

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

This guide provides the steps to submit an excise tax report for a business that holds the Out-of-State Winery Direct Shipper's Permit (DS).

DS permits should submit **Schedule 3**, which reports all sales and shipments of wine made directly to consumers.

You must file the 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 entitys' AIMS dashboard will appear.

Click the File excise tax tile.

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Apply for a new license/subordinate →	Manage an existing license →	Register my product →	File excise tax
j View my master information →	View my ticenses →	© 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.





4. Click the **Online filing** tile.

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Excise Tax				
 The licenses visible to you are based on for. 	your access level. If you believe there is an error, pl	lease contact your account administrator. Select th	ne license you would like to file excise taxes	
License Number 🛛 🛛	icense Type T DBA Operating Name	▼ License Status ▼ City	▼ State ▼ Zip ▼	
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H H H 5 H Items per page			1 - 1 of 1 items	
Please note that you report for even must complete your report for that peri Depending upon your licens, type, you Excise reports are due by the 15t, of even	very excise reporting period, even if you did not con iod and all subsequent unreported periods before y will be required to upload different schedules. Ple very month for the previous reporting period.	nduct any alcohol business during a reporting peri you may report for the current excise period. ase contact TABC support if you need assistance of	od. If you fail to report during a period, you completing your excise report.	
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File upload →	Online filing →	Excise tax report →	Amend excise tax report \rightarrow	

5. Select Reporting Period from the dropdown list.

If you ship **over 5,000 gallons of wine monthly**, submit a **monthly report**. The dropdown list will give monthly options.

If you ship **under 5,000 gallons of wine monthly**, submit a **quarterly report**. The dropdown list will give quarterly options.

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	Online Filing		a Dermined		
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	BACK	NEXT			

Click the **Next** button.



6. Submit Schedule 3.

Submit Schedule3			
Add View			
Please select the check box if the	re are no records to add		
			* Required
Running taxable gallons 0			
Transaction type *	Invoice number *	Invoice date *	
Select	~	07/01/2021	G
Alcohol Type *			
Select	~		
Price *	Customer name *	Address *	
Shipper *	Date shipped *	Tracking *	
	07/01/2021	0	
City *	Brand name *	Package size *	
		Select	~
Credit Memo			

Enter **Transaction Type:** "DIRECT" is the only transaction type option and should be used in Column B in every row where you are reporting information.

Enter **Invoice Date**: Enter in the format M/D/YYYY, M/DD/YYYY, MM/D/YYYY or MM/DD/YYYY.

Enter Invoice Number: Enter invoice number (no specified format).

Enter **Alcohol Type**: 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)
OOSSW	Out-of-state sparkling wine

Enter **Quantity:** Gallon amounts cannot exceed four decimal places to the right. You must use decimals when entering units.

Correct	Incorrect
101.3333	101.000056

Enter **Price**: Enter price per bottle.

Enter Customer Name: Enter customer's name.

Enter Address: Enter customer's street address (e.g., 5806 Mesa Drive).



Enter **Shipper:** Enter the name of the licensed carrier used to ship product to the customer.

Enter **Date Shipped:** Enter the date of shipment in the format M/D/YYYY, M/DD/YYYY, MM/D/YYYY or MM/DD/YYYY.

Enter **City:** Enter the customer's city.

Enter Brand Name: Enter the brand name and class type of bottle.

Enter Package Size: Enter the size of the bottle. See the list of sizes.

Enter Tracking: Enter shipment tracking number.

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

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Submit Schedule3			
Add View			
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			* Required
Running taxable gallons			
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Alcohol Type *	Quantity *		
OOSHW	✓ 100.5		
Price *	Customer name *	Address *	
650.00	TELEVISION PLANTINGS	1000-0014-0014	
Shipper *	Date shipped *	Tracking *	
UPS	07/02/2021	56588987	
City *	Brand name *	Package size *	
AUSTIN	X WINERY CHARDONNAY 2018	750ml	~
Credit Memo			
	BACK ADD RE	CORD	

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

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	Select	*	01101(2024	a
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Once you've entered all entries, click View.

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Alcohol Type *			
Select	~		
Price *	Customer name *	Address *	
Shipper *	Date shipped *	Tracking *	
	07/01/2021	a	
City *	Brand name *	Package size *	
		Select	~
Credit Memo			
	ВАСК	DD RECORD	

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

Click the **Next** button.

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7. Subject to Taxation explains the reported total. Click the Next button.

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	Subject to Taxation:			
	Name	Reported Total		
	Out-Of-State High Wine	100.5		
	BACK	NEXT		

8. 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	

9. The payment screen will appear with the charges. Review the charges and scroll down.

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**.

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.



	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.		

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>.