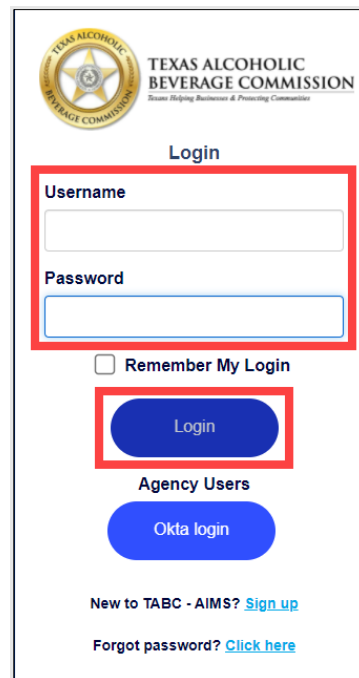# In-State Filers: How To File Excise Tax Reports

This document will provide guidance for submitting an excise tax report for in-state filers **under the manufacturing (includes brewpubs) and distributor/wholesaler tiers**. Each license and permit holder must submit information, known as schedules. These schedules are Schedule 1, Schedule 2, Schedule 3 and Schedule 4. This guide uses a Winery Permit (G) as an example. AIMS will let you know which schedules are required for your license or permit. Although the schedules required for your business may differ from those in this guide, the process for each report type is the same.

There are two ways to submit the report:
- File upload
- Online filing

1. Log in to AIMS:
   - Enter **tabc.texas.gov/aims** in Google Chrome or Microsoft Edge on your device.
   - Click **Visit AIMS**.
   - Click **AIMS LOGIN** when you're on the AIMS landing page.
   - Enter **Username** and **Password**. Click the **Login** button.
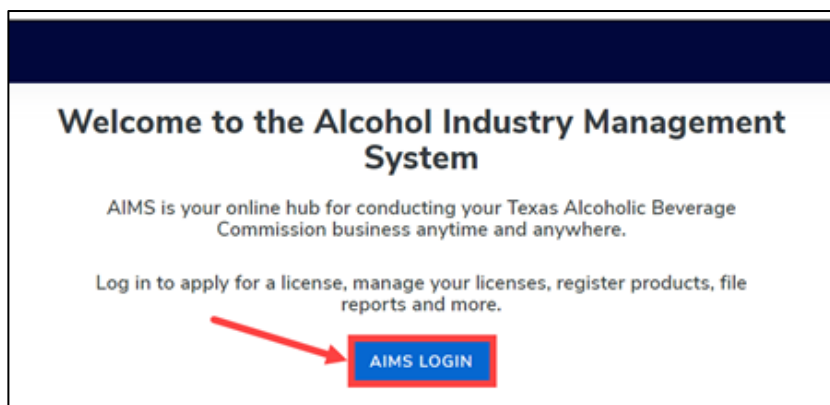
2. If you have several business entities, click the business entity you want to access. The AIMS dashboard for that business entity will appear.

   Click the **File excise tax** button.
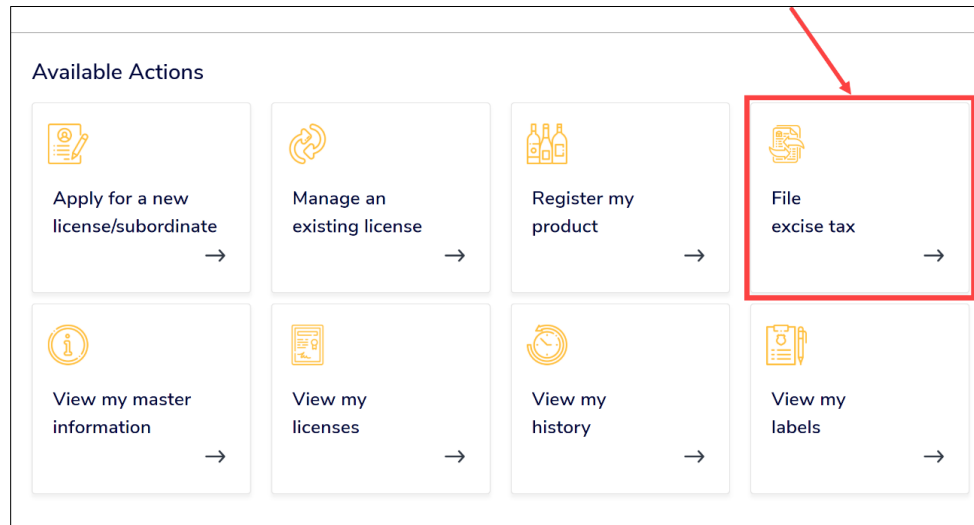
If you want to **upload your reports using spreadsheets**, continue below.

If you want to **manually enter each piece of information through an online form**, skip to the Online Filing section, which begins on Page 23.

If you have **no data to enter**, skip to Step 6 of **OPTION 2: ONLINE FILING**.

OPTION 1: FILE UPLOAD

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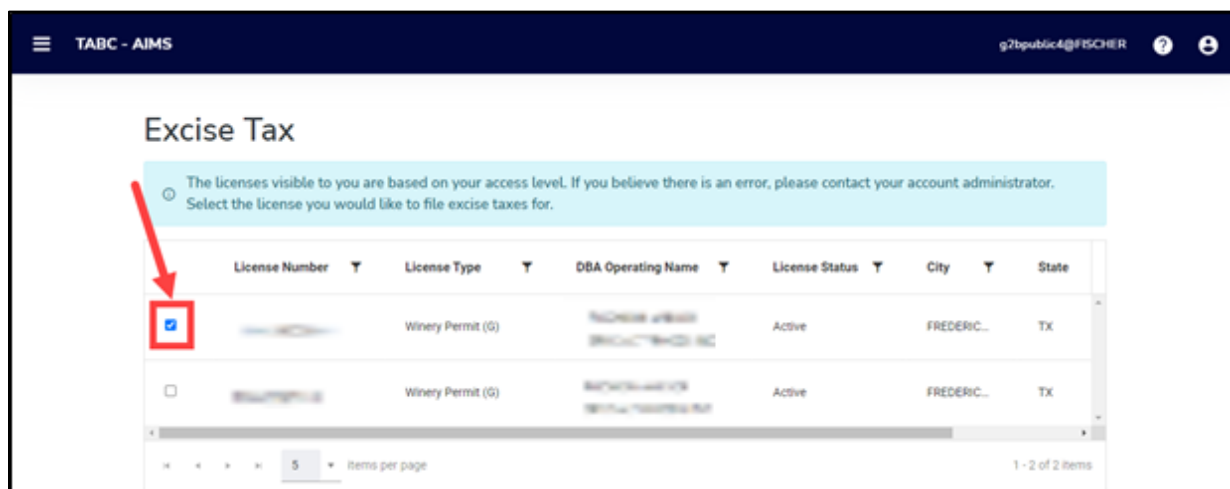
4. Scroll down.

