

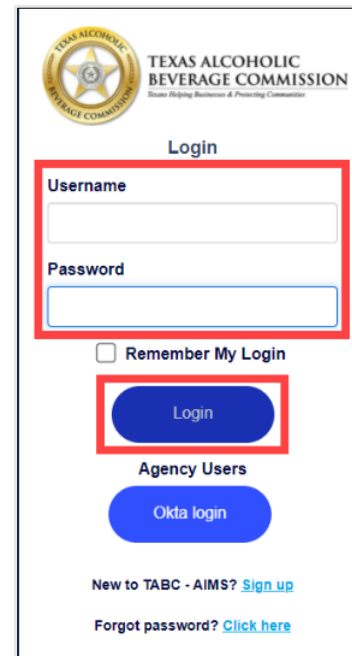
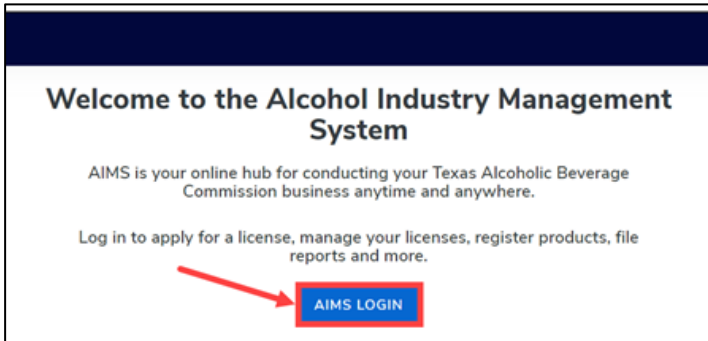
Submit an Excise Tax Report by Online Filing: Bonded Warehouse Permit (J/JD)

This guide provides the steps to submit an excise tax report for a business that holds the Bonded Warehouse Permit (J/JD). Each permit holder must submit a **Warehouse Report**.

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

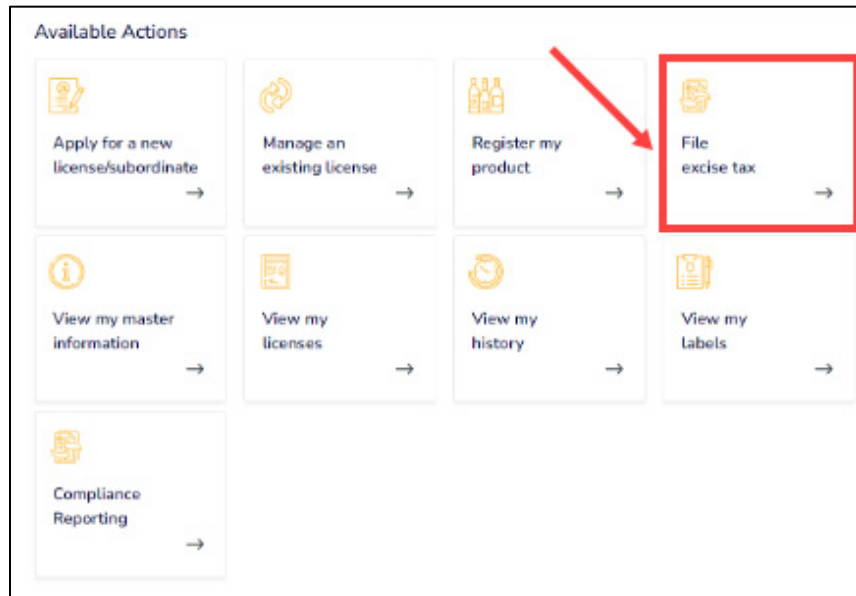
1. Log in to AIMS:

- 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.



