

Submit an Excise Tax Report by Online Filing: Winery Permit (G)

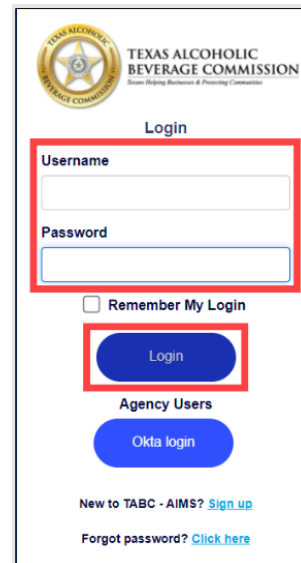
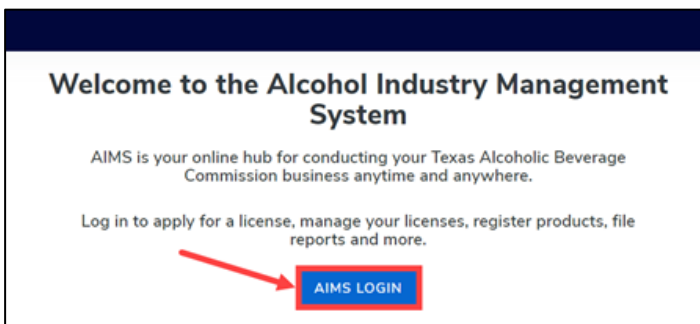
This guide provides the steps to submit an excise tax report by a business that holds the Winery Permit (G). Each permit holder must submit the following schedules:

- **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:

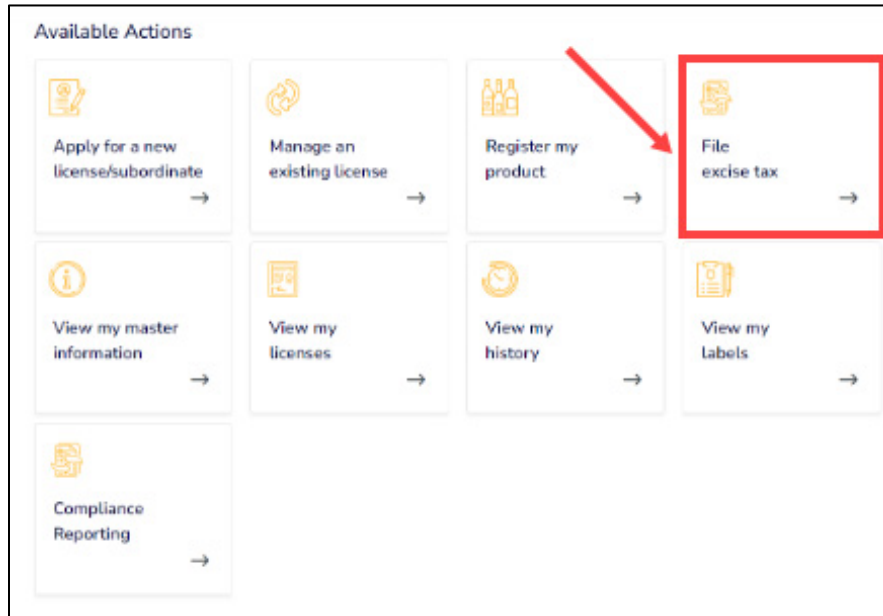
- Enter tabc.texas.gov/aims-login in Google Chrome or Microsoft Edge on your device.
- Click **AIMS LOGIN** when you're on the AIMS landing page.
- Enter **Username** and **Password**. Click the **Login** button.





