

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

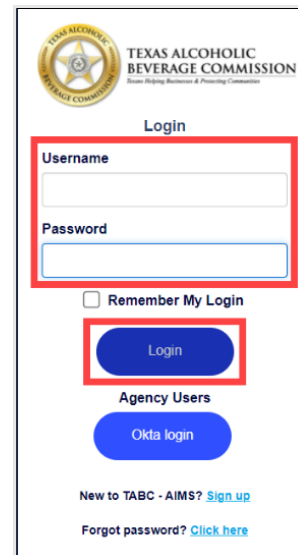
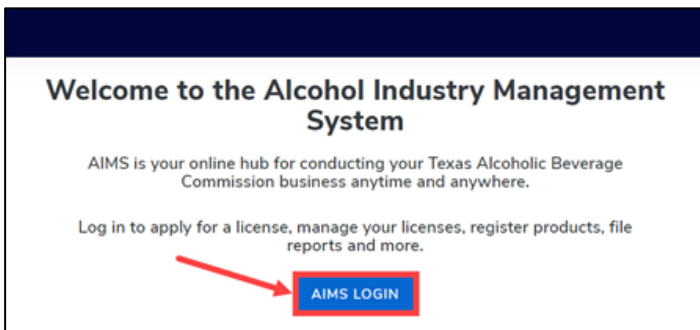
This guide provides the steps to submit an excise tax report for businesses that hold the Wholesaler's Permit (W) and General Class B Wholesaler's Permit (X). Each permit holder must submit Schedule 2.

**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.

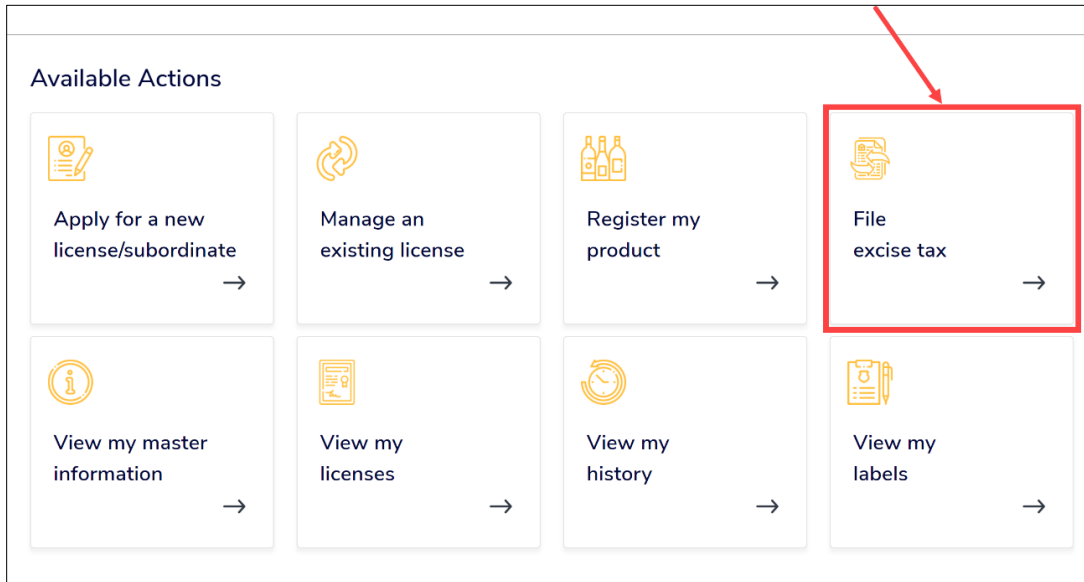
## 1. Log in to AIMS:

- Enter [tabc.texas.gov/aims-login](http://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.



