

## Submit an Excise Tax Report by File Upload: Wholesaler's Permit (W) and General Class B Wholesaler's Permit (X)

This guide provides the steps to submit an excise tax report by businesses that hold the Wholesaler's (W) and General Class B Wholesaler's (X) permits.

W and X permits should submit **Schedule 2**, which reports incoming alcohol (i.e., product received) and exemptions, such as alcohol exported out of the state or destructions.

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/	Ø	翩	8
Apply for a new license/subordinate →	Manage an existing license $ ightarrow$	Register my product →	File excise tax
( 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.

≡ ™	IBC - AIMS	<b>9 9</b>
	Excise Tax	
	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 🝸 License Type 🍸 DBA Operating Name 🍸 License Status 🍸 City 🍸 S	
	Wholesaler's Permit (W) MCALLEN 1	
	H K H 5 V items per page 1-1 of 1 items	



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

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

Click the **Next** button.

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	Excise Tax File Upload			* Required
	Select Reporting Period *			
	September 2021			A
		ВАСК	NEXT	



6. Skip to Step 9 if you have submitted an excise tax report in 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 Add Record.

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

BC - AIMS		
Submit Opening Invent	orv	
		* Required
Add View		
Previous Bottled Inventory	<ul> <li>Running Taxable Gallons</li> <li>0</li> </ul>	Running Taxable Units 0
Opening inventory Spirits (Gallons)	Opening inventory: In-State Minis (Units)	
100	150	
Opening inventory: In-State Low Wine	Opening inventory: In-State High Wine	Opening inventory: In-State Sparkling Wine
200	100	150
	BACK ADD RECORD	

**Alcohol Types and Descriptions Provided for Reference** 

Alcohol Type	Description
SPIRITS	Distilled spirits (gallons) — W permit only
UNITS	Distilled spirits (units) — W permit only
TXLW	Texas low wine — 14% ABV and lower (gallons)
TXHW	Texas high wine — more than 14% ABV (gallons)
TXSW	Texas sparkling wine (gallons)

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

E TABC - AIMS			0 O
Submit Opening Invento	rv		Record is saved.
	. ,	* Required	
Add View			
Previous Bottled Inventory	<ul> <li>Running Taxable Gallons</li> <li>0</li> </ul>	Running Taxable Units 0	
Opening inventory Spirits (Gallons)	Opening inventory: In-State Minis (Units)		
0	0		
Opening inventory: In-State Low Wine	Opening inventory: In-State High Wine	Opening inventory: In-State Sparkling Wine	
0	0	0	
	BACK ADD RECORD		



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

Click the **Next** button.

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Carlandita Orașe				
Submit Oper	ling inventory		* Required	
Add View				
☑ EXPORT TO EXCEL				
Alcohol	▼ Opening inventory	▼ Description	Ŧ	
TXLW	200.0000	Initial Inventory	•	
TXHW	100.0000	Initial Inventory	÷	
TXSW	150.0000	Initial Inventory		
SPIRITS	100.0000	Initial Inventory	Ŧ	
UNITS	150.0000	Initial Inventory		
H H H				
		IEXT		

9. Download all the required schedules for your permit 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 or permit type.

**Important notes:** You must ensure all data entered matches the format provided in these files. Do not change the column headings when saving each file.

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

≡	TABC - AIMS	?	θ
	File Upload		
	• The selected <b>Wholesaler's Permit (W)</b> license ID of is required to report the following excise schedules. You have the option of submitting your excise schedules via CSV upload, or via web form with guided questions.		
	Schedule File name		
	Schedule 2 Schedule2.csv		
	ВАСК		

10. Complete the required schedules for your permit. Fill in each cell of the schedule spreadsheet with the information in the instructions below.



## How to Complete Schedule 2

The following fields are required:

	A	В	С	D	E	F	G
1	Permit	Transaction Type	Invoice Date	Invoice Number	Alcohol Type	Gallons Quantity	IsCreditMemo
2							

**Permit (Column A)**: The permit field is only required for Incoming, Wholesalers, and Wineries transaction types (see Column B information below for descriptions of each transaction type).

- For transaction type INCOMING, enter the AIMS license number of the supplying permittee. Enter the numbers only and do not include any leading letters.
- For transaction type WINERIES or WHOLESALERS, enter the AIMS permit number for the receiving permittee. Enter the numbers only and do not include any leading letters.

If you chose a Transaction Type other than INCOMING, WHOLESALERS, and WINERIES, 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)**: Enter received alcohol (INCOMING) or record exemptions, if applicable.