   Click the **File upload** button.

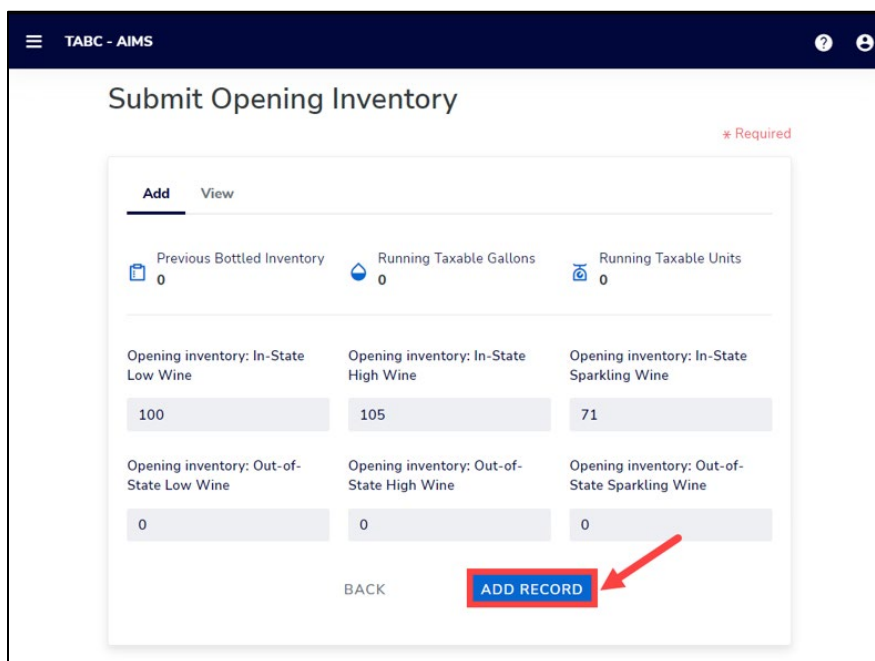5. **Select Reporting Period** from the dropdown list.

   Businesses required to file excise tax reports must file their reports between the 1st and the 15th of the month, covering activity in the previous month. Because of this, 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. The opening inventory is the total closing inventory from the previous reporting period. For more information, view this document outlining important information for entering opening inventory in October 2021 for September reports. Enter opening inventory for each beverage category and click the **Add Record** button.

*Note: You won't have to enter **Opening Inventory** amounts for subsequent report filings.
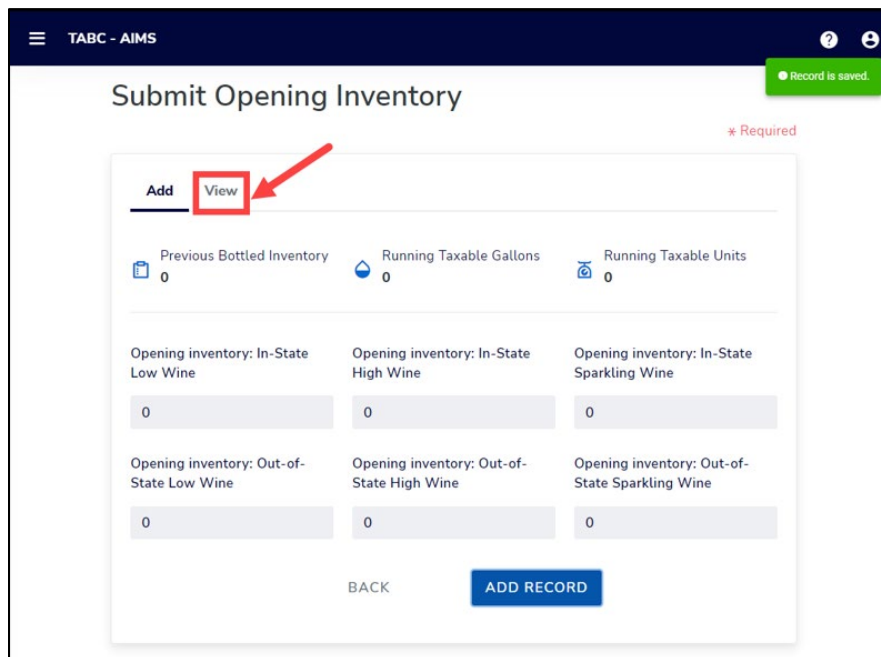
Alcohol Types and Descriptions Provided for Reference

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 Beverage (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 will appear in the upper-right corner saying the record is saved.
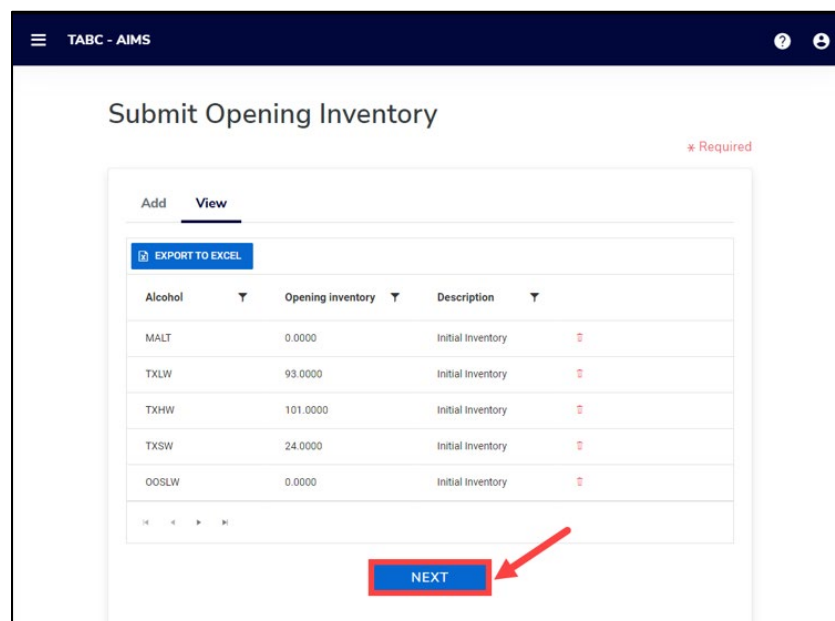
   Click **View**.

