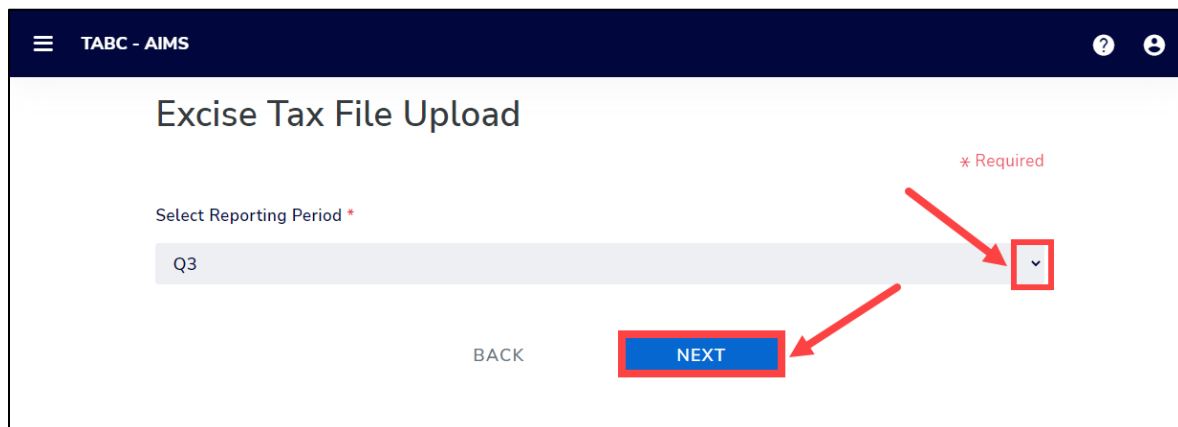
4. Scroll down and click the **File upload** tile.



5. **Select Reporting Period** from the dropdown list. 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.



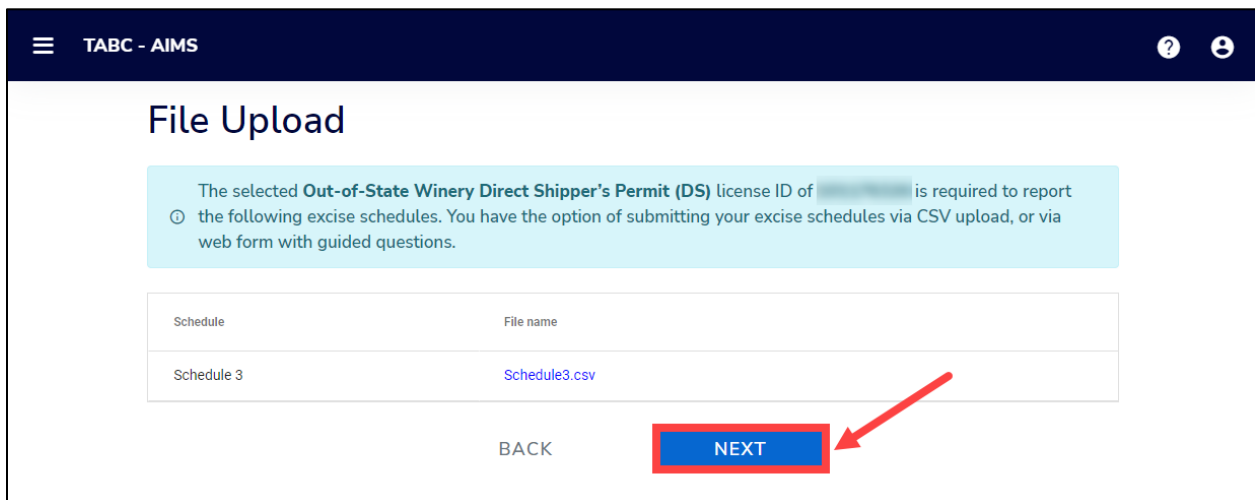
- Download a new copy of Schedule 3 each reporting period. **Do not use schedules you downloaded from previous reporting periods.**

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.



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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Permit	Transaction Type	Invoice Date	Invoice Number	Alcohol Type	Quantity	Price	Customer name	Address	Shipper	Shipped date	City	Brand	Package size	Tracking	IsCreditMemo
2																
3																

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)
OOSW	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.

- 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.



TABC - AIMS

Upload Schedule3

* Required

File upload*

Choose File Schedule3.csv

CSV EXCISE REPORT FILE UPLOAD

BACK NEXT

TABC - AIMS

Payment Cart (3) UATEXCISETAX@NOVA WINES INC.

Scheduled uploaded.

Upload Schedule3

* Required

Running taxable gallons
0

File upload*

Choose File DS - Schedule3 (C...GE THE DATE).csv

CSV EXCISE REPORT FILE UPLOAD

BACK NEXT

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

TABC - AIMS

Subject to Taxation:

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 *

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
PAY NOW

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](#).