

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

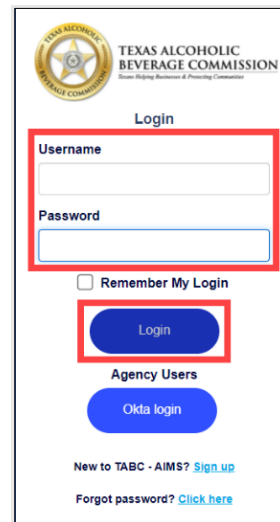
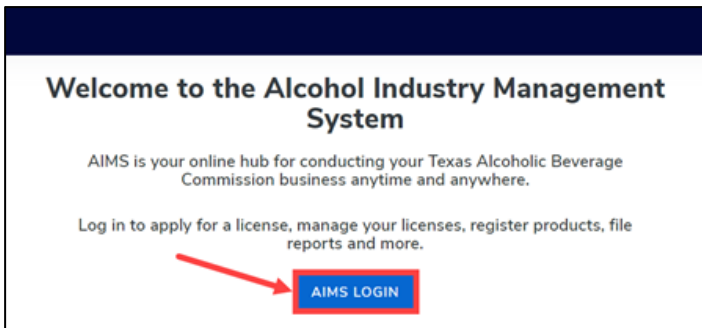
This guide provides the steps to submit an excise tax report for a business that holds the Out-of-State Winery Direct Shipper's Permit (DS).

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.

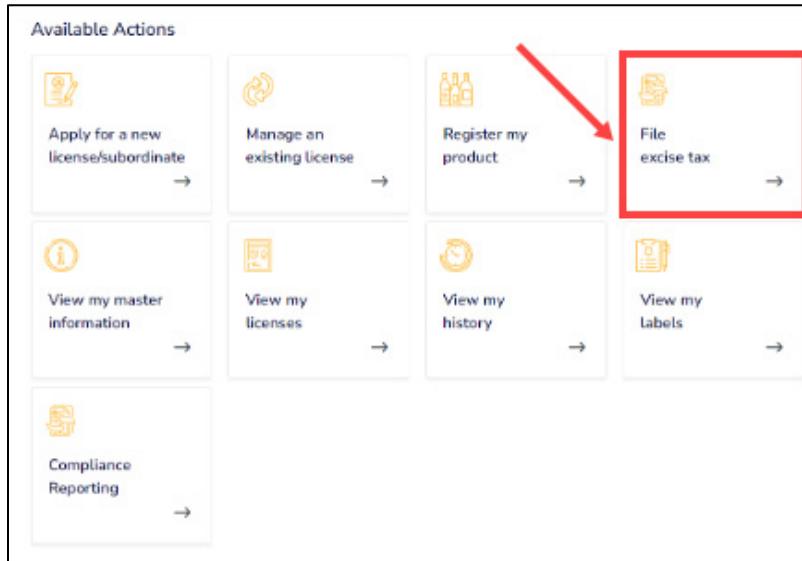
1. Log in to AIMS:

- 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.



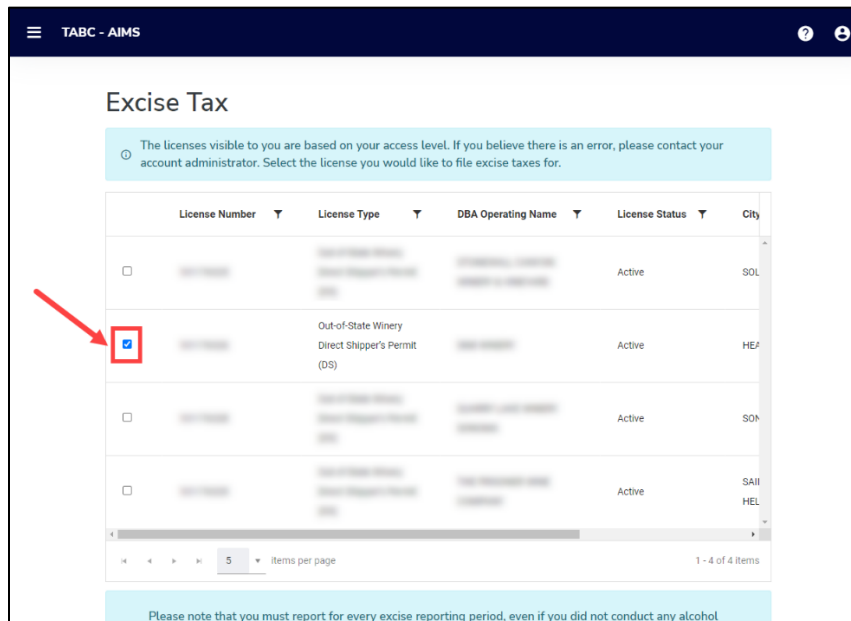
- If you have several business entities, click the one you want to access. The business entity's AIMS dashboard will appear.

