

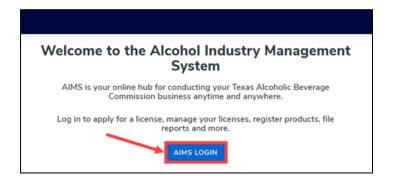
Submit an Excise Tax Report by Online Filing: Wholesaler's Permit (W) and General Class B Wholesaler's Permit (X)

This guide provides the steps to submit an excise tax report for businesses that hold the Wholesaler's Permit (W) and General Class B Wholesaler's Permit (X). Each permit holder must submit Schedule 2.

Schedule 2 reports incoming alcohol (i.e., product received) and exemptions, such as alcohol exported out of the state or destructions.

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.

vailable Actions			
Provide the set of	 Wanage an existing license → 	Register my product →	File excise tax
(i) View my master information →	View my licenses →	© View my history →	View my labels

(i) If you have **no records to add**, see the **Zero Report User Guide**.

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

≡	TABC - A	AIMS	?	0
		Excise Tax		
		 The licenses visible to you are based on your access level. If you believe there is an error, please contact your account administrator. Select the license you would like to file excise taxes for. 		
		License Number 🝸 License Type 🍸 DBA Operating Name 🍸 License Status 🍸 City 🍸 §		
		Wholesaler's Permit (W) MCALLEN		
		Image: weight of 1 + 1 of 1 items 1 - 1 of 1 items		



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

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	4	 ✓ ► ► ► 5 ▼ items per page 1 - 5 c 	• of 5 items							
	:	Please note that you must report for every excise reporting period, even if you did not conduct any alcohol business during a reporting period. If you fail to report during a period, you must complete your report for that period and all subsequent unreported periods before you may report for the current excise period. Depending upon your license type, you will be required to upload different schedules. Please contact TABC support if you need assistance completing your excise report. Excise reports are due by the 15th of every month for the previous reporting period.								
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5. **Select Reporting Period** from the dropdown list. You will typically be selecting the previous month as the reporting period.

Click the Next button.

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Online Filing			
			* Required
Select Reporting Period *			
October 2021			
	BACK	NEXT	

6. If this is your first time submitting an excise tax report in AIMS, you'll need to enter an opening inventory. **Skip to Step 9 if you have submitted in AIMS before**. The opening inventory is equal to 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 will not be required to enter Opening Inventory amounts for subsequent report filings.



When complete, click **Add Record**.

E TABC - AIN	мs			0	(
	Submit Opening Invento	pry			
			* Required		
	Add View				
	Previous Bottled Inventory	 Running Taxable Gallons o 	Running Taxable Units o		
	Opening inventory Spirits (Gallons)	Opening inventory: In-State Minis (Units)			
	100	150			
	Opening inventory: In-State Low Wine	Opening inventory: In-State High Wine	Opening inventory: In-State Sparkling Wine		
	200	100	150		
		BACK ADD RECORD			

Alcohol Types and Descriptions Provided for Reference

Alcohol Type	Description
SPIRITS	Distilled spirits (gallons) — applies to W permit only
UNITS	Distilled spirits (units) — W permit only
TXLW	Texas low wine — 14% ABV and lower (gallons)
TXHW	Texas high wine — more than 14% ABV (gallons)
TXSW	Texas sparkling wine (gallons)

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

		0 O
		Record is saved.
pry	* Required	1
 Running Taxable Gallons 0 	Running Taxable Units	
Opening inventory: In-State Minis (Units)		
0		
Opening inventory: In-State High Wine	Opening inventory: In-State Sparkling Wine	
0	0	
BACK ADD RECORD		
	Opening inventory: In-State Minis (Units) O Opening inventory: In-State High Wine 0	* Required



8. Check that the entries are correct.

Click the **Next** button.

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	Sul	bmit Opening	Inve	entory					* Required		
		Add View									
	D	EXPORT TO EXCEL									
		Alcohol	Ŧ	Opening inventory	т	Description	Ŧ				
		TXLW		200.0000		Initial Inventory			*		
		ТХНШ		100.0000		Initial Inventory		•			
		TXSW		150.0000		Initial Inventory		ŧ			
		SPIRITS		100.0000		Initial Inventory		ŧ.			
		UNITS		150.0000		Initial Inventory		T	-		
		4 4 9									
					NEXT						

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

9. Submit Schedule 2.

Submit Schedule2
Add View
* Required
Previous bottled inventory Texas High Wine # Previous bottled inventory Texas Low Wine Previous bottled inventory Texas Sparkling Wine 150
Previous bottled inventory Spirits (Minis # Units) 150 Previous bottled inventory Spirits (Minis 550 Running taxable gallons 150 Running taxable gallons 150 Running taxable gallons
Incoming alcohol / exemption * Invoice number * Invoice date *
Incoming • 09/01/2021
Alcohol Type * Permit *
Select 🗸
BACK ADD RECORD