8. Check that the entries are correct.
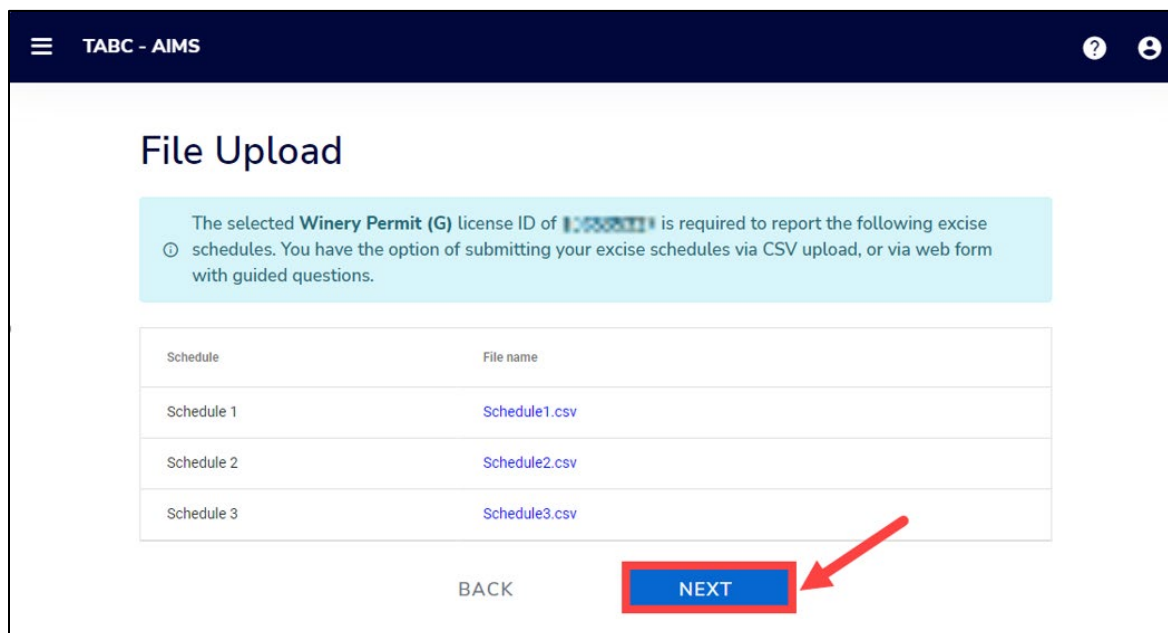
   Click the **Next** button.

9. Download all the required schedules for your license or permit.

The files on this page are templates you will use to enter the necessary information. Click each file name to download the file onto your computer. Below is an example of a Winery Permit (G), which submits a Schedule 1, Schedule 2 and Schedule 3. Some businesses will also need to complete and submit a Schedule 4. AIMS will automatically display which schedules are required based on the license or permit type you selected in Step 3.

Do not change the file type when you save each file (i.e., keep them as a .CSV files).

Important Note: You will need to ensure Alcohol Type, Transaction Type and Sale Type entries match the text field format provided in this document. If the information is not entered in the exact format listed below, you'll receive an error and won't be allowed to proceed with your submission. Data entry will be based on your license or permit type.

Once you've downloaded the files, click the **Next** button.

10. Complete all the required schedules for your license or permit. Detailed instructions for each schedule begin on the next page.

Schedule 1

Applies to holders of a Winery Permit (G), Brewer's License (BW), Distiller's and Rectifier Permit (D) and Brewpub License (BP).

Businesses use the Schedule 1 spreadsheet to report manufacturing and sales. Under this schedule, include the total amount of alcohol manufactured for the month, in gallons and/or units. Businesses that are eligible **to sell to retail tier businesses, sell on-premise or sell off-premise** will also include the gallon amount sold for each category for the reporting month under this schedule.

The following fields are required in Schedule 1:

	A	B	C	D
1	Transaction	AlcoholType	Quantity	SaleType
2				

How To Complete

Fill in each cell with the information shown below.

Transaction (Column A): Type either "Manufacture" or "Direct Sales" into each cell. Inventory reported as Manufacture should be reported on a separate row from Direct Sales.

- **Manufacture**
  - Select and enter this option if the alcoholic beverage inventory is manufactured, e.g., a winery reporting gallons of wine produced. (Users cannot select OOSLW, OOSHW and OOSSW alcohol types as manufactured).
  - If you select this option, you will leave SaleType (Column D) blank for that row.
- **Direct Sales**
  - Select and enter if the business made sales to retailers, sales off-premise and sales on-premise during the reporting period.
  - If you select direct sales, you must enter an option for SaleType (Column D).

AlcoholType (Column B): the alcohol type manufactured and/or sold to retailers, on-premise or off-premise.

Choose from the options listed under Alcohol Type below and type them exactly as they appear:

Alcohol Type	Description
SPIRITS	Distilled Spirits (Gallons)
UNITS	Distilled Spirits (Units)
TXLW	Texas Low Wine – 14% alcohol by volume and lower (Gallons)
TXHW	Texas High wine – more than 14% ABV (allons)
TXSW	Texas sparkling wine (gallons)
MALT	Malt beverage (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)

Quantity (Column C): Gallon amounts cannot exceed four (4) decimal places to the right. You must use decimals when entering units and not fractions.