Click the **File excise tax** tile.



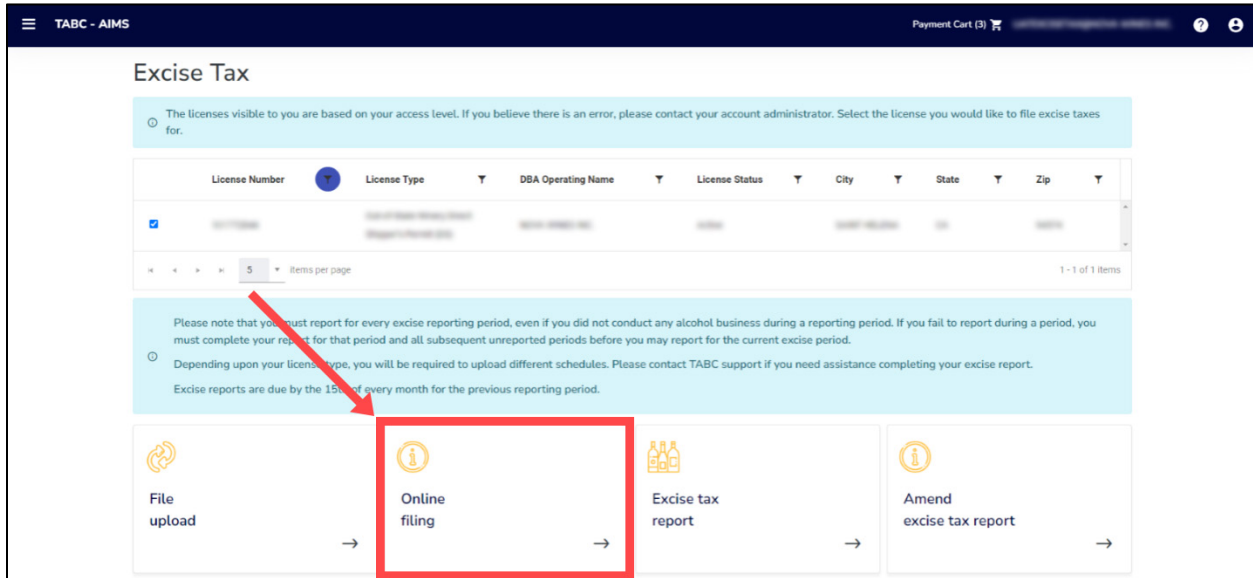
i If **no business** was conducted during the reporting period, see Step 3 in the [Zero Report User Guide](#).