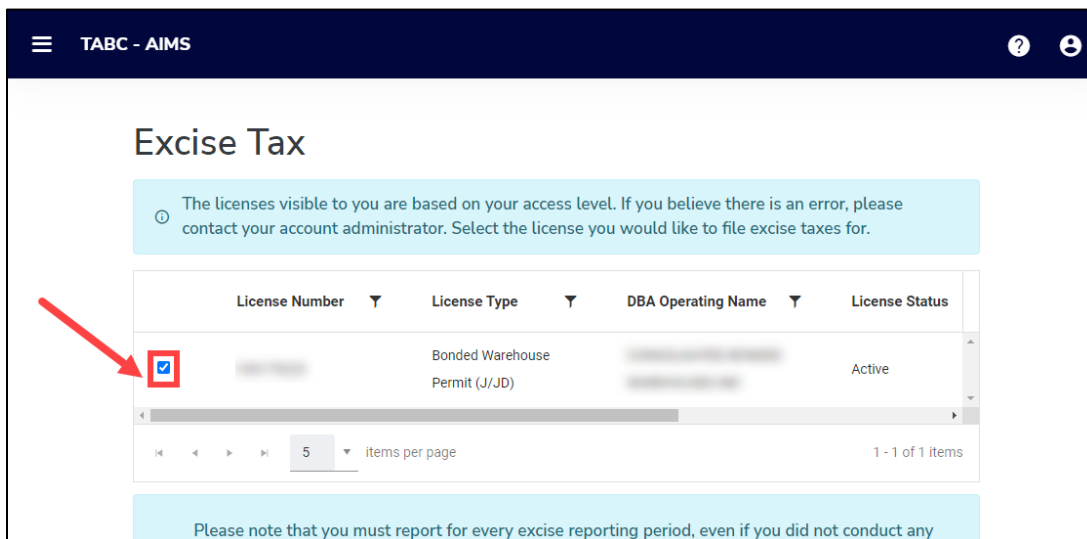
- If you have several business entities, click the one you want to access. The business entity's AIMS dashboard will appear.

Click the **File excise tax** tile.

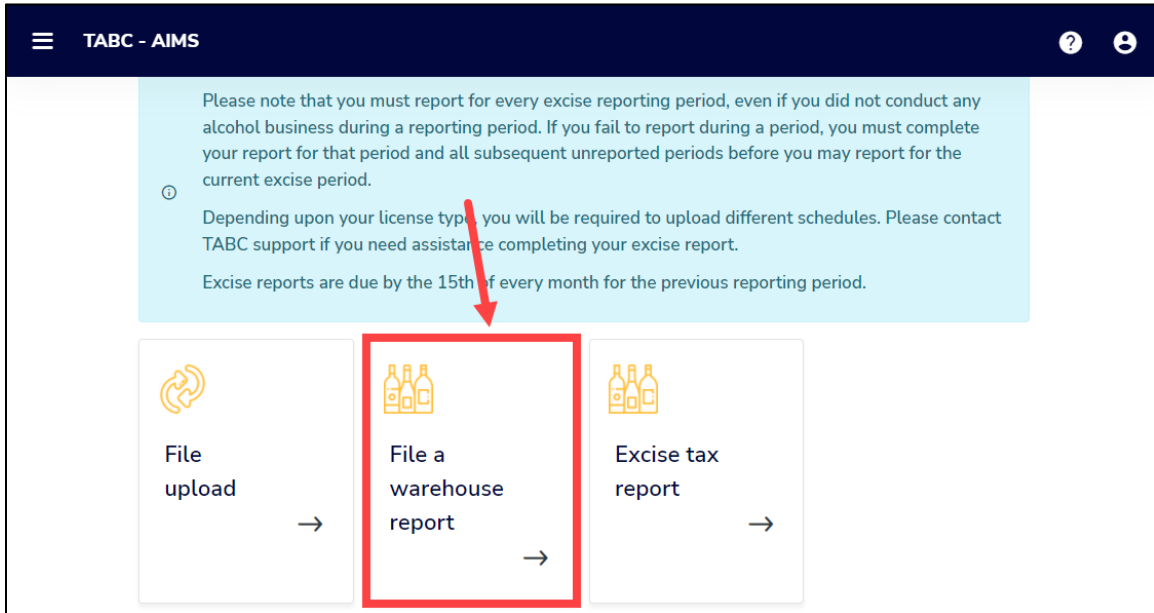


i If **no business** was conducted during the reporting period, see Step 3 in the [Zero Report User Guide](#).

