

Submit an Excise Tax Report by Online Filing: General Distributor's Permit (BB) and Branch Distributor's Permit (BC)

This guide provides the steps to submit an excise tax report for businesses that hold the General Distributor (BB) and Branch Distributor (BC) permits. Each permit holder must submit the following schedules:

- **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.

You must file your 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.

	Q	êšá 🔪	8
Apply for a new license/subordinate	Manage an existing license	Register my product	File excise tax
(i)	1	0	
View my master	View my	View my	View my
information	licenses	history	labels
\rightarrow	\rightarrow	\rightarrow	-

(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.





4. Scroll down and click the **Online filing** tile.

- AIMS											
	O The licenses visible to you are based on y	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 T	DBA Operating Name	▼ License	Status T	City	Ŧ	State	٣	Zip	т
	8	Branch Distributor's License (BC)		Active		HOUSTON		тх			Ĵ
	H 4 F H 5 Y Items per page										1 - 1 of 1 items
	Please note that you must report for ev report for that period and all subseque Depending upon your license type, you Excise reports are due by the 15th of ev	ery excise reporting period, even if y nt unreported periods before you ma will be required to upload different s very month for the previous reporting	ou did not conduct any alco y report for the current exc cchedules. Please contact T y period.	hol business during ise period. 'ABC support if you i	a reporting perioc	l. If you fail to n	eport duri	ng a period ort.	l, you must	t complete	9 your
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	Destruction	File		Online filing			Exci	ise tax ort			
		→	\rightarrow	ining		\rightarrow	i cp				\rightarrow
	(i) Amend excise tax report	→									

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

Click the Next button.

≡ TABC - AIMS		Payment Cert (1) 🏋	• •
	Online Filing	* Required	
	Select Reporting Period *		
	June 2023	-	
	BACK NEXT		

AIMS will automatically display the required schedules based on the permit type.

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 the Add Record button.

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

When complete, click Add Record.



≡ TABC - AIMS		?	8
Submit Opening Inventory			
Add View	* Required		
Previous Bottled Inventory 0 Previous Bottled Inventory 0 Running Taxable Gallons			
Opening inventory: Malt Beverage 3000			
BACK ADD RECORD			

Alcohol Types and Descriptions Provided for Reference

Alcohol Type	Description
MALT	Malt beverage (gallons)

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

Click View.

≡ TABC - AIMS	0	θ
Submit Opening Inventory	Record is sav	ed.
* Requi	ired	
Add View		
Previous Bottled Inventory 0 0 0 0 0		
Opening inventory: Malt Beverage		
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.

TABC - AIMS	5			0
Su	ubmit Openiı	ng Inventory		Record is save
				* Required
	Add View			
	EXPORT TO EXCEL			
	Alcohol	▼ Opening inventory	▼ Description	т
	MALT	150.0000	Initial Inventory	→ □
	H H H			
			NEXT	

9. Submit Schedule 2.

Submit Schedule2
Add View
Please select the check box if there are no records to add
* Required
Incoming alcohol / exemption * Invoice number * Invoice date *
Incoming • 02/01/2023
Alcohol Type * Permit *
Select v
BACK ADD RECORD



Select **Incoming Alcohol/Exemption** from the dropdown list: Report received alcohol (INCOMING) or record exemptions, if applicable. Select the option that applies.

Transaction Type	Description
INCOMING	Alcohol received
CARRIER	Carrier claim
DESTRUCTIONS	Approved TABC destruction amount
EXPORTS	Out-of-state exports
DISTRIBUTORS	Sale to distributors
MILITARY	Sales to military instillations
OTHER	You must receive TABC approval for this exemption type. Email questions to
	our Excise Tax team at excise.tax@tabc.texas.gov.

Enter Invoice Number.

Select Invoice Date

Select **Alcohol Type** from the dropdown. Choose the correct alcohol type from the Alcohol Type options. Review the list below for descriptions. MALT is the only option for BB and BC permits.

Alcohol Type	Description
MALT	Malt beverage (gallons)

Enter **Quantity**: Gallon amounts cannot exceed four decimal places to the right. You must enter units using decimals.

Correct	Incorrect
101.3333	101.000056

Enter **Permit**: The permit field is only required for Incoming or Distributors transaction types (see below for descriptions of each transaction type).

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

There are three ways to find the AIMS license number:

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



Click the **Add Record** button when complete. Complete the form for each alcohol type you sell.

TABC - AIMS			
Submit Schedule2			
Add View			
Please select the check box if there are	no records to add		* Required
Previous bottled inventory Mail beverage 7500	Running taxable gallons		
Incoming alcohol / exemption *	Invoice number *	Invoice date *	
Exports	✓ 12314564	02/01/2023	0
Alcohol Type *	Quantity *		
MALT	✓ 1350		
Credit Memo	ВАСК	RECORD	

Once all entries have been entered, click **View**.

