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.
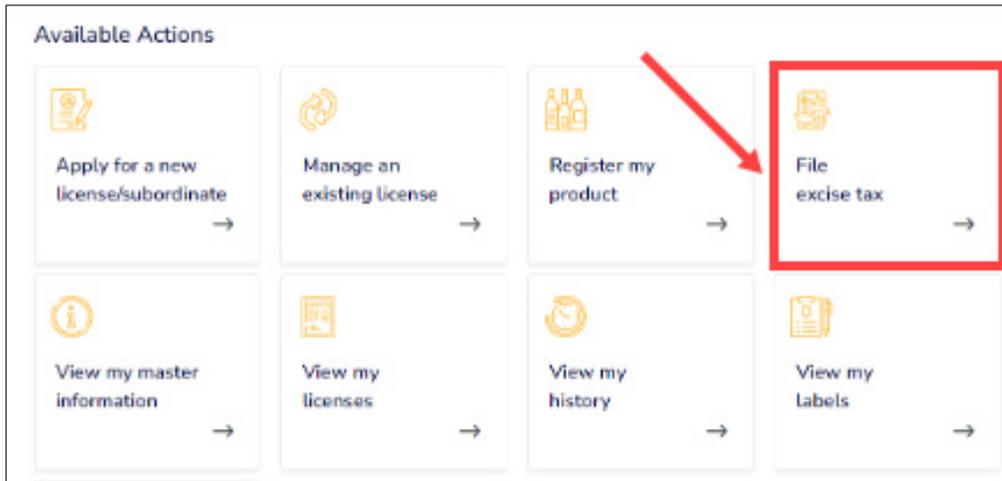
1. Log in to AIMS:

   - 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.
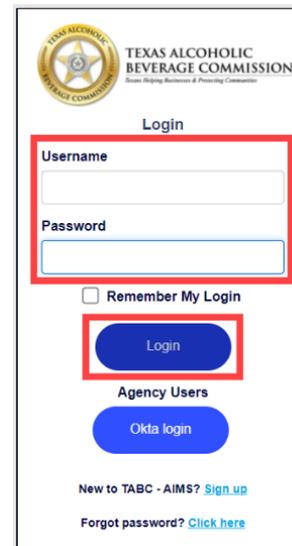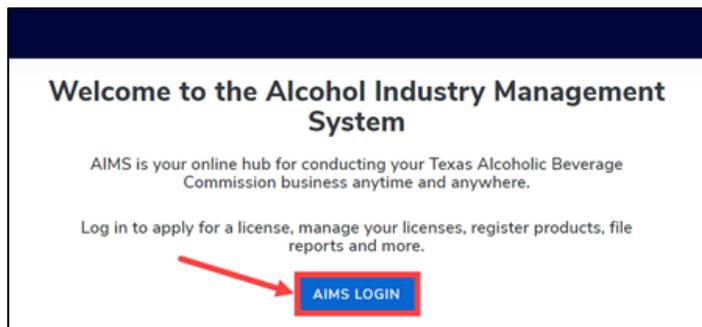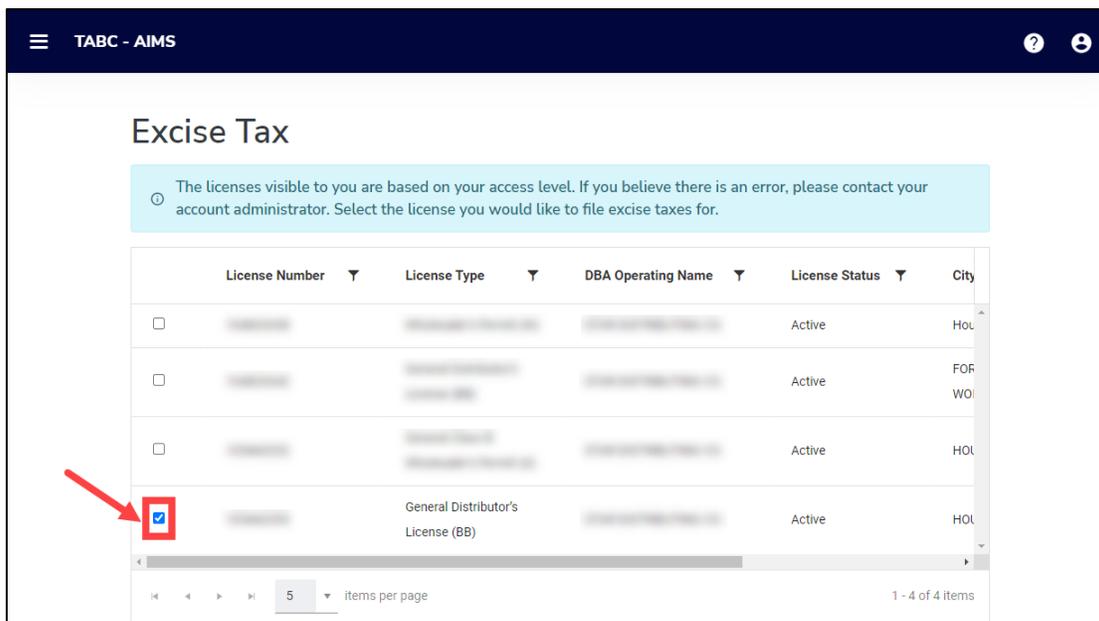
2. If you have several business entities, click the one you want to access. The business entity's AIMS dashboard will appear.
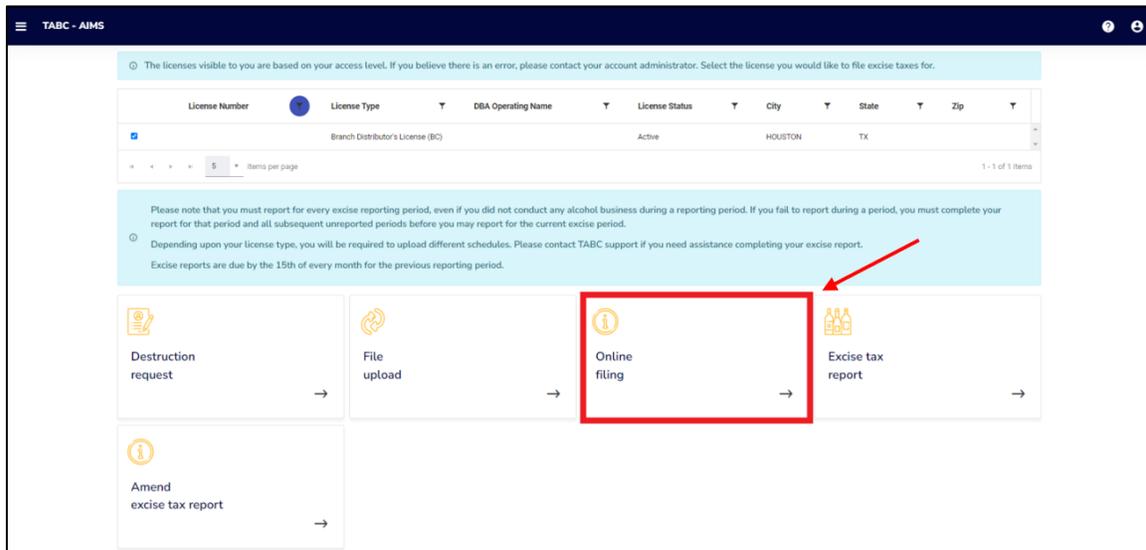
   Click the **File excise tax** tile.

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

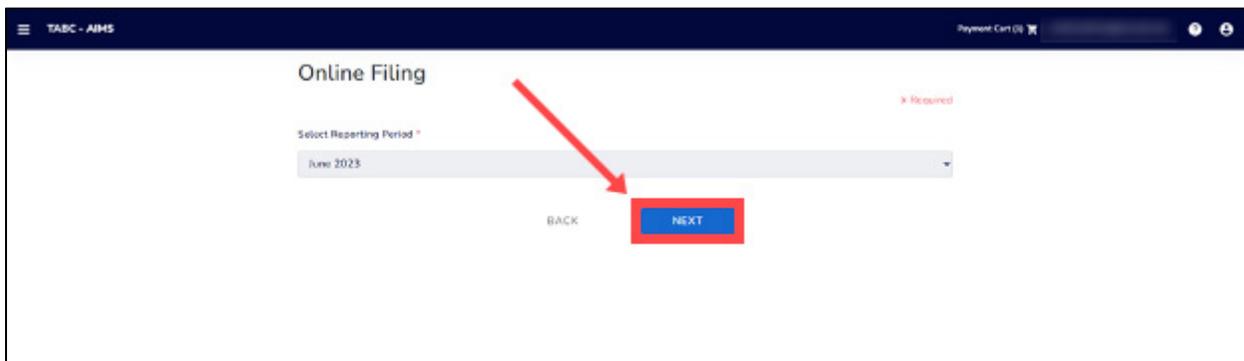3. Select the **checkbox** next to the permit for which you need to submit excise taxes.