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

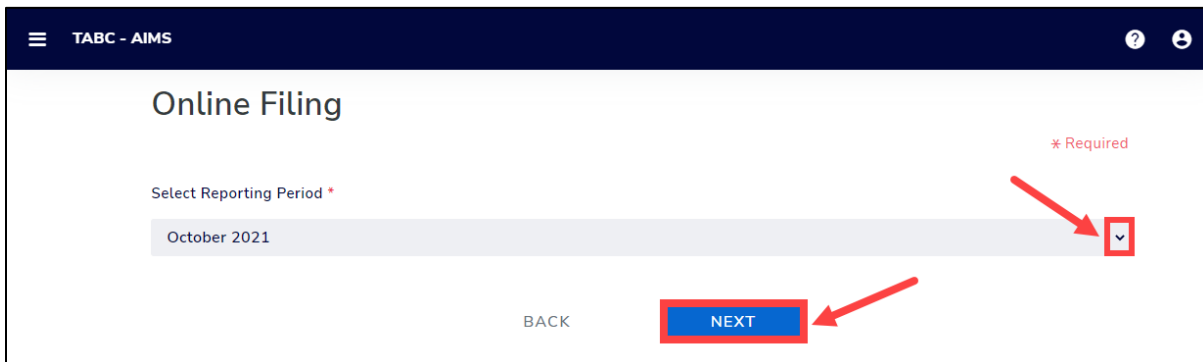


4. Scroll down and click the **File a warehouse report** tile.



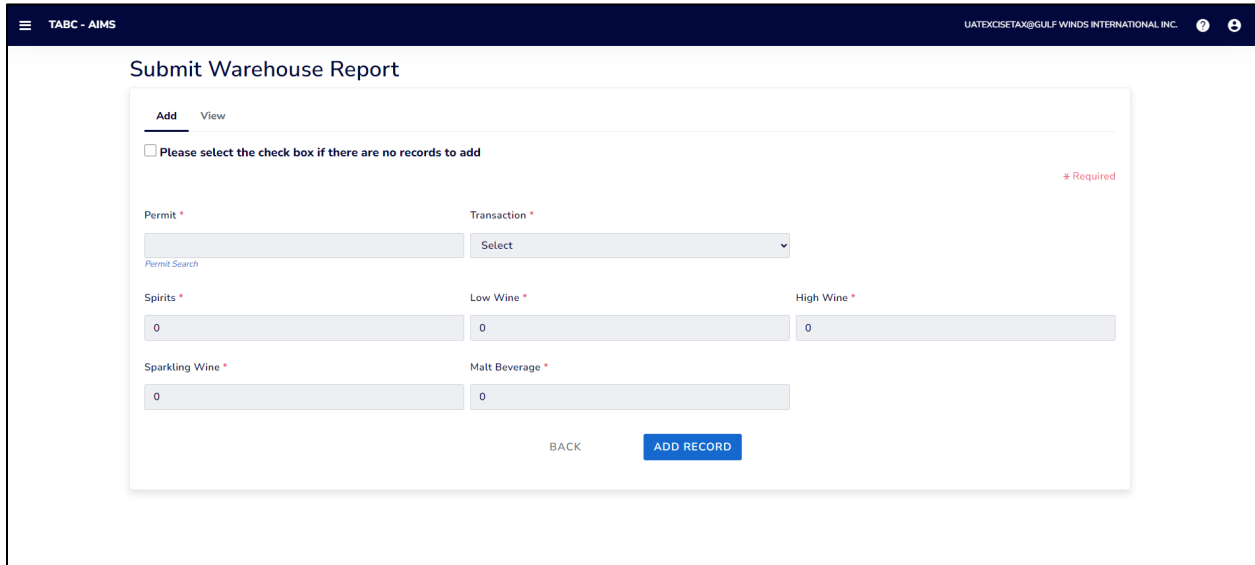
5. **Select Reporting Period** from the dropdown list. You will typically be selecting the previous month as the reporting period.

Click the **Next** button.



AIMS will automatically display the required schedules based on the permit type.