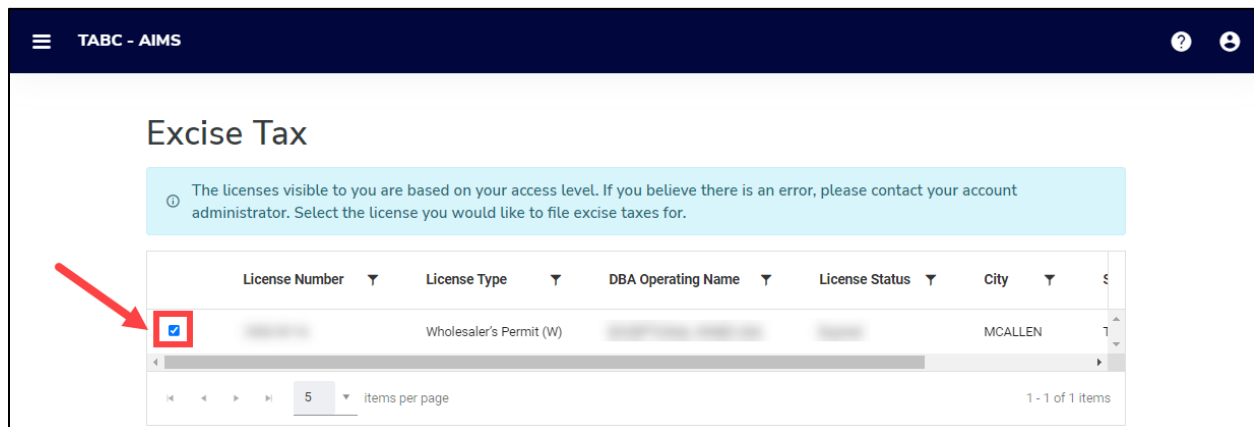
- If you have several business entities, click the one you want to access. The business entity's AIMS dashboard will appear.

Click the **File excise tax** tile.