Transaction Type	Description
INCOMING	Alcohol received
CARRIER	Carrier claim
DESTRUCTIONS	Approved TABC destruction amount
EXPORTS	Out-of-state exports
LAB	Inventory used for lab use purposes
WHOLESALERS	Sales to wholesalers (applies only to G, D, W and X permittees)
MILITARY	Sales to military instillations
OTHER	You must receive TABC approval for this exemption type. Email questions to
	the TABC Excise Tax team at <a href="mailto:excise.tax@tabc.texas.gov">excise Tax team at <a href="mailto:excise.tax@tabc.texas.gov">excise.tax@tabc.texas.gov</a>.</a>
SACRAMENTAL	Sales made for sacramental purposes
WINERIES	Sales to wineries

**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 (Column E)**: Choose the correct alcohol type from the table below and enter it exactly how it appears.

Alcohol Type	Description
SPIRITS	Distilled spirits (gallons) — W permit only
UNITS	Distilled spirits (units) — W permit only
TXLW	Texas low wine — 14% ABV and lower (gallons)
TXHW	Texas high wine — more than 14% ABV (gallons)
TXSW	Texas sparkling wine (gallons)

**GallonsQuantity (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

IsCreditMemo: Leave this field blank.

**Example**: If a wholesaler received 1,000.5 gallons of Texas high wine from Texas winery with permit number 111111111 on Sept. 2, 2021, documented in invoice #123456, that would be entered as follows:

	Α	В	С	D	E	F
1	Permit	TransactionType	Invoice Date	Invoice Date	AlcoholType	GallonsQuantity
2	1111111	WINERIES	9/2/2021	123456	TXHW	1000.5
_						

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

Click the CSV Excise Report File Upload button.

**Important note:** AIMS will review each of your files for errors. Errors will populate at the bottom of the page. You'll have to correct the identified errors and re-upload the schedule before you can go to the next screen.

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	ι	Jpl	.oad Schedule2						
							* Required		
		#	Previous bottled inventory Texas High Wine 100	# Previou 200	s bottled inventory Texas Low Wine	#	Previous bottled inventory Texas Sparkling Wine 150		
		#	Previous bottled inventory Spirits (Minis Units) <b>150</b>	Runnin 550	g taxable gallons		Running taxable units 150		
				File upload					
				Choose F	ile Schedule2.csv				
				CSV E	KCISE REPORT FILE UPLOAD				



12. Submit Summary. Select the Alcohol Type from the dropdown list.

Enter Ending Inventory. Click Add Record.

Repeat this step for each alcohol type you sell.

■	TABC - AIMS	?	θ
	Submit Summary		
	+ Add E Summary		
	Previous bottled inventory Texas High Wine 0 Previous bottled inventory Texas Low Wine 0 Previous bottled inventory Texas Sparkling Wine 0		
	Previous bottled inventory Spirits (Minis Units) 0 Running taxable gallons 150		
	Alcohol Type * Ending inventory *		
	Select		
	BACK ADD RECORD		

## Alcohol Types and Descriptions Provided for Reference

Alcohol Type	Description
SPIRITS	Distilled spirits (gallons) — W permit only
UNITS	Distilled spirits (units) — W permit only
TXLW	Texas low wine — 14% ABV and lower (gallons)
TXHW	Texas high wine — more than 14% ABV (gallons)
TXSW	Texas sparkling wine (gallons)

13. When complete, click **Summary**.

≡	ABC - AIMS	0
	Submit Summary	
	+ Add E Summary	
	Previous bottled inventory Texas High Wine Previous bottled inventory Texas Low Wine Wine Wine	
	#       Previous bottled inventory Spirits (Minis Units)       Running taxable gallons       Running taxable units         150       150	
	Alcohol Type * Ending inventory *	
	Select 🗸	
	BACK ADD RECORD	



14. Check that the information is correct.

Click the **Next** button.

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	Submit Sum	nmary				* Required		
	+ Add	E Summary	I					
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	Alcohol		T I	Ending inventory	T			
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	TXLW		:	250.0000	Ø			
	TXSW		:	250.0000	Ø	~		
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				NEXT				

15. 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

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

If you have the W permit and submit payment through TEXNET, see the <u>TEXNET Payment</u> <u>User Guide</u>.

Choose Payment Type from the dropdown list.

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

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

(See image on next page.)



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 includes funds that support is provided by a third part	by Texas.gov, the official website of Tex ort the ongoing operations and enhance by in partnership with the State.	as. The price of this service ments of Texas.gov, which
By selecting this check	oox, I swear that I have voluntarily exect	uted 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>.