Submit an Excise Tax Report by Online Filing: Winery Permit (G)
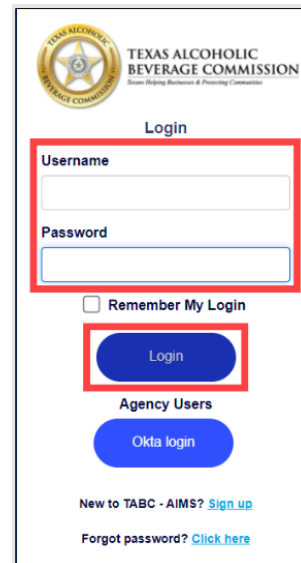
This guide provides the steps to submit an excise tax report by a business that holds the Winery Permit (G). Each permit holder must submit the following schedules:

- **Schedule 1** reports manufacturing and sales. Under this schedule, include the total amount of alcohol manufactured (i.e., bottled, canned, or kegged) for the month, in gallons. Businesses eligible to sell to retail tier businesses and consumers for on- or off-premises consumption must also report the gallonage sold for each category in the reporting month under this schedule.
- **Schedule 2** reports incoming alcohol (i.e., product received) and exemptions, such as alcohol exported out of the state or used in a lab for testing.
- **Schedule 3** reports bulk wine received.

You must file your report between the 1st and 15th of the month, covering activity in the previous month.
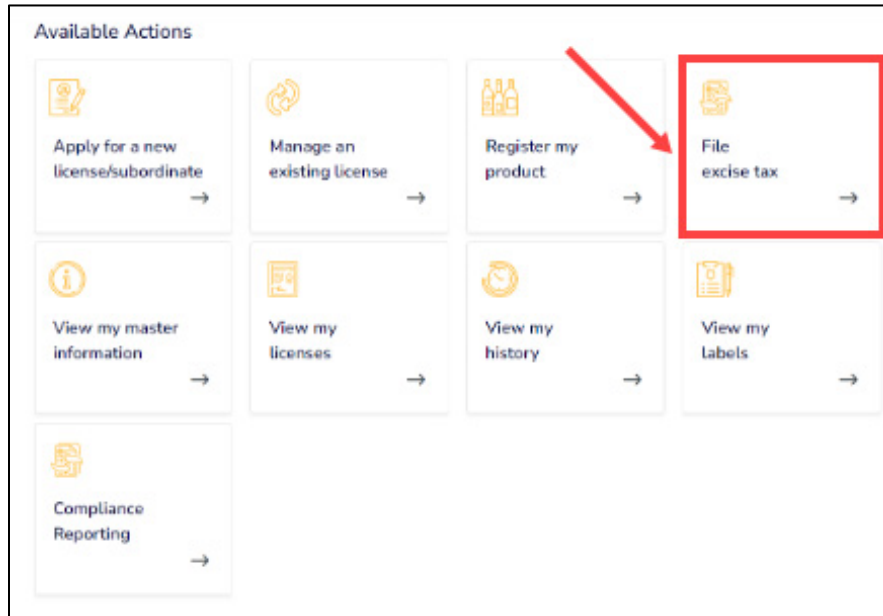
1. Log in to AIMS:

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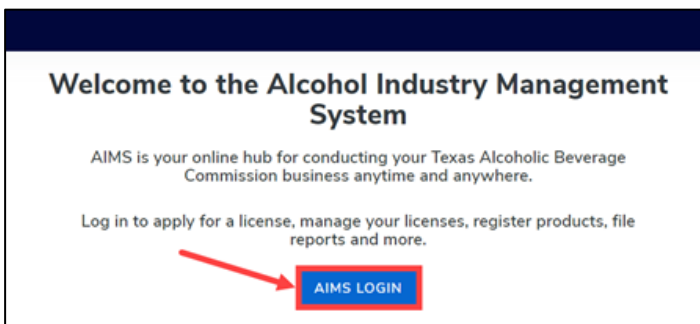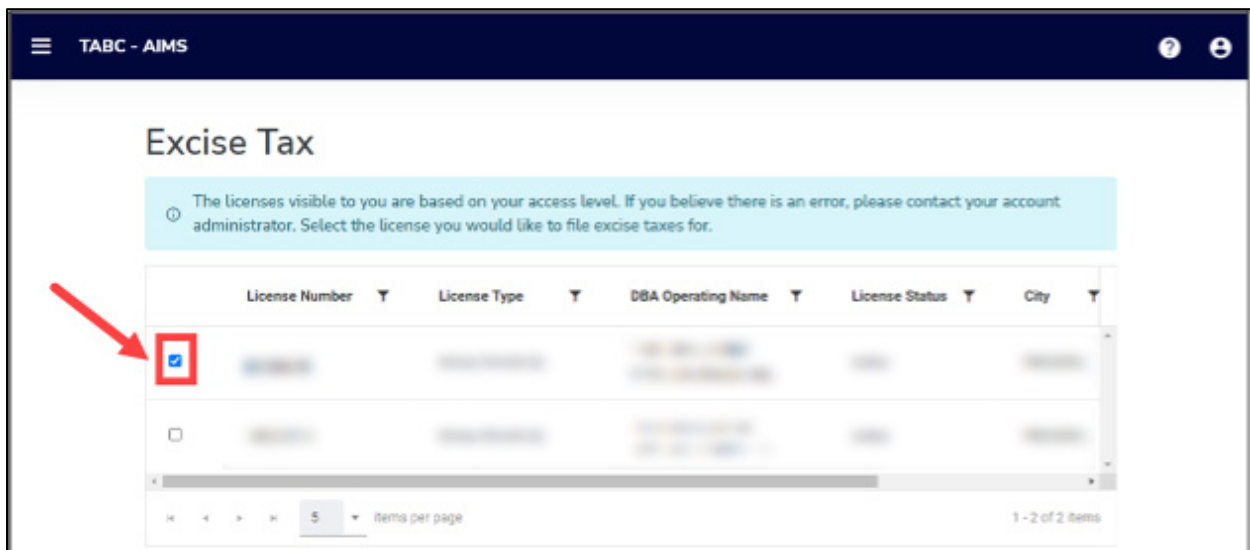
2. If you have several business entities, click the one you want to access. The business entity's AIMS dashboard will appear.
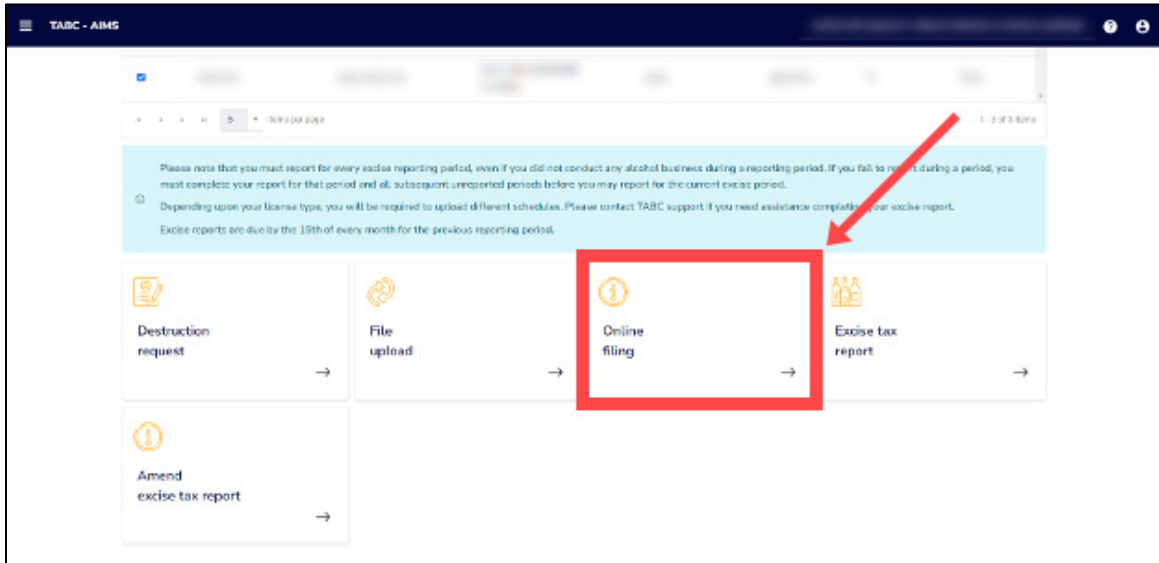
   Click the **File excise tax** tile.

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

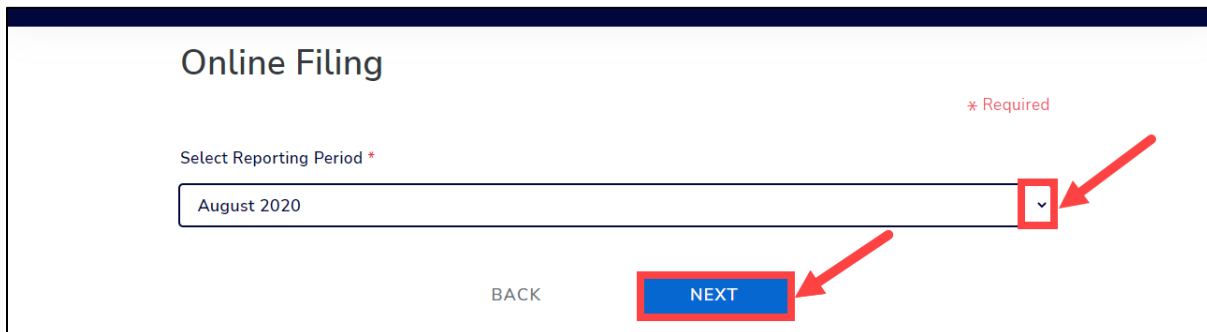3. Select the **checkbox** next to the license for which you need to submit excise taxes.

4. 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.

6. **Skip to Step 9 if you've submitted an excise tax report in AIMS before.** If this is your first time submitting an excise tax report in AIMS, you must enter an opening inventory. The opening inventory is 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 have to enter Opening Inventory amounts for subsequent report filings.

   When complete, click **Add Record**.

Alcohol Types and Descriptions Provided for Reference

Alcohol Type	Description
TXLW	Texas low wine — 14% ABV and lower (gallons)
TXHW	Texas high wine — more than 14% ABV (gallons)
TXSW	Texas sparkling wine (gallons)
OOSLW	Out-of-state low wine — 14% ABV and lower (gallons)
OOSHW	Out-of-state high wine — more than 14% ABV (gallons)
OOSSW	Out-of-state sparkling wine (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.

   Click the **Next** button.

AIMS will automatically display which schedules are required based on the license type.

9. Submit Schedule 1.
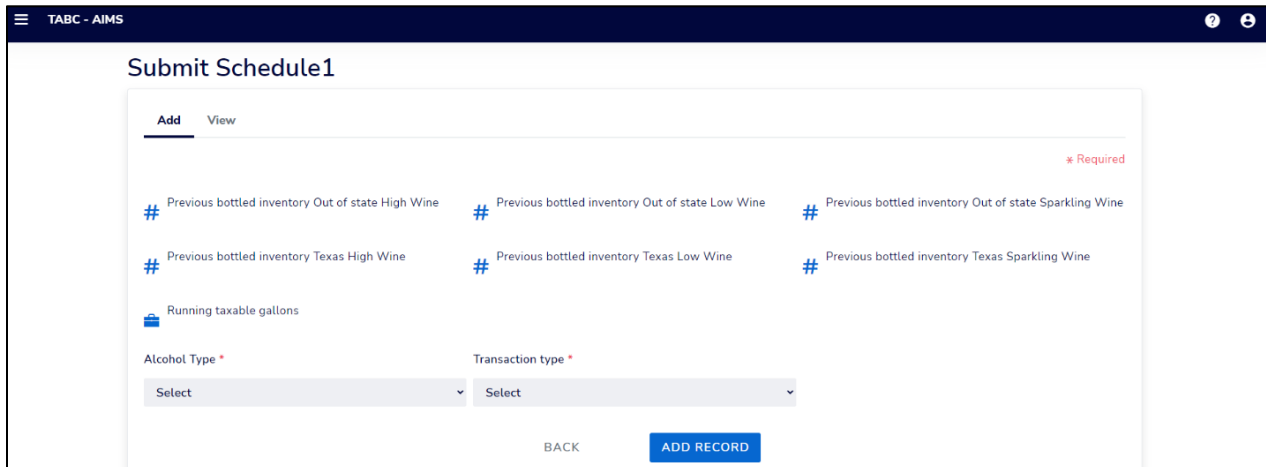
Select **Alcohol Type**: the alcohol type manufactured and/or sold to retailers or consumers for on- or off-premises consumption. Choose from the options listed under Alcohol Type. Descriptions are provided below for reference.

Alcohol Type	Description
TXLW	Texas low wine — 14% ABV and lower (gallons)
TXHW	Texas high wine — more than 14% ABV (gallons)
TXSW	Texas sparkling wine (gallons)
OOSLW	Out-of-state low wine — 14% ABV and lower (gallons)
OOSHW	Out-of-state high wine — more than 14% ABV (gallons)
OOSSW	Out-of-state sparkling wine (gallons)

Select **Transaction Type** from the dropdown: Select either "Manufacture" or "Direct Sales."

- Manufacture: Select this option if the alcoholic beverage inventory is manufactured (e.g., a winery reporting gallons of wine bottled, canned, or kegged).
- Direct Sales: Select if sales to retailers, sales made off-premises, and sales made on-premises were conducted during the reporting period.

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

Correct	Incorrect
101.3333	101.000056

Select **Sale Type** from the dropdown list.

- RETAIL — sold to retailer.
- OFFPREMISE — sold for off-premises consumption (i.e., "to-go" and delivery).
- ONPREMISE — sold for on-premises consumption.

Click the **Add Record** button when complete. Complete the form for each alcohol type you sell.
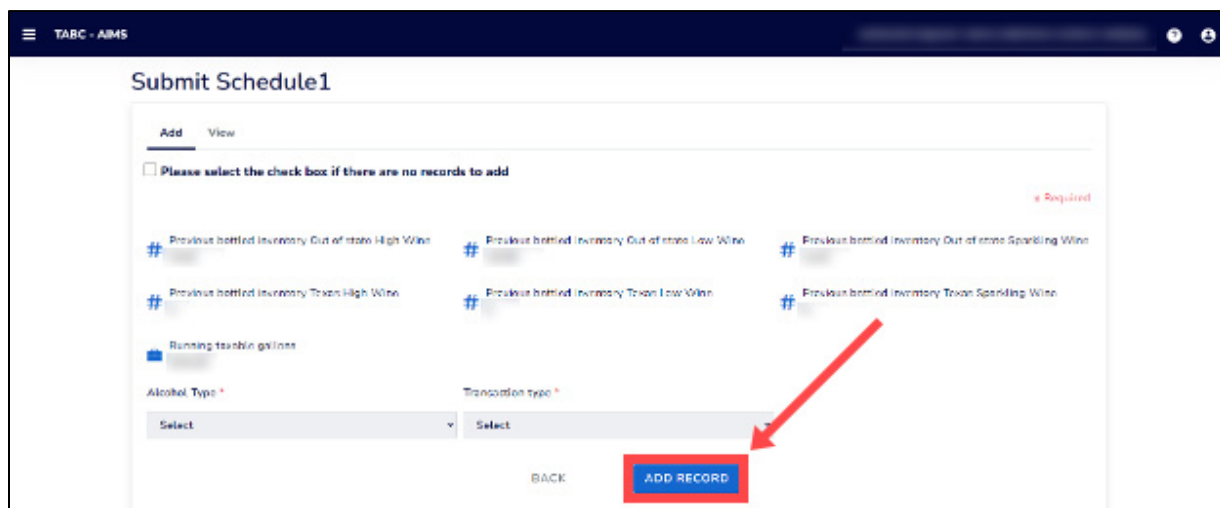
A green box in the upper-right corner will confirm the record was saved.

Once all entries have been entered, click **View**.
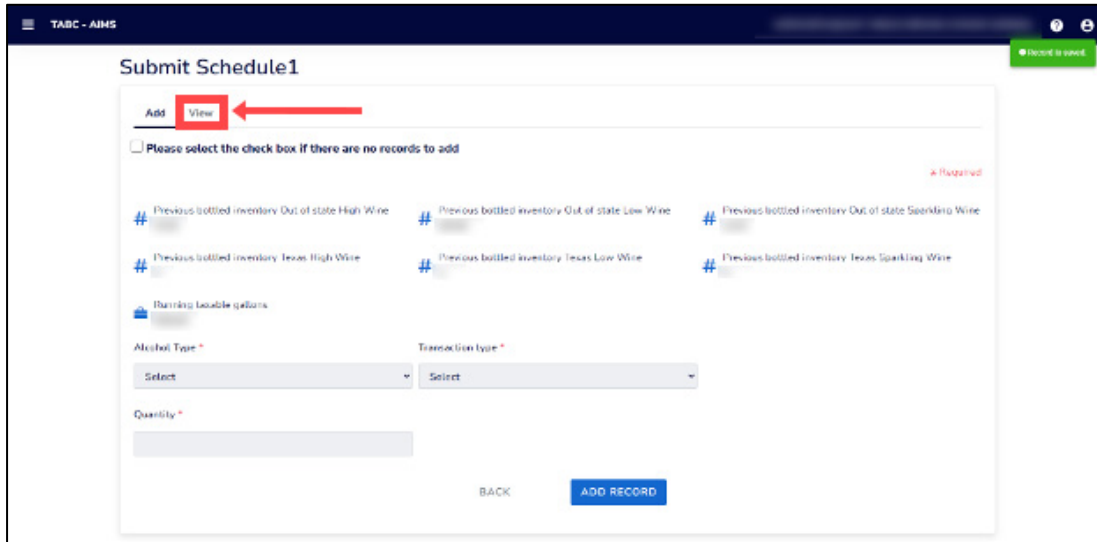
If entry information is incorrect, click the **trashcan icon** to delete the entry and add a new one.

Click the **Next** button.
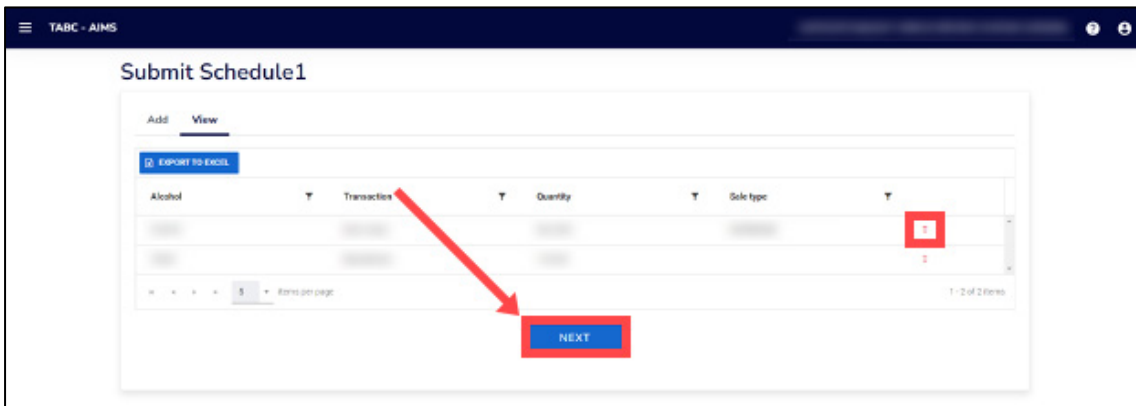
10. **Submit Schedule 2.**

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
LAB	Inventory used for lab purposes
WHOLESALERS	Sales to wholesalers
MILITARY	Sales to military instillations
OTHER	You must receive TABC approval for this exemption type. Contact our Excise Tax team for questions at excise.tax@tabc.texas.gov.
SACRAMENTAL	Sales made for sacramental purposes
WINERIES	Sales to wineries

Enter **Invoice Number**.

Select **Invoice Date**

Select **Alcohol Type** from the dropdown list. Choose the correct alcohol type from the Alcohol Type options. Review the list below for descriptions.

Alcohol Type	Description
TXLW	Texas low wine — 14% ABV and lower (gallons)
TXHW	Texas high wine — more than 14% ABV (gallons)
TXSW	Texas sparkling wine (gallons)
OOSLW	Out-of-state low wine — 14% ABV and lower (gallons)
OOSHW	Out-of-state high wine — more than 14% ABV (gallons)
OOSSW	Out-of-state sparkling wine (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
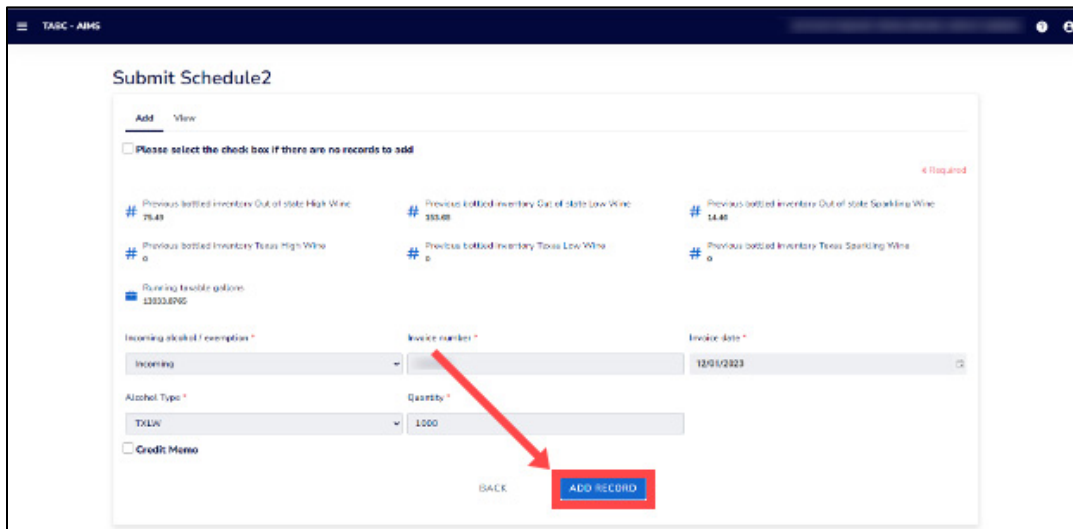
Enter **Permit.** The permit field is only required for Incoming, Wineries, or Wholesalers transaction types (see below for descriptions of each transaction type).

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

11. Submit Schedule 3.

Select **Transaction Type** from the dropdown list. Select the only option: Bulk.

Enter **Invoice Number**.

Select **Invoice Date.**

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

Correct	Incorrect
101.3333	101.000056

Enter **Permit.** TABC permit number of supplying permittees. Use the AIMS license number and enter only numbers with no 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 invoice.

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.

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.

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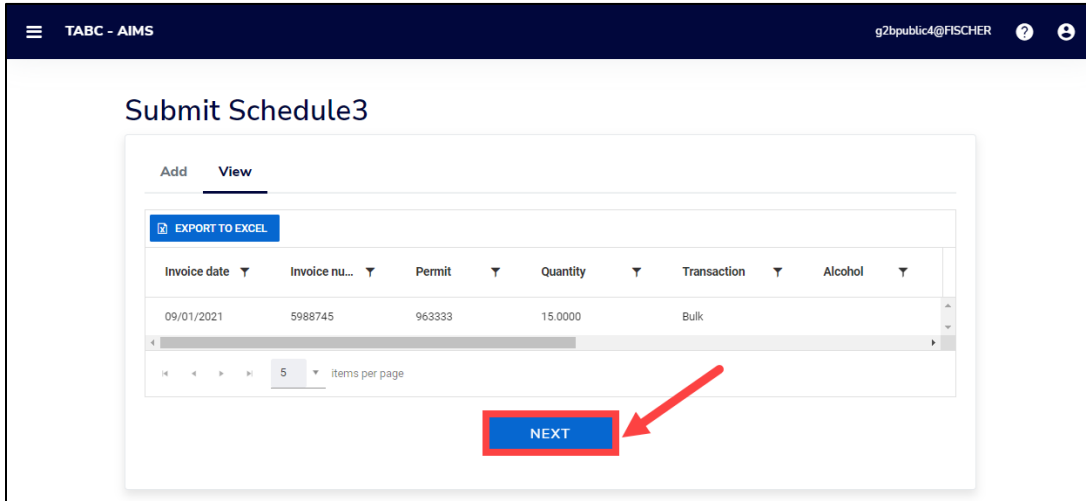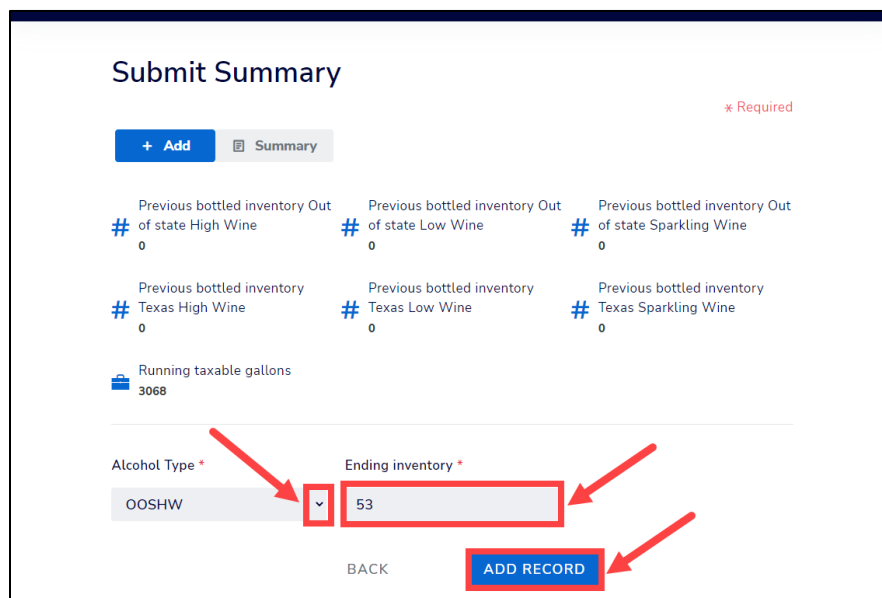

14. If entry information is incorrect, click the **trashcan icon** to delete the entry and add a new one. Click the **Next** button.

15. Review the Attestation and click the **Submit** button.

16. 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 you complete the payment, your report is considered submitted. If you need to make changes to the report after submission, please see the **Amend Excise Tax Report User Guide.**