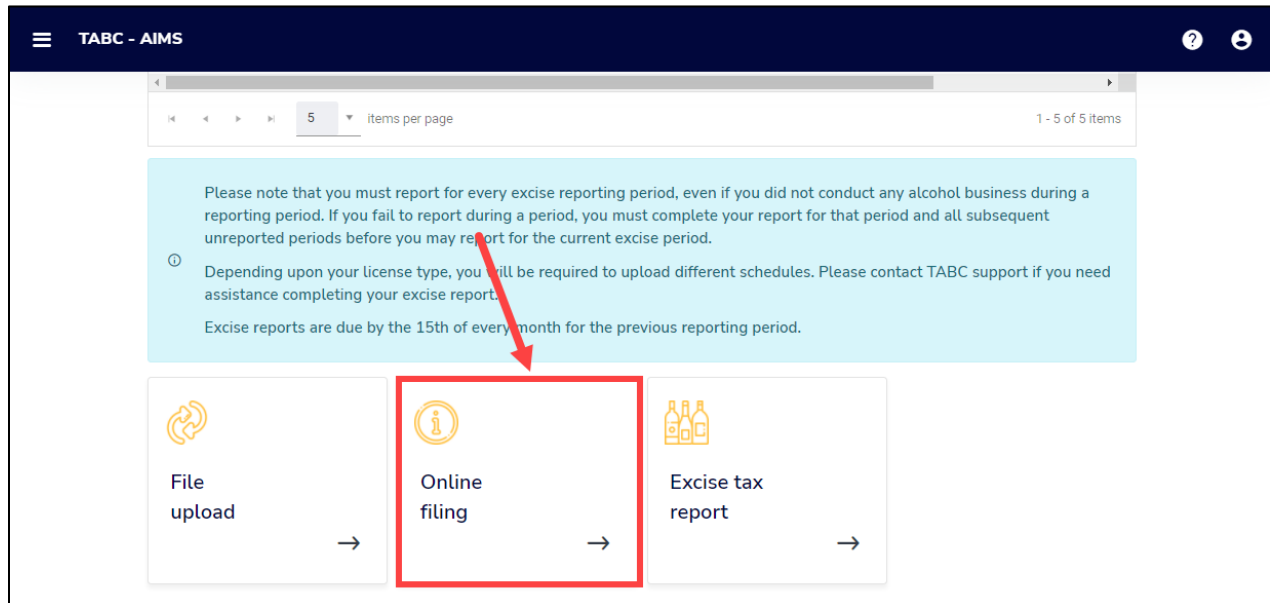


**i** If you have **no records to add**, see the [Zero Report User Guide](#).

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

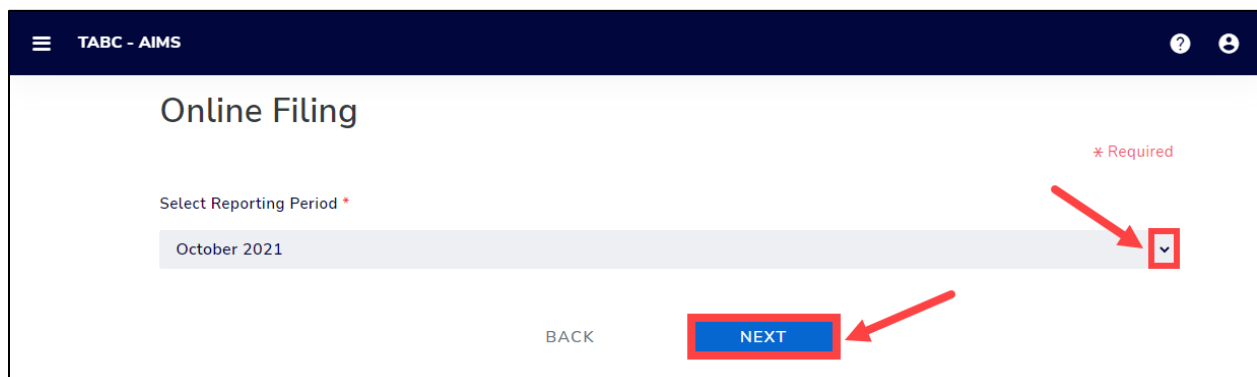


4. Click the **Online filing** tile.



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

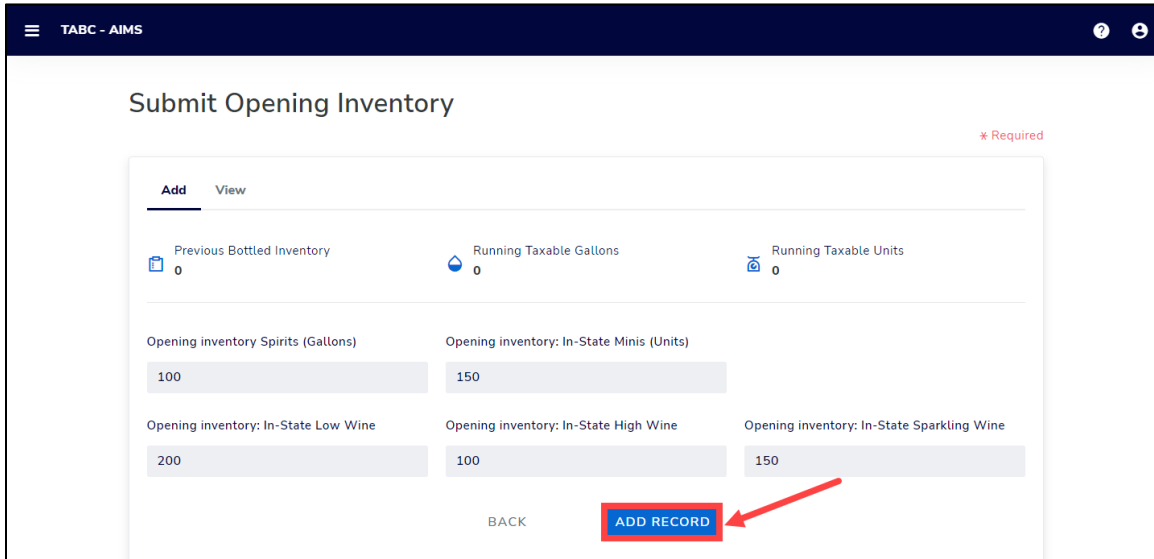
Click the **Next** button.



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**.



Submit Opening Inventory \* Required

**Add** **View**

Previous Bottled Inventory 0 Running Taxable Gallons 0 Running Taxable Units 0

Opening inventory Spirits (Gallons) 100 Opening inventory: In-State Minis (Units) 150