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

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

   Click the **Next** button.

   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**.

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.

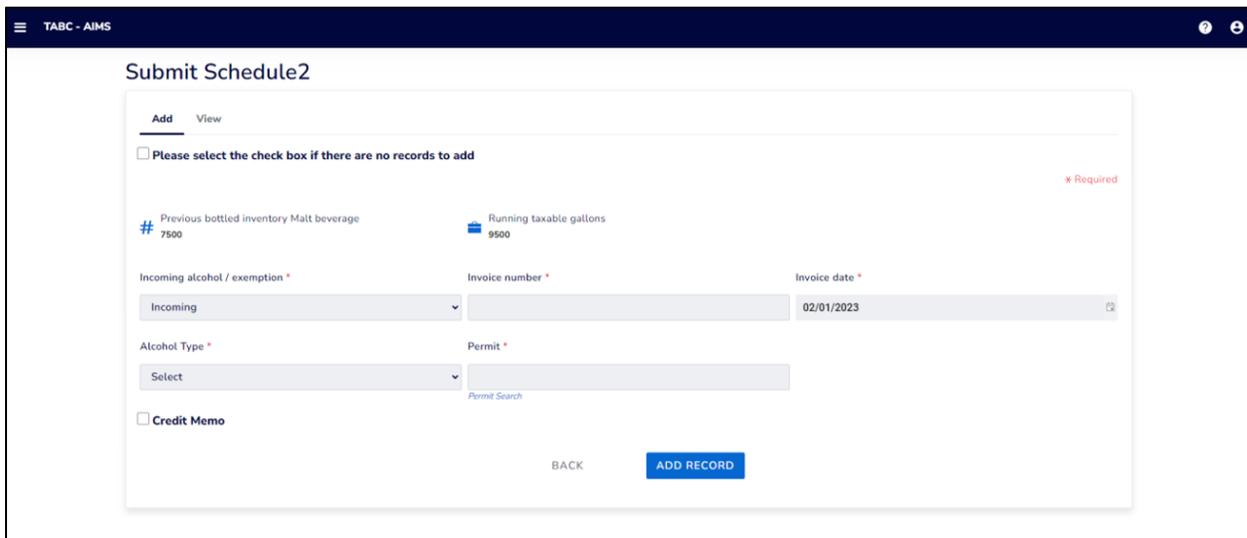Click **View**.

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.
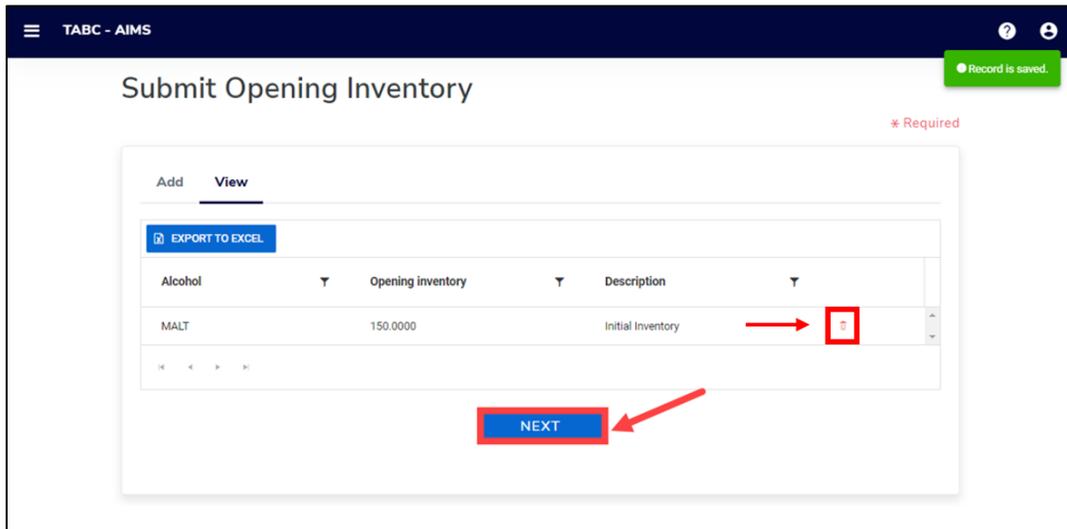
9. Submit Schedule 2.