6. Add your record(s) to the **Warehouse Report**.



The screenshot shows the 'Submit Warehouse Report' interface. At the top, there are tabs for 'Add' and 'View'. Below the tabs, there is a checkbox with the text 'Please select the check box if there are no records to add'. A red asterisk and the word 'Required' are visible on the right side. The form contains several input fields: 'Permit' with a search icon, 'Transaction' with a dropdown menu, 'Spirits' with a numeric input field containing '0', 'Low Wine' with a numeric input field containing '0', 'High Wine' with a numeric input field containing '0', 'Sparkling Wine' with a numeric input field containing '0', and 'Malt Beverage' with a numeric input field containing '0'. At the bottom of the form, there are two buttons: 'BACK' and 'ADD RECORD'.

Important note: Opening, Receipts, Withdrawals and Closing must add up.

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

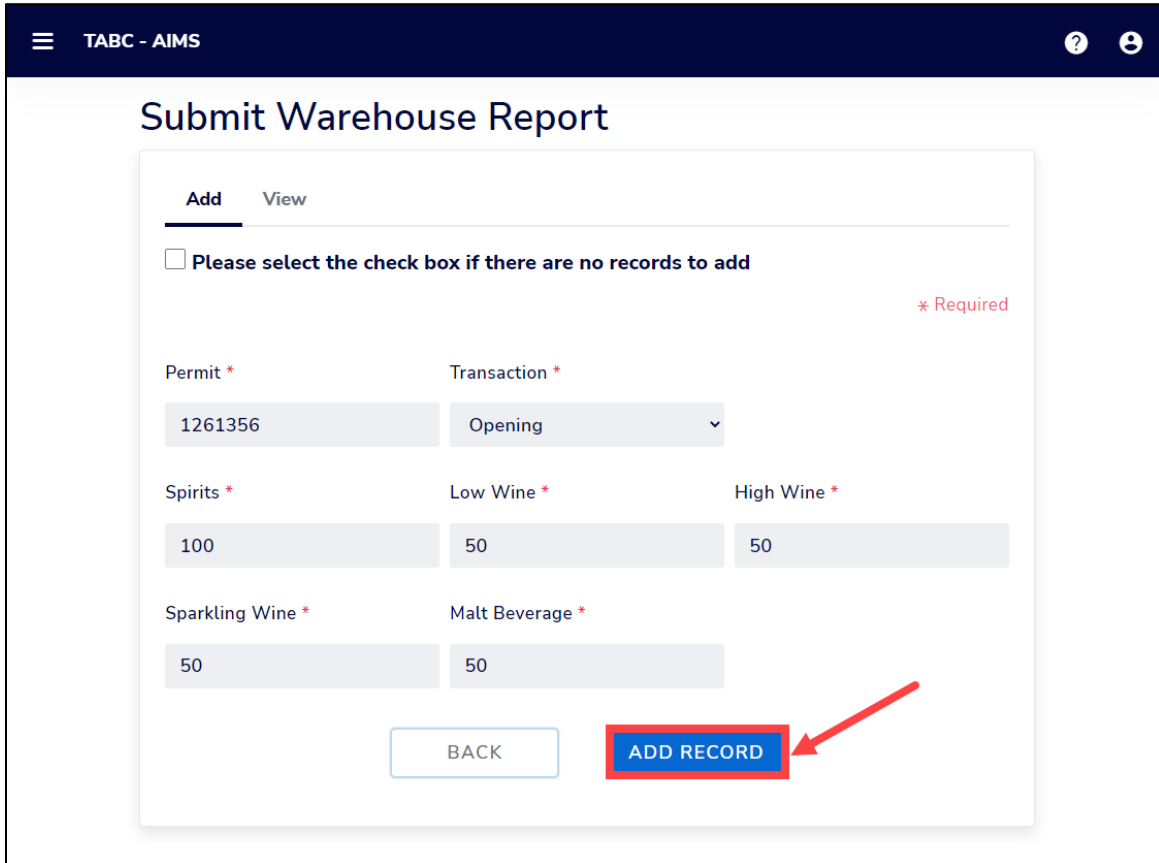
- [AIMS License Search](#)
- [TABC Licenses lookup table](#)
- [Public Inquiry](#)

Transaction Type:

- Closing
- Opening
- Receipts
- Withdrawal

Alcohol Type	Description
SPIRITS	Distilled spirits (gallons)
UNITS	Distilled spirits (units)
TXLW	Texas low wine — 14% ABV and lower (gallons)
TXHW	Texas high wine — more than 14% ABV (gallons)
TXSW	Texas sparkling wine (gallons)
MALT	Malt beverages (gallons)

Click the **Add Record** button when complete. Complete the form for each alcohol type in your warehouse.