Correct	Incorrect
101.3333	101 1/3

SaleType(Column D): includes sales to retailers, sales made off-premise and sales made on-premise.

- RETAIL – sold to retailer (excludes Distiller's and Rectifier permittees (D).
- OFFPREMISE – sold for off-premise consumption ("to-go").
- ONPREMISE – sold for on-premise consumption.

Example

An in-state winery that manufactured 1000.5 gallons of low wine, and sold on-premise 10 gallons of the low wine it manufactured, would report these as such:

	A	B	C	D
1	Transaction	AlcoholType	Quantity	SalesType
2	Manufacture	TXLW	1000.5	
3	Direct Sales	TXLW	10	ONPREMISE

Schedule 2

Applies to holders of Winery Permit (G), Brewer's License (BW), Distiller's and Rectifier Permit (D), Brewpub License (BP), General Distributor's License (BB), Branch Distributor's License (BC), Wholesaler's Permit (W), and General Class B Wholesaler's Permit (X).

Businesses use the Schedule 2 spreadsheet to report incoming alcohol (product received) and exemptions, such as alcohol exported out of the state or used in a lab for testing.

Schedule 2 requires the following fields:

	A	B	C	D	E	F	
1	Permit	TransactionType	Invoice Date	Invoice Date	AlcoholType	GallonsQuantity	
2							

How To Complete

Fill in each cell with the information as outlined below.

Permit (Column A): The permit field is only required for Incoming, Wineries, Wholesalers or Distributors transaction types (see Column B information below for descriptions of each transaction type).

- For Exemptions (transaction types Wineries, Wholesalers or Distributors) enter the AIMS license or permit number for the receiving permittee. Enter only the numbers and do not include any leading letters.
- For Incoming, enter the AIMS license or permit number of the supplying permittee. Enter only the numbers, do not include any leading letters.

Need help looking up a new AIMS license number? There are three ways to find it:

- AIMS License Search
- TABC Licenses lookup table
- Public Inquiry

TransactionType (Column B): Submit received alcohol (INCOMING) or record exemptions, if applicable.

Transaction Type	Description
INCOMING	Alcohol received - excludes Distiller's and Rectifier permittees (D)
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 for G, D, W and X permittees
DISTRIBUTORS	Sale to distributors – applies only for BW, BP, BB and BC permittees
MILITARY	Sales to military instillations
OTHER	You must receive TABC approval for exemption type. Contact our Excise Tax Team if you have any questions.
SACRAMENTAL	Sales made for sacramental purposes - applies only to G, W, and X permittees.
WINERIES	Sales to wineries – applies only to G, W and X permittees.

Invoice Date (Column C): Enter in the format M/D/YYYY, M/DD/YYYY, MM/D/YYYY or MM/DD/YYYY.

Invoice Number (Column D): Enter invoice number (no specified format).

*NOTE: Column D may be incorrectly titled Invoice Date in the spreadsheet template. **Do not** enter the invoice date in this column or change the name of the column heading. **Only enter Invoice Number** into Column D.

AlcoholType: Choose the correct alcohol type from the table below and enter it exactly how it appears.

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 Beverage (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)

GallonsQuantity: Gallon amounts cannot exceed four (4) decimal places to the right. Units cannot be expressed with fractions. You must use decimals instead.

Correct	Incorrect
101.3333	101 1/3

GallonsQuantity: Gallon amounts cannot exceed 4 decimal places. Units must be stated in whole numbers.

Example

If a business sold 1000.5 gallons of malt beverages to a distributor with permit number 111111111 on Sept. 2, 2021 documented in invoice #123456, that would be entered as follows:

	A	B	C	D	E	F
1	Permit	TransactionType	InvoiceDate	InvoiceDate	AlcoholType	GallonsQuantity
2	1111111111	DISTRIBUTORS	09/02/2021	123456	MALT	1000.5

Schedule 3

Applies only to holders of a Winery Permit (G) and Distiller's and Rectifier Permit (D).

Businesses use Schedule 3 to report bulk wine and distilled spirits received from holders of a Nonresident Seller's Permit (S), Winery Permit (G), or Distiller's and Rectifier Permit (D). If no bulk shipments were received during the reporting period, you may select **View** and click **Next** to proceed forward.

The following fields appear in Schedule 3; **however, you only need to complete the fields highlighted in the image below.**

	A	B	C	D	E	F	G	H	I	J	K
1	Permit	Transaction Type	Invoice Date	Invoice Number	Alcohol Type	Quantity	Price	Customer r	Address	Shipper	Tracking
2											

- **Permit (Column A)** – TABC permit number of supplying permittees. Use the new AIMS license or permit number and enter only numbers with no leading letters.

  - Need help looking up a new AIMS license number? There are three ways to find it:
    - AIMS License Search
    - TABC Licenses lookup table
    - Public Inquiry

- **Transaction Type (Column B)**: "Bulk" is the only transaction type option and should be entered in Column B in every row you are reporting information.

- **Invoice Date (Column C)**: Enter in the format M/D/YYYY, M/DD/YYYY, MM/D/YYYY or MM/DD/YYYY.

- **Invoice Number (Column D)**: Enter invoice number.

- **Quantity (Column F)**: Gallon amounts cannot exceed four (4) decimal places to the right. You must use decimals when entering units and not fractions.

Correct	Incorrect
101.3333	101 1/3

Schedule 4

Schedule 4 (this is not used for the G permit in this example): Applies only to holders of a Brewer's License (BW), Brewpub License (BP), General Distributor's License (BB) and Branch Distributor's License (BC),

Businesses use Schedule 4 to list each brand, package size and package count sold to retailers in the state during the reporting month. For holders of a Brewer's License (BW) and Brewpub License (BP), this should match your RETAIL sale amount under Schedule 1.

The following columns populate in Schedule 4.

	A	B	C	D
1	Permit	Brand	Package size	Package count
2				
3				

- o **Permit (Column A)**: Leave this field blank.

- o **Brand (Column B)**: Enter name from TABC Product Registration Certificate.

- o **Package Size (Column C)**: Refer to the chart posted on the TABC Alcohol Excise Taxes webpage. Choose the appropriate package size from the Package Size column and enter it exactly as shown in the chart. The chart also provides Quantity and Size for clarity, but the values in those columns do not need to be entered into the schedule.