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.

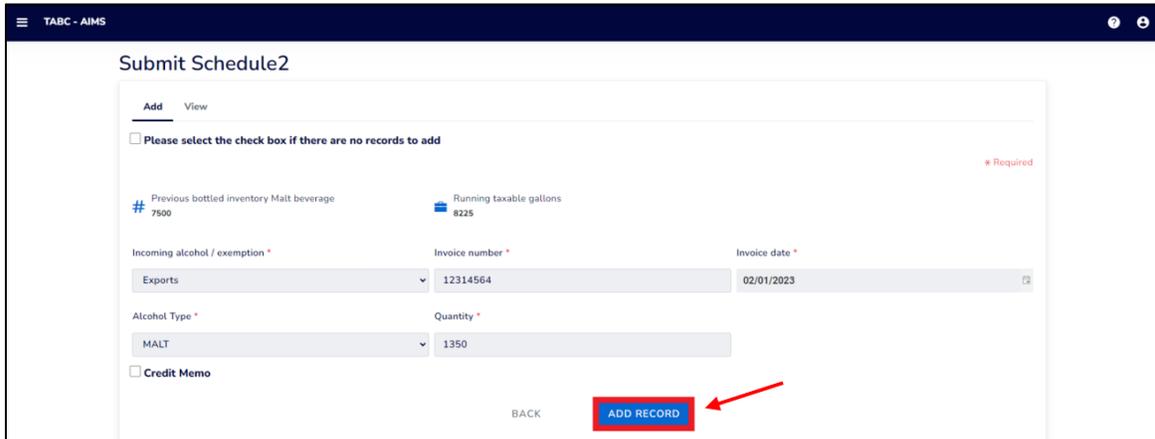| Correct	Incorrect
101.3333	101.000056

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.
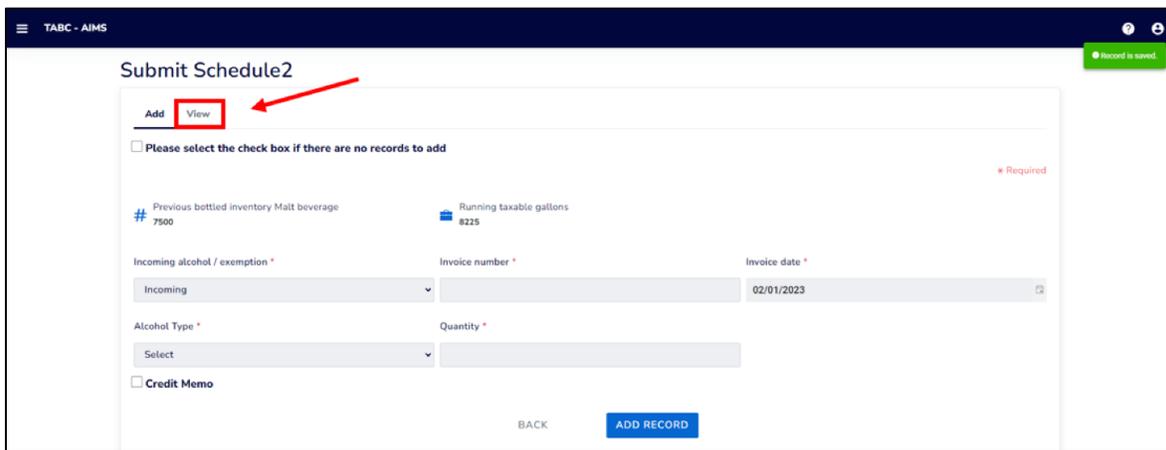
There are three ways to find the AIMS license number:

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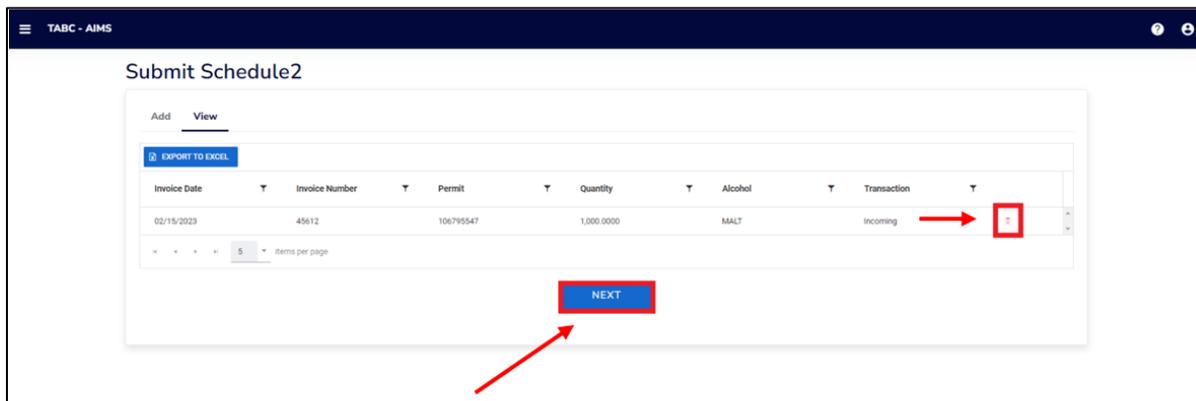- TABC Licenses lookup table
- Public Inquiry

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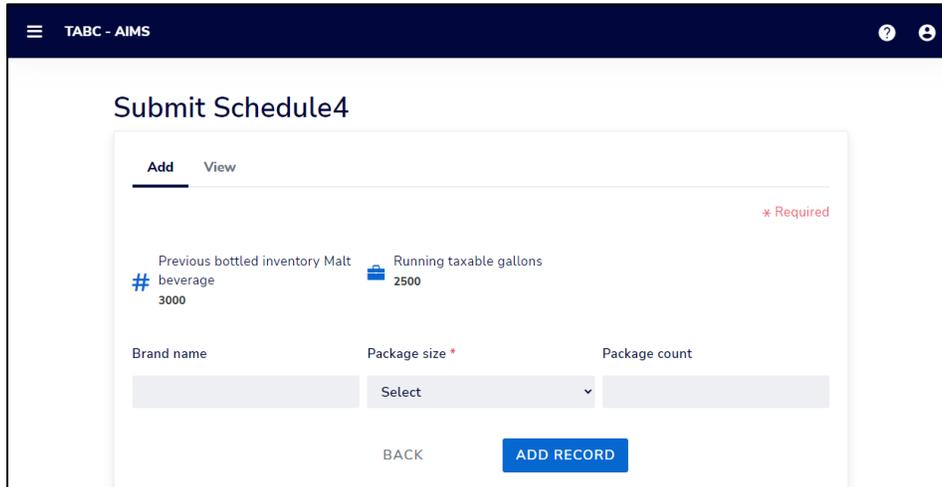

Once all entries have been entered, click **View**.

If entry information is incorrect, click the **trashcan icon** to delete the entry and add a new one. Click the **Next** button.
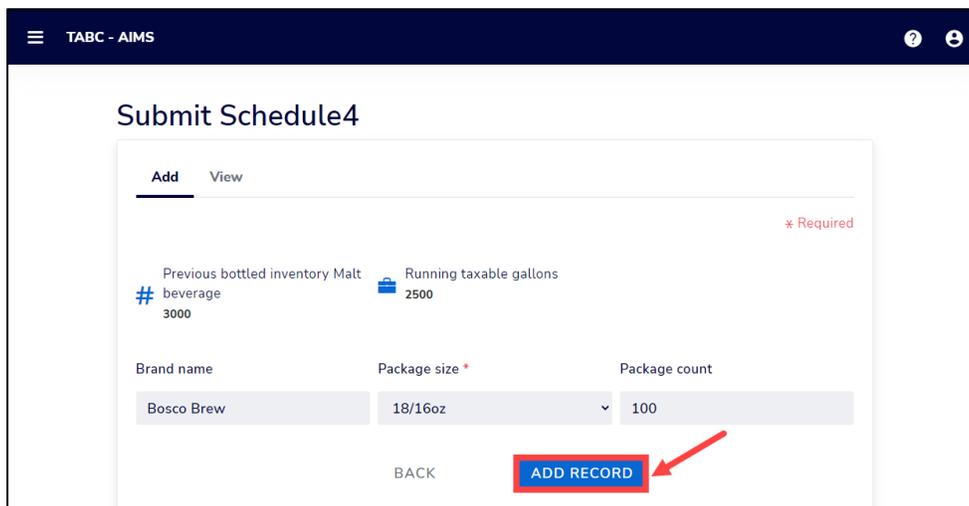
10. Submit Schedule 4.