Select **Incoming Alcohol/Exemption** from the dropdown: 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 use purposes
WHOLESALERS	Sales to wholesalers (applies only to G, D, W and X permittees)
MILITARY	Sales to military instillations
OTHER	You must receive TABC approval for this exemption type. Contact the TABC
	Excise Tax team for questions at excise.tax@tabc.texas.gov.
SACRAMENTAL	Sales made for sacramental purposes
WINERIES	Sales to wineries

Enter Invoice Number.

Enter Invoice Date.

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

Alcohol Type	Description
SPIRITS	Distilled spirits (gallons) — applies to W Permit only
UNITS	Distilled spirits (units) — applies to W Permit only
TXLW	Texas low wine — 14% ABV and lower (gallons)
TXHW	Texas high wine — more than 14% ABV (gallons)
TXSW	Texas 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 1/3

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

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

Ξ TABC - AIMS			0
Submit Schedule2			
Add View			
		* Required	
Previous bottled inventory Texas High Wine 100	Previous bottled inventory Texas Low Wine 200	Previous bottled inventory Texas Sparkling # Wine 150	
Previous bottled inventory Spirits (Minis Units) 150	Running taxable gallons 550	Running taxable units 150	
Incoming alcohol / exemption *	Invoice number *	Invoice date *	
Exports ~	635961	09/01/2021	
Alcohol Type *	Quantity *		
ТХНЖ	50		
	BACK ADD RECORD		

Once all alcohol types have been entered, click **View**.

E TABC - AIMS			0 0
Submit Schedule2			Record is saved.
		* Required	
# Previous bottled inventory Texas High Wine 100	Previous bottled inventory Texas Low Wine 200	Previous bottled inventory Texas Sparkling Wine 150	
Previous bottled inventory Spirits (Minis # Units) 150	Running taxable gallons 500	Running taxable units150	
Incoming alcohol / exemption *	Invoice number *	Invoice date *	
Incoming ~		09/01/2021	
Alcohol Type *	Quantity *		
Select 🗸			
	BACK ADD RECORD		



If all the information looks correct, click **Next** button.

E TABC - AIMS		?	0
Submit Sche	dule2		
Add View			
EXPORT TO EXCEL			
Invoice Date Y	Invoice Number Y Permit Y Quantity Y Alcohol Y Transaction Y		
09/01/2021	635961 50.0000 TXHW Exports		
	▼ items per page		
	NEXT		

10. 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.

≡	TABC - AIMS			?	θ
	Submit Summary				
	+ Add 🕑 Summary		* Required		
	<pre># Previous bottled inventory Texas High Wine</pre>	<pre>Previous bottled inventory Texas Low Wine</pre>	Previous bottled inventory Texas Sparkling Wine 0		
	<pre># Previous bottled inventory Spirits (Minis Units</pre>) Running taxable gallons 500	 Running taxable units 150 		
	Alcohol Type *	Ending inventory *			
	TXLW	BACK ADD RECORD			



11. When complete, click **Summary**.

≡	TABC - AIMS	9 9
	Submit Summary	• Record is saved.
	+ Add 🗄 Summary	* Required
	# Previous bottled inventory Texas High Wine 0 Previous bottled inventory Texas Low Wine 0 Previous bottled inventory Texas Sp 0 Previous bottled inventory Texas Sp 0 Previous bottled inventory Texas Sp	parkling
	Previous bottled inventory Spirits (Minis Units) 0 Running taxable gallons Running taxable units 150	
	Alcohol Type * Ending inventory *	
	Select 🗸	
	BACK ADD RECORD	

12. If all the information looks correct, click the **Next** button.

≡ тавс	- AIMS							?	θ
	Submit Sum	nmary					* Required	Record is	saved.
	+ Add	E Summary							
	EXPORT TO EXCEL								
	Alcohol		T	Ending inventory	Ŧ				
	ТХНШ			300.0000		Ū	*		
	TXSW			250.0000		Ū.			
	TXLW			300.0000		Ū	-		
	4 4 Þ Þ								
				NEXT					



13. 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 suppension of the license or permit.
васк SUBMIT

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

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.

	×
Grand Total:	\$148.67
Agency Fee:	\$148.67
2% Discount:	\$0.00
Credit:	\$0.00
Total Costs*:	\$148.67
includes funds th is provided by a t	luntarily executed this report.