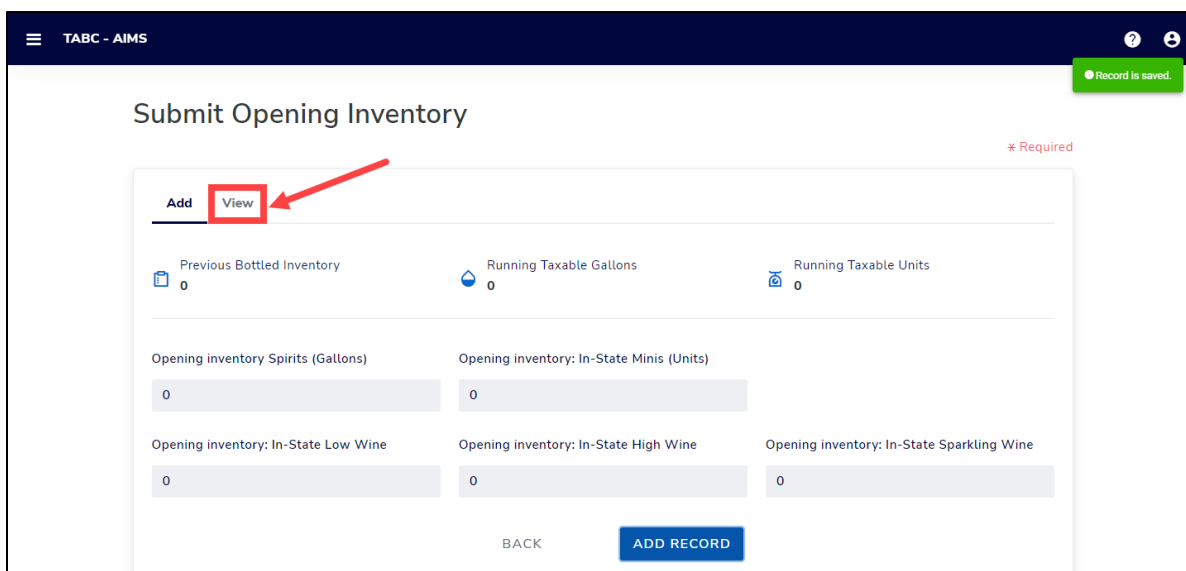
Opening inventory: In-State Low Wine 200 Opening inventory: In-State High Wine 100 Opening inventory: In-State Sparkling Wine 150

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**.



Submit Opening Inventory Record is saved. \* Required

**Add** **View**

Previous Bottled Inventory 0 Running Taxable Gallons 0 Running Taxable Units 0

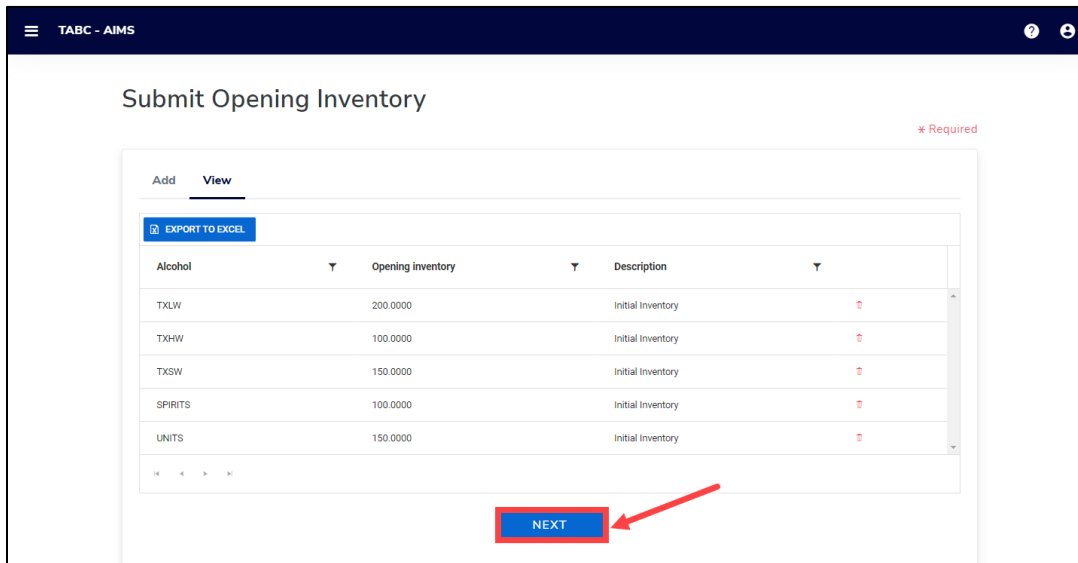
Opening inventory Spirits (Gallons) 0 Opening inventory: In-State Minis (Units) 0