Enter **Brand Name** from TABC Product Registration Certificate.

Enter **Package Size**: See the chart on the TABC Alcohol Excise Taxes page. 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.

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

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

Click the **Next** button.
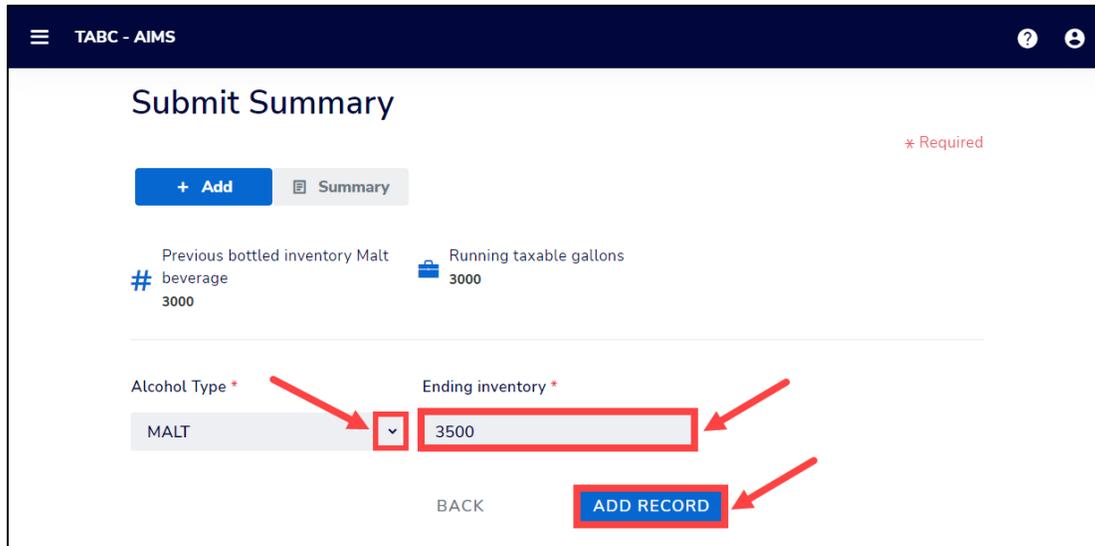
11. Submit Summary.

   Select the **Alcohol Type** dropdown list.

   Enter **Ending Inventory**.

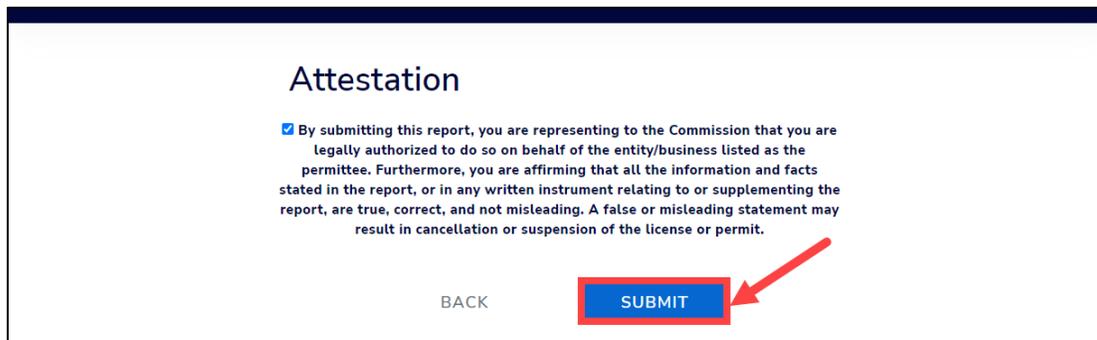   Click **Add Record**.