- o **Package Count (Column D)**: Enter number of packages, represented as a whole number.

For example, if you are reporting that the business sold 100 packs of 12 12 oz. containers of TX Example brand beer to a retailer, you would enter that as follows:
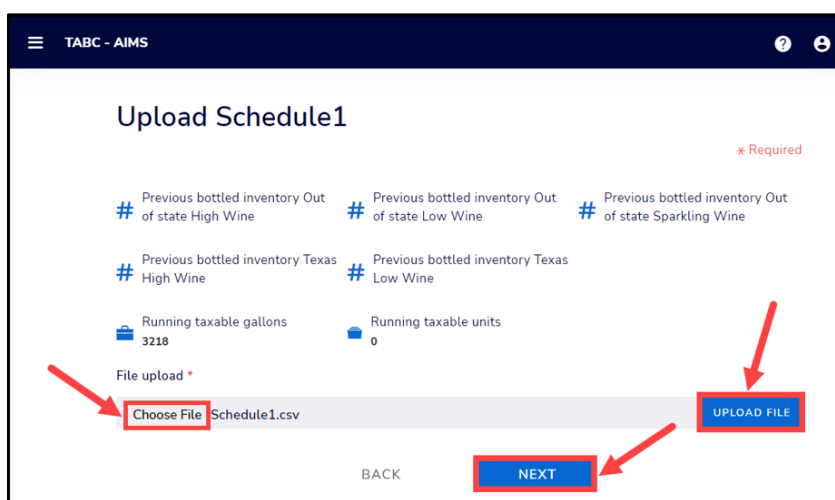
	A	B	C	D
1	Permit	Brand	Package Size	Package Count
2		TX Example	12/12oz	100

10. Complete the information and save. Be sure you do not change the file format and maintain the .CSV file type. Return to AIMS and click **Choose File**. Follow the prompts to find the Schedule 1 file you completed.

    Note: AIMS will review each of your files for errors. If errors are found, they will populate at the bottom of the page. You will have to correct the identified errors and reupload the schedule before you can go to the next screen.

    Click **Upload File**.
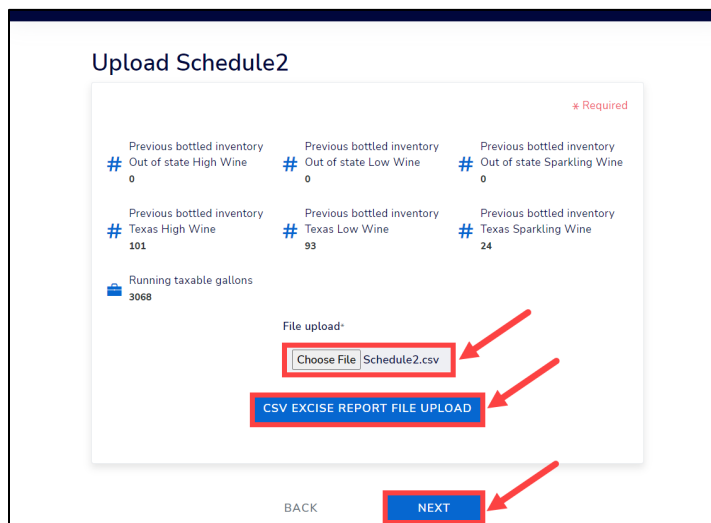
    If entries are correct, you will be directed to the next schedule. If errors are found, correct them and re-upload.

11. Upload Schedule 2. Click **Choose File** and find the completed file on your computer.

    Click the **CSV Excise Report File Upload** button.
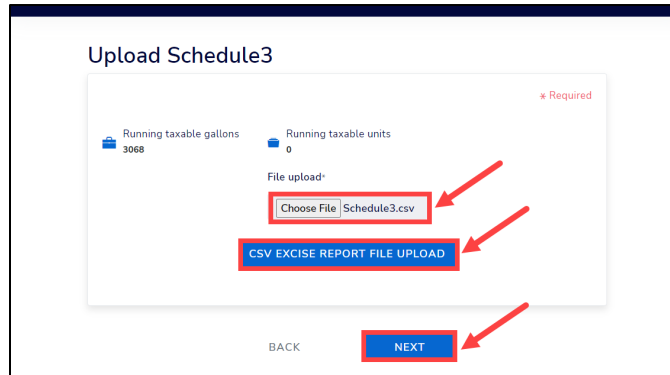
    If entries are correct, you will be directed to the next schedule. If errors are found, correct them and re-upload.

12. Upload Schedule 3. Click **Choose File** and find the completed file on your computer.

Click the **CSV Excise Report File Upload** button.

If entries are correct, you will be directed to the next schedule. If errors are found, correct them and re-upload.
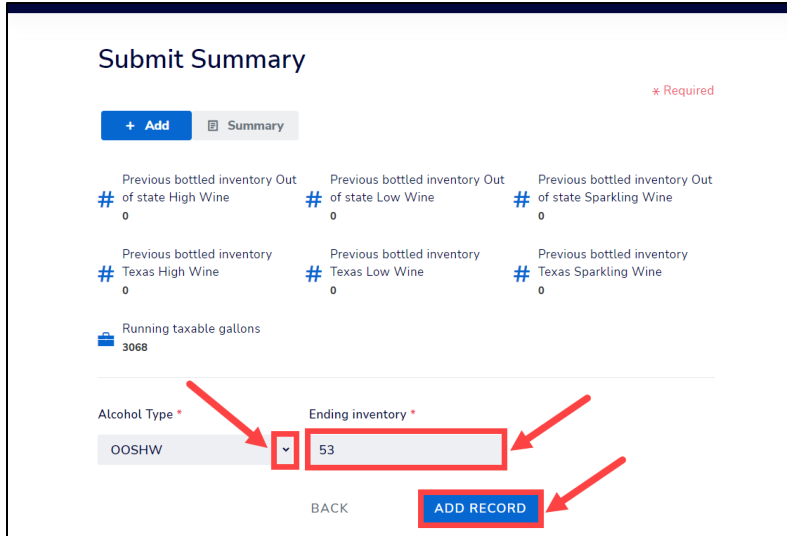
In this example there is no Schedule 4 to submit. However, if AIMS provided you with a Schedule 4 spreadsheet, you would upload it at this time.

