

Submit an Excise Tax Report by File Upload: Bonded Warehouse Permit (J/JD)

This guide provides the steps to submit an excise tax report by a business that holds the Bonded Warehouse Permit (J/JD). Each permit holder must submit the **Warehouse Report**.

You must file your excise tax report between the 1st and the 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.

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Apply for a new license/subordinate \rightarrow	$\begin{array}{l} \text{Manage an} \\ \text{existing license} \\ \rightarrow \end{array}$	Register my product →	File excise tax
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View my master information →	View my licenses →	View my history \rightarrow	View my Labels
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Compliance			

(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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Image: Second constraints The licenses visible to you are based on your access level. If you believe there is an error, please contact your account administrator. Select the license you would like to file excise taxes for.		
License Number Y License Type Y DBA Operating Name Y License Status Image: Status Bonded Warehouse Permit (J/JD) Active Active	*	
Please note that you must report for every excise reporting period, even if you did not conduct any		



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

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

Click the **Next** button.

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Excise Tax F	ile Upload	
Select Reporting Period *		* Required
September 2021		
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6. Download the required schedule for your permit. You will 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 the required schedules.

Important notes: You must ensure all data entered matches the format provided in these files. Opening, Receipts, Withdrawals and Closing must also add up.

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

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	File Upload			
	The selected Bonded Warehouse F following excise schedules. You hav via web form with guided questions 	Permit (J/JD) license ID of is required to report the e the option of submitting your excise schedules via CSV upload, or a.		
	Schedule	File name		
	Warehouse Report	WarehouseReport.csv		
	BA	ICK NEXT		

7. Complete the Warehouse Report. It requires the following fields:

	Α	В	С	D	E	F	G
1	Permit	Transaction Type	Spirits	Low Wine	High Wine	Sparkling Wine	Malt Beverage
2							

Permit (Column A): There are three ways to find an AIMS license number:

- AIMS License Search
- TABC Licenses lookup table
- Public Inquiry

Transaction Type:

- Closing
- Opening
- Receipts
- Withdrawals



Alcohol Type	Description
SPIRITS	Distilled spirits (gallons)
LOW WINE	Wine — 14% ABV and lower (gallons)
HIGH WINE	Wine — more than 14% ABV (gallons)
SPARKLING WINE	Sparkling wine (gallons)
MALT BEVERAGE	Malt beverage (gallons)

8. **Upload Warehouse Report**. 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 taken to the next schedule. If errors are found, correct them and re-upload.

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9. 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

After completing the attestation, 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>.