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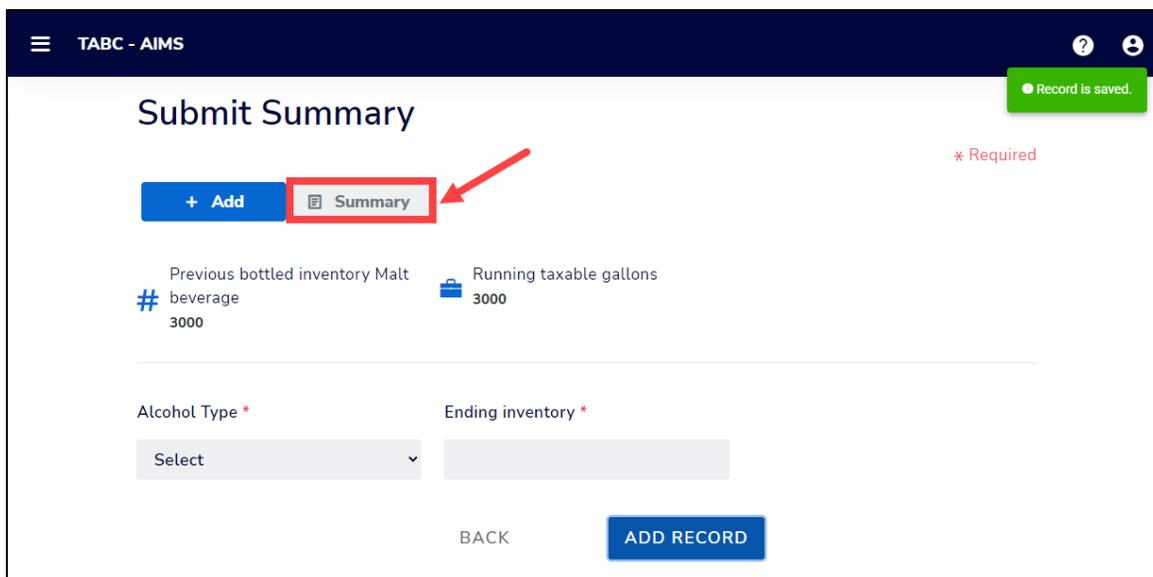
13. If entry information is incorrect, click the **trashcan icon** to delete the entry and add a new one.

    Click the **Next** button.
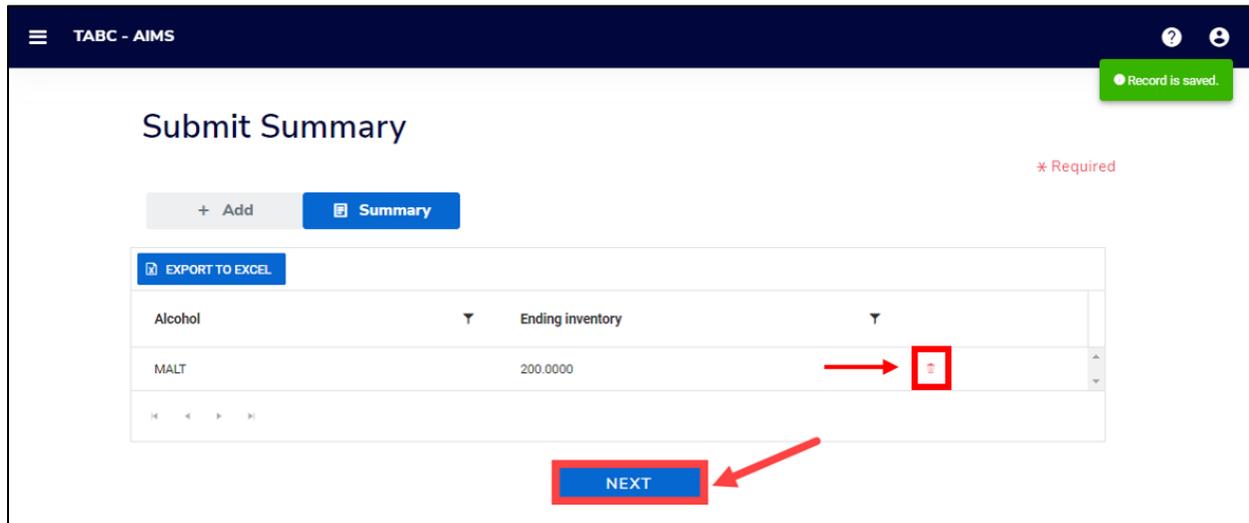
14. Review the Attestation and click the **Submit** button.

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.

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**.