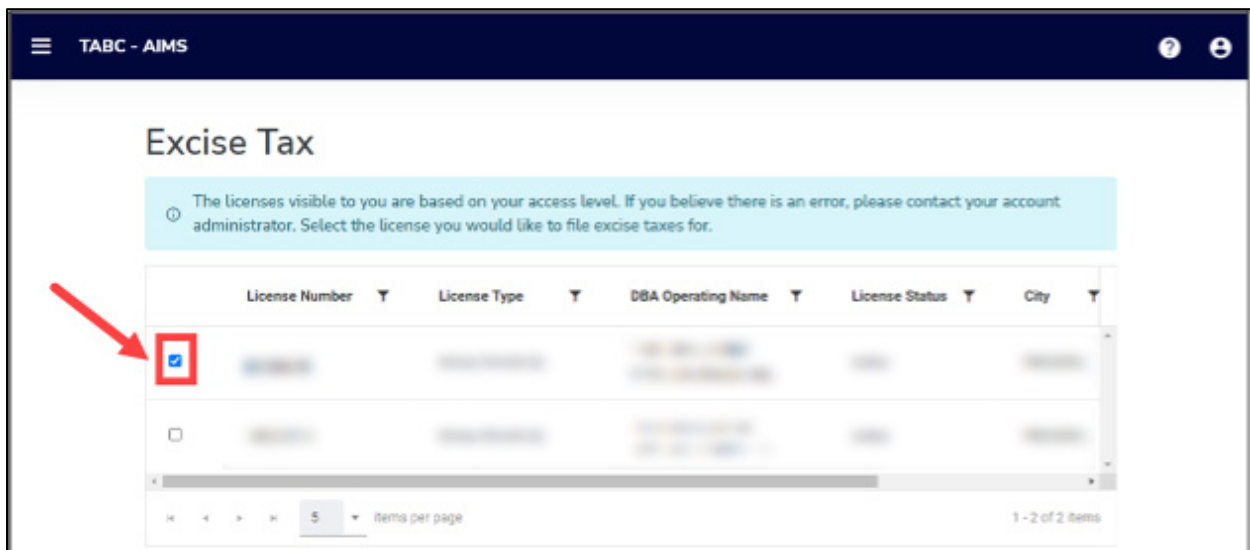
2. If you have several business entities, click the one you want to access. The business entity's AIMS dashboard will appear.

Click the **File excise tax** tile.



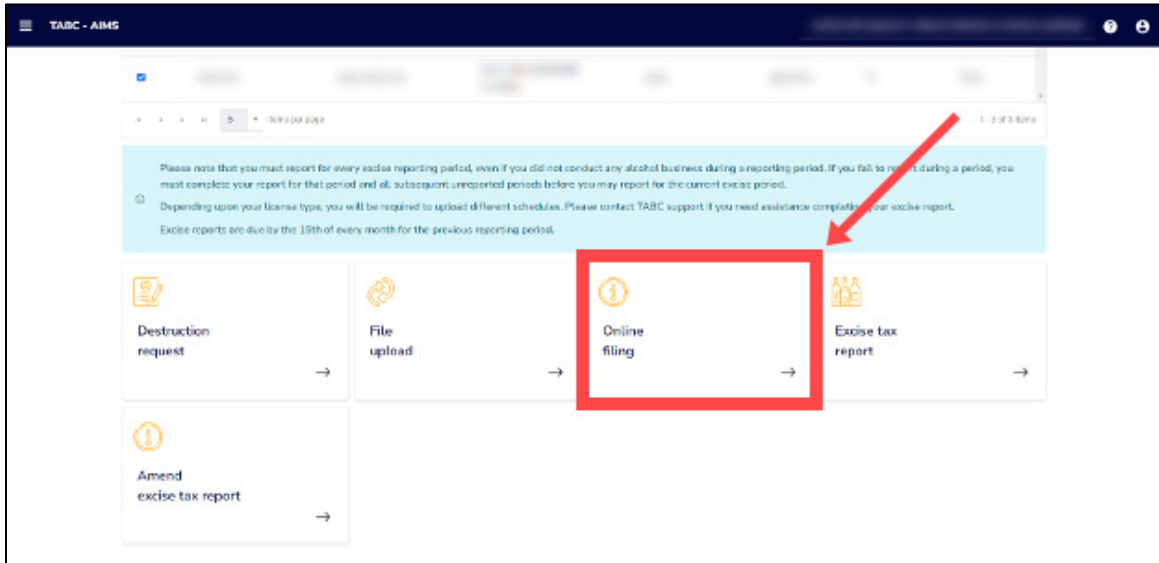
i If **no business** was conducted during the reporting period, see Step 3 in the [Zero Report User Guide](#).