E TABC - AIMS						00
	Submit Schedule2					• Record is saved.
	Add View					
	Please select the check box if there are no records t	o add				
					* Required	
	# Previous bottled inventory Malt beverage 7500	Running taxable gallons 8225				
	Incoming alcohol / exemption *	Invoice number *		Invoice date *		
	Incoming	~		02/01/2023	0	
	Alcohol Type *	Quantity *				
	Select	~				
	Credit Memo					
		BACK	ADD RECORD			

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

E TABC - AIMS														0	0
	Submit Sche	edule2													
	Add View														
	EXPORT TO EXCEL														
	Invoice Date	T Invoice N	imber	▼ Permit	٣	Quantity	т	Alcohol	т	Transaction	т				
	02/15/2023	45612		106795547		1,000.0000		MALT		Incoming	\rightarrow		4 9		
	H 4 > H 5	* items per page										_			
						NEXT									
				/											



10. Submit Schedule 4.

🗮 ТАВС	- AIMS	?	8
	Submit Schedule4		
	Add View		
	* Required		
	Previous bottled inventory Malt beverage 3000 Constant Previous bottled inventory Malt 2500		
	Brand name Package size * Package count		
	Select 🗸		
	BACK ADD RECORD		

Enter Brand Name from <u>TABC Product Registration Certificate</u>.

Enter **Package Size**: See the <u>chart on the TABC Alcohol Excise Taxes page</u>. Choose the appropriate package size from the Package Size column. The chart also provides Quantity and Size for clarity, but the values in those columns do not need to be entered into the schedule.

Enter **Package Count**: Number of packages, represented as a whole number.

Click the Add Record button when complete. Complete the form for each brand.

E TABC - A	IMS				?	θ
S	Submit Schedule4					
	Add View					
				* Required		
	Previous bottled inventory Malt beverage 3000	Running taxable g 2500	allons			
	Brand name	Package size *	Package count			
	Bosco Brew	18/16oz	✓ 100			
		ВАСК	ADD RECORD			



Once all brands have been entered, click **View**.

≡ TABC - AIMS			0 B
Submit Schedule4			Record is seved. * Required
Previous bottled inventory Malt beverage 3000	Running taxable	gallons	
Brand name	Package size *	Package count	
	BACK	ADD RECORD	

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

TABC - AIM	s									?	θ
S	ubmit Sc	hed	ule4							• Record is s	aved.
	Add View	_									
	EXPORT TO EXCE	L									
	Brand Name	Ŧ	Package Size	T	Gallon Quantity	T	Package Count	T			
	Bosco Brew		24/16oz		54.00000		18	\rightarrow	¢ _		
	14 4 F F	5	 items per page 								
					NEXT						
	S	TABC - AIMS	TABC - AIMS	Add View EXPORT TO EXCEL Brand Name T Package Size Bosco Brew 24/16oz K K P K P K S T Items per page	Add View Description Add View Description Package Size Bosco Brew 24/16oz Idd Idd Idd View Package Size T Bosco Brew 24/16oz Idd Idd Idd Idd View Package Size T Bosco Brew 24/16oz Idd Idd	TABC - AIMS Submit Schedule4 Add View C EXPORT TO EXCEL Brand Name Y Package Size Y Gallon Quantity Bosco Brew 24/16oz 54.0000 K K BOSCO K K BO	TABC - AIMS Submit Schedule4 Add View REVENT TO EXCEL Brand Name Y Package Size Gallon Quantity Y Bosco Brew 24/16oz 54.0000 K KEXT NEXT	TABC - AIMS Submit Schedule4 Add View	Add View CXPORT TO EXCEL Brand Name T Package Size T Gallon Quantity T Package Count T Bosco Brew 24/16oz 54.0000 18 4 4 b H 5 T Items per page	Add View EXPORT TO EXCEL Brand Name T Package Size T Gallon Quantity T Package Count T Bosco Brew 24/16oz 54.0000 18 0 0 0 18 0 0 0 0	ACC - AMS Calculate Calculate Calculate Add View

Click the **Next** button.



11. Submit Summary.

Select the Alcohol Type dropdown list.

Enter Ending Inventory.

Click Add Record.

≡	TABC - AIMS		?	0
	Submit Summary			
	+ Add 🗉 Summary	* Required		
	Previous bottled inventory Malt beverage 3000 Source Additional Additiona Additional Additationa Additiona			
	Alcohol Type * Ending inventory *			
	MALT 3500			
	BACK ADD RECORD			

12. When complete, click **Summary**.

≡ TABC - AIMS		9 9
Submit Summary		Record is saved.
+ Add 🗉 Summary		* Required
Previous bottled inventory Malt beverage 3000	Running taxable gallons	
Alcohol Type *	Ending inventory *	
Select 🗸		
	BACK ADD RECORD	



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

Click the **Next** button.

≡ таво	C - AIMS					?	θ
	Submit Su	mmary			* Require	• Record is s	aved.
	+ Add	Summary					
	EXPORT TO EXCEL						
	Alcohol	т	Ending inventory	Ŧ			
	MALT		200.0000	 → 0	*		
	< →						
			NEXT				

14. 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 suppension of the license or permit.
BACK SUBMIT

15. The payment screen will appear with the charges. Review the charges and 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.



		*
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 prov includes funds that is provided by a thin	rided by Texas.gov, the official w support the ongoing operations d party in partnership with the	vebsite of Texas. The price of this service and enhancements of Texas.gov, which State.
By selecting this	heckbox, I swear that I have vo	untarily executed this report.
	BACK PAY N	ow

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>.