TABC - AIMS

Submit Warehouse Report

Add View

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

* Required

Permit * Transaction *

1261356 Opening

Spirits * Low Wine * High Wine *

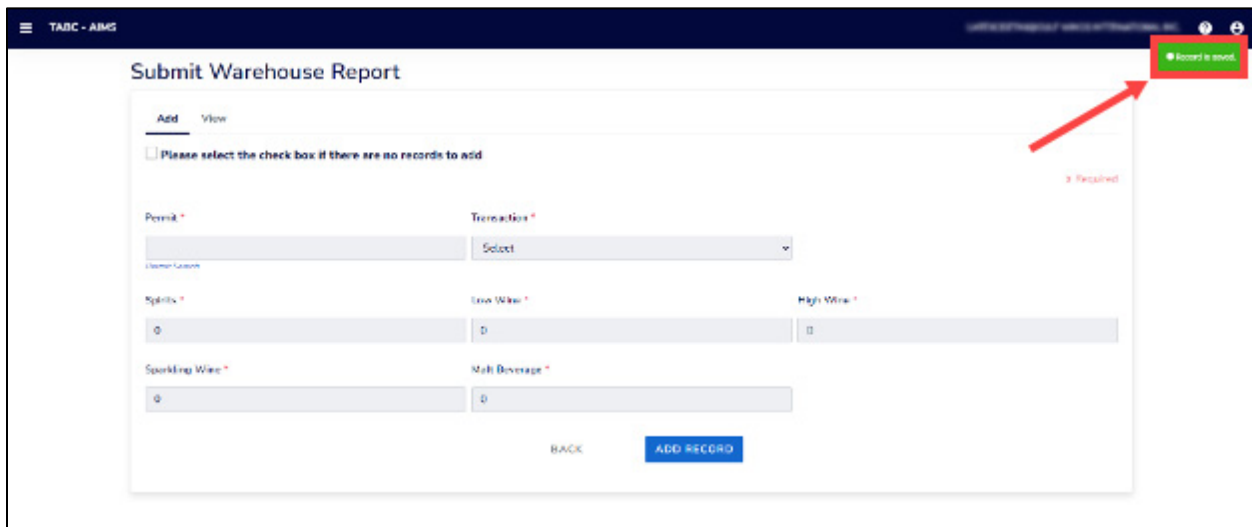
100 50 50

Sparkling Wine * Malt Beverage *

50 50

BACK ADD RECORD

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



TABC - AIMS

Submit Warehouse Report

Add View

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

* Required

Permit * Transaction *

Select

Spirits * Low Wine * High Wine *

0 0 0

Sparkling Wine * Malt Beverage *

0 0

BACK ADD RECORD

Record is saved

- Once all transactions have been entered, click **View**.

Submit Carrier Report

Record is saved.

Add **View**

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

* Required

Date shipped * 09/01/2021

Consignor *

Point of origin *

Consignee *

Destination *

Freight bill number *

Number of packages * 0

Commodity * Select

Delivery date * 09/01/2021

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 Warehouse Report

Record is saved.

Add **View**

Cancel record

Transaction	Permit	Units	Low wine	High wine	Overline wine	Mill
Opening	12345678	1000	0.000	0.000	0.000	0.000
Withdrawal	12345678	100	0.000	0.000	0.000	0.000
Closing	12345678	100	0.000	0.000	0.000	0.000

1 - 3 of 3 items

NEXT



9. 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](#)

After completing the attestation, your report is considered submitted. If you need to make changes to the report after submission, see the [Amend Excise Tax Report User Guide](#).