13. **Submit Summary** by selecting the **Alcohol Type** and **Ending Inventory** from the dropdown lists.

    Click **Add Record**.

    Repeat this step for each alcohol type you sell.

Alcohol Types and Descriptions Provided for Reference

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 Beverage (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)

14. When complete, click **Summary**.

15. Check that the information is correct.

Click the **Next** button.

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

17. The payment screen will appear with the charges. Scroll down.

> **If you submit payment through TEXNET, view the instructions on the next page before continuing.**
>
> **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.

TEXNET Payment Process

If you use the Comptroller of Public Accounts TEXNET system to submit payment, follow these instructions.

Note: If you log out of AIMS, are inactive for too long, or hit **Back** while submitting your TEXNET payment, AIMS will save your work. However, you'll need to click through each screen of the report to reach the payment screen again. Remember to click **View** and **Next** to advance through the schedules you have previously completed.

Submitting Payment for One Alcohol Type (e.g., Malt Beverages)

If paying by TEXNET, use the total cost shown on the screen in step 17 to submit payment through the TEXNET System. Then, return to the AIMS payment screen and enter the TEXNET Trace Number in the designated field.

Submitting Payment for <u>More Than One</u> Alcohol Type (Wholesalers)

AIMS only calculates the total 2% discount for on-time filing for the total cost. However, Wholesalers make payments in TEXNET separately for each alcohol type. Wholesalers that handle both wine and distilled spirits will use the TEXNET Wholesaler Payment spreadsheet to calculate their TEXNET payment by alcohol type.

Step 1: Scroll to the top of the payment screen in AIMS.

Step 2: Enter each value into the TEXNET Wholesaler Payment spreadsheet.

TEXNET Wholesaler Payment

	SPIRITS	UNITS	IN-STATE HIGH WINE (TXHW)	IN-STATE LOW WINE (TXLW)	IN-STATE SPARKLING WINE (TXSW)
Reported Totals Subject To Taxation:	500	400	200	300	100
Tax Rate:	$2.40	$0.05	$0.408	$0.204	$0.516
Gross Amount:	$1,200.00	$20.00	$81.60	$61.20	$51.60

Spirits Dollar Totals:	$1,220.00		Wine Dollar Totals:	$194.40
2% Discount:	$24.40		2% Discount:	$3.89
Credit:			Credit:	
Net Amount to Pay:	$1,195.60		Net Amount to Pay:	$190.51

Step 3: Enter the totals above into your TEXNET account and submit your TEXNET payment.

EXAMPLE

Transaction Summary

Transaction Complete

Trace #: 00000000123455

Texas Alcoholic Beverage Commission
TRADE NAME
LICENSE #

Remittance Amount	$1,220.00
Bank Routing and Account Number	1234567****8910
Settlement Date	9/13/2021
Tax Type	1
Month Payment Covers	08
Entered By	John Doe

EXAMPLE

Transaction Summary

Transaction Complete

Trace #: 00000000123456

Texas Alcoholic Beverage Commission
TRADE NAME
LICENSE #

Remittance Amount	$194.40
Bank Routing and Account Number	1234567****8910
Settlement Date	9/13/2021
Tax Type	3
Month Payment Covers	08
Entered By	John Doe

Step 4: Choose **only one** of the TEXNET Trace numbers and enter it into the TexNet number field in AIMS. Only one number is needed for TABC to verify payment.

OPTION 2: ONLINE FILING

Complete steps 1-2 above.

3. Select the **checkbox** next to the license for which you need to submit excise taxes.
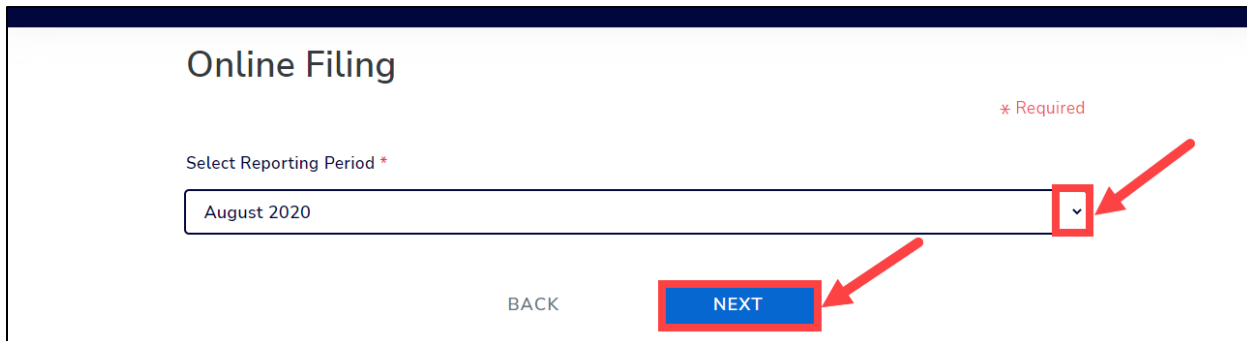
4. Click the **Online filing** button.

5. **Select Reporting Period** from the dropdown list.

   Businesses required to file excise tax reports must file their reports between the 1ˢᵗ and the 15ᵗʰ of the month, covering activity in the previous month. Because of this, 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. The opening inventory is the total closing inventory from the previous reporting period. For more information, view this document outlining important information for entering opening inventory in October 2021 for September reports. Enter opening inventory for each beverage category and click the **Add Record** button.

   If you don't have any data to enter for this portion of the report, click **View** and then **Next** to continue. Watch this brief video clip for an example.

   Note: You will not be required to enter Opening Inventory amounts for subsequent report filings. Please double-check your figures to ensure they are correct.

   When complete, click **Add Record**.

Alcohol Types and Descriptions Provided for Reference

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 Beverage (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. Click **View**.

8. Check that the entries are correct.

   Click the **Next** button.

9. AIMS will automatically display which schedules are required based on the license or permit type you selected in Step 3.

   Click the **Add Record** button when complete. You will complete the requested information for each schedule.