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

BACK **ADD RECORD**

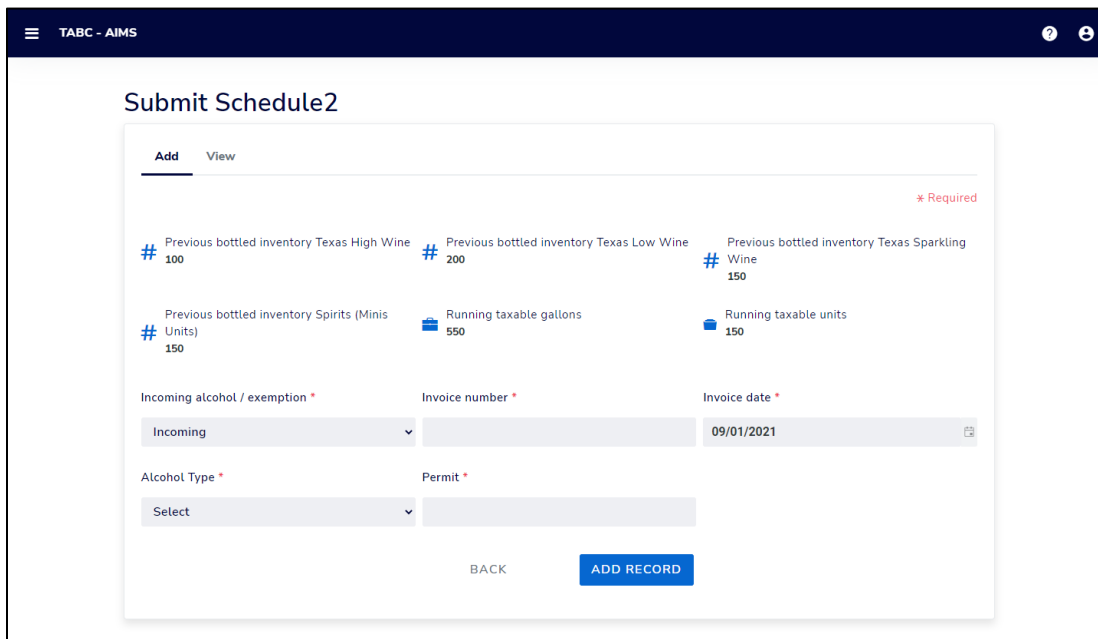
8. Check that the entries are correct.

Click the **Next** button.



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

9. Submit Schedule 2.



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 installations
OTHER	You must receive TABC approval for this exemption type. Contact the TABC Excise Tax team for questions at <a href="mailto:excise.tax@tabc.texas.gov">excise.tax@tabc.texas.gov</a> .
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.

TABC - AIMS

### 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 500    # Running taxable units 150


Incoming alcohol / exemption \*    Invoice number \*    Invoice date \*

Exports    635961    09/01/2021

Alcohol Type \*    Quantity \*

TXHW    50

BACK    **ADD RECORD**



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

TABC - AIMS

Record is saved.