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





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

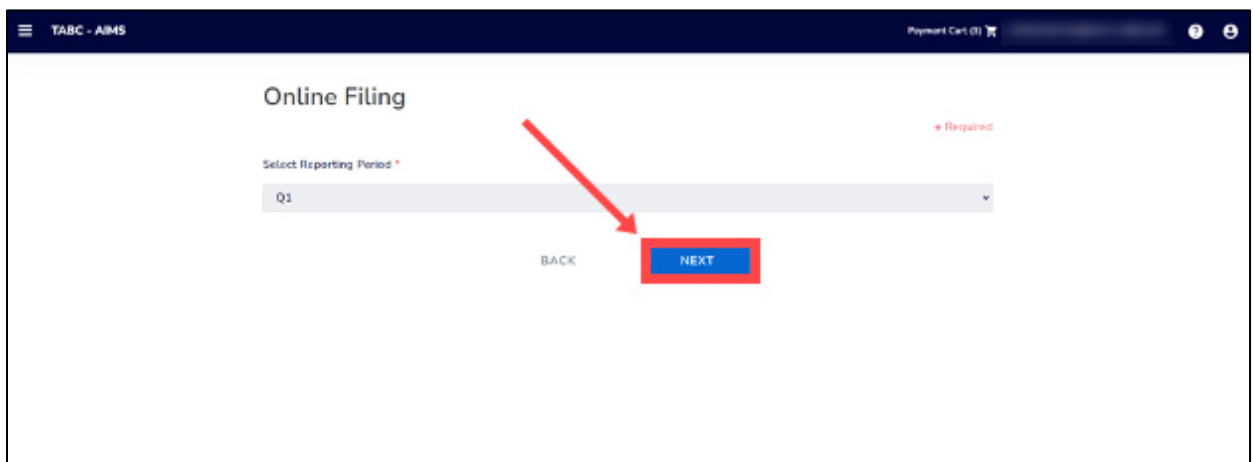


5. **Select Reporting Period** from the dropdown list.

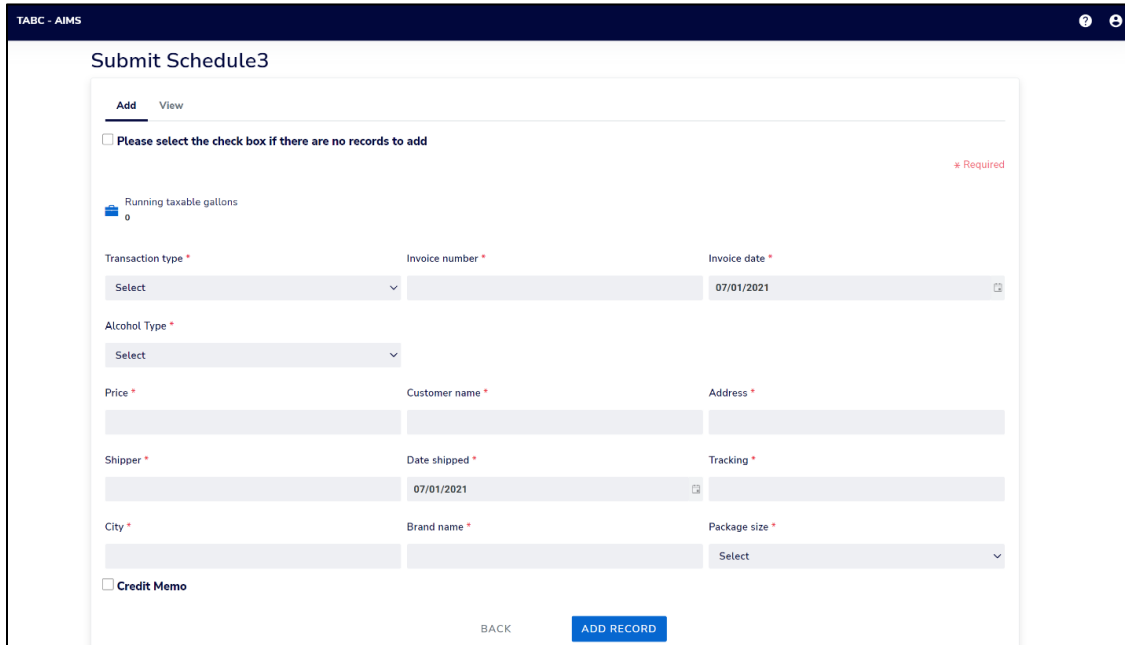
If you ship **over 5,000 gallons of wine monthly**, submit a **monthly report**. The dropdown list will give monthly options.

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

Click the **Next** button.



6. Submit Schedule 3.



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.