   To find specific instructions for each field for each schedule, see Page 28.

10. Notice the green message box in the upper-right corner confirming the record was saved.

Click **View**.

11. Check that the information is correct.

Click the **Next** button.

12. Submit Schedule 2, Schedule 3 and Schedule 4 the same way as Schedule 1 by entering the information in the provided fields, clicking the **Add Record** button, making sure the information is correct and clicking the **Next** button.

If no business was conducted for the reporting period, you may select **View** and click **Next** to proceed forward.

Online Filing Each Schedule | Field Descriptions

Schedule 1

Applies to holders of a Winery Permit (G), Brewer's License (BW), Distiller's and Rectifier Permit (D), and Brewpub License (BP).

Businesses report manufacture and sales in Schedule 1. Under this schedule, include the total amount of alcohol manufactured for the month, in gallons and/or units. Businesses that are eligible to **sell to retail tier businesses, sell on-premise or sell off-premise** will also include the gallon amount sold for each category for the reporting month under this schedule.

Transaction: Select either "Manufacture" or "Direct Sales."

> **Manufacture**
>
> - Select and enter this option if the alcoholic beverage inventory is manufactured, e.g., a winery reporting gallons of wine produced.
> - **Direct Sales**
>   - Select and enter if sales to retailers, sales made off-premise, and sales made on-premise were conducted during the reporting period.

Alcohol Type: The alcohol type manufactured and/or sold to retail, on-premise or off-premise.

Choose from the options listed under Alcohol Type. Descriptions are provided below for reference.

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 Beverage (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)

Quantity: Gallon amounts cannot exceed four (4) decimal places to the right. You must enter units in decimals and not fractions.

Correct	Incorrect
101.3333	101 1/3

Sale Type: includes sales to retailers, sales made off-premise and sales made on-premise.

- RETAIL – sold to retailer (excludes Distiller's and Rectifier permittees (D).
- OFFPREMISE – sold for off-premise consumption ("to-go").
- ONPREMISE – sold for on-premise consumption.

Schedule 2

Applies to holders of Winery Permit (G), Brewer's License (BW), Distiller's and Rectifier Permit (D), Brewpub License (BP), General Distributor's License (BB), Branch Distributor's License (BC), Wholesaler's Permit (W), and General Class B Wholesaler's Permit (X).

Businesses use Schedule 2 to report incoming alcohol (product received) and exemptions, such as alcohol exported out of the state or used in a lab for testing.

Incoming Alcohol/Exemption: Report received alcohol (INCOMING) or record exemptions, if applicable. Select the option that applies.

Transaction Type	Description
INCOMING	Alcohol received - excludes Distiller's and Rectifier permittees (D)
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 for G, D, W and X permittees
DISTRIBUTORS	Sale to distributors – applies only for BW, BP, BB and BC permittees
MILITARY	Sales to military instillations
OTHER	You must receive TABC approval for exemption type. Contact our Excise Tax Team if you have any questions.
SACRAMENTAL	Sales made for sacramental purposes - applies only to G, W and X permittees
WINERIES	Sales to wineries – applies only to G, W and X permittees

Invoice Number: Enter invoice number.

Invoice Date: Enter the invoice date.

Alcohol Type: Choose the correct alcohol type from the Alcohol Type options. Review the list below for descriptions.

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 Beverage (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)

Quantity: Gallon amounts cannot exceed four (4) decimal places to the right. You must enter units using decimals and not fractions.

Correct	Incorrect
101.3333	101 1/3

Permit: The permit field is only required for Incoming, Wineries, Wholesalers or Distributors transaction types (see below for descriptions of each transaction type). This field will not display and is not required if you have selected another transaction type.

- For Exemptions (transaction types Wineries, Wholesalers, or Distributors), enter the AIMS license or permit number for the receiving permittee. Enter only the numbers and do not include any leading letters.
- For Incoming, enter the AIMS license or permit number of the supplying permittee. Enter only the numbers and do not include any leading letters.

Need help looking up a new AIMS license number? There are three ways to find it:

- AIMS License Search
- TABC Licenses lookup table
- Public Inquiry

Schedule 3

Applies only to holders of a Winery Permit (G) and Distiller's and Rectifier Permit (D).

Transaction Type: Select the only option: Bulk.

Invoice Number: Enter invoice number.

Invoice Date: Enter the invoice date.

Quantity: Gallon amounts cannot exceed four (4) decimal places to the right. You must enter units in decimals and not fractions.

Correct	Incorrect
101.3333	101 1/3

Permit: TABC permit number of supplying permittees. Use the new AIMS license or permit number and enter only numbers with no leading letters.

- o Need help looking up a new AIMS license number? There are three ways to find it:
  - AIMS License Search
  - TABC Licenses lookup table
  - Public Inquiry

Schedule 4

Schedule 4 (this is not used for the G permit in this example): Applies only to holders of a Brewer's License (BW), Brewpub License (BP), General Distributor's License (BB) and Branch Distributor's License (BC).

Businesses use Schedule 4 to list each brand, package size and package count sold to retailers in the state during the reporting month. For holders of a Brewer's License (BW) and Brewpub License (BP), this should match your RETAIL sale amount under Schedule 1.

Brand Name: Name from TABC Product Registration Certificate.
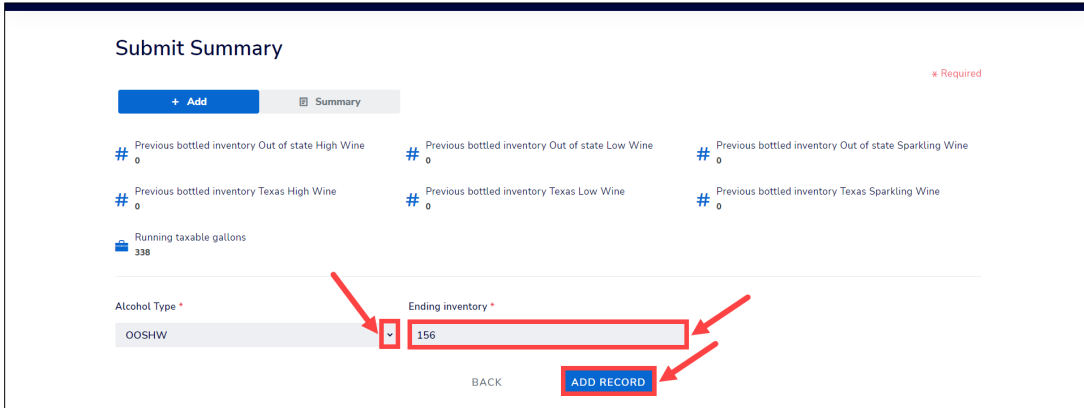
Package Size: Refer to the chart posted on the TABC Alcohol Excise Taxes page. Choose the appropriate package size from the Package Size column. The chart also provides Quantity and Size for clarity, but the values in those columns do not need to be entered into the schedule.