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



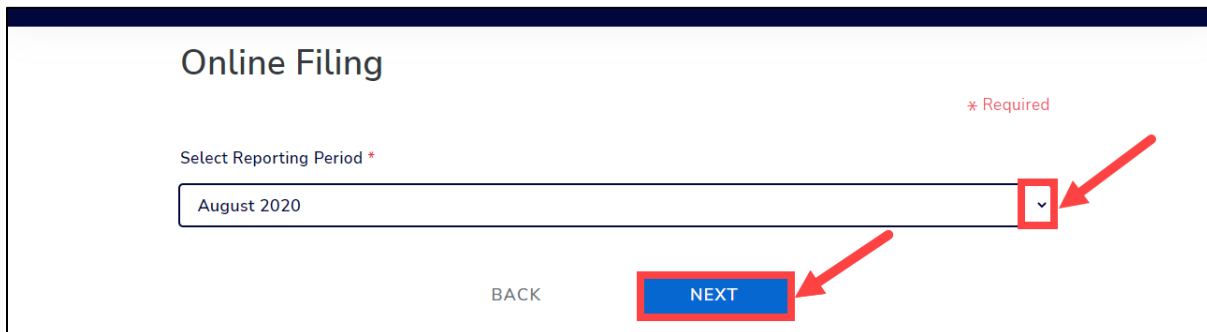


4. Click the **Online filing** tile.



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**.



Submit Opening Inventory

* Required

Add | **View**

Previous Bottled Inventory: 0 | Running Taxable Gallons: 0

Opening inventory: In-State Low Wine	Opening inventory: In-State High Wine	Opening inventory: In-State Sparkling Wine
100	105	110
Opening inventory: Out-of-State Low Wine	Opening inventory: Out-of-State High Wine	Opening inventory: Out-of-State Sparkling Wine

BACK | **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)
OOSW	Out-of-state sparkling wine (gallons)

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

Submit Opening Inventory

* Required

Add | **View**

Previous Bottled Inventory: 0 | Running Taxable Gallons: 0

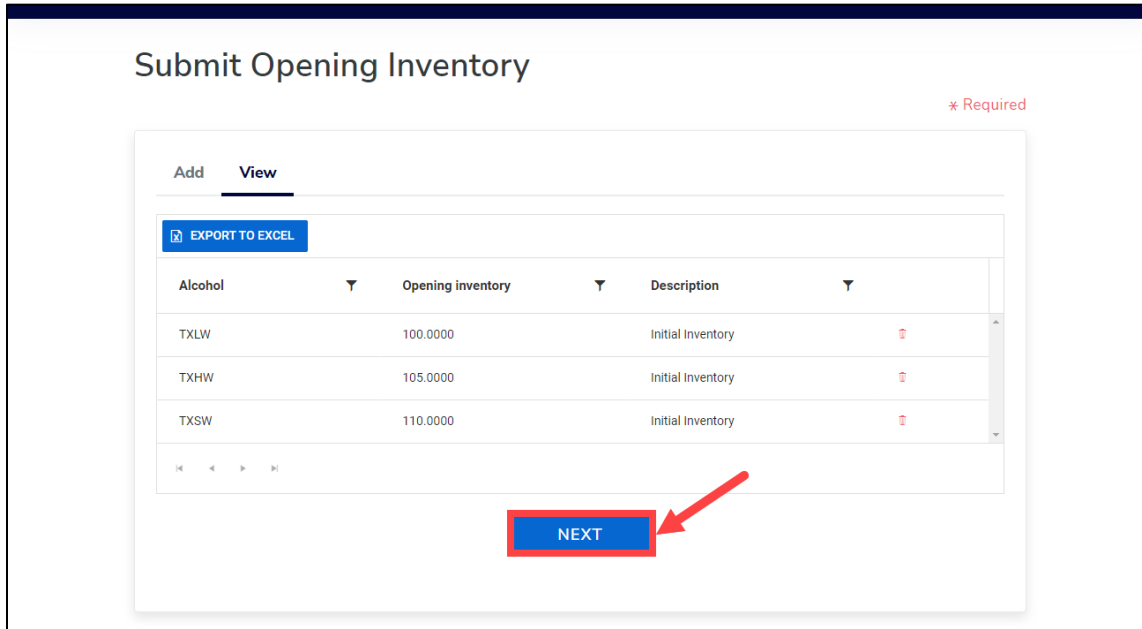
Opening inventory: In-State Low Wine	Opening inventory: In-State High Wine	Opening inventory: In-State Sparkling Wine
0	0	0
Opening inventory: Out-of-State Low Wine	Opening inventory: Out-of-State High Wine	Opening inventory: Out-of-State Sparkling Wine
0	0	0