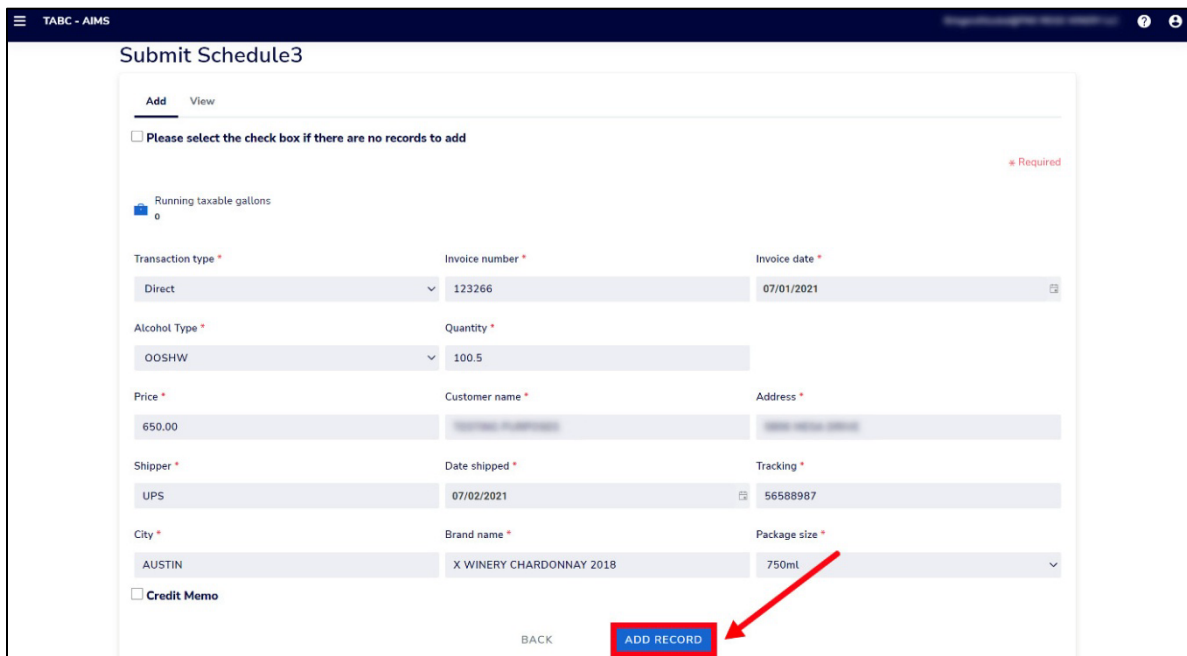
Enter **City**: Enter the customer's city.

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.