Package Count: Number of packages, represented as a whole number.

13. Submit Summary by selecting the **Alcohol Type** from the dropdown list and then **Ending Inventory**.

    Click **Add Record**.

    Complete a summary for each alcohol type you sell.

14. When complete, click **Summary**.

15. Check that the information is correct.

Click the **Next** button.
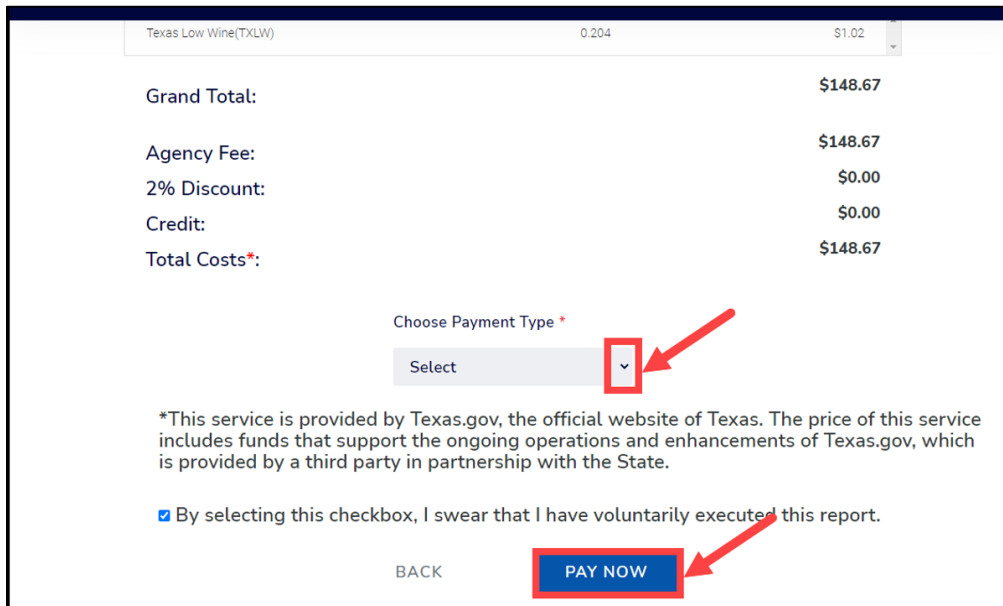

16. Review the Attestation and click the **Submit** button.

17. The payment screen will appear with the charges. Review the charges and scroll down. If you're using TEXNET to submit payment, view the instructions on the next page.

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.

TEXNET Payment Process

If you use the Comptroller of Public Accounts TEXNET system to submit payment, follow these instructions.

Note: If you log out of AIMS, are inactive for too long, or hit **Back** while submitting your TEXNET payment, AIMS will save your work. However, you'll need to click through each screen of the report to reach the payment screen again. Remember to click **View** and **Next** to advance through the schedules you have previously completed.

Submitting Payment for Once Alcohol Type (e.g., Malt Beverages)

If paying by TEXNET, use the total cost shown on the screen in step 17 to submit payment through the TEXNET System. Then, return to the AIMS payment screen and enter the TEXNET Trace Number in the designated field.

Grand Total:	$1,414.40
Agency Fee:	$1,414.40
2% Discount:	$0.00
Credit:	$0.00
Total Costs*:	$1,414.40

Choose Payment Type *

TexNet

TexNet Number *

Enter either your liquor or wine TexNet Trace #. → 00000000123455

BACK   PAY NOW

Submitting Payment for <u>More Than One</u> Alcohol Type (Wholesalers)

AIMS only calculates the total 2% discount for on-time filing for the total cost. However, Wholesalers make payments in TEXNET separately for each alcohol type. Wholesalers that handle both wine and distilled spirits will use the TEXNET Wholesaler Payment spreadsheet to calculate their TEXNET payment by alcohol type.

Step 1: Scroll to the top of the payment screen in AIMS.

Step 2: Enter each value into the TEXNET Wholesaler Payment spreadsheet.

Step 3: Enter the totals above into your TEXNET account and submit your TEXNET payment.

TEX NET Electronic Payment Network | Texas Comptroller of Public Accounts

EXAMPLE

Transaction Summary

Transaction Complete
Trace #: 00000000123455

Texas Alcoholic Beverage Commission
TRADE NAME
LICENSE #

Remittance Amount	$1.220.00
Bank Routing and Account Number	1234567****8910
Settlement Date	9/13/2021
Tax Type	1
Month Payment Covers	08
Entered By	John Doe

TEX NET Electronic Payment Network | Texas Comptroller of Public Accounts

EXAMPLE

Transaction Summary

Transaction Complete
Trace #: 00000000123456

Texas Alcoholic Beverage Commission
TRADE NAME
LICENSE #

Remittance Amount	$194.40
Bank Routing and Account Number	1234567****8910
Settlement Date	9/13/2021
Tax Type	3
Month Payment Covers	08
Entered By	John Doe

Step 4: Choose **only one** of the TEXNET Trace numbers and enter it into the TexNet number field in AIMS. Only one number is needed for TABC to verify payment.

Grand Total:	$1,414.40
Agency Fee:	$1,414.40
2% Discount:	$0.00
Credit:	$0.00
Total Costs*:	$1,414.40

Choose Payment Type *

TexNet

TexNet Number *

Enter either your liquor or wine TexNet Trace #. ➡ 00000000123455

BACK   PAY NOW