### 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 500    # Running taxable units 150


Incoming alcohol / exemption \*    Invoice number \*    Invoice date \*

Incoming       09/01/2021

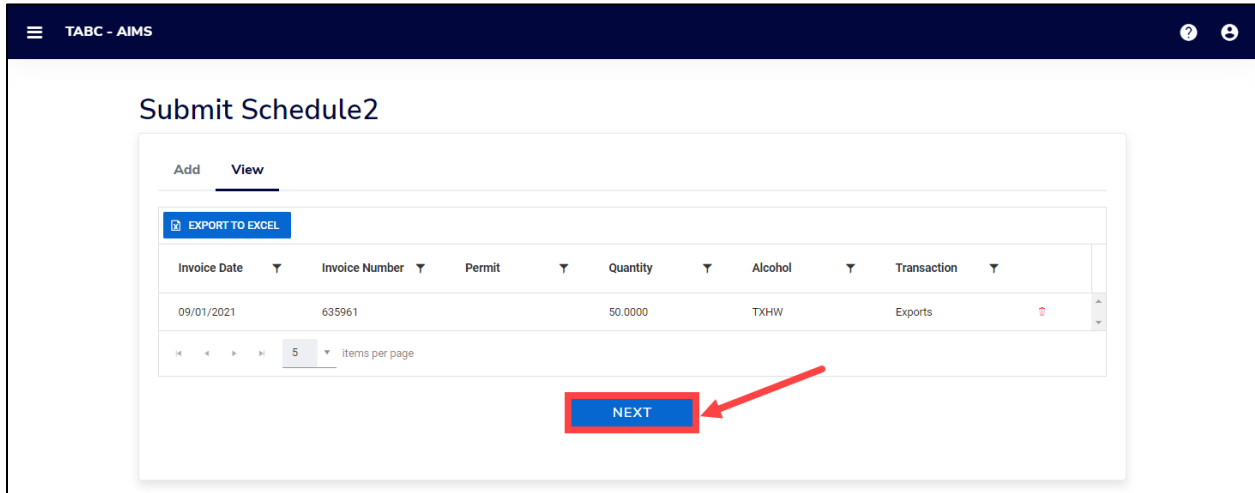
Alcohol Type \*    Quantity \*

Select      

BACK    **ADD RECORD**



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



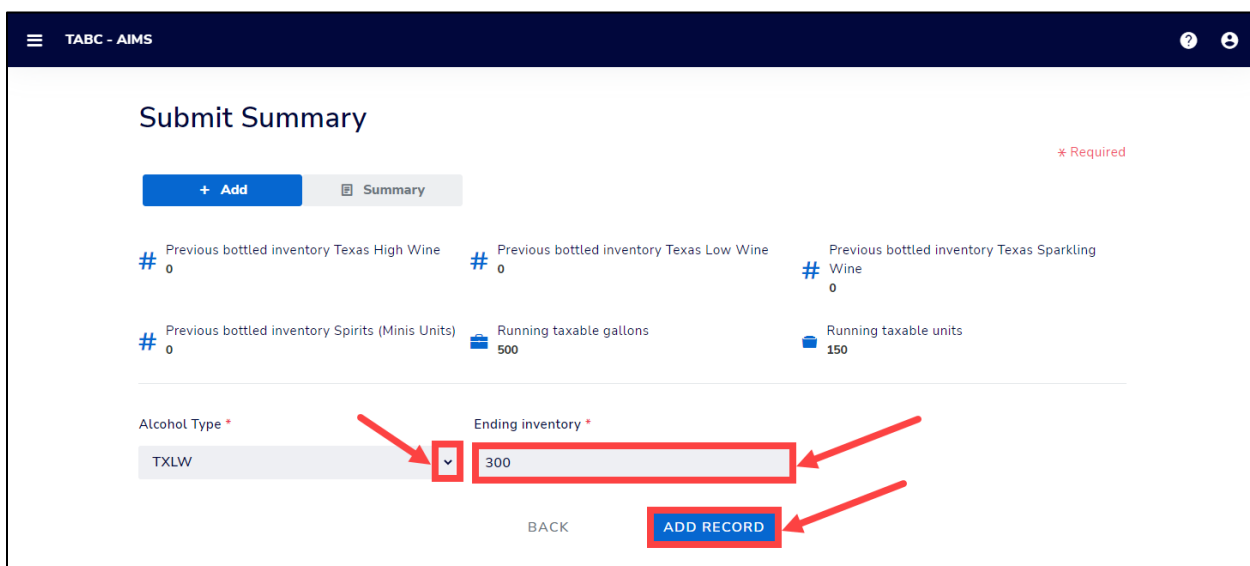
10. Submit Summary.

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

Enter **Ending Inventory**.