Submit Schedule3

Add View

Please select the check box if there are no records to add * Required

Running taxable gallons
0

Transaction type * Invoice number * Invoice date *

Direct 123266 07/01/2021

Alcohol Type * Quantity *

OOSHW 100.5

Price * Customer name * Address *

650.00

Shipper * Date shipped * Tracking *

UPS 07/02/2021 56588987

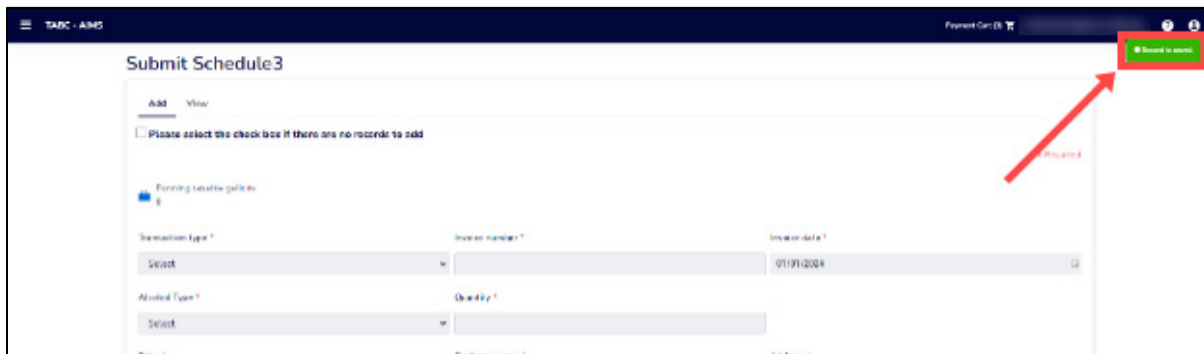
City * Brand name * Package size *

AUSTIN X WINERY CHARDONNAY 2018 750ml

Credit Memo

BACK **ADD RECORD**

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



Submit Schedule3

Add View

Please select the check box if there are no records to add * Required

Running taxable gallons
0

Transaction type * Invoice number * Invoice date *

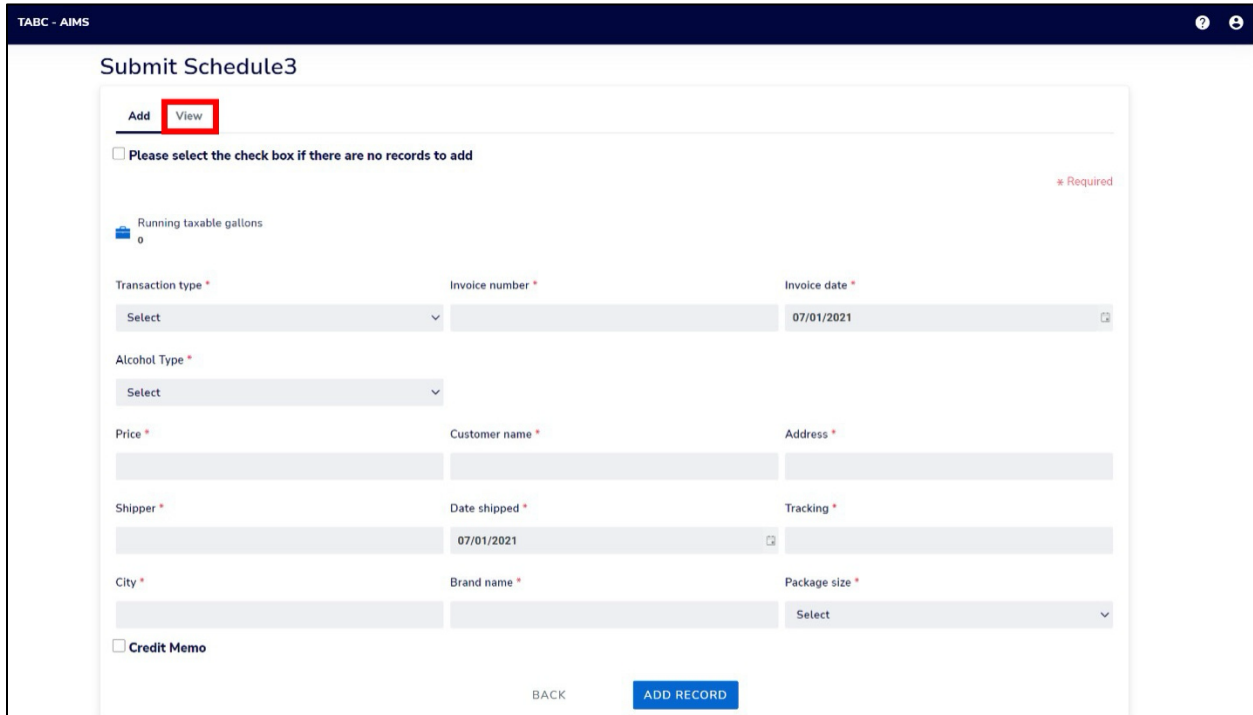
Direct

Alcohol Type * Quantity *

Direct

ADD RECORD

Once you've entered all entries, click **View**.



TABC - AIMS

Submit Schedule3

Add **View**

Please select the check box if there are no records to add

Running taxable gallons: 0

Transaction type * Invoice number * Invoice date *
 Select [] 07/01/2021 []

Alcohol Type *
 Select []

Price * Customer name * Address *
 [] [] []

Shipper * Date shipped * Tracking *
 [] 07/01/2021 []

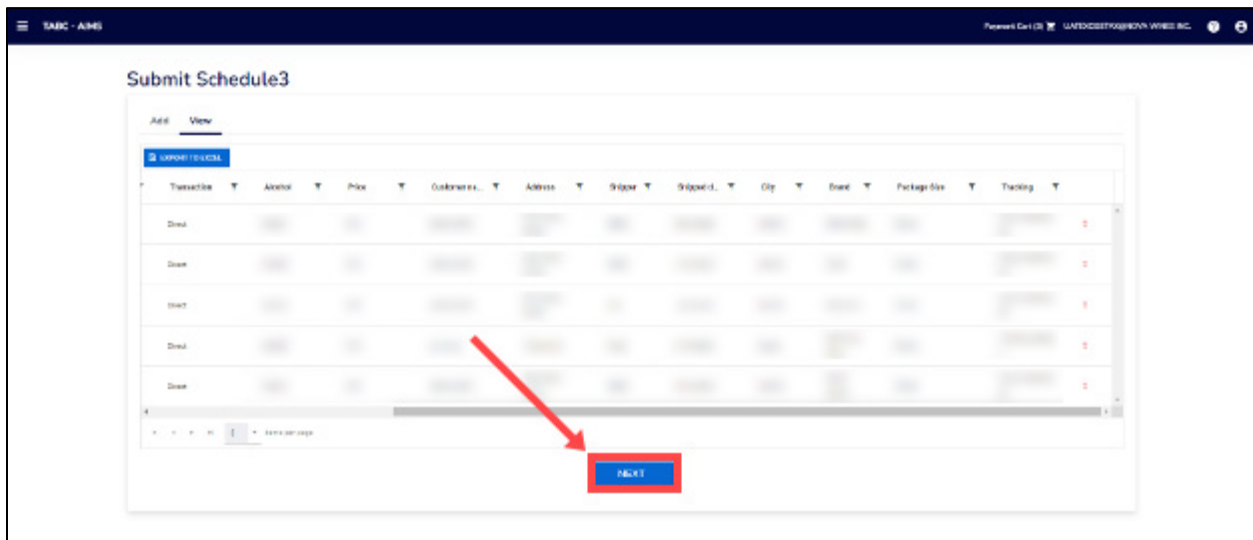
City * Brand name * Package size *
 [] [] Select []