BACK | **ADD RECORD**



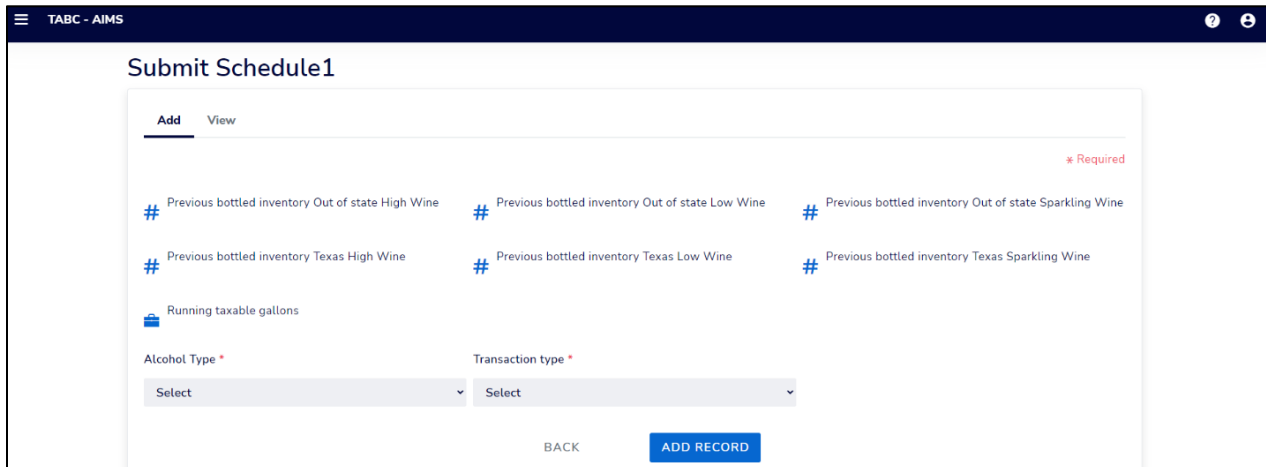
- If entry information is incorrect, click the **trashcan icon** to delete the entry and add a new one.

Click the **Next** button.



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

- 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)
OOSW	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.

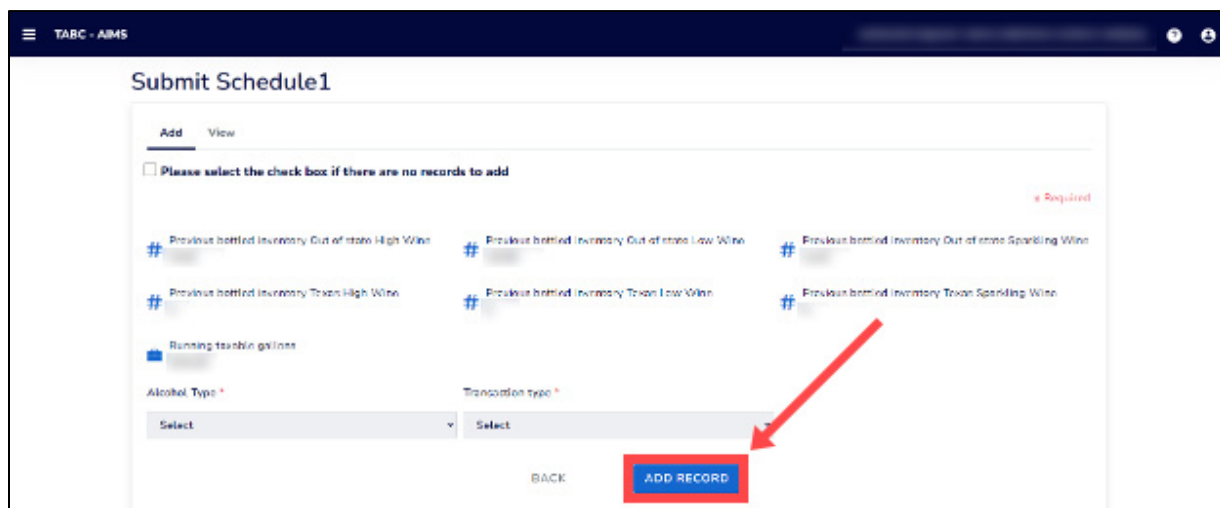
Enter **Quantity**: Gallon amounts cannot exceed four decimal places to the right. You must enter units using decimals.