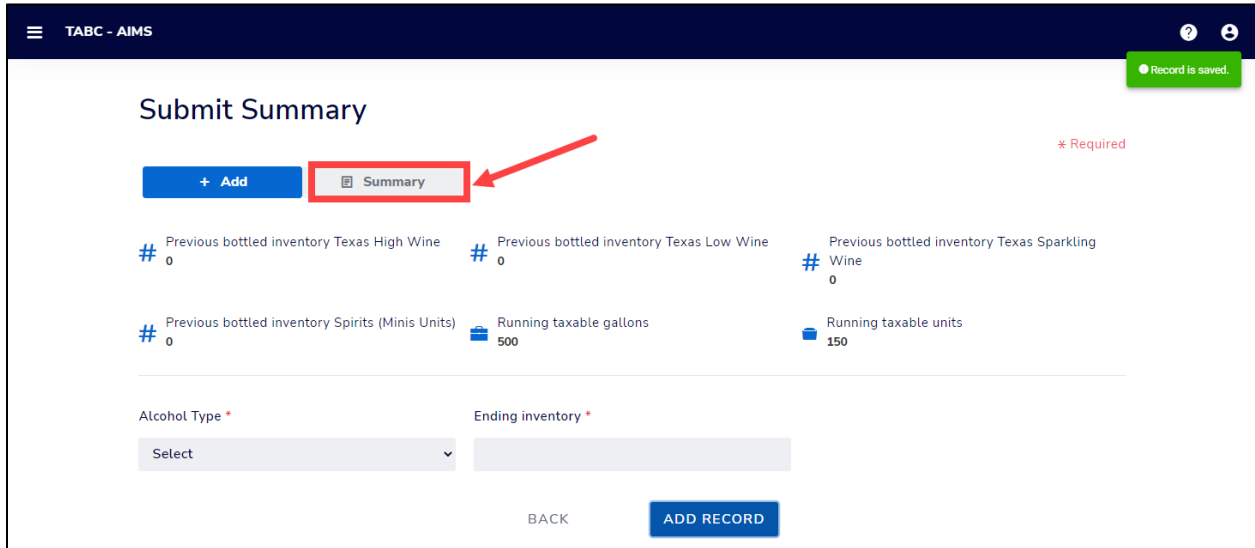
Click **Add Record**.

Repeat this step for each alcohol type you sell.





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



TABC - AIMS

Record is saved.

### Submit Summary

\* Required

+ Add Summary

# Previous bottled inventory Texas High Wine 0 # Previous bottled inventory Texas Low Wine 0 # Previous bottled inventory Texas Sparkling Wine 0

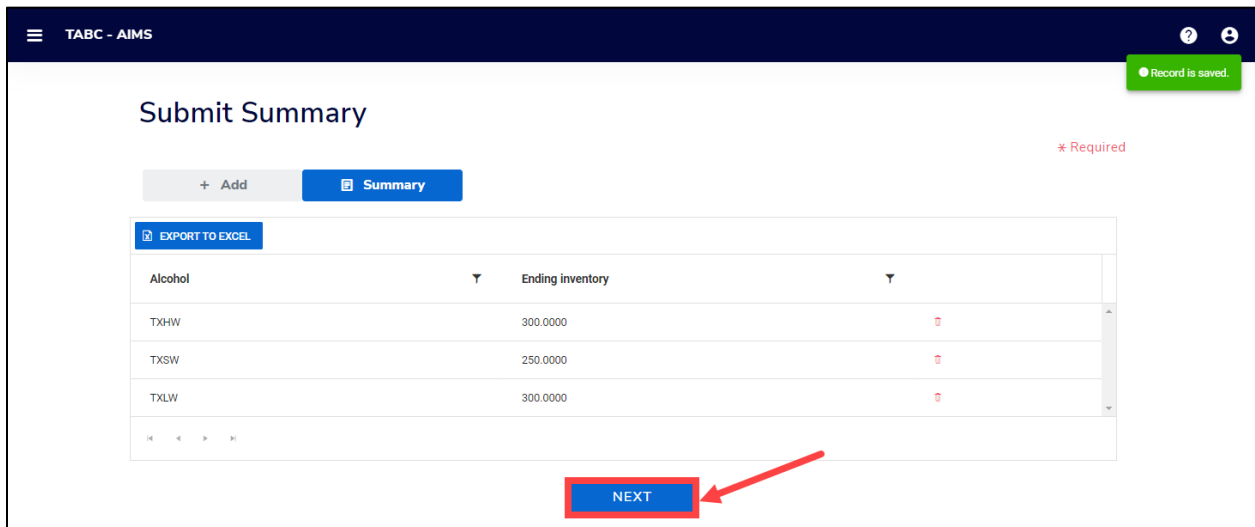
# Previous bottled inventory Spirits (Minis Units) 0 Running taxable gallons 500 Running taxable units 150

Alcohol Type \* Ending inventory \*

Select

BACK ADD RECORD

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



TABC - AIMS

Record is saved.

### Submit Summary

\* Required

+ Add Summary

EXPORT TO EXCEL

Alcohol	Ending Inventory
TXHW	300.0000
TXSW	250.0000
TXLW	300.0000

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 suspension of the license or permit.

[BACK](#) [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

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](#)