Credit Memo

BACK ADD RECORD

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

Click the **Next** button.



TABC - AIMS

Submit Schedule3

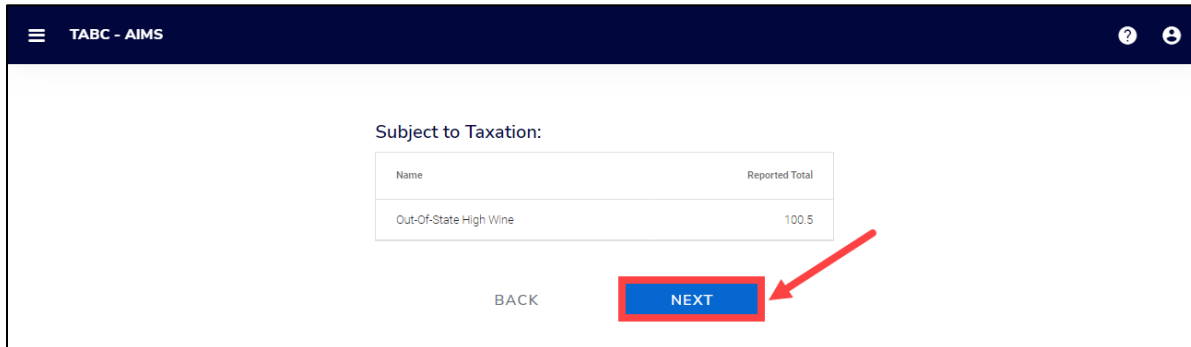
Add View

ADD RECORD

Transaction	Alcohol	Price	Customer...	Address	Shipper	Shipped...	City	Brand	Package Size	Tracking
Dist										
Dist										
Dist										
Dist										
Dist										

Next

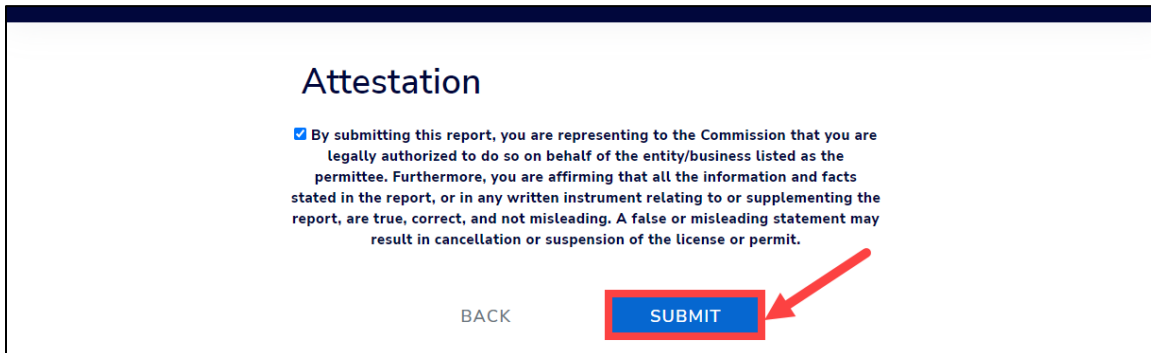
7. **Subject to Taxation** explains the reported total. Click the **Next** button.



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 **SUBMIT**

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(TKLW)	0.224	\$1.02
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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.

By selecting this checkbox, I swear that I have voluntarily executed this report.

BACK

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](#).