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.

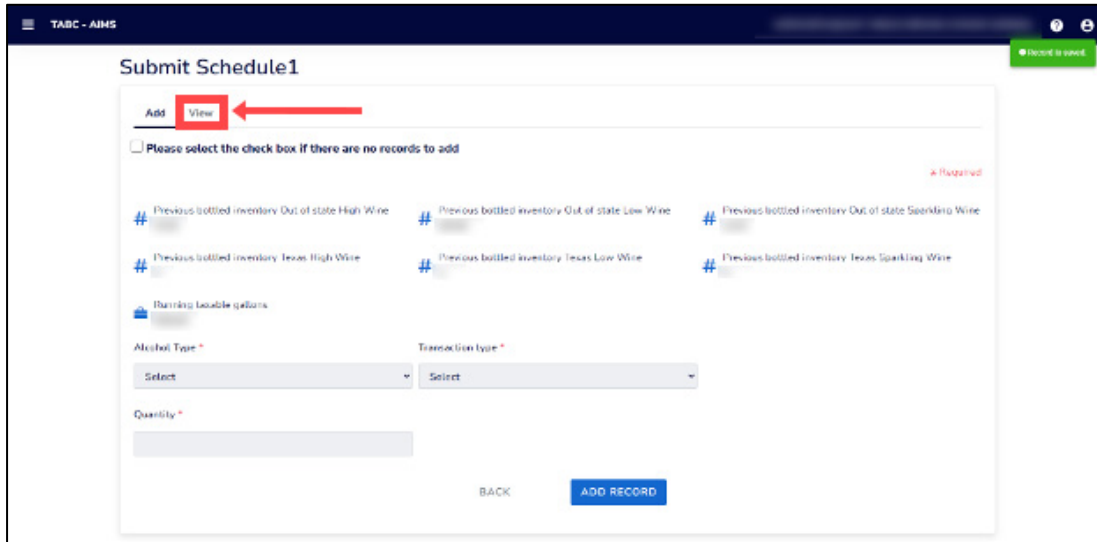
Click the **Add Record** button when complete. Complete the form for each alcohol type you sell.





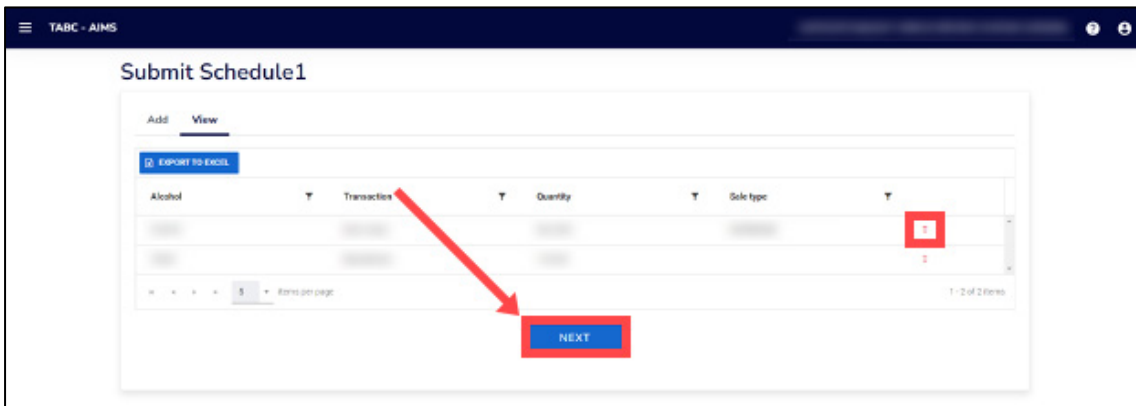
A green box in the upper-right corner will confirm the record was saved.

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 installations
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)
OOSW	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

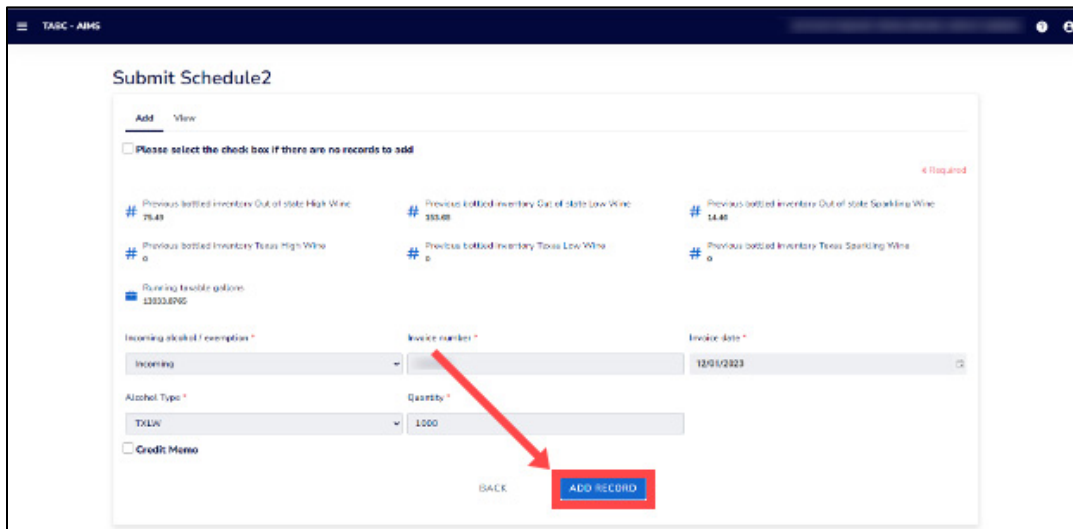
Enter **Permit**. The permit field is only required for Incoming, Wineries, or Wholesalers transaction types (see below for descriptions of each transaction type).

- 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**.

Submit Schedule2

ADD View

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

Previous bottled inventory Out of state High Wine 15.48
Previous bottled inventory Out of state Low Wine 333.48
Previous bottled inventory Out of state Spelling Wine 34.48
Previous bottled inventory Texas High Wine 0
Previous bottled inventory Texas Low Wine 0
Previous bottled inventory Texas Spelling Wine 0
Planning taxable gallons 12666.4798

Incoming alcohol / exemption Incoming
Invoice number
Invoice date 12/01/2023
Alcohol Type Select
Quantity
 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.

Submit Schedule2

ADD View

ADD NEW TO LIST

Invoice Date	Invoice Number	Perms	Quantity	Alcohol	Transaction	
12/01/2023	125456	125456789	12345678	Talk	Incoming	

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 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11. Submit Schedule 3.

The screenshot shows the 'Submit Schedule3' form in the AIMS system. It features a 'Please select the check box if there are no records to add' checkbox. Below this, there are six inventory items with their respective quantities: 'Previous bottled inventory Out of state High Wine' (75.49), 'Previous bottled inventory Out of state Low Wine' (233.88), 'Previous bottled inventory Out of state Sparkling Wine' (14.66), 'Previous bottled inventory Texas High Wine' (0), 'Previous bottled inventory Texas Low Wine' (0), and 'Previous bottled inventory Texas Sparkling Wine' (0). There is also a 'Running taxable gallons' section. The form includes dropdown menus for 'Transaction type' (set to 'Select'), 'Invoice number' (empty), and 'Invoice date' (set to '12/01/2023'). There is a 'Permit' field with a search icon and a 'Credit Memo' checkbox. At the bottom, there are 'BACK' and 'ADD RECORD' buttons.

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.

Submit Schedule3

Add View

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

Previous bottled inventory Out of state High Wine 75.49
Previous bottled inventory Out of state Low Wine 143.88
Previous bottled inventory Out of state Sparkling Wine 14.45
Previous bottled inventory Texas High Wine 0
Previous bottled inventory Texas Low Wine 8
Previous bottled inventory Texas Sparkling Wine 0

Running taxable gallons 1020.0000

Transaction type * Bulk
Invoice number * 123456789
Invoice date * 12/13/2023

Quantity * 350
Parent * 123456789

Credit Memo

BACK **ADD RECORD**

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

Submit Schedule3

Add **View**

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

Previous bottled inventory Out of state High Wine 75.49
Previous bottled inventory Out of state Low Wine 143.88
Previous bottled inventory Out of state Sparkling Wine 14.45
Previous bottled inventory Texas High Wine 0
Previous bottled inventory Texas Low Wine 8
Previous bottled inventory Texas Sparkling Wine 0

Running taxable gallons 1020.0000

Transaction type * Select
Invoice number *
Invoice date * 12/13/2023

Quantity *
Parent *

Credit Memo

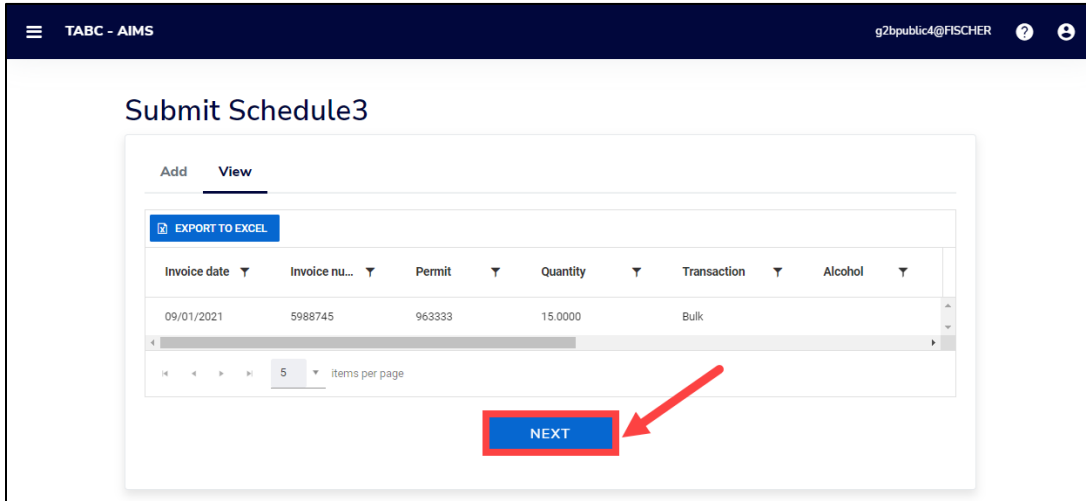
BACK **ADD RECORD**

Record saved



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

Click the **Next** button.



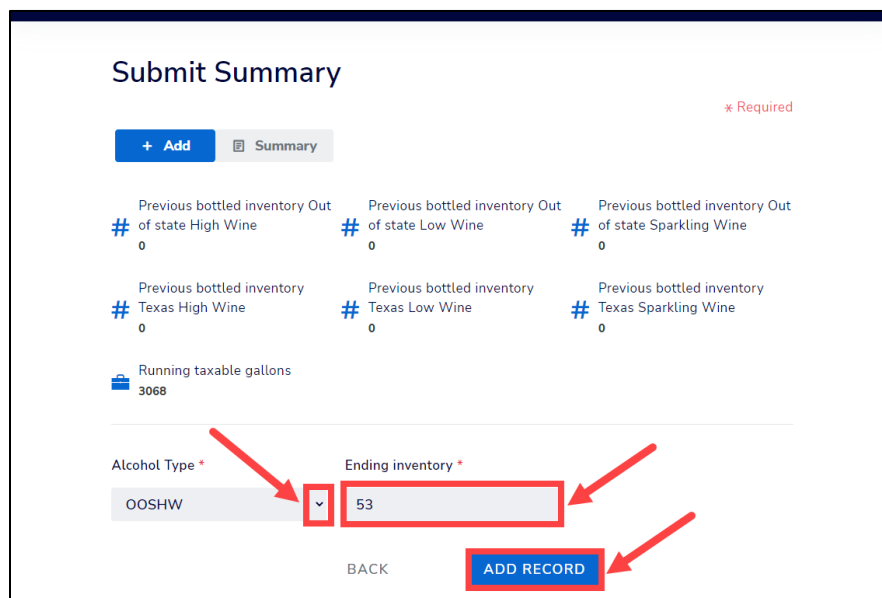
12. Submit Summary.

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**.

Submit Summary

+ Add Summary

* Required

Previous bottled inventory Out of state High Wine 0

Previous bottled inventory Out of state Low Wine 0

Previous bottled inventory Out of state Sparkling Wine 0

Previous bottled inventory Texas High Wine 0

Previous bottled inventory Texas Low Wine 0

Previous bottled inventory Texas Sparkling Wine 0

Running taxable gallons 480

Alcohol Type * Select

Ending inventory *

BACK ADD RECORD

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

Submit Summary

+ Add Summary

EXPORT TO EXCEL

Alcohol	Ending inventory

NEXT

15. 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



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.

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.

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

BACK **PAY